

# **Construction/ Demolition Management Plan - Addendum**

pro forma

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# Revisions & additional material

Please list all iterations here:

Date	Version	Produced by
11/11/2021	A	David Fletcher (Syntegra)
08/12/2021	B	David Fletcher (Syntegra)
05/01/2022	C	David Fletcher (Syntegra)
11/01/2022	D	David Fletcher (Syntegra)
27/01/2022	E	David Fletcher (Syntegra)
01/03/2022	F	David Fletcher (Syntegra)
03/03/2022	G	David Fletcher (Syntegra)
03/03/2022	H	David Fletcher (Syntegra)
21/06/2022	I	David Fletcher (Syntegra)
23/06/2022	J	David Fletcher (Syntegra)
01/07/2022	K	David Fletcher (Syntegra)
25/07/2022	L	David Fletcher (Syntegra)
04/08/2022	M	David Fletcher (Syntegra)

## Additional sheets

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

Appendix Letter	Appendix Name
A	Demolition Management Plan
B	Construction Programme
C	Consultation Letters and Minutes
D	Swept Path Analysis
E	RAMS for Gates
F	C Field Construction Site Layout
G	C Field Tower Crane Layout
H	Utilities Tracker
I	GLA Mitigation Checklist

# Introduction

The purpose of the **Construction Management Plan (CMP)** is to help developers to minimise construction impacts, and relates to all construction activity both on and off site that impacts on the wider environment.

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 nature 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 the [Construction Logistics and Community Safety \(CLOCS\)](#) Standard and the [Guide for Contractors Working in Camden](#).

Camden charges a [fee](#) for the review and ongoing monitoring of CMPs. This is calculated on an individual basis according to the predicted officer time required to manage this process for a given site.

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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 during construction. 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 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](#)."

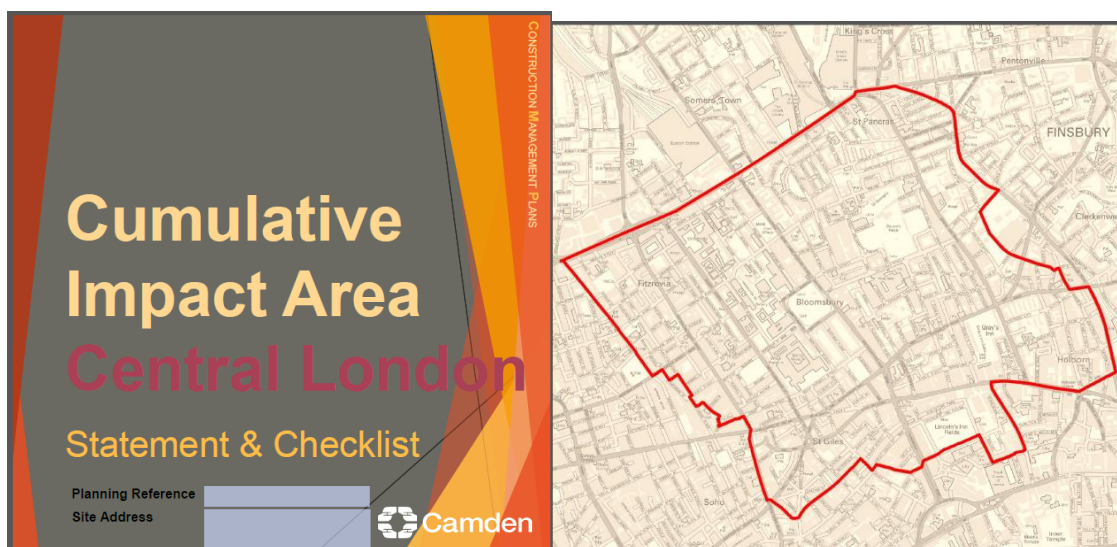
Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. It is preferable if this document, and all additional documents, are completed electronically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

(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.

**IMPORTANT NOTICE:** If your site falls within a Cumulative Impact Area (as of 03/02/2020 to 03/08/2020 there is only one established CIA for the Central London area) you are required to complete the CIA Checklist and circulate as an appendix to the CMP and included as part of any public consultation – a CMP submission will not be accepted until evidence of this has been supplied.

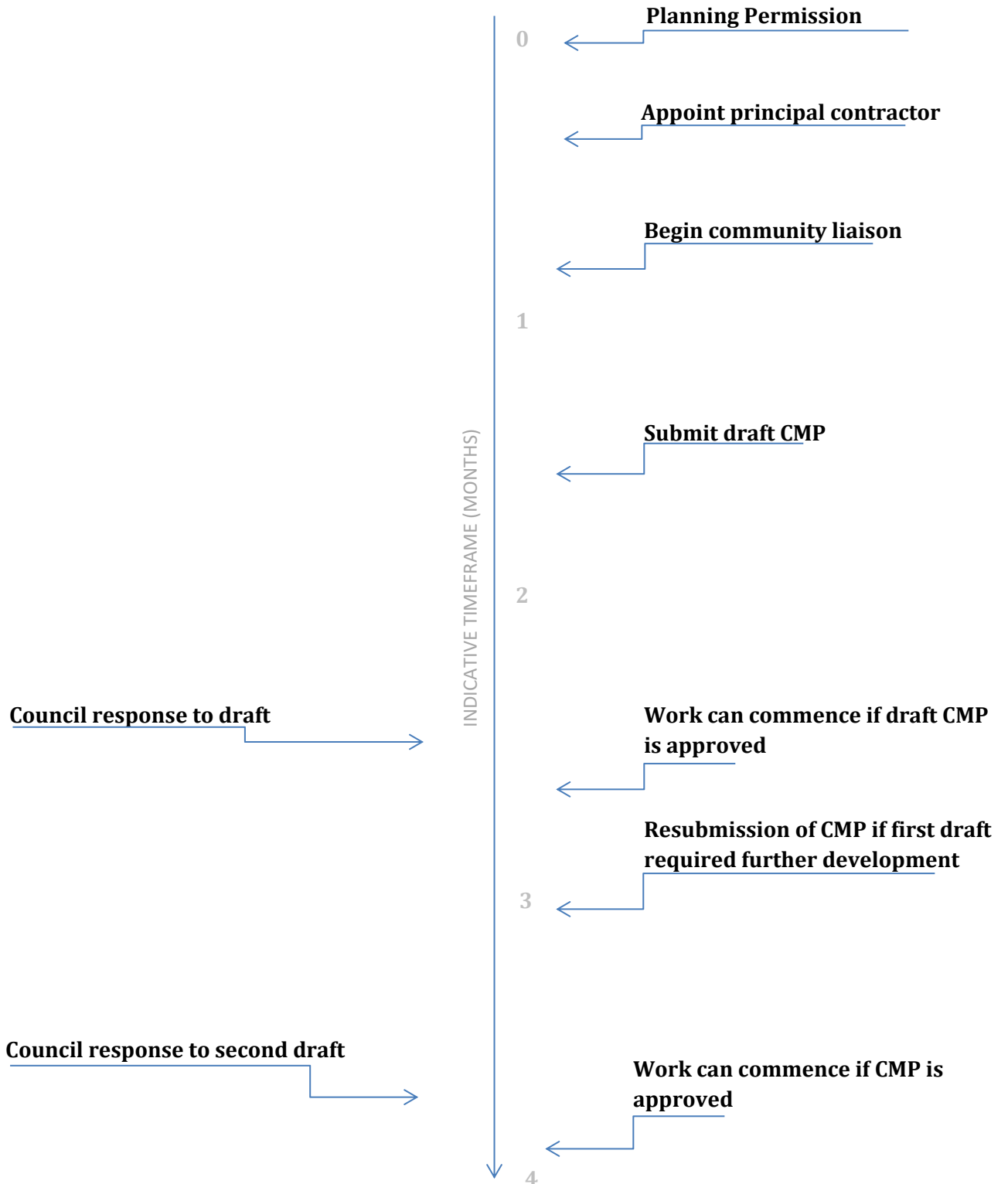
The CIA Checklist can be found at <https://www.camden.gov.uk/about-construction-management-plans>



# Timeframe

## COUNCIL ACTIONS

## DEVELOPER ACTIONS



# Contact

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

Address: 1-33 Liddell Road, West Hampstead, London, NW6 2EW

Planning reference number to which the CMP applies: 2014/7651/P

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

Name: David Fletcher

Address: Syntegra, Syntegra House, 63 Milford Road, Reading, RG1 8LG

Email: [d.fletcher@syntegragroup.com](mailto:d.fletcher@syntegragroup.com)

Phone: 07725 366155

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: Joe Martin

Address: C Field Construction, Tower Bridge Business Centre, 46-48 East Smithfield, London, E1W 1AW

Email: [joe.martin@cfield.co.uk](mailto:joe.martin@cfield.co.uk)

Phone: 020 7078 4364

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: Joe Martin

Address: Tower Bridge Business Centre, 46-48 East Smithfield, London, E1W 1AW

Email: [joe.martin@cfield.co.uk](mailto:joe.martin@cfield.co.uk)

Phone: 020 7078 4364

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: Joe Martin

Address: Tower Bridge Business Centre, 46-48 East Smithfield, London, E1W 1AW

Email: [joe.martin@cfield.co.uk](mailto:joe.martin@cfield.co.uk)

Phone: 020 7078 4364



# 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.

The regeneration of Liddell Road is being constructed in two phases. Phase 1 is already constructed and comprises Kingsgate Primary Lower School. Phase 2 comprises the construction of the commercial and residential land uses. The proposed development will provide;

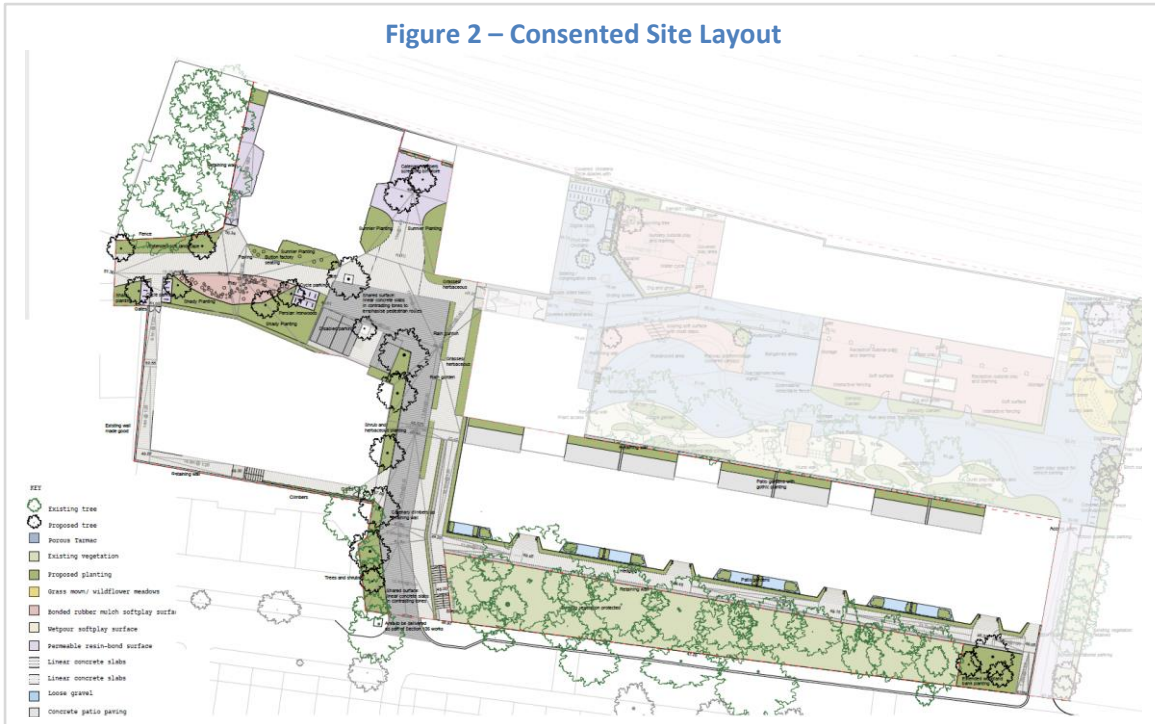
- 106 residential units, comprising Block C fronting onto Maygrove Road (66 units) which comprises of four storeys and a Block B to the north western corner of the site (40 units) which comprises of 10 storeys;
- 3,729sqm of commercial floor space in Block A which comprises of six storeys
- Two off-street disabled bays and one on-street disabled bay.

The site is bound by rail lines to the north, Kingsgate Primary Lower School and a light industrial estate to the east, Maygrove Road to the south and Maygrove Peace Park to the west. The location of the site is shown below in **Figure 1** whilst the consented site layout is shown in **Figure 2**.

**Figure 1 – Site Location**



Figure 2 – Consented Site Layout



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).

The anticipated programme of construction works for the proposed development is outlined below. It should be noted however that the project programme may be subject to change prior to work commencing on site. any significant changes to the construction programme will be agreed with LBC in advance.

Construction will last for 20-22 months with site possession taking place in November 2021, enabling works took place from December 2021 through until the end of January 2022 and construction works started in February 2022. The works will be split into the following key phases;

- Site Setup and Enabling Works
- Site Demolition and Clearance
- Groundworks and Substructure
- Superstructure and Frame
- Envelope, Roof Shell and Core
- Completion of Commercial Units and Shell & Core Fit Out.

Demolition of the building and removal of the concrete slabs will be carried out in line with Demolition Environmental Management Plan (**Appendix A**) submitted and approved under London Borough of Camden Planning (Ref 2014/7651/P).

### **Main Issues and Challenges:**

#### **Air Quality Management Areas (AQMA) – LBC has a borough wide AQMA monitoring Nitrogen Dioxide (NO<sub>2</sub>) and Particulate Matter (PM<sub>10</sub>):**

- The site is located within a sustainable location with good accessibility by walking, cycling and public transport. Construction workers will be encouraged to travel by sustainable modes of transport or car share. A number of measures that will be implemented to minimise the air quality and dust impacts during the construction of the site are outlined later in this report. As such, it is considered that the scheme would not have a material impact on air quality and would be in accordance with the AQAP.

#### **Residential nature of area, Presence of Rail Line and other neighbours**

- Throughout the planning process the developer has sought to engage as widely as possible with the local community, network rail and neighbours. This process has involved a range of activities such as newsletters, emails, exhibitions, walk and talks, one to one meetings and meetings. During the construction process C Field Construction will seek to maintain a number of methods to communicate with the local community to keep them informed of progress on the scheme concerns to be voiced and listened to, such as:
  - A project newsletter has been circulated to the surrounding streets, and will continue to be on a monthly basis;
  - Meetings with stakeholders, and local residents' in the Sidings Community Centre took place on 27th September 2021 and an initial meeting with Kingsgate School Management took place on 31st August 2021. Discussions have been ongoing since;
  - Any special or unusual activities to take place (such as road closures or deliveries of large plant) will be notified by way of a supplementary letter, issued to the relevant neighbours and local amenity centres;
  - A single point of contact has been provided to the neighbouring residents and relevant statutory and non-statutory bodies and a contact telephone number (which is already established) will be provided to ensure clarity of communication and to coordinate any concerns;
  - A complaints register has been established to provide a permanent record of the performance of the project. Any complaint from residents or other parties will be treated seriously, and the complaint logged, and cause investigated. Analysis of any complaints made will allow procedures to be implemented with the aim of avoiding any re-occurrence;
  - The site hoarding is used to display information regarding the development, in order that the local community and passers-by can be informed of progress. Drop in sessions will be held at the project community hub so that people are able drop in to discuss any questions or concerns with members of the project team directly.

#### Location of Kingsgate Primary Lower School adjacent to the site:

- Kingsgate Primary Lower School is located adjacent to the site. As such it is likely that pupils will be using adjacent footways and footpaths to walk to or from nearby residential areas, stations and transport links. The Site Manager will regularly contact the schools to share information in order to maximise child and pedestrian safety. Discussions have taken place with the school who have confirmed that their preference is for no deliveries to take place between 07:30-09:30 and between 15:15-17:00 during school term time. As such the Site Manager will ensure that no HGV deliveries take place during the school drop-off (07:30-09:30) and pick-up (15:15-17:00) during school term time. As such the majority of HGV deliveries associated with the site will take place between 09:30-15:15 Monday to Friday and on Saturdays 08:00-13:00. If deliveries outside these hours are required then prior consent will be obtained from LBC.

#### Neighbouring Construction Sites

- At present there are no sites in the immediate vicinity of the site however a number of construction sites are located along West End Lane. The Site Manager has already reached out to Site Manager at 156 West End Lane (Ref: 2015/6455/P) which is located circa 450m from the site. The Site Manager will liaise with the site managers of any other construction sites that come forward within the vicinity of the site and form a Construction Steering Group. Though engaging in cross site discussions, the site managers of the individual sites will be able to schedule key works at different times to ensure disruption is minimised. In addition to this the contractors will, where possible, share procurement practices, delivery schedules and vehicle loads to help minimise the number of vehicles on the road network.

#### Narrow Nature of Maygrove Road and On-street parking

- Swept path analysis of the construction route from the B510 West End Lane has been undertaken. In order to facilitate access to the site for HGVs it is likely that two on-street parking bays will need to be suspended for the duration of the construction period.

#### Vermin Issues

- All waste materials will be collected and stored in suitable receptacles before they are taken off site. Waste materials will not be allowed to accumulate because of the fire / vermin risk. The exterior of the site will have Rodent Metal Tamper Proof Bait Boxes situated every 10 meters This would include in selected areas of Wildlife Conscious Rat Control Points. Administration Building to have Mouse Bait Tamper Proof Boxes Installed within required areas. Monthly Attendance on site for Maintenance of traps checking bait consumption and including replacing of bait levels. Additional Visits may be required should rodent activity be identified.

#### Presence of any Asbestos

- Any asbestos cement materials (ACMs) will be surveyed prior to demolition and removed by an appropriately licensed contractor in accordance with the Control of Asbestos Regulations 2006.

#### Trees in the vicinity of the Site

- Where trees are identified for retention, construction work will be undertaken in accordance with relevant guidelines B.S. 5837:2012 (Trees in Relation to Design, Demolition and Construction to Construction) and in line with the details submitted and approved for Planning Condition 11. This will ensure that any construction within

close proximity of these trees is undertaken without significantly impacting on them. Retained trees will also be adequately protected from damage throughout the construction process.

Potential Impact on Utilities

- Utility service diversions and temporary service connections would be carried out during the initial stages of the enabling works. These would be programmed to be completed prior to any construction works. There will be limited utility diversions required for water supplies crossing the site. C Field Construction will manage the installation of the utility infrastructure within the site to the point of connection on the site boundary. The sites existing UKPN substation will be disconnected and removed when final wayleave agreement is reached with UKPN for two new substations to be incorporated in Block B. Provision is to be made for a temporary substation on site to provide temporary power during the construction phase. The exact location of any other services will not be known until a survey has been carried prior to works starting. Prior to works commencing, utility services would be identified and disconnected across the site. Safe access routes would also be identified for vehicles and pedestrians across the site. A site investigation would be undertaken prior to the works.

8. 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).

It is anticipated that construction will last for 20-22 months with site possession from November 2021, enabling works taking place from December 2021 through until the end of January 2022 and construction works starting in February 2022. The works will be split into the following key phases;

- Site Setup and Enabling Works
- Site Demolition and Clearance
- Groundworks and Substructure
- Superstructure and Frame
- Envelope, Roof Shell and Core
- Completion of Commercial Units and Shell & Core Fit Out.

The indicative phase timescales are outlined below.

Construction phase	Start	End
Site setup and demolition	Dec-2021	Jan-2022
Basement excavation and piling	Feb-2022	Apr-2022
Sub-structure	Mar-2022	Mar-2023
Super-structure	Apr-2022	Nov-2022
Cladding	Sep-2022	Apr-2023
Fit-out, testing and commissioning	Aug-2022	Dec-2023

### Groundworks and Substructure

The implementation of construction work on site including further enabling works are outlined below.

- Installation of utilities, diversions, new electricity substation, supplies and connections as agreed with statutory authorities.
- Excavation and installation of storm water attenuation tanks, reinforced concrete crane bases, reinforced raft foundations, deep drainage and service routing.
- New foundations will be a mixture of bored & sheet piles.
- Four tower cranes will be erected to assist with the erection of the frames. Mobile cranes will be utilised for specific packages.
- Concrete pumps will be employed in placing concrete.
- Larger mechanical plant may be placed as ground level construction proceeds for ease of access.
- Excavate, lay and test underground drainage, coordinate and install incoming services to plot, backfill, including concrete surround and drainage.
- Trim & prepare ground floor slab formwork including blinding & waterproof system.
- Install ground floor slabs.
- Fix, rebar, shutter & pour ground floor slabs.
- All piling will be undertaken and carried out as per separate Piling Method Statement.
- If obstructions are encountered there then may be the potential for short bursts if repetitive hammering to move the obstruction, but will keep with the agreed Section 61 agreement.

### Superstructure/Frame.

The superstructure works include;

- Site up safety exclusion zone around the foundations , fit core wall steel and assemble core wall shutters.
- Core wall shutters will be installed as the frame rises, operative access to the working decks will be via Haki stairs/core concrete staircases. Rebar lifted by tower crane, concrete pumped using concrete placing boom, supplemented by tower crane or mobile crane.
- The floor slabs will be constructed using traditional formwork methods.

### Envelope, Roof Shell & Core

Cladding will be a mixture of clay brick with glazed panels/doors/windows. Materials will be handled by tower cranes, tele-handlers, goods/passenger hoists operating externally to the façade. Access for operatives will be from inside the floor plates of the new buildings. At completion of the lift installation, beneficial use will be allocated for distribution of materials only. Where required, mechanical plant & roof materials will be placed by crane. Fit out & Finishes and External Works. The fit out, finishes and external works include;

- The roof waterproofing system will be installed as soon as the roof concrete slab has cured to achieve the earliest watertight date for all buildings.
- Fit out of residential units including bathrooms, will use traditional techniques and trade sequences, serviced by cranes, loading bays, external hoists, canti-decks and beneficial use of the lifts in the buildings.
- Residential units will be completed from the ground up and handed over following hoist removal and mechanical & electrical services commissioning.

- As the envelope completes the cranes & electric hoists will be removed. Operative movements & materials for the fitting out of apartments will continue with beneficial use of the building lifts. Through the fit-out, prefabricated components will be utilised where practical to limit the extent of site works.
- Public realm and individual gardening landscaping.
- Completion and installation of Section 278 works– these works outside the site will be phased in such a way to minimise disruption to users of the surrounding streets, some temporary footpath and road closures will be required to complete these works.

#### Completion of Commercial Units and Shell & Core Fit Out

The commercial units will be completed to full Category A fit out standards to allow flexibility to incoming tenants. It is intended that all services will be brought into the units and capped off for tenant relocation.

#### Summary

The full construction programme is attached at **Appendix B**. The timescales outlined above have been based upon a timely sign off of this CMP from LBC. Should the timescales need to be changed to allow for any revisions to the CMP, it should be noted that the length of time for each phase would remain unchanged, however timescales would be agreed in advance with LBC.

9. 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

In accordance with LBC Noise Pollution Control hours all works will be conducted between 08:00-18:00 hours Monday to Friday and on Saturdays between 08:00-13:00 with no works taking place on Sundays and Public Holidays.

As aforementioned, due to the proximity of Kingsgate Primary Lower School no HGV deliveries will take place during school drop off and pick-up times. As such the majority of HGV deliveries associated with the site during school term time will take place between 09:30-15:15 Monday to Friday and on Saturdays 08:00-13:00

This will be adhered to and if delivery is required outside of these hours prior agreement will be sought with LBC in advance.

For any noisy works where there is a direct impact upon surrounding properties within the specified times, the Site Manager will make contact with the neighbours to consult on the duration, extent and impact of the works to see if an informal agreement can be reached to minimise the duration of these works or carry them out at specific times.

# 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 granting 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.

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## Cumulative impact

Sites located within high concentrations of construction activity that will attract large numbers of vehicle movements and/or generate significant sustained noise levels should consider establishing contact with other sites in the vicinity in order to manage these impacts.

**The Council can advise on this if necessary.**

## 10. Sensitive/affected receptors



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.).

- Adjacent dwellings / properties – measures to control the noise, vibration and dust levels arising from the development have been outlined within the CMP;
- Development sites within the vicinity – the Contractor will liaise with other development sites that come forward in the area to minimise conflicts;
- Schools - due to the proximity of Kingsgate Primary Lower School no HGV deliveries will take place during school drop off and pick-up times. As aforementioned, due to the proximity of Kingsgate Primary Lower School no HGV deliveries will take place during school drop off and pick-up times. As such the majority of HGV deliveries associated with the site during school term time will take place between 09:30-15:15 Monday to Friday and on Saturdays 08:00-13:00. This will be adhered to and if delivery is required outside of these hours prior agreement will be sought with LBC in advance.

## 11. 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 should be included. Details of meetings including minutes, lists of attendees etc. should be appended.

In response to the comments received, the CMP should then be amended where appropriate and, where not appropriate, a reason 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.

The contractor will strive to be 'Good Neighbours', with systems employed to ensure local issues are understood. As part of this the contractor will sign up to the Considerate Constructor Scheme (CCS).

Consultation and communication with local residents and businesses has begun already. Adjacent residents within the vicinity of the site as well as Kingsgate Primary Lower School have been provided with information on the planned construction including times and contact details of the Site Manager (Joe Martin) based on site. As aforementioned;

- A project newsletter has been circulated to the surrounding streets, and will continue to be on a monthly basis (**Appendix C**);
- Meetings have taken place with stakeholders, and local residents' in the Sidings Community Centre on 27th September 2021 and an initial meeting with Kingsgate School Management took place on 31st August 2021. Discussions have been ongoing since then;
- A Construction Working Group (CWG) has been set up with local residents with a Microsoft Teams meeting held on 16<sup>th</sup> December 2021 (minutes attached at **Appendix C**)
- The proposed changes to the CMP to include Pit Lanes and parking bay suspensions were consulted on in July 2022 with a Teams meeting held on 7<sup>th</sup> July and a further CWG meeting on the 21<sup>st</sup> July 2022.
- Any special or unusual activities to take place (such as road closures or deliveries of large plant) will be notified by way of a supplementary letter, issued to the relevant neighbours and local amenity centres;
- A single point of contact has been provided to the neighbouring residents and relevant statutory and non-statutory bodies and a contact telephone number (which is already established) will be provided to ensure clarity of communication and to coordinate any concerns;
- A complaints register has been established to provide a permanent record of the performance of the project. Any complaint from residents or other parties will be treated seriously, and the complaint logged, and cause investigated. Analysis of any complaints made will allow procedures to be implemented with the aim of avoiding any re-occurrence;
- The site hoarding will be used to display information regarding the development, in order that the local community and passers-by can be informed of progress. Drop in sessions will be held at the project community hub so that people are able drop in to discuss any questions or concerns with members of the project team directly.

An induction specific to the development site will be provided to all personnel before construction commences. This will incorporate health and safety; on-site construction works and issues and sensitivities in the context of the surrounding community.

Work associated with construction at the site will be restricted to between the LBC specified hours of 08:00 and 18:00 Monday to Friday and 08:00 to 13:00 on Saturdays. No work is permitted on Sundays or Bank Holidays. All suppliers will be made aware of the stringent delivery time restrictions during school term time (09:30-15:15 Monday to Friday and Saturdays 08:00-13:00). Any work that is anticipated to occur outside core working hours will be discussed and agreed with LBC prior to commencement. If deliveries outside these hour are required then prior consent will be obtained from LBC.

Following the meetings held on 7<sup>th</sup> July and 21<sup>st</sup> July 2022, it has been agreed to relocate a bench and litter bin on Maygrove Bank that is impacted by the pit lane. Full details of the consultation responses received are attached in Appendix C with CField and Hampstead Projects consultation tracker also included.

12.

### Construction Working Group

For particularly sensitive/contentious sites, or sites located in areas where there are high levels of construction activity, it may be necessary to set up a construction working group.

If so, please provide details of the group that will be set up, the contact details of the person responsible for community liaison and how this 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.

A Construction Working Group (CWG) has been set up made up of local residents and businesses. The Site Manager will continue to liaise with the school and neighbours throughout the construction timeline.

At present there are no sites in the immediate vicinity of the site however a number of construction sites are located along West End Lane. The Site Manager has already reached out to Site Manager at 156 West End Lane (Ref: 2015/6455/P) which is located circa 450m from the site. The Site Manager will liaise with the site managers of any other construction sites that come forward within the vicinity of the site and form a Construction Steering Group. Though engaging in cross site discussions, the site managers of the individual sites will be able to schedule key works at different times to ensure disruption is minimised. In addition to this the contractors will, where possible, share procurement practices, delivery schedules and vehicle loads to help minimise the number of vehicles on the road network.

### 13. Schemes

Please provide details of your Considerate Constructors Scheme (CCS) registration. Please note that Camden requires [enhanced CCS registration](#) that includes CLOCS monitoring. Please provide a CCS registration number that is specific to the above site.

Contractors will also be required to follow the [Guide for Contractors Working in Camden](#). Please confirm that you have read and understood this, and that you agree to abide by it.

The Site is registered with the 'Considerate Constructors Scheme' which is a self-financing organisation owned by Construction Umbrella Bodies (Holdings) Ltd.

Plant operators & drivers will be required to hold valid certificates and to have undergone the relevant safety training. C Field Construction has committed to ensuring that all Heavy Good Vehicle (HGV) class drivers delivering to site have attended the Fleet Operator Recognition Scheme (FORS) course, with contractors and their subcontractors operating HGV's having a minimum FORS Silver Level accreditation. As such all contractors and suppliers working on the site will be committed to safer and more efficient ways of working.

Additionally all HGV's over 12 tonnes visiting the site will be required to comply with the Direct Vision Standard (DVS) and hold the appropriate Safety Permit. This forms part of The Lord Mayor of London & TfL's Vision Zero approach to reducing road danger.

The Construction Logistics and Cyclist Safety (CLOCS) Standard for Construction Logistics: Managing Work Related Road Risk (WRRR) is the direct result of collaboration between developers, construction logistic operators and industry associations. CLOCS aims to achieve a visionary change in the way the construction industry manages work related road risk. This is being achieved through three industry led work streams:

- Improving vehicle safety through design and manufacture of safer new vehicles and fitment of appropriate safety equipment to existing vehicles;
- Addressing the safety imbalance in the construction industry through ensuring road safety is considered as important as health and safety on site; and
- Encouraging wider adoption of best practice across the construction logistics industry through taking best in class examples, developing a common national standard and embedding a new cultural norm.

The Site Manager will ensure that all contractors and fleet operators at the site sign up to the CLOCS standards for managing WRRR. All vehicles over 3.5 tonnes accessing the site will be required to have the vulnerable road user safety kit.

All personnel will be required to wear safety helmets when on site, and safety instructions will be strictly adhered to. All precautions will be taken to ensure the safety of working personnel, visitors and the general public.

## 14. 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.

At present there are no sites in the immediate vicinity of the site however a number of construction sites are located along West End Lane. The Site Manager has already reached out to Site Manager at 156 West End Lane (Ref: 2015/6455/P) which is located circa 450m from the site. The Site Manager will liaise with the site managers of any other construction sites that come forward within the vicinity of the site and form a Construction Steering Group. Though engaging in cross site discussions, the site managers of the individual sites will be able to schedule key works at different times to ensure disruption is minimised. In addition to this the contractors will, where possible, share procurement practices, delivery schedules and vehicle loads to help minimise the number of vehicles on the road network.

# 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 CCS monitors as part of your enhanced CCS site registration, and possibly council officers, to ensure compliance. Please refer to the CLOCS Standard when completing this section.

Please contact [CLOCS@camden.gov.uk](mailto:CLOCS@camden.gov.uk) for further advice or guidance on any aspect of this section.

## CLOCS Contractual Considerations

15. Name of Principal contractor:

C Field Construction

Site Manager Name: Joe Martin

Address: C Field Construction, Tower Bridge Business Centre, 46-48 East Smithfield, London, E1W 1AW

Email: [joe.martin@cfield.co.uk](mailto:joe.martin@cfield.co.uk)

Phone: 020 7078 4364

16. Please submit the proposed method for checking operational, vehicle and driver compliance with the CLOCS Standard throughout the duration of the contract.

C Field Construction has committed to ensuring that all Heavy Good Vehicle (HGV) class drivers delivering to site have attended the Fleet Operator Recognition Scheme (FORS) course, with contractors and their subcontractors operating HGV's having a minimum FORS Silver Level accreditation. As such all contractors and suppliers working on the site will be committed to safer and more efficient ways of working.

The Site Manager will ensure that all contractors and fleet operators at the site sign up to the CLOCS standards for managing WRRR. All vehicles over 3.5 tonnes accessing the site will be required to have the vulnerable road user safety kit.

17. 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.

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

Confirmed in line with comment above.

Please contact [CLOCS@camden.gov.uk](mailto: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.

**18. 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, stations, public buildings, museums etc.

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.

Please show vehicle approach and departure routes between the site and the Transport for London Road Network (TLRN). Please note that routes may differ for articulated and rigid HGVs.

Routes should be shown clearly on a map, with approach and departure routes clearly marked. If this is attached, use the following space to reference its location in the appendices.

The major road network within London is known as ‘Red Routes’ or the Transport for London Road Network (TLRN). Red Routes make up only 580km (5%) of London’s roads, but carry a third of its traffic. It is considered appropriate to avoid routes where vulnerable road users and construction vehicles could conflict. Likewise, it is considered appropriate to avoid routes where scheduled road works and construction vehicles could conflict.

Various routes have been considered as part of the construction strategy, with the below options discounted;

- **Shoot-Up Hill to Site via Maygrove Road:** It is not viable for an articulated lorry to get to the site via Shoot-Up Hill and Maygrove Road due to the tracking being too tight to turn from the north and due to right turns being banned from the south. However this route could however be used as a departure route from the site for HGVs including artics.

- **Shoot-Up Hill to Site via Iverson Road via Ariel Road** - Iverson Road is parallel to Maygrove Road and in this scenario, we would have to use Ariel Road to turn into Maygrove Road. The junction between Maygrove Road and Ariel Road, which is a 90-degree turn, isn't suitable to provide turning radius' for construction vehicles. This option is therefore not suitable.
- **Shoot-Up Hill to Site via Iverson Road turning in to Maygrove Road** - This route would require a large-scale remodelling of this junction to provide adequate turning radius' for construction vehicles. This option is therefore not suitable.

As such it is considered that the least disruptive route is to have vehicles accessing the site via West End Lane to the east of the site.

In the event that the route from West End Lane proves problematic, then a departure route via Marygrove Road to Shoot Up Hill will be used as an alternative departure route for the site. Swept path analysis of this route is included in **Appendix D** and this will form a backup option if needed. The use of this route will be kept under review and used as an alternative when necessary to avoid congestion on the route via West End Lane.

#### **West End Lane to Site via Iverson Road turning in to Maygrove Road**

All vehicles accessing the site will route from the B510 West End Lane, turning into Iverson Road before turning right on Maygrove Road. The B510 West End Lane connects with the A41 1.4 kilometres north of Iverson Road, the A41 forms part of the TLRN. Whilst to the south the B510 West End Lane connects with the A5205 approximately 3.3 kilometres.

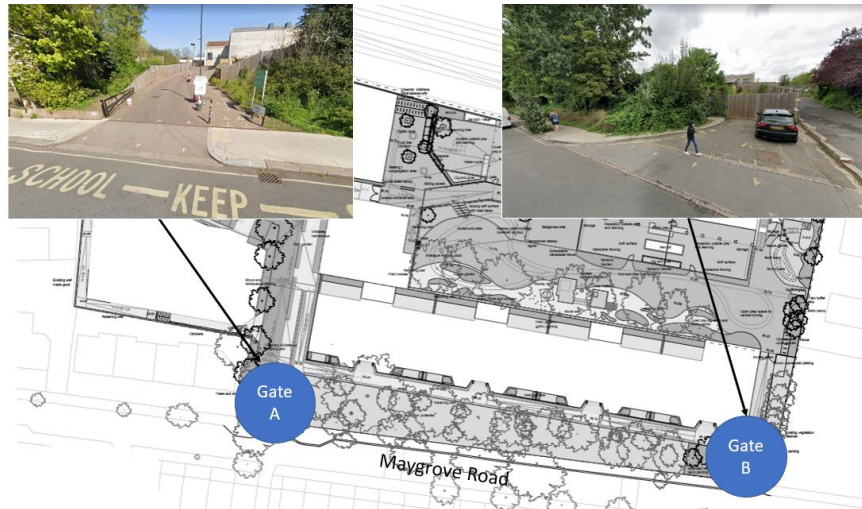
The route to the site from the B510 West End Lane is shown below in Figure 3 with swept path analysis of the route shown in **Appendix D**. Vehicles will approach and depart from either the north or the south on the B510 West End Lane, and that this will be kept under review and revised if it becomes apparent that the combined impact between construction traffic accessing the site and the site at 156 West End Lane is causing issues. In such an event, instructions will be sent to suppliers that they should approach the site from the south on B510 West End Lane only.

**Figure 3 – Construction Route**





The construction site provides two gates, Gate A at Liddell Place and Gate B at Liddell Road, as shown below. Both gates will be clearly marked with Black letters on a white background. The decal will be 500mm X 600mm. The gates are also clearly marked on delivery and unloading plans & maps sent when orders are placed.



### **Gate A**

It is proposed that all construction vehicles that route to Gate A will route to Liddell Place where a qualified banksman / Traffic Marshall will meet the vehicle. The vehicle will enter the site in forward gear. Sufficient room is provided on site for the vehicles to turn within the site for much of the construction period.

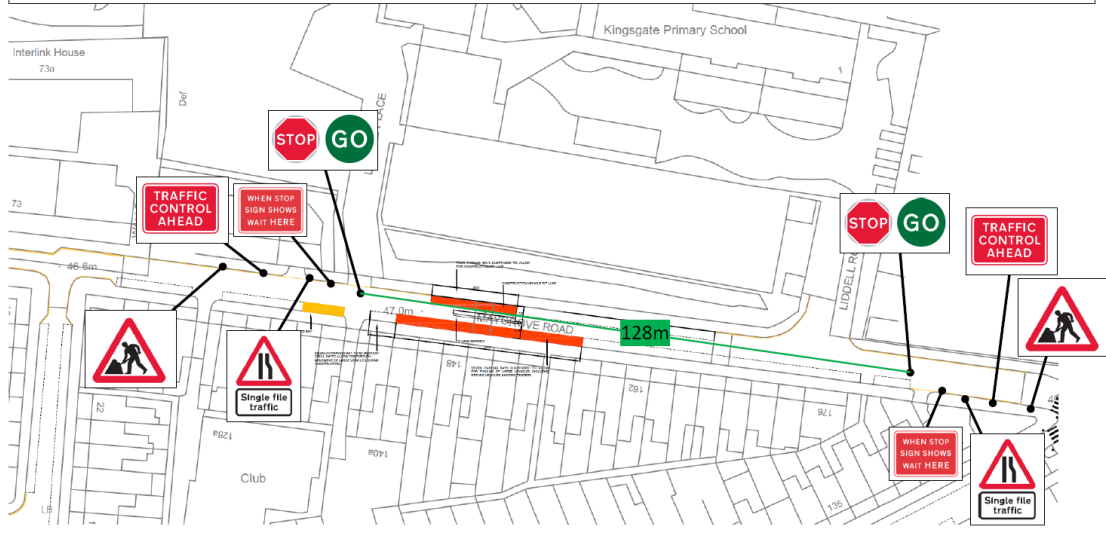
However once the superstructure to block C (the mansion block along Maygrove Road) reaches the access route from Gate A there will no longer be sufficient road width for vehicles to turn around on site. As such vehicles will then have to enter the site in forward gear, load / unload prior to exiting by reversing back out. Whilst the vehicle reverses onto the carriageway, Banksmen will temporarily shut the footway using concertina fencing and will temporarily stop traffic on Maygrove Road. It is considered that pedestrian and vehicular traffic will only be stopped for up to a minute whilst this takes place. Once the vehicle has exited the site, the road and footway will be reopened.

Due to the length of Block C, an on-street pit lane will be required on Maygrove Road to ensure that materials can be unloaded by a tower crane (TC2). Due to the constraints of the site it is not possible to unload from anywhere else using TC2 without severely impacting on the Gate A entrance, as its not possible for two HGVs to pass on the Gate A Liddell Place access.

This will require the suspension of four on-street parking spaces to the north of Maygrove Road for the pit lane as well as seven parking spaces to the south of Maygrove Road to allow a running lane to be maintained on Maygrove Road. The existing disabled bay on Maygrove Road will be shifted one space over. All remaining pay-and-display parking bays to the north of Maygrove Road between Gate A and Gate B (with the exception of two bays) will be converted to residents only parking bays. The pit lane plan is outlined below. Vehicles will approach from the east along Maygrove Road, route past Gate A and then reverse in to the pit lane.

A banksmen and traffic marshal will be on hand at Gate A to ensure that all manoeuvres are undertaken safely. Traffic Marshalls will use Stop / Go boards to manage traffic. Signage will be erected on Maygrove Road in accordance with the Safety at Street Works and Road Works 'A Code of Practice' advising of the road works and the pit lane.

**MAYGROVE ROAD PIT LANE TRAFFIC MANAGEMENT IN ACCORDANCE WITH SAFETY AT STREET WORKS AND ROAD WORKS  
A CODE OF PRACTICE**



The use of full time temporary signals will be kept under review and revisited if deemed necessary by Camden.

The proposed Risk Assessment Method Statement (RAMS) for Gate A is attached at **Appendix E**. It is likely that the on-street pit lane will be needed from 18<sup>th</sup> July 2022 through until the 7<sup>th</sup> August 2023.

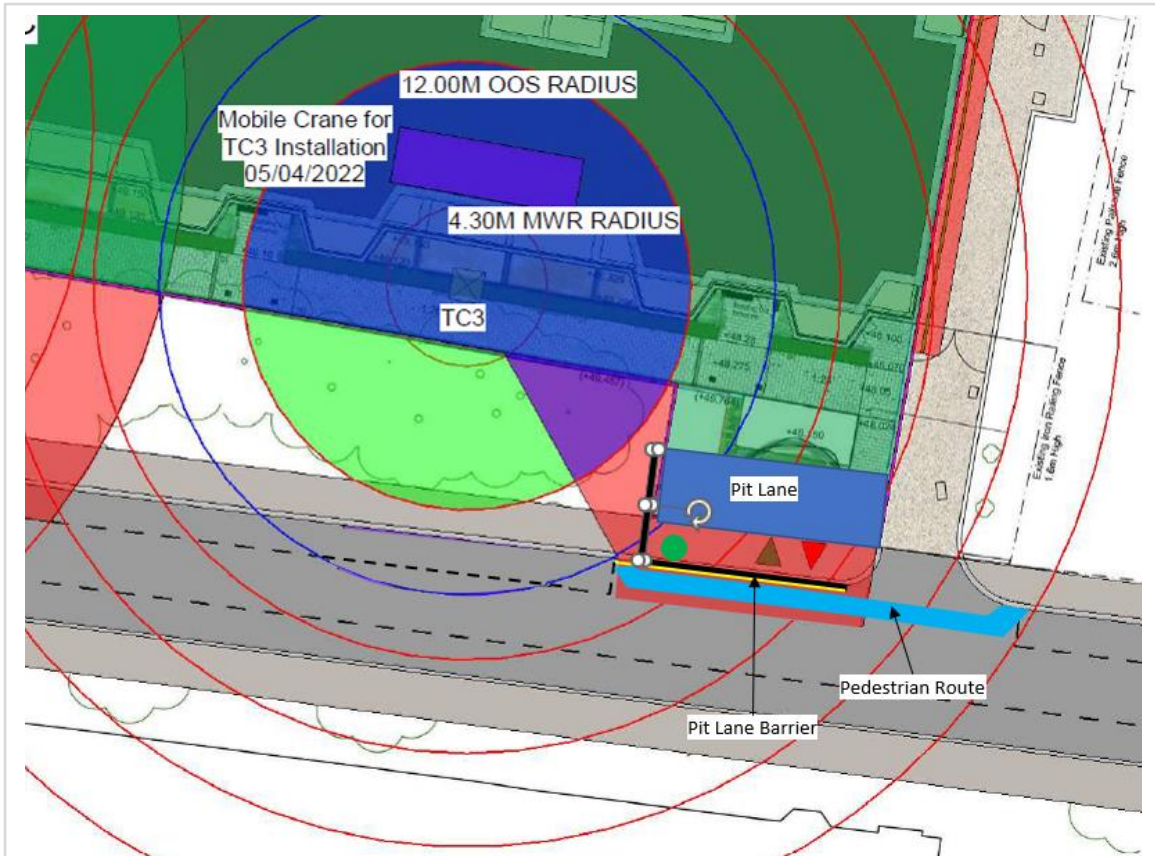
Given the constraints at Gate A it is proposed to have a separate pedestrian access for construction workers accessing the site. As such a pedestrian access is proposed off Maygrove Peace Park. The pedestrian access to the site will be via turnstiles with finger-print readers with the entrance gate hoarded to ensure access to the construction from the park is limited only to construction workers. The use of the gate will be monitored throughout and kept clean and tidy from mud or debris at all times.

### **Gate B**

At Gate B it is proposed to provide an area of hardstanding to the north of the footway to allow for an artic to load/unload off the carriageway. Notably this area is subject to landscaping works as part of the planning consent with the Maygrove Bank extended.

A pit lane wall / hoarding will be erected around the pit lane including the footway on Maygrove Road. A temporary on-carriageway footway passed the pit lane will be maintained, however whilst loading / unloading takes place the footway will be temporarily suspended either side of the pit lane to ensure pedestrian safety.

The pit lane plan is outlined below. Vehicles will approach from the east along Maygrove Road, route into the Gate B pit lane and then when loaded / unloaded reverse back out on to Maygrove Road. A banksman and traffic marshal will be on hand at Gate B to ensure that all manoeuvres are undertaken safely.



The proposed Risk Assessment Method Statement (RAMS) for Gate B is attached at **Appendix E**. It is likely that the pit lane will be needed from 20<sup>th</sup> July 2022 through until the 24<sup>th</sup> December 2023.

**Summary**

The proposed strategy will be monitored throughout. If further suspensions are required at a later date or pit lanes are needed then a revised CMP will be submitted to Camden and a subsequent temporary traffic order (TTO) will be submitted with further consultation with residents and stakeholders.

As aforementioned, if the departure route is problematic then the fall back departure route to Shoot Up Hill via Maygrove Road will be used. It is considered that the proposed routing avoids the use of minor roads and maximises the use of the major strategic roads where possible.

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

All construction contractors will be made aware of construction route and loading / unloading location upon instruction and appropriate safety measures and signage will be put in place to ensure safety of staff and pedestrians. This will be communicated when booking the delivery of materials / supplies.

As aforementioned, vehicles will approach and depart from either the north or the south on the B510 West End Lane, and that this will be kept under review and revised if it becomes apparent that the combined impact between construction traffic accessing the site and the site at 156 West End Lane is causing issues. In such an event, instructions will be sent to suppliers that they should approach the site from the south on B510 West End Lane only.

**19. 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 should be restricted to the hours of 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 the hours of 9.30am and 3pm on weekdays during term time.

Vehicles may be permitted to arrive at site at 8.00am if they can be accommodated on site. Where this is the case they must then wait with their engines switched off.

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.

Please provide details of the types of vehicles required to service the site and the approximate number of deliveries per day for each vehicle type during the various phases of the project.

For Example:

32t Tipper: 10 deliveries/day during first 4 weeks

Skip loader: 2 deliveries/week during first 10 weeks

Artic: plant and tower crane delivery at start of project, 1 delivery/day during main construction phase project

18t flatbed: 2 deliveries/week for duration of project

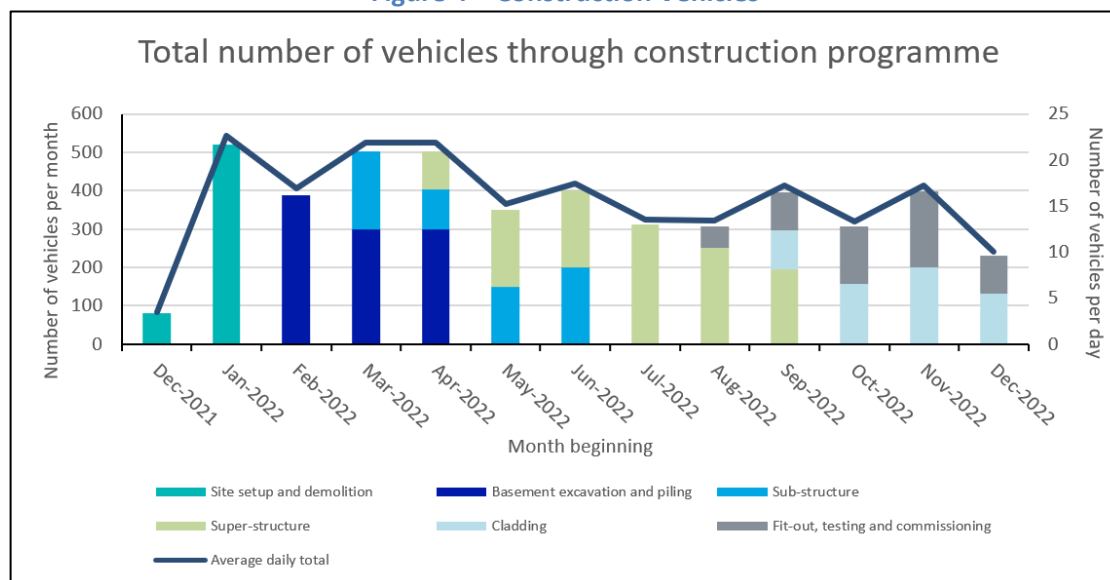
3.5t van: 2 deliveries/day for duration of project

In accordance with the above, it has been agreed with Kingsgate Primary Lower School that no deliveries will take place between 07:30-09:30 and between 15:15-17:00 during school term time. As such the majority of HGV deliveries associated with the site will take place between 09:30-15:15 Monday to Friday and on Saturdays 08:00-13:00. If deliveries outside these hours are required then prior consent will be obtained from LBC.

The majority of vehicles accessing the site will be 10m Rigid vehicles (27 tonne gross) or 16.5 articulated vehicles (44 tonne gross). The number of weekly deliveries will vary throughout the construction timeline with between 202-520 weekly deliveries foreseen, resulting in up to 23 daily deliveries and up to six deliveries per hour during the busiest month (one every 10 minutes). An indicative breakdown of vehicle movements is shown in the below table and in Figure 4.

Construction phase	Period of stage	No. of trips (monthly)	Peak no. of trips (daily)
Site setup and demolition	Q4 2021 - Q1 2022	520	23
Basement excavation and piling	Q1 2022 - Q2 2022	388	17
Sub-structure	Q1 2022 - Q1 2023	202	9
Super-structure	Q2 2022 - Q4 2022	311	14
Cladding	Q3 2022 - Q2 2023	200	9
Fit-out, testing and commissioning	Q3 2022 - Q4 2023	404	18
Peak period of construction	Q1 2022 - Q1 2022	520	23

Figure 4 – Construction Vehicles



b. Cumulative affects of construction traffic servicing multiple sites should be minimised where possible. Please provide details of other developments in the local area or on the route that might require deliveries coordination between two or more sites. This is particularly relevant for sites in very constrained locations.

At present there are no sites in the immediate vicinity of the site however a number of construction sites are located along West End Lane. The Site Manager has already reached out to Site Manager at 156 West End Lane (Ref: 2015/6455/P) which is located circa 450m from the site. The Site Manager will liaise with the site managers of any other construction sites that come forward within the vicinity of the site and form a Construction Steering Group. Though engaging in cross site discussions, the site managers of the individual sites will be able to schedule key works at different times to ensure disruption is minimised. In addition to this the contractors will, where possible, share procurement practices, delivery schedules and vehicle loads to help minimise the number of vehicles on the road network.

c. Please provide swept path analyses for constrained manoeuvres along the proposed route.

Swept path analysis has been provided within **Appendix D** of this CMP proforma.

d. Consideration should be given to the location of any necessary holding areas/waiting points for sites that can only accommodate one vehicle at a time/sites that are expected to receive large numbers of deliveries. Vehicles must not queue 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.

Please identify the locations of any off-site holding areas or waiting points. This can be a section of single yellow line that will allow the vehicle to wait to phone the site to check that the delivery can be accommodated.

Please refer to question 24 if any parking bay suspensions will be required to provide a holding area.

All deliveries will be controlled by a strict delivery booking system, which will distribute deliveries across the week and across the delivery hours.

To ensure an efficient management and minimising of the number of vehicles coming to and from site, a designated management representative will be appointed to act as the Site Transport Co-Ordinator. Their role will be to manage all site vehicle arrivals & departures at appointed times. On a weekly basis the Site Transport Co-Ordinator will evaluate details of the daily profile of deliveries proposed for the upcoming week. Hauliers will be required to contact the site on a daily basis and indicate their delivery schedule for the following day. The proposed deliveries will be checked against the weekly delivery schedule. This will be overseen by the Site Transport Co-Ordinator to ensure that no more than one construction delivery occurs at a gate at any one time, thereby ensuring that there is always space at the site to accommodate the necessary plant and deliveries.

To assist with this, the scheme will make use of a Delivery Management System (DMV) which provides efficient logistical planning & management of deliveries on construction sites and allows users to book, track and manage deliveries. It allows site specific data such as gate locations, laydown areas & allocate delivery slots to be specified & both contractors & sub-contractors to prebook deliveries from an available time slot and gate, thus avoiding potential miscommunication, double booking of gates, build-up of site traffic & construction traffic movements during peak periods.

Deliveries will not be accepted outside of their designated timeslot, and such deliveries will be asked to re-book. Unless there is capacity to accommodate within the specified loading area, unplanned deliveries will be turned away and advised to return to the site at a pre-arranged delivery time.

To further ensure that no two vehicles are accessing a gate at one time, a temporary holding area will be provided on Iverson Road in the section of double yellow lines. Deliveries would be held here until cleared for site entry. Consent for a yellow line dispensation will be sought and it is envisaged that this would be included in the wider traffic order for the parking bays too. All drivers will be made aware the holding area and the delivery procedures prior to making deliveries. This will be kept under review, and additional waiting points will be established on the approach to the site should this be necessary.

Penalties will be issued by means of a 'yellow & red' card system for delivery vehicles not complying with scheduled delivery times or not adhering to the agreed routing of vehicles. The DMV also produces arrange of detailed reports including CO2 reports, FORS & delivery statics. The delivery statics produce data to demonstrate that deliveries avoid peak traffic & school hours and a penalty system enforces such requirements. All vehicle movements will be under the strict control of appointed banksmen and this system will be subject to a speed limit of 5mph.

Sufficient time will be given to deliveries to allow for any delays as a result of the delivery vehicle getting stuck in traffic or the loading / unloading taking longer than expected to avoid any vehicles waiting on the surrounding highway network.

The timings of mechanical plant movements to & from the site will be dependent upon constraints placed by the local Metropolitan Traffic Police , who may be required to escort such large or abnormal loads, and normally fall between 19:00-07:00. Upon confirmation of any escorted load being moved all relevant persons likely to be affected will be advised of the potential for possible short-term disruption as far in advance as possible. All such movements will be carried out in conjunction/consultation with the London Borough of Camden's Environmental Protection Team.

No vehicles will be permitted to park for long periods on Maygrove Road or any of the adjacent roads, other then within the designated pit lane. While in designated loading bays on site vehicles will not be allowed to wait with idling engines. No parking will be provided within the constraints of the site.

e. Delivery numbers should be minimised where possible. Please investigate the use of construction material consolidation centres, and/or delivery by water/rail if appropriate.

#### Freight by Water

The potential for waterborne deliveries has been considered as part of the proposed development. It is considered that there is limited potential for transporting materials to the site using the River Thames or canals given the site is not located in close proximity to either. Further there would inevitably be a requirement for the final leg of the journey to be undertaken by road, leading to road trips and double handling, and financial implications. Furthermore, there are currently no formal docking areas in the vicinity of the site creating a barrier for the transfer of goods / deliveries from the water to the site. As such, this option has been discounted.

#### Freight by Rail

Given the limited number of movements proposed at the site, it is considered that transporting materials to the site using the rail network would not be necessary or financially viable. Whilst the site is located adjacent to the rail line, this is a busy rail line with no rail sidings in the vicinity of the site. Similarly, as with water transport, there would inevitably be a requirement for the final leg of the journey to be undertaken by road, leading to road trips and double handling, and possible disruptions and capacity issues on potential rail links in the locality.

#### Re-Use of Material On-Site

The contractor will look to maximise the reuse of materials on site to avoid unnecessary trips associated with the removal of spoil.

#### Smart Procurement

As a means to minimise the impact on construction vehicle movement, the appointed contractor will consider all vehicle activity associated with the site and appropriate measures to reduce its impact in conjunction with the procurement process.

Where practicable, the contractor will source items locally, and where possible amalgamate deliveries in order to reduce the overall number of vehicle movements taking place. To further lessen unnecessary site traffic movements, it is proposed the site will employ its own van to undertake multi collection rounds from suppliers of all required consumables etc, many of these being local business.

To reduce the number of vehicle movements to and from the site 'Backloading' will be in place, whereby site delivery vehicles are utilised to remove waste materials from the site as part of the same trip, where possible. With proper planning and an efficient delivery schedule, unnecessary vehicle trips to the site will be kept to a minimum.



f. Emissions from engine idling should be minimised where possible. Please provide details of measures that will be taken to reduce delivery vehicle engine idling, both on and off site (this does not apply to concrete mixers).

#### Vehicles and Machinery

- Ensure all on-road vehicles comply with the requirements of the London Low Emission Zone;
- Ensure all vehicles switch off engines when stationary - no idling vehicles;
- Avoid the use of diesel or petrol powered generators and use mains electricity or battery powered equipment where practicable;
- Ensure a hose down facility for wheel washing is provided at the site;
- Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction, e.g. suitable local exhaust ventilation systems; and

**20. 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)*

This section is only relevant where vehicles will be entering the site. Where vehicles are to load from the highway, please skip this section and refer to Q23.

Vehicles entering and leaving the site should be carefully managed, using gates that are clearly marked and free from obstacles. Traffic marshals must ensure the safe passage of all traffic on the public highway, in particular pedestrians and cyclists, when vehicles are entering and leaving site, particularly if reversing.

Traffic marshals, or site staff acting as traffic marshals, should hold the relevant qualifications required for directing large vehicles when reversing. Marshals should be equipped with ‘STOP – WORKS’ signs (not STOP/GO signs) if control of traffic on the public highway is required. Marshals should have radio contact with one another where necessary.

a. Please detail the proposed site access and egress points on a map or diagram. If this is attached, use the following space to reference its location in the appendices.

The proposed gate locations are shown in Figure 3 and the and access and egress arrangements outlined above. Both gates will be clearly marked with Black letters on a white background. The decal will be 500mm X 600mm. The gates are also clearly marked on delivery and unloading plans & maps sent when orders are placed. Marshals will help to direct drivers as well.

b. Please describe how the access and egress arrangements for construction vehicles in and out of the site will be managed, including the number and location of traffic marshals where applicable. If this is shown in an attached drawing, use the following space to reference its location in the appendices.

At all times there will be one Traffic Marshall at each Gate. The Traffic Marshall will call for additional Traffic Marshalls / Banksmen to assist with larger vehicles and to assist with pedestrian management.

#### **Gate A**

It is proposed that all construction vehicles that route to Gate A will route to Liddell Place where a qualified banksman / Traffic Marshall will meet the vehicle. The vehicle will enter the site in forward gear. Sufficient room is provided on site for the vehicles to turn within the site for much of the construction period.

However once the superstructure to block C (the mansion block along Maygrove Road) reaches the access route from Gate A there will no longer be sufficient road width for vehicles to turn around on site. As such vehicles will then have to enter the site in forward gear, load / unload prior to exiting by reversing back out. Whilst the vehicle reverses onto the carriageway, Banksmen will temporarily shut the footway using concertina fencing and will temporarily stop traffic on Maygrove Road. It is considered that pedestrian and vehicular traffic will only be stopped for up to a minute whilst this takes place. Once the vehicle has exited the site, the road and footway will be reopened.

Due to the length of Block C, an on-street pit lane will be required on Maygrove Road to ensure that materials can be unloaded by a tower crane (TC2). Due to the constraints of the site it is not possible to unload from anywhere else using TC2 without severely impacting on the Gate A entrance, as its not possible for two HGVs to pass on the Gate A Liddell Place access.

This will require the suspension of four on-street parking spaces to the north of Maygrove Road for the pit lane as well as seven parking spaces to the south of Maygrove Road to allow a running lane to be maintained on Maygrove Road. The existing disabled bay on Maygrove Road will be shifted one space over. All remaining pay-and-display parking bays to the north of Maygrove Road between Gate A and Gate B (with the exception of two bays) will be converted to residents only parking bays.

Vehicles will approach from the east along Maygrove Road, route past Gate A and then reverse in to the pit lane. A banksmen and traffic marshal will be on hand at Gate A to ensure that all manoeuvres are undertaken safely. Traffic Marshalls will use Stop / Go boards to manage traffic. Signage will be erected on Maygrove Road in accordance with the Safety at Street Works and Road Works 'A Code of Practice'.

#### **Gate B**

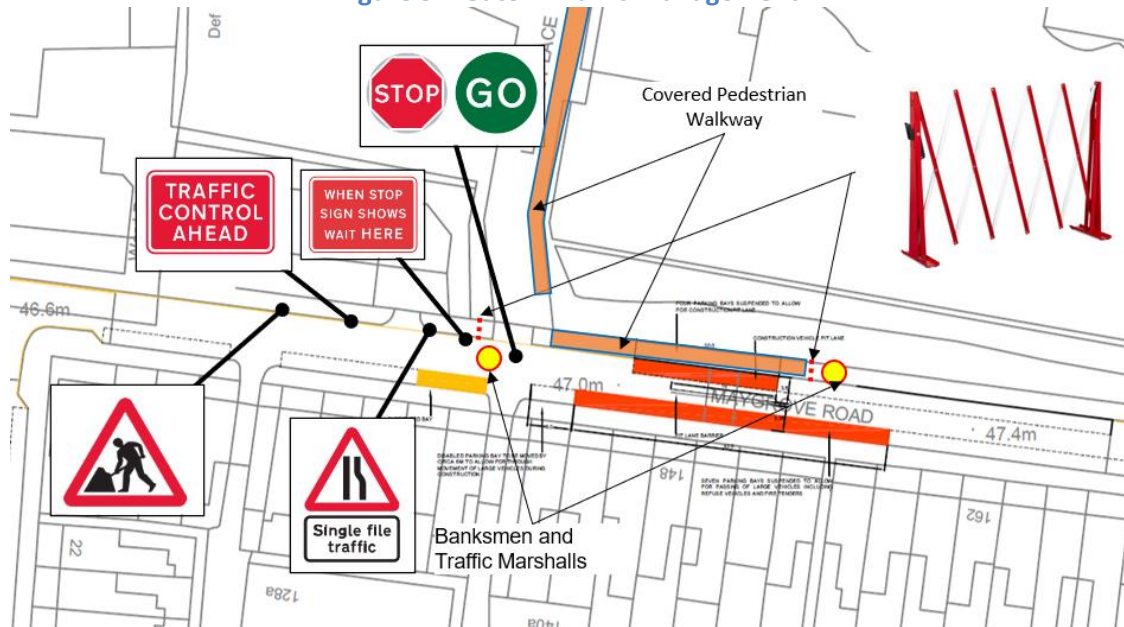
At Gate B it is proposed to provide an area of hardstanding to the north of the footway to allow for an artic to load/unload off the carriageway. Notably this area is subject to landscaping works as part of the planning consent with the Maygrove Bank extended.

A pit lane wall / hoarding will be erected around the pit lane including the footway on Maygrove Road. A temporary on-carriageway footway passed the pit lane will be maintained, however whilst loading / unloading takes place the footway will be temporarily suspended either side of the pit lane to ensure pedestrian safety.

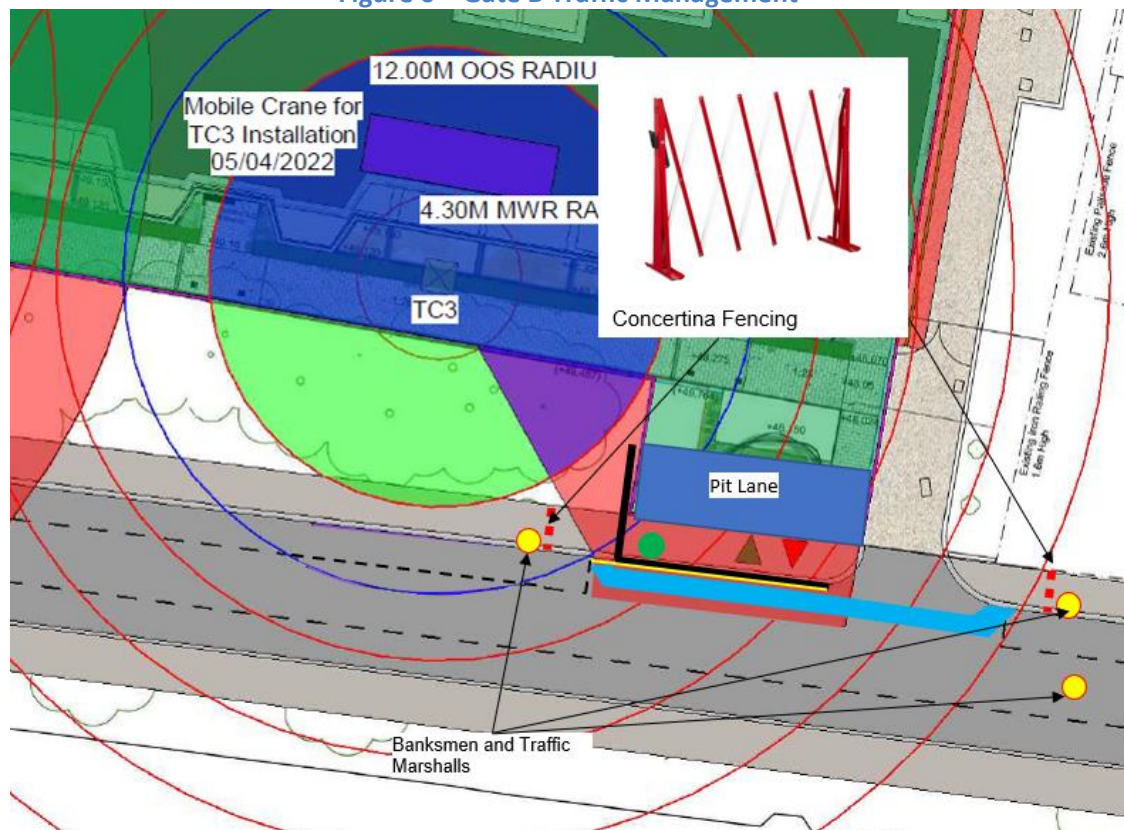
Vehicles will approach from the east along Maygrove Road, route into the Gate B pit lane and then when loaded / unloaded reverse back out on to Maygrove Road. A banksmen and traffic marshal will be on hand at Gate B to ensure that all manoeuvres are undertaken safely.

Plans of the proposed pedestrian management at each gate are shown below in Figure 5 and Figure 6 with the RAMS attached at **Appendix E**.

**Figure 5 – Gate A Traffic Management**



**Figure 6 – Gate B Traffic Management**



The traffic marshals at both gates will communicate with each other at all times. The traffic marshal located outside Gate B will hold westbound traffic in this location until vehicles departing Gate A have passed. The traffic Marshals at both gates will work in conjunction to stop traffic and create safe maneuvering to & from site.

c.

Please provide swept path drawings for vehicles accessing/egressing the site if necessary. If these are attached, use the following space to reference their location in the appendices.

Swept path analysis has been provided within **Appendix D** of this CMP proforma.

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. Please note that wheel washing should only be used where strictly necessary, and that a clean, stable surface for loading should be used where possible.

The primary means of controlling dust and debris on the highway will be prevention; this will be controlled by provision of hard stand areas for vehicle paths, vehicle inspections and provision of wheel wash facilities at the site exits.

Vehicle movements may result in dust emissions (by re-suspending dust from the road or from spilling dusty loads) and exhaust emissions. A number of control measures can be adopted to eliminate or minimise such emissions:

- Wheel washing facilities on site to prevent mud from construction operations being transported on to adjacent public roads;
- Damping down of site haul roads by water bowser during prolonged dry periods
- Regular wet cleaning of hard-surfaced roads used to enter site;
- Ensuring that dusty materials are transported appropriately (e.g. sheeting of vehicles carrying spoil and other dusty materials);
- Confinement of vehicles to designated haul routes within the site;
- Restricting vehicle speeds on haul roads and other unsurfaced areas on the site;
- Hoarding and gates to prevent dust breakout; and
- Appropriate dust site monitoring will be included within the Site management practices to inform site management of the success of dust control measures used.

All vehicles leaving site will be inspected by the gate person, those with dust/debris on the wheels will be subject to a wheel wash. An operative operating a power washer within a bunded area at each exit point to the public roadways is proposed to prevent transfer of dirt/mud/dust from vehicles to areas outside of the site. The quantity of water applied will be monitored to prevent excess water flooding the area, running off site or entering nearby drains.

Water will be applied at least three times a day or more, depending on the atmospheric conditions. The quantity of water applied will be monitored to prevent excess water that can cause erosion or flooding problems. Proposed use of mist propagation sprinklers spraying water over the affected areas

All trucks leaving site with waste or rubble etc. will be required to be fully sheeted to minimise the risk of dust/debris on the highway.

These control procedures will be managed by the gate person who shall also complete regular inspections of the highway and site boundaries. Should the highway become contaminated a road sweeper will be deployed.

Monthly dust monitoring reports will be submitted to the LBC ([air.quality@camden.gov.uk](mailto:air.quality@camden.gov.uk)).

21.

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

This section is only relevant if loading/unloading is due to take place off-site on the public highway. If loading is taking place on site, please skip this section.

a. 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 this is attached, use the following space to reference its location in the appendices. Please outline in question 24 if any parking bay suspensions will be required.

No parking will be provided within the constraints of the site. No vehicles will be permitted to park on Maygrove Road or any of the adjacent roads. All site operatives, subcontractors & visitors will be instructed to attend site by public transport or by active modes of transport (walking or cycling).

While in designated loading bays on site vehicles will not be allowed to wait with idling engines. Details of the loading / unloading are outlined previously within this proforma.

Handling and storage areas will be sited as far away as is reasonably and practically possible from public/residential areas. Handling and storage areas will be actively managed and fine, dry material will be stored inside enclosed shield/coverings or within a central storage area. Any storage areas that are not enclosed will be covered / sheeted. Prolonged storage of debris on site will be avoided.

The following policies and procedures, for the storage and handling of materials on-site, will be applied by the contractor:

- Providing dedicated material storage areas and suitable containers and covers that prevent / minimize the risk of contamination from spilled materials, e.g. placement of covered containers on hardstanding as well as prevent damage or loss through exposure to the elements;

- All liquids and solids of a potentially hazardous nature (for example, diesels, oils and solvents) will be stored in appropriate bunds over hard standing areas to prevent leakage to the ground and water regime, in compliance with legislation, Environment Agency standards and best practice;
- Using 'just in time' delivery regime and effective co-ordination between contractors and suppliers to prevent materials being spoiled, lost and / or wasted; and
- All material/fuel storage areas will be secured to prevent and dissuade vandalism.

The proposed logistics plans is shown below in Figure 7.

Figure 7 – Construction Site Plan



b. Where necessary, 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 detail of the way in which marshals will assist with this process, if this differs from detail provided in Q20 b.

See Q20b.

# Street Works

Full justification must be provided for proposed use of the public highway to facilitate works. Camden expects all options to minimise the impact on the public highway to have been fully considered prior to the submission of any proposal to occupy the highway for vehicle pit lanes, materials unloading/crane pick points, site welfare etc.

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.

Please note that there is a two week period required for the statutory consultation process to take place as part of a TTO.

If the site is on or adjacent to the TLRN, please provide details of preliminary discussions with Transport for London in the relevant sections below.

If the site conflicts with a bus lane or bus stop, please provide details of preliminary discussions with Transport for London in the relevant sections below.

## 22. Site set-up

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, relevant street furniture, and proposed site access locations. If these are attached, use the following space to reference their location in the appendices.

See indicative logistics plan shown in Figure 7 and attached at **Appendix F**.

## 23. Parking bay suspensions and temporary traffic orders

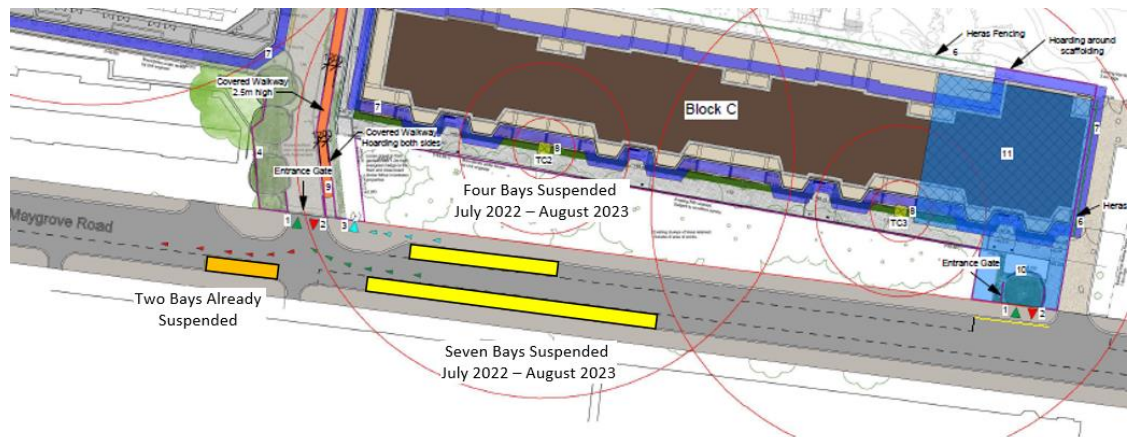
Parking bay suspensions should only be requested where absolutely necessary and these are permitted for a maximum of 6 months only. For exclusive access longer than 6 months, you will be required to obtain a [Temporary Traffic Order \(TTO\)](#) for which there is a separate cost.

Please provide details of any proposed parking bay suspensions and/or TTO's which would be required to facilitate the construction - include details of the expected duration in months/weeks. Building materials and equipment must not cause obstructions on the highway as per your CCS obligations unless the requisite permissions are secured.

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

A temporary traffic order (TTO) has already been applied for the suspension of two parking bays on the southern side of Maygrove Road opposite Gate A for the duration of the construction period to ensure that construction HGVs can safely access and egress the site.

A second TTO will be applied for once this CMP addendum has been subject to consultation. As part of the TTO four on-street parking spaces to the north of Maygrove Road for the pit lane will be required to be suspended as well as seven parking spaces to the south of Maygrove Road to allow a running lane to be maintained on Maygrove Road. The existing disabled bay on Maygrove Road will be shifted one space over. The proposed bay suspensions have been minimised as far as possible.



## 24. Occupation of the public highway

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. 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 justification of proposed occupation of the public highway.

Storage, site accommodation and welfare facilities will all be provided on site and off the public highway.

b. Please provide accurate scaled drawings of any highway works necessary to enable construction to take place (e.g. construction of temporary vehicular accesses, removal of street furniture etc). If these are attached, use the following space to reference their location in the appendices.



During the first 6 weeks of the works, the site was fully enclosed by a 2.4m high hoarding. The Site access/egress was installed as shown on the proposed Construction Site Layout in **Appendix F** in sequence as required during the construction phase.

The street lights within the site along Liddell Place have been relocated and the gate posted removed to assist with HGV access. The vehicle crossover at Gate A has been increased by circa 4m to a 12m length in total to assist with HGV movements. At the Liddell Road access the sleepers between the two accesses have also been removed.



The tree protection zones will be established as described in the details submitted and approved for Planning Condition 11.

## 25. Motor vehicle and/or cyclist diversions

Where applicable, please supply details of any diversion, disruption or other anticipated use of the public highway during the construction period. Please show locations of diversion signs on drawings or diagrams. If these are attached, use the following space to reference their location in the appendices.

No long term road diversions foreseen. The timings of mechanical plant movements to & from the site will be dependent upon constraints placed by the local Metropolitan Traffic Police , who may be required to escort such large or abdominal loads, and normally fall between 19:00-07:00. Upon confirmation of any escorted load being moved all relevant persons likely to be affected will be advised of the potential for possible short-term disruption as far in advance as possible. All such movements will be carried out in conjunction/consultation with the London Borough of Camden’s Environmental Protection Team.

Temporary road amendments and closures will be required throughout the duration of the construction phase. These will be permitted by means of traffic orders each lasting for 18 months. Traffic orders will be renewed as required at these 18 month intervals until such temporary road amendments/closures are no longer required.

Notices regarding any planned closures and diversions of either roads or footpaths will be given to the London Borough Of Camden. Should an unforeseen emergency arise, with Camden Council’s approval, C Field Construction will undertake notification to local residents.

Completion and installation of Section 278 works– these works outside the site will be phased in such a way to minimise disruption to users of the surrounding streets, some temporary footpath and road closures will be required to complete these works.

## 26. Scaffolding, hoarding, and associated pedestrian diversions

Pedestrians 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 ramps 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, and hoarding should not restrict access to adjoining properties, including fire escape routes. Lighting and signage should be used on temporary structures/skips/hoardings etc.

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

a. Where applicable, please provide details of any hoarding and/or scaffolding that intrudes onto the public highway, describing how pedestrian safety will be maintained through the diversion, including any proposed alternative routes. Please provide detailed, scale drawings that show hoarding lines, gantries, crane locations, scaffolding, pedestrian routes, parking bay suspensions, remaining road width for vehicle movements, temporary vehicular accesses, ramps, barriers, signage, lighting etc. If these are attached, use the following space to reference their location in the appendices.

The site plan is attached at **Appendix E** which outlines the scaffolding locations, hoarding, loading bay suspensions and site offices. The location of Tower Cranes are shown on the plan attached at **Appendix G**.

The Site will be completely hoarded with a minimum height of 2.4m, designed to limit noise and in a secure fashion. The hoarding will prevent public access to the site. Any hoarding which encroaches onto the public highway will have a necessary London Borough of Camden Hoarding License.

A board fence, wind fence, sediment fence, or similar barrier to control air currents and blow soil will be erected. These fences are normally constructed of wood. Barriers prevent erosion by obstructing the wind near the ground and preventing the soil from blowing off-site.

Barriers will be placed at right angles to prevailing wind currents when necessary. Solid board fences, burlap fences or similar material will be used to control air currents and blown soil.

The hoarding will be used to display publicity about project, including;

- the program, telephone contact numbers for complaints and enquiries;
- the name of the Site Manager as well as statutory health and safety information;
- If possible, a provision of safe observation panels will be included in the hoarding;
- The hoarding will also be used for marketing. Details of these proposals will be discussed in full detail with the London Borough of Camden prior to implementation. A separate application for advertisement consent will be made if required.

Pedestrian safety throughout the construction programme will be paramount. To ensure pedestrian safety during loading and unloading activity, a Banksman / traffic marshal will be present to minimise the likelihood of conflict with pedestrians.

To ensure pedestrian safety along the school access a covered walkway with hoarding on both sides will be provided throughout the construction period.

Warning signage will be provided within the site to ensure that vehicles, pedestrians and cyclists are aware that construction activity is taking place. Site contact details and out of hours emergency contact details will be prominently displayed at the building entrance on to Maygrove Road.

Daily inspections will be undertaken in the vicinity of the site and on footways to check for potential hazards.

b. Please provide details of any other temporary structures which would overhang/oversail the public highway (e.g. scaffolding, gantries, cranes etc.) If these are attached, use the following space to reference their location in the appendices.

The site plan is attached at **Appendix F** which outlines the scaffolding locations, hoarding, loading bay suspensions and site offices. The location of Tower Cranes are shown on the plan attached at **Appendix G**.

## 27. Services

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.

Utilities disconnections will be undertaken as part of the demolition completed to clear the site. A utilities tracker is attached at **Appendix H**.

There will be limited utility diversions required for water supplies crossing the site. C Field Construction will manage the installation of the utility infrastructure within the site to the point of connection on the site boundary. The sites existing UKPN substation will be disconnected and removed when final wayleave agreement is reached with UKPN for two new sub-stations to be incorporated in Block B. Provision is to be made for a temporary substation on site to provide temporary power during the construction phase.

# 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.

In a project of this scale and nature, it is recognised that noise, vibration and dust could give rise to local disturbance. These impacts are an inevitable consequence of the HGV traffic, and other heavy construction activities. The Client will endeavour to keep noise levels to a minimum at all times. The quietest / lowest impact processes that are reasonably practicable will be employed on site to carry out the construction works.

A Noise Survey is being commissioned and will be made available to LBC prior to piling works starting at the site.

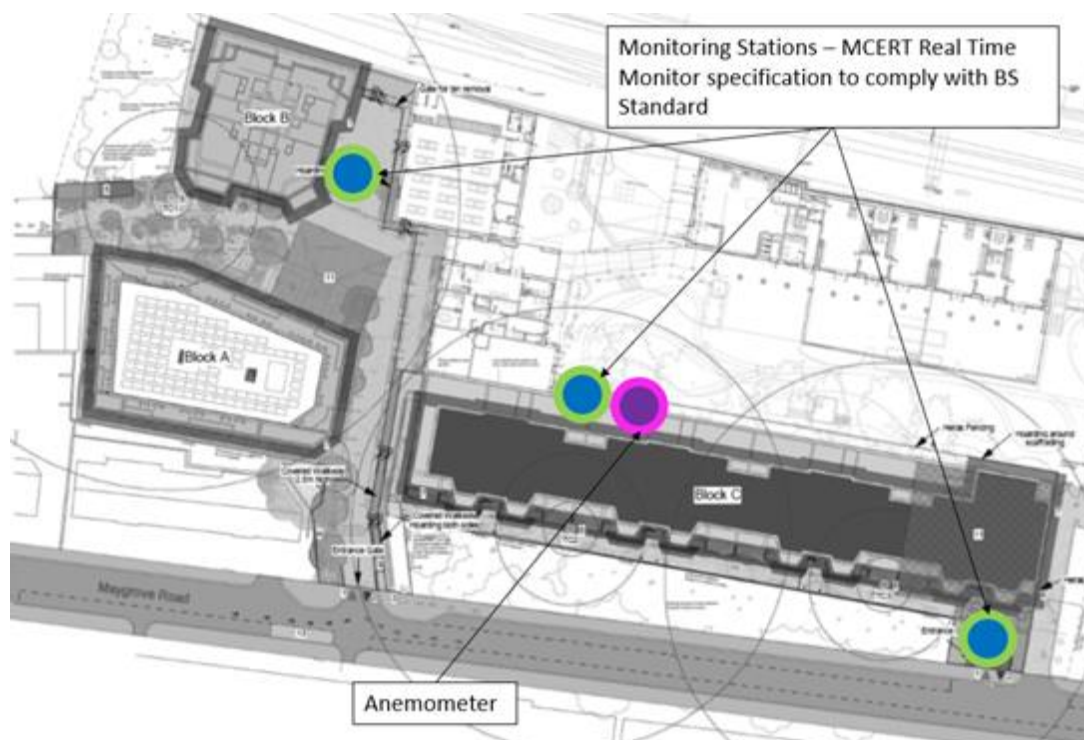
29. Please confirm when the most recent noise survey was carried out (before any works were carried out) and provide a copy. If a noise survey has not taken place please indicate the date (before any works are being carried out) that the noise survey will be taking place, and agree to provide a copy.

A Noise Survey is being commissioned and will be made available to LBC prior to piling works starting at the site.

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

During construction works continuous noise (vibration and dust) monitoring will be carried out by means of Casella Guardian 2 Multi-Agent Monitoring Stations shown in Figure 8 below.

**Figure 8 – Monitoring Stations**



Noise suppression methods comprising encapsulating and siting noisy equipment away from residential boundaries will be employed. Vibration and noise monitoring equipment is present on-site and provides constant readings. The site team work to minimise noise in all site operations and work within working hour restrictions.

The Noise Trigger levels for this site, as set out in the Section 61 Notice, shall be 70 dB(A) Leq (10hour) Monday – Friday (0800 – 1800), Leq (5hour), Saturday (0900 – 1400) over the course of the working day & 75dB(A) Leq (15min) at any time, measured at the facade of the closest noise sensitive receptor.

Regular noise measurements will be submitted to the LBC Environmental Protection Team for review.

As previously detailed, monitoring stations are located on at strategic positions within the site boundary. These are pole mounted and mains powered. Trigger levels will be set in line with the Section 61 Notice detailed above. The system automatically notifies site management by e-mail alert notification if trigger levels are breached.

If trigger levels are exceeded and e-mail alert notification is generated, site management will take appropriate action to address the source of the noise / vibration 'spike'.

At present the system generates daily reports. Discussions will be undertaken with the local authority / environmental protection team to determine the frequency with which reporting is submitted.

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.

Site-specific best practice measures, and the principles of 'best practicable means' (BPM), as defined in the Control of Pollution Act (CoPA) 1974 would therefore be implemented by contractors to minimise the disturbance to local residents and other potentially sensitive receptors. These measures would include:

- No construction works, without prior approval from LBC, will take place outside the hours of 08:00-18:00 Monday to Friday or 08:00-13:00 on Saturdays, with all HGV deliveries scheduled between 09:30-15:15 and on Saturdays 08:00-13:00 during school term time;
- This will be adhered to and if delivery is required outside of these hours prior agreement will be sought with LBC in advance.;
- Appropriate and well-maintained marketing & attractive hoardings constructed on the boundaries of adjacent noise-sensitive premises, which may include sound absorbing materials;
- Careful selection of construction methods / plant, including its location, to be used;
- Maintaining and operating all vehicles, plant and equipment in an appropriate manner, to ensure that extraneous noise from mechanical vibration, creaking and squeaking is kept to a minimum;
- No engines left running on vehicles unloading / loading to the front of the site;
- Construction personnel carefully placing waste into the skip / vehicles when loading;
- The quietest vehicles and plant shall be used as far as is reasonably practicable;
- Voices and conversation outside the site perimeter to a minimum and low in volume;
- No banging of doors, gates, scaffolding, or other objects;
- No machinery starting up on site before the designated start times;
- Machines and equipment in intermittent use will be shut down or throttled down to a minimum when not in use and switching off plant when not in use;
- Regular maintenance and servicing of vehicles, equipment and plant;
- The use of temporary acoustic barriers where appropriate and the use of enclosures and screens around noisy fixed plant where practicable;
- Appropriate handling and storage of materials;
- Damping down surfaces during dry weather;
- The use of dust screens;
- Adherence to relevant British Standards; and
- An appropriate choice of plant that would ensure compliance with the vibration targets agreed with the LBC;

The site will not use impact piling methods which will help to minimise potential vibration. As such no cracking of adjacent properties is foreseen. The Site Manager will inform all neighbours in advance of noisy works and will, in accordance with Section 72 of the Control of Pollution Act 1974, take best practicable means to minimise noise and vibration. The various measures outline above will be employed to help minimise noise generated by the site. In the event that noise levels are high, or a complaint or concern is raised by a local resident, business or Council, an immediate review will be carried out to establish the degree of noise created and to establish how to best develop a solution.

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

There will be enough trained staff on BS 5228:2009

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

The control of dust is a prime concern for all construction projects, particularly during periods of dry and windy weather. Best practice guidance contained within the Greater London Authority's 'The Control of Dust and Emissions from Construction and Demolition' and 'Dust and Air Mitigation Measures' guidance provided by the Institute for Air Quality Management will be utilised to control dust. The following measures will be implemented at the site:

Communications

- Develop and implement a stakeholder communications plan that includes community engagement before work commences on site;
- The Site Manager's contact details will be displayed on entrances to buildings at the site; and
- Regular liaison meetings with any other construction sites within 500m of the site boundary that come forward will help to ensure plans are coordinated and dust and particulate matter emissions are minimised.

Site and Dust Management

- A Dust Management Plan (DMP) will be implemented at the site;
- Record all dust and air quality complaints, identify cause(s), take appropriate measures to reduce emissions in a timely manner, and record the measures taken;
- The Complaints Log will be available upon request to LBC;
- Record any exceptional incidents that cause dust and/or air emissions, either on or offsite, and the action taken to resolve the situation in the logbook;
- Carry out regular site inspections to monitor compliance with the DMP, record inspection results, and make an inspection log available to LBC when asked; and
- The Site Manager will increase the frequency of site inspections when activities with a high potential to produce dust are being carried out and during prolonged dry or windy conditions.
- boundary, with cleaning to be provided if necessary.

Preparing and Maintaining the Site

- Machinery and dust causing activities will be located away from receptors, as far as is possible;
- Erect solid screens or barriers around dusty activities or the site boundary that are at least as high as any stockpiles on site;
- Avoid site runoff of water or mud;
- The provision of easily cleaned hardstanding's for vehicles;
- Remove materials that have a potential to produce dust from site as soon as possible, unless being re-used on site. If they are being re-used on-site cover as described below;
- Cover, seed or fence stockpiles to prevent wind whipping. Damping down of dusty materials using water sprays during dry weather; and
- Undertake daily on-site and off-site inspections to monitor dust, record results, and make the log available to LBC when asked. This will include regular dust soiling checks of surfaces such as street furniture, cars and windowsills within 100m of site

### Vehicles and Machinery

- Ensure all on-road vehicles comply with the requirements of the London Low Emission Zone;
- Ensure all vehicles switch off engines when stationary i.e. no idling vehicles;
- Avoid the use of diesel or petrol powered generators and use mains electricity or battery powered equipment where practicable;
- Ensure a hose down facility for wheel washing is provided at the site;
- Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction, e.g. suitable local exhaust ventilation systems; and

### Operations

- Ensure an adequate water supply on the site for effective dust/particulate matter suppression/mitigation, using non-potable water where possible and appropriate;
- Use enclosed chutes and conveyors and covered skips;
- Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment wherever appropriate;
- Ensure equipment is readily available on site to clean any dry spillages, and clean up spillages as soon as reasonably practicable after the event using wet cleaning methods;
- Ensure sand and other aggregates are stored in bunded areas and are not allowed to dry out, unless this is required for a particular process, in which case ensure that appropriate additional control measures are in place;
- Avoid scabbling (roughening of concrete surfaces) if possible;
- Ensure bulk cement and other fine powder materials are delivered in enclosed tankers and stored in silos with suitable emission control systems to prevent escape of material and overfilling during delivery;
- For smaller supplies of fine power materials ensure bags are sealed after use and stored appropriately to prevent dust.

### Waste Management

- No bonfires or burning of waste materials on site.

Daily inspections will take place at the site identify any dust or debris. Dust emissions will be monitored visually throughout working hours as well as through the monitoring stations outlined in Figure 8. If trigger levels are exceeded an e-mail alert notification is generated. Site management will suspend the dust generating activities until appropriate mitigation is put in place.

Whilst a CLP is in place, in the event that significant levels of dust are observed either in the air or deposited on vehicles or other sensitive receptors, works will be immediately suspended and working practice reviewed to determine a method to prevent the issue reoccurring.

Footways fronting the site will be swept daily, and the need for this will be continuously monitored throughout the day, in light of site operations and weather conditions. Goods, waste material and wheelbarrows will be secured and covered prior to being transported to and from the site to prevent the escape of debris and dust. The contractor will ensure that the area around the site including the public highway is regularly and adequately swept to prevent any accumulation of dust and dirt.



To further mitigate the impact of dust, the developer will fund monthly window washing throughout the construction timeline to the properties adjacent to the site on Maygrove Road.

Further to this the developer has agreed enhanced cleaning for the neighbouring Kingsgate Primary Lower School throughout the construction timeline.

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.

As detailed above, a hose will be provided however as all deliveries and loading will be undertaken on hardstanding on there would be limited potential for the spreading of dirt / debris.

These control procedures will be managed by the gate person who shall also complete regular inspections of the highway and site boundaries. Should the highway become contaminated a road sweeper will be deployed.

35. Please provide details describing arrangements for monitoring of [noise](#), vibration and dust levels, including instrumentation, locations of monitors and trigger levels where appropriate.

The monitoring locations are outlined in Figure 8 above. Monthly dust monitoring reports will be submitted to the council ([air.quality@camden.gov.uk](mailto:air.quality@camden.gov.uk))

36. Please confirm that an Air Quality Assessment and/or Dust 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 2014 \(SPG\)](#), and that the summary dust impact risk level (without mitigation) has been identified. The risk assessment must take account of proximity to all human receptors and sensitive receptors (e.g. schools, care homes etc.), as detailed in the [SPG](#). **Please attach the risk assessment and mitigation checklist as an appendix.**

Air Quality Assessment produced by URS and included on the planning application portal (App Reference: 2014/7651/P)

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

Completed and attached at **Appendix I**.

38. Please confirm the number of real-time dust monitors to be used on-site.

Note: real-time dust (PM<sub>10</sub>) monitoring with MCERTS 'Indicative' monitoring equipment will be required for **all sites with a high OR medium dust impact risk level**. If the site is a 'high impact' site, 4 real time dust monitors will be required. If the site is a 'medium impact' site', 2 real time dust monitors will be required.

The dust monitoring must be in accordance with the SPG and IAQM guidance, and the proposed dust monitoring regime (including number of monitors, locations, equipment specification, and trigger levels) must be submitted to the Council for approval. Dust monitoring is required for the entire duration of the development and must be in place and operational **at least three months prior to the commencement of works on-site**. Monthly dust monitoring reports must be provided to the Council detailing activities during each monthly period, dust mitigation measures in place, monitoring data coverage, graphs of measured dust (PM<sub>10</sub>) concentrations, any exceedances of the trigger levels, and explanation on the causes of any and all exceedances in addition to additional mitigation measures implemented to rectify these.

**Inadequate dust monitoring or reporting, or failure to limit trigger level exceedances, will be indicative of poor air quality and dust management and will lead to enforcement action.**

The monitoring locations are outlined in Figure 8 above. Monthly dust monitoring reports will be submitted to the council ([air.quality@camden.gov.uk](mailto:air.quality@camden.gov.uk))

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).

All waste materials will be collected and stored in suitable receptacles before they are taken off site. Waste materials will not be allowed to accumulate because of the fire / vermin risk.

A rodent survey has taken place at the site. The exterior of the site has Rodent Metal Tamper Proof Bait Boxes situated every 10 meters. This includes in selected areas of Wildlife Conscious Rat Control Points. Administration Building have Mouse Bait Tamper Proof Boxes installed within required areas. Monthly Attendance on site will take place for Maintenance of traps checking bait consumption and including replacing of bait levels. Additional Visits may be required should additional rodent activity be identified.

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

An Asbestos survey has been carried out, including in Appendix A of the Demolition Management Plan attached at **Appendix A** of this CMP. All asbestos has been removed from the site. Nonetheless in the unlikely event that any asbestos cement materials (ACMs) were found during the construction period then an appropriately licensed contractor in accordance with the Control of Asbestos Regulations 2006 would be appointed to remove the material.

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.

Contact details for the site manager will be outlined on the frontage to the building. They will allow any neighbours, residents and other stakeholders to make a complaint, should they wish to do so.

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.

#### **From 1<sup>st</sup> 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 1<sup>st</sup> 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:

The site is registered for NRMM.

- a) Construction time period (mm/yy - mm/yy): **It is anticipated that construction will last for 20-22 months with site possession from November 2021, enabling works taking place from December 2021 through until the end of January 2022 and construction works starting in February 2022 and finishing in December 2023.**
- b) Is the development within the CAZ? (Y/N): **No**
- c) Will the NRMM with net power between 37kW and 560kW meet the standards outlined above? (Y/N): **Yes**
- d) Please confirm that all relevant machinery will be registered on the NRMM Register, including the site name under which it has been registered: **Yes**
- 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: **Yes**
- 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: **Yes C Field Construction has registered the site and will demonstrate NRMM Regulatory Compliance, demonstrating that appropriate procedures are in place for procuring plant and an active commitment to improving London's air quality. Post audit a copy of the audit outcome document will be provided. Although the development is outside the Central Activities Zone and Opportunity Areas C Field will meet at least stage IV.**

 SYMBOL IS FOR INTERNAL USE

# 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.



**Signed:**

.....

**Date:** .....04/08/2022.....

**Print Name:** .....David Fletcher.....

**Position:** .....Associate (Syntegra).....

Please submit to: [planningobligations@camden.gov.uk](mailto:planningobligations@camden.gov.uk)

**End of form.**

V2.5

## Appendix A – Demolition Management Plan

# Demolition Management Plan

## Liddell Road Development

NW6 2EW.

September 2010.



# Demolition Management Plan



This statement must be read in conjunction with the CEMP as submitted and agreed with the London Borough Of Camden for this site in conjunction with the ***Grant of Planning Document Ref; 2014/7651/P.***



## **C Field Construction**

has prepared this report for the

## **Liddell Road Development**

In the

## **London Borough of Camden**

## **NW6 2EW.**

and shall not be liable for the use of any information contained herein for any purpose other than the sole and specific use for which it was prepared.

**Joe Martin**

Senior Project Manager



---

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**E:** [joe.martin@cfield.co.uk](mailto:joe.martin@cfield.co.uk)

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# **INTRODUCTION**

The project relates to the demolition works that are to be carried out at Liddell Road, London.  
NW6 2EW.

1 X Redundant UKPN Sub-station

1 X Single storied office.

The works of the buildings to be demolished are as follows:-

Service Disconnections.

UKPN to disconnect all supplies from sub-station.

An asbestos has been carried out on site. on site pre demolition, however if any potential asbestos containing materials are suspected/found within the buildings, structures and sub floor structures, a suitably approved licensed Asbestos Removal Contractor will be contacted and all works suspended until the attendance of such a person.

Form site compound, set up welfare facilities, muster points and secure the site to be demolished, install protective measures within the existing site surface water drainage system to prevent contamination during the demolition process.

Carry out internal soft strip of the buildings, to remove deleterious materials.

Hand demolition to separate any structures which adjoin the structure to be demolished.

Mechanical Demolition of the super structure down to ground slab level. The processing of all materials arising from this element of works which will transported off site for recycling / disposal.

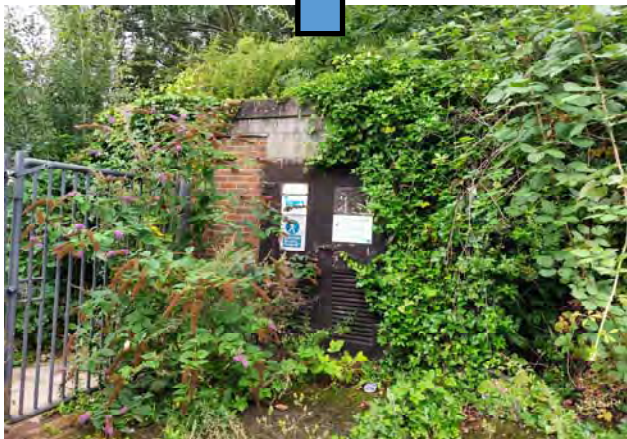
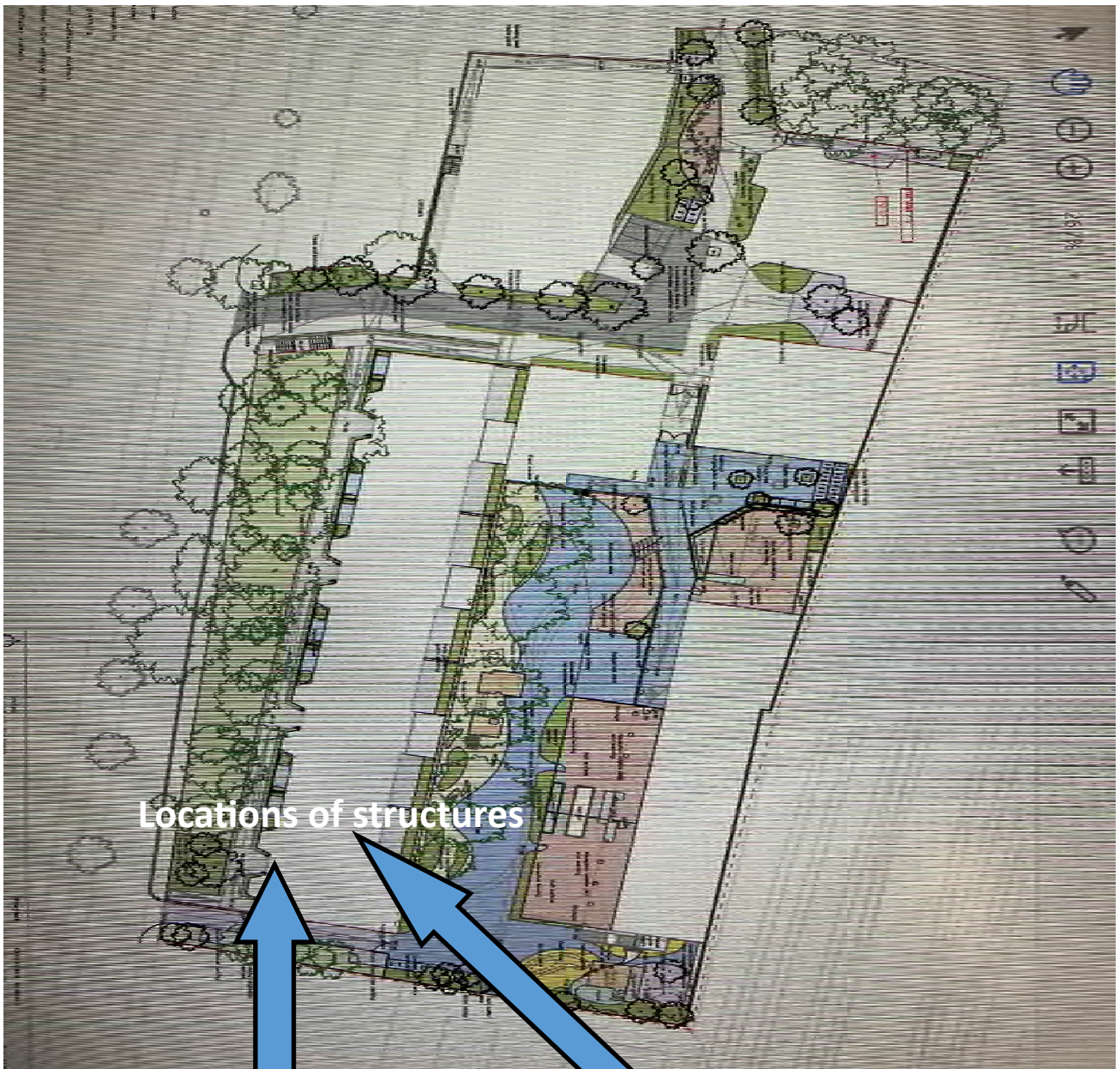
## **SITE STAFF**

The appointed demolition contractor will ensure the following resources to carry out the works as required on site :

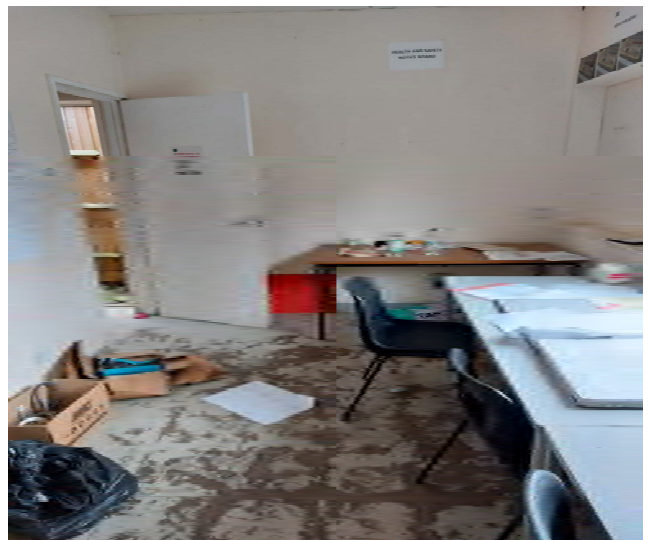
Demolition/ Remediation Site Manager (SMSTS) – Non Working Demolition Site  
Supervisor – Working

First Aiders x 1

1 No Plant Operav es (max) 3 No Demolition Operav es



## Interior items for soft strip out



No Images available for Sub-station as unit is secured by UKPN.

## **PLANT & EQUIPMENT:**

1 x No 10t excavator fitted with a choice either shears, selector grab or bucket attachment

1 x No mobile elevating work platform ("scissor lift") 1 x skip for general waste

1 x Toilet with hand wash facilities Various hand tools

Plant certificates will be obtained for all plant used and copies of the certificates retained on site.

All operators are to produce CPC licenses.

Works described below will be carried out in such a way as to minimize the impact of that work. Therefore the site manager will:

- Take all reasonable steps to minimize the creation of dust, using water sprays to dampen buildings being demolished and the demolition arisings;
- Pay attention to wind direction so as to anticipate the impact of any work downwind of the working area;
- Curtail, suspend or re-arrange work as necessary to allow the demolition to proceed if possible whilst reducing its impact on any the occupiers of neighboring properties / premises;
- Ensure all plant is fit for its purpose and adequately maintained so that noise generation is within the manufacturer's stated maximum noise level;
- Give particular consideration to activity on site at the start of the day to minimize disturbance of the neighbours. Reversing manoeuvres will be avoided in the early morning to prevent reversing sirens sounding. Mobile plant, which requires approximately 20 minutes idling to warm-up before a shift, will be parked sensibly away from houses. A super-silenced generator is being used to provide electrical power to the site compound. Any particularly noisy operations (e.g: use of hydraulic breakers) will be programmed to minimize disturbance;

## **WELFARE ACCOMMODATION**

Welfare facilities will be provided to a standard that satisfies the HSE.

The actual location of the welfare facilities together with staff / visitor parking will be identified on the Traffic Management plan contained within the Construction Phase Health and Safety Plan.

The Provision of site accommodation will be compliant with respect to the Construction (Design & Management) Regulations 2015

## **- WORKING HOURS**

**08:00 am - 18.00pm Monday-Friday**

**8.00am – 1.00pm Saturday**

**No working hours on Sunday**

## **- SERVICES**

**C Field Construction** will make arrangements for the disconnection of the services to the site.

A CAT detector will be used by the site supervisor to test for live underground electric cables prior to commencement on site and highlighted using spray marker.

## **- *SAFETY***

All necessary registers, accident books, diary, time book, test certificates, method statement, risk assessment, health and safety plan etc will be kept on site under the control of the Site Supervisor and can be inspected at any time. All accidents are to be reported to and entered in the site accident book.

A supply of spare hard hats, overalls, gloves, goggles, masks, welders gloves, face visors (when burning equipment is used) etc will be stored on Site.

At all times the appointed demolition contractor will ensure a high standard of Health and Safety is carried out at all times on site.

All operatives on site must wear full PPE in accordance with HSE requirements including safety boots, hard hats and a high visibility vests or coat and LEP (Light Eye Protection) as standard.

'No smoking on site' policy will be adhered to at all times.

Adequate segregation of pedestrians and vehicular traffic will be maintained at all times. Reversing of vehicles and plant will be minimized at all times. This will be highlighted on a site plan and will form part of the site induction for all operatives.

## Air Quality - General Provisions

Prior to commencement of work on site an Air Quality Survey will take place and made available to the London Borough of Camden. Construction works will be carried out in such a way as to limit the emissions to air of pollutants .

### Dust

Control measures would be implemented to meet **Planning Ref 2014/7651/P . The 1st Schedule Section Air Quality & Carbon Reduction** to prevent the release of potentially contaminated dust entering the atmosphere and / or being deposited on nearby receptors.

The equipment proposed to be used to monitor dust levels is be Casella Guardian 2 Multi-Agent Monitoring Stations. Appendix J presents details / specification of the equipment or similar to comply with BS Standard.

### Pest Control.

- Pre start pest control survey to be carried out.
- Control program to be provided (See Appendix K)



## **- OPERATION NO 1: SITE ESTABLISHMENT**

The building will be situated within a secure site boundary made up of Heras fencing, to enclose the working areas / exclusion zones within the site.

Warning signs (as described below) will be displayed at the appropriate points around the perimeter of the site:

Danger Demolition in Progress

Danger Demolition Keep Out

Personal Protective Equipment requirements

Warning to Children

All visitors to our site will be asked to sign in within the site office. They will be inducted into the activities being carried out that day and at all times whilst they are on site they will wear the required PPE and they will also be escorted by a member of the site team.

## **- OPERATION NO 2: ASBESTOS REMOVAL**

Where asbestos is found onsite, a suitably approved licensed Asbestos Removal Contractor will be appointed to carry out the removal of all asbestos containing products.

The HSE will be notified under the statutory ASB5 form on the Health and Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk) of the intended asbestos removals that are to be executed on site.

All method statements, Risk assessments and transit plans will be included within the CPHSP.

No follow on activities will be carried out until we have received air clearance certificates/ certificates of re-occupation from the asbestos removal supervisor to confirm that the areas are safe to enter.

## **- OPERATION NO 3: CABLE STRIPPING**

Any electrical cabling will be removed for recycling prior to soft stripping and the demolition of the structure.

No cable-stripping work will commence until the electrical supplies to the site have been irreversibly isolated either to the main distribution board by the local electricity supply company or from the main distribution board by a suitably qualified electrician. In either case an isolation certificate will be required and will be displayed within the site office.

Demolition operatives using hand tools will cut into manageable sections all exposed electrical cabling and any which are easily extracted but which are not exposed. Large diameter electrical cabling is heavy, therefore it may be necessary to cut cabling into lengths of no more than 2 or 3 meters prior to moving it for further processing. Operatives are to exercise their judgement and experience when handling cut sections of cable to minimize the risks associated with manual handling.

Cabling in trays or otherwise present above floor level will be accessed using a scissor lift. An exclusion zone will be created beneath the cable being cut-down using barrier tape to avoid the potential for anyone below the cable to be struck as it is allowed to fall to the floor. Consideration must be given to the possibility of a free end "whipping" due to self-weight.

Any powered hand tools used must be inspected daily and used only by trained operatives. 110V or battery tools only. Appropriate PPE for the tool/work must be worn.

The removal of cable insulation and armour is to be undertaken using a purpose-built machine. Such machines have a number of safety features such as guards and remote emergency stops. All safety features are to be checked on a daily basis. None of the guards or other safety features are to be defeated or over-ridden. As with all machinery, long hair and loose clothing are to be securely tied-back to reduce the risk of the operator becoming entangled in the equipment.

All waste generated by the cable-stripping is to be disposed of appropriately, i.e: sheathing is to be placed in a general waste skip.

Under no circumstances is the sheathing to any cabling to be removed by burning.

## **- OPERATION NO 4: SOFT STRIPPING**

An internal soft strip of the buildings will be carried out by demolition operatives to remove as much of the waste materials from the building ahead of the demolition works.

Materials that are to be removed by the internal soft strip can include doors, door frames, fixed and non fixed furniture, carpets and floor coverings and other materials which obstruct the construction of asbestos removal enclosures.

Operatives will strip out all doors, frames, windows, timber of any description, (not appertaining to roof or main structure) toilets, pipe work, ducting, electrical items and any debris.

Any clean, unpainted constructional timber will be segregated from the general waste. Where this material is free of nails, screws, hinges etc it will be segregated for recycling by a specialist company. Any materials deemed as not suitable for recycling will be removed from site in skips as controlled waste to an appropriately licensed landfill site.

Where possible the materials will be loaded by hand method into skips and removed from the site. Where access for skips is not available the materials will be segregated and stored within the building where they will be removed at a later stage.

Once access for skips is available the materials will be loaded into the skips by use of the excavator and by hand method.

At no times shall operatives gain access to partially demolished or unsafe buildings to recover soft stripped materials, these materials will be removed by mechanical means and when safe to do so by hand method.

All soft stripped materials will be processed and segregated into individual waste/recycling streams. All materials deemed suitable for recycling will be loaded into suitable skips and transferred from the site to a suitable recycling venue.

All waste materials unsuitable for recycling will be transported from the site where it will be taken to landfill facilities.

## **OPERATION NO 5: WORKING AT HEIGHT GENERALLY**

Working at height will be restricted to a minimum, with the majority of high level demolitions being carried out by mechanical means i.e. Demolition type excavators / Plant fitted with controlled attachments such as mechanical grapples, concrete breakers, concrete pulverizes and buckets.

The main area where working at height will be carried out will be to remove the corrugated roof sheets that have been deemed accessible. All non asbestos roof and wall sheets will be removed by mechanical means and by hand method.

Where access to work at height may be required access will be gained by use of either Cherry Picker or Scissor Lift type Mobile Elevated Work Platform.

## **OPERATION NO 6: DEMOLITION OF BUILDINGS GENERALLY**

The building to be demolished on site is a single storied and of clay brick & concrete block structure, with a corrugated single ply steel sheeting roof.

Prior to any structural demolitions taking place, the site supervisor and plant operatives will walk the building to familiarize themselves with the building and any potential issues.

The site will be enclosed by use of Heras type fencing. Warning signs will also be displayed on the site boundary in clear and visible positions.

The buildings that are to be demolished will be soft stripped as described above.

The metal roof sheets will be removed by use of a demolition excavator or by hand method.

The 10t excavator with grapple type attachment will demolish the entire building perimeter.

Once the building has been reduced to rubble it will be systematically loaded on to licensed waste removal trucks.

Each roof truss will be cut free of the head of one of the supporting walls and lowered towards the ground; the other end of the roof truss will be free of the head of the supporting wall and lowered to the ground where, still using the shears attachment on the 10t excavator or by hand method.

The process described above will be repeated until the demolition of the building has been completed.

All steel will be removed from the site in suitable skips that will be transported from the site for disposal.

## **OPERATION NO 7: PREVENTION OF POLLUTANTS ENTERING SURFACE WATER COURSE**

Prior to the removal of the structure it is proposed to temporary cover/seal all drainage/ surface water gullies surrounding the perimeter of the structure:

# Appendix A.

## Asbestos Survey



**Health and Safety**  
Compliance Partnership Ltd

**Asbestos Refurbishment/Demolition Survey for**  
West Hampstead Limited

**at**

Liddell Industrial Es-  
tate 1-33 Liddell



## Names and Addresses

Client Name:

**West Hampstead Limited** . Suite 2 Fountain House ,1A Elm Park. Stanmore HA7 4AU

Contact:

Phone:

Fax:

Site Full Name:

**Liddell Industrial Estate**

1-33 Liddell Road London

NW6 2EW

Instructing Party:

**West Hampstead Limited** Suite 2 Fountain House 1A Elm Park

Stanmore HA7 4AU

Contact:

Phone:

Fax:

<b>Health and Safety Compliance</b>  <u>Report Author:</u>  <b>Health and Safety Compliance</b> Unit 16, Sunbury Workshops  London	Project Number:	312 3
	Survey Date:	21- Jun -21
	Printed On:	24- Jun -21
	Page:	Pag e 1 of 1



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SECTION 2	Survey Notes
SECTION 3	Survey Techniques
SECTION 4	Survey Caveat
SECTION 5	Survey Recommendations
SECTION 6	Material Assessment: Summary by Risk Band
SECTION 7	Material Assessment (Photo)
SECTION 8	Asbestos Register
SECTION 9	Bulk Certificate
SECTION 10	Survey Drawings



# SECTION ONE

## SURVEY OBJECTIVES

Client Name: West Hampstead Limited

Project Number:

3123 Survey Date:

21-Jun-21

Site Address: Liddell Industrial Estate, 1-33 Liddell Road, London,

Printed On: 24-

## Survey Objectives

---

### Scope of Works

Health & Safety Compliance Partnership Limited were commissioned by the client to undertake an asbestos Refurbishment and Demolition survey of the site in accordance with HSG 264 to ascertain the presence of asbestos containing materials within prior to the planned refurbishment / demolition works.

The survey was carried out on the date identified at the front of this report by a P402 trained asbestos surveyor (as identified on the photograph sheets) from Health & Safety Compliance Partnership Limited, Unit 16, Sunbury Workshops, Swanfield Street, London E2 7LF, this report was completed on the date identified at the front of this report.

### Purpose / Aims / Objectives

To undertake a Refurbishment and Demolition survey.

The purpose of this survey was to locate and describe, as far as reasonably practicable all asbestos containing materials in the area where the refurbishment work will take place (or in the whole building if demolition is planned), some destructive techniques were used during the inspection which may have resulted in damaged to certain installations. Representative samples were collected and analysed for the presence of asbestos.

SECTION

TWO

SURVEY NOTES

# Appendix B.

## Pest Control

## Specifications.

- The Exterior of Site, to have Rodent Metal Tamper Proof Bait Box situated into Situ every 10 meters This would include in selected areas of Wildlife Conscious Rat Control Points.
- Administration Building to have Mouse Bait Tamper Proof Boxes Installed within required areas
- Monthly Attendance on site for Maintenance of traps checking bait consumption and including replacing of bait levels.
- Additional Visits may be required should rodent activity be identified
- AF Fortis Tamper Proof Rat Bait Boxes with Fixing Bracket Rat
- AF Amicus (Wildlife Conscious Boxes) Rat Control Points with Fixings
- Mouse Bait Tamper Proof Boxes .

## Appendix B – Construction Programme

# Liddell Road Liddell Road Contract Programme



29/11/2021

Line	Name	Start	Finish	Duration	2021												2022												2023											
					Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec							
1	PRE-COMMENCEMENT STAGE	16/07/2021	21/07/2023	98w 3d	PRE-COMMENCEMENT STAGE																																			
2	PCSA Commencement	16/07/2021 A	16/07/2021 A																																					
3	Instruction for Enabling Works	11/10/2021	11/10/2021		◆ Instruction for Enabling Works																																			
4	Contract Award	26/11/2021 *	26/11/2021		◆ Contract Award																																			
5	Planning Condition Discharge	09/08/2021	25/11/2021	15w 3d	Planning Condition Discharge																																			
6	Surveys & Investigations	16/07/2021	17/09/2021	9w	Surveys & Investigations																																			
7	Design Review	20/07/2021	26/07/2021	1w																																				
8	Design Team Appointment	16/07/2021	12/08/2021	4w	Design Team Appointment																																			
9	Design IRS	04/10/2021	24/03/2023	71w 3d	Design IRS																																			
10	Initial Design	16/07/2021	25/03/2022	33w 4d	Initial Design																																			
11	Network Rail	24/08/2021	10/12/2021	15w 3d	Network Rail																																			
12	UKPN	03/08/2021	07/09/2021	5w	UKPN																																			
13	Permits, Party Wall Agreements, Construction MS & CMP	10/08/2021	10/01/2022	19w 3d	Permits, Party Wall Agreements, Construction MS & CMP																																			
14	Early Procurement (Design Input)	23/08/2021	30/08/2022	49w 3d	Early Procurement (Design Input)																																			
15	Initial Contractors	26/11/2021	22/02/2022	10w 2d	Initial Contractors																																			
16	Kingsmill Primary Term Dates (FIO)	01/09/2021	21/07/2023	92w 1d	Kingsmill Primary Term Dates (FIO)																																			
17	Enabling Works	09/08/2021	23/12/2021	19w 3d	Enabling Works																																			
18	Critical items	29/11/2021	22/04/2022	18w 3d	Critical items																																			
19	King post wall design	29/11/2021	10/12/2021	2w	King post wall design																																			
20	King post lead time	09/12/2021	13/01/2022	3w	King post lead time																																			
21	Pile Rigs lead time	13/01/2022 *	03/02/2022	3w 1d	Pile Rigs lead time																																			
22	Sheet piles lead time	29/11/2021 *	11/01/2022	4w 2d	Sheet piles lead time																																			
23	Pile matt design	03/12/2021	16/12/2021	2w	Pile matt design																																			
24	Network rail approval pile matt design	17/12/2021	03/02/2022	5w	Network rail approval pile matt design																																			
25	Party wall awards Block A	06/01/2022 *	06/01/2022		◆ Party wall awards Block A																																			
26	Party wall award Block B	06/01/2022 *	06/01/2022		◆ Party wall award Block B																																			
27	Network rail award Block C	06/01/2022 *	06/01/2022		◆ Network rail award Block C																																			
28	Party wall award Block C	06/01/2022 *	06/01/2022		◆ Party wall award Block C																																			
29	Discharge of construction management plan	06/01/2022 *	06/01/2022		◆ Discharge of construction management plan																																			
30	Below ground services design	10/01/2022	04/03/2022	8w	Below ground services design																																			
31	Isolation springs lead time	27/01/2022	22/04/2022	12w	Isolation springs lead time																																			
32	Crane selection	29/11/2021	14/12/2021	2w 2d	Crane selection																																			
33	Design crane base block A & B	14/12/2021	31/01/2022	5w	Design crane base block A & B																																			
34	Network Rail approval of Block A & B Crane base design	01/02/2022	07/03/2022	5w	Network Rail approval of Block A & B Crane base design																																			
35	Design crane base block C	15/12/2021	15/02/2022	7w	Design crane base block C																																			
36	UXD survey lead time	29/11/2021	10/12/2021	2w	UXD survey lead time																																			
37	CONSTRUCTION STAGE	26/11/2021	29/11/2023	98w 1d	CONSTRUCTION STAGE																																			
38	Key Milestones	19/06/2023	29/11/2023	23w 1d	Key Milestones																																			
39	Block A handover	29/11/2023 *	29/11/2023		◆ Block A handover																																			
40	Block C West handover	19/06/2023 *	19/06/2023		◆ Block C West handover																																			
41	Block C East handover	29/11/2023 *	29/11/2023		◆ Block C East handover																																			
42	Block B handover	30/10/2023 *	30/10/2023		◆ Block B handover																																			
43	Site Set Up	26/11/2021	21/01/2022	6w	Site Set Up																																			

Drawn by: A.Ocran

Dwg No.

Revision No.

Notes:



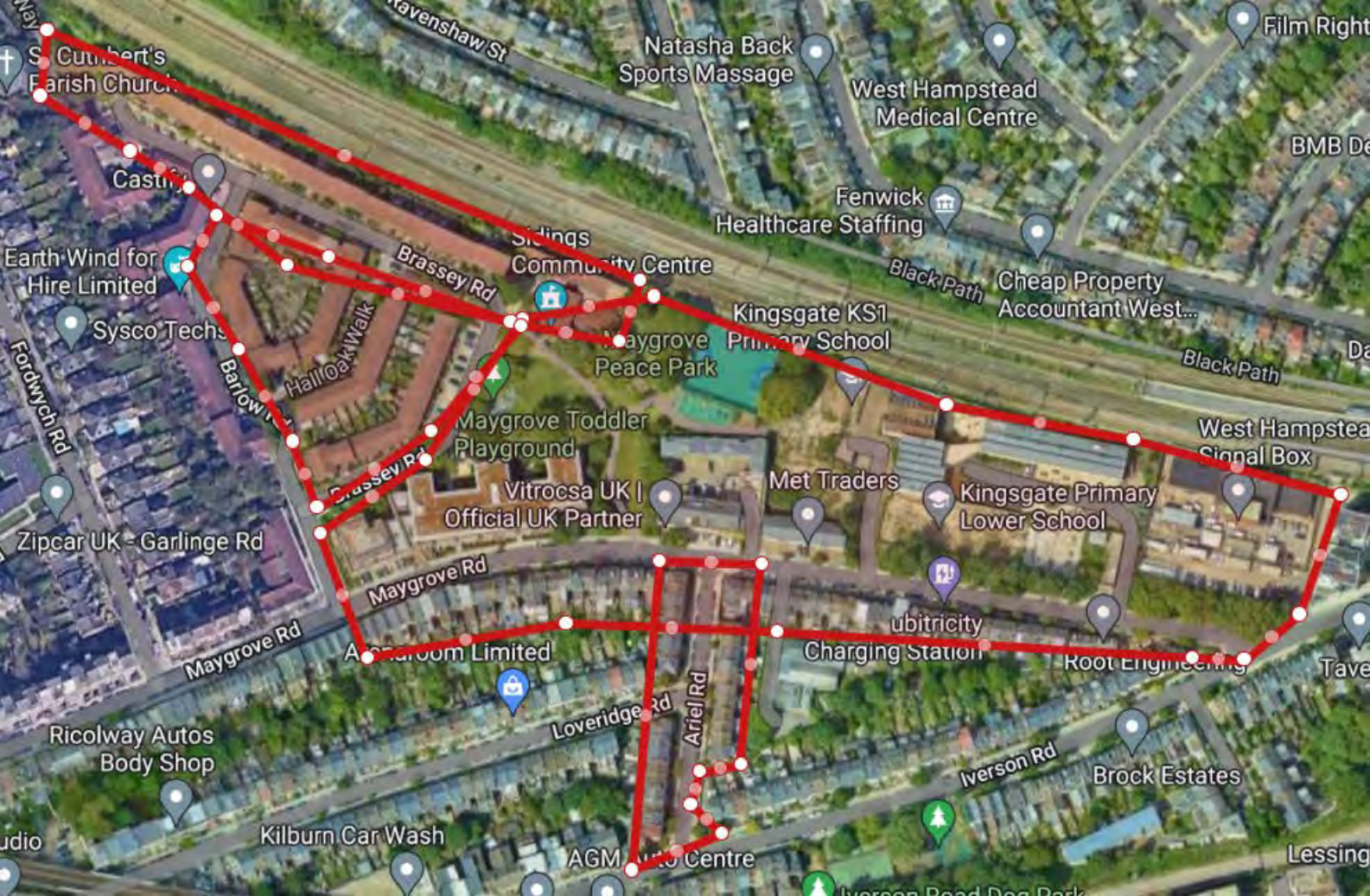








## Appendix C – Consultation Letters and Minutes



St. Cuthbert's  
Parish Church

Natasha Back  
Sports Massage

West Hampstead  
Medical Centre

Film Right

BMB De

Castro

Sidings  
Community Centre

Healthcare Staffing

Cheap Property  
Accountant West...

Earth Wind for  
Hire Limited

Brasseley Rd

Kingsgate KS1  
Primary School

Black Path

Black Path

Sysco Techs

Halloak Walk

Maygrove  
Peace Park

Maygrove Toddler  
Playground

West Hampstead  
Signal Box

Fordwych Rd

Barrow

Zipcar UK - Garlinge Rd

Vitrocsa UK |  
Official UK Partner

Met Traders

Kingsgate Primary  
Lower School

Maygrove Rd

Ricolway Autos  
Body Shop

Maygrove Rd

AGM Room Limited

ubitricity  
Charging Station

Root Engineering

Loveridge Rd

Ariel Rd

Iverson Rd

Brock Estates

Kilburn Car Wash

AGM Auto Centre

Lessing

# Liddell Road Construction Management Plan Consultation Meeting

07/07/2022

MS Teams

## Meeting notes

- **Resident 1** raises issues that **Gennaro D'Alo (GD)** did not call an emergency meeting on the day that the go-ahead for consultation, with an agreement that from both it should have been dealt with earlier.
- **GD** responds to **Resident 1** next issue of an additional pit lane stating that they cannot build anything without the 2 trucks crossing each other on the school access road.
- A discussion continues between the contractor and residents, with these as key points:
  - **Resident 1** and **Resident 2** are confused as to why a plan has been presented to suspend 11 bays including one that is disabled access with no previous inclination that pit lanes would be implemented, and a disregard for residents in the plans.
- It is said that the construction time could extend up to a year if they are denied permission for the new parking plans.
- **Joe Martin (JM)** confirms that the new parking pit lanes will not interfere with any trees.
- Confusion over the new pit lanes is dealt with **GD**, who explained that for 12 months pedestrians will have to walk on a safe passage, explaining that they are not obstructing the bank itself.
- The issues of public benches, dog bins and bins being affected are discussed with **GD** stating there will be a detailed plan presented addressing the problems.
- **GD** explains the movements of trucks to **Resident 1** to provide clarity on the new pit lanes, there is still a feeling of unhappiness with the new plans.
- After questions from **Resident 1**, dates for the suspension are confirmed for the 18<sup>th</sup> of July to August 2023 and there has been no approval date for the new plans yet.
- **GD** agrees with **Resident 1** to create a summary of the feedback to Camden Council to be shared with **Resident 1** beforehand.
- **Resident 2** and **Cllr Olszewski** raise several issues, including lorries arriving without the presence of marshals, pollution from trucks affecting residents with poor lung conditions and fear of safety due to works close to some houses in the area.
- **JM** reassures that no equipment is lifted over any properties and any cranes are securely in place due to being 33% over-engineered. The disabled bay that is affected will also be reprovided by being moved up 1 bay.
- Contractors did try to relocate parking to alleviate parking problems but were denied permission by Camden Council.
- **Resident 3** seeks clarification if Maygrove walkway will be closed until 2023 and if the park benches will be relocated but **GD** confirms this is not the case, and that the development team will apply to Camden to seek consent to relocate any bench affected by the proposed pit lane.
- Issues of parking and traffic are raised through concern for school children.
- Requests for engineering rifling to be cracked down on to reduce pollution
- **GD** confirms to Resident 1 that there will be a letter drop for the residents and to check on the possibility of a motorcycle parking being reprovided.

- It is confirmed that as soon as the parking suspension is approved there will be a week notice sent out for residents before it comes into force.
- The meeting ends.



## Liddell Road Construction Management Plan Consultation Meeting

---

**Meeting:** Construction Working Group (CWG)

**Date:** 21<sup>st</sup> July 2022

**Location:** Virtual – Microsoft Teams

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### Meeting notes

#### Attendees

Gennaro D'Alo (Developer) – West Hampstead Ltd

Joe Martin (Contracts Manager) – CField Construction Ltd

Adam Ouaddane (Communications) – BECG

Councillor Sharon Hardwick – West Hampstead

3 residents

- **Presentation occurs, and slides can be found online**
- *Questions begin*
- **Resident 1** asks where the noise reports from the previous months are, and why they have not been uploaded to the website
- **JM** confirms that they will be posted next week, with the July report uploaded when it comes out
- **Resident 1** enquired as to what company is behind the development
- **GD** explains that he represents West Hampstead Limited, a sole-purpose vehicle set up for the delivery of the Liddell Road development.
- **Resident 1** brings discussion onto a Tree Protection Order
- **GD** explains that trees are protected by a specific planning condition, a Tree Protection Plan has been submitted and condition 11 has been discharged accordingly
- **Cllr Sharon Hardwick** explained that **Resident 1** had received an email from a cabinet member regarding the issue.
- **Resident 1** asks where the minutes of the previous meeting are, and **AO** confirms they will be uploaded shortly
- **Resident 1** asks why crane delivery dates were changed with no notice given to residents

- **JM** explains that crane deliveries must comply with Network Rail, and waiting for permission on this has slowed the process down. He also notes that updates are placed on a notice board every Friday and that the board was updated regarding the change to these dates
- **Resident 1** asks if this information could be put on the websites, and **AO** and **JM** state that this can be done
- **Resident 1** states that she feels the new CMP has content that was not previously discussed in meetings, namely the covered walkway
- **GD** explains that the walkway is part of the pit lane
- **Resident 1** asks about security surrounding the covered walkway to prevent loitering
- **JM** states that the covered walkway has no sides and is just a crash deck. While it will be lit well, there will be no security as people can loiter anywhere.
- **Resident 1** asks about a camera and **GD** notes that this will be added to the feedback of consultation
- **Resident 1** notes that she would like a summary of comments submitted so that residents can verify that the comments are reflective of the sentiment
- **AO** clarifies that a summary of all comments submitted during the consultation will be shared after the consultation period has closed
- **Resident 1** asks whether the minutes will be published prior to any meeting with Camden and **GD** notes there is no plan to meet with Camden. Consultation feedback will be shared, and the team will discuss what action needs to be taken. Once this process is complete the CMP will be amended to reflect the feedback if required and attached to the CMP will be a full list of consultation feedback.
- **GD** notes that the timeline to give this to Camden depends on the feedback and amount of work that needs doing, estimates 1-3 weeks timeframe
- **GD** notes that they have committed to relocating the bench and bin, but only subject to approval from Camden
- **Resident 1** enquires as to why the temporary traffic signals are not in the CMP
- **JM** explains that there is no stop-and-go signals because automatic signals close to a school are dangerous. They prefer manual boards with traffic marshals
- **GD** notes that this would only come into action if the new CMP were to be approved
- **Resident 1** asks why there has been no consideration of turning the pay and display bays into resident parking

- **GD** notes that residents can suggest it as part of the consultation feedback. The development team will review accordingly. It is noted that the development team do not have authority to convert parking bays, such authority sits with Camden.
- **Resident 2** notes that the dust is very bad at the moment
- **JM** agrees but points out that the heatwave contributed significantly to this, and that no work occurred at the start of the week.
- **Resident 2** also asks about pollution and dust monitoring
- **JM** notes that they are obliged to fit vibration, noise and dust monitors. The development team will check as to whether dust monitors pick up pollution too and confirm accordingly
- **Resident 2** requests a temporary bench and **JM** states that subject to Camden's approval, an additional bench will be installed for the duration of the job to replace the existing one affected by the proposed works at Liddell Road
- **Resident 3** asks for a rough timeline regarding when the new CMP would start
- **GD** states that an estimate would be between two and four weeks if Camden were to approve it, as a temporary traffic order would need to be issued and that takes, likely, a week. If Camden rejects the CMP, then nothing changes.
- **Resident 3** asks about working hours changing due to school holidays
- **JM** states that they do not change, but delivery hours do change during school holidays. He also notes that separately from the CMP Camden requested a fifteen-minute change of delivery hours regarding school times, moving the timing to quarter past three instead of three thirty, and this has been enacted
- **Resident 3** asks about the fallback route, and if there is a feel for how often that will be used
- **JM** notes that it is at their discretion, but vehicles may exit that way but not enter. The CMP will not change this.
- **Resident 3** asks if there has been any communication with the Camden Healthy School Street consultation, that is meant to occur in September. **Resident 1** states that she is also concerned about this.
- **GD** notes that he thinks conversations have not happened, and thanks **Resident 3** for raising this
- **Resident 1** expresses that she does not feel that the suspension of the motorcycle bay was discussed
- **GD** states that this will be registered in the comments

- **Resident 1** initiates a discussion regarding the diagram on page 8, and why trucks cannot park elsewhere
- **GD** and **JM** explain that trucks need to park there due to crane lifting capacity, and the space cannot be moved due to the proximity to the boundary with the adjoining owners to the east
- **Resident 1** asks if comments will be shared before they are sent to Camden
- **GD** explains that they will be. It will be worked out if any changes are needed, and then the comments will be sent to Camden.
- **Resident 1** asks about what the timeframe will be for residents to confirm whether the pack represents what they feel
- **GD** states that there is no formula for that, but residents should email if they feel something has been left out
- **Resident 1** states that there was very little response to letters because the letters only discussed parking bay suspension
- **Resident 3** asks if the next meeting could be in person, and **GD** says he will look into this.

**Meeting concludes**

Verbatim Comments

I'm very concerned that 11 parking bays on Maygrove Road will be suspended. It is already very difficult to find a parking spot on Maygrove Road and this will only exacerbate the problem. There's no indication in your letter of how long the suspension is due to take place and your diagram is not very clear. Please provide further information including how the proposed reduction in parking bays will be mitigated.

I am writing to you regarding the changes to the Construction Management plan. You leafleted the neighbourhood regarding the suspension of 11 parking spaces on Maygrove Road. This was enough to alert me to a problem, as you already know the area has a problem with parking. The fact that you did not say for how long this would be led to me asking around my neighbours as to what they knew.

Imagine then my shock that the 11 parking spaces you ask for feedback on in your "communication" were the tip of the iceberg - that your plans would be for SIGNIFICANT disruption to residents, pedestrians, the school and drivers for well over a year!!

All so that you won't incur penalties for bringing in the project late because you didn't plan properly? My understanding is that all you are trying to achieve could be accomplished within the original construction plans, but it will just take longer. I object to your proposals on the basis of the disingenuousness of your communications and because I do not believe that we should all suffer through your poor planning. Do better!  
Following yesterday's meeting we would like to put on record some of the points that we made as we note that the minutes of the meeting of the 16th June have not yet been made available.

We also note that the previous version of the approved CMP has been removed from the website and we would ask that it is reinstated.

As highlighted during the meeting it is unreasonable to give 72 hours notice of a meeting to discuss changes to the CMP. The invite message was sent on the 4th July at 5 pm for a meeting on the 7th July at 7pm.

The message referred to amendments of parking bay restrictions on Maygrove Road, referring to a 280 pages document! The text justifying the meeting was " Construction works have progressed on site under the current CMP since March this year. Since then, we have been working with the construction team, transport consultants and the local authority to coordinate the location of the loading bays to service the tower cranes which will soon be installed. Out of the three cranes, one will require some parking bays to be suspended along Maygrove Road".

I was unreasonable to ask residents to read a 280 pages documents to find the needle in the haystack of how the changes would affect them! It would have been reasonable to expect the team to highlight the pages where changes were being made!

The meeting started with a presentation of documents that were difficult to digest in such a short length of time and deliberately we feel were meant to confuse residents with unreadable tracking diagrams and omitting key facts.

At no time during the presentation were the following key facts presented:

1. erection of a covered walkway on the pavement
2. management of pedestrian movements
3. timing for parking restrictions, ie when will they be in force and until when.
4. vehicular movements and necessary road closures.

The presentation purely sought to address the need for 11 parking spaces to be suspended without highlighting impact on residents and omitting other key changes in the CMP.

Dear Sir / Madam,

Following yesterday's meeting we would like to put on record some of the points that we made as we note that the minutes of the meeting of the 16th June have not yet been made available.

We also note that the previous version of the approved CMP has been removed from the website and we would ask that it is reinstated.

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2. management of pedestrian movements
3. timing for parking restrictions, ie when will they be in force and until when.
4. vehicular movements and necessary road closures.

Regarding works being carried out in Maygrove Road I am a resident at flat 148 Maygrove Road I strongly object to these works being carried out as a disabled person I will have difficulty not only finding a parking spot but as I have spinal problems carrying my food shopping into my flat you have not given residents along here enough notice to make objections and the phone numbers you give out are on answer phone all the time I have left messages on voicemail and no one rings back what kind of company is this you are paying for car washes and window cleaning but what about my lungs I have asthma and severe chronic pulmonary disease I'm my lungs which I have three inhalers for having recently had 8 lung infections and pneumonia these works are impacting on my and other residents health I have been sworn at twice by 2 of your workmen once in front of my carer for a large company you are acting more like cowboys

Themes

Length of the suspensions

Lack of parking

Website update, lack of consultation, alternatives, loss of parking bay without replacement of walkway B, proposed pathways, more consultation, progress report on

Website update, lack of consultation, alternatives, loss of parking bay without replacement of walkway B, proposed pathways, more consultation, progress report on

The move of a disabled person, consultation, issues

### Feedback Summary

The consultation for the Construction Management Plan (CMP) amendments was ran from Thursday 7<sup>th</sup> July 2022 to Thursday 21<sup>st</sup> July 2022. A meeting took place on the Thursday 7<sup>th</sup> July to provide an overview of the amendments and a subsequent Construction Working Group meeting on Thursday 21<sup>st</sup> July provided an opportunity to provide further comments. There were also five emails in relation to the CMP.

<b>Residents' comments</b>	<b>Our response</b>
<p><b>The length of the suspension</b> There was uncertainty as to how long the parking bays will be suspended.</p>	<p>The parking bays will be suspended until August 2023. The website has been amended to clarify this, and responses have been replied to, explaining this information.</p>
<p><b>Mitigation of parking suspensions</b> There were queries if there would be any extra provisions for the loss of parking.</p>	<p>The disabled parking bay will be provided further along Maygrove Road. At present, no other parking will be reprovided</p>
<p><b>Loss of parking</b> There was concern about the loss of parking space on Maygrove Road.</p>	<p>We understand that there will be an inconvenience for residents due to the loss of parking, however, to ensure that the construction remains within the agreed timeframe and minimise the length of disruption for residents the amendments are necessary.</p>

**Construction Management Plan Amendments – Public Consultation (July 2022)**

<p><b>Website update</b> There were comments that material was not available on the website.</p>	<p>The website has uploaded the material and further amends have been made to ensure that the material is more accessible to access.</p>
<p><b>Lack of notice for the consultation on the CMP amendments</b> There were comments that the first CMP meeting was called at too short notice and the wider community was unaware of the proposals.</p>	<p>The meeting was called when the CMP amendments were finalised and submitted. The meeting was called 48 hours later, as the first opportunity to provide an overview of the amendments.</p> <p>A newsletter was shared with local residents, which directed residents to the website which provided the materials and a summary. The usual information line and email details were available to provide further feedback.</p>
<p><b>Lack of consultation</b> There has been inadequate consultation on the CMP.</p>	<p>The meeting was the first step of the consultation and the subsequent two weeks were for residents to provide their views/comments on the proposals.</p>
<p><b>Lack of consideration of alternatives</b> There has not been any consideration of options that would have reduced the impact on residents.</p>	<p>The amendments proposed are the result of continued discussions with the construction team, transport consultants and the local authority.</p> <p>The amendments put forward to the community for consultation are for further feedback and we will seek to find the optimum solution for all the parties and stakeholders. The development team presented further</p>

Construction Management Plan Amendments – Public Consultation (July 2022)

	during the consultation meeting held on July the 7 <sup>th</sup> all the other options explored for servicing the tower cranes.
<p><b>Loss of motorcycle bay</b> There will be a loss of a motorcycle bay.</p>	At present, the amendments will result in the loss of a motorcycle bay. We will work with the Council to understand if it is possible to re-provide it elsewhere on the road or locally.
<p><b>Loss of benches</b> The current amendments will result in the loss of two benches.</p>	Following the issue being raised at the CMP meeting, the project team produced options to re-provide and will submit them to Camden Council for approval accordingly.
<p><b>Disruption on the walkway by gate B</b> The pit lane will cause disrupt the walkway.</p>	We apologise for the inconvenience this will cause and we will seek to ensure that the level changes are minimised and mitigated to ensure accessibility is as open as possible.
<p><b>Surveillance of the covered walkway</b> Concern that the covered roads could increase anti-social behaviour</p>	The project team will discuss with other stakeholders the appropriate measures to take to ensure that anti-social behaviour is discouraged.



Construction Management Plan Amendments – Public Consultation (July 2022)

<p><b>Protection of trees</b> There were concerns about how the trees will be protected.</p>	<p>The tree protection plan available on the project website shows the applicable root protection areas. Additionally, see an extract from the Arboricultural method statement adopted to discharge planning Condition 11:</p> <p><i>3 no. Tower Cranes will be used as part of the site development. The position of the cranes is shown on the Tree Protection Plan (TPP/LLRWHL/010 A). They will be located on piled concrete bases outside the RPAs of retained trees. An anti-collision and zoning system will be used to prevent oversail of the Maygrove Road boundary where trees are located unless in out-of-service mode. A licence is being sought to oversail the Peace Park. Works to be directed by a banksman (where required) to prevent damage to the canopies of trees.</i></p>
<p><b>Traffic</b> The pit lanes would exacerbate current traffic issues</p>	<p>There were concerns that there would be traffic issues caused by the pit lanes.</p>
<p><b>Insufficient banksmen</b> Subsequently, there is insufficient banksman to adequately direct the traffic.</p>	<p>There are currently two banksmen and it would be reviewed if it is necessary for additional banksmen and traffic marshalls, should the amendments be put in place.</p>

Construction Management Plan Amendments – Public Consultation (July 2022)

<p><b>Air pollution</b> There is concern that the amendments would exacerbate air pollution in the area.</p>	<p>As part of the CMP, the site has dust monitors across the development to assess the air quality and there are suitable mitigation measures in place, should they rise above the permitted levels.</p>
<p><b>Progress on the CMP</b> There was a desire for an update on the CMP at the next CWG meeting.</p>	<p>The CMP will be updated further once the current consultation concludes.</p>
<p><b>Engage with Camden’s Healthy School Streets</b> The Council is undergoing consultation for Healthy School Streets and it would be useful to coordinate with their teams</p>	<p>The project team will be discussing with Camden Council to establish how the Healthy School Streets scheme could affect the proposed construction works at Liddell Road.</p>
<p><b>Content of Consultation Letters distributed to the residents</b> The letters did not include the consequences for some of the proposed changes to the CMP</p>	<p>The Consultation Letters were distributed to alert local residents, businesses and stakeholders of the ongoing consultation and invite all to comment on the proposed changes to the CMP. The Consultation Letters offered a bullet points summary of the proposed changes only.</p>

Construction Management Plan Amendments – Public Consultation (July 2022)

**Parking restrictions**

Residents are given one week's notice of any upcoming parking restrictions.

There have been parking restrictions notices around the site informing residents of the upcoming parking restrictions.

The CWG group has subsequently been notified of the upcoming parking restrictions via email and the website.

• **Site Contact.**

**Joe Martin**

Senior Project  
Manager

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+44 (0)20 7078 4364

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+44 (0)74 8395 8548

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[joe.martin@cfield.co.uk](mailto:joe.martin@cfield.co.uk)

Rev	Date	Description
A	12/07/2002	For information

Client:

CField Construction Ltd  
Tower Bridge Business Centre  
46-48 East Smithfield  
London  
United Kingdom  
EIW JAW  
[www.cfieldconstruction.com](http://www.cfieldconstruction.com)

Project:  
**Liddell Road**

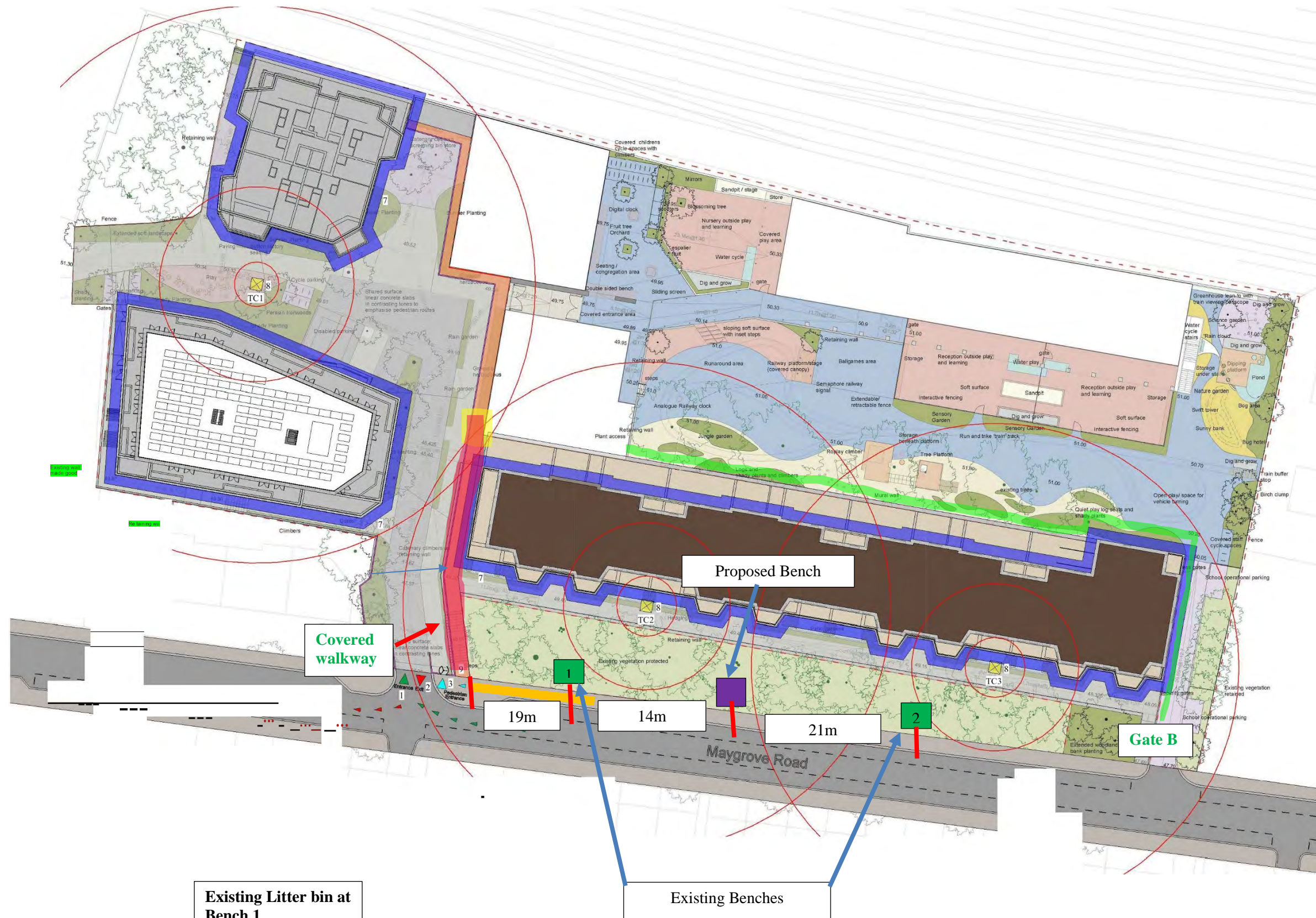
Sheet:  
**Kingsgate Protected Access**

Purpose of issue: For information  
Date: 13/11/2021

Drawn by: EZ  
Checked by: JM

Project number: T1274  
Scale: As indicated

Drawing number: LR-CF-00-ZZ-D-Z-0001  
Rev



**Existing Litter bin at Bench 1. Additional bin to be adjacent the new proposed bench.**

**Existing Benches**

**Proposed Bench**

**Covered walkway**

**Gate B**

**Maygrove Road**

3<sup>rd</sup> September 2021.

**RE: New Development at 1-33 Liddell Road**

We are the contractor for West Hampstead Developments Ltd on the site located at 1-33 Liddell Road. The development was granted under planning consent Ref 2014/7651/P. As part of our commitment to use local suppliers we wish to meet with the Council's Economic Development Local Procurement Team before our tendering contracts. This is to agree the specific steps that will be taken to give effect to the Local Procurement Code. We are aiming to start our tender process on the 24th of September 2021.

To ensure the delivery of a minimum of one supplier capacity building workshop to "Meet the Buyer", we will be holding a workshop at the Sidings Community Centre, 150 Brassey Road, West Hampstead, NW6 2BA. during the week commencing 14th of September.

If you could contact me at your earliest convenience.

Yours faithfully,

**Joe Martin**

Senior Project Manager



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**M:** +44 (0)74 8395 8548

**E:** [joe.martin@cfield.co.uk](mailto:joe.martin@cfield.co.uk)

Registered post reference. is NL 2085 2037 3GB.

3<sup>rd</sup> September 2021

Dear Neighbour,

Please allow us to introduce ourselves. We are **C Field Construction**, based at *46-48 East Smithfield, London. E1W 1AW*. You may already be aware that the former workshops adjacent to the Kingsgate School at 1 to 33 Liddell Road are being redeveloped from a brown field site. As a company we are delighted to have been selected as the contractor by West Hampstead Developments Ltd to carry out the works on the development. The development consists of three separate blocks, one commercial and two residential.

The commercial phase is 5 storied building of mixed commercial use that is on completion being returned to Camden Council. It is part of their plan is to ensure that Camden's residents and businesses can access the wealth of opportunity provided by inclusive growth in the borough. To help deliver this by ensuring opportunities for affordable workspace, training, apprenticeships, work experience, local recruitment, and procurement.

The residential blocks will provide 106 residences, of which four units of Social Rented Housing within the Development will be constructed and fitted out to be occupied exclusively as Affordable Housing. They comprise of 1 X 1-bedroom, 1 x 2-bedroom & 2 x 3-bedroom units in a location to be identified by the local authority prior to completion.

The works are due to commence on the last week in November 2021 and will run for 21 months. During this period, we aim to be good neighbours, causing as little disturbance as is possible. The London Borough of Camden has laid down strict conditions in their planning approval, to which we will stringently abide. **The Planning consent Ref 2014/7651/P at 1-33 Liddell Road, West Hamstead, Camden. NW6 2AW is available to view from the council.** In early October, prior to construction, we shall arrange a meeting with yourselves as local residents & businesses. From this meeting a Community Working Group will be formed. We shall use this to facilitate consultation with the local community in respect of matters relating to the construction works. This is to minimise disruption on the local community arising from the construction of the development. The working group will remain active throughout the project term.

Community Notice Boards will be displayed outside the development to provide contact details, keep you updated on progress and other information. There will also be a dedicated web site.

## **Liddell Road Development Newsletter.**

### **September 2021.**

Dear Neighbours,

Welcome to the 1<sup>st</sup> edition of our monthly newsletter. You will have received our introduction letter earlier this month with our contact details should you wish to engage with us.

I would like to bring you up to date on where we are with the project. At present we are in the pre-construction phase. This is where we fulfil the final stages of our planning conditions before commencing construction work.

Over the next few weeks there will be some activity on the ground, we will be clearing the scrub from the site to allow surveys to be completed. We shall start to enclose the site with a standard construction site hoarding during the school mid-term holiday.

Two Community Notice Boards will be erected, one on our boundary with the Maygrove Peace Park and the other on our boundary at Liddell Road. These will be updated weekly to keep you informed of events and upcoming activities.

On Monday 27<sup>th</sup> September at 8pm, we will be hosting a meeting at the Sidings Community Center. You are all invited to attend and engage with our siteteam. One outcome from the meeting will be to establish a Community Liaison Group.

The Community Liaison Group will include local residents, businesses and interested parties. Please come along if you wish to be part of the group.

# Construction Working Group – Liddell Road, West Hampstead Ltd

**Meeting:** Construction Working Group (CWG)

**Date:** 19:00-20:00, 16<sup>th</sup> December 2021

**Location:** Virtual – Microsoft Teams

## Meeting minutes

### Actions

- Provide further details, as they become available of overall construction programme
- Diagrams showing access to the sites to be circulated
- Further details to be provided on the loading/unloading on Maygrove Road
- Upload tracking diagrams onto the website
- Diagram showing window cleaning area
- Approach the commercial buildings on Maygrove Road regarding window cleaning
- Allow any resident who wishes to subsequent CWG meetings to attend
- Upload tracking diagrams onto the website
- Share the latest version of the CMP with the CWG and online

### Introduction

**Adam Ouaddane** started the meeting by establishing that this was a Construction Working Group and that the meeting would last until 20:00. He further stated that minutes would be taken and shared with attendees after the meeting.

Introductions followed.

Adam Ouaddane (Communications) – BECG - Chair of Meeting

Peter Gallagher (Communications) – BECG – Minutes

Gennaro D'Alo (Planning & Development) – West Hampstead Ltd

Sebastian Potiriadis (Development Manager) – West Hampstead Ltd

Joe Martin (Senior Project Manager) – CField Construction Ltd

Brian Greene (Contracts Manager) – CField Construction Ltd

Councillor Peter Taheri – West Hampstead Ward

Councillor Richard Olszewski – Fortune Green Ward

Sarah O'Neill (Senior Development Manager) – Camden Council

Kelley Laherty (Senior Monitoring Officer) – Environmental Services Camden Council

Eight residents

### Previous Actions

**Adam Ouaddane** went through the actions from the previous meeting, **Adam Ouaddane**, **Gennaro D'Alo** and **Joe Martin** talked through the responses to the actions:

1. Create a project website – *A website has been created & CWG will be published going forward and updates.*
2. Invite a Camden officer for transport – *Invitation sent to several officers.*
3. Residents applying for visitor permits – *Residents of the new development will be unable to apply for a residents parking permit due to Condition 31 preventing it.*



4. Position of disabled apartments and parking bays – *There are three parking bays in the development (opposite Block A), one is for the commercial block, one is for the school, one is for visitors of the school or commercial block. No residential apartments (including the disabled) have a parking space. There is one disabled apartment which is on the ground floor of block C.*
5. Details on gradient of development – *Level plans were presented. The whole development is DDA (wheelchair) accessible.*
6. Full list of properties eligible for window cleaning – *An aerial map was shown, all the properties fronting Maygrove Road, 120-176 (including the flats at 176).*

### **Construction Management Plan Feedback**

**Adam Ouaddane** talked through the feedback that was received. The consultation concluded on the 8<sup>th</sup> of December.

- Nine emails were received relating to the CMP
- Congestion/traffic was the most commented on topic, with nine mentions.
- 156 West End Lane was mentioned five times.
- A one-way system was mentioned four times
- School times were mentioned three times
- Window cleaning & Peace Park pedestrian access was mentioned twice
- Over-development, air-quality, car cleaning and contractor use of the Peace Park was mentioned once.

These topics were then expanded further.

### **Congestion Traffic**

**Gennaro D'Alo** - Explained the Gate A (eastern access, next to secondary access to School) and Gate B (western access) access points. Gate B will be the main access to the site. Currently it is proposed that construction traffic comes from West End Lane and up Iverson Road, articulated lorries will enter both Gate A&B and then reverse out once there is no space within the site for them to turn-around.

**Gennaro D'Alo** - Explained that all potential routes to access the site had been explored. Setting them out in detail.

### **Shoot-Up Hill to Maygrove Road**

It is possible for an articulated lorry to get to the site via Shoot-Up Hill and Maygrove Road. However, this would require an additional parking bay to be suspended which is undesirable. Also, because the distance between Gate B and Shoot-Up Hill is greater than proposed, and Maygrove Road has very little opportunity for construction vehicles and regular traffic to cross, the disruption would be increased.

### **Iverson Road to Shoot-Up Hill**

Iverson Road is parallel to Maygrove Road and in this scenario, we would have to use Ariel Road to turn into Maygrove Road. The junction between Maygrove Road and Ariel Road, which is a 90-degree turn, is not suitable to provide the turning radiuses for construction vehicles. This option is therefore unsuitable.

### **Iverson Road to Maygrove Road**

This route would require a large-scale remodelling of this junction to provide adequate turning radiuses for construction vehicles. This option is therefore unsuitable.

Therefore, we have either the eastern access via Iverson Road or western access from Maygrove Road. Western access has been discounted as the distance means that the opportunities for disruptions are higher, therefore we are proposing access from the east.

### **156 West End Lane**

**Adam Ouaddane** - Explained that the project team was aware that the development on 156 West End Lane has impacted residents and that they would work to reduce the cumulative impact. He explained that the construction manager at 156 West End Lane had been contacted and they would seek to establish a Construction Steering Group to reduce the cumulative effect of traffic and air quality.

### **One-Way System**

**Adam Ouaddane** - Explained that this possibility was explored but the council and some resident's groups were concerned that this would push traffic onto the already busy Kilburn High Road. Therefore, it was discounted. He explained that after consultation with the project teams' traffic consultants the current proposals were deemed to be the least disruptive. Marshalls will also be employed along the road to allow traffic to flow as freely as possible.

### **School Times**

**Adam Ouaddane** - Mentioned that three comments were concerned that the delivery times coincided with school drop-off and pick-up times. He explained that the delivery times have been timed with consultation from the school. Where possible deliveries to the site will occur prior to 15:30 and the school will be provided advance notice of peak periods. All vehicular access to the site will be marshalled by banksmen with protective barriers to ensure separation of pedestrians from the traffic.

### **Use of Peace Park by Contractors**

**Adam Ouaddane** – Noted that due to restrictions accessing the site and to maintain best covid-practices, pedestrian access to site was necessary. The development team were mindful of residents' concerns and will ensure that the on-site management are mindful of this.

**Gennaro D'Alo** - Explained that a segregated access for the school was required. This school-only access and vehicular access to the construction site took up the whole width of the access on Maygrove Road. The walkway divides the site into sections (eastern & western). The mansion block will be serviced but for Block A & B, where we are trying to combine school, vehicular and pedestrian access, the width is not large enough. Pedestrian access to the site requires turnstiles, finger-print readers, and welfare facilities. As we can't achieve this in Gate B, we are proposing the western access through Maygrove Peace Park (for pedestrian access only).

### **Tree Protection Measures**

**Gennaro D'Alo** - Explained that previously there were some comments about the trees in Maygrove Peace Park and Maygrove Bank and whether the construction will damage the trees. It was noted that this was regulated by Planning Conditions. Bore holes and trial pits were excavated across the site including along Maygrove Bank. The existing site level is much higher than where the trees grow and because the whole area was hardstanding, there was "rain-shadow". This prevented the ground from getting wet and caused it to become compact, making it unsuitable for root growth. On the construction website is the Tree Protection Plan for future reference.

### **Construction Update**

**Joe Martin** - Explained that initial work on site would be to construct the access walkway and the hoarding to separate the school from the forthcoming construction site. The tunnel construction will start on Monday (20.12.21) and completed before the 4<sup>th</sup> of January (prior to the school returning). This work must be completed during school holiday periods.

Early to mid-January the setup on site will start. This will include getting the site cordoned off, the site accommodation installed, services in and then begin to reduce levels and pile.

[Referring to page 29 on presentation] The Grey areas are the piling mat; this is put in to make the ground stable for the piling rig.

[Referring to page 30 on presentation] This shows a lot further into the development when the structures are created. Block A will be the most advanced, followed by the western half of Block C and the Tower Block B in the back.

**Gennaro D'Alo** - Explained that before Christmas, only works would commence on the walkway for the school. Actual construction work will occur later, in January, and this is subject to the discharge of the CMP. From the start of construction, the timeline should be 24 months. It is an evolving document, and West Hampstead Limited will coordinate the construction activities with school terms. We continue to track how the programme evolves from January. Once construction starts, we will go into further details about which activities will happen and when they will happen.

## **Questions and Answers**

### **Resident 1**

1. Where did the actions that were raised at the last meeting come from? I recall minutes of the meeting being promised, but they have not materialised. Therefore, the recorded questions have not been challenged and I believe that some are missing.
2. Why are you confusing everybody? In the presentation you refer to Gate A and B differently to the CMP and you say that articulated trailers will enter both Gate A & B when in the CMP you say they will only use Gate B. What is the purpose of the presentation if it doesn't mention the CMP?
3. You have not mentioned the concerns about loading/offloading articulated lorries on Maygrove Road in loading bays that do not exist. This will require the removal of parking spaces that you haven't mentioned in your CMP.
4. Why is 75-81 Maygrove Road, which is surrounded by the site, not included in the window cleaning schedule?
5. We were assured by Camden Council, that no work would start until the CMP was agreed. Has the CMP been agreed so that work can start next week to erect the walkway?

That is some of my questions, I have far more as my questions from the last meetings have not been answered.

**Gennaro D'Alo** - We have invited BECG to join us since the last meeting, they will be joining us and conducting the meetings and will make sure that the minutes are uploaded onto the website. We apologise for the lack of minutes from the last meeting, but we have BECG on board to make them available.

There was no intention to confuse anybody. If I made a mistake, please let me know and I will rectify it. We have two gates at the site, and we have shown how the articulated lorries access the site. In the tracking diagram we are showing the parking bays to be suspended.

**Resident 1** - You are showing 1 parking bay to be suspended and then in the construction stage two loading bays that need to be suspended that you have not mentioned.

**Gennaro D'Alo** - CMPs are evolving documents and changes will be allowed for during construction, we are showing the parking bays to be suspended during the start of construction works. It may require changes need to be accommodated during construction.

**Resident 1** - You are already showing loading bays in the resident parking spaces, this is not something you don't anticipate. So why are you saying they won't need to be suspended?

**Gennaro D'Alo** - Are you referring to the CMP on the website? That has already been superseded, so the draft that has been circulated does not consider the conversation we had with you and the feedback from Camden. Please bear with us and we will show the updated CMP. The relevant comments have been accommodated.

**Resident 1** - Why are we discussing something that has been superseded?

**Gennaro D'Alo** - I'm sorry I didn't mention that the visuals we have included today have not been included in the original CMP. This is because we have carried on additional work to address comments from Residents and Camden.

**Resident 1** - We are at a meeting on Thursday that you called on Monday and we are discussing things that we are not aware of. We are shown an image on a screen for twenty seconds, with a mislabelled Gate A & B, so what's the point of this meeting?

**Adam Ouaddane** - As the consultation with the council is ongoing, we are presenting the latest information that we have now. We will also be issuing this post meeting.

**Gennaro D'Alo** – This meeting is to record the feedback we have had so far and address the feedback from the website. If additional feedback comes through, we will address it as required.

**Joe Martin** – The unloading and offloading is part of the developing of the site as we go through the construction phases and constraints at each stage. We have put in where we feel we may need loading bays to complete the site, as it reduces in space, mainly Block C.

I believe the addresses that Resident 1 was referring too for the window cleaning are the commercial buildings. We didn't include them as it is commercial, not residential.

**Gennaro D'Alo** – It is not a problem, we will approach the owners of the building and liaise with them, if necessary we will include them.

We take the comment on board about commencing the work prior to the CMP finishing. We are only allowing the tunnel simply because we have to slot our activities in between school terms. We are going to use Christmas for the school tunnel only, we will continue to consult prior to construction on the buildings commencing.

**Resident 1** - What is the discharge process for the CMP?

**Gennaro D'Alo** – We continue consultation with residents and take on board the comments received. We must show where we have taken them on board and if we have not, why we have not. Once the CMP is finalised, we resubmit to Camden for conditional discharged. If it is satisfactory, it will be discharged, if not, there will be further comments from the council. Which we as a team have to address.

**Resident 1** – When will you submit it?

**Gennaro D'Alo** – I would like to think that it will be before the end of next week, but this is subject to the team being available. Ideally this side of Christmas but if not, it will be just after we come back.

**Resident 1** – Will it be on the website?

**Gennaro D'Alo** – Yes, it will.

**Adam Ouaddane** – We have quite a few hands up, I will go to another question.

**Councillor Peter Taheri** – Thank you, a couple of things. Forgive me if I have misunderstood the presentation so, please bear with me. First of all, I was trying to follow the logic with the approach to site for the lorries. I followed the process of elimination which led to the route coming from the west, and the approach from the east. I gather that what you said is that you are focussing on the eastern route because that was the shortest distance.

**Gennaro D'Alo** – Yes, it is shorter and allows the suspension of one less space.

**Councillor Peter Taheri** – If that means that you are opting to use West End Lane instead of Kilburn High Road, a couple of things arise. First of all isn't that a potential avoidable conflict with 156 West End Lane, shouldn't that be factored in. Kilburn High Road is very wide and therefore better to take lorries.

Secondly, it sounds like what we are talking about this evening involves more parking bay suspensions on Maygrove Road than had previously been anticipated. If I have understood that correctly, is this something that you have spoken about with council officers, do they know about it? Or is this the first time you have told anyone about this?

**Gennaro D'Alo** – We have been consulting with Camden, the Transport Team, Green Team, and we are very lucky that they have always offered advice. The Traffic Team are aware of all the diagrams we have shared tonight, and they are aware of the reasoning behind West End Lane instead of Kilburn High Road. We as a team do not have a preference, we are led by our consultants, the traffic analysis and Camden advice. All of these converge on West End Lane not Kilburn High Road. The data shows that Kilburn High Road is more congested. Also, it best serves the construction access. No decision has been made and today the Camden transport team asked for additional tracking just to appease themselves that all the possible options has been looked at. For us, both are on the table. The data we received so far favour West End Lane, if however, Camden or the consultation shows that Kilburn High Road will be better, then we shall change. However, the information we have on the table today does not support it.

**Councillor Peter Taheri** – I am not speaking on behalf of Camden when I say this, but, as a local resident it seems rather surprising to me. Kilburn High Road is straighter and wider than West End Lane.

**Gennaro D'Alo** – Yes, again, we should consider turning vehicles into Maygrove Road from Shoot-Up Hill, and also the opportunity for vehicles to cross Maygrove Road, all these elements should be balanced before a decision is made.

**Councillor Richard Olszewski** – A brief point on the window cleaning on the north side of Mayove Road. Please could you keep an open mind on the plots next to the commercial ones, we talked about earlier, and the former courtyard as well, behind what fronts onto Maygrove Road 71, 73, and behind. I appreciate we are getting a bit west, but please keep an open mind over how dust might settle.

**Gennaro D'Alo** – This is something we will look at. Let us prepare a plan that shows the catchment area, but this is something we will look at. Thank you.

**Resident 2** – A couple of things, three about the traffic and one about the CMP/CWG process.

In the previous draft of the CMP there was talk about lorries reversing into one gate and going forward into another. I thought this might be confusing if the same companies were servicing both gates. When you did the presentation, you didn't suggest that, so I wondered whether that was still the plan.

The second point is in the draft CMP there was a suggestion that some lorries will be too big to go in and they will be unloaded from the street, is that still the plan? That seems to be more disruptive as the pavement would have to be suspended. Thirdly, you said in the presentation that the council had rejected the idea of a one-way system and I would like to know a bit more about that.

Finally, I am pleased to hear we are going to have monthly meetings, but it would be good to have more information if something goes wrong in between them, site manager contacts etc. BECG have been reasonable at responding to questions but its 24 hours before sending an email and coming back. If something goes wrong on site, it would be nice to have something quicker.

**Gennaro D'Alo** - I will be quick as I can, in terms of contact for site, there is not a site for now, so we rely on BECG for now. As soon as site hoarding is in place contact details for the main contractor site manager, Health and Safety manager etc will be displayed across the hoarding. We will publish it on the website as well.

With reversing, in the eastern gate next to the secondary access by the school, you can see that in the fullness of time there will be a tiny strip of land next to the building. As soon as the foundations for that building are laid, there will be no opportunities for the track to drive deep enough into the site for it to be fully offloaded within the hoarding. If you look at that road junction, there is a forecourt next to the school access, this area will be used to park the vehicle, unload it and then reverse the vehicle into Maygrove Road again. We will use marshals with temporary barriers to stop pedestrians on

the pavement. You won't need to stop vehicle traffic, there will be enough room for cars to pass whilst the vehicles offload. With regards to the bigger gate, there is enough room on site for an articulated lorry to drive in, be offloaded, reverse and then leave again however when the foundations of the three buildings are in place, there is not enough room for the lorry to reverse and leave. The lorry will come in, be offloaded, and worked on fully within the hoarding area, however, it will have to reverse back on Maygrove road, this is what the tiny diagram showed earlier explains.

The one-road system is bigger than the Liddell Road team, it is not within our power to change traffic direction on the road. We will not speak on behalf of Camden, I do believe the transport team in Camden are aware, this is something I believe that Resident Associations have already raised. But, it was deemed to be unfeasible. We are governed by the current two-way arrangement. We do not require a one-way road to build Phase 2, so we are not proposing to change the current way cars travel at this point.

**Resident 3** – Two points, one to do with Peace Park and the other to do with traffic concerns. So, the Park, there is going to be a lot of contractors and builders involved in the project. As I understand it you are proposing that they have pedestrian access to the park which is a cause for concern. With 100 or 200 contractors leaving off the site with very muddy boots, that is going to cause a lot of mud on the park, particularly as the Maygrove Peace Park is on a slope, that's a big concern, we've had issues in the past but we've never had 200 contractors going on the path. Can we please look at that and if there needs to be extra cleaning can we make sure it is done. This is one of the hidden side effects of using the park. In the winter there are not so many people using it, but in the summer, it is used by a lot of children, outside bodies, the nursery, the estate. That entrance is not just used by contractors, can we monitor that closely.

**Joe Martin** – We have been very aware about the park and have heard the concerns raised about it. We are aware that it is a resident's park and we are visitors. It will be strictly monitored, and Sue is correct that we will have about 180 contractors at peak on site. But, at that stage its finishing so the site is reasonably clean. Contrary to what a lot of people think, when you walk around in the mud all day, you want to change and clean and go home. Most of the guys have clean shoes coming out. We will on a daily and hourly basis be monitoring the park, cleaning it and picking litter. As part of the induction, we will be advising people about improper and proper use of the park.

**Gennaro D'Alo** – The CMP is an evolving document, if something doesn't work then we will address this in the CMP and change it accordingly.

**Resident 3** – Surrounding the traffic, I see that Councillor Taheri is very concerned, but there were strong concerns about the use of Kilburn High Road to Maygrove Road as that would impact on a lot of traffic using Maygrove Road. It's not just about Maygrove Road, it's about traffic on surrounding roads as well. It is also about how the CMP can only monitor traffic on the site, but it can't monitor the traffic that is not on the site, which is also subject to a whole different set of circumstances. As you said, it is a live document, can we make sure that if there are serious problems that are reoccurring that we look at them. Traffic may well build up to the point that if you are loading/reversing but the reality is that traffic will slow up. You've got people coming onto the estate, emergency vehicles and I think that could compromise the plan, so please can we keep a very close eye on it. I think coming from Iverson presents less of these potential problems.

**Resident 4** – I wasn't at the last meeting, I was at the first one, there was a lot of discussion about the lorries coming in and out. What are we calling an articulated lorry? Are they the tippers or the 40ft lorries? You are now coming from West End Lane to Maygrove, you are going to get horrendous traffic as you have the lights which aren't very flexible, so you are going to get them coming in. I imagine you can squeeze the tipper and 17.5 tonne lorries in there. But when you are looking at articulated lorries, you are going to need a little bit more room.

Joe, you know I live on Maygrove Road and we've got one parking space gone, and I would have thought you'd need more. Exactly how many spaces are going to be taken? You said that once it gets tight in sight the lorries will have to go on the road, if that's the case they are going off West End Lane to Maygrove, those lorries aren't going to be able to turn back round, they are going to have to go the way they are facing, they are going to be going on Kilburn High Road. This was never said to us at the first meeting, that lorries were going to be unloading on the street, everything was going to be done on site, now that's changed.

The Park, with everyone walking past the gym, is that entrance going to be gated? What will stop a dog running into the site?

**Gennaro D'Alo** – The gate will be replaced with solid plywood hoardings, this will be across the whole site, including the boundary with the park. A dog won't be able to access the site. In the fullness of time the gate will be gone and there will be a barrier there. There will be hoarding.

**Joe Martin** – We will have hoarding and for the pedestrian entrance onto the site we use a full height turnstile that is biometric, and the barriers are close so small dogs and children can't run in.

**Resident 4** – I appreciate its late, next week I would like to get in earlier, with the holding area you are going to have seven lorries an hour. Where are they going to be held so Iverson and Maygrove Road aren't going to be waiting to get into the site.

**Joe Martin** – Camden have suggested to us that there is an area of the road that is a single yellow line, we are in discussions with them about using this bit of Iverson Road to stop traffic until Maygrove is clear. At the moment that is what Camden are suggesting

**Resident 4** – How many lorries will be held on Iverson Road?

**Joe Martin** – There is enough space for two lorries

**Resident 4** – Where are the other five going to be held?

**Joe Martin** – They aren't constantly coming in, we have a booking system that times the lorries, it's a good sleek system called bio-site and trucks book in, we will not allow access if they are early or late.

**Resident 4** – I absolutely understand that but if they come early, how are they going to wait?

**Joe Martin** – They don't wait, they go.

**Resident 1** – Where do they go? Down Iverson Road

**Joe Martin** – They go back down the Iverson Road. We are developing this with Camden Council, and we have traffic martials that stop them entering Maygrove Road.

**Resident 1** – And congest Iverson Road?

**Adam Ouaddane** – It is unlikely they will all arrive at the same time.

**Resident 4** – That is a still very tight for them to come in, unload, go out etc

**Joe Martin** – We do have provisions in place for the site, and we will be managing it. It's a living document, that we work on.

**Resident 4** – This living document has thrown up that we are now going to be loading on Maygrove Road, this wasn't in the document before.

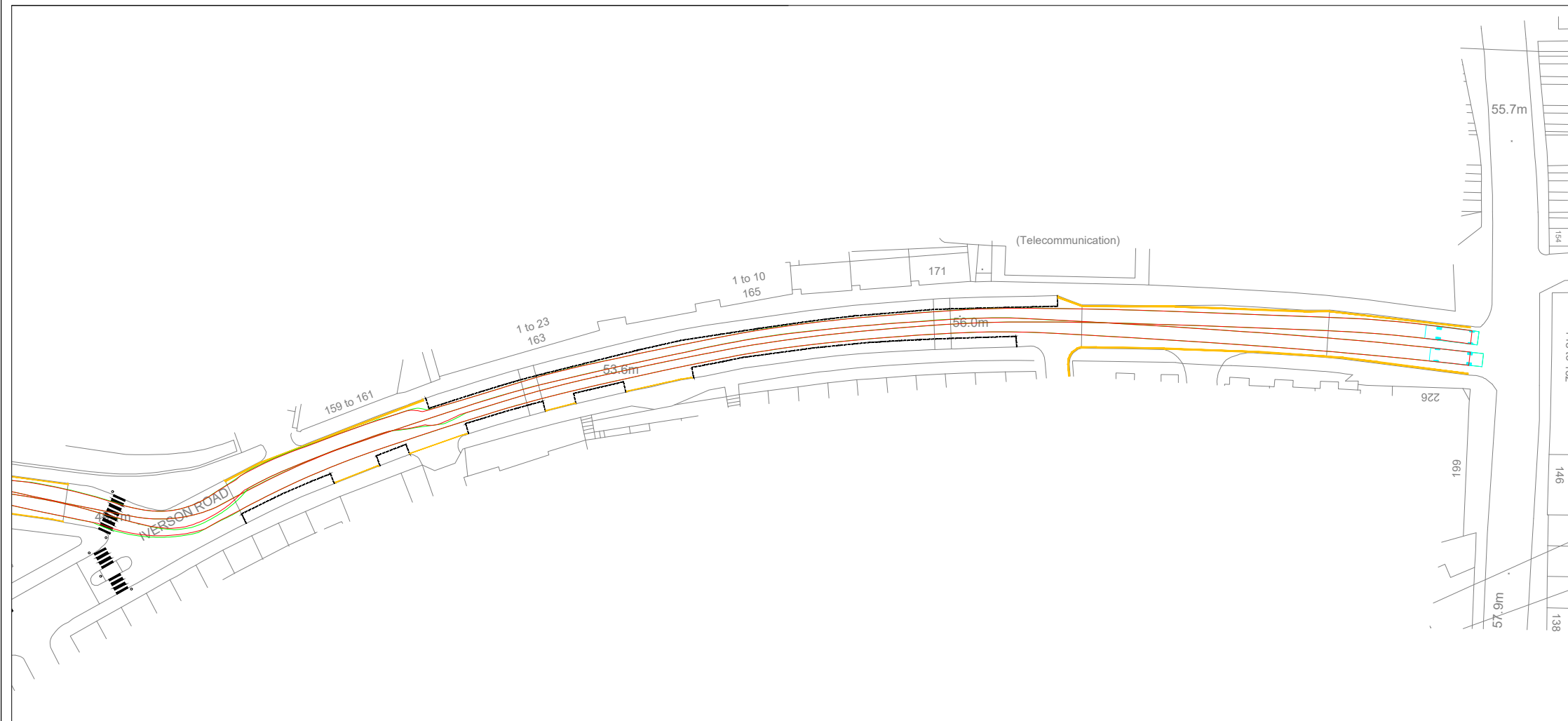
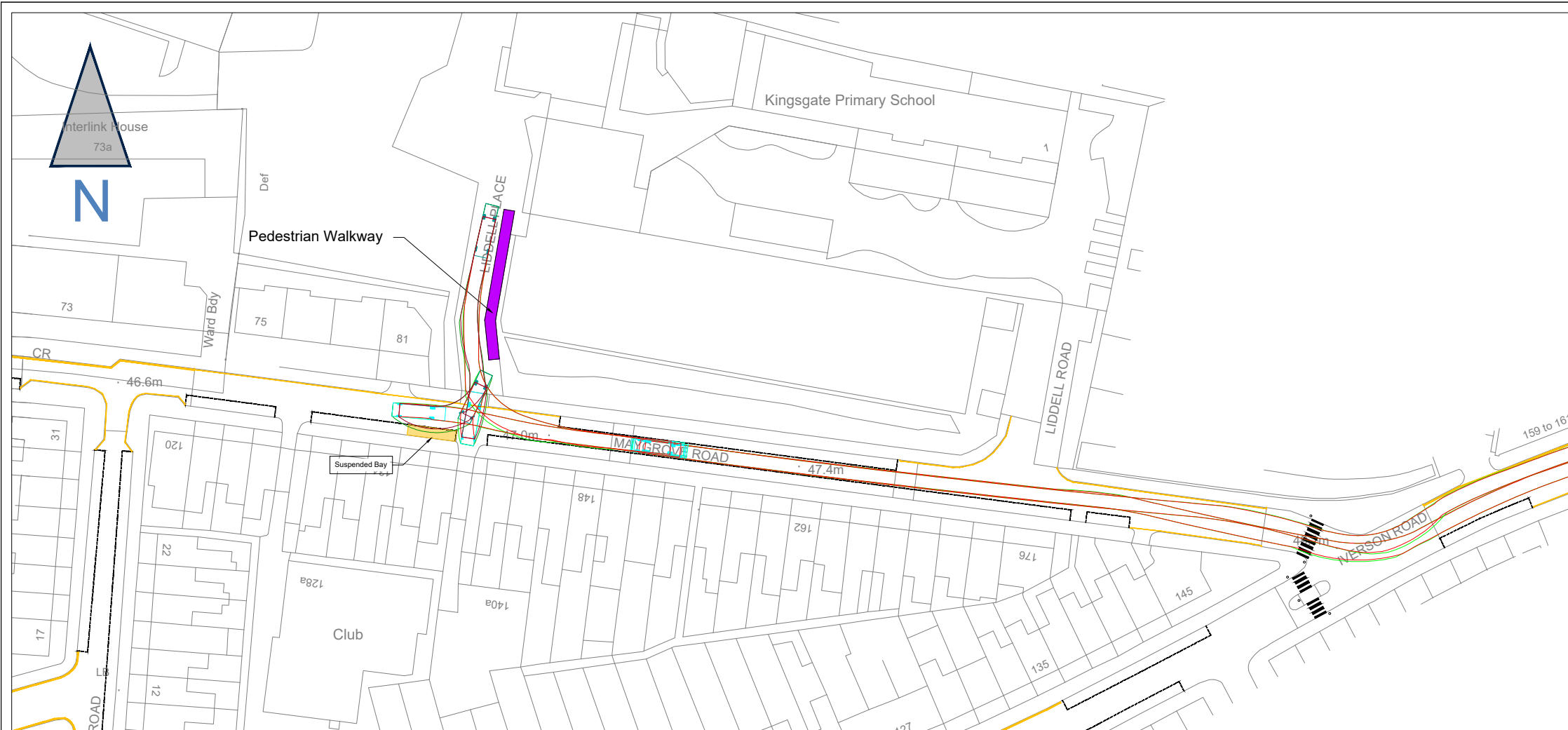
**Adam Ouaddane** – We will take these comments onboard.

**Gennaro D'Alo** – I will go back to this point; it is noted and it will be addressed.

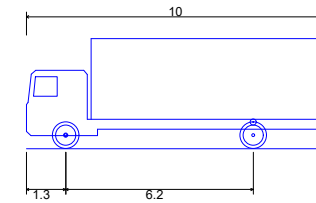
**Meeting Ends – Next meeting to be in 20<sup>th</sup> January, Teams agreed as the system.**



## Appendix D – Swept Path Analysis



**NOTES**

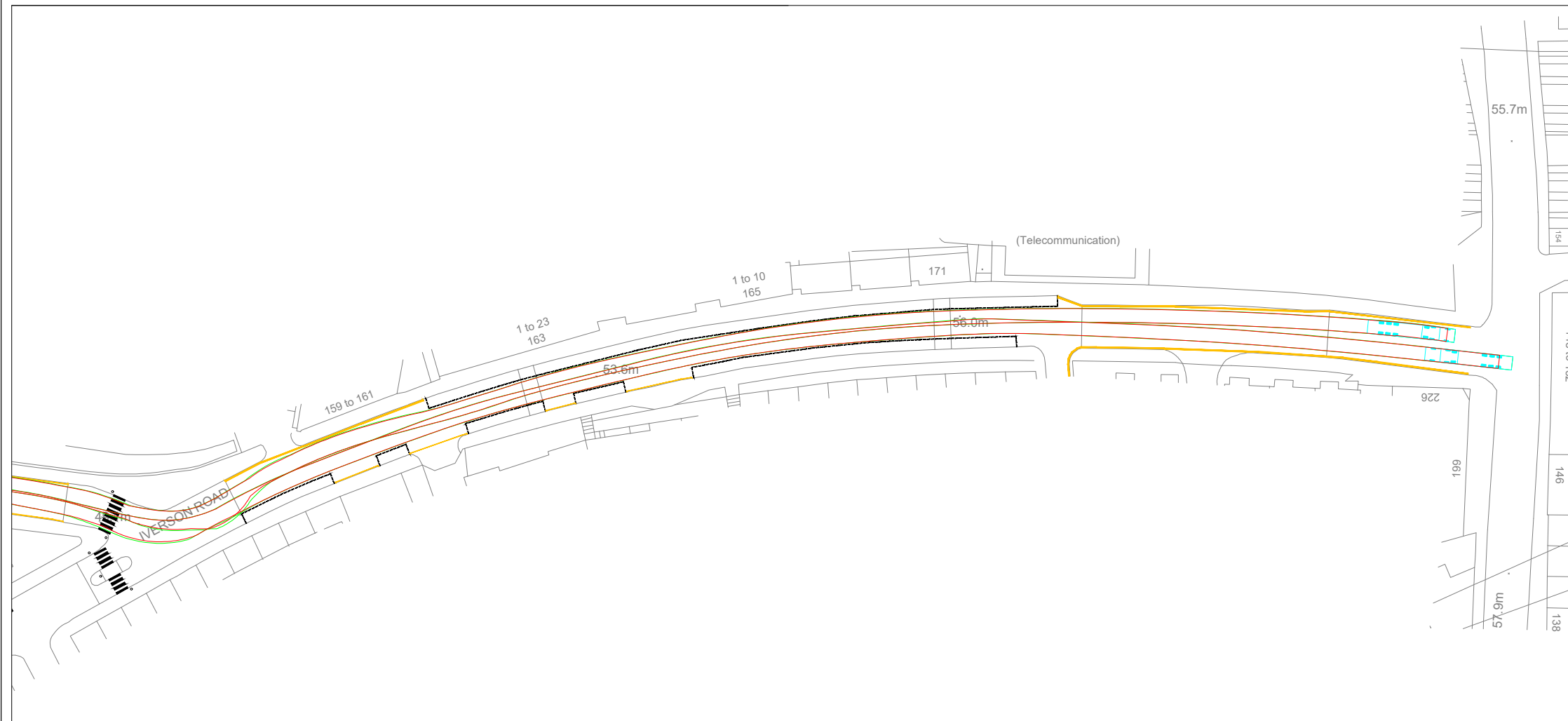
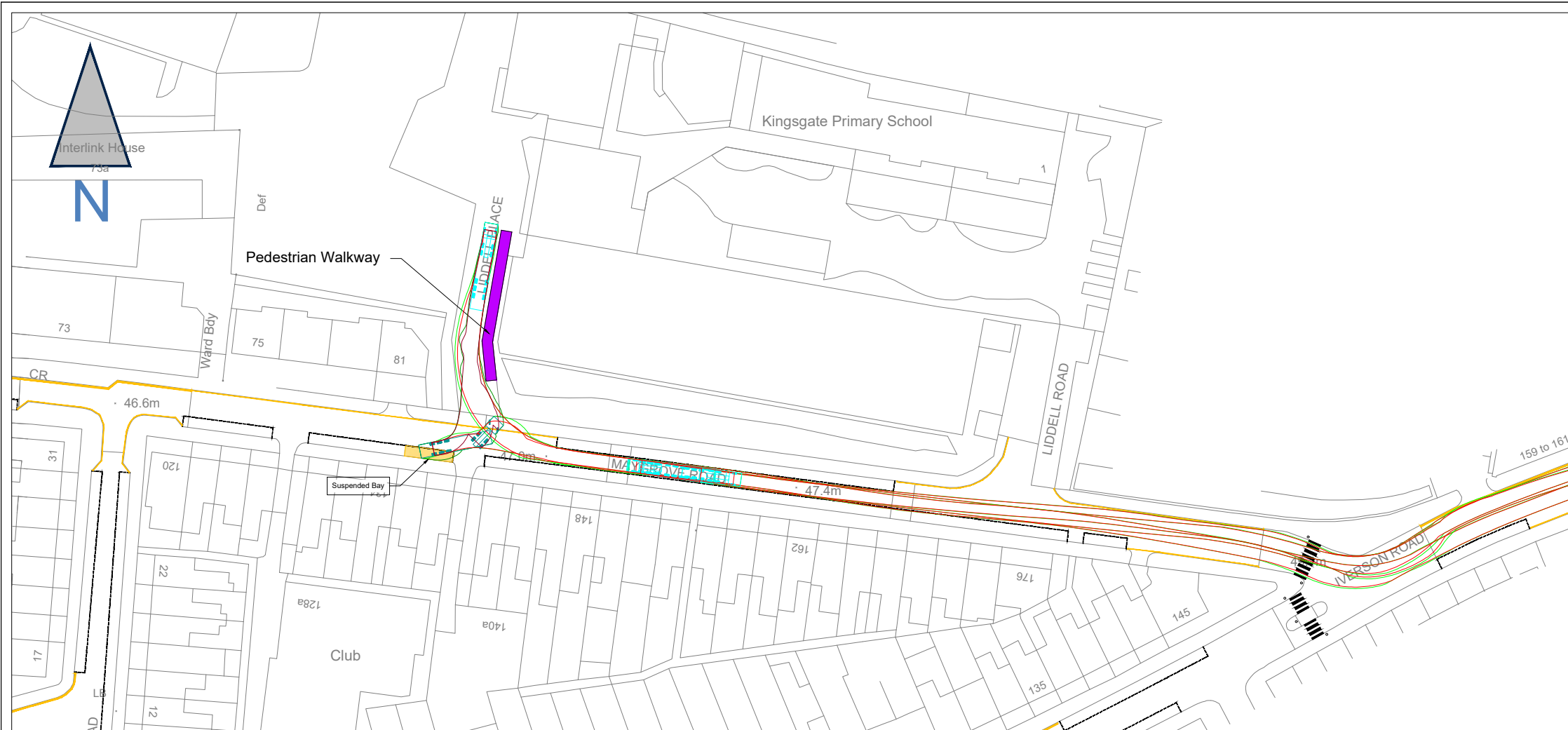


FTA Design Rigid Vehicle (1983)  
 Overall Length  
 Overall Width  
 Overall Body Height  
 Min Body Ground Clearance  
 Track Width  
 Lock to lock time  
 Kerb to Kerb Turning Radius

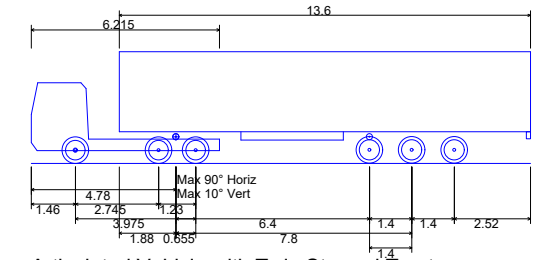
10.000m  
 2.500m  
 3.632m  
 0.427m  
 2.500m  
 4.00s  
 12.000m

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Drawn by <b>RH</b>	Approved by <b>DF</b>	Date <b>25.10.21</b>
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Drawing Title <b>SY-0012-006</b>		Rev <b>C</b>



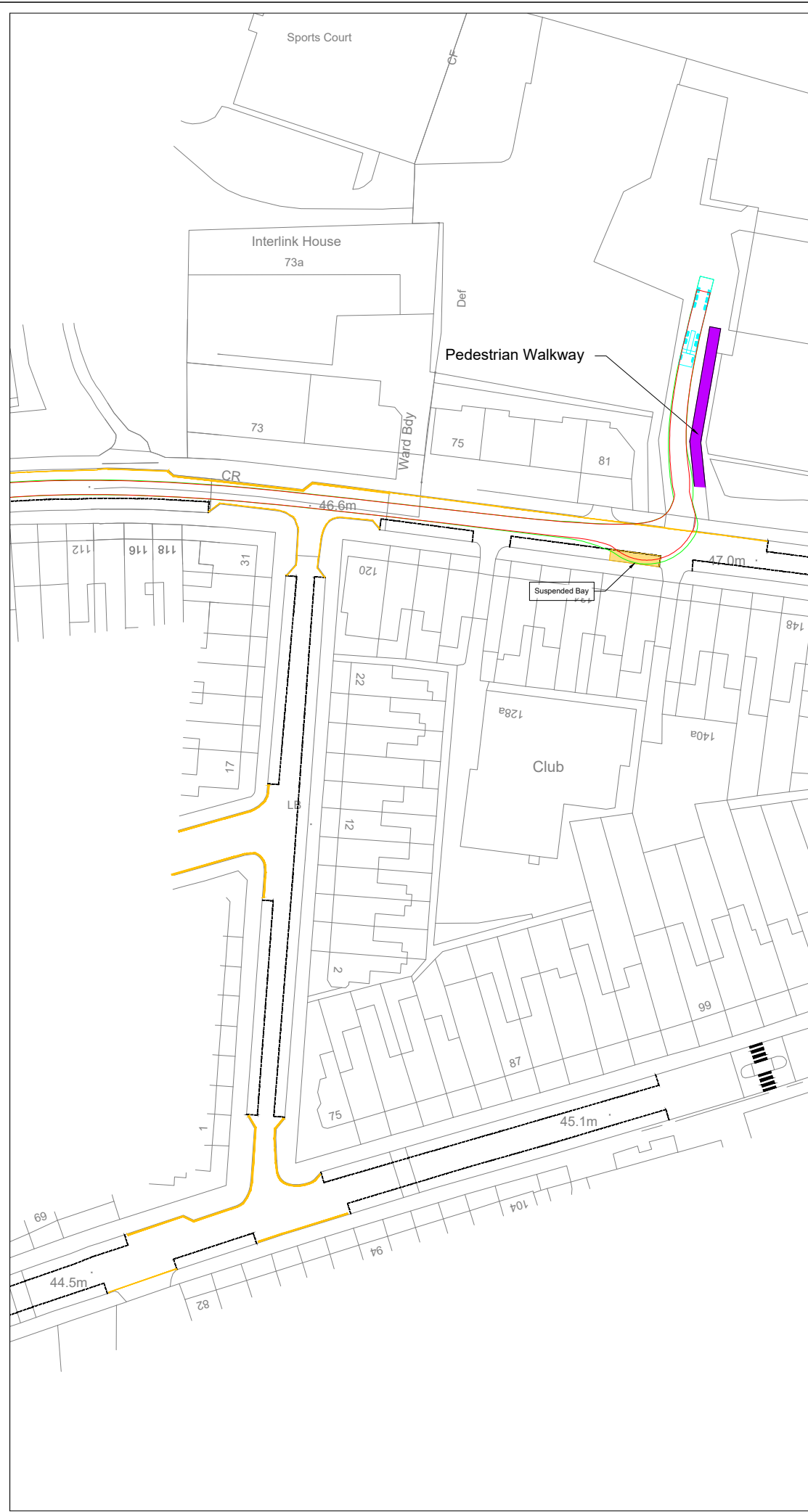
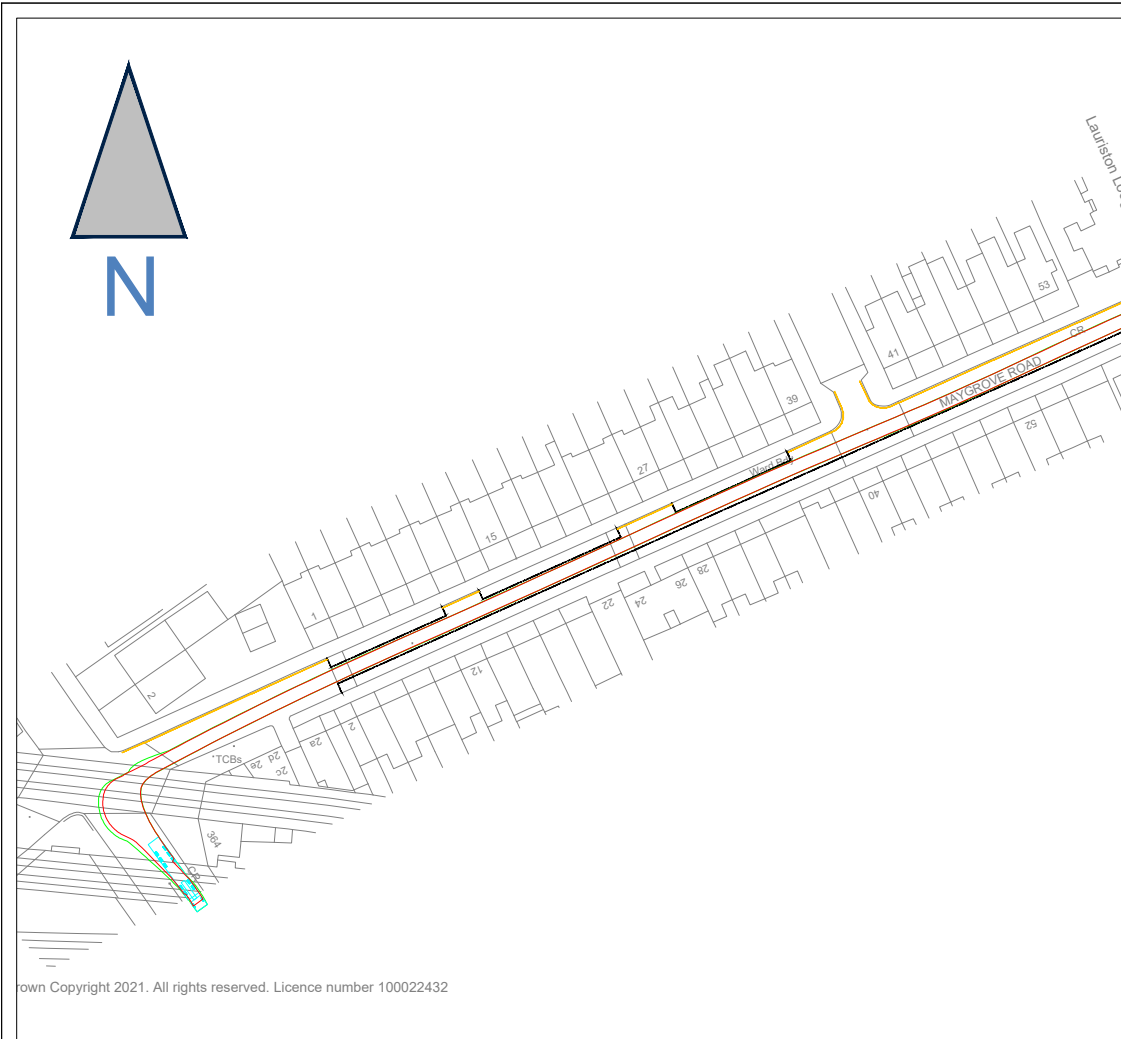
**NOTES**



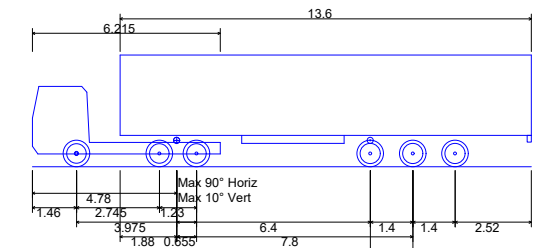
Articulated Vehicle with Twin Steered Tractor	16.500m
Overall Length	2.550m
Overall Width	3.691m
Overall Body Height	0.426m
Min Body Ground Clearance	2.500m
Max Track Width	6.00s
Lock to lock time	6.987m

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Drawn by <b>RH</b>	Approved by <b>DF</b>	Date <b>25.10.21</b>
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Drawing Title <b>SY-0012-007</b>		Rev <b>C</b>



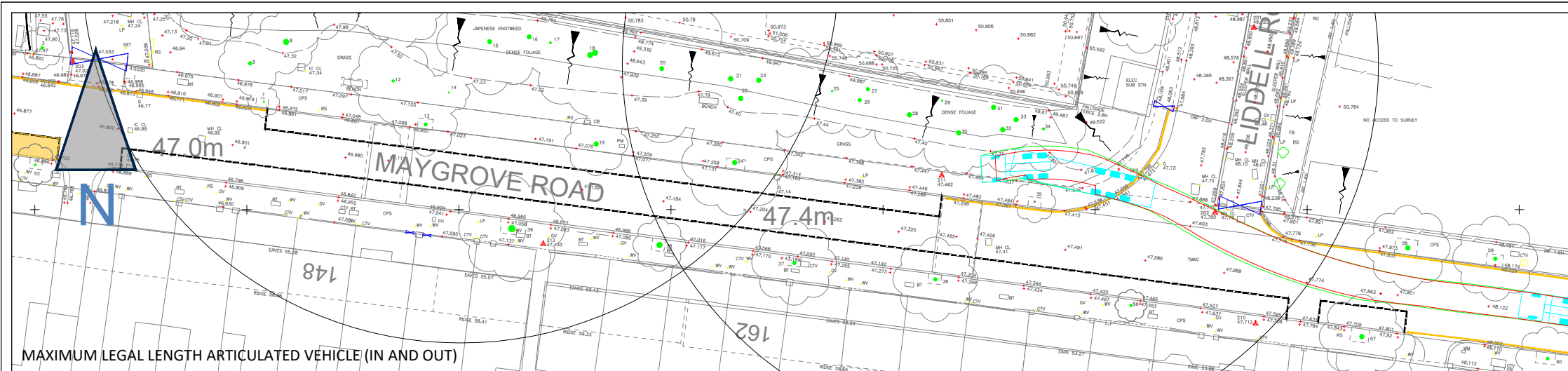
**NOTES**



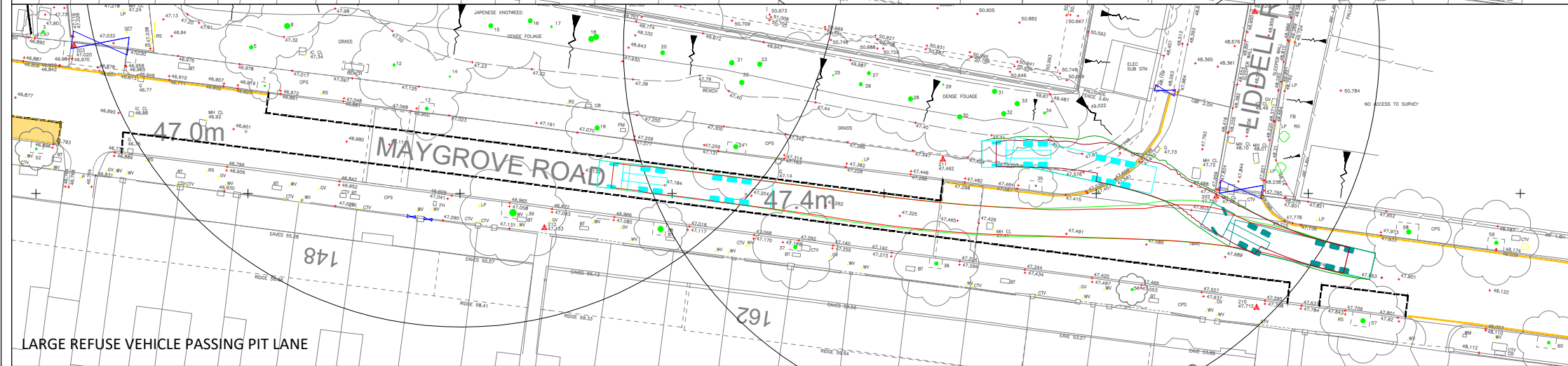
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 Overall Body Height 3.691m  
 Min Body Ground Clearance 0.426m  
 Max Track Width 2.500m  
 Lock to lock time 6.00s  
 Kerb to Kerb Turning Radius 6.987m

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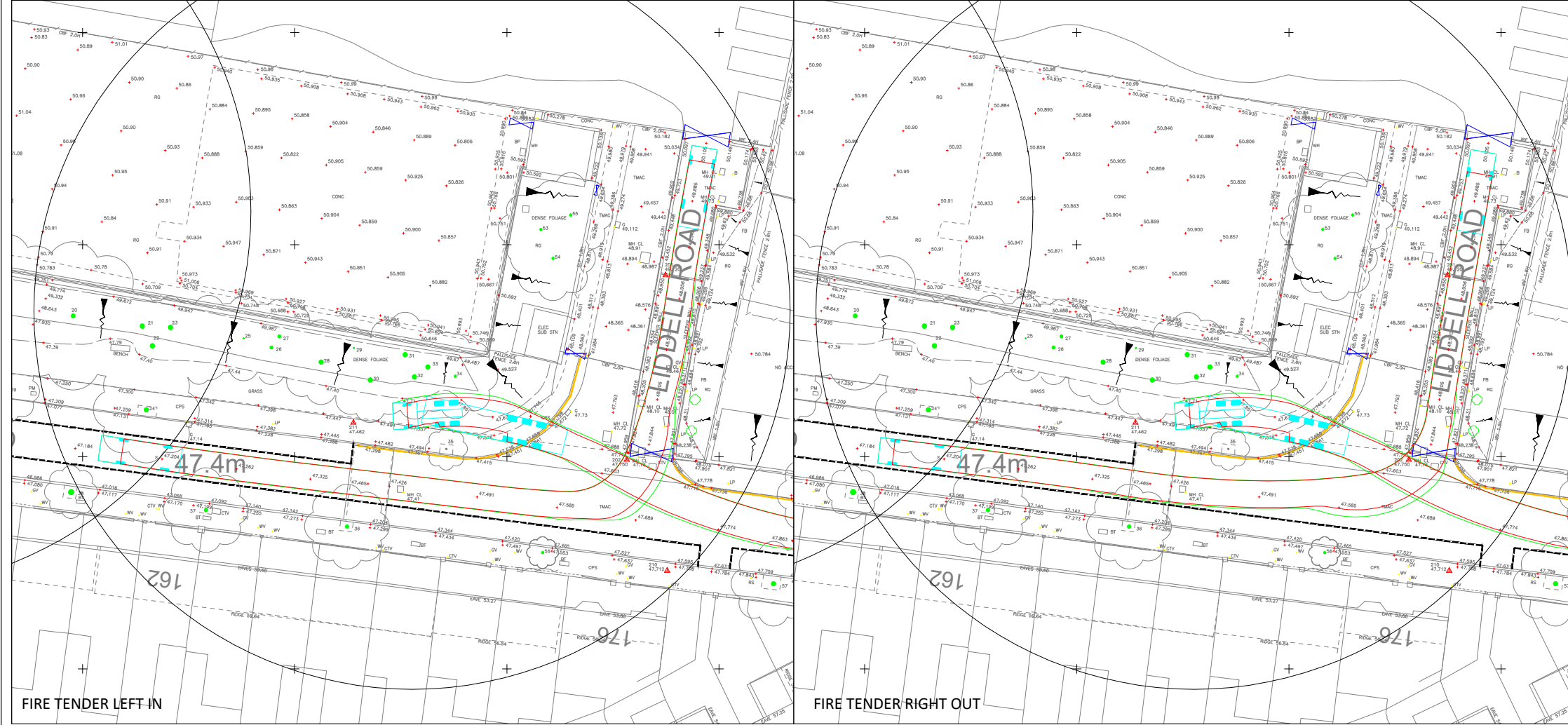
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Drawing Title <b>SY-0012-012</b>		Rev <b>-</b>



MAXIMUM LEGAL LENGTH ARTICULATED VEHICLE (IN AND OUT)



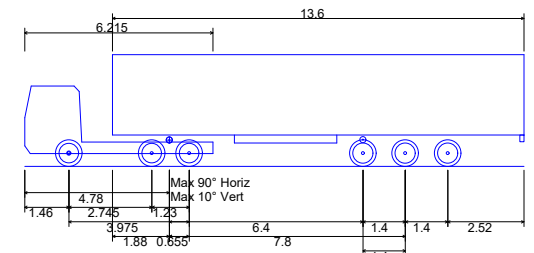
LARGE REFUSE VEHICLE PASSING PIT LANE



FIRE TENDER LEFT IN

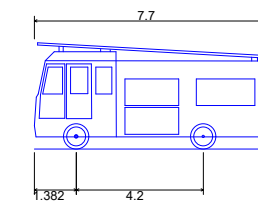
FIRE TENDER RIGHT OUT

MAXIMUM LEGAL LENGTH ARTICULATED VEHICLE PROFILE



Articulated Vehicle with Twin Steered Tractor  
 Overall Length 16.500m  
 Overall Width 2.550m  
 Overall Body Height 3.691m  
 Min Body Ground Clearance 0.426m  
 Max Track Width 2.500m  
 Lock to lock time 6.00s  
 Kerb to Kerb Turning Radius 6.987m

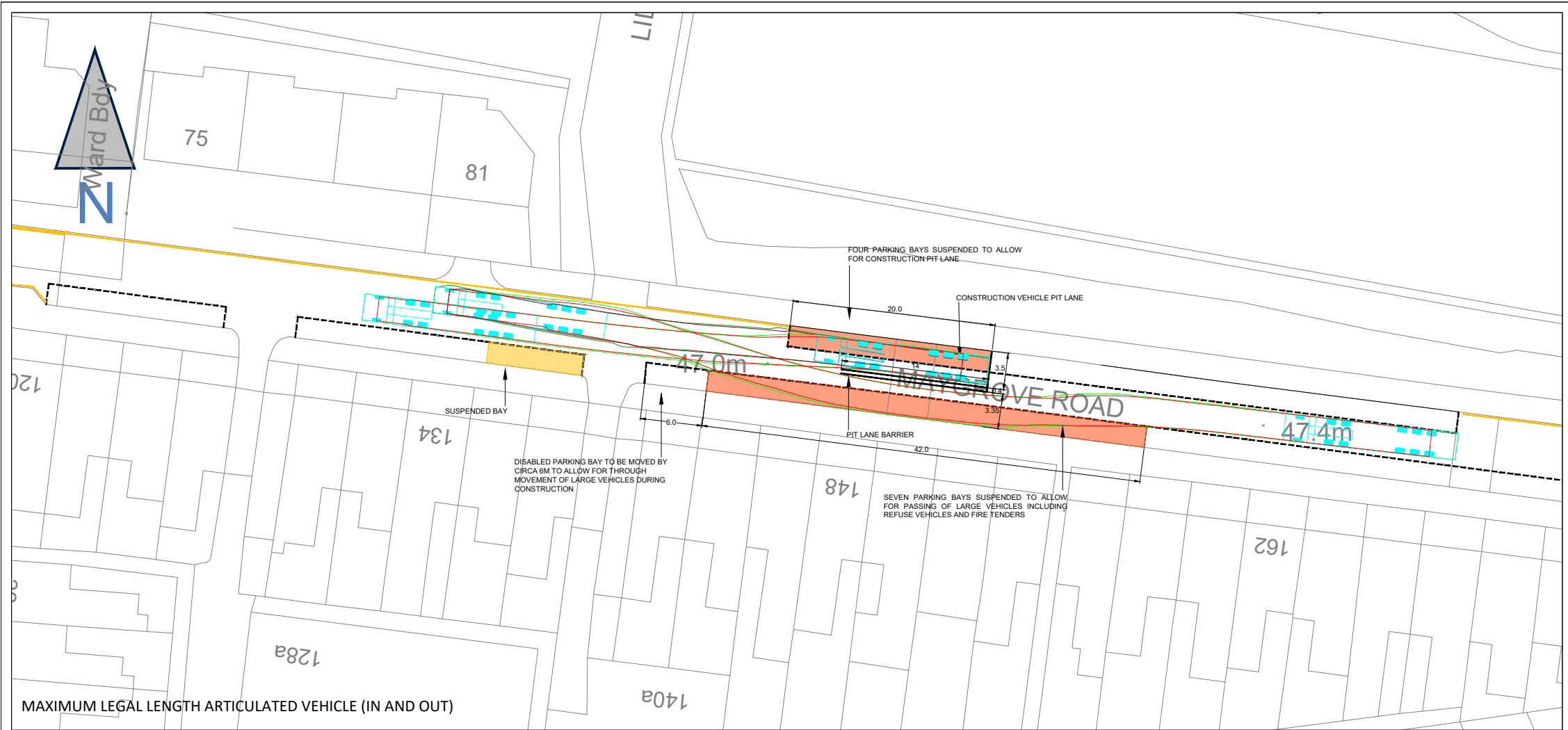
FIRE TENDER VEHICLE PROFILE



Dennis Sabre Fire Tender (LWB)  
 Overall Length 7.700m  
 Overall Width 2.430m  
 Overall Body Height 3.512m  
 Min Body Ground Clearance 0.397m  
 Track Width 2.380m  
 Lock to lock time 5.00s  
 Kerb to Kerb Turning Radius 7.400m

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Drawn by <b>BW</b>	Approved by <b>DF</b>	Date <b>13.05.2022</b>
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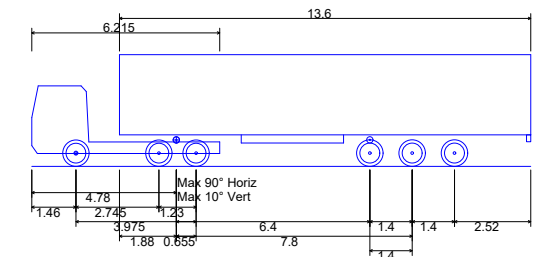


MAXIMUM LEGAL LENGTH ARTICULATED VEHICLE (IN AND OUT)



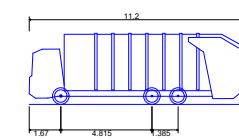
LARGE REFUSE VEHICLE PASSING PIT LANE

MAXIMUM LEGAL LENGTH ARTICULATED VEHICLE PROFILE



Articulated Vehicle with Twin Steered Tractor  
 Overall Length 16.500m  
 Overall Width 2.550m  
 Overall Body Height 3.691m  
 Min Body Ground Clearance 0.426m  
 Max Track Width 2.500m  
 Lock to lock time 6.00s  
 Kerb to Kerb Turning Radius 6.987m

LARGE REFUSE VEHICLE PROFILE



Phoenix 2 Duo (P2-15W with Elite 6x4 chassis)  
 Overall Length 11.200m  
 Overall Width 2.530m  
 Overall Body Height 3.751m  
 Min Body Ground Clearance 0.304m  
 Track Width 2.500m  
 Lock to lock time 4.00s  
 Kerb to Kerb Turning Radius 9.500m

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Drawn by <b>BW</b>	Approved by <b>DF</b>	Date <b>31.05.22</b>
Scale <b>1:500 @ A3</b>	Drawing No <b>SY-21-0012.021</b>	
Drawing Title <b>CONSTRUCTION PIT LANE</b>		Rev <b>-</b>

## Appendix E – RAMS for Gates

Method Statement Pit Lane A



Liddell Road Development in the  
London Borough of Camden

NW6 2EW

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June 2022

YOUR CONSTRUCTION PARTNER





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## **Liddell Road Development in the London Borough of Camden NW6 2EW**

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**Joe Martin**  
Senior Project Manager



---

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**E:** joe.martin@cfield.co.uk

**CHANGE RECORD ..... 2**

**INTRODUCTION..... 3**

**HAZARD ASSESSMENT FORMS..... 3**

**COSHH ASSESSMENT FORMS..... 4**

**CFIELD HSEQ POLICY..... 5**

Revision	Changes	Author
1	New HSEQ Policy	JM
2		
3		
4		

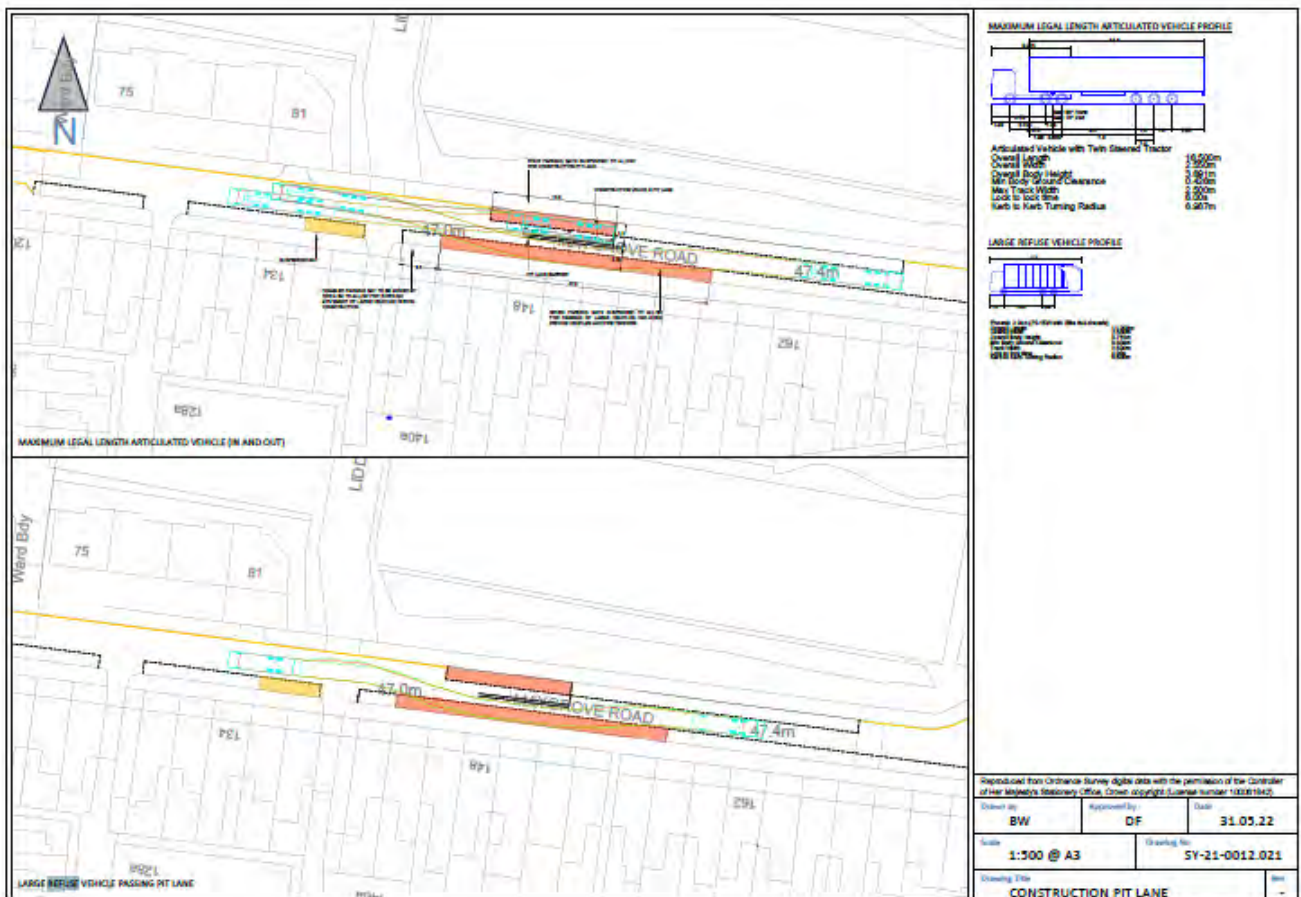
## INTRODUCTION

This document is to accompany the Logistic & lifting Package Plans issued to clients. It includes the CField Environmental, Occupational H&S System policy (Appendix A) and collates the task and materials hazards present at pit lanes. Site specific hazards are addressed using form 1-1.2K F9 Site Hazard Assessment, a copy of which is include in the project Works Package Plan.

All current Risk Assessments and Hazard Assessments are available for download from the CField Web site by the Site Supervisor, attached are the current versions as noted within the change record. The Project Manager will update this document periodically (6- monthly review).

This document should be read in conjunction with [RAMS ICS29-1069-P](#).

## LOCATION





## PIT LANE WALL



**Proposed Barrier Wall Roadside**



**Proposed Barrier Wall Footpath side**

All barriers are water filled for ballast

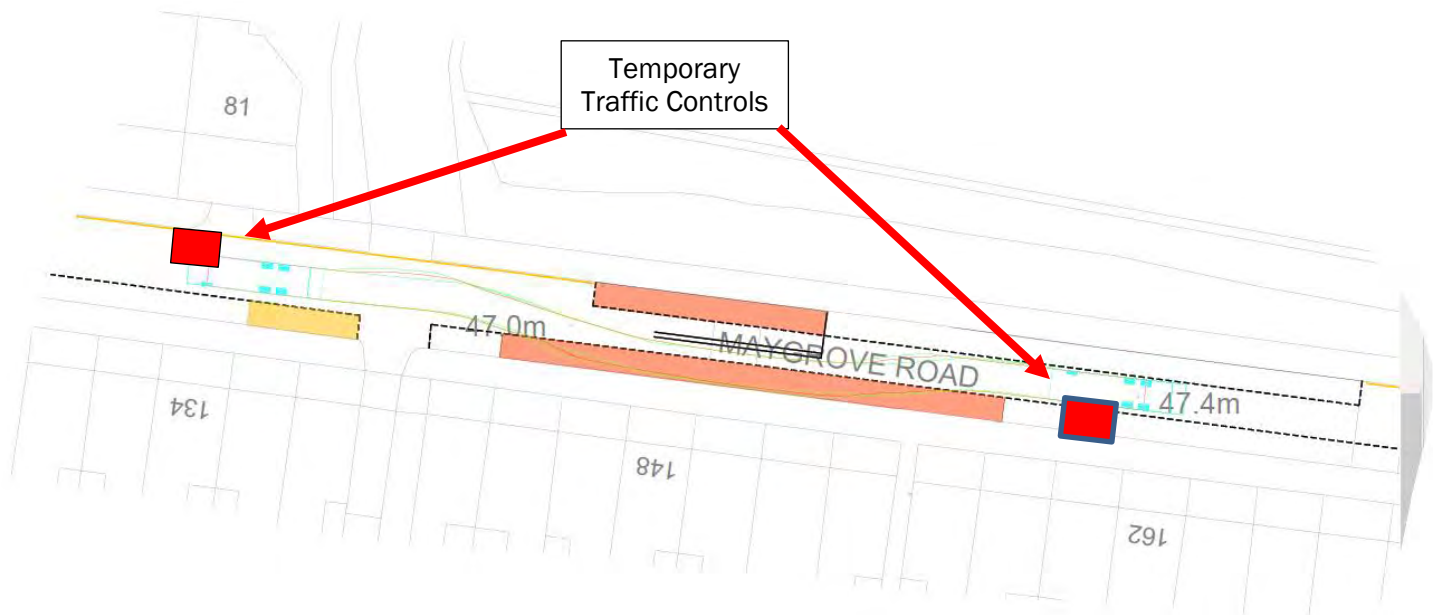
## PIT LANE ENTRY/EXIT GATES



Both entry and exit to pit lane to be closed off with expandable gates.



## TRAFFIC CONTROL



It will be necessary to use either marshals using STOP – GO boards, or temporary signals, during loading to control two-way traffic movement. This will be accompanied by **'give and take'** traffic control signage as per that shown in the street works manual.



## LOADING-DELIVERIES.

The pit lanes will not be used between the hours of.

**7.30hrs to 9.30hrs & 15.30 hrs to 17.00 hrs.**

As per the Liddell Road Construction Management Plan.

Location of Kingsgate Primary Lower School adjacent to the site:

- Kingsgate Primary Lower School is located adjacent to the site. As such it is likely that pupils will be using adjacent footways and footpaths to walk to or from nearby residential areas, stations and transport links. The Site Manager will regularly contact the schools to share information in order to maximise child and pedestrian safety. Discussions have taken place with the school who have confirmed that their preference is for no deliveries to take place between 07:30-09:30 and between 15:30-17:00. As such the Site Manager will ensure that no HGV deliveries take place during the school drop-off (07:30-09:30) and pick-up (15:30-17:00). As such the majority of HGV deliveries associated with the site will take place between 09:30-15:30 Monday to Friday and on Saturdays 08:00-13:00. If deliveries outside these hours are required then prior consent will be obtained from LBC.

Operation / Task:	Loading & unloading of lorries	Assessment Ref / Rev:	CFHA02					Prepared by:	Joe Martin	Created Date:	Nov 21
Location:	Site	Department:	CFEild H&S					Revision	A	Date: 5-November 2021	
H&S Consequence, C	Env. Consequence, C			Likelihood, L				Acceptance Criteria			
1 Minor Injury	1 Minor Impact / operational delay		1	Improbable			1	2	3	4	5
2 First Aid injury	2 Community complaints		2	Remote			1	2	3	4	5
3 Major injury	3 Major Impact		3	Possible			2	4	6	8	10
4 Permanent Consequence	4 Legal Consequence		4	Probable			3	6	9	12	15
5 Potential Fatality	5 Major impact and cost		5	Almost Certain			4	8	12	16	20
							5	10	15	20	25
Task Hazard		Degree o risk	C	L	RR	Control measures	Residual risk			Person responsible	Monitoring responsibility
	at						C	L	RR		
General Note						Note: All lifting operations on site, including loading and unloading from lorries are to be properly planned and supervised by trained and competent persons. The unloading and loading of lorries is to be undertaken by trained and competent persons only. Operators under training shall be supervised by an authorised employee. To eliminate the requirement for working on the back of the lorry, it shall be requested that where possible items are pre slung.					
A	Loading or unloading on site										
A1	Crane / Forklift / Telehandler usage	Operator/banks man/ site staff	5	3	15	Before any lifting operations take place, the work area must be assessed by a trained and competent person. If site specific lift plans are required these must be produced prior to any lift commencing. Ground conditions must be assessed for stability. Loading and unloading must only be carried out in the agreed designated loading/unloading areas. Exclusion zones may be required, and suitable warning signs and barriers put in place.	5	1	4	Operator	Supervisor

A2	Working from the truck bed/trailer Falls from height.	Operator/banks man/ site staff	4	3	12	Supervisor to ensure that if a person is required to work from a truck/trailer, the edge fall protection / bean bag system must be in place, on the truck/trailer. Where it is not practicable to have the edge fall protection in place due to the loading/ off loading procedure. A fall arrest system must be used and connected to a fixed point.	4	1	4	Operator	Supervisor
A3	Manually moving load around the truck bed. Strain and sprain injuries	Operator/banks man/ site staff	4	3	12	Where possible all loads shall be positioned on the truck with either a vehicle mounted hi-ab or telehandler/forklift. If a crane is required a lift plan must be utilised. Where mechanically means are not possible due to the load, the weight of the item must be available.	4	1	4	Operator	Supervisor

Operation / Task:	Site Crane Works	Assessment	Ref / Rev:	CF_HA07	Prepared by:	Joe Martin	Rev 2 Date:	Nov 21			
Location:	Anywhere	Department:		CField H&S	Issue Date:		Rev 1 Date:	Oct 21			
H&S Consequence, C Minor Injury First Aid injury Major injury Permanent Consequence Potential Fatality	Env. Consequence, C 1 Minor Impact / operational delay 2 Community complaints Major Impact Legal Consequence Major impact and cost	1 2 3 4	Likelihood, L Improbable Remote Possible Probable 5	Almost Certain	Acceptance Criteria  R Red - Intolerable take immediate action Y Yellow - Tolerable with additional controls G Green - Tolerable no further action required						
Task	Hazard	Persons at risk	Degree of risk			Control measures	Residual risk			Person responsible	Monitoring responsibility
			C	L	RR		C	L	RR		
	General Note					NOTE: Cranes are only to be operated by trained and competent persons. When applicable, operatives shall hold a current CPCS card Operatives under training shall be supervised by an authorised employee. All lifts are to be properly planned and supervised by suitably trained and competent persons.					
A	All Activities.										
A1	Overloading of crane.	Operator / Site workers	5	3	15	Project Manager to arrange for a suitable and sufficient crane to undertake required lifts. A suitable lift plan must be prepared by an Appointed person, this must be reviewed by an appointed person prior to any mobilization of cranes. The site must be visited before preparing lift plan. Supervisor to ensure that weights of loads are known and are within the capacity of the crane.	5	1	5	Appointed Parson	Project Manager / Supervisor
A2	Trips, slips and falls	Operator / Site workers	3	4	12	The work area must be always kept clean and tidy. All lifting accessories must be stored off the ground in the correct storage areas whilst not in use.	3	1	3	Operator / Site workers	Supervisor
A3	Adverse ground.	Operator / Site workers	5	3	15	A suitable lift plan must be prepared by an Appointed person, this must be reviewed prior to commencing on site. The site must be visited before the lift plan is prepared. Platform certificate to be completed to confirm that platform is adequate before work commences. Platform to extend at least half a machine width beyond crane. Extra consideration to be given when working adjacent to site boundaries or hoardings.	5	1	5	Appointed Parson	Project Manager / Supervisor
A4	Contact with overhead electric cables.	Operator / Site workers	5	3	15	If overhead cables are present the Energy company provider must be contacted for assistance. No further work must continue until suitable control measures have been documented and agree. The Supervisor must confirm on the site hazard assessment that the overhead lines do not affect the crane or to arrange for improvements to be implemented before work commences.	5	1	5	Appointed Parson	Project Manager / Supervisor

A5	Collision with persons.	Operator / Site workers	5	3	15	Only trained and competent persons to operate cranes. The crane operator must ensure 360-degree vision is available at all times. Flashing beacon must always be switched on whilst plant in use. Safe exclusion zones must be provided and all non-essential personnel kept out of the immediate work area. A trained Banks man must be in place supervising all crane activities. Always adhere to site traffic management plan.	5	1	5	Operator / Banksman	Supervisor
A6	Failure of lifting appliance or lifting accessories.	Site Workers	5	3	15	Current inspection certificate, not more than 12 months old, and test certificate not more than four years old, to be provided with crane. Inspection certificates, not more than six months old to be provided for lifting accessories with hired crane. Keller-owned accessories to be correctly colour-coded and to have an identification mark stamped on. Supervisor must inspect the machine on delivery. Operator to inspect the crane daily before use and to carry out routine servicing in accordance with the operators manual. Daily inspection to be made by operator and recorded on the weekly inspection report.	5	1	5	Operator / Banksman	Supervisor

Task	Hazard	Persons at risk	Degree of risk			Control measures	Residual risk			Person responsible	Monitoring responsibility
			C	L	RR		C	L	RR		
A7	High winds.	Operator / Site workers	5	2	10	<p>In the event of extreme weather conditions, it may sometimes be necessary to review any lifting operation until such time as it is safe to proceed.</p> <p>A competent person, AP, or crane supervisor along with the crane driver needs to assess the wind speed and cease work if it is considered too high. (If able) using an anemometer unit, readings are to be taken every 30mins and constantly monitored. Once both the AP or crane supervisor and the crane driver are comfortable with the wind speed and the fact that it is not gusting, and the wind speeds are within the crane manufacturers guidelines the lift will be further assessed with regard to weight and radius. Should all parties be satisfied with the wind conditions and deem the lift to be safe, a tag line will be placed on the load prior to lifting. If the load is a cage, the cage will not be lifted until the pile is concreted to further mitigate any risks. Once the pile is concreted the cage will be lifted to the vertical and steadied with one or more tag lines and guided to the pile for placement. The pile cage is full of holes and as such the wind tends to pass through it rather than making the cage uncontrollable. The crane supervisor and the crane driver will constantly monitor the situation and abort works should they deem it to be beyond acceptable limits or exceed the crane manufacturers operational limits.</p> <p>Although the safe workable wind speed varies from crane to crane, as a guide ONLY, the maximum wind speed at which lifting operations can take place is 10 meters per second (22 mph)</p>	5	1	5	Operator / Banksman	Appointed Person / Supervisor
A8	Uncontrolled fall of load.	Banks man / Slinger/ Operator	5	2	10	Exclusion zone must be in place and adhered to	5	1	5	Banks man	Appointed Person
A9	Fall of load caused by damage to strop being used on loads of small diameter.	Banks man / Slinger/ Operator	5	3	15	Soft eyed strops are not to be used except for lifting drive tubes or for lifting CFA augers	5	1	5	Banks man	Appointed Person

A10	Movement of load on ground while slings being attached or removed.	Banks man / Slinger/ Operator	3	3	9	Loads to be placed on suitable timbers to allow access or strops underneath and chocks.	3	1	3	Banks man	Appointed Person
A11	Fall of load caused by incorrect slinging.	Banks man / Slinger/ Operator	5	3	15	Loads to be attached to the crane by a trained and component slinger. All lifting equipment used must be inspected prior to use and within it six monthly periodic inspection.	5	1	5	Banks man	Appointed Person
B Working alongside railways.											
B1	Interference with adjacent railways.	All site workers	5	3	15	The sitebmanager shall ensure that approval for the method of working has been obtained from the railway authority, prior to arranging any crane work. The site foreman shall ensure that the approval has been received prior to carrying out any work, which is in accordance with the agreed procedure.	5	1	5	Ap- pointed Parson	Project Manager / Construction Manager
C Lifting near to or over adjacent buildings.											
C1	Load falling onto building.	Building occupiers	5	2	10	Loads are not to be lifted over buildings unless this is unavoidable. In this case, consent of the building controller to be obtained. Building to be unoccupied during the lift. Site specific Hazard Assessment must be completed prior to any works commencing.	5	1	5	Ap- pointed Parson	Project Manager / Construction Manager

Operation / Task:		Forklift Truck and Telescopic Handlers.	Assessment Ref / Rev:		CF_HA14			Prepared by:	Joe Martin		Created Date:	Nov 21			
Location:		Work locations	Department:		CField H&S			Revision	A		Date: 5-November 21				
H&S Consequence, C Minor Injury First Aid injury 3 Major injury Permanent Consequence Potential Fatality		Env. Consequence, C 1 Minor Impact / operational dela 1 2 Community complaints 2 Major Impact 3 Legal Consequence 4 Major impact and cost 5		Likelihood , L Improbable Remote Possible Probable Almost Certain			Acceptance Criteria  R Red - Intolerable take immediate action Y Yellow - Tolerable with additional controls G Green - Tolerable no further action required								
Task		Hazard		Degree of risk			Residual risk			Person responsible		Monitoring responsibility			
		at		C L RR			C L RR								
A <a href="#">General Note.</a>															
A1	Note:						Forklift trucks and telescopic handlers are only to be operated by trained and competent persons. Operatives under training shall be supervised by an authorised employee. Telehandlers are not to be used on the highway unless they are road legal, and the operator holds a current UK driving license. Operator of forklift truck or telescopic handler to wear seat belt. Forklift truck or telescopic handler to have rollover protection.								
B <a href="#">Use of forklift truck of telescopic handler on site.</a>															
B1	Overturning of truck due to inadequate surface.	Operator	5	3	15	Supervisor to confirm on site hazard assessment form that platform is adequate or to arrange for required improvements to be implemented before work commences. Loads to be carried with forks at lowest practicable level.					5	1	5	Operator	Supervisor
B2	Overturning of truck on sloping surface.	Operator	5	3	15	No travelling across the gradient. Load to be on uphill side of truck when travelling up or down a gradient.					5	1	5	Operator	Supervisor
B3	Overturning truck due to overloading.	Operator	5	3	15	Weight of loads to be carried to be known (unless clearly not near the capacity of the truck or telescopic handler) and within the capacity of the truck or telescopic handler. Load center distance not to be exceeded.					5	1	5	Operator	Supervisor
B5	Failure of truck or hydraulics.	Operator / site workers	5	2	10	Current inspection certificate, not more than 12 months old to be provided with the machine. Foreman to inspect the machine on delivery. Operator to inspect the machine daily before use and carry out routine servicing in accordance with the operator's handbook. Daily inspection to be made by operator and a weekly inspection report completed and returned to plant dept.					5	1	5	Operator	Supervisor

B6	Impact or collision.	Operator / site workers	5	3	15	Forklift truck or telescopic handler to be fitted with flashing beacon and audible reversing warning. 360-degree visibility assessment must be carried out on all plant. Forklift and telehandler must always stick to designated traffic routes. Banksman to be used for maneuvering operations in restricted areas, or when visibility is restricted and when others are working nearby. When travelling unloaded make sure forks face downhill with tilt to suit gradient.	5	1	5	Operator	Supervisor
B7	Displaced or falling loads.	Operator / site workers	5	3	15	Machine to be suitable for loads to be lifted. The SWL must never be exceeded. Forks to be correctly spaced. Cement and other bagged materials to be shrink wrapped where practicable. Loose loads on pallets to be secured.	5	1	5	Operator	Supervisor
B8	Door swinging	Operator / site workers	3	3	9	Doors of cab to be closed when machine is in motion.	3	1	3	Operator	Supervisor
B9	Movement of unattended machine.	Operator / site workers	5	2	10	Machine to be parked on level ground whenever possible. Hand brake to be on with machine in neutral. Forks to be tilting forward and lowered to the ground. The machine must be switched off and the keys removed when the operator leaves the vehicle.	5	1	5	Operator	Supervisor

Task	Hazard	Persons at risk	Degree of risk			Control measures	Residual risk			Person responsible	Monitoring responsibility
			C	L	RR		C	L	RR		
B10	Theft / Vandalism	Operator / site workers / Intruder	4	3	12	Keys must always be removed from all items of plant when the operator is away from the machine. Always lock up machines at night, if available always place shutters over windows and doors.	4	1	4	Operator	Supervisor
B11	Movement of load on ground while slings being attached or removed.	Operator / site workers	3	3	9	Loads to be placed on suitable timbers to allow access for strops to go underneath and chocks, if movement of load is possible, to be used to prevent movement as load is taken by timbers.	3	1	3	Operator	Supervisor
C <a href="#">Persons standing on forks or a platform on the folks to work.</a>											
C1	Person falling off forks or platform.	Operator / site workers	5	4	20	Working on the folks or any platform other than a purpose-built man rider is strictly forbidden at all times. Only trained and competent persons are to operate the man rider. Purpose built man rider to have certificate of thorough examination issued not more than 6 months previously. Daily inspections must be carried out and recorded on the Weekly plant inspection form. All operators involved in any quick hitch attachments must be adequately trained and competent.	3	1	3	Operator	Supervisor
D <a href="#">Storing of quick fit man-rider.</a>											
D1	Hydraulics and electrical cable damaged or blocked with grit/mud.	Operator / site workers	4	3	12	When not in use the man-rider hydraulic hoses and electrical cable shall be stored in a purpose-made bracket. Man-rider cage shall be stored on level ground, this will enable easy adaptation.	4	1	4	Operator	Supervisor



E Adapting quick fit man-rider to telehandler.										
E1	Note:					General note, for heights greater than 6 meters, a man rider controlled from its platform must be used. Operator to have received training in its use.				
E2	Fault in man-rider.	Operator / site workers	5	3	15	Man-rider to have a 6-month certificate of thorough examination. Foreman to inspect the machine on delivery. Operator to inspect the machine daily before use and to carry out routine servicing in accordance with the operator's manual. Daily inspection to be made by operator and recorded on the weekly inspection report.	5	1	5	Operator Supervisor
E3	Locking pin not engaging.	Operator / site workers	5	3	15	All operators must be trained and competent in quick hitch attachments. Man-rider operator shall ensure that locking pin is engaged in the man rider bracket.	5	1	5	Operator Supervisor
E4	Incorrect connection of electrical cables/hydraulic pipes.	Operator / site workers	5	3	15	All operators must be trained and competent. All hydraulic pipes and electrical cables shall be connected to enable the man-rider to be operated independently from the telehandler cab controls. Controls on platform to be tested before platform is lifted above the ground.	5	1	5	Operator Supervisor
F Positioning of man-rider.										
F1	Untrained operative positioning telehandler.	Operator / site workers	5	3	15	Only operatives holding a current CPCS card and trained in the use of the remote-controlled platform shall operate the telehandler with the platform.	5	1	5	Operator Supervisor
F2	Over riding or not using hydraulic stabilizers.	Operator / site workers	5	3	15	Hydraulic stabilizers shall be used so that the front wheels are lifted off the ground. Safety measures are in place to make the man-rider un-operative from inside, if the stabilizers are not firmly on the ground.	5	1	5	Operator Supervisor
G Operating the man-rider.										
G1	Persons operating man rider from telehandler cab.	Operator / site workers	5	3	15	Once in position, telehandler operator shall engage switch in cab to make telehandler controls inactive and the man rider controls active. The man riding basket is only allowed to be controlled by the operator in the basket.	5	1	5	Operator Supervisor
G2	Untrained person operating the man rider.	Operator / site workers	5	3	15	Only person trained and competent shall operate the quick fit man rider.	5	1	5	Operator Supervisor
G3	Working on uneven ground or soft ground.	Operator / site workers	5	3	15	Telehandler with quick fit man rider must only be used on a firm and level platform.	5	1	5	Operator Supervisor
G4	Fall from height.	Operator / site workers	5	3	15	Persons in man rider to wear harness with lanyards clipped to anchor positions provided. The lanyard must be short enough to prevent contact with the ground or other objects. Door to be secured and shut.	5	1	5	Operator Supervisor
H Working in slewed position over extended time.										

	Degree of risk	Residual risk	Person	Monitoring responsibility
ons isk				

Task	Hazard	Pers at r	C	L	RR	Control measures	C	L	RR	responsi-ble	
H1	Man-rider turned right or left.	Operator / site workers	5	3	15	Safety pin must be used when the man-rider is turned left or right to stop it from moving, there are purpose-made eye holes on the man-rider and bracket for this function.	5	1	5	Operator	Supervisor
I	Descending/lowering man-rider.										
I1	A person disembarking the man-rider before it is lowered to the ground.	Operator	5	3	15	Safety harness shall be worn and persons to remain in the man-rider, until it is safe to disembark. The man riding operation must only be controlled by the person in the basket.	5	1	5	Operator	Supervisor
J	Use of quick hitch attachments.										
J1	Fall of attachment.	Operator / site workers	5	3	15	Operators to be trained in quick hitch for the particular machine, 6 months through examination certificate required for the attachment.	5	1	5	Operator	Supervisor
K	Use/fitting of forks.										
K1	Not attaching the fork mounted hook correctly.	Site Workers	5	3	15	All persons using the folk mounted hook shall be trained in the correct fitting.	5	1	5	Operator	Supervisor
K2	The fork mounted hook slipping of the folks.	Site Workers	5	1	5	The fork mounted hook is designed in such a way that when attached to the fork, the locking bar automatically engages behind the folks.	5	1	5	Operator	Supervisor
K3	Using a damaged fork mounted hook.	Site Workers	5	2	10	The fork mounted hook and frame must be examined before use and weekly. A 6 monthly certification inspection must be carried out by a competent person. If damaged in anyway the fork mounted hook must not be used.	5	1	5	Operator	Supervisor
K5	Manual Handling caused injuries	Operatives	3	3	9	All Keller personnel have been trained in the correct procedure when carrying out manual handling. If needed a second or third person must be used to aid any lifting or carrying operations.	3	1	3	Operator	Supervisor
L	Fuel Storage / Refueling										
L1	Fuel Spillage causing pollution	Environment	5	2	10	Always store diesel bowser away from any water course and surface water drainage systems. Ensure adequate drip trays and spill kits are located close by. Ensure plant nappies are used whenever filling up items of plant. Ensure diesel bowzers are locked when not in use. Only store fuel in appropriate fuel cans. Oil and fuel must be stored with in adequate bunds in the store's units.	5	1	5	Supervisor Operator Banks man	Supervisor

L2	Flammable liquid causing fire	Environment Site Workers Members of Public	5	4	20	Ensure any fuel stored is away from a direct heat source within an appropriate bowser or fuel can. All refueling must only be carried out when the item of plant is switched off. Appropriate fire extinguishers must be close by to any item of plant being refueled. Always ensure the correct PPE is being worn. i.e., Gloves, Overalls, Glasses.	5	1	5	Supervisor Operator Banks man	Supervisor
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## Traffic Marshal Duties, CField's Expectations!

This bulletin serves to refresh all CField staff and those employed to undertake Traffic Marshal Duties, on the roles and responsibilities that Traffic Marshals are expected to undertake on all CField sites.

As highlighted in all of the site logistics plans, Traffic Marshals are an essential element to ensuring health and safety is observed on site, in particularly high-risk areas such as loading bays.

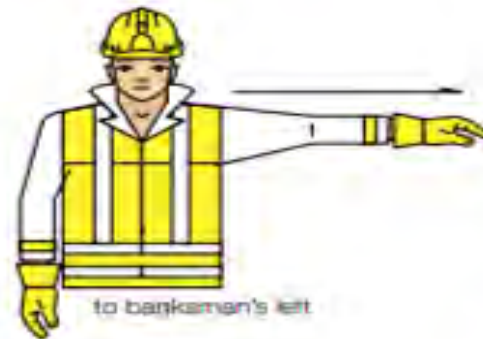
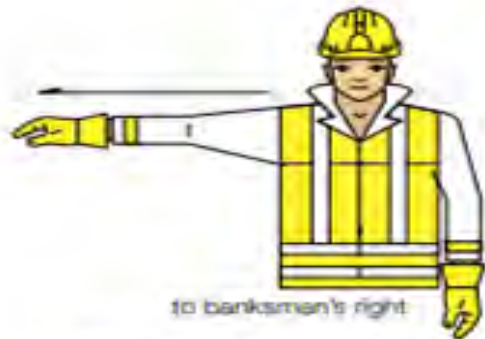
### Duties of a Traffic Marshal:

- Enforce site rules regarding deliveries.
- Ensure good site security is maintained at all times.
- Aid and escort delivery movements around site, to the point of unloading.
- Ensuring that the local roads do not become congested/impacted by construction works.
- Ensuring deliveries arrive in a safe condition.
- Adhering to/enforcing the sites delivery schedule.

### Traffic Marshalls Signals

When Traffic Marshals are seen to be signalling then other works in the vicinity should cease and vacate the area to minimise risks associated with the delivery process. Under no circumstance should any individual that is not trained to do so attempt to guide a vehicle around site or try and aid a Traffic Marshall, this will only serve to confuse drivers and increase the chance of an accident occurring.

# Hand Signals





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# Environmental, Occupational Health & Safety System Manual

Rev.	Author	Reviewed By	Approved By	Issue Date	Status
01	Emer Coleman	Michael O'Brien	Barry Crowley	28/03/2018	Initial Release
01	Emer Coleman	Michael O'Brien	Barry Crowley	30/03/2019	Annual Review

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Record of Amendments

Revision No.	Page / Reference	Description of Amendments	Issued By:	Issue Date:

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## Section 1 Introduction

The success of CField Construction (CField) requires that the company be managed in a systematic manner to maintain and improve the value of its services.

CField is applying an Environmental and Occupational Health & Safety (EOHS) Management System that is designed to maintain and continually improve the effectiveness and efficiency of the organisation's performance. The management system's meet the requirements of ISO 14001:2015 and ISO 45001:2018 and is documented throughout this EOHS Management System Manual.

This EOHS manual identifies the processes needed for the management system and their application throughout the organisation; it also shows the sequence and interaction of these processes. The manual also determines the criteria and methods needed to make both the operation and the control of these processes effective. The manual also includes policies and procedures that are designed to lead to the availability of resources and information necessary to support the operation and monitoring of these processes. To allow us to achieve continual improvement, this manual determines the requirements for the monitoring, measuring and analysis of these processes, and for the implementation of necessary corrective or preventive actions.

The management and staff of CField continually endeavour to improve the quality of the services we providing to our Clients, the Health and Safety of all interested parties affected by our activities and the impact the company has on the environment.

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## Section 2    EOHS Management Principles

CField has adopted and realizes the benefits of EOHS Management Principles into our daily activities. The intent of the EOHS Management Principles is to provide a foundation to continually improve upon the company's performance. Subsequent sections of the manual will provide our commitments of the following elements:

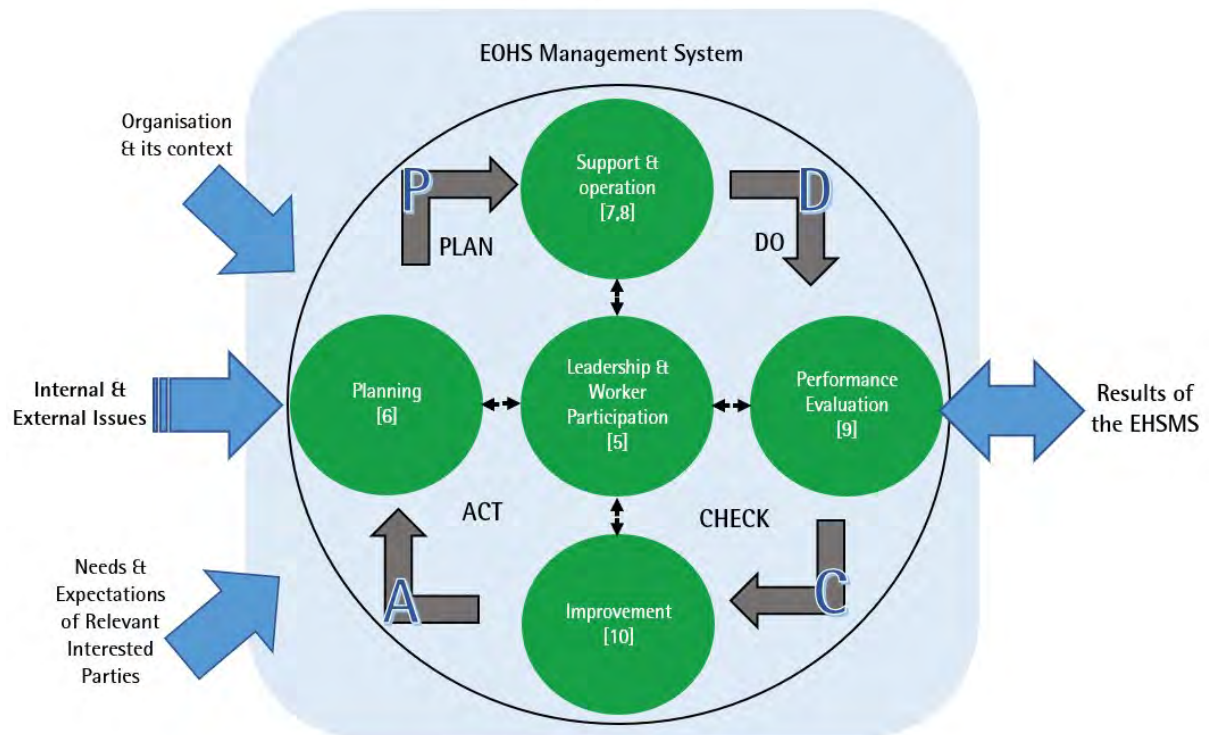
- Leadership
- Communications and the Engagement of our People
- Process Approach
- Monitoring & Measurement
- Improvement
- Risk & Opportunity

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### Section 3 Process Approach

CField has adopted the “Process Approach” into our daily operations including the Plan Do Check Act (PDCA) Cycle. We have considered the utilisation of Risk-Based Thinking Philosophy when developing, implementing, and improving the effectiveness of our EOHS Management System. This approach will enable CField to enhance the overall performance of the company by effectively controlling the interrelationships and the interdependencies among the EOHS processes.

PDCA Cycle Diagram



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## Section 4 About Our Organisation

### 4.1 Organisational Context

Established in 2011, CField Construction is a family owned construction and civil engineering contracting company that provides services to its valued clients both public and private in the UK and Ireland.

CField aim to carry out our business with the utmost professionalism, honesty and integrity. We strive to deliver consistently excellent client experiences with the objective of making CField the first choice for future opportunities.

We are committed to understanding how relevant EOHS factors arising from legal, political, economic, social and technological issues influence our organisational context.

CField monitors and reviews this information to ensure that a continual understanding of the above requirements is managed and maintained. We regularly consider issues that influence our organisation during management review meetings and are conveyed via minutes and business planning documents.

The following documented information is available for review:

- Objectives & Plans Register (Q-T-08)
- Business Risk Register (Q-T-09)

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#### **4.2 Needs & Expectations of Workers & Other Interested Parties**

CField has identified relevant interested parties, in addition to workers that are impacted by the EOHS system, their needs and expectations and requirements.

The following documented information is available for review:

- Interested Parties Register (Q-T-10)

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### 4.3 EOHS Management System Scope

The scope of works and services provided by CField are:

The construction of building and civil engineering works including design and build and project management contracts.”

There are no exclusions for CField to the ISO 14001:2015 & ISO 45001:2018 standards.

### 4.4 EOHS Management System

CField has established, documented, implemented and will maintain its Environmental and Health & Safety management system and will strive to continually improve the systems effectiveness in accordance with ISO 14001:2015 and ISO 45001:2018. These systems are concerned with ensuring:

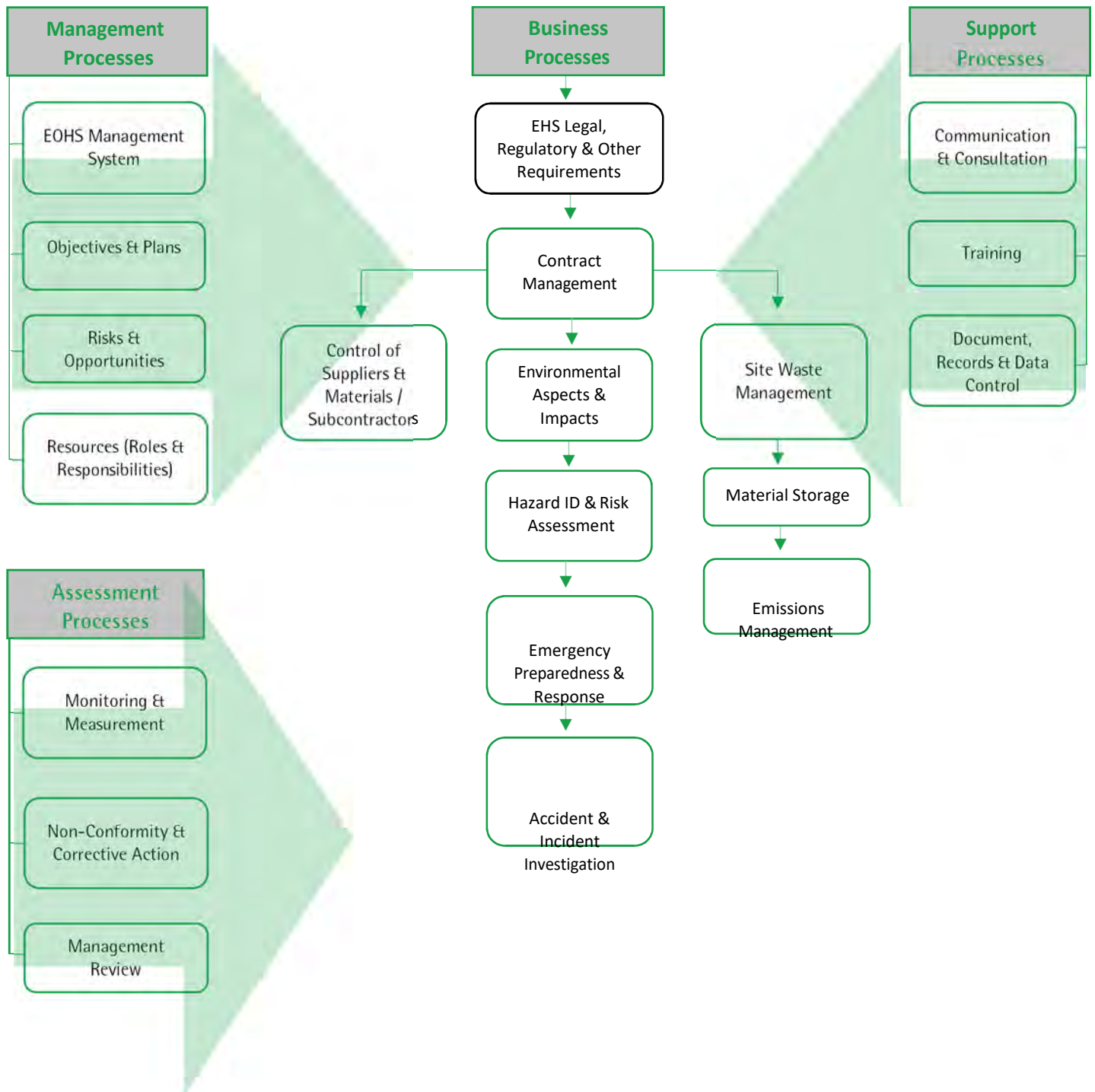
- That needs and expectations of interested parties are fully and consistently met
- That occupational health and safety risks and opportunities are supported to provide a safe and healthy workplace
- That the occupational health and safety of the workforce and public are safeguarded
- That the environment is protected from adverse effects of the companies’ activities

The management system will ensure:

- Leadership, commitment and participation from all levels and functions of the organization.
- Communication with all interested parties
- Consultation and participation of all workers,
- Resources are allocated to maintain the system
- Policies are developed, and all workers are operating to the policies and the related procedures
- Effective hazard identification and risk controls are in place
- Continual improvement through performance evaluation and monitoring of the system
- Objectives and plans are developed and monitored
- Compliance with legal and other regulatory requirements.

The skills and capabilities associated with this system approach to management have enabled the company to develop and consistently improve using the combined standards of ISO 14001 and ISO 45001 – Environmental and Occupational Health & Safety Management System outlined in this document.

#### 4.5 Interaction of Processes





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CField has established, documented, implemented and will maintain its Environmental and Health & Safety management system and will strive to continually improve the systems effectiveness in accordance with ISO 14001:2015 and ISO 45001:2018. These systems are concerned with ensuring:

- That needs and expectations of interested parties are fully and consistently met
- That occupational health and safety risks and opportunities are supported to provide a safe and health workplace
- That the occupational health and safety of the workforce and public are safeguarded
- That the environment is protected from adverse effects of the companies' activities

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## Section 5 Leadership & Worker Participation

### 5.1 Leadership & Commitment

CField senior management are responsible for implementing the EOHS system, which includes the development and implementation of the Environmental Policy, Occupational Health & Safety Policy and the objectives & plans. They are committed to ensuring that all staff within the company are aware of the need to adhere to relevant Health & Safety Legislation, Employee Legislation, Environmental Legislation, other Legal & Regulatory requirements and Insurance requirements, and comply with any specific building regulations or construction and civil works standards.

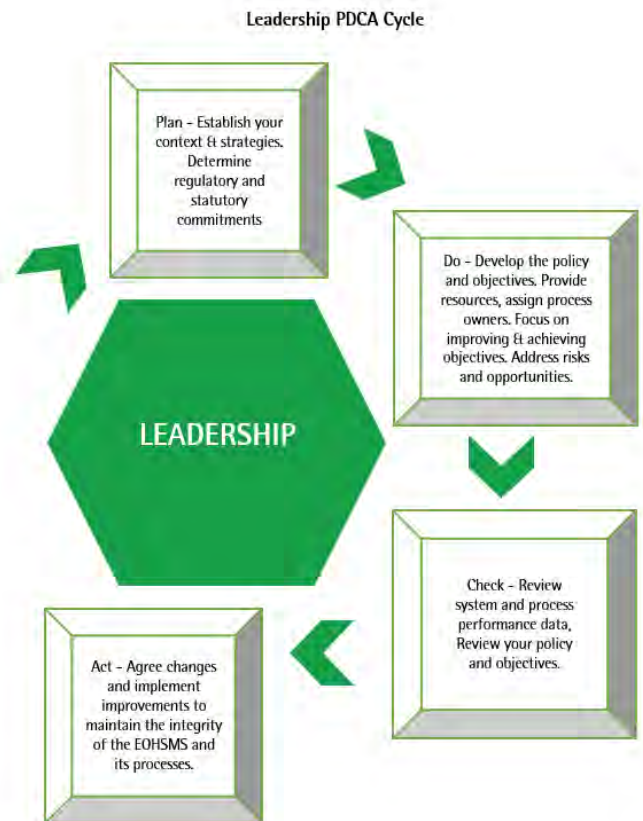
Senior management provide leadership to all activities related to the management system processes.

Regular management reviews ensure that our system is adequate and effective, and that any necessary adjustments are made as a result.

Senior management ensures that all policies are understood, implemented and maintained throughout all levels of the organisation, through distribution of our policy statements and periodic management review of the policy statements and improvement objectives.

Management of CField is committed to:

- Providing a safe and healthy workplace
- Taking overall responsibility for the prevention of work-related injury and ill health
- Communicating to the organisation the importance of the EOHS system and statutory, regulatory and other requirements while supporting persons to contribute to the effectiveness of the system
- Establishing the company EOHS policies and objectives ensuring they are consistent with the strategic direction of the company
- Ensuring that resources are available to implement, maintain and improve the EOHS management system and ensuring the consultation and participation of workers
- Ensuring and promoting continual improvement; conducting management reviews and ensuring that the intended outcomes are achieved
- Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities



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To this end, senior management has implemented the following actions

- Established policies and objectives
- Communicated organisational direction and values regarding Environmental and Occupational Health & Safety issues
- Created an environment that encourages the involvement and development of people by providing the required resources, training and authority to act with accountability

Senior management instil an awareness culture from the outset of every project across the entire team, to ensure Environmental and Occupational Health & Safety control is in place.

## **5.2 Environmental, Occupational Health & Safety Policies**

The EOHS policies provides the direction and framework for establishing key performance measures, as well as related objectives and targets. CField has established its Environmental and Occupational Health & Safety policies and senior management ensures that our policies are reviewed and documented, and that the policies are available to all interested parties.

The EHS Management Representative has overall responsibility for documenting, implementing and reviewing our policies in consultation with management. The policy is reviewed at least annually, as part of the management review programme or if changes are required due to:

- changing needs and expectations of relevant interested parties,
- risks and opportunities that are presented through the risk management process

The Occupational Health & Safety Policy and Environmental Policy are communicated to employees at all levels throughout our organisation via induction, training, regular internal communications and reinforcement during annual employee performance reviews. Employee understanding of our policies and objectives is determined during internal audits.

See Occupational Health & Safety Policy - POL.02 & Environmental Policy – POL.03.

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### 5.3 Roles, Responsibilities & Authority

Management has defined, documented and communicated roles, responsibilities and authorities within the company through the use of an Organisation Chart (Q-T-11) and Roles & Responsibilities Matrix (Q-T-12).

The Organisation chart shows the interrelation of personnel within CField, whilst job descriptions define the responsibilities and authorities of each role. Job descriptions and the organisational structure are reviewed and approved by senior management for adequacy as determined by the changing needs and expectations of the interested parties and any risk and opportunities presented through the risk management process.

Members of senior management are ultimately responsible for the quality of CField's services as they control the resources, systems and processes by which conforming work is accomplished. Senior management are responsible for business planning, development and the communication of policies, EOHS management system planning, the establishment and implementation of objectives, the provision of resources needed to implement and improve the EOHS management system and for undertaking management reviews.

Senior management will:

- Incorporate Environmental and Occupational Health & Safety activities as an integral part of their normal management objectives and departmental review meetings.
- Allocate the necessary resources to ensure that the Environmental and Occupational Health & Safety Management Programmes are progressing satisfactorily.
- Make recommendations on the need for new or revised Environmental and Occupational Health & Safety Procedures and/or Work Instructions.
- Ensure, in conjunction with the Directors, that all sites have environmentally sound working conditions that are free of recognised hazards by providing:
  - ❖ information, instruction, training and supervision to ensure environmental and health & safety awareness and activities;
  - ❖ assurance that plant equipment is regularly maintained;
  - ❖ secure methods for handling, storing and transporting equipment and materials.
- Give personal leadership and stimulate the interest and involvement of supervisors in health & safety and environmental programmes and generate awareness that responsibility for the environment is an important and integral part of their jobs.
- Ensure environmental, health and safety issues are considered when introducing new processes, equipment, methods or materials.
- Ensure that all Supervisors responsible to them, are aware of, and at all times comply with, their environmental, health and safety responsibilities

Senior management has assigned the responsibility and authority to the management teams and departments to:

1. Ensure that processes are delivering their intended outcomes
2. Report on the operation of the management system
3. Ensure that improvement is taking place
4. Ensure that hazards and risks are identified
5. Ensure environmental aspects and impacts are defined
6. Ensure that responsibilities and authorities relating to the EOHS are communicated and understood

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All managers demonstrate their commitment to the development and improvement of the EOHS management system through the provision of necessary resources, through their involvement in the internal audit process and through their proactive involvement in continual improvement activities.

All managers are responsible for execution of the business plan and the implementation of the policies, processes and systems described in this manual.

All managers are responsible for planning and controlling the EOHS management system processes within their area of responsibility, including the establishment and achievement of planned objectives and the provision of resources needed to implement and improve these processes.

All employees are responsible for the safe execution of their work and implementation of the policies and procedures applicable to processes they perform.

CField have appointed a member of staff as EHS management representative (Michael O'Brien [IRL] and Barry Crowley [UK]) who are responsible for the management and maintenance of the Environmental and Health & Safety Management System in their respective jurisdictions.

The EOHS representative is responsible for:

- The management and maintenance of the EOHS Management System.
- Reporting to management on the performance of the system and any need for improvement
- Receives regular communications from Environmental and Health & Safety Management Programmes as well as managing the process of achieving goals and objectives, and reports on the progress at the monthly management meetings and management review meetings.
- Scheduling of Management Review Meetings, Management Programme meetings and Audits
- Ensuring the promotion of awareness of interested parties.
- Be the principal interface and liaison with the enforcing authorities and seek their advice together with other advisory bodies or consultants as required.

#### **5.4 Consultation & Participation of Workers**

CField encourages the active and ongoing involvement of workers and other interested parties in the development and review of EOHS practices, in particular the following areas:

- Identifying hazards/aspects and assessing risks/impacts and opportunities
- Determining actions to eliminate hazards and reduce EOHS risks
- Determining competence requirements and conducting training needs analysis
- Determining what needs to be communicated and how this will be done
- Determining control measures and their effective implementation and use
- Investigating incidents and nonconformities and determining corrective actions
- Developing and reviewing of EOHS policies and objectives
- Developing new or improved EOHS arrangements and procedures

CField will:

- Provide processes, time, training and resources necessary for consultation and participation;
- Provide, in a timely manner, access to clear, understandable and relevant information about the EOHS management system;

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- Identify and remove obstacles to participation such as failure to respond to worker suggestions, language or literacy difficulties, policies that discourage worker participation, and minimise those that cannot be removed;
- Encourage consultation with non-managerial workers relating to a range of EOHS issues
- Encourage the participation of non-managerial workers in a range of EOHS activities and decisions.

Consultation with workers will ensure:

- relevant information about environmental, occupational health and safety matters is shared with workers;
- workers are able to express their views and raise EOHS issues;
- workers can contribute to the decision-making process relating to the matter and be confident their views will be taken into account
- workers will be advised about the outcome of the consultation, in a timely manner

Workers will be given sufficient time to consider and discuss EOHS information and to provide feedback. Information including EOHS policies and procedures, technical guidance, hazard reports and risk assessments, data on incidents, illnesses or injuries (protecting the confidentiality of personal information) will be communicated.

This will be achieved through regular site meetings, newsletters, toolbox talks, communication sessions, inspections and audits, safety representative etc.

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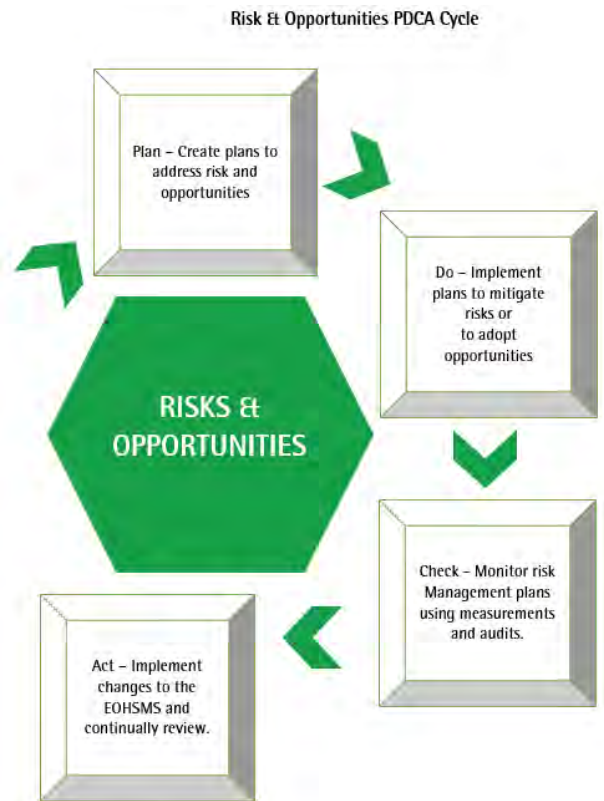
## Section 6 Management Planning

### 6.1 Risks & Opportunities

The overall aim of risk and opportunity management within CField is to ensure that organisational capabilities and resources are employed in an efficient and effective manner to take advantage of opportunities and to mitigate risks.

Senior management are responsible for incorporating risk-based thinking into our organisation's culture. This includes the development of the Business Risk Register (Q-T-09), Interested Parties Register (Q-T-10) and establishment of targets to ensure effective implementation of risk and opportunity management principles and activities by:

1. Providing sufficient resources to carry out risk and opportunity management activities
2. Assigning responsibilities and authorities for risk and opportunity management activities
3. Reviewing information and results from audits and risk and opportunity management activities.



#### 6.1.1 Hazard Identification & Risk Assessments

CField is governed by the requirements of the relevant safety health and welfare legislation. To this end the company has a safety statement and contained within are its Health and Safety risk assessments for activities which are undertaken within the company. The company safety statement is communicated to all employees and subcontractors and is available for review by all interested parties.

CField has put in place a procedure for Hazard Identification, risk assessment and risk control. Results of these risk assessments are kept as up to date as possible. When determining the controls needed to be implemented the hierarchy of control is used in the following order:

- a) Elimination
- b) Substitution
- c) Engineering solutions
- d) Administrative solutions
- e) Personnel Protective Equipment & Clothing

The referenced procedure used for this is: EHSP.06 Hazard Identification, Risk Assessment and Control

CField has identified the environmental aspects and impacts of its activities in a Register of Environmental Aspects and Impacts (EHS-R-02). A procedure has been written to outline how the company identifies the

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environmental aspects of its activities, in order to determine those which have a significant impact on the environment.

The referenced procedure used for this is: EHSP.11 - Environmental Aspects and Impacts.

### **6.1.2 Assessment of Opportunities**

CField senior management will assess internal and external issues and the needs and expectations of any interested parties. CField then use registers to help record, assess, respond, review, report, monitor and plan for the risks and opportunities that we perceive to be relevant. The registers allow our organisation to methodically assess each risk and to study each opportunity associated within our organisational context, and the needs and expectations of our interested parties. The register records the controls and treatments of risks and opportunities and preserves this knowledge as documented information.

### **6.1.3 Legal Requirements**

Relevant health & safety and environmental legislation have been incorporated in a Register of Legislation which is reviewed bi-annually.

Other Requirements that the company will subscribe to will be any site-specific client requirements (if applicable).

The review of the legal register is outlined in: EHSP.01 – EHS Legal, Regulatory & Other Requirements

### **6.1.4 Planning Action**

CField have established and maintains procedures that identify environmental and health & safety aspects. In doing so the company has assessed both the tolerance criteria of identified risks and the significance criteria of identified aspects as well as the subsequent implementation of necessary control measures. This covers routine and non-routine activities of all personnel having access to the workplace and the facilities at the work place. The company has ensured that the identification and assessment processes have been considered while setting their improvement objectives. The company shall update this information on an ongoing basis. The company has also established and maintained a process to identify and have access to legal and other regulatory requirements, which are applicable to the company through an external adviser.

## **6.2 Objectives & Plans**

CField management has developed its strategic business plan with clear operational occupational health & safety and environmental objectives for the company. When setting objectives and targets, our organisation ensures that they are consistent with the mission, vision and values of the company and with our policies.

These objectives are reviewed at regular basis at monthly, quarterly and annual management meetings and are accessible within the management review minutes where details of delivery dates and



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responsibilities are defined. Progress of achievement of objectives and plans is tracked through the quarterly meetings/reports and internal audits.

Improvements in EOHS and performance are incremental and are in keeping with the size and complexity of our organisation.

Management provides for planning to ensure that proper processes, resources and commitment are in place to achieve these objectives.

In order to determine whether or not our objectives and plans are being met, they are measured and reported on. This allows progress to be monitored as metrics are gathered and data is analysed.

On the basis of the set EOHS policies and in connection with the application of the ISO 14001 & ISO 45001 management principles, CField sets objectives that are specified in the Objectives & Plans Register (Q-T-08) and can be identified through:

- Changes in relevant legislation
- Best practice
- Results obtained from internal and external audits
- The implementation and continual improvement of the management system
- Results obtained from conducting hazard identification, risk assessment and control
- Any significant environmental impacts of the company

All employees are responsible for fulfilment of the policies and subsequent objectives. Managers of all departments are obliged to develop EOHS objectives into objectives applicable to their departments and employees.

Whenever EOHS management system changes are planned, senior management will ensure that all personnel are made aware of any changes which affect their process, and that subsequent monitoring is undertaken to ensure that EOHS changes are effectively implemented.

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## Section 7 Support

### 7.1 Resources

Senior management of CField will ensure that the resources essential to the daily operations, implementation of EOHS system, the achievement of objectives and plans, the satisfaction of interested parties, our occupational health and safety obligations, the company's environmental impact and the effectiveness of the EOHS system are identified and made available.

The resource requirements for the implementation, management, control and continual improvement of the EOHS management system, and activities necessary to enhance client satisfaction may include:

- People
- Equipment and Instruments
- Buildings
- Utilities
- Materials and Supplies
- Software
- Infrastructure
- Work Environment
- Information
- Suppliers and Partners
- Financial Resources

Senior management will review resources at monthly management meetings with all relevant managers to ensure that the required manpower, resources and equipment are available to meet the site and administration requirements.

Additional and ongoing training is provided, and the company undertakes evaluation of training given as a means of further development its staff.

Senior management ensures that the infrastructure needed to meet all requirements is determined as part of the business and consequently provided. Infrastructure includes:

- Buildings, workspace and utilities
- Tools and process equipment (both hardware and software)
- Information and communication technology
- Supporting services (such as transport or communication etc)

The company also identifies and provides for the management of the human and physical factors of the work environment to achieve conformity. The human and physical aspects of the work environment are provided that are needed for:

- safe and healthy working conditions and practices
- proper environmental control
- safety of all interested parties

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- working conditions conducive to EOHS are reviewed and addressed

## 7.2 Training & Competency

Management throughout CField strive to ensure that all personnel employed by the company are competent on initial induction and/or are brought to the level of competency required.

Management throughout CField will ensure that all personnel are competent on the basis of their appropriate education, training, skills and experience.

Additional and ongoing training is provided as a means of further developing and upskilling its staff and the company undertakes evaluation of training given. This is provided for in the Training Procedure (SOP.07)

To ensure competence of our personnel, roles and responsibilities have been prepared identifying the qualifications, experience and responsibilities that are required for key positions. Appropriate qualifications and experience, along with the provision of any required training, provide evidence of the competence required for each position.

Qualifications are reviewed upon hire, when an employee changes positions or the requirements for a position change. The HR/Training manager maintains records of employee qualifications. If any differences between the employee's qualifications and the requirements for the job are found, training or other action is taken. The results of training are then evaluated to determine if it was effective.

CField senior management ensures that our operations comply with relevant environmental and occupation health and safety regulations. Senior management is committed to operating a clean and tidy work environment for safe working conditions including:

- A place of work that non-discriminatory and emotionally protective
- A place of work that is safe, including all equipment, Personal Protective Equipment (P.P.E.) and methods of work
- Training, instruction, information and supervision for employees
- A means of safe handling, storage, use and transportation of equipment, materials and chemicals
- Safe working environment with good lighting, ventilation, safe passageways, stairs and corridors, accommodation
- A safe place of work where work practices are carried out in an EOHS compliant and environmentally responsible manner

All site employees undergo site induction before commencing work on site.

Project Manager/Site Foreman/Managers in conjunction with the Health & Safety Officers, are responsible for managing the work environment on site and addressing all the requirements and conditions needed to achieve conformity to current Environmental, Health & Safety Legislation.

P.P.E. is supplied to all employees working on site. Visitors to site are also supplied with P.P.E. if required.

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CField's Health and Safety Statement is circulated to all staff. Revisions and updates to the Safety Statement are circulated using the recognised normal communication channels within CField.

### **7.3 Awareness**

All employees are made aware of the relevance and importance of their activities and individual roles and how they contribute to the achievement of our EOHS policies and objectives. The company operates a formal system to ensure that all employees within the organisation are adequately trained to enable them to perform their assigned duties.

Staff training records are maintained to demonstrate competency and experience. The HR/Training Manager maintains and reviews the training record to ensure completeness and to identify possible future training needs. Training records are maintained and include, as a minimum, copies of certificates for any training undertaken (both internal and external) to date and curriculum vitae.

### **7.4 Communication**

Management throughout CField supports the effectiveness of the EOHS Management System by establishing communication channels [e.g. staff meetings, memo's, tool box talks, site induction, notice boards and an open-door policy] and by ensuring that communication takes place with the company regarding the following:

- Internal and External Interested Parties
- Statutory, Regulatory and Other Requirements
- Health and Safety Risk Assessments and Control Measures
- Environmental Impacts and Aspects and associated Operational Control Procedures and Measures
- Audit Findings
- Environmental and Occupational Health & Safety Policy
- Company Objectives & Plans
- The Effectiveness of the Environmental and Occupational Health & Safety Management System
- Changes in the Company Structure

#### **7.4.1 Internal Communication**

Senior management and their direct reports are responsible for communicating policies as well as the importance of meeting statutory and regulatory requirements to relevant interested parties within their respective departments. They ensure the policies are understood and applied to the daily workings of the organisation through the establishment of measurable goals and objectives.

Senior management support the effectiveness of the EOHS Management System by establishing communication channels [and by ensuring that communication takes place regarding the following:

- Day-to-day operations and general awareness
- Interested Party Requirements
- Statutory, Regulatory and Other Requirements
- Environmental & Occupational Health & Safety Policies
- Risk Assessments, Opportunities and Control Measures
- Environmental Impacts & Aspects

- Information on Achieving Objectives and Plans
- The Effectiveness of the EOHS Management System
- Inspections / Audit Findings
- Changes in the Company Structure

All managers are responsible for establishing regular formal and informal communications as needed to convey to their employees the relevance and importance of their activities.

Internal communications occur on an ongoing basis and is achieved through various methods as appropriate:

- Regular Meetings and Briefings;
- Training Sessions
- Tool Box Talks
- Notice Boards
- Website, Internal E-mails
- Open-Door Policy
- Plans, Objectives, Management System Manual and Procedures
- Corrective Action and Non-Conformity Reports
- Minutes of Meetings

#### 7.4.2 External Communication

CField has determined the need to communicate information externally to our interested parties, as regarding the effectiveness of our EOHS system. The various processes or means of external communication may include as appropriate:

Interested Parties	Needs & Expectations	Modes of Communication
Clients	Project Progress, Work carried out in a safe, sustainable manner, Respect for neighbours and the environment	Progress Reports, Newsletters, Regular Meetings
Shareholders	Sustainable business Work carried out in a safe manner that minimises H&S risks and potential damage to environment Excellent Health & Safety statistics to achieve a standard that doesn't prevent from securing work in certain sectors (pharma) Efficiency increased by reduction of LTI incidents & minimising revenue lost through LTI's/Enforcement notices	Annual Reports, Newsletters, Regular Meetings

Subcontractors / Suppliers	Safe and healthy working conditions	Website Publications, Questionnaires, Regular Meetings
Regulatory & Statutory	Compliance with EHS legislation and regulations Compliance with planning conditions, waste management, legal and regulatory requirements, preservation practices, H&S directives	Compliance Submissions, Audit Results

CField ensures that all external communications are authorised prior to release. Where required, advice appropriate to the context of the communication may be sought concerning the content and dissemination of certain external communications.

## 7.5 Documented Information

The Company EOHS Management System consists of:

- Company Policies
- Manual
- Standard Operating Procedures
- Processes, their sequence and interaction
- Register of Environmental Aspects and Impacts
- Register of EHS Legislation
- Safety Statement
- Environmental and Health & Safety Records

The Quality Manager and EHS Management Representative are responsible for the administration of document control procedures, obtaining the correct authorisations, maintaining document identity and issue status, controlling distribution, updating and archiving files and ensuring performance and maintenance of this procedure.

All EOHS management system documents are controlled according to the Document Control Procedure SOP.01 Documents, Records, Data Control.

Records are maintained to provide evidence of conformity to requirements and of the effective operation of the management system.

This procedure requires that records remain legible, readily identifiable and retrievable. The procedure defines the controls needed for identification, storage, protection, retrieval, retention time and disposal of environmental and health and safety records.

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## Section 8    Operation

### 8.1    Operational Planning & Control

CField have identified and established the processes required to achieve conformity of products and services. The process interaction flowchart (Section 4.5) outlines the workflow in this manual.

CField implements documented plans, procedures and controls required for the provision of services, in order to manage:

- Its objectives
- The potential for planned or unintended change
- Elimination of hazards and reduce risk
- Training
- Use and care of tools and equipment

A contract familiarisation meeting (Pre-start meeting) takes place at the start of each new contract where management or other responsible personnel identify the following parameters:

- Objectives and requirements for the service
- Verification, validation, monitoring, inspection and test requirements
- Documented information to demonstrate conformity
- Document information to demonstrate process effectiveness
- Criteria for process performance and product/service acceptance
- Risk Assessments - Eliminate hazards and reduce risk where possible
- Legislative Requirements
- Procurement Schedule
- Potential consequences and mitigation to change affecting input requirements
- Resources necessary to support ongoing operations

The company complies with current relevant Building Regulations and Environmental and Health & Safety Legal Regulatory and other Requirements.

CField ensures that all purchased product conforms to required specifications. Suppliers are assessed to ensure they are able to provide goods and services to the standard required meet EOHS standards. The EOHS performance of suppliers is continually monitored and reviewed annually. An approved supplier's list details suppliers who are considered suitable to provide product to meet customers' and company specifications.

CField ensures that all subcontractors conform to required specifications and other interested parties who are affected by activities are conforming to procedures. Subcontractors are assessed to ensure they have the ability to carry out the works to the standard required by the company and also to ensure that they have the ability to carry out their work in a safe and environmentally responsible manner, in accordance with current environmental, health and safety legislation and codes of practice. The performance of subcontractors with respect to EOHS performance is continually monitored and subsequently reviewed upon the completion of the works. Additional weighting is given to the EHS

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performance. An approved subcontractor list is also maintained upon which high EOHS performance is necessary.

The referenced procedures used for this are: Procurement of Materials (SOP.04), procedure for Control of Suppliers & Material (EHSP.03), Quantity Surveying (SOP.08) and Control of Subcontractors (EHSP.04).

## **8.2 Emergency Preparedness & Response**

CField have established and implemented a procedure for responding to potential emergency situations. The needs and expectations of interested parties have been accounted for in the procedure and it is communicated to all at induction and also followed up with toolbox talks and emergency drills. The necessary course of action to be taken in the event of an emergency is outlined in the relevant procedure: EHSP.08 – Emergency Preparedness and Response.



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## Section 9 Performance Evaluation

### 9.1 Monitoring, Measurement, Analysis & Evaluation

CField continually seeks to improve the effectiveness and efficiency of the processes of the company, rather than wait for a problem to reveal opportunities for improvement. The EOHS management system, including management reviews, corrective actions, and the analysis of audit results, customer satisfaction and other metrics are used to achieve continual improvement.

The frequency and methods by which our processes are monitored, measured and evaluated is determined and informed by:

- Statutory and regulatory requirements
- Process and EOHS requirements
- Process performance and inspection/audit results
- Level of risk and types of control measure
- Customer feedback and specification requirements

All activities are monitored and measured on a regular basis by a competent management structure as follows:

- Process Auditing
- Site Inspection and Auditing
- Project Review Meetings and Progress Reports
- Test Methods and Equipment to Ensure Achievement of Planned Results
- Regular Checking of Processes against Plans and Specifications

Monitoring and measurement of the management system processes, through internal audits/assessments, corrective actions reports, client review forms, customer complaints will be used to evaluate the ability of these processes to achieve planned results. The findings of which are reported at the management review meeting.

CField monitors and reviews its planned objectives on a regular basis at regional management meetings and management review meetings. They are also monitored through the internal systems auditing procedure and external audits.

Where company processes & activities are subject to legislation, operational procedures including checks are recorded to ensure compliance. Then these environmental/health and safety records are monitored through the internal auditing procedure. All EHS legislation that is applicable to the activities of the company is documented in a Register of Legislation. The EHS external consultant will review the Register of EHS Legislation bi-annually and submit an updated register along with a summary of changes.

CField uses the measurement of Client satisfaction as a vital tool. The company realises that it is not sufficient to measure how it meets Client requirements but that it is of crucial importance how the Client perceives our performance.

All staff are conscious of noting and recording Client views and comments regarding the performance of the company. This feedback is in turn passed to management as part of the reporting process. In addition, the Managing Director/Senior Management keep up to date on the perception of our key

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clients on how well or not so well, CField meets their needs. All complaints are recorded according to EHSP.05 Communication & Consultation.

At a minimum, data is analysed to assess achievement of the high-level objectives and allow for continual improvements.

Prior to project commencement, the Site Manager, in discussion with the Construction Director or Contracts/Project Manager, will assess the level of inspections and testing required and levels of Health & Safety and Environmental impacts.

There is a full inspection schedule, which is agreed prior to commencement of contract, and snag/project handover process in place to ensure that services are in line with the specification before handing over.

Full control of all measuring equipment (e.g. Cable Avoidance Tools [CAT]) is maintained through calibration by an external body and by regular internal checks. All measuring and monitoring devices are identified with a unique identification number, and calibration records are maintained.

The operator shall ensure the device in use is protected from damage. Measuring and monitoring devices found to be damaged or unfit for use are returned to the Purchasing Department who shall identify the necessary corrective action to be taken.

Suitable controls are provided and employed to prevent damage and deterioration of material held in storage. Any materials held in storage are checked to ensure continued suitability for use. Constructed work is suitably protected to prevent damage prior to handover to the client.

There is a full Snag/ Project handover process in place to ensure that services are in line with the specification and are operating in a safe and efficient manner before handing over.

The relevant procedure for this process is: EHSP.07 – Monitoring & Measurement which defines the mechanism for the monitoring and measurement of the company's Occupational Health & Safety performance and significant environmental aspects associated with CField Construction operations and activities.

## 9.2 Internal Audit

Internal audit results are critical inputs that help to assess the effectiveness of our management system. Internal audits are conducted at planned intervals to determine whether the management system conforms to our organisation's planned arrangements and to the requirements of ISO 14001 & 45001.

CField operates a company-wide audit programme that serve the following purposes:

- Determine if company policies, procedures and systems are effectively implemented
- Identification of non-conformities
- Verification of effective correction of all identified non-conformities

Each Auditor ensures that:

1. The results of audits are reported to the auditee and the relevant Construction Director
2. That timely appropriate corrective action is undertaken where required
3. They retain documented information such as audit checklists and audit reports as evidence

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Internal Audits form part of the Monitoring & Measurement Procedure (EHSP.07).

### **9.3 Management Review**

To ensure the continuing suitability, adequacy and effectiveness of our EOHS management system in meeting our organisation's strategies, senior management conducts formal management review meetings at planned intervals to ensure continued suitability, adequacy and effectiveness of the EOHS Management System of the company.

The primary inputs that are reviewed comprise data from conformance and performance measurements that are gathered at inspections and audits. Subsequent recommendations for improvement are based on the evaluation of these. A review of audit results and our demonstrated ability to detect, correct and to prevent problems is carried out.

The primary outputs of management review meetings are management actions that are taken to make changes or improvements to our EOHS management system. During management review meetings, senior management will identify appropriate actions to be taken regarding the following issues:

1. Improvement of the effectiveness of the management system and its processes
2. Opportunities and risks
3. Resource needs

Responsibilities for required actions are assigned to members of the management review team. Any decisions made during the meeting, assigned actions and their due dates are recorded in the management review minutes. This forms part of the Management Review Procedure (SOP.06).

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## Section 10 Improvement

### 10.1 Incident, Non-Conformity & Corrective Action

EHSP.09 – Accident & Incident Investigation defines the process in which the company documents and investigates as far as is reasonably practicable all accidents, incidents and near misses. Follow up toolbox talks, audits, and where necessary, further training is utilised to prevent reoccurrence.

CField ensures through its systems of inspection and verification that detected nonconforming product, work and services are isolated and dealt with properly.

The EOHS Management Representatives are responsible for handling and investigating any non-conformities under the environmental and health & safety management systems.

Management with responsibility and authority for implementing corrective action are notified promptly of service or process non-conformities. Investigating and eliminating the root cause of these failures is a critical part of our continual improvement process.

CField takes action to eliminate the cause of non-conformities in order to prevent their recurrence. Corrective actions taken are appropriate to the effects of the non-conformities encountered.

Follow-up audits are conducted in accordance with the internal audit process to ensure that effective corrective action is taken.

The resulting corrective actions are reviewed for effectiveness and are reported to senior management in order to determine if changes to the EOHS system are required, or whether any new risks or opportunities need to be considered during planning.

The corrective actions are considered effective if the specific problem was corrected and data indicates that the same or similar problems have not recurred.

The methods applied for capturing this process is detailed in the Non-Conformity & Corrective Action Procedure (SOP.05).

### 10.2 Continual Improvement

CField adopts its Environmental and Health & Safety policies and stated objectives as part of its ongoing drive to achieve improvement in the company's EOHS system through the use of its policies, setting measurable objectives, internal and external audits, in-house training, corrective/preventive action and the management review meetings.

The overall effectiveness of continual improvement program, including corrective actions taken, as well as the overall progress towards achieving improvement objectives, are assessed through our management review process.

Method Statement Pit Lane A



Liddell Road Development in the  
London Borough of Camden

NW6 2EW

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June 2022

YOUR CONSTRUCTION PARTNER



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has prepared this report for the

## Liddell Road Development in the London Borough of Camden NW6 2EW

and shall not be liable for the use of any information contained herein for any purpose other than the sole and specific use for which it was prepared.

**Joe Martin**  
Senior Project Manager



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**CHANGE RECORD ..... 2**

**INTRODUCTION..... 3**

**HAZARD ASSESSMENT FORMS..... 3**

**COSHH ASSESSMENT FORMS..... 4**

**CFIELD HSEQ POLICY..... 5**

Revision	Changes	Author
1	New HSEQ Policy	JM
2		
3		
4		

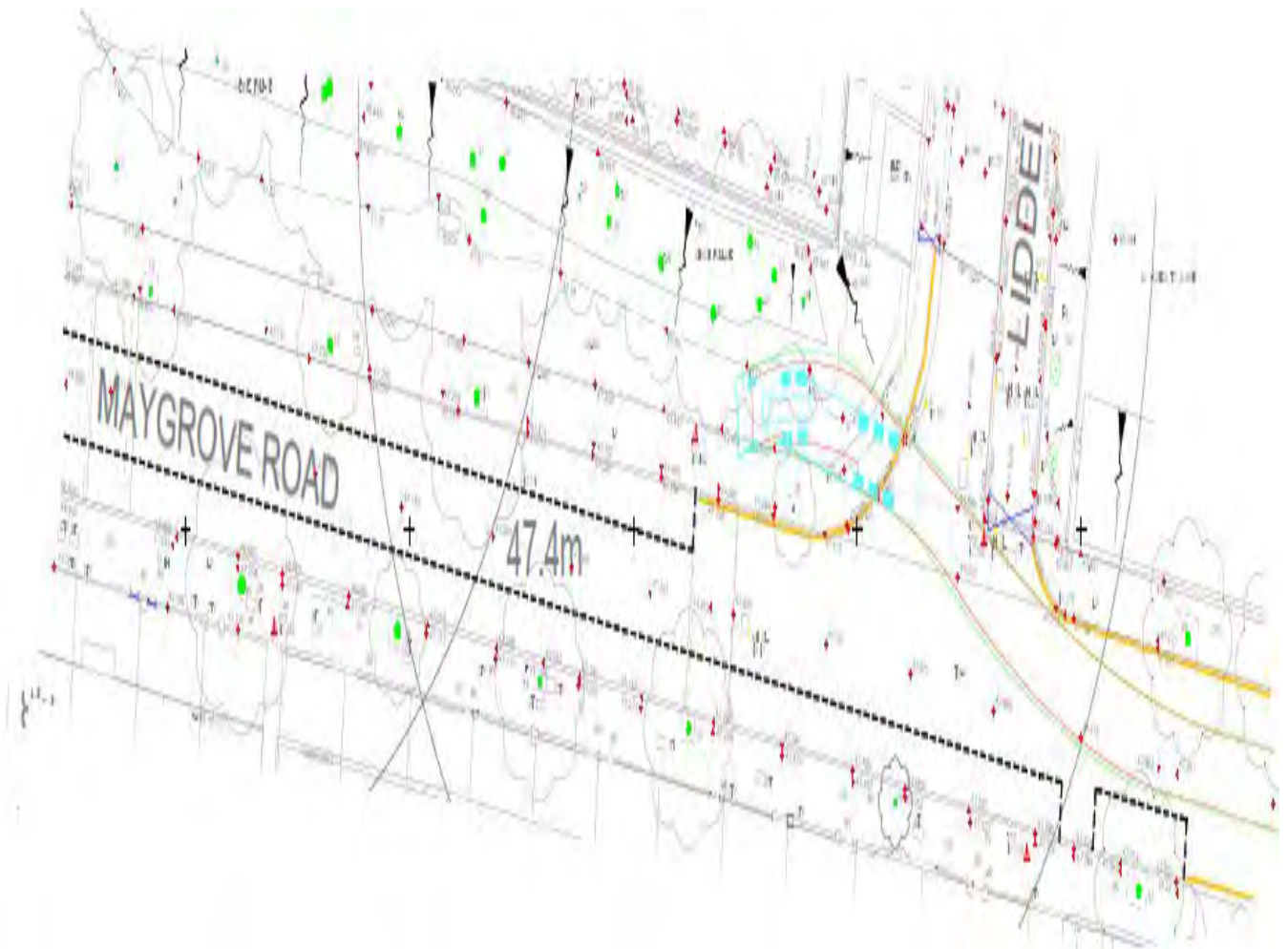


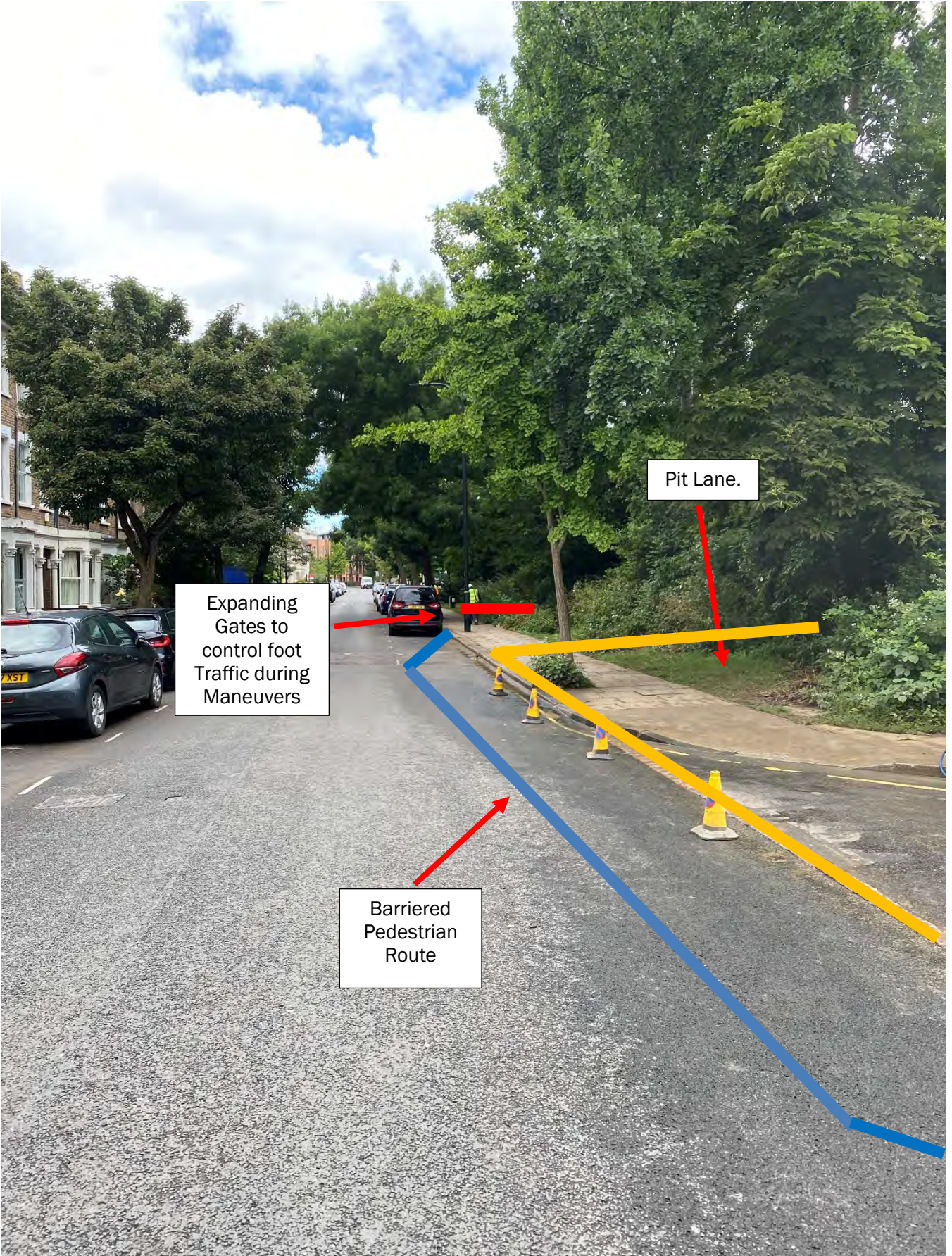
## INTRODUCTION

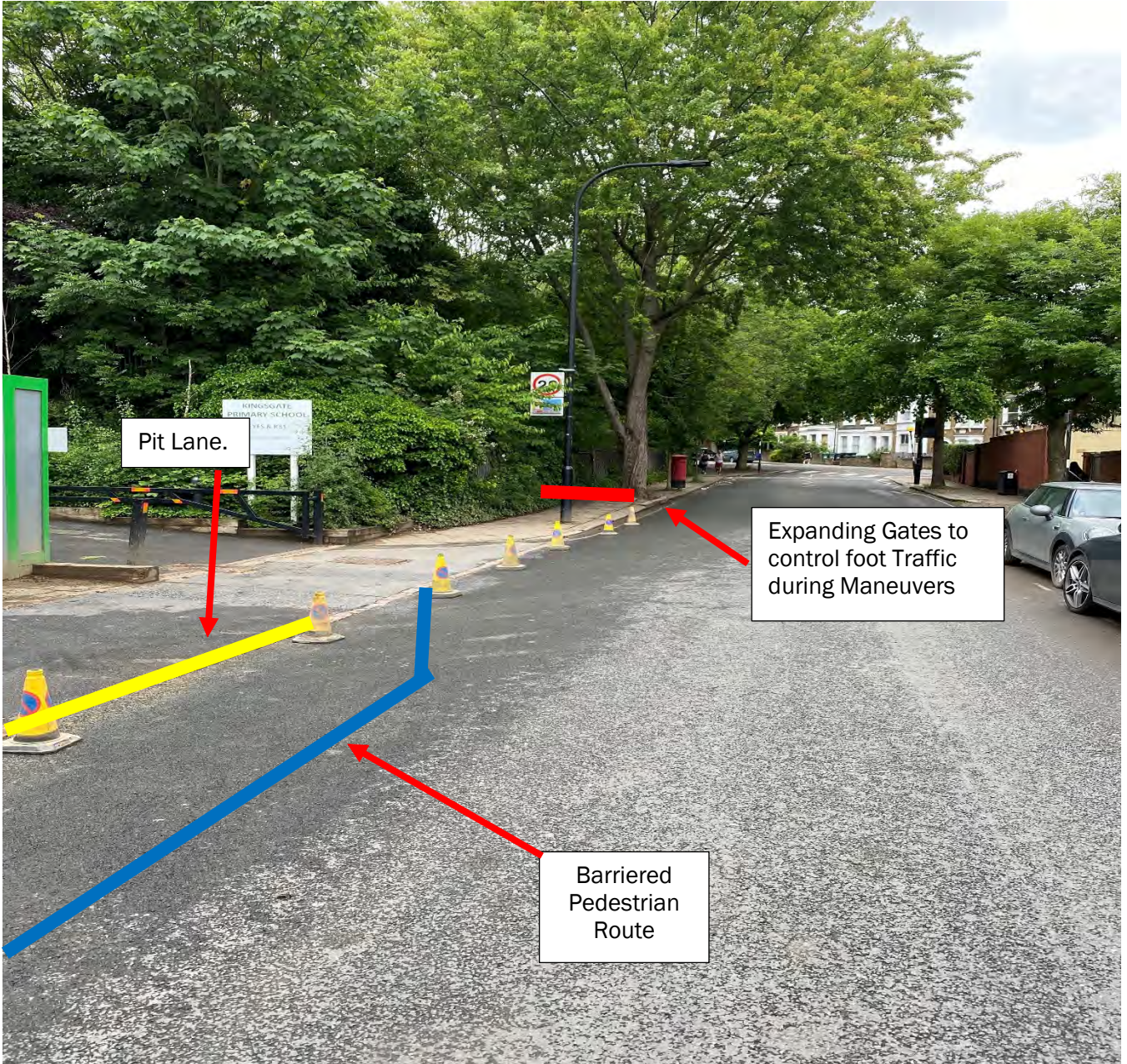
This document is to accompany the Logistic & lifting Package Plans issued to clients. It includes the CField Environmental, Occupational H&S System policy (Appendix A) and collates the task and materials hazards present at pit lanes. Site specific hazards are addressed using form 1-1.2K F9 Site Hazard Assessment, a copy of which is include in the project Works Package Plan.

All current Risk Assessments and Hazard Assessments are available for download from the CField Web site by the Site Supervisor, attached are the current versions as noted within the change record. The Project Manager will update this document periodically (6- monthly review).

## LOCATION







## PIT LANE WALL



## Proposed Barrier Wall between Pedestrians & Pit Lane.



## Proposed Barrier Wall for Temporary Footpath

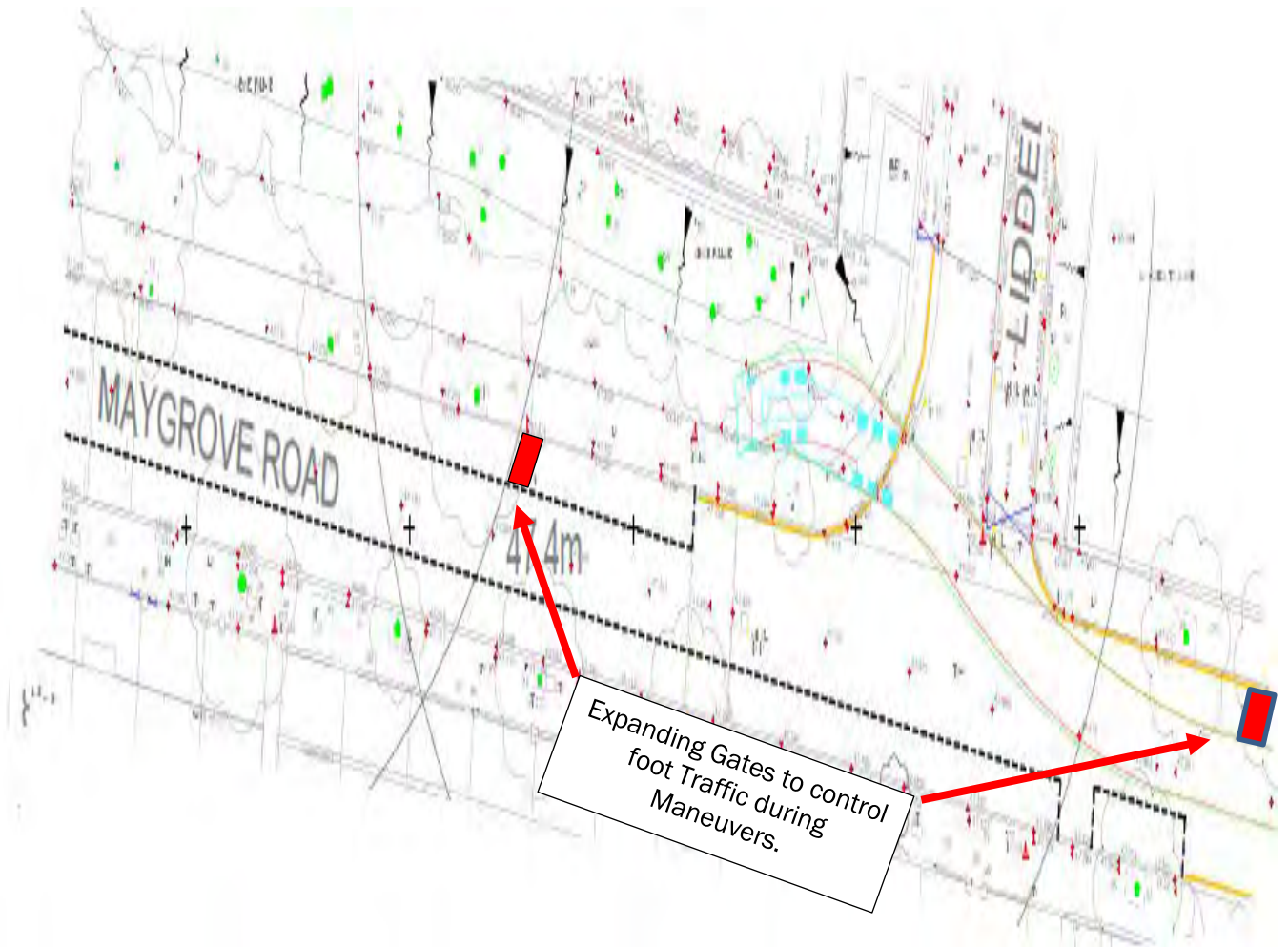
All barriers are water filled for ballast

## PIT LANE ENTRY/EXIT GATES



Both entry and exit to pit lane to be closed off with expandable gates.

## TRAFFIC CONTROL



Traffic Marshalls shall use lollipops to control entry & exit at Pit Lane. Expanding gates will be use to control pedestrian s when vehicles are maneuvering across the footway.

## LOADING-DELIVERIES.

The pit lanes will not be used between the hours of.

**7.30hrs to 9.30hrs & 15.30 hrs to 17.00 hrs.**

As per the Liddell Road Construction Management Plan.

Location of Kingsgate Primary Lower School adjacent to the site:

- Kingsgate Primary Lower School is located adjacent to the site. As such it is likely that pupils will be using adjacent footways and footpaths to walk to or from nearby residential areas, stations and transport links. The Site Manager will regularly contact the schools to share information in order to maximise child and pedestrian safety. Discussions have taken place with the school who have confirmed that their preference is for no deliveries to take place between 07:30-09:30 and between 15:30-17:00. As such the Site Manager will ensure that no HGV deliveries take place during the school drop-off (07:30-09:30) and pick-up (15:30-17:00). As such the majority of HGV deliveries associated with the site will take place between 09:30-15:30 Monday to Friday and on Saturdays 08:00-13:00. If deliveries outside these hours are required then prior consent will be obtained from LBC.

## Tree Protection.

The roots of the trees adjacent to the pit lane must be protected from compaction and pressure. A protective such as Core TRP System or similar will be used.

### CORE TRP System Access Road Construction



200mm panel is used for the heaviest of vehicles, including HGV access, construction traffic and is often the choice for all access installs for construction areas where a variety of both heavy vehicles and lighter vehicles will be used.





**Protection of BT Assets.**



To protect the BT Asset a road plate of mild steel will be laid over the chamber.



### Examples of Road Plates





Operation / Task:	Loading & unloading of lorries	Assessment Ref / Rev:	CFHA02					Prepared by:	Joe Martin	Created Date:	Nov 21
Location:	Site	Department:	CFEild H&S					Revision	A	Date: 5-November 2021	
H&S Consequence, C	Env. Consequence, C			Likelihood, L				Acceptance Criteria			
1 Minor Injury	1 Minor Impact / operational delay		1	Improbable			1	2	3	4	5
2 First Aid injury	2 Community complaints		2	Remote			1	2	3	4	5
3 Major injury	3 Major Impact		3	Possible			2	4	6	8	10
4 Permanent Consequence	4 Legal Consequence		4	Probable			3	6	9	12	15
5 Potential Fatality	5 Major impact and cost		5	Almost Certain			4	8	12	16	20
							5	10	15	20	25
Task Hazard		Degree of risk	C	L	RR	Control measures	Residual risk			Person responsible	Monitoring responsibility
	at						C	L	RR		
General Note						Note: All lifting operations on site, including loading and unloading from lorries are to be properly planned and supervised by trained and competent persons. The unloading and loading of lorries is to be undertaken by trained and competent persons only. Operators under training shall be supervised by an authorised employee. To eliminate the requirement for working on the back of the lorry, it shall be requested that where possible items are pre slung.					
A	Loading or unloading on site										
A1	Crane / Forklift / Telehandler usage	Operator/banks man/ site staff	5	3	15	Before any lifting operations take place, the work area must be assessed by a trained and competent person. If site specific lift plans are required these must be produced prior to any lift commencing. Ground conditions must be assessed for stability. Loading and unloading must only be carried out in the agreed designated loading/unloading areas. Exclusion zones may be required, and suitable warning signs and barriers put in place.	5	1	4	Operator	Supervisor

A2	Working from the truck bed/trailer Falls from height.	Operator/banks man/ site staff	4	3	12	Supervisor to ensure that if a person is required to work from a truck/trailer, the edge fall protection / bean bag system must be in place, on the truck/trailer. Where it is not practicable to have the edge fall protection in place due to the loading/ off loading procedure. A fall arrest system must be used and connected to a fixed point.	4	1	4	Operator	Supervisor
A3	Manually moving load around the truck bed. Strain and sprain injuries	Operator/banks man/ site staff	4	3	12	Where possible all loads shall be positioned on the truck with either a vehicle mounted hi-ab or telehandler/forklift. If a crane is required a lift plan must be utilised. Where mechanically means are not possible due to the load, the weight of the item must be available.	4	1	4	Operator	Supervisor

Operation / Task:	Site Crane Works	Assessment	Ref / Rev:	CF_HA07	Prepared by:	Joe Martin	Rev 2 Date:	Nov 21			
Location:	Anywhere	Department:	CField H&S		Issue Date:		Rev 1 Date:	Oct 21			
H&S Consequence, C Minor Injury First Aid injury Major injury Permanent Consequence Potential Fatality	Env. Consequence, C 1 Minor Impact / operational delay 2 Community complaints Major Impact Legal Consequence Major impact and cost	1 2 3 4	Likelihood, L Improbable Remote Possible Probable 5	Almost Certain	Acceptance Criteria  R Red - Intolerable take immediate action Y Yellow - Tolerable with additional controls G Green - Tolerable no further action required						
Task	Hazard	Persons at risk	Degree of risk			Control measures	Residual risk			Person responsible	Monitoring responsibility
			C	L	RR		C	L	RR		
	General Note					NOTE: Cranes are only to be operated by trained and competent persons. When applicable, operatives shall hold a current CPCSC card Operatives under training shall be supervised by an authorised employee. All lifts are to be properly planned and supervised by suitably trained and competent persons.					
A	All Activities.										
A1	Overloading of crane.	Operator / Site workers	5	3	15	Project Manager to arrange for a suitable and sufficient crane to undertake required lifts. A suitable lift plan must be prepared by an Appointed person, this must be reviewed by an appointed person prior to any mobilization of cranes. The site must be visited before preparing lift plan. Supervisor to ensure that weights of loads are known and are within the capacity of the crane.	5	1	5	Appointed Parson	Project Manager / Supervisor
A2	Trips, slips and falls	Operator / Site workers	3	4	12	The work area must be always kept clean and tidy. All lifting accessories must be stored off the ground in the correct storage areas whilst not in use.	3	1	3	Operator / Site workers	Supervisor
A3	Adverse ground.	Operator / Site workers	5	3	15	A suitable lift plan must be prepared by an Appointed person, this must be reviewed prior to commencing on site. The site must be visited before the lift plan is prepared. Platform certificate to be completed to confirm that platform is adequate before work commences. Platform to extend at least half a machine width beyond crane. Extra consideration to be given when working adjacent to site boundaries or hoardings.	5	1	5	Appointed Parson	Project Manager / Supervisor
A4	Contact with overhead electric cables.	Operator / Site workers	5	3	15	If overhead cables are present the Energy company provider must be contacted for assistance. No further work must continue until suitable control measures have been documented and agree. The Supervisor must confirm on the site hazard assessment that the overhead lines do not affect the crane or to arrange for improvements to be implemented before work commences.	5	1	5	Appointed Parson	Project Manager / Supervisor

A5	Collision with persons.	Operator / Site workers	5	3	15	Only trained and competent persons to operate cranes. The crane operator must ensure 360-degree vision is available at all times. Flashing beacon must always be switched on whilst plant in use. Safe exclusion zones must be provided and all non-essential personnel kept out of the immediate work area. A trained Banks man must be in place supervising all crane activities. Always adhere to site traffic management plan.	5	1	5	Operator / Banksman	Supervisor
A6	Failure of lifting appliance or lifting accessories.	Site Workers	5	3	15	Current inspection certificate, not more than 12 months old, and test certificate not more than four years old, to be provided with crane. Inspection certificates, not more than six months old to be provided for lifting accessories with hired crane. Keller-owned accessories to be correctly colour-coded and to have an identification mark stamped on. Supervisor must inspect the machine on delivery. Operator to inspect the crane daily before use and to carry out routine servicing in accordance with the operators manual. Daily inspection to be made by operator and recorded on the weekly inspection report.	5	1	5	Operator / Banksman	Supervisor

Task	Hazard	Persons at risk	Degree of risk			Control measures	Residual risk			Person responsible	Monitoring responsibility
			C	L	RR		C	L	RR		
A7	High winds.	Operator / Site workers	5	2	10	<p>In the event of extreme weather conditions, it may sometimes be necessary to review any lifting operation until such time as it is safe to proceed.</p> <p>A competent person, AP, or crane supervisor along with the crane driver needs to assess the wind speed and cease work if it is considered too high. (If able) using an anemometer unit, readings are to be taken every 30mins and constantly monitored. Once both the AP or crane supervisor and the crane driver are comfortable with the wind speed and the fact that it is not gusting, and the wind speeds are within the crane manufacturers guidelines the lift will be further assessed with regard to weight and radius. Should all parties be satisfied with the wind conditions and deem the lift to be safe, a tag line will be placed on the load prior to lifting. If the load is a cage, the cage will not be lifted until the pile is concreted to further mitigate any risks. Once the pile is concreted the cage will be lifted to the vertical and steadied with one or more tag lines and guided to the pile for placement. The pile cage is full of holes and as such the wind tends to pass through it rather than making the cage uncontrollable. The crane supervisor and the crane driver will constantly monitor the situation and abort works should they deem it to be beyond acceptable limits or exceed the crane manufacturers operational limits.</p> <p>Although the safe workable wind speed varies from crane to crane, as a guide ONLY, the maximum wind speed at which lifting operations can take place is 10 meters per second (22 mph)</p>	5	1	5	Operator / Banksman	Appointed Person / Supervisor
A8	Uncontrolled fall of load.	Banks man / Slinger/ Operator	5	2	10	Exclusion zone must be in place and adhered to	5	1	5	Banks man	Appointed Person
A9	Fall of load caused by damage to strop being used on loads of small diameter.	Banks man / Slinger/ Operator	5	3	15	Soft eyed strops are not to be used except for lifting drive tubes or for lifting CFA augers	5	1	5	Banks man	Appointed Person

A10	Movement of load on ground while slings being attached or removed.	Banks man / Slinger/ Operator	3	3	9	Loads to be placed on suitable timbers to allow access or strops underneath and chocks.	3	1	3	Banks man	Appointed Person
A11	Fall of load caused by incorrect slinging.	Banks man / Slinger/ Operator	5	3	15	Loads to be attached to the crane by a trained and component slinger. All lifting equipment used must be inspected prior to use and within it six monthly periodic inspection.	5	1	5	Banks man	Appointed Person
B	<a href="#">Working alongside railways.</a>										
B1	Interference with adjacent railways.	All site workers	5	3	15	The site manager shall ensure that approval for the method of working has been obtained from the railway authority, prior to arranging any crane work. The site foreman shall ensure that the approval has been received prior to carrying out any work, which is in accordance with the agreed procedure.	5	1	5	Appointed Parson	Project Manager / Construction Manager
C	<a href="#">Lifting near to or over adjacent buildings.</a>										
C1	Load falling onto building.	Building occupiers	5	2	10	Loads are not to be lifted over buildings unless this is unavoidable. In this case, consent of the building controller to be obtained. Building to be unoccupied during the lift. Site specific Hazard Assessment must be completed prior to any works commencing.	5	1	5	Appointed Parson	Project Manager / Construction Manager



Operation / Task:		Forklift Truck and Telescopic Handlers.	Assessment Ref / Rev:		CF_HA14			Prepared by:	Joe Martin		Created Date:	Nov 21		
Location:		Work locations	Department:		CField H&S			Revision	A		Date: 5-November 21			
H&S Consequence, C Minor Injury First Aid injury 3 Major injury Permanent Consequence Potential Fatality		Env. Consequence, C 1 Minor Impact / operational dela 1 2 Community complaints 2 Major Impact 3 Legal Consequence 4 Major impact and cost 5		Likelihood , L Improbable Remote Possible Probable Almost Certain			Acceptance Criteria  R Red - Intolerable take immediate action Y Yellow - Tolerable with additional controls G Green - Tolerable no further action required							
Task		Hazard		Degree of risk			Residual risk			Person responsible		Monitoring responsibility		
		at		C L RR			C L RR							
A		General Note.												
A1		Note:					Forklift trucks and telescopic handlers are only to be operated by trained and competent persons. Operatives under training shall be supervised by an authorised employee. Telehandlers are not to be used on the highway unless they are road legal, and the operator holds a current UK driving license. Operator of forklift truck or telescopic handler to wear seat belt. Forklift truck or telescopic handler to have rollover protection.							
B		Use of forklift truck of telescopic handler on site.												
B1		Overturning of truck due to inadequate surface.	Operator	5	3	15	Supervisor to confirm on site hazard assessment form that platform is adequate or to arrange for required improvements to be implemented before work commences. Loads to be carried with forks at lowest practicable level.			5	1	5	Operator	Supervisor
B2		Overturning of truck on sloping surface.	Operator	5	3	15	No travelling across the gradient. Load to be on uphill side of truck when travelling up or down a gradient.			5	1	5	Operator	Supervisor
B3		Overturning truck due to overloading.	Operator	5	3	15	Weight of loads to be carried to be known (unless clearly not near the capacity of the truck or telescopic handler) and within the capacity of the truck or telescopic handler. Load center distance not to be exceeded.			5	1	5	Operator	Supervisor
B5		Failure of truck or hydraulics.	Operator / site workers	5	2	10	Current inspection certificate, not more than 12 months old to be provided with the machine. Foreman to inspect the machine on delivery. Operator to inspect the machine daily before use and carry out routine servicing in accordance with the operator's handbook. Daily inspection to be made by operator and a weekly inspection report completed and returned to plant dept.			5	1	5	Operator	Supervisor

B6	Impact or collision.	Operator / site workers	5	3	15	Forklift truck or telescopic handler to be fitted with flashing beacon and audible reversing warning. 360-degree visibility assessment must be carried out on all plant. Forklift and telehandler must always stick to designated traffic routes. Banksman to be used for maneuvering operations in restricted areas, or when visibility is restricted and when others are working nearby. When travelling unloaded make sure forks face downhill with tilt to suit gradient.	5	1	5	Operator	Supervisor
B7	Displaced or falling loads.	Operator / site workers	5	3	15	Machine to be suitable for loads to be lifted. The SWL must never be exceeded. Forks to be correctly spaced. Cement and other bagged materials to be shrink wrapped where practicable. Loose loads on pallets to be secured.	5	1	5	Operator	Supervisor
B8	Door swinging	Operator / site workers	3	3	9	Doors of cab to be closed when machine is in motion.	3	1	3	Operator	Supervisor
B9	Movement of unattended machine.	Operator / site workers	5	2	10	Machine to be parked on level ground whenever possible. Hand brake to be on with machine in neutral. Forks to be tilting forward and lowered to the ground. The machine must be switched off and the keys removed when the operator leaves the vehicle.	5	1	5	Operator	Supervisor

Task	Hazard	Persons at risk	Degree of risk			Control measures	Residual risk			Person responsible	Monitoring responsibility
			C	L	RR		C	L	RR		
B10	Theft / Vandalism	Operator / site workers / Intruder	4	3	12	Keys must always be removed from all items of plant when the operator is away from the machine. Always lock up machines at night, if available always place shutters over windows and doors.	4	1	4	Operator	Supervisor
B11	Movement of load on ground while slings being attached or removed.	Operator / site workers	3	3	9	Loads to be placed on suitable timbers to allow access for strops to go underneath and chocks, if movement of load is possible, to be used to prevent movement as load is taken by timbers.	3	1	3	Operator	Supervisor
C <a href="#">Persons standing on forks or a platform on the forks to work.</a>											
C1	Person falling off forks or platform.	Operator / site workers	5	4	20	Working on the forks or any platform other than a purpose-built man rider is strictly forbidden at all times. Only trained and competent persons are to operate the man rider. Purpose built man rider to have certificate of thorough examination issued not more than 6 months previously. Daily inspections must be carried out and recorded on the Weekly plant inspection form. All operators involved in any quick hitch attachments must be adequately trained and competent.	3	1	3	Operator	Supervisor
D <a href="#">Storing of quick fit man-rider.</a>											
D1	Hydraulics and electrical cable damaged or blocked with grit/mud.	Operator / site workers	4	3	12	When not in use the man-rider hydraulic hoses and electrical cable shall be stored in a purpose-made bracket. Man-rider cage shall be stored on level ground, this will enable easy adaptation.	4	1	4	Operator	Supervisor

E Adapting quick fit man-rider to telehandler.										
E1	Note:					General note, for heights greater than 6 meters, a man rider controlled from its platform must be used. Operator to have received training in its use.				
E2	Fault in man-rider.	Operator / site workers	5	3	15	Man-rider to have a 6-month certificate of thorough examination. Foreman to inspect the machine on delivery. Operator to inspect the machine daily before use and to carry out routine servicing in accordance with the operator's manual. Daily inspection to be made by operator and recorded on the weekly inspection report.	5	1	5	Operator Supervisor
E3	Locking pin not engaging.	Operator / site workers	5	3	15	All operators must be trained and competent in quick hitch attachments. Man-rider operator shall ensure that locking pin is engaged in the man rider bracket.	5	1	5	Operator Supervisor
E4	Incorrect connection of electrical cables/hydraulic pipes.	Operator / site workers	5	3	15	All operators must be trained and competent. All hydraulic pipes and electrical cables shall be connected to enable the man-rider to be operated independently from the telehandler cab controls. Controls on platform to be tested before platform is lifted above the ground.	5	1	5	Operator Supervisor
F Positioning of man-rider.										
F1	Untrained operative positioning telehandler.	Operator / site workers	5	3	15	Only operatives holding a current CPCS card and trained in the use of the remote-controlled platform shall operate the telehandler with the platform.	5	1	5	Operator Supervisor
F2	Over riding or not using hydraulic stabilizers.	Operator / site workers	5	3	15	Hydraulic stabilizers shall be used so that the front wheels are lifted off the ground. Safety measures are in place to make the man-rider un-operative from inside, if the stabilizers are not firmly on the ground.	5	1	5	Operator Supervisor
G Operating the man-rider.										
G1	Persons operating man rider from telehandler cab.	Operator / site workers	5	3	15	Once in position, telehandler operator shall engage switch in cab to make telehandler controls inactive and the man rider controls active. The man riding basket is only allowed to be controlled by the operator in the basket.	5	1	5	Operator Supervisor
G2	Untrained person operating the man rider.	Operator / site workers	5	3	15	Only person trained and competent shall operate the quick fit man rider.	5	1	5	Operator Supervisor
G3	Working on uneven ground or soft ground.	Operator / site workers	5	3	15	Telehandler with quick fit man rider must only be used on a firm and level platform.	5	1	5	Operator Supervisor
G4	Fall from height.	Operator / site workers	5	3	15	Persons in man rider to wear harness with lanyards clipped to anchor positions provided. The lanyard must be short enough to prevent contact with the ground or other objects. Door to be secured and shut.	5	1	5	Operator Supervisor
H Working in slewed position over extended time.										

	Degree of risk	Residual risk	Person	Monitoring responsibility
ons isk				

Task	Hazard	Pers at r	C	L	RR	Control measures	C	L	RR	responsi-ble	
H1	Man-rider turned right or left.	Operator / site workers	5	3	15	Safety pin must be used when the man-rider is turned left or right to stop it from moving, there are purpose-made eye holes on the man-rider and bracket for this function.	5	1	5	Operator	Supervisor
I	Descending/lowering man-rider.										
I1	A person disembarking the man-rider before it is lowered to the ground.	Operator	5	3	15	Safety harness shall be worn and persons to remain in the man-rider, until it is safe to disembark. The man riding operation must only be controlled by the person in the basket.	5	1	5	Operator	Supervisor
J	Use of quick hitch attachments.										
J1	Fall of attachment.	Operator / site workers	5	3	15	Operators to be trained in quick hitch for the particular machine, 6 months through examination certificate required for the attachment.	5	1	5	Operator	Supervisor
K	Use/fitting of forks.										
K1	Not attaching the fork mounted hook correctly.	Site Workers	5	3	15	All persons using the folk mounted hook shall be trained in the correct fitting.	5	1	5	Operator	Supervisor
K2	The fork mounted hook slipping of the folks.	Site Workers	5	1	5	The fork mounted hook is designed in such a way that when attached to the fork, the locking bar automatically engages behind the folks.	5	1	5	Operator	Supervisor
K3	Using a damaged fork mounted hook.	Site Workers	5	2	10	The fork mounted hook and frame must be examined before use and weekly. A 6 monthly certification inspection must be carried out by a competent person. If damaged in anyway the fork mounted hook must not be used.	5	1	5	Operator	Supervisor
K5	Manual Handling caused injuries	Operatives	3	3	9	All Keller personnel have been trained in the correct procedure when carrying out manual handling. If needed a second or third person must be used to aid any lifting or carrying operations.	3	1	3	Operator	Supervisor
L	Fuel Storage / Refueling										
L1	Fuel Spillage causing pollution	Environment	5	2	10	Always store diesel bowser away from any water course and surface water drainage systems. Ensure adequate drip trays and spill kits are located close by. Ensure plant nappies are used whenever filling up items of plant. Ensure diesel bowzers are locked when not in use. Only store fuel in appropriate fuel cans. Oil and fuel must be stored with in adequate bunds in the store's units.	5	1	5	Supervisor Operator Banks man	Supervisor

L2	Flammable liquid causing fire	Environment Site Workers Members of Public	5	4	20	Ensure any fuel stored is away from a direct heat source within an appropriate bowser or fuel can. All refueling must only be carried out when the item of plant is switched off. Appropriate fire extinguishers must be close by to any item of plant being refueled. Always ensure the correct PPE is being worn. i.e., Gloves, Overalls, Glasses.	5	1	5	Supervisor Operator Banks man	Supervisor
----	-------------------------------	--	---	---	----	--	---	---	---	--	------------

## Traffic Marshal Duties, CField's Expectations!

This bulletin serves to refresh all CField staff and those employed to undertake Traffic Marshal Duties, on the roles and responsibilities that Traffic Marshals are expected to undertake on all CField sites.

As highlighted in all of the site logistics plans, Traffic Marshals are an essential element to ensuring health and safety is observed on site, in particularly high-risk areas such as loading bays.

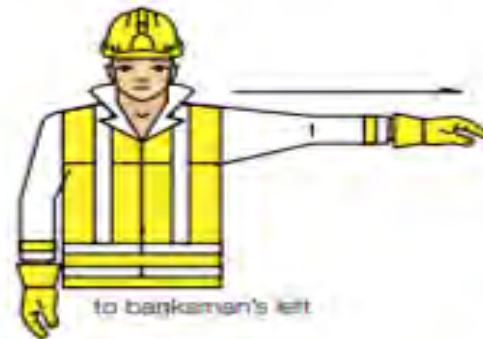
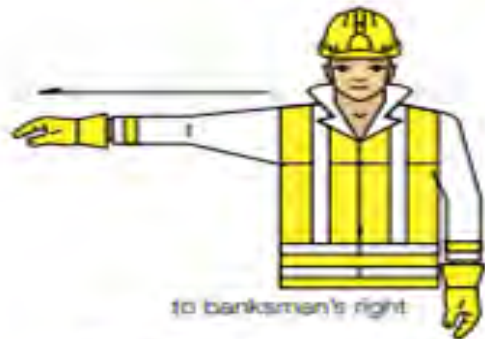
### Duties of a Traffic Marshal:

- Enforce site rules regarding deliveries.
- Ensure good site security is maintained at all times.
- Aid and escort delivery movements around site, to the point of unloading.
- Ensuring that the local roads do not become congested/impacted by construction works.
- Ensuring deliveries arrive in a safe condition.
- Adhering to/enforcing the sites delivery schedule.

### Traffic Marshalls Signals

When Traffic Marshals are seen to be signalling then other works in the vicinity should cease and vacate the area to minimise risks associated with the delivery process. Under no circumstance should any individual that is not trained to do so attempt to guide a vehicle around site or try and aid a Traffic Marshall, this will only serve to confuse drivers and increase the chance of an accident occurring.

# Hand Signals





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## Environmental, Occupational Health & Safety System Manual

Rev.	Author	Reviewed By	Approved By	Issue Date	Status
01	Emer Coleman	Michael O'Brien	Barry Crowley	28/03/2018	Initial Release
01	Emer Coleman	Michael O'Brien	Barry Crowley	30/03/2019	Annual Review



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Record of Amendments

Revision No.	Page / Reference	Description of Amendments	Issued By:	Issue Date:

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## Section 1 Introduction

The success of CField Construction (CField) requires that the company be managed in a systematic manner to maintain and improve the value of its services.

CField is applying an Environmental and Occupational Health & Safety (EOHS) Management System that is designed to maintain and continually improve the effectiveness and efficiency of the organisation's performance. The management system's meet the requirements of ISO 14001:2015 and ISO 45001:2018 and is documented throughout this EOHS Management System Manual.

This EOHS manual identifies the processes needed for the management system and their application throughout the organisation; it also shows the sequence and interaction of these processes. The manual also determines the criteria and methods needed to make both the operation and the control of these processes effective. The manual also includes policies and procedures that are designed to lead to the availability of resources and information necessary to support the operation and monitoring of these processes. To allow us to achieve continual improvement, this manual determines the requirements for the monitoring, measuring and analysis of these processes, and for the implementation of necessary corrective or preventive actions.

The management and staff of CField continually endeavour to improve the quality of the services we providing to our Clients, the Health and Safety of all interested parties affected by our activities and the impact the company has on the environment.

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## Section 2    EOHS Management Principles

CField has adopted and realizes the benefits of EOHS Management Principles into our daily activities. The intent of the EOHS Management Principles is to provide a foundation to continually improve upon the company's performance. Subsequent sections of the manual will provide our commitments of the following elements:

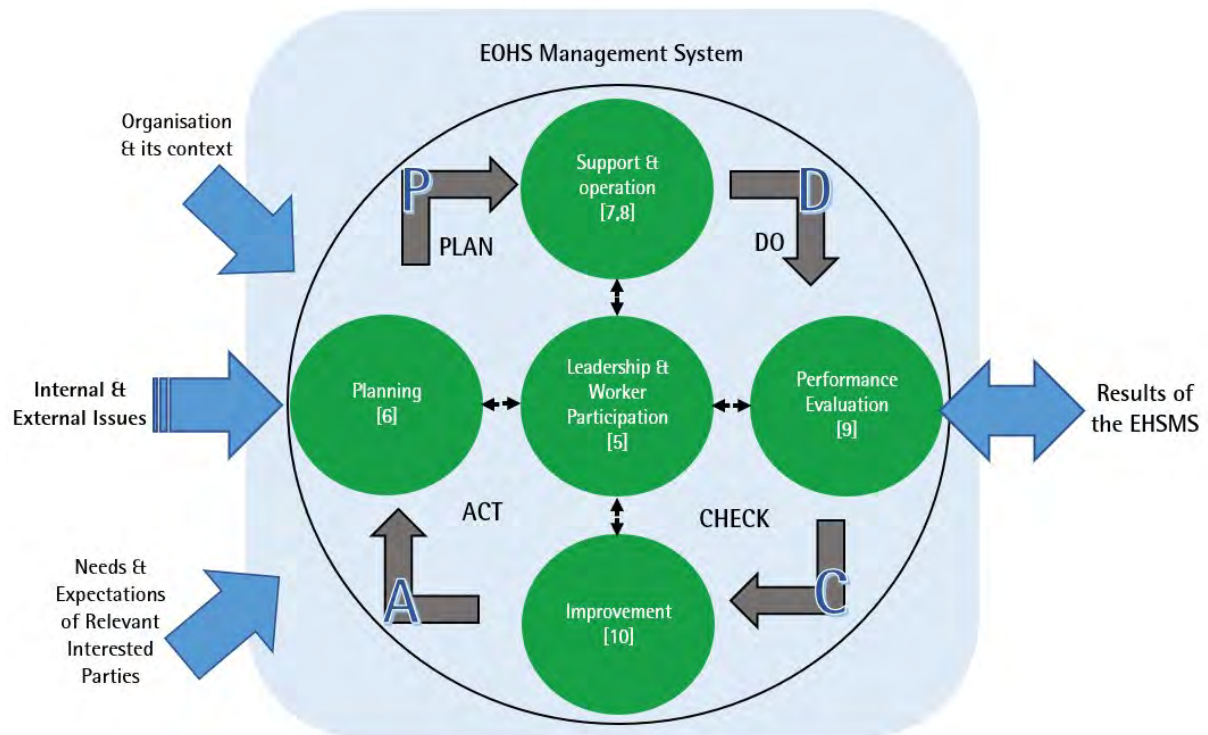
- Leadership
- Communications and the Engagement of our People
- Process Approach
- Monitoring & Measurement
- Improvement
- Risk & Opportunity

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### Section 3 Process Approach

CField has adopted the “Process Approach” into our daily operations including the Plan Do Check Act (PDCA) Cycle. We have considered the utilisation of Risk-Based Thinking Philosophy when developing, implementing, and improving the effectiveness of our EOHS Management System. This approach will enable CField to enhance the overall performance of the company by effectively controlling the interrelationships and the interdependencies among the EOHS processes.

PDCA Cycle Diagram



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## Section 4 About Our Organisation

### 4.1 Organisational Context

Established in 2011, CField Construction is a family owned construction and civil engineering contracting company that provides services to its valued clients both public and private in the UK and Ireland.

CField aim to carry out our business with the utmost professionalism, honesty and integrity. We strive to deliver consistently excellent client experiences with the objective of making CField the first choice for future opportunities.

We are committed to understanding how relevant EOHS factors arising from legal, political, economic, social and technological issues influence our organisational context.

CField monitors and reviews this information to ensure that a continual understanding of the above requirements is managed and maintained. We regularly consider issues that influence our organisation during management review meetings and are conveyed via minutes and business planning documents.

The following documented information is available for review:

- Objectives & Plans Register (Q-T-08)
- Business Risk Register (Q-T-09)

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#### **4.2 Needs & Expectations of Workers & Other Interested Parties**

CField has identified relevant interested parties, in addition to workers that are impacted by the EOHS system, their needs and expectations and requirements.

The following documented information is available for review:

- Interested Parties Register (Q-T-10)



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### 4.3 EOHS Management System Scope

The scope of works and services provided by CField are:

The construction of building and civil engineering works including design and build and project management contracts.”

There are no exclusions for CField to the ISO 14001:2015 & ISO 45001:2018 standards.

### 4.4 EOHS Management System

CField has established, documented, implemented and will maintain its Environmental and Health & Safety management system and will strive to continually improve the systems effectiveness in accordance with ISO 14001:2015 and ISO 45001:2018. These systems are concerned with ensuring:

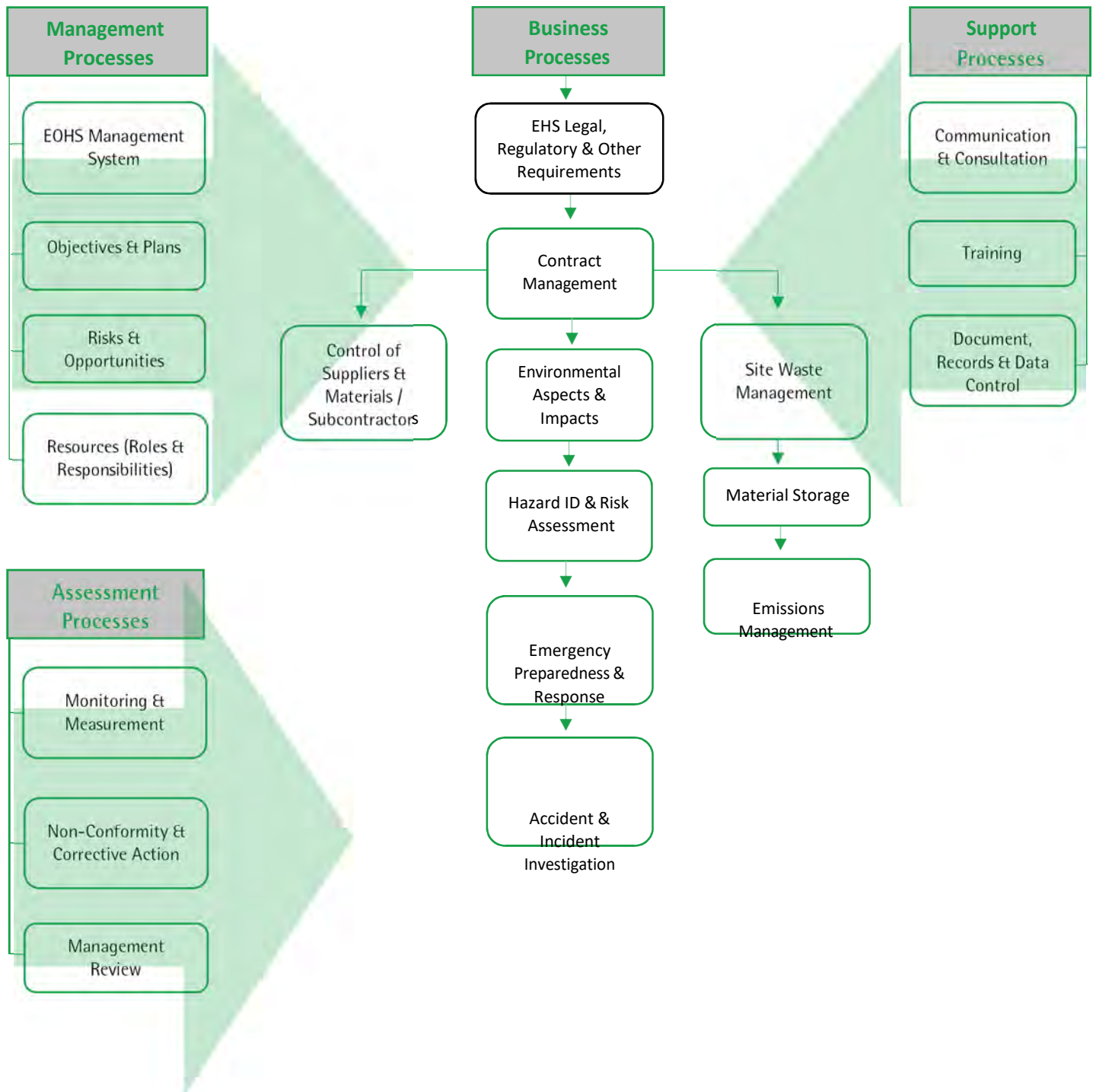
- That needs and expectations of interested parties are fully and consistently met
- That occupational health and safety risks and opportunities are supported to provide a safe and healthy workplace
- That the occupational health and safety of the workforce and public are safeguarded
- That the environment is protected from adverse effects of the companies’ activities

The management system will ensure:

- Leadership, commitment and participation from all levels and functions of the organization.
- Communication with all interested parties
- Consultation and participation of all workers,
- Resources are allocated to maintain the system
- Policies are developed, and all workers are operating to the policies and the related procedures
- Effective hazard identification and risk controls are in place
- Continual improvement through performance evaluation and monitoring of the system
- Objectives and plans are developed and monitored
- Compliance with legal and other regulatory requirements.

The skills and capabilities associated with this system approach to management have enabled the company to develop and consistently improve using the combined standards of ISO 14001 and ISO 45001 – Environmental and Occupational Health & Safety Management System outlined in this document.

#### 4.5 Interaction of Processes



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CField has established, documented, implemented and will maintain its Environmental and Health & Safety management system and will strive to continually improve the systems effectiveness in accordance with ISO 14001:2015 and ISO 45001:2018. These systems are concerned with ensuring:

- That needs and expectations of interested parties are fully and consistently met
- That occupational health and safety risks and opportunities are supported to provide a safe and health workplace
- That the occupational health and safety of the workforce and public are safeguarded
- That the environment is protected from adverse effects of the companies' activities

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## Section 5 Leadership & Worker Participation

### 5.1 Leadership & Commitment

CField senior management are responsible for implementing the EOHS system, which includes the development and implementation of the Environmental Policy, Occupational Health & Safety Policy and the objectives & plans. They are committed to ensuring that all staff within the company are aware of the need to adhere to relevant Health & Safety Legislation, Employee Legislation, Environmental Legislation, other Legal & Regulatory requirements and Insurance requirements, and comply with any specific building regulations or construction and civil works standards.

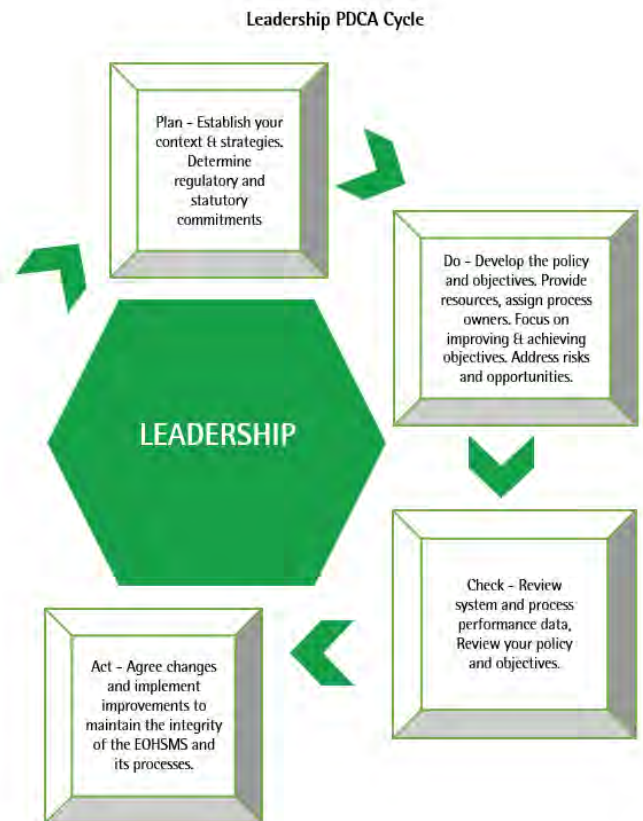
Senior management provide leadership to all activities related to the management system processes.

Regular management reviews ensure that our system is adequate and effective, and that any necessary adjustments are made as a result.

Senior management ensures that all policies are understood, implemented and maintained throughout all levels of the organisation, through distribution of our policy statements and periodic management review of the policy statements and improvement objectives.

Management of CField is committed to:

- Providing a safe and healthy workplace
- Taking overall responsibility for the prevention of work-related injury and ill health
- Communicating to the organisation the importance of the EOHS system and statutory, regulatory and other requirements while supporting persons to contribute to the effectiveness of the system
- Establishing the company EOHS policies and objectives ensuring they are consistent with the strategic direction of the company
- Ensuring that resources are available to implement, maintain and improve the EOHS management system and ensuring the consultation and participation of workers
- Ensuring and promoting continual improvement; conducting management reviews and ensuring that the intended outcomes are achieved
- Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities



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To this end, senior management has implemented the following actions

- Established policies and objectives
- Communicated organisational direction and values regarding Environmental and Occupational Health & Safety issues
- Created an environment that encourages the involvement and development of people by providing the required resources, training and authority to act with accountability

Senior management instil an awareness culture from the outset of every project across the entire team, to ensure Environmental and Occupational Health & Safety control is in place.

## **5.2 Environmental, Occupational Health & Safety Policies**

The EOHS policies provides the direction and framework for establishing key performance measures, as well as related objectives and targets. CField has established its Environmental and Occupational Health & Safety policies and senior management ensures that our policies are reviewed and documented, and that the policies are available to all interested parties.

The EHS Management Representative has overall responsibility for documenting, implementing and reviewing our policies in consultation with management. The policy is reviewed at least annually, as part of the management review programme or if changes are required due to:

- changing needs and expectations of relevant interested parties,
- risks and opportunities that are presented through the risk management process

The Occupational Health & Safety Policy and Environmental Policy are communicated to employees at all levels throughout our organisation via induction, training, regular internal communications and reinforcement during annual employee performance reviews. Employee understanding of our policies and objectives is determined during internal audits.

See Occupational Health & Safety Policy - POL.02 & Environmental Policy – POL.03.

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### 5.3 Roles, Responsibilities & Authority

Management has defined, documented and communicated roles, responsibilities and authorities within the company through the use of an Organisation Chart (Q-T-11) and Roles & Responsibilities Matrix (Q-T-12).

The Organisation chart shows the interrelation of personnel within CField, whilst job descriptions define the responsibilities and authorities of each role. Job descriptions and the organisational structure are reviewed and approved by senior management for adequacy as determined by the changing needs and expectations of the interested parties and any risk and opportunities presented through the risk management process.

Members of senior management are ultimately responsible for the quality of CField's services as they control the resources, systems and processes by which conforming work is accomplished. Senior management are responsible for business planning, development and the communication of policies, EOHS management system planning, the establishment and implementation of objectives, the provision of resources needed to implement and improve the EOHS management system and for undertaking management reviews.

Senior management will:

- Incorporate Environmental and Occupational Health & Safety activities as an integral part of their normal management objectives and departmental review meetings.
- Allocate the necessary resources to ensure that the Environmental and Occupational Health & Safety Management Programmes are progressing satisfactorily.
- Make recommendations on the need for new or revised Environmental and Occupational Health & Safety Procedures and/or Work Instructions.
- Ensure, in conjunction with the Directors, that all sites have environmentally sound working conditions that are free of recognised hazards by providing:
  - ❖ information, instruction, training and supervision to ensure environmental and health & safety awareness and activities;
  - ❖ assurance that plant equipment is regularly maintained;
  - ❖ secure methods for handling, storing and transporting equipment and materials.
- Give personal leadership and stimulate the interest and involvement of supervisors in health & safety and environmental programmes and generate awareness that responsibility for the environment is an important and integral part of their jobs.
- Ensure environmental, health and safety issues are considered when introducing new processes, equipment, methods or materials.
- Ensure that all Supervisors responsible to them, are aware of, and at all times comply with, their environmental, health and safety responsibilities

Senior management has assigned the responsibility and authority to the management teams and departments to:

1. Ensure that processes are delivering their intended outcomes
2. Report on the operation of the management system
3. Ensure that improvement is taking place
4. Ensure that hazards and risks are identified
5. Ensure environmental aspects and impacts are defined
6. Ensure that responsibilities and authorities relating to the EOHS are communicated and understood

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All managers demonstrate their commitment to the development and improvement of the EOHS management system through the provision of necessary resources, through their involvement in the internal audit process and through their proactive involvement in continual improvement activities.

All managers are responsible for execution of the business plan and the implementation of the policies, processes and systems described in this manual.

All managers are responsible for planning and controlling the EOHS management system processes within their area of responsibility, including the establishment and achievement of planned objectives and the provision of resources needed to implement and improve these processes.

All employees are responsible for the safe execution of their work and implementation of the policies and procedures applicable to processes they perform.

CField have appointed a member of staff as EHS management representative (Michael O'Brien [IRL] and Barry Crowley [UK]) who are responsible for the management and maintenance of the Environmental and Health & Safety Management System in their respective jurisdictions.

The EOHS representative is responsible for:

- The management and maintenance of the EOHS Management System.
- Reporting to management on the performance of the system and any need for improvement
- Receives regular communications from Environmental and Health & Safety Management Programmes as well as managing the process of achieving goals and objectives, and reports on the progress at the monthly management meetings and management review meetings.
- Scheduling of Management Review Meetings, Management Programme meetings and Audits
- Ensuring the promotion of awareness of interested parties.
- Be the principal interface and liaison with the enforcing authorities and seek their advice together with other advisory bodies or consultants as required.

#### **5.4 Consultation & Participation of Workers**

CField encourages the active and ongoing involvement of workers and other interested parties in the development and review of EOHS practices, in particular the following areas:

- Identifying hazards/aspects and assessing risks/impacts and opportunities
- Determining actions to eliminate hazards and reduce EOHS risks
- Determining competence requirements and conducting training needs analysis
- Determining what needs to be communicated and how this will be done
- Determining control measures and their effective implementation and use
- Investigating incidents and nonconformities and determining corrective actions
- Developing and reviewing of EOHS policies and objectives
- Developing new or improved EOHS arrangements and procedures

CField will:

- Provide processes, time, training and resources necessary for consultation and participation;
- Provide, in a timely manner, access to clear, understandable and relevant information about the EOHS management system;

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- Identify and remove obstacles to participation such as failure to respond to worker suggestions, language or literacy difficulties, policies that discourage worker participation, and minimise those that cannot be removed;
- Encourage consultation with non-managerial workers relating to a range of EOHS issues
- Encourage the participation of non-managerial workers in a range of EOHS activities and decisions.

Consultation with workers will ensure:

- relevant information about environmental, occupational health and safety matters is shared with workers;
- workers are able to express their views and raise EOHS issues;
- workers can contribute to the decision-making process relating to the matter and be confident their views will be taken into account
- workers will be advised about the outcome of the consultation, in a timely manner

Workers will be given sufficient time to consider and discuss EOHS information and to provide feedback. Information including EOHS policies and procedures, technical guidance, hazard reports and risk assessments, data on incidents, illnesses or injuries (protecting the confidentiality of personal information) will be communicated.

This will be achieved through regular site meetings, newsletters, toolbox talks, communication sessions, inspections and audits, safety representative etc.



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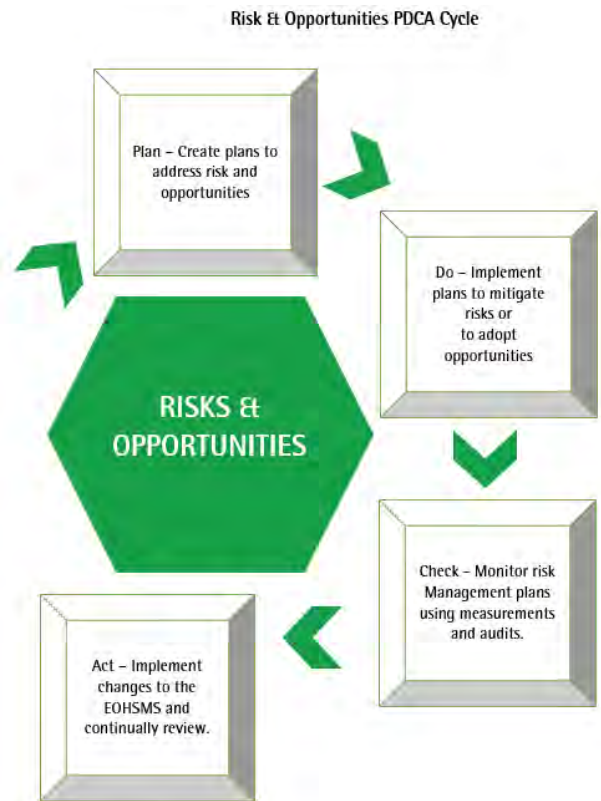
## Section 6 Management Planning

### 6.1 Risks & Opportunities

The overall aim of risk and opportunity management within CField is to ensure that organisational capabilities and resources are employed in an efficient and effective manner to take advantage of opportunities and to mitigate risks.

Senior management are responsible for incorporating risk-based thinking into our organisation's culture. This includes the development of the Business Risk Register (Q-T-09), Interested Parties Register (Q-T-10) and establishment of targets to ensure effective implementation of risk and opportunity management principles and activities by:

1. Providing sufficient resources to carry out risk and opportunity management activities
2. Assigning responsibilities and authorities for risk and opportunity management activities
3. Reviewing information and results from audits and risk and opportunity management activities.



#### 6.1.1 Hazard Identification & Risk Assessments

CField is governed by the requirements of the relevant safety health and welfare legislation. To this end the company has a safety statement and contained within are its Health and Safety risk assessments for activities which are undertaken within the company. The company safety statement is communicated to all employees and subcontractors and is available for review by all interested parties.

CField has put in place a procedure for Hazard Identification, risk assessment and risk control. Results of these risk assessments are kept as up to date as possible. When determining the controls needed to be implemented the hierarchy of control is used in the following order:

- a) Elimination
- b) Substitution
- c) Engineering solutions
- d) Administrative solutions
- e) Personnel Protective Equipment & Clothing

The referenced procedure used for this is: EHSP.06 Hazard Identification, Risk Assessment and Control

CField has identified the environmental aspects and impacts of its activities in a Register of Environmental Aspects and Impacts (EHS-R-02). A procedure has been written to outline how the company identifies the

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environmental aspects of its activities, in order to determine those which have a significant impact on the environment.

The referenced procedure used for this is: EHSP.11 - Environmental Aspects and Impacts.

### **6.1.2 Assessment of Opportunities**

CField senior management will assess internal and external issues and the needs and expectations of any interested parties. CField then use registers to help record, assess, respond, review, report, monitor and plan for the risks and opportunities that we perceive to be relevant. The registers allow our organisation to methodically assess each risk and to study each opportunity associated within our organisational context, and the needs and expectations of our interested parties. The register records the controls and treatments of risks and opportunities and preserves this knowledge as documented information.

### **6.1.3 Legal Requirements**

Relevant health & safety and environmental legislation have been incorporated in a Register of Legislation which is reviewed bi-annually.

Other Requirements that the company will subscribe to will be any site-specific client requirements (if applicable).

The review of the legal register is outlined in: EHSP.01 – EHS Legal, Regulatory & Other Requirements

### **6.1.4 Planning Action**

CField have established and maintains procedures that identify environmental and health & safety aspects. In doing so the company has assessed both the tolerance criteria of identified risks and the significance criteria of identified aspects as well as the subsequent implementation of necessary control measures. This covers routine and non-routine activities of all personnel having access to the workplace and the facilities at the work place. The company has ensured that the identification and assessment processes have been considered while setting their improvement objectives. The company shall update this information on an ongoing basis. The company has also established and maintained a process to identify and have access to legal and other regulatory requirements, which are applicable to the company through an external adviser.

## **6.2 Objectives & Plans**

CField management has developed its strategic business plan with clear operational occupational health & safety and environmental objectives for the company. When setting objectives and targets, our organisation ensures that they are consistent with the mission, vision and values of the company and with our policies.

These objectives are reviewed at regular basis at monthly, quarterly and annual management meetings and are accessible within the management review minutes where details of delivery dates and

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responsibilities are defined. Progress of achievement of objectives and plans is tracked through the quarterly meetings/reports and internal audits.

Improvements in EOHS and performance are incremental and are in keeping with the size and complexity of our organisation.

Management provides for planning to ensure that proper processes, resources and commitment are in place to achieve these objectives.

In order to determine whether or not our objectives and plans are being met, they are measured and reported on. This allows progress to be monitored as metrics are gathered and data is analysed.

On the basis of the set EOHS policies and in connection with the application of the ISO 14001 & ISO 45001 management principles, CField sets objectives that are specified in the Objectives & Plans Register (Q-T-08) and can be identified through:

- Changes in relevant legislation
- Best practice
- Results obtained from internal and external audits
- The implementation and continual improvement of the management system
- Results obtained from conducting hazard identification, risk assessment and control
- Any significant environmental impacts of the company

All employees are responsible for fulfilment of the policies and subsequent objectives. Managers of all departments are obliged to develop EOHS objectives into objectives applicable to their departments and employees.

Whenever EOHS management system changes are planned, senior management will ensure that all personnel are made aware of any changes which affect their process, and that subsequent monitoring is undertaken to ensure that EOHS changes are effectively implemented.

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## Section 7 Support

### 7.1 Resources

Senior management of CField will ensure that the resources essential to the daily operations, implementation of EOHS system, the achievement of objectives and plans, the satisfaction of interested parties, our occupational health and safety obligations, the company's environmental impact and the effectiveness of the EOHS system are identified and made available.

The resource requirements for the implementation, management, control and continual improvement of the EOHS management system, and activities necessary to enhance client satisfaction may include:

- People
- Equipment and Instruments
- Buildings
- Utilities
- Materials and Supplies
- Software
- Infrastructure
- Work Environment
- Information
- Suppliers and Partners
- Financial Resources

Senior management will review resources at monthly management meetings with all relevant managers to ensure that the required manpower, resources and equipment are available to meet the site and administration requirements.

Additional and ongoing training is provided, and the company undertakes evaluation of training given as a means of further development its staff.

Senior management ensures that the infrastructure needed to meet all requirements is determined as part of the business and consequently provided. Infrastructure includes:

- Buildings, workspace and utilities
- Tools and process equipment (both hardware and software)
- Information and communication technology
- Supporting services (such as transport or communication etc)

The company also identifies and provides for the management of the human and physical factors of the work environment to achieve conformity. The human and physical aspects of the work environment are provided that are needed for:

- safe and healthy working conditions and practices
- proper environmental control
- safety of all interested parties

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- working conditions conducive to EOHS are reviewed and addressed

## 7.2 Training & Competency

Management throughout CField strive to ensure that all personnel employed by the company are competent on initial induction and/or are brought to the level of competency required.

Management throughout CField will ensure that all personnel are competent on the basis of their appropriate education, training, skills and experience.

Additional and ongoing training is provided as a means of further developing and upskilling its staff and the company undertakes evaluation of training given. This is provided for in the Training Procedure (SOP.07)

To ensure competence of our personnel, roles and responsibilities have been prepared identifying the qualifications, experience and responsibilities that are required for key positions. Appropriate qualifications and experience, along with the provision of any required training, provide evidence of the competence required for each position.

Qualifications are reviewed upon hire, when an employee changes positions or the requirements for a position change. The HR/Training manager maintains records of employee qualifications. If any differences between the employee's qualifications and the requirements for the job are found, training or other action is taken. The results of training are then evaluated to determine if it was effective.

CField senior management ensures that our operations comply with relevant environmental and occupation health and safety regulations. Senior management is committed to operating a clean and tidy work environment for safe working conditions including:

- A place of work that non-discriminatory and emotionally protective
- A place of work that is safe, including all equipment, Personal Protective Equipment (P.P.E.) and methods of work
- Training, instruction, information and supervision for employees
- A means of safe handling, storage, use and transportation of equipment, materials and chemicals
- Safe working environment with good lighting, ventilation, safe passageways, stairs and corridors, accommodation
- A safe place of work where work practices are carried out in an EOHS compliant and environmentally responsible manner

All site employees undergo site induction before commencing work on site.

Project Manager/Site Foreman/Managers in conjunction with the Health & Safety Officers, are responsible for managing the work environment on site and addressing all the requirements and conditions needed to achieve conformity to current Environmental, Health & Safety Legislation.

P.P.E. is supplied to all employees working on site. Visitors to site are also supplied with P.P.E. if required.

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CField's Health and Safety Statement is circulated to all staff. Revisions and updates to the Safety Statement are circulated using the recognised normal communication channels within CField.

### **7.3 Awareness**

All employees are made aware of the relevance and importance of their activities and individual roles and how they contribute to the achievement of our EOHS policies and objectives. The company operates a formal system to ensure that all employees within the organisation are adequately trained to enable them to perform their assigned duties.

Staff training records are maintained to demonstrate competency and experience. The HR/Training Manager maintains and reviews the training record to ensure completeness and to identify possible future training needs. Training records are maintained and include, as a minimum, copies of certificates for any training undertaken (both internal and external) to date and curriculum vitae.

### **7.4 Communication**

Management throughout CField supports the effectiveness of the EOHS Management System by establishing communication channels [e.g. staff meetings, memo's, tool box talks, site induction, notice boards and an open-door policy] and by ensuring that communication takes place with the company regarding the following:

- Internal and External Interested Parties
- Statutory, Regulatory and Other Requirements
- Health and Safety Risk Assessments and Control Measures
- Environmental Impacts and Aspects and associated Operational Control Procedures and Measures
- Audit Findings
- Environmental and Occupational Health & Safety Policy
- Company Objectives & Plans
- The Effectiveness of the Environmental and Occupational Health & Safety Management System
- Changes in the Company Structure

#### **7.4.1 Internal Communication**

Senior management and their direct reports are responsible for communicating policies as well as the importance of meeting statutory and regulatory requirements to relevant interested parties within their respective departments. They ensure the policies are understood and applied to the daily workings of the organisation through the establishment of measurable goals and objectives.

Senior management support the effectiveness of the EOHS Management System by establishing communication channels [and by ensuring that communication takes place regarding the following:

- Day-to-day operations and general awareness
- Interested Party Requirements
- Statutory, Regulatory and Other Requirements
- Environmental & Occupational Health & Safety Policies
- Risk Assessments, Opportunities and Control Measures
- Environmental Impacts & Aspects

- Information on Achieving Objectives and Plans
- The Effectiveness of the EOHS Management System
- Inspections / Audit Findings
- Changes in the Company Structure

All managers are responsible for establishing regular formal and informal communications as needed to convey to their employees the relevance and importance of their activities.

Internal communications occur on an ongoing basis and is achieved through various methods as appropriate:

- Regular Meetings and Briefings;
- Training Sessions
- Tool Box Talks
- Notice Boards
- Website, Internal E-mails
- Open-Door Policy
- Plans, Objectives, Management System Manual and Procedures
- Corrective Action and Non-Conformity Reports
- Minutes of Meetings

#### 7.4.2 External Communication

CField has determined the need to communicate information externally to our interested parties, as regarding the effectiveness of our EOHS system. The various processes or means of external communication may include as appropriate:

Interested Parties	Needs & Expectations	Modes of Communication
Clients	Project Progress, Work carried out in a safe, sustainable manner, Respect for neighbours and the environment	Progress Reports, Newsletters, Regular Meetings
Shareholders	Sustainable business Work carried out in a safe manner that minimises H&S risks and potential damage to environment Excellent Health & Safety statistics to achieve a standard that doesn't prevent from securing work in certain sectors (pharma) Efficiency increased by reduction of LTI incidents & minimising revenue lost through LTI's/Enforcement notices	Annual Reports, Newsletters, Regular Meetings

Subcontractors / Suppliers	Safe and healthy working conditions	Website Publications, Questionnaires, Regular Meetings
Regulatory & Statutory	Compliance with EHS legislation and regulations Compliance with planning conditions, waste management, legal and regulatory requirements, preservation practices, H&S directives	Compliance Submissions, Audit Results

CField ensures that all external communications are authorised prior to release. Where required, advice appropriate to the context of the communication may be sought concerning the content and dissemination of certain external communications.

## 7.5 Documented Information

The Company EOHS Management System consists of:

- Company Policies
- Manual
- Standard Operating Procedures
- Processes, their sequence and interaction
- Register of Environmental Aspects and Impacts
- Register of EHS Legislation
- Safety Statement
- Environmental and Health & Safety Records

The Quality Manager and EHS Management Representative are responsible for the administration of document control procedures, obtaining the correct authorisations, maintaining document identity and issue status, controlling distribution, updating and archiving files and ensuring performance and maintenance of this procedure.

All EOHS management system documents are controlled according to the Document Control Procedure SOP.01 Documents, Records, Data Control.

Records are maintained to provide evidence of conformity to requirements and of the effective operation of the management system.

This procedure requires that records remain legible, readily identifiable and retrievable. The procedure defines the controls needed for identification, storage, protection, retrieval, retention time and disposal of environmental and health and safety records.



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## Section 8    Operation

### 8.1    Operational Planning & Control

CField have identified and established the processes required to achieve conformity of products and services. The process interaction flowchart (Section 4.5) outlines the workflow in this manual.

CField implements documented plans, procedures and controls required for the provision of services, in order to manage:

- Its objectives
- The potential for planned or unintended change
- Elimination of hazards and reduce risk
- Training
- Use and care of tools and equipment

A contract familiarisation meeting (Pre-start meeting) takes place at the start of each new contract where management or other responsible personnel identify the following parameters:

- Objectives and requirements for the service
- Verification, validation, monitoring, inspection and test requirements
- Documented information to demonstrate conformity
- Document information to demonstrate process effectiveness
- Criteria for process performance and product/service acceptance
- Risk Assessments - Eliminate hazards and reduce risk where possible
- Legislative Requirements
- Procurement Schedule
- Potential consequences and mitigation to change affecting input requirements
- Resources necessary to support ongoing operations

The company complies with current relevant Building Regulations and Environmental and Health & Safety Legal Regulatory and other Requirements.

CField ensures that all purchased product conforms to required specifications. Suppliers are assessed to ensure they are able to provide goods and services to the standard required meet EOHS standards. The EOHS performance of suppliers is continually monitored and reviewed annually. An approved supplier's list details suppliers who are considered suitable to provide product to meet customers' and company specifications.

CField ensures that all subcontractors conform to required specifications and other interested parties who are affected by activities are conforming to procedures. Subcontractors are assessed to ensure they have the ability to carry out the works to the standard required by the company and also to ensure that they have the ability to carry out their work in a safe and environmentally responsible manner, in accordance with current environmental, health and safety legislation and codes of practice. The performance of subcontractors with respect to EOHS performance is continually monitored and subsequently reviewed upon the completion of the works. Additional weighting is given to the EHS

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performance. An approved subcontractor list is also maintained upon which high EOHS performance is necessary.

The referenced procedures used for this are: Procurement of Materials (SOP.04), procedure for Control of Suppliers & Material (EHSP.03), Quantity Surveying (SOP.08) and Control of Subcontractors (EHSP.04).

## **8.2 Emergency Preparedness & Response**

CField have established and implemented a procedure for responding to potential emergency situations. The needs and expectations of interested parties have been accounted for in the procedure and it is communicated to all at induction and also followed up with toolbox talks and emergency drills. The necessary course of action to be taken in the event of an emergency is outlined in the relevant procedure: EHSP.08 – Emergency Preparedness and Response.

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## Section 9 Performance Evaluation

### 9.1 Monitoring, Measurement, Analysis & Evaluation

CField continually seeks to improve the effectiveness and efficiency of the processes of the company, rather than wait for a problem to reveal opportunities for improvement. The EOHS management system, including management reviews, corrective actions, and the analysis of audit results, customer satisfaction and other metrics are used to achieve continual improvement.

The frequency and methods by which our processes are monitored, measured and evaluated is determined and informed by:

- Statutory and regulatory requirements
- Process and EOHS requirements
- Process performance and inspection/audit results
- Level of risk and types of control measure
- Customer feedback and specification requirements

All activities are monitored and measured on a regular basis by a competent management structure as follows:

- Process Auditing
- Site Inspection and Auditing
- Project Review Meetings and Progress Reports
- Test Methods and Equipment to Ensure Achievement of Planned Results
- Regular Checking of Processes against Plans and Specifications

Monitoring and measurement of the management system processes, through internal audits/assessments, corrective actions reports, client review forms, customer complaints will be used to evaluate the ability of these processes to achieve planned results. The findings of which are reported at the management review meeting.

CField monitors and reviews its planned objectives on a regular basis at regional management meetings and management review meetings. They are also monitored through the internal systems auditing procedure and external audits.

Where company processes & activities are subject to legislation, operational procedures including checks are recorded to ensure compliance. Then these environmental/health and safety records are monitored through the internal auditing procedure. All EHS legislation that is applicable to the activities of the company is documented in a Register of Legislation. The EHS external consultant will review the Register of EHS Legislation bi-annually and submit an updated register along with a summary of changes.

CField uses the measurement of Client satisfaction as a vital tool. The company realises that it is not sufficient to measure how it meets Client requirements but that it is of crucial importance how the Client perceives our performance.

All staff are conscious of noting and recording Client views and comments regarding the performance of the company. This feedback is in turn passed to management as part of the reporting process. In addition, the Managing Director/Senior Management keep up to date on the perception of our key

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clients on how well or not so well, CField meets their needs. All complaints are recorded according to EHSP.05 Communication & Consultation.

At a minimum, data is analysed to assess achievement of the high-level objectives and allow for continual improvements.

Prior to project commencement, the Site Manager, in discussion with the Construction Director or Contracts/Project Manager, will assess the level of inspections and testing required and levels of Health & Safety and Environmental impacts.

There is a full inspection schedule, which is agreed prior to commencement of contract, and snag/project handover process in place to ensure that services are in line with the specification before handing over.

Full control of all measuring equipment (e.g. Cable Avoidance Tools [CAT]) is maintained through calibration by an external body and by regular internal checks. All measuring and monitoring devices are identified with a unique identification number, and calibration records are maintained.

The operator shall ensure the device in use is protected from damage. Measuring and monitoring devices found to be damaged or unfit for use are returned to the Purchasing Department who shall identify the necessary corrective action to be taken.

Suitable controls are provided and employed to prevent damage and deterioration of material held in storage. Any materials held in storage are checked to ensure continued suitability for use. Constructed work is suitably protected to prevent damage prior to handover to the client.

There is a full Snag/ Project handover process in place to ensure that services are in line with the specification and are operating in a safe and efficient manner before handing over.

The relevant procedure for this process is: EHSP.07 – Monitoring & Measurement which defines the mechanism for the monitoring and measurement of the company's Occupational Health & Safety performance and significant environmental aspects associated with CField Construction operations and activities.

## 9.2 Internal Audit

Internal audit results are critical inputs that help to assess the effectiveness of our management system. Internal audits are conducted at planned intervals to determine whether the management system conforms to our organisation's planned arrangements and to the requirements of ISO 14001 & 45001.

CField operates a company-wide audit programme that serve the following purposes:

- Determine if company policies, procedures and systems are effectively implemented
- Identification of non-conformities
- Verification of effective correction of all identified non-conformities

Each Auditor ensures that:

1. The results of audits are reported to the auditee and the relevant Construction Director
2. That timely appropriate corrective action is undertaken where required
3. They retain documented information such as audit checklists and audit reports as evidence

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Internal Audits form part of the Monitoring & Measurement Procedure (EHSP.07).

### **9.3 Management Review**

To ensure the continuing suitability, adequacy and effectiveness of our EOHS management system in meeting our organisation's strategies, senior management conducts formal management review meetings at planned intervals to ensure continued suitability, adequacy and effectiveness of the EOHS Management System of the company.

The primary inputs that are reviewed comprise data from conformance and performance measurements that are gathered at inspections and audits. Subsequent recommendations for improvement are based on the evaluation of these. A review of audit results and our demonstrated ability to detect, correct and to prevent problems is carried out.

The primary outputs of management review meetings are management actions that are taken to make changes or improvements to our EOHS management system. During management review meetings, senior management will identify appropriate actions to be taken regarding the following issues:

1. Improvement of the effectiveness of the management system and its processes
2. Opportunities and risks
3. Resource needs

Responsibilities for required actions are assigned to members of the management review team. Any decisions made during the meeting, assigned actions and their due dates are recorded in the management review minutes. This forms part of the Management Review Procedure (SOP.06).

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## Section 10 Improvement

### 10.1 Incident, Non-Conformity & Corrective Action

EHSP.09 – Accident & Incident Investigation defines the process in which the company documents and investigates as far as is reasonably practicable all accidents, incidents and near misses. Follow up toolbox talks, audits, and where necessary, further training is utilised to prevent reoccurrence.

CField ensures through its systems of inspection and verification that detected nonconforming product, work and services are isolated and dealt with properly.

The EOHS Management Representatives are responsible for handling and investigating any non-conformities under the environmental and health & safety management systems.

Management with responsibility and authority for implementing corrective action are notified promptly of service or process non-conformities. Investigating and eliminating the root cause of these failures is a critical part of our continual improvement process.

CField takes action to eliminate the cause of non-conformities in order to prevent their recurrence. Corrective actions taken are appropriate to the effects of the non-conformities encountered.

Follow-up audits are conducted in accordance with the internal audit process to ensure that effective corrective action is taken.

The resulting corrective actions are reviewed for effectiveness and are reported to senior management in order to determine if changes to the EOHS system are required, or whether any new risks or opportunities need to be considered during planning.

The corrective actions are considered effective if the specific problem was corrected and data indicates that the same or similar problems have not recurred.

The methods applied for capturing this process is detailed in the Non-Conformity & Corrective Action Procedure (SOP.05).

### 10.2 Continual Improvement

CField adopts its Environmental and Health & Safety policies and stated objectives as part of its ongoing drive to achieve improvement in the company's EOHS system through the use of its policies, setting measurable objectives, internal and external audits, in-house training, corrective/preventive action and the management review meetings.

The overall effectiveness of continual improvement program, including corrective actions taken, as well as the overall progress towards achieving improvement objectives, are assessed through our management review process.



# INNER CITY

## SCAFFOLDING

### Method Statement & Risk Assessment



**Liddell Rd,  
West Hampstead,  
London.  
NW6 2RA**

Working for: **C.Field Construction**



Date: 17<sup>th</sup> June 2022

Version No: 001

Project Reference: ICS21-0169





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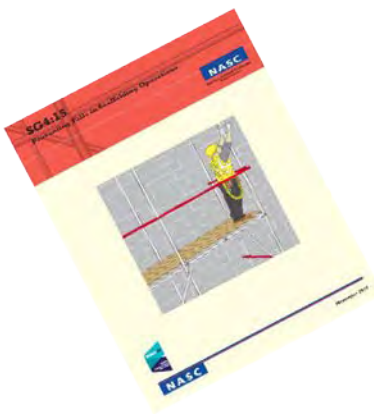


Version No:	Date	Comments:	Author/Revised By:	Approved By:
1	17/06/22	First issue	Matthew Wright	Sean Phillips

**Note:** in preparing the RAMS, I have liaised with the relevant site-based personnel and the Foreman/Lead Scaffolder assigned to the site to discuss the requirements of the project. Once the RAMS has been accepted, Contracts Staff will visit site regularly to check compliance and if the RAMS needs revising. The Lead Scaffolder will also inform his supervisor/manager of any new hazards, or if site conditions have significantly changed, and who will then report back to the RAMS writer to revise the RAMS as necessary.

All revisions to this document will be included in **BOLD RED** text so that it can be easily identified. These red sections must be inducted to all current operatives but the **WHOLE** document must be inducted to all new operatives.

# Standards

The Safe System of Work is documented in this RAMS (Risk Assessment/Method Statement) and all scaffolding will be erected in compliance with the following guidelines, which you must adhere to:

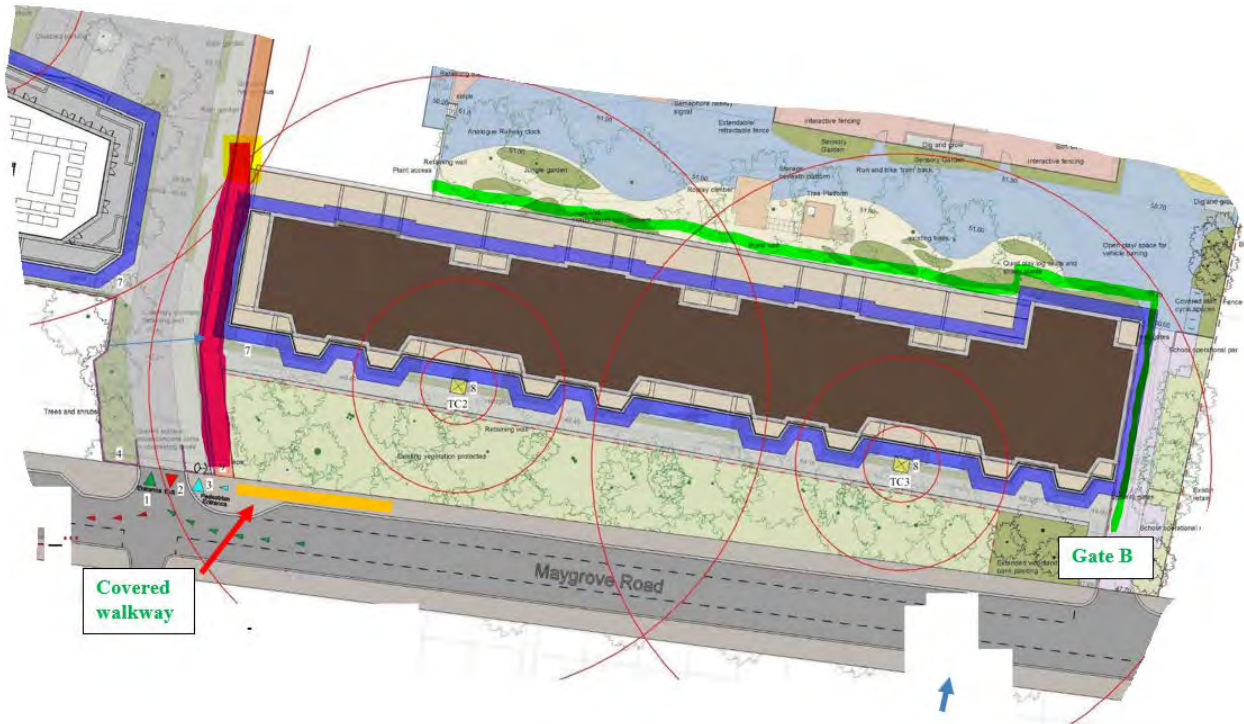
<p><b>Safety Guidance:</b> <b>SG4:15 Preventing Falls in Scaffolding</b></p>  <p>Provides guidance for <u>scaffolders Working at Height</u></p>	<p><b>Technical Guidance: TG20:21</b></p>  <p>Provides guidance on how to erect <u>Tube and Fitting Scaffolds</u></p>	<p><b>Design Guidance: TG20:21</b></p>  <p>Provides guidance on how to Design <u>Tube and Fitting Scaffolds</u></p>
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**Note:** if you mislay your SG4 or TG20 booklets, please contact your supervisor for replacements.

# Task Overview

Inner City Scaffolding are tasked with erection of an external independent scaffolding protective walkway at **Maygrove Rd, West Hampstead**. The proposed scaffolding will be erected to provide **pedestrians** with a safe route along the footpath on Maygrove Road running adjacent to the pit lane. All tubing up to 2m high will be wrapped in soft foam sleeving. Nuts, bolts & tube ends will have a protective uPVC cover

All scaffold materials will be delivered via and transported using flatbeds, 18t lorry, 7.5t lorry and transits for smaller deliveries. All materials will be manually unloaded from the lorry using pedestrian barriers and marshalling measures supplied by **C.Field Construction** to avoid disturbance of site pedestrian flow.



The works consist of the erecting:

- All scaffolding built as per design.

Delivery Address via:-

The site address is: **Liddell Rd, West Hampstead**

In accordance with the client, the approved working hours on this site are (excluding Bank Holidays):

Monday to Friday 8am to 4pm.

Evening, night work, and weekend work by agreement

## To form a scaffold tunnel.

- The scaffold should be erected on a firm, level ground in accordance with current legislation, standards and codes of practice.
- Standards and ledgers shall be secured with load bearing fittings.

- Sway bracing and ledger bracing shall be fitted in accordance with current legislation, standards and codes of practice and as shown within the above drawing. Any additional bracings that need to be installed during the dismantling phase of the works will be installed as per the current legislation, standards and codes of practice.
- This scaffold to be tied into the structure of the building using the correct tie method.
- Once completed the structure will be handed over to **C.Field Construction**
- Further hand over certificates will need to be completed and handed back **C.Field Construction** as the project progresses. These will include but not be limited to any major alterations or striking, adverse weather conditions or any other contributing factor which may or may not affect the structural stability of the scaffold.

### Training and Supervision

- Only scaffolders with the required training/competency to carry out the work shall be allowed on site.
- The scaffold work shall be overseen by a full time working advanced scaffolder, with a current Construction Skills approved Construction Site Supervisors Safety Certificate.
- This Supervising Scaffolder shall be always present on site while work is being carried out. Under no circumstance must any trainee or unqualified scaffolder erect alter or remove any item of scaffold without the direct supervision or guidance of an advance scaffolder

All operatives will be CITB certificated and will have the relevant CISRS Card for the work (or CSCS Labourer or Site Operative Card for labourer's).

Scaffold operatives to be briefed on Fall Retrieval Techniques (please see **Rescue Plan**).

Lead Scaffolder/Contracts Supervisor will brief all operatives on these RAMS, check that they have understood the contents, and require them to sign the sign off sheet (which will be retained).

*Please see scaffolder job descriptions below:*

<b>Advanced Scaffolder:</b>	CISRS Advanced Scaffolders are trained to erect, alter and dismantle all types of scaffolding structure, defined by their CISRS card. Duties include:
	Ensuring all operatives are briefed on RAMS and all required paperwork
	Ensuring that all operatives under their control execute their work to the client's satisfaction and to regularly check progress on site to ensure that all scaffold operatives are working safely and are erecting quality work.
	Ensuring good liaison with other contractors and site management team.
	As detailed in <b>2.2 Monitoring</b> ; and other duties that may be required to ensure project's efficient running.
<b>Scaffolder:</b>	CISRS Scaffolder is trained to erect, alter and dismantle all types of scaffolding structure, defined by their Scaffolder CISRS card, and to work alongside his advanced scaffolder on more complex structures.
	On less complex structures, the Scaffolder will be the Lead Scaffolder and his duties include: (as detailed above).
	In some circumstances part 2 qualified have been identified and trained in carrying out the duties of a site supervisor, these individuals are working towards their final certification (advanced scaffolder, SMSTS/SSSTS)
<b>Part 2 Trainee:</b>	CISRS Part 2 trainees must work under the supervision of a CISRS Scaffolder, who will monitor them. Trainees can work alongside his Lead Scaffolder erecting all types of scaffolding structure, defined by their Trainee Part 2 CISRS card (which is almost all of the training required to become a scaffolder, except completed portfolio of works and a Final 1-day Assessment).
<b>Part 1 Trainee:</b>	

	CISRS Part 1 trainees must work under the supervision of a CISRS Scaffolder, who will monitor them. Trainees can work alongside his Lead Scaffolder erecting all types of scaffolding structure, defined by their Trainee Part 1 CISRS card (which is almost half of the training required to become a scaffolder).
<b>Trainee:</b>	CISRS Trainees with COTS/ Inner-City harness training can work alongside lead scaffolder but must be closely supervised by him at all times. The trainee is NOT allowed to ferry gear on any scaffold unless it is fully boarded with double handrail that has not completed Inner-City harness training. Trainees are not permitted to wear/use tools.
<b>Labourer:</b>	CISRS Labourer with COTS (or CSCS Labourer/Site Operative) is authorised by the company to work alongside scaffolders to carry material to and from the workplace. The labourer MUST not erect, alter, or dismantle scaffolding. The labourer is NOT allowed to ferry gear on any scaffold unless it is fully boarded with double handrail.

## Sequence of Works

1. All Inner City operatives will sign in and receive site specific Inner-City and then client induction at 08:00 and present **C.Field Construction** with their CISRS card and any other relevant competencies to which **C.Field Construction** will take copies.
2. A traffic management plan may need to be set up on site to co-ordinate requirements for materials to site as required. This will be coordinated by the site Supervisor liaising with the sites Logistics Manager for deliveries.
3. All Inner City Lorries/vans will be banked at all-times whilst moving on site.
4. All Inner City Scaffolding deliveries will need special attention for both loading and unloading and will comply with the Work at Height regulations also deliveries will arrive at allocated booked in time slot.
5. Inner City personnel will access / egress site via the site access point entrance off **Liddell Rd, West Hampstead**.
6. All material will be brought into the site, will be via the site entrance off of **Liddell Rd, West Hampstead**.

## Independent/Tower Scaffold

### Erection Procedure

1. All materials are to be inspected prior to erection to ensure that they are fit for their intended use. Damaged materials are to be separated (put aside) and returned to the yard.

**Damaged materials are not to be used.**

EN 12811-1 TG20:21 Guide to Good Practice for Scaffolding with Tubes and Fittings

BS 1139: Metal-scaffolding components

BS 2482 Specification for timber scaffold boards

BS 5974 Code of practice for temporary installed suspended scaffold and access equip

BS 4344 Pulley blocks for use with natural and synthetic fibre ropes

BS 1692 Specification for gin blocks.

*All works will be carried out in accordance with the following safety guidance SG4:15, SG19:17, SG25:14, SG32:17, SG35:11, SG615, SG1014, SG26:14, SG36:12, SG34:17.*

2. Prior to the erection of the scaffold, Inner-City site supervisor is to ensure that if required suitable and sufficient pedestrian and where required vehicle management has been put in place to the area of works. Barriers or Heras fencing, and warning signs will be erected to segregate the work area.
3. The main contractor is to ensure the ground proposed to support the scaffold structure is levelled and if required built up with aggregates if the existing conditions are unsuitable or proposed floor slab can support the imposed load of the scaffold structure and its loadings.
4. The independent scaffold is to be erected progressively in the chosen lift heights as agreed prior to commencement in line with the client's requirements.
5. Standards are to be stood upright and plumbed to ensure that they are level; they shall stand on a suitable metal base plate which shall be placed on timber sole boards.
6. The standards will generally be spaced at 2.0m centres parallel to the building face. The inside line of standards should be set out at a sufficient distance from the building line to ensure that the chosen number of inside boards fit between the standards and the building face.
7. Ledger tubes are then attached to the standards horizontally with load bearing couplers (Doubles).
8. Transom tubes are then installed across the ledgers and are secured with single couplers. Transoms will be placed at minimum 1.2m spacing and within 300mm of a pair of standards. Inner-City Site Supervisor is to ensure that at no point that any transom tubes over sail into the hoist operation zone.

9. Diagonal braces are then fixed to the higher ledger line with double couplers; the lower end of the brace is fixed to the standard with a swivel coupler to ensure no interference with the boarded deck. Braces are to be installed to alternate lines of standards. Sway braces should be installed to the face of the scaffold, where this is not possible sway transoms are to be positioned into the building's natural recesses, such as window reveals.
10. The permanent deck levels are to be fully boarded with generally, a minimum of 4 No. boards positioned between the standards and a maximum of 2 No. boards between the building face and the inside standards. The platform should be complete with a minimum single height toe board and double handrail to all the exposed edges. Our operatives will work on a recommended minimum of 3 No. boards whilst erecting and where required will clip on as set out in SG4:15.
11. Ladder access points to be positioned along the face of the scaffold with a class 1 metal ladder fixed at agreed spacing. The ladder is to be fixed at a 1 in 4 rake and fixed with proprietary ladder clips to the scaffold structure to prevent movement.
12. Ties are to be fixed at the recommended intervals to provide stability to the scaffold structure as per TG20:21.

On completion all spare materials will be stacked safely in Inner City allocated storage area agreed by **C.Field Construction** management and then the Inner City Site Supervisor will inspect the scaffold and issue a hand over certificate to a member of **C.Field Construction** management team prior to first use.

## Birdcage Scaffold

### Erection Procedure

1. All materials are to be inspected prior to erection to ensure that they are fit for their intended use. Damaged materials are to be separated (put aside) and returned to the yard.

**Damaged materials are not to be used.**

EN 12811-1 TG20:21 Guide to Good Practice for Scaffolding with Tubes and Fittings

BS 1139: Metal-scaffolding components

BS 2482 Specification for timber scaffold boards

BS 5974 Code of practice for temporary installed suspended scaffold and access equip

BS 4344 Pulley blocks for use with natural and synthetic fibre ropes

BS 1692 Specification for gin blocks.

2. Prior to the erection of the scaffold, Inner-City site supervisor must ensure that suitable and sufficient pedestrian management has been put in place under the area of works. Barriers or Heras fencing, and warning signs will be erected to segregate the work area.
3. The main contractor is to ensure the ground proposed to support the scaffold structure is levelled and if required built up with aggregates if the existing conditions are unsuitable or proposed floor slab is able to support the imposed load of the scaffold structure and its loadings.

4. The Birdcage scaffold is to be erected progressively in the chosen heights as agreed prior to commencement in line with the client's requirements.
5. Standards are to be stood upright and plumbed to ensure that they are level; they shall stand on a suitable metal base plate which shall be placed on timber sole board.
6. Ledger beams are then attached to the standards horizontally with load bearing couplers (Doubles).
7. Transom tubes are then installed across the ledgers and are secured with single couplers. Transoms will be placed at minimum 1.2m spacing and within 300mm of a pair of standards.
8. Diagonal braces are then fixed to the higher ledger line with double couplers; the lower end of the brace is fixed to the standard with a swivel coupler to ensure no interference with the boarded deck. Braces are to be installed to alternate lines of standards. Sway braces should be installed to the face of the scaffold, where this is not possible sway transoms are to be positioned into the building's natural recesses, such as window reveals and door frames.
9. The platform should be complete with a minimum single height toe board and double handrail to all the exposed edges, our operatives will work on a recommended minimum of 3 No. boards whilst erecting.
10. Ladder access points to be positioned along one face of the scaffold with a class 1 metal ladder fixed at agreed position. The ladder is to be fixed at a 1 in 4 rake and fixed with proprietary ladder clips to the scaffold structure to prevent movement.
11. Ties are to be fixed at the recommended intervals to provide stability to the scaffold structure as per TG20:21.
12. On completion all spare materials will be stacked safely in Inner City allocated storage area agreed by **C.Field Construction** management and then the Inner City Site Supervisor will inspect the scaffold and issue a hand over certificate to a member of **C.Field Construction** management team prior to first use

### Laydown Platform (Tubular)

#### Erection Procedure

1. All materials are to be inspected prior to erection to ensure that they are fit for their intended use. Damaged materials are to be separated (put aside) and returned to the yard.

**Damaged materials are not to be used.**

EN 12811-1 TG20:21 Guide to Good Practice for Scaffolding with Tubes and Fittings

BS 1139: Metal-scaffolding components

BS 2482 Specification for timber scaffold boards

BS 5974 Code of practice for temporary installed suspended scaffold and access equip

BS 4344 Pulley blocks for use with natural and synthetic fibre ropes

BS 1692 Specification for gin blocks.



2. During all stages of erection and dismantling access and egress from the scaffold must be achieved via use of pole ladders placed to the rake 1:4 and suitably lashed for stability.
3. All loose materials if temporary, stored upon the scaffold framework are to be suitably restrained against movement.
4. Position laydown ledgers across specified opening at no greater than 2.0m spacing on relevant packing if required then fix transom members across 2 No. ledgers with load/no load bearing fittings at 1.2m centers.
5. Secure scaffold structure by means of appropriate method available, then place timber scaffold board or covering across transoms.
6. It may also be necessary to tie the covering to the structure dependent on the environment, location and requirement.
7. No part of the scaffold is to be left in an unstable condition and must be suitably restrained at all times during erecting and dismantling.
8. On completion all spare materials will be stacked safely in Inner-City allocated storage area agreed by **C.Field Construction** management and then the Inner-City Site Supervisor will inspect the scaffold and issue a hand over certificate to a member of **C.Field Construction** management team prior to first use

## Guardrails - Bolt Type Combi Safe Feet

### Erection Procedure

1. All materials are to be inspected prior to erection to ensure that they are fit for their intended use. Damaged materials are to be separated (put aside) and returned to the yard.

**Damaged materials are not to be used.**

EN 12811-1 TG20:21 Guide to Good Practice for Scaffolding with Tubes and Fittings

BS 1139: Metal-scaffolding components

BS 2482 Specification for timber scaffold boards

BS 5974 Code of practice for temporary installed suspended scaffold and access equip

BS 4344 Pulley blocks for use with natural and synthetic fibre ropes

BS 1692 Specification for gin blocks.

2. Upon commencement of erection or dismantling notices to be displayed "SCAFFOLD INCOMPLETE DO NOT USE". Operatives are required to wear harnesses connected to anchorage support whilst carrying out edge works.

3. Holes drilled into the slab at the required frequency depending on length of span and toe board, Span between uprights not to exceed 2.5 meters. Hilti bullets inserted in to holes and fixed in place. Combi safe feet screwed into Hilti bullets. Tubes fixed via the securing bolts into the combi safe feet. Fix double coupler to the upright tube and place over the tie tube vertically and fix, then position double couplers at guardrail heights on the vertical upright. Once this has been achieved place rails horizontally and bolt to vertical member at approximately 1.0m and 470mm levels.
4. If toe boards are required, an intermediate upright will be necessary. Fix board to vertical tubes with wrap over/toe board clip.
5. No part of the scaffold is to be left in an unsafe or unstable condition and must be restrained at all times during the erection and dismantling process. All loose materials to be stored in a secure area or removed from site.
6. On completion all spare materials will be stacked safely in Inner-City allocated storage area agreed by **C.Field Construction** management and then the Inner-City Site Supervisor will inspect the scaffold and issue a hand over certificate to a member of **C.Field Construction** management team prior to first use

## Hilti Ring Type

### Erection Procedure

1. All exposed slab edges / risers and Lift Shaft have had existing guardrails fixed in place. Handrails will be inspected, and remedial works carried out. Remedial works include removal of other trades handrail. Realignment and heights work carried out.
2. Introduction of toe boards where required. Retagged and inspection carried out.
3. All materials are to be inspected prior to erection to ensure that they are fit for their intended use. Damaged materials are to be separated (put aside) and returned to the yard.

#### **Damaged materials are not to be used.**

EN 12811-1 TG20:21 Guide to Good Practice for Scaffolding with Tubes and Fittings

BS 1139: Metal-scaffolding components

BS 2482 Specification for timber scaffold boards

BS 5974 Code of practice for temporary installed suspended scaffold and access equip

BS 4344 Pulley blocks for use with natural and synthetic fibre ropes

BS 1692 Specification for gin blocks.

4. Upon commencement of erection or dismantling notices to be displayed "SCAFFOLD INCOMPLETE DO NOT USE". Operatives are required to wear harnesses connected to anchorage support whilst carrying out edge works.

5. Holes drilled into the slab at the required frequency depending on length of span and toe board, Span between uprights not to exceed 2.5 meters. Hilti bullets inserted in to holes and fixed in place. Hilti ring screwed into Hilti bullets. Tube positioned through 2no Hilti rings with a coupler fixed below top Hilti ring. Fix double coupler to the upright tube and place over the tie tube vertically and fix, then position double couplers at guardrail heights on the vertical upright. Once this has been achieved place rails horizontally and bolt to vertical member at approximately 1.0m and 470mm levels.
6. If toe boards are required, an intermediate upright will be necessary. Fix board to vertical tubes with wrap over/toe-board clip.
7. No part of the scaffold is to be left in an unsafe or unstable condition and must be always restrained during the erection and dismantling process. All loose materials to be stored in a secure area or removed from site.
8. On completion all spare materials will be stacked safely in Inner-City allocated storage area agreed by **C.Field Construction** management and then the Inner-City Site Supervisor will inspect the scaffold and issue a hand over certificate to a member of **C.Field Construction** management team prior to first use.

## Off Steel Work

### Erection Procedure

1. All materials are to be inspected prior to erection to ensure that they are fit for their intended use. Damaged materials are to be separated (put aside) and returned to the yard.

**Damaged materials are not to be used.**

EN 12811-1 TG20:21 Guide to Good Practice for Scaffolding with Tubes and Fittings

BS 1139: Metal-scaffolding components

BS 2482 Specification for timber scaffold boards

BS 5974 Code of practice for temporary installed suspended scaffold and access equip

BS 4344 Pulley blocks for use with natural and synthetic fibre ropes

BS 1692 Specification for gin blocks.

2. Prior to the erection of the scaffold, the Inner City Scaffolding site supervisor, will ensure that suitable and sufficient pedestrian management has been put in place under the area of works. Barriers or Heras fencing, and warning signs will be erected to segregate the work area.
3. Operatives are required to wear harnesses connected to main structure or work off main structure, work of pole ladders placed to the rake of 1:4 which are suitably clipped for stability. Ladders to extend minimum 1.05m above the platform's levels, unless suitable and sufficient hand holds are provided or a MEWP if required for this action. Operator will hold relevant IPAF certification
4. Erect a tubular frame with double couplers / Gravlocks fittings (SK'S) around steels with a protruding horizontal tube, then fix double coupler to vertical tube and position onto protruding tube and fix. Then position double couplers at guardrail heights on the vertical upright. Once this has been achieved place rails horizontally and bolt to the vertical member at approximately 1.0m and 470mm levels.

5. No two sleeve couplers should be within the same bay in between standards. Once top handrail has been fully erected you can start to insert bottom rail making sure all sleeve couplers are staggered. Once at the end of a straight run a standard must be placed 1.5 metres from any return.
6. Once the handrail is fully erected and ready for use, if you require a Toe board simply place the board in to position and fasten with putlog couplers. Erect dead man standard with right angle couplers (doubles) as required where standards need to pick up the end of the Toe board.
7. On completion all spare materials will be stacked safely in Inner-City allocated storage area agreed by **C.Field Construction** management and then the Inner-City Site Supervisor will inspect the scaffold and issue a hand over certificate to a member of **C.Field Construction** management team prior to first use

## A-Frame Handrail

### Erection Procedure

1. All materials are to be inspected prior to erection to ensure that they are fit for their intended use. Damaged materials are to be separated (put aside) and returned to the yard.

#### **Damaged materials are not to be used.**

EN 12811-1 TG20:21 Guide to Good Practice for Scaffolding with Tubes and Fittings

BS 1139: Metal-scaffolding components

BS 2482 Specification for timber scaffold boards

BS 5974 Code of practice for temporary installed suspended scaffold and access equip

BS 4344 Pulley blocks for use with natural and synthetic fibre ropes

BS 1692 Specification for gin blocks.

2. Ensuring you are a safe distance from the slab edge i.e. minimum of two metres, lay 2no standards on slab floor, approx. 3 metres apart. Fix right angle couplers (doubles) to standards and fix a 6.4 metre tube to standards, leaving 1.9 metres of tube in line with previously erected Edge protection handrail.
3. Stand frame up with one man at each end, making sure that operatives are behind the erected guardrail and that a completed handrail height of 1.1 metres has been achieved Once in position, fix a rake tube next to each standard with a right angle couple (double) and then fix a swivel coupler which will tie both standards together, then whilst standing behind the erected guardrail frame insert sleeves coupler onto tube ends for continuation of handrail.
4. Stand 2<sup>nd</sup> guardrail frame upright on the slab floor with one man either end of frame, move into position inserting tube end into sleeve coupler and tighten, again fix raker tube and swivel couplers to end standard.
5. No two sleeve couplers should be within the same bay in between standards. Once top handrail has been fully erected you can start to insert bottom rail making sure all sleeve couplers are staggered. Once at the end of a straight run a standard must be placed 1.5 metres from any return.

6. Once the handrail is fully erected and ready for use, if you require a Toe board simply place the board in to position and fasten with putlog couplers. Erect dead man standard with right angle couplers (doubles) as required where standards need to pick up the end of the Toe board.
7. On completion all spare materials will be stacked safely in Inner-City allocated storage area agreed by **C.Field Construction** management and then the Inner-City Site Supervisor will inspect the scaffold and issue a hand over certificate to a member of **C.Field Construction** management team prior to first use

### Adaptions

1. Upon commencement of adaptations a notice will be display “Scaffold Incomplete” or “Do Not Use” at the foot of ladder access.
2. All necessary adaptations will be carried out by a competent person.
3. Access to adaption on none boarded lift areas are to be removed or stopped by means of a sign or stop end rails; - fully boarded lifts will be provided.
4. On completion a visual inspection will be made. All signs removed with all temporary guardrails dismantled and cleared.
5. No part of the scaffold is to be left in an unsafe or unstable condition whilst adaptations are in progress. All loose materials to be stored in a secure area or removed from site.
6. On completion all spare materials will be stacked safely in Inner-City allocated storage area agreed by **C.Field Construction** management and then the Inner-City Site Supervisor will inspect the scaffold and issue a hand over certificate to a member of **C.Field Construction** management team prior to first use

### System Type Staircase

All scaffolds to be erected in accordance with TG 20:13 unless designed

Depending on the height of the stair tower the standard make up must be determined before commencement, for 2m lifts it is recommended that a 3m standard is used at the base lift.

Temporary guardrails should be used in conjunction with erection platforms where there is a risk of a fall. Harness should always be used where collective protection is not possible.

1. Set out sole plates and base plates at position of standards, ledger beams and transom beams. Place base jacks onto sole plates, adjust to estimated final height.
2. Place standard on base jacks, ensure that pockets are running in direction as shown (low pocket, 1.605m direction, high pocket 3.0m position).
3. Connect 3.0m ledger beam to higher level pockets. Connect 1.605m ledger beams to lower level pockets.

4. Engage all locking catches as you proceed.
5. Check distance from structure or adjacent scaffold.
6. Level 1st lift following clockwise direction. Level by adjusting base jacks as necessary.
7. Check base lift is square using a tape measure and once square fit entrance step.
8. Safety harness must be clipped on when outside of guard railed areas
9. Fit guardrail frame to guard 1<sup>st</sup> level landing.
10. Place 1st landing platform A, on ledger beams with the handrail post socket inboard. Place Erecting landing platform B, at opposite end of bay (foot lilt).
11. Install the 3.0m and 1.605m ledger beams at the appropriate levels (Check for 1.5m or 2m lift heights).
12. Ensure that sufficient standards extend 1m beyond the next lift level and install single guardrail.
13. Using either the scaff step or advance guardrail tool 2 erectors should offer up and fix the guardrail frame locating tongues of the frame into the standard pockets and pull down to secure. Ensure all tongues are engaged. Fix 1.65 and 3m guardrails to complete the guardrails to all 4 sides on the above lift.
14. The tower should be tied at every level, fixed to the structure using tube and double couplers to both standards
15. Next install platform landing off Erecting Platform, B. The landing on this lift, and all further lifts, are initially positioned on ledger beams approximately 0.5m from end of bay to assist staircase placement.
16. Stair flight is positioned vertically and located into pockets of lower landing. Flight is then lowered onto landing above and pushed along until top of stair flight is fully located into pockets of upper landing. Note. At this stage check top and bottom of stair is fully engaged into both landing pockets. Stair flights should be erected for a clockwise ascent.
17. Install Guardrail post in the upper and lower landing platforms and then install stair flight handrail to guardrail post ensuring that catches are fully secured.
18. Fit Folding Guard Frame into handrail post and standard at entrance of stair.
19. Temporary fit guard frame to protect upper platform. This may be moved up as the stair tower progresses. Guard frame should be erected from the platform side. Ensure that the tongue is properly located in the landing pocket.
20. Next Re-Position Erecting Platform onto next lift directly above lower landing.
21. Where there is a risk of a fall Erectors should clip on to the highest point.

22. Standards are installed to all four legs to gain extra height.
23. Install 3.0m and 1.65m ledgers beams for the next lift.
24. As point 13 install the Guardrail Frames to all 4 sides using either the scaff step or the Advanced guardrail tool.
25. For further lifts repeat procedures 11-13, 15-17, 18-19 until reaching final exit level or mid exit points.
26. At top of the tower or intermediate landing Guard Rail frames 1.65 and 3.0m frame can be fitted by erectors positioned on Landing and erection platform, the top Guard Rail frame can be then be fitted. For side exit at top of tower, install clip on post to accept 2.16m Guard Rail.
27. All Guard Rail components have a folding locking device which should be fasted as erection progresses.
28. The top guard rail is fitted to protect the landing return. Fit Staircase Guard Rail.
29. Where end access is required the 1.65m Guard rail frame is omitted, an additional Top Guard rail frame is required to close the gap on the landing. Tube and fitting may also be used.
30. On completion of the scaffold the Inner-City Site Supervisor will inspect the scaffold and issue a hand over certificate to a member of the **C.Field Construction** management team.

### Dismantle Procedure

**Note – this procedure is to be reviewed prior to dismantle and RAMs revised.**

1. Finished works to the scaffold must be inspected by **C.Field Construction** management, before dismantling works can commence.
2. INNER-CITY site supervisor to check that sufficient barriers or if required and warning signs are in place to segregate other trades/public from the work area prior to start of dismantle.
3. Ensure that all trade debris has been removed from working platforms. Dismantling will not take place until all trade debris is removed. Operatives will not turn boards to remove trade debris.
4. Scaffold dismantling shall be systematic & progressive and shall be carried out using safe working practices within the scaffold structure using a fully boarded wide platform. All scaffolds shall conform to SG4:15.
5. Manual handling good practice shall be observed at all times. (Copy in site office NASC Guidance SG6:15).
6. Platforms must not be overloaded with dismantled materials. Safe storage area must be built for storage of short materials where the risk of materials falling through the inside board gap.

7. Materials shall be passed safely to slab level, under no circumstances will materials be dropped or thrown.
8. Single handrails must be left in situ to aid dismantling.
9. All scaffold materials will be loaded on the flatbed lorry by hand or mechanical means if available. Materials will be stacked in a neat and tidy manner using stillage's and bins wherever possible.

### Dismantling Phase Completion

1. All equipment to be removed from dismantled area and either removed from site or stored in allocated storage compound on site.
2. Final housekeeping checks to be completed.
3. **C.Field Construction** management informed.

### Use of Ginny Wheel

In the event that a Gin wheel is used to hoist material we shall do as follows:

1. Fit the gin wheel to the scaffold and ensure that it is secured either side with fittings so that it cannot move and must be set up no more than a maximum of 750mm away from the nearest node point.
2. Visually check the rope before starting any lift.
3. Install using barriers an exclusion zone around the ground area where rope operations are to take place. This should be enough to protect bystanders should an item fall unexpectedly.
4. Only lift what the operative feels comfortable lifting, usually no more than two boards, or one 21' tube.
5. All operatives working the rope are to wear protective gloves suitable to prevent against rope burns at all times.
6. Make sure the lift is conducted from a safe position, so that if the material is dislodged it cannot fall directly onto the operative conducting the lift.
7. The operative receiving the material must be positioned behind a double hand railed section of scaffold, so that the risk of falling is minimized. If it is not possible to handrail a section of scaffold, then they must be wearing a harness that is clipped onto a suitable anchor point.
8. Ensure that raised materials are on the working platform before removing the rope.
9. All Ginny wheels to have current test cert.
10. Ginny wheels must display S.W.L. of approx. 50kg including the rope, this load must not be exceeded.
11. A "Hook" type Ginny Wheel must be "Moused" to ensure the hook cannot be displaced.
12. Main rope not to exceed 18mm.
  - a. Tail rope not to exceed 12mm – 14mm.
  - b. Max number of boards to be raised at one time is 2.
  - c. Max number of tubes to be raised at one time is 3.
  - d. Ginny wheels must not be erected higher than the rope length.
  - e. All ginny wheels and ropes must be visually checked before use and recorded in the LOWLER register.
  - f. Only appropriate knots must be used when raising materials. EG: - Timber Hitch & Half Hitch for boards, Double Hitch & Half Hitch for tubes. All Hitches should be tied approx. 1.00m apart.



- g. Always be aware of the materials being raised and lowered.
- h. Check safe route in case of incident or accident.
- i. If possible, use mechanical means over Ginny wheel & rope (Where practical).
- j. If you do not understand any of the above, do not put yourself or others in danger ask for advice.

## Handing Over Procedure

When scaffolding is completed, Inner City Scaffolding will conduct a Statutory Inspection as required by regulations, and if satisfied that the scaffold is fit for its intended use, and complies with design drawing/sketch, will complete a report to comply with those regulations (Scaffold Register and/or handover). This process will involve the provision of a handover certificate and a copy of the Scaffolding Inspection Report along with a scaff tag.

Inner-City's handover fulfils the requirements of a "First Use Inspection" as it meets the requirements of Schedule 7 of the Work at Height Regulations (cited in SG35 Handover of Scaffold Structures).

Further hand over certificates will need to be completed and handed back to the client as the project progresses. These will include but not be limited to any major alterations or striking, adverse weather conditions or any other contributing factor which may or may not affect the structural stability of the scaffold as design is intended.

**If at any time following the handover, the scaffold is found to have been modified by unqualified operatives (This practice is breaking the law) the Handover Certificate for the affected section of scaffolding shall be immediately revoked and no liability held for the structural stability of the scaffold structure, the scaffold will be classified as incomplete and all work terminated immediately. A Handover Certificate shall not be re-issued until the scaffold has been re-inspected and altered back to its original safe state as per the previous hand over certificate by a qualified operative. Any costs related to the above works will be forwarded to the main contractor prior to the reinstatement.**

**An investigation into the tampering to the scaffold will be carried out by the site Manager & the Contracts Manager and the findings noted in the safety file.**

**A complete site TBT (To cover all trades) to be issued regarding the tampering to prevent repeat Interference.**

Please be advised that the scaffold will thereafter, as a legal requirement, require an inspection by a competent person every seven days of after adverse weather conditions or after alterations, damage etc. The findings of these inspections must be recorded in writing and any defects found must be recorded in the site scaffold register and reported to Inner City Scaffolding immediately.

**NOTE: If the scaffold is not used within 7 days of being inspected, the working platform must be re-inspected before it can be used (Working at Height Regulations 2005)**

# Scaffold Inspections

It is the scaffold users / hirer's responsibility to ensure that all scaffolding has been inspected as follows:

1. Following installation / before first use.
2. At an interval of no more than every 7 days thereafter.
3. Following any circumstances liable to jeopardise the safety of the installation e.g. high winds.

## Monitoring

1. The lead scaffolder is responsible for the following in particular:
2. He will ensure all his operatives work safely and in compliance with SSOW/SG4:15;
3. He will ensure they only undertake tasks that they are competent to do in compliance with RAMS;
4. He will be responsible for liaising with the site manager and other trades, for ensuring scaffold operatives erect quality work, and for inspecting and handing over scaffolds to the client;
5. He will be responsible for monitoring safe behaviors and for keeping Inner City's paperwork in good order, including any required records in Inner-City H&S Folder.
6. Inner-City Contracts Supervisor will regularly visit the site while work is in progress to ensure compliance with above (and inform his Contracts Manager, Director and Safety Team of any issues and proactively deal with any issues/work and items instigate remedial action to prevent a reoccurrence);
7. Inner-City Contracts Manager will oversee all works and proactively deal with any issues/work and discuss any issues with his Director and the Contracts Team at the Weekly Contracts Meeting;
8. Inner-City Contracts staff and lead scaffolder will listen to any concerns that the client has and act on any reasonable request to improve safety and quality control.

## Security & Welfare

Agreed shared facilities with the client in their designated site facilities, in accordance with schedule two of the CDM regulations.

All operatives will follow the security systems, which the client puts in place.

Although the client will be ultimately responsible for installing protection systems to prevent unauthorised access to scaffolds, the lead scaffolder will ensure that all loose ladders are secured and block off access to the scaffold at breaks and at the end of the shift. The lead scaffolder is to brief all operatives to report unauthorised visitors to the site agent immediately.

# Waste Management

Inner-City scaffolding will create the minimum of waste on the site. All fittings and any off cuts of tubes or boards – regardless of condition – must be sent back to the yard.

All material will then be checked in the yard, serviced if appropriate, and if safe will be reused on other sites or skipped if unusable or if considered unsafe;

In the event, you do create waste on site (such as offcuts of polythene), please place rubbish in the appropriate bin or skip on site.

# Pollution Control Arrangements

Inner-City will use the minimum of well-serviced plant and operatives will report any environmental incidents or near misses to the site management team and their contracts supervisor immediately;

Inner-City contracts supervisor will brief scaffolders to keep noise (and dust) to a minimum at all times and to stop work if there is a complaint and contact their supervisor.

# Delivery To Site

1. All deliveries coordinated with the client's logistics coordinator; lorries will be booked in advance.
2. Inner-City will comply with the client's access/egress systems already in place on the site for deliveries and clears (please note that will deliver (or clear) material in one of their well-maintained fleet of articulated lorries, HIAB lorries, 7.5 tonners or 3-tonners); drivers will bring certification to site.
3. For the erect/dismantle, lorries will arrive on site and will park in the designated space for unloading/loading. drivers will obey all site signage and keep to designated routes;
4. Inner-City Drivers will wear appropriate PPE if they leave their lorry (please see **6. Plant and Equipment**).
5. Materials will be offloaded mechanically wherever possible (for instance, or if this is not practicable material will be manually handled off the lorry with due regard to public safety.
6. Barriers and signage will be put in place, where required – especially with the public nearby.
7. All operatives will obey the driver (or slinger/signaller) at all times during lifting operations and use only good certificated strops & equipment (and never use improvised strops/out of date equipment).
8. When a trailer is dropped on site, scaffold operatives must ensure they unload (or load) the lorry safely.
9. Scaffold operatives will access the trailer by secured ladder and work behind double handrails;
10. Operatives must not enter the black and yellow hatched area below at any time during vehicle operations.
11. Always maintain segregation with barriers and signs and stop work if there is a problem.
12. Once the lorry is unloaded, scaffold operatives will egress the lorry and remove all barriers and signs.



**Note:** All materials delivered will be inspected for worthiness before leaving the yard/and by the lead scaffolder on site (for instance, all tubular materials must be straight and corrosion free, with no sharp edges; boards must be split free, with no visible signs of rot or damage; fittings should be corrosion free, with no sharp edges or burrs; Scaffoldsteps should be in good condition with no cracks or signs of damage). Should any defective items be found, they will be segregated and returned to the yard for servicing (or scrapping).

## Working at Height

Scaffolding operatives will work in compliance with SG4:15 and ensure that, at all times a safety harness and lanyard is worn and used in accordance with company safety procedures. *(For an example of safe operations, using scaffoldsteps, please see page 25 of the guidance).*

Scaffolders will clip on to the first suitable anchor point at any height where a leading edge is present regardless of the height or possible severity of injury that will be cause from a fall. Any Inner City operative found not to be clipped on and working in an unsafe manor will face disciplinary and possible dismissal.

This shall include, but not be limited to:

- ☒ Not working within a protected area, which is 4 boards wide with a single guard rail.
- ☒ Working on an open ledge.
- ☒ Raising or lowering the working platform.
- ☒ Working directly off the scaffold structure anchor points for harnesses shall ideally be above waist height, on the inside of the scaffolding.
- ☒ Harnesses should always be clipped onto the following: -
  - ☒ Ledgers with load bearing couplers.
  - ☒ Guardrails with load bearing couplers.
  - ☒ Transoms supported by ledger-in the lift above-with a single coupler at both ends.
- ☒ Anchor points should never be on any of the following: -
  - ☒ Standards or upright.
  - ☒ Ledgers with putlog or half couplers.
  - ☒ Transoms below foot level.
  - ☒ Underslung transoms.

Scaffolding operatives will work from temporary scaffolders working platforms, which will be a minimum of four boards wide and complete with a single guard rail fall prevention edge protection. When working from such temporary platform's operatives are not required to have the lanyard of the harness attached to a suitable anchorage point. All operatives involved in the work have been inducted with regards to working at height upon their employment with the company.

Regular toolbox talks will take place to reiterate these safety points and be ongoing throughout every project.

Harnesses will be inspected by the operatives at the beginning of every shift to ensure they are not damaged. This will be overseen by the scaffold supervisor and recorded in the harness log. Any damage will be reported immediately to the supervisor on site and the harness taken out of service and destroyed immediately by cutting the webbing straps to prevent another operative or 3rd party using the defective harness.

Harnesses will also be checked by the Contracts Supervisor every 3 months and a record of the check documented on the harness check register.

No work will be carried out if the weather conditions are considered to be a danger to health and safety. The decision to continue to work in extreme weather conditions is at the discretion of the supervising scaffolder onsite.

While scaffolding is being erected, dismantled or altered, warning signs shall be placed on the scaffold and all access shall be removed. The signs shall only be replaced and the access reinstated, after the scaffold has been handed over to the client.

**NASC Safety Guide: *SG4:15 Preventing Falls in Scaffolding.***

### **Working at Height Training**

All scaffold operatives (trainee, scaffolder or advanced) will have attended the relevant scaffold courses (Part 1, 2 or Advanced), where their instructors would have trained them on the correct use of harnesses and correct and incorrect anchorage points.

**Note:** Labourers – who have not had the required harness training – will not be issued with fall arrest equipment, and must only work on fully boarded platforms with double handrails.

- 1.** Labourers – who wish to be trainees – will attend a training course on working at height (including harness awareness training) prior to going on a Part 1 course/apprenticeship. If successful, he will be issued with a harness prior to receiving a trainee card;
- 2.** Although the harness-trained trainee has been issued with a trainee card and a harness, he must not put himself at any risk of a fall (and must work behind double handrails on fully boarded lifts);
- 3.** Lead scaffolder and contracts staff will monitor the trainee to ensure that he works safely and in accordance with the requirements of SG4, until he successfully completes the Part 1 course;
- 4.** After the labourer/trainee has attained Part 1, his lead scaffolder and contracts staff will continue to monitor him, and all scaffold operatives, to ensure compliance.

### **Working at Height Loading/Unloading Lorries**

Where practicable, scaffold operatives will unload the lorry standing on the ground.

Where impracticable, they will access the lorry by secured ladder and work behind double handrails.

## Working at Height Rescue Plan

1. This rescue plan follows the advice of *NASC SG19:17 A Guide to Formulating a Rescue Plan*, which recommends a manual handling rescue for operatives working on an independent scaffold, with the rescue carried out by scaffold operatives;
2. Inner-City contracts supervisor will brief scaffolders about the following emergency procedures:
3. In the event of a scaffolder falling in a harness, for instance, scaffold operatives should take a note of the time, ring the emergency services immediately (giving them the time of the accident and the location) and contact the principal client and their supervisor, and request any available help.

**Note:** the emergency services must be called immediately, so as to be in a position to give prompt medical attention to the fallen operative for suspension trauma – and not to affect a rescue.

The manual handling rescue is the most rapid, reliable, and safest system of rescue, the speed of which is very important in helping to prevent suspension trauma.

**Note:** the following text gives details of how scaffolders – not the emergency services – will carry out the rescue operation.

## Ladder Access

Good practice on demolition site would be to install a scaffolder only work face access to the minimum requirements and in line with regulation and the current codes of practice.

Upon completion of the scaffold and prior to hand over of any given elevation to **C.Field Construction** a full ladder access will be installed. This will typically and where site conditions allow be at the furthest point from any demolition works taking place. This not only protects our client's work force but will allow a safe means of access to any inner-city operative gaining access during any striking of the elevation. Should site conditions dictate a ladder access is not able to be installed at the far end of the scaffold from any works then regular assessments are to be made as the works progress on site?

These assessments shall be made by the site manager and also the scaffold supervisor whilst striking the scaffold.

Any such access changes that need to be made should be planned in advance and suitable time allowed for its reinstatement.

Ladder shall protrude at least 1 metre above the working platform. In the event that the ladder is not sufficiently long enough, additional boarded platforms can be installed and if that is not achievable then alternative hand holds can be fitted to the scaffold to assist the operative climbing the ladder.

In the event that ladder access is required on a scaffold, the accesses shall be fitted as follows:

- **External Ladder Access** :- Ladder accesses external to the working platform shall only be used from the ground to either the 1<sup>st</sup> or 2<sup>nd</sup> lift and shall be fitted with a ladder gate opens inwards only, or the top handrail in place, so that there is no possibility of an operative on the working platform falling through

- **Internal Ladder Access** – Internal ladder access shall, where possible, run in line within the working platform, so that one side is exposed to the handrail. The access point through the working platform shall either be caged off or fitted with a trap door to prevent operatives accidentally falling through it when working on the lift. Depending on the height of the lift, additional handrails may need to be fitted above the top handrail to reduce the risk of an operative falling through the open section of scaffold above the handrail and below the ledger of the lift above.

## Personal Protective Equipment (PPE)

The following PPE shall be worn when carrying out work on site:

### Mandatory Personal Protective Equipment (PPE)

1. Safety Helmet BS EN 397; Hat-Centurion
2. High Visibility Jacket/Waistcoat - BS EN-471
3. Long sleeve/short sleeve shirt/T-shirt polo jersey;
4. Long trousers/overalls;
5. Gloves BS EN 388:2003.
6. Boots with foot protection (steel toe cap and mid sole ankle support protection) BS EN ISO 20345.
7. Operatives to wear suitable eye protection at all times; any cutting/drilling operations will require operatives to use high Impact goggles and supplied within power tool kit. Drilling operations separate P3 masks in addition.
8. And if trained to wear Fall Protection (i.e. Advanced, Scaffolder, Part 2 or Part 1 Trainee), they must also wear: Full body Harness- BS EN-361:2002; Shock absorber lanyard with Twin 55mm snap hook BS EN 355:2002.

### Client's Mandatory PPE

1. Where the Client's Contract insists on scaffold operatives wearing Low Impact Safety Glasses at all times while at work, operatives will comply with this requirement; however, there is a risk to this blanket approach with an increased risk of slips, trips and falls – and especially falls from height – which is far greater than the potential risk of receiving eye injuries during normal scaffolding operations;
2. This is an instance of when a control measure for a relatively infrequent risk – i.e. Low Impact Safety Glasses –can create an even greater risk of slips, trips and falls from height;
  - a) In the event that a scaffold operative considers that the wearing of Low Impact Safety Glasses has or is likely to impair his vision (such as working in the rain), he must contact his supervisor for advice;
  - b) Contracts Supervisor may ask him, for instance, to write out the issue in the PPE section of the Risk Assessment Book and speak to the Client's Site Manager requesting permission to remove Low Impact Safety Glasses while working on the leading edge.

# Manual Handling

**Note:** If manual handling rescue procedure cannot be carried out a site-specific working at height rescue plan must be completed prior to any works taking place

At no time, should other operatives endanger themselves when carrying out a rescue;

Operatives will be briefed that they may affect a rescue only if the fallen operative can safely be lifted onto the boards by other operatives situated behind a handrail on a fully boarded lift.

**Note:** the NASC state that of the reported falls in harnesses in the last five years, all scaffold operatives have self-rescued; however, this manual handling rescue details how the fallen operative's team mates will affect a rescue in the event the fallen operative is rendered unconscious in a fall.

1. Rescue may be affected by the following: 2no. operatives must grasp the fallen operative and drag him onto the boarded platform (ensuring that they do not put themselves at risk of a fall);
2. They will cut the lanyard safely, ensuring they cuts away from the fallen operative;
3. He must be moved to a place of safety until he has been medically checked for suspension trauma;
4. He may not return to work until he has given his supervisor a medical note that he is well enough to work, and any relevant investigation is concluded;
5. Inner-City supervisor will collect the lanyard and give it to the safety department to examine (after the investigation has been concluded it will be cut into pieces and disposed of in an appropriate bin).

**Note:** the HSE recommend (on the HSE website <http://www.hse.gov.uk/falls/harness.htm>) that the injured party be placed in the recovery position, because the 'sometimes quoted suggestion of recovery in a semi-recumbent or sitting position was considered to be without any sound evidence base and may prove dangerous through prolonging the lack of blood return to the brain'.

# Fire Procedure

1. Operative must immediately raise the alarm.
2. After raising the alarm, they will then go to the nearest muster point.
3. The lead scaffolder (and/or his designated deputy) will keep a register of operatives on site. In the event of a fire alarm, they will take a roll at the muster point, and pass this on to the client's site team.



# Hazardous Materials & Substances

All relevant COSHH assessments will be carried out prior to works starting and placed in the Inner-City site file.

**Note:** there will be no storage of oil on site (the COSHH risk is simply from the oil residue on fittings). The COSHH assessment has been omitted from the RAMS to keep it to a manageable size, but can be emailed separately to the client during office hours if required. COSHH also contained within Inner-City site file.

## Plant & Equipment

Inner City will not require any plant, should plant be required it shall be included in this RAMS.

### Equipment

1. 110v reciprocating saw; 110v hammer drill (or cordless hammer drill); and hand tools.

**Note:** all power tools are tested quarterly (PAT). Supervisor briefs all operatives on the safe use of power tools, including reciprocating saws and hammer drills, and instructs them to do a pre-use check. There is a minimum risk of hand arm vibration syndrome: most operations, operatives will only need to drill for less than 8 minutes a day (trigger time). For full details, please see **Risk Assessment (Power Tools)**. If the client wishes to see copies of HAV risk assessments (or PAT registers), these can be emailed separately (to avoid making this RAMS too big). All power tool equipment will be entered into the register and inspected in line with PUWER, copies maintained in site file.

2. Galvanised scaffold tube, beams, steel ladders, scaffold boards, and couplers,
3. Gin Wheel and 18mm fall ropes;
4. Task lighting (if required); Netting, plastic sheeting and polythene;

## COVID-19- Site Operating Procedure

### Travelling

#### Sharing Vehicles

If workers share transport, they should try to:

- ☐ Share with the same individuals and with the minimum number of people at any one time
- ☐ Keep the windows open
- ☐ Travel side by side or behind other people, rather than facing them, where seating arrangements allow
- ☐ Maximise the distance between people
- ☐ Wear a face covering
- ☐ Clean the vehicle between journeys, especially touch points, using gloves and standard cleaning products.

#### Using Public Transport

If workers use public transport, they:

- Should try to avoid travelling during peak times (05:45 - 08:15 and 16:00 - 17:30); and
- Should comply with the face covering requirements of the transport operator.

**Sites should consider:**

- ☐ Changing and staggering site hours to reduce congestion on public transport
- ☐ Parking arrangements for additional vehicles and bicycles
- ☐ Providing facilities such as lockers and showers
- ☐ Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- ☐ How someone taken ill would get home.

## Site Access and Egress Points

- ☐ Minimise non-essential visitors
- ☐ Consider introducing staggered start and finish times to reduce congestion and contact
- Plan and manage site access and egress points to minimise contact and ensure current social distancing requirements are met – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies
- ☐ Introduce one-way systems
- ☐ Allow plenty of space between people waiting to enter site
- ☐ Use signage:
  - such as floor markings, to minimise contact and ensure current social distancing requirements are maintained between people when queuing
  - reminding workers not to attend site if they have symptoms of Covid-19
- ☐ Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site
- ☐ Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. entry systems, scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- ☐ Manage the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- ☐ Where loading and offloading arrangements on site will allow it, delivery drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- ☐ **Drivers** must be provided with access to suitable toilet and hand washing facilities and made aware of the social distancing measures in place
- ☐ Consider arrangements for monitoring compliance.

## Hand Washing

- ☐ Allow regular breaks to wash hands
- ☐ Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
- ☐ Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- ☐ Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- ☐ Regularly clean the hand washing facilities

- ☒ Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

## Toilet Facilities

- ☒ Manage the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to minimise contact and maintain current social distancing requirements
- ☒ Wash or sanitise hands before and after using the facilities
- ☒ Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- ☒ Portable toilets should be cleaned and emptied more frequently
- ☒ Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal

## Canteens and Rest Areas

- ☒ Confirm whether face coverings should be worn in canteens and rest areas - the latest position can be found in [The Use of Face Coverings in Construction](#)
- ☒ Ensure that the number and size of facilities available on site are sufficient to minimise contact and maintain current social distancing requirements
- ☒ The capacity should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance
- ☒ Break times should be staggered to reduce congestion and contact
- ☒ Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- ☒ Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- ☒ Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- ☒ All rubbish should be put straight in the bin and not left for someone else to clear up
- ☒ Tables and chairs should be cleaned between each use
- ☒ Crockery, eating utensils, cups etc. should be disposable or washed and dried between each use
- ☒ Payments should be taken by contactless card wherever possible
- ☒ Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- ☒ Consider arrangements for monitoring compliance.

## First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- ☒ When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- ☒ Emergency plans including contact details should be kept up to date
- ☒ Consider potential delays in emergency services response due to the current pressure on resources
- ☒ Consider providing additional competent first aid or trauma resources for high-risk activities.

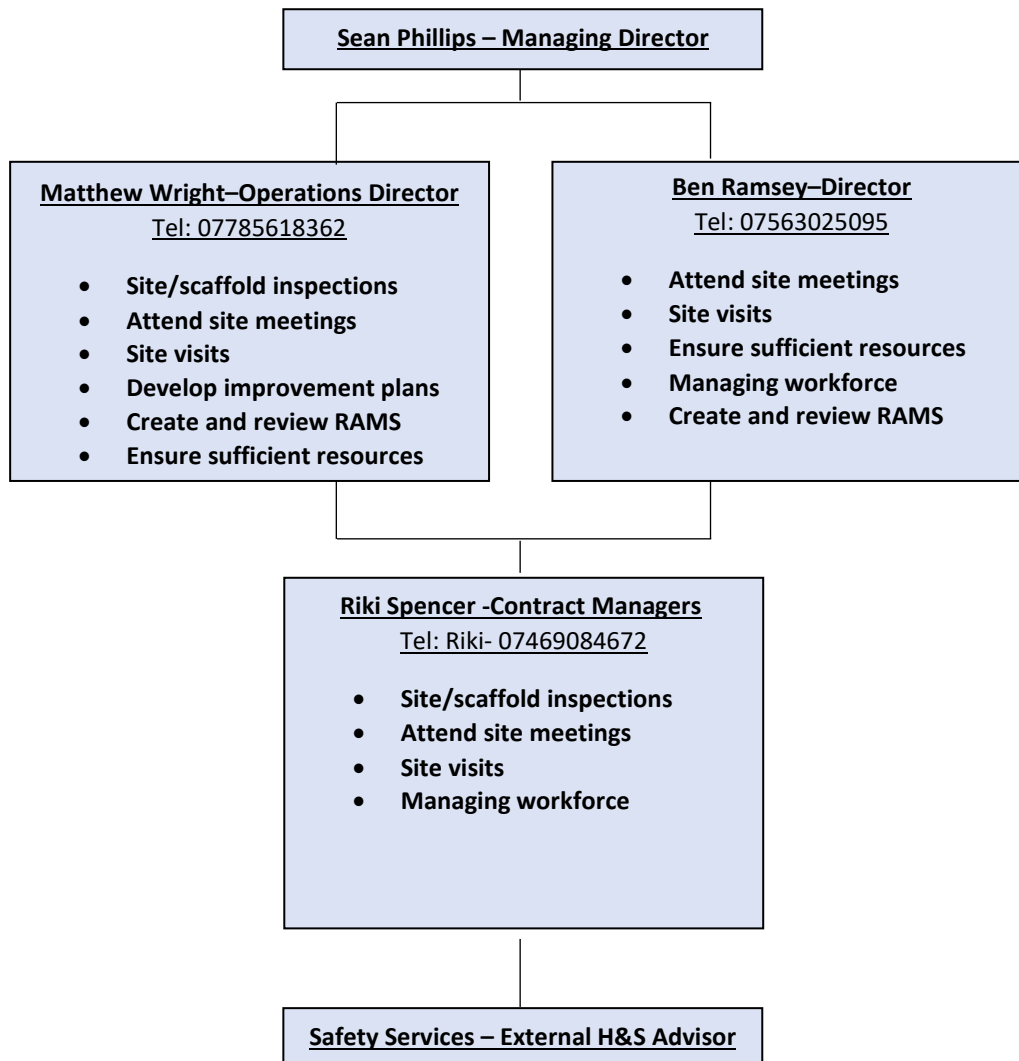
## Cleaning

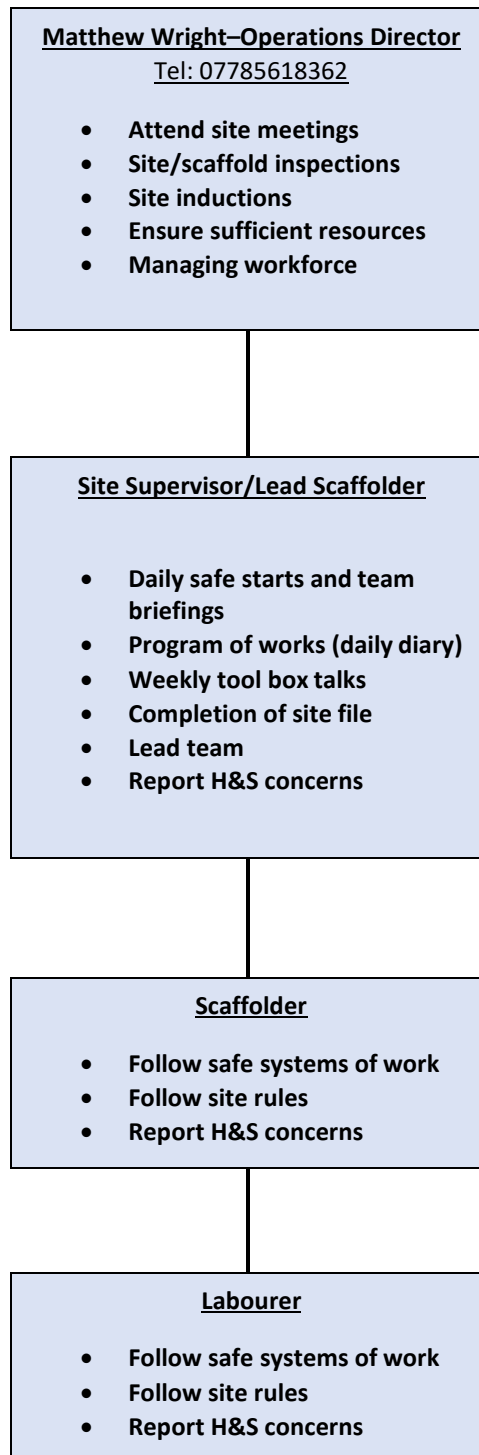
Enhance cleaning procedures across the site, particularly in communal areas and at touch points including:

- ☐ Taps and washing facilities
- ☐ Toilet flush and seats
- ☐ Door handles and push plates
- ☐ Hand rails on staircases and corridors
- ☐ Lift and hoist controls
- ☐ Machinery and equipment controls
- ☐ Canteens and rest areas which must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- ☐ Telephone equipment
- ☐ Key boards, photocopiers and other office equipment
- ☐ Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

# Organisation for Health & Safety

## Off Site





# Key Hazards, Risks & Controls

Key Safe Behaviors & Hazards	Risks	Control Measures
<b>Segregation</b> Hazard: Falling Material	Injury or death	<ul style="list-style-type: none"> <li>The risk of falling material <b>MUST</b> be managed daily to protect public, contactors and scaffold operatives from injury, the erection of suitable measures, where necessary (i.e. exclusion zones, fans, gantries quick box etc.).</li> <li>All work areas to be cordoned off with barriers and warning signs.</li> <li>Block off access to incomplete scaffolds at break times, and at the end of shift.</li> </ul>
<b>Safe Systems of Work</b> Hazard: Work at heights	Injury or death	<ul style="list-style-type: none"> <li>Inner-City will ensure that all Inner-City CISRS scaffold operatives work to NASC SG4:15 Preventing Falls in Scaffolding when erecting (and subsequently dismantling) the scaffold.</li> <li>Rescue will be self-rescue as NASC guidelines.</li> <li>Operatives will traverse with double lanyards as SG4:15</li> </ul>
<b>PPE</b> Hazard: Erecting/dismantling	injury	<ul style="list-style-type: none"> <li>All operatives will wear full PPE including Safety Boots, Helmet, Hi-Vis, Gloves (and harness if trained):</li> <li>High impact Safety Glasses and Ear Defenders for drilling/cutting (and other PPE as site rules).</li> </ul>
<b>Housekeeping</b> Hazard: Slips, Trips and falls	Injury	<ul style="list-style-type: none"> <li>Inner-City Lead Scaffolder will ensure that he and his operatives keep their work area tidy and all material is stacked neatly and safely with no risk of wind dislodgment.</li> </ul>
<b>Quality</b> Hazard: Scaffold collapse	Injury or death	<ul style="list-style-type: none"> <li>Inner-City will ensure that all scaffolding is erected in compliance with TG20 Technical Guidance on the use of BS EN12811-1, scaffolding companies with appropriate standards, and that all scaffolding is erected as per the relevant scaffold drawing/sketch, with ties erected progressively (and dismantled progressively with dismantle operation) as per TG4:17.</li> </ul>
<b>Segregation</b> Hazard: Public interface	Injury or death	<ul style="list-style-type: none"> <li>Inner-City Lead Scaffolder will insure there is sufficient segregation between operatives and the public</li> <li>All material will be stacked to inside of the hoarding out of reach of the public</li> <li>All loose material will be removed from site at the end of each shift.</li> </ul>
<b>Communication</b> Hazard: Communication with Foreign workers	Injury or death	<ul style="list-style-type: none"> <li>Buddy system. - Use of an English-speaking compatriot to act as an interpreter to pass on information and act as a minder for the non-English speaker.</li> <li>Training. - It is essential that the operative is competent to undertake the task and they must be appropriately trained.</li> <li>Supervision. - Increased supervision and appropriate training to ensure correct working practices are followed. Ideally the supervisor should be bilingual.</li> </ul>
<b>Electrocution</b> Hazard: Electric shock	Injury or death	<ul style="list-style-type: none"> <li>Pre-works area survey for overhead and general site cables.</li> <li>Safe start briefing prior to works starting.</li> <li>Awareness training.</li> <li>SSOW to be implemented and followed at all times.</li> </ul>
This is a brief summary of the major hazards and the control risks involved in the project, for full details of the hazards and risk control measures please refer to <b>Attachment A- Risk Assessment</b> .		

## Inner City Scaffolding - Risk Assessment

Date: 17/06/2022	Location: Liddell Rd, West Hampstead	Completed by: Matthew Wright	
Version: 001		Reviewed By: Sean Phillips	Review date: 20/06/2022

### Guidance:

A risk assessment is simply a formal way of thinking about and recording the things that could go wrong that may affect the health or safety of people. This document demonstrates the risks Inner-City Scaffolding Ltd have identified the control measures that have been implemented already and how any health and safety risks related to each task, will be eliminated, reduced, or managed.

It is recognized that not every risk can be identified in advance. It is also important that the risk treatments in this document should not encourage complacency and that all staff and managers are reminded of their responsibility to be aware of any risks and to identify and deal with each as it arises and carry out regular review's or if there is significant change

### Summary of Significant Findings:

The following are proportionate to the level of risk and have been set with reference to, the Inner-City Health and Safety Management Policies and Procedures and any training or equipment needs that may need to be provided, etc.

The significant findings will also be communicated to the employee's and members and any necessary training will be provided.

### Summary of Significant Findings:

- Structural collapse
- Working close to and over the public
- Work at heights
- Materials falling
- Hygiene
- Public interface
- Rescue Procedure
- Weather conditions
- Access and Egress
- Communication with Foreign workers
- Electrocutation



<b>Key:</b>									
<b>Severity(S)</b>			<b>Possibility(P)</b>			<b>Risk Interpretation(R)</b>			
1. No injury 2. Minor injury 3. Major injury to 1 person 4. Major injury to more than 1 person 5. Death of 1 person 6. Multiple Deaths			1. Improbable 2. Possible 3. Occasional 4. Frequent 5. Regular 6. Common			0 to 11 = Low Risk / Priority  12 to 23 = Medium Risk / Priority  23 to 36 = High Risk / Priority			
<b>Access/Egress</b>									
<b>Activity/Plant/Materials</b>	<b>Hazards</b>	<b>Who might be at Risk?</b>	<b>Assessment</b>			<b>Control Measures</b>	<b>Residual</b>		
			<b>S x P = R</b>				<b>S x P = R</b>		
			<b>S</b>	<b>P</b>	<b>R</b>		<b>S</b>	<b>P</b>	<b>R</b>
Vehicle Movement on road during delivery and collections	Vehicle collision with people  Persons being struck by moving vehicles  Damage to other vehicles/ plant/ materials	General public visitors, INNER-CITY staff, delivery people and contractors	4	5	20	<ul style="list-style-type: none"> <li>Carry out briefing to all operatives</li> <li>Always use banksman whilst vehicle is reversing</li> <li>Place warning signs at exits</li> <li>All deliveries will be coordinated with the client (with Inner-City Scaffolding giving sufficient notice)</li> <li>Driver to comply with Site Traffic Rules and follow the directions of traffic marshals at all times where required.</li> <li>Inner-City Scaffolding will install barriers and display warning signs as required.</li> <li>Lorries will park in designated parking area for unloading/loading.</li> <li>All operatives to wear PPE, including drivers when they work outside their lorry.</li> <li>All deliveries will be coordinated with clients traffic management plan</li> <li>Always use banksman whilst reversing</li> <li>Lorry drivers will be courteous to all road users when accessing/egressing the site.</li> </ul>	4	1	4

<p>Insufficient training, knowledge or expertise of scaffolding (scaffold operatives); unsafe working arrangements</p>	<p>Multiple Death Serious Illness</p>	<p>INNER-CITY Operatives, other Trades</p>	<p>4</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> <li>• Inner-City Scaffolding Specific Safety Induction to include competency check.</li> <li>• Inner-City Scaffolding contracts supervisor will supervise workforce and ensure that only trained and competent operatives are used for the tasks detailed in this RAMS.</li> <li>• Inner-City Scaffolding operative MUST inform his supervisor if he feels that he is not competent to do the work, or if he feels he has not had sufficient instruction, information and training to enable him to safely erect/adapt/dismantle the scaffolds detailed in the Inner-City Scaffolding RAMS.</li> <li>• Additionally, any scaffold operative can refuse to work on Health &amp; Safety grounds if he feels that the RAMS does not state a Safe System of Work, and MUST contact his Inner-City Scaffolding Supervisor IMMEDIATELY, who will then travel to site to address the issue, following the Inner-City Scaffolding Refusal to Work on H&amp;S Grounds Procedure.</li> <li>• No action will be taken against the person reporting the issue (in line with Company Policy), and employees are encouraged to do in house reporting (to his/her supervisor and/or manager).</li> <li>• While the Inner-City Scaffolding supervisor travels to site, the scaffold operative must still carry out what work operations are considered safe (for instance, unloading the lorry/carrying gear to the workface housekeeping etc.)</li> </ul>	<p>4</p>	<p>1</p>	<p>4</p>
<p>Unloading of scaffold materials</p> <p>Artic</p>	<ul style="list-style-type: none"> <li>• Operatives /public being struck by materials including crushing injuries</li> <li>• Damage to other plant infrastructure</li> </ul> <p>Possible tipping</p>	<p>INNER-CITY employee's others on site</p>	<p>4</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> <li>• Barriers and signage to form safe zone</li> <li>• Lorries fitted with edge protection</li> <li>• Never overload vehicle</li> <li>• All personnel, including drivers outside their lorry, to wear appropriate PPE.</li> <li>• Operatives will follow the directions of the HIAB operator at all times during lifting operations.</li> <li>• All material will be unloaded where practical by mechanical means.</li> <li>• Trolleys or wheelbarrows will be used where necessary</li> <li>• Lorries unloaded from ground level</li> <li>• Suitable PPE for task Gloves boots Hi-Viz</li> <li>• On artic trailers, the rear must be loaded first to ensure the trailer doesn't tip. When unloading this must be the reverse the rear of the trailer must be unloaded last.</li> </ul>	<p>4</p>	<p>1</p>	<p>4</p>

	Falls from lorry bed.	INNER-CITY Operatives	4	5	20	<ul style="list-style-type: none"> <li>Scaffold operatives will unload the lorry standing on the ground where practicable.</li> <li>Where this is not practicable, operatives must unload/load Lorries by accessing the lorry by secured ladder, and working behind double handrails.</li> </ul>	4	1	4
	Cuts and abrasions, and back strain.	INNER-CITY Operatives	2	5	10	<ul style="list-style-type: none"> <li>Suitable gloves must be worn</li> <li>Operatives must follow manual handling guidelines (see Manual Handling SG6:15)</li> </ul>	2	2	4
Lifting operations (Including HIAB, crane, hoist, other mechanical aids)	Operatives /other trades being struck by materials including crushing injuries  damage to other plant infrastructure	All on site	4	6	24	<ul style="list-style-type: none"> <li>Only authorised, competent and certificated slingers/banksmen must sling loads, or operate machinery</li> <li>Area around and below lifting operations must be barriered off with warning signs fixed prominently. No standing under hoisted load.</li> <li>All lifting operations must conform to regulations, and all lifting equipment will be inspected as per regulations and inspection records will be kept in the H&amp;S file for internal inspections to ensure compliance.</li> <li>Barriers and signs will be used for both loading and unloading to segregate the lorry and driver from other traffic and pedestrians at all times.</li> </ul>	4	2	8
INNER-CITY operatives erecting and dismantling and altering scaffold	INNER-CITY operative Falling Injury or Death	INNER-CITY Operatives	5	4	20	<ul style="list-style-type: none"> <li>Scaffolders will be trained in work at height in accordance with SG4:15</li> <li>All Scaffolders to follow Inner-City RAMs and induction instructions</li> <li>All operative will be issued with a double tailed harness and lanyard as last resort and be trained in their safe use including a pre-use inspections and rescue planning</li> <li>Follow the Inner-City SSOW as advised at daily RAMs briefings with signed copies on site file</li> <li>Operatives will only install the lifting frame off a fully boarded lift.</li> <li>Rescue will be self-rescue as per NASC guidelines</li> <li>Operatives will traverse the beams utilising their double lanyards as set out in SG4:15</li> </ul>	5	1	5
Material movement	Materials falling / Tools  Injury or death to public or other site workers	Public or other site workers  Damage to plant or infrastructure	6	4	24	<ul style="list-style-type: none"> <li>Barriers and signage to segregate works from others</li> <li>No loose materials left unattended on structures.</li> <li>Secure all materials and boarded level at end of each shift</li> <li>Keep hems to ankle to waist height or use maximum 3m tubes</li> <li>Always work from fully boarded platform with toe-boards and other guards as necessary</li> </ul>	6	1	6

						<ul style="list-style-type: none"> <li>Follow Inner-City SSOW at all times</li> <li>Safe storage area on scaffold within inside board gap removed</li> <li></li> </ul>			
Erection/dismantling of scaffold	Scaffold collapsing/overloading  Injury or Death	INNER-CITY employee's members of public	6	4	24	<ul style="list-style-type: none"> <li>Supervisor to ensure all scaffolds to be erected in accordance with TG20:21 or to design drawings/manufacturers guidelines by competent trained operatives</li> <li>Ties to be erected and dismantled progressively in accordance with TG4:17 anchorage systems for scaffolds</li> <li>Any scaffold struck by moving plant or undermined in any way will be taken out of use until inspected by competent person and signed safe to use</li> <li>Lead scaffolder to check ties before dismantling and ensure that only one lift of materials stacked on scaffold at any one time</li> <li>Scaffolds to be inspected by competent person as statutory requirements and recorded in WAH register</li> <li>Operatives will be briefed in reporting any possible faults or abuse to site supervisor Immediately</li> </ul>	6	1	6
Using drill and reciprocating saws	Injury to eyes and lungs from dust and flying particles also cuts	INNER-CITY operative	3	4	12	<ul style="list-style-type: none"> <li>Only trained competent operatives to use tools</li> <li>Supervisor to check PHSP for any dangerous materials such as asbestos before drilling or cutting into structure</li> <li>All power tools to be PAT tested every three months</li> <li>Minimise the need to use tools by cutting materials in yard</li> <li>All drills/saws to be checked before use and defects reported to supervisor</li> <li>All tools on PUWER register and weekly check records on site file</li> <li>Ensure appropriate COSHH assessment is on site and MSDS report available</li> <li>All tools switched of before changing blades/drill bits etc.</li> <li>Use appropriate RPE/PPE dust mask and safety eye protection as PPE risk register</li> </ul>	3	1	3
Using drill and reciprocating saws	Hand arm vibration (HAVs)	INNER-CITY Operatives	3	4	12	<ul style="list-style-type: none"> <li>Minimise the need to cut tubes cut in yard</li> <li>Monitor the use of power tools and record trigger times</li> <li>Use rotation to reduce individual exposure times</li> <li>Minimal use in scaffolding less than five minutes in any one day</li> <li>Tethers will be used on all power tools as per Inner-City policy</li> </ul>	3	1	3

Use of COSHH materials	Dermatitis skin irritation	INNER-CITY operatives	3	4	12	<ul style="list-style-type: none"> <li>• COSHH assessments have been carried out on all fitting oil, chemical anchor materials and dusts</li> <li>• Operative trained in use of all COSHH materials and are provided with adequate RPE/PPE</li> <li>• Advised in good hygiene</li> <li>• Advised on how to use information on MSDS reports such as first aid</li> </ul>	3	1	3
Manual Handling Operations	Slips trips, falls, strains, pulled muscles, abrasions, cuts, foot injuries, back strain	INNER-CITY Operatives	4	5	20	<ul style="list-style-type: none"> <li>• Inner-City Scaffolding operatives will use designated walk ways.</li> <li>• All personnel to wear appropriate PPE.</li> <li>• Access routes and walk ways to be kept unobstructed.</li> <li>• Materials to be stacked/stored neatly</li> <li>• Materials to be handled mechanically whenever possible to minimise manual handling.</li> <li>• All operatives will fill in a Inner-City Scaffolding Health Questionnaire upon Inner-City Site Induction, and will be briefed to report any physical problems to Inner-City Black Hat Supervisor or Contract Manager/Supervisor and H&amp;S department.</li> <li>• Inner-City Contract Supervisor or Black Hat Charge Hand will also brief scaffold operatives on Company Policy, in particular on the requirement to be fit for work at all times (including complying with the Company's Drugs &amp; Alcohol Policy and Procedures), which will be reinforced with regular toolbox talks on this subject.</li> <li>• Contracts supervisor will give regular toolbox talks, including on Manual Handling operations (which will include the <i>NASC SG6:15 Manual Handling in the Scaffolding Industry</i> and <i>SG15:17 Drugs and Alcohol at Work</i>, with signed copies retained.</li> </ul>	4	1	4
Rescue Procedure	INNER-CITY operative Falling  Injury or Death	INNER-CITY operative	5	4	20	<ul style="list-style-type: none"> <li>• Only trained (CISRS Part Two and above) will be authorised to access the beams.</li> <li>• Rescue will be self-rescue as recommended by NASC guidelines.</li> <li>• One number trained operative will remain on the ground at all times should the need for a rescue arise.</li> </ul>	5	1	5
Weather	INNER-CITY operative Falling		5	4	20	<ul style="list-style-type: none"> <li>• When working in wet weather conditions operatives will wear weather proof clothing.</li> </ul>	5	1	5

	Injury or Death	INNER-CITY operative				<ul style="list-style-type: none"> <li>Weather forecast will be discussed as part of the safety prestart and any additional PPE required will be checked</li> <li>Inner-City site supervisor will check the weather forecast, wind speeds will be monitored and the site supervisor will determine if it is safe to continue.</li> <li>Follow the Inner-City SSOW as advised at daily RAMs briefings with signed copies on site file</li> </ul>			
Access and Egress/Ladder Safety	Injury	INNER-CITY operative	2	2	4	<ul style="list-style-type: none"> <li>Inner-City operatives will maintain all walkways to and from the work area, by keeping clear of any spare material or obstructions.</li> <li>Bottoms of ladders will be kept clear and free of obstructions at all times.</li> <li>No material will be carried up the ladders at any time.</li> <li>Three points of contact will be maintained with the ladder at all times.</li> <li>Ladder to be footed at all times</li> </ul>	2	1	2
Imposed load to slab / foundation failing causing collapse	Scaffold collapse  Injury Death	All on site	4	6	24	<ul style="list-style-type: none"> <li>Contractor to confirm all loads all loads are acceptable in writing prior to any works taking place.</li> </ul>	4	2	8
Communication with Foreign workers	Injury or Death	All on site	4	6	24	<ul style="list-style-type: none"> <li>Buddy system. - Use of an English-speaking compatriot to act as an interpreter to pass on information and act as a minder for the non-English speaker.</li> <li>Guidance. - Provision of information in various languages and formats, including pictograms, clear diagrams, pocket safety notes, etc. for providing essential information.</li> <li>Inductions. - Inductions could be carried out in a variety of languages where appropriate. Detailed explanation of site procedures and site signage is essential.</li> <li>Supervision. - Increased supervision and appropriate training to ensure correct working practices are followed. Ideally the supervisor should be bilingual.</li> <li>Toolbox talks. - Regular toolbox talks can form an essential part of ongoing consultation with employees, these must be relevant and an interpreter could be employed if English is not understood.</li> <li>Translators/translation. - Where the workforce has difficulty with the English language individuals can be provided with a list of commonly used words and their meanings, wording can be</li> </ul>	4	2	8

						replaced with pictograms, simple instructions and guidelines in a number of common foreign languages can be provided and it can be ensured that groups of foreign operatives have at least one bilingual member to interpret.			
Failure of segregation/working area	Unauthorised access to working area.  Major Injury's	Other Trades	4	5	20	<ul style="list-style-type: none"> <li>As per Scope of Works.</li> <li>All work areas to be cordoned off with barriers and warning signs.</li> <li>Scaffolders must block off access to incomplete scaffolds at break times, and at the end of each shift.</li> <li>Inner-City Scaffolding supervisor will brief all scaffolders on dealing with members of other contractors.</li> <li>They will be briefed to be courteous to all, at all times while working on the premises.</li> <li>The risk of falling material MUST be managed daily to protect public, contractors and scaffold operatives from injury, by erection of suitable measures, where necessary (i.e. exclusion zones under the scaffold, fans, gantries, look outs).</li> <li>If other contractor, enters the cordoned off area without authorisation, scaffolders must stop work and ask them to leave. If the contractor, fails to leave the area, the lead scaffolder will inform the client who will contact security to have him/her removed. Only after the person has left the area can work resume.</li> <li>If works are carried out close to the other contractors working area banksman will protect the outside where required, works will stop if a enters a danger zone, Only after the person has left area then work can continue.</li> </ul>	4	1	4
Electrocution	Electric shock  Injury Death	INNER-CITY operative	6	4	24	<ul style="list-style-type: none"> <li>Pre-works area survey for overhead and general site cables.</li> <li>Safe start briefing prior to works starting.</li> <li>Awareness training.</li> <li>SSOW to be implemented and followed at all times.</li> </ul>	6	1	6

# COVID Risk Assessment

Risk Assessment				
<p><b>NOTE:</b> This risk assessment has been undertaken on the basis that the all persons act responsibly in the implementation of the control measures listed and that there are adequate supplies of necessary PPE/RPE/Cleaning and Sanitizing products. The RA is to be read in conjunction with the detailed <a href="#">bespoke site plan</a> arrangements and current Government guidance.</p>				
Issue	Hazard	Risk	Control Measures to Avoid or Mitigate/Minimise Risk	Residual Risk
Self Isolation	Infecting others	High	<p>Anyone who meets one of the following criteria should not come to site:</p> <ul style="list-style-type: none"> <li>☑ Has a high temperature or a new persistent cough - follow the government guidance on self-isolation</li> <li>☑ Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)</li> <li>☑ Is living with someone in self-isolation or avulnerable person.</li> </ul>	Low
If someone fall ill or feels unwell	Infecting others and Care of your own Health	High	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> <li>• All persons entering site will have their temperature checked using a non-contact infra-red thermometer</li> <li>• Return home immediately</li> <li>• Avoid touching anything</li> <li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ul>	Med



<b>Travelling to site</b>	Infecting yourself	High	<p>Wherever possible workers should travel to site alone using their own transport and sites need to consider:</p> <ul style="list-style-type: none"> <li>• Staggered starting and stopping times Rota to avoid busy periods on public transport</li> <li>• Parking arrangements for additional cars and bicycles</li> <li>• Other means of transport to avoid public transport e.g. cycling</li> <li>• Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available</li> <li>• How someone taken ill would get home</li> </ul>	Med
<b>Site Access Points</b>	Cross infection – non adherence to 2mtr rule	High	<ul style="list-style-type: none"> <li>• Stop all non-essential visitors</li> <li>• Staggered start and finish times to reduce congestion and contact at all times as necessary</li> <li>• Monitoring of site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li> <li>• Require all workers to wash or clean their hands before entering or leaving the site</li> </ul>	Low
			<ul style="list-style-type: none"> <li>☒ Allow plenty of space (two metres) between people waiting to enter site</li> <li>☒ Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times</li> <li>☒ Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible</li> <li>☒ Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</li> </ul>	
<b>Hand Washing</b>	Personal and cross contamination	High	<ul style="list-style-type: none"> <li>• Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site</li> <li>• Ensure soap and fresh water is readily available and kept topped up at all times</li> <li>• Provide hand sanitiser where hand washing facilities are unavailable</li> <li>• Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> </ul> <p>Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>	Low

<b>Toilet Facilities</b>	Personal and cross contamination	High	<ul style="list-style-type: none"> <li>• Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant</li> <li>• Wash hands before and after using the facilities</li> <li>• Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush</li> <li>• Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> </ul>	Med
<b>Changing Facilities, Showers and Drying Rooms</b>	Personal and cross contamination	High	<ul style="list-style-type: none"> <li>☒ Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>☒ Introduce enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>☒ Consider increasing the number or size of facilities available on site if possible</li> <li>☒ Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres</li> <li>☒ Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</li> </ul>	Med
<b>Canteens and Eating Arrangements</b>	Personal and cross contamination	High	<p>Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use.</p> <p>The workforce should also be required to stay on site once they have entered it and not use local shops.</p> <ul style="list-style-type: none"> <li>• Dedicated eating areas should be identified on site</li> </ul>	Med
			<p>to reduce food waste and contamination</p> <ul style="list-style-type: none"> <li>☒ Break times should be staggered to reduce congestion and contact at all times</li> <li>☒ Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area</li> <li>☒ The workforce should be asked to bring pre- prepared meals and refillable drinking bottles from home</li> <li>☒ Workers should sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>☒ Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</li> <li>☒ Tables should be cleaned between each use</li> <li>☒ All rubbish should be put straight in the bin and not left for someone else to clear up</li> </ul>	

			All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.	
<b>Close Working</b>	Personal and cross contamination	High	<p>There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.</p> <p>General Principles</p> <ul style="list-style-type: none"> <li>• Non-essential physical work that requires close contact between workers should not be carried out</li> <li>• Work requiring skin to skin contact should not be carried out</li> <li>• Plan all other work to minimise contact between workers</li> <li>• Re-usable PPE should be thoroughly cleaned after use and not shared between workers</li> <li>• Single use PPE should be disposed of so that it cannot be reused</li> </ul> <p>Increase ventilation in enclosed spaces</p> <p>Regularly clean the inside of vehicle cabs and between use by different operators.</p>	Med
<b>Site Meetings</b>	Personal and cross contamination	High	<ul style="list-style-type: none"> <li>• Only absolutely necessary meeting participants should attend</li> <li>• Attendees should be two metres apart from each other</li> <li>• Rooms should be well ventilated / windows opened to allow fresh air circulation</li> <li>• Consider holding meetings in open areas if possible.</li> </ul>	Low





**Task Control Sheet for Small Works/Adaptions**

<b>Number:</b>		<b>Version:</b>		<b>Date:</b>	
<b>Scope of works:</b>	<b>This addendum page can only be used after pre-approval by INNER-CITY Management. Any works carried out as an addendum must be able to be carried out in line with the RAMs specific rescue plan.</b>				
<b>Name of Supervisor issuing approval:</b>				<b>Date:</b>	
<b>Reviewed by: (Inner City Manager)</b>				<b>Date:</b>	
<b>Reviewed by: (Clients Manager)</b>				<b>Date:</b>	

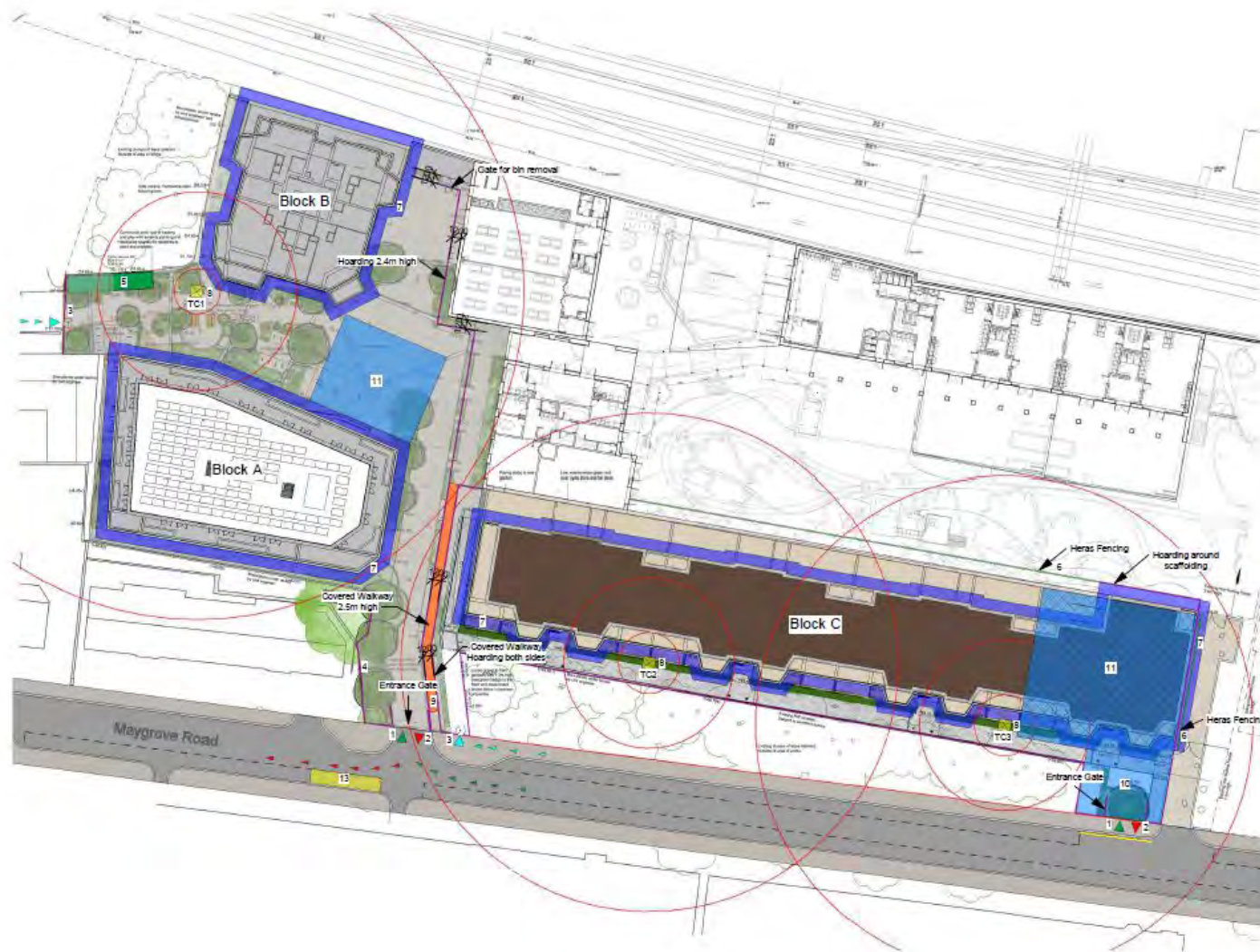
The following health, safety and environmental controls must be followed at all times during these works:

1. Read in conjunction with RAMs and authorization by site manager
2. Scaffold incomplete signs at access points
3. Only carried out by competent person
4. Once adaption complete INNER-CITY site supervisor to approve and re-tag structure



## Appendix F – C Field Construction Site Layout





### Legend

- 1. Site Entrance
- 2. Site Exit
- 3. Site Entrance - Pedestrian
- 4. Hoarding
- 5. Site Office
- 6. Heras Fencing
- 7. Scaffolding
- 8. Tower Crane
- 9. Covered Walkway
- 10. Loading Area
- 11. Loading Area - Phase 1
- 12. Loading Bay
- 13. Parking Bay Suspension

Rev	Date	Description
-	04/11/2021	For information

Client:



CField Construction Ltd  
 Tower Bridge Business Centre  
 46-48 East Smithfield  
 London  
 United Kingdom  
 E1W 1AW  
[www.cfieldconstruction.com](http://www.cfieldconstruction.com)

Project:  
**Liddell Road**

Sheet:  
**Indicative Logistics Plan**

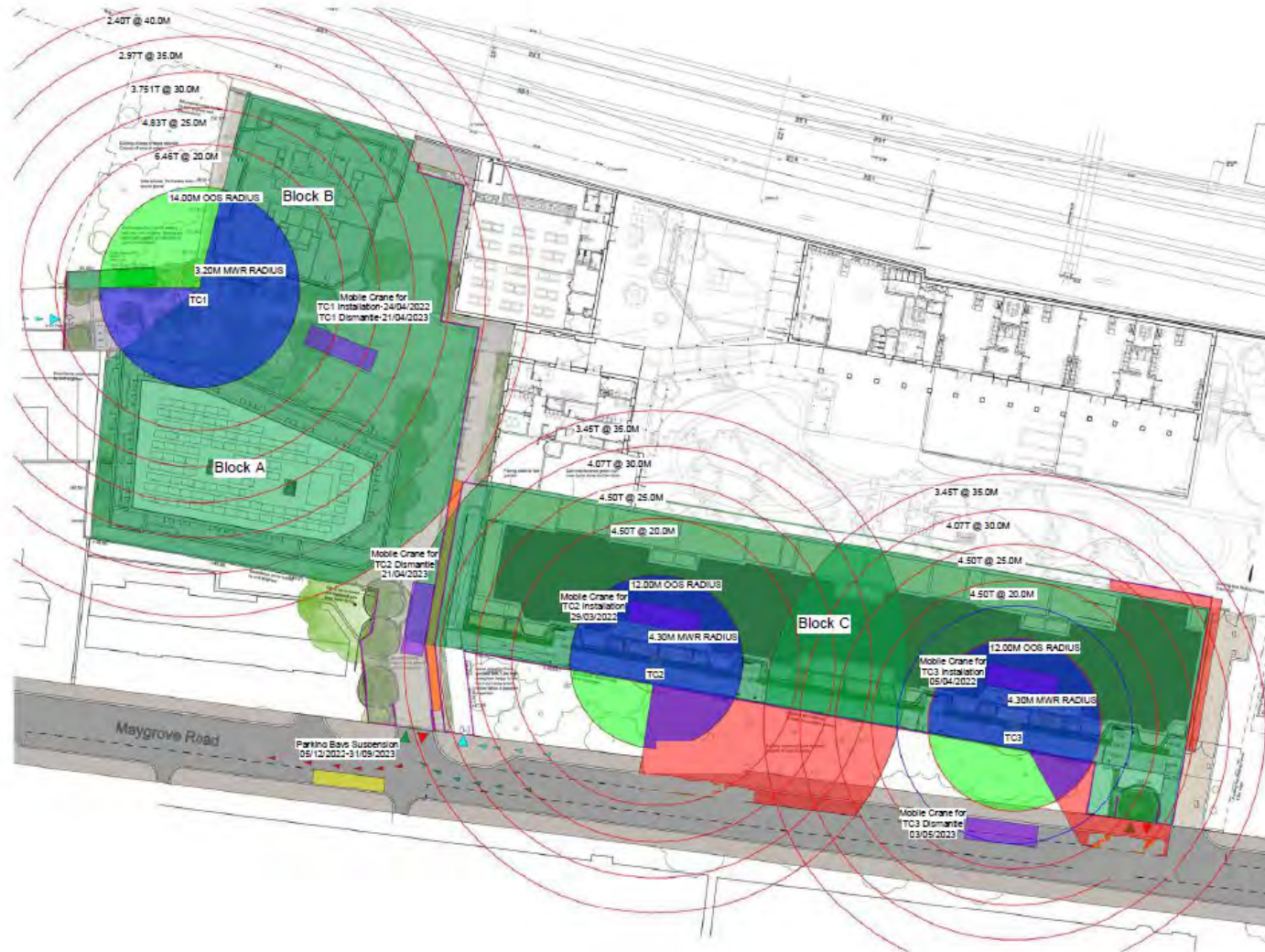
Purpose of issue: For information	Date: 04/11/2021
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Drawn by EZ	Checked by NK
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Project number: T1274	Scale: As indicated
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Drawing number: LR-CF-00-ZZ-DR-Z-0004	Rev -
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## Appendix G – C Field Tower Crane Layout



### Legend

- Out of Service Area
- Lifting Area
- Oversail Area
- Loading Bay for Artic Truck
- Mobile Crane
- Parking Bay Suspension
- Oversailing to Dismantle TC3
- Slew Restrictors Applied

Rev	Date	Description
A	10/11/2021	For information
-	04/11/2021	For information

Client:



CField Construction Ltd  
 Tower Bridge Business Centre  
 46-48 East Smithfield  
 London  
 United Kingdom  
 E1W 1AW  
 www.cfieldconstruction.com

Project:  
**Liddell Road**

Sheet:  
**Tower Cranes**

Purpose of issue: Date:  
10/11/2021

Drawn by: EZ Checked by:  
NK

Project number: T1274 Scale:  
As indicated

Drawing number: LR-CF-00-ZZ-DR-Z-0005 A Rev  
A

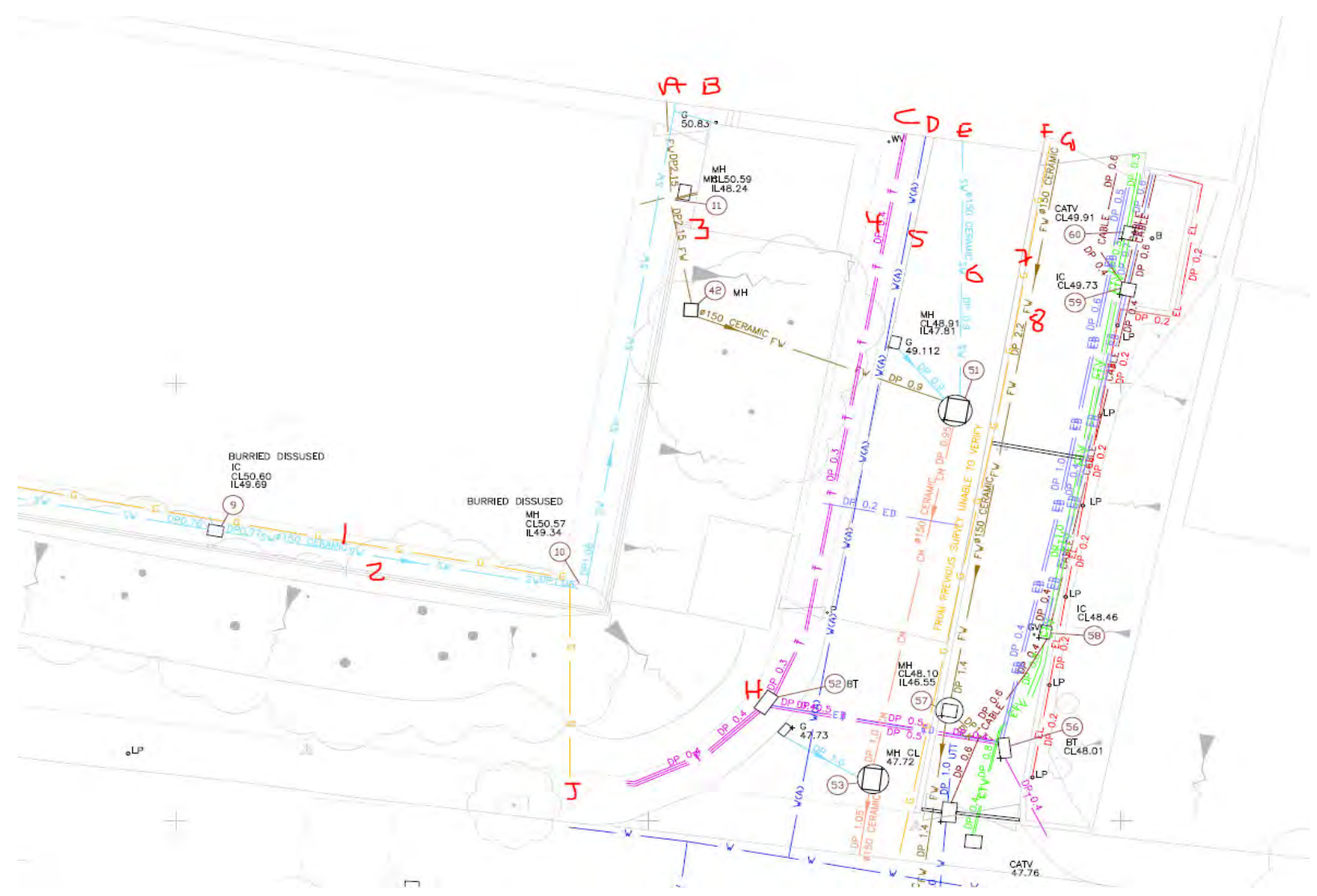
## Appendix H – Utilities Tracker

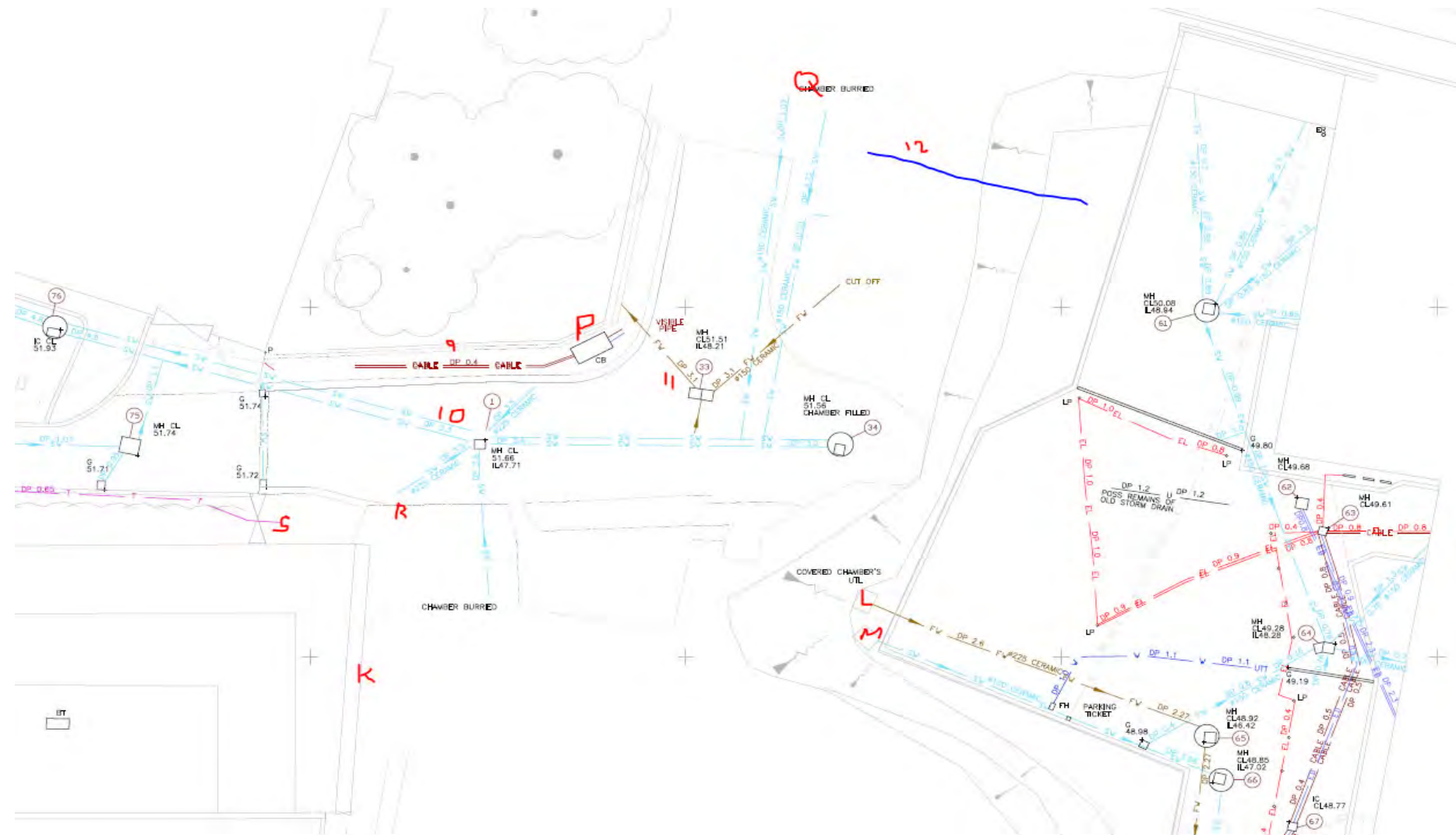
Title	Existing Utility Tracker
Date	02/11/2021
Project	



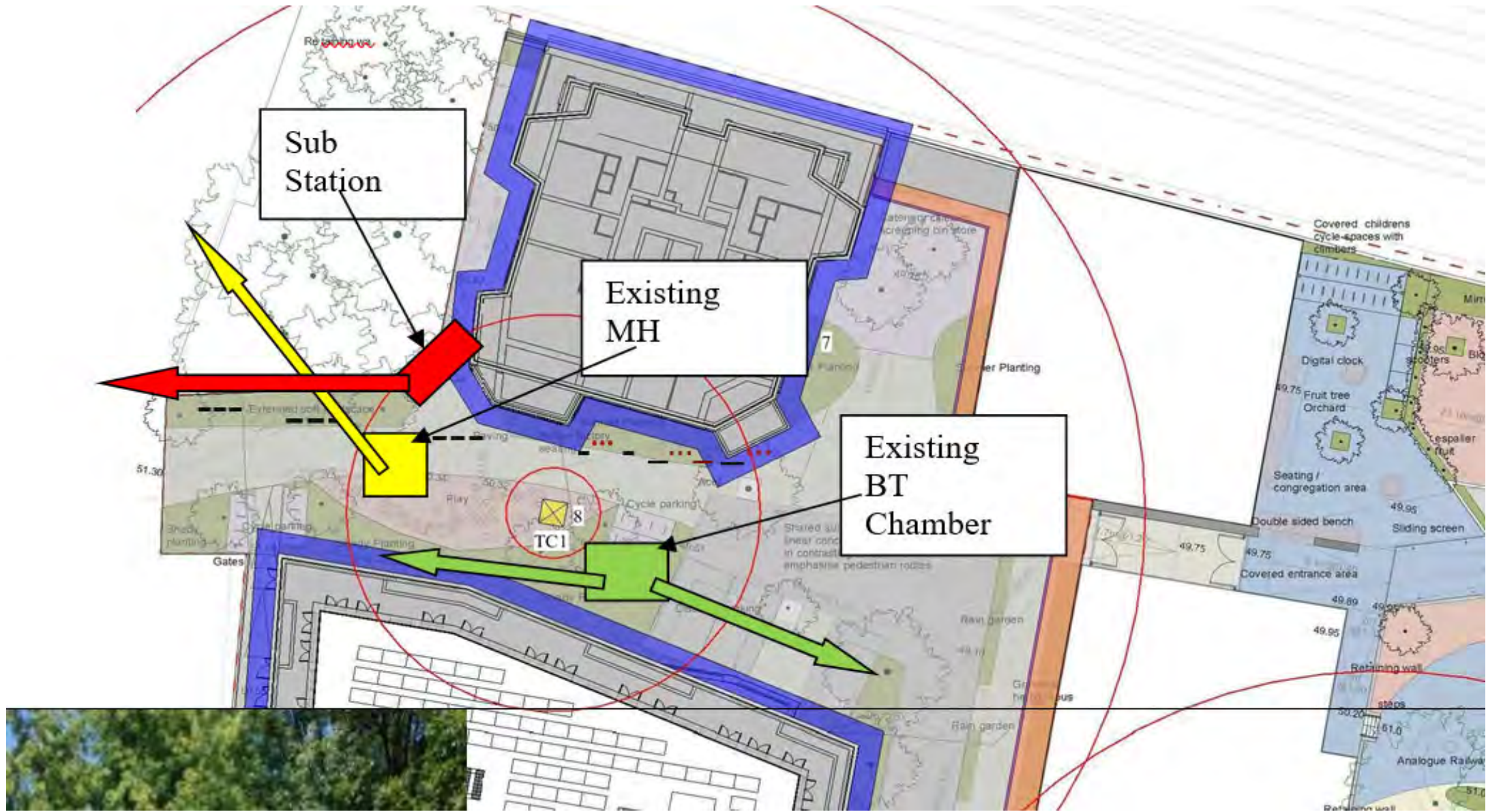
Location	Comment	Type	Action	Action by	Plan	Block Affected	To be Removed by	Notes	Expected Completion	MWL Comments 27-10-21
1	Gas main – from photos on the box, this main appears to be disconnected next to block A.	Gas	For safety can we get confirmation from British Gas that this pipe has been disconnected and that the pipe can be removed during the bulk excavation.	MWL	<a href="#">East Plan</a>	C	26/11/2021			Application has been submitted to Cadent Gas and we are liaising directly with them. Their turn around of quotation is approximately 4-6 weeks but we are constantly chasing them and hoping to receive it towards end of next week.
2	Stormwater – noted as disused on survey.	Stormwater	Pipe to be removed during excavation. No diversion or alternative supply to be provided. Assume pipe stops at location B.	CField	<a href="#">East Plan</a>	C	Siteworks	Subject to permission to remove		
		Stormwater	Confirm that no connections to this pipe from school or other third parties required	GL	<a href="#">East Plan</a>	C	26/11/2021			
3	3.Foulwater – Connec. on s. ll in place existing office building at site of Block C.	Foul	Is a CCTV survey or as built in place to confirm not in use by School.	GL	<a href="#">East Plan</a>	C	26/11/2021			
		Foul	Pipe to be removed during excavation. No diversion or alternative supply to be provided. Assume pipe stops at location A.	CField	<a href="#">East Plan</a>	C	Siteworks	Subject to permission to remove		
4	Telecom Chamber – we are unable to open chamber. Chamber at location H needs to be moved to facilitate construction of bike store and ramp. Is a as built in place to confirm not in use by School. Unlikely to be used by school north of MH H as new line of ducts installed on lane to school rear gate. Duct to be removed during excavation. No diversion or alternative supply to be provided for duct. Assume pipe stops at location C.	Telecom	CField to remove duct	CField	<a href="#">East Plan</a>	C	TBC			
		Telecom	Is a CCTV survey or as built in place to confirm not in use by School.	GL	<a href="#">East Plan</a>	C	TBC			
		Telecom	Confirm duct not in use. MWL to contact Openreach and request it is to be removed	MWL	<a href="#">East Plan</a>	C	TBC		Application for disconnection has been submitted to Openreach and we are liaising directly with them. Their lead time is approximately 6-8 weeks but we are pushing for a speedy response.	
5	5.Watermain. Currently live to exis. ng office building on Liddell Road. This supply needs to be removed to the site boundary with valve and meter installed for future connection of permanent works and site supply during works. Assume pipe stops at location D.	Telecom	Design team to design around duct chamber H	All	<a href="#">East Plan</a>	C	TBC			
		Water	MWL to make application for pipe to be removed to boundary of site and meter and valve added at allow for future connection to block C	MWL	<a href="#">East Plan</a>	C	26/11/2021	Quote issued and paid. MWL to chase		Thames water replied confirming there are no abandon water pipes within the allocated areas and therefore no disconnection works are required. Refer to confirmation email sent by Sandeep dated 11.10.2021 with TW asset plan attachment.
6	6.Stormwater – Connection still road gully.	Stormwater	. Is a CCTV survey or as built in place to confirm not in use by School.	MWL	<a href="#">East Plan</a>	C	26/11/2021			Stormwater application is not under MWL scope of works. This needs to be actioned by Structural/ Civil engineers.
		Stormwater	Pipe to be removed during excavation. No diversion or alternative supply to be provided. Assume pipe stops at location E.	CField	<a href="#">East Plan</a>	C	Siteworks	Subject to permission to remove		

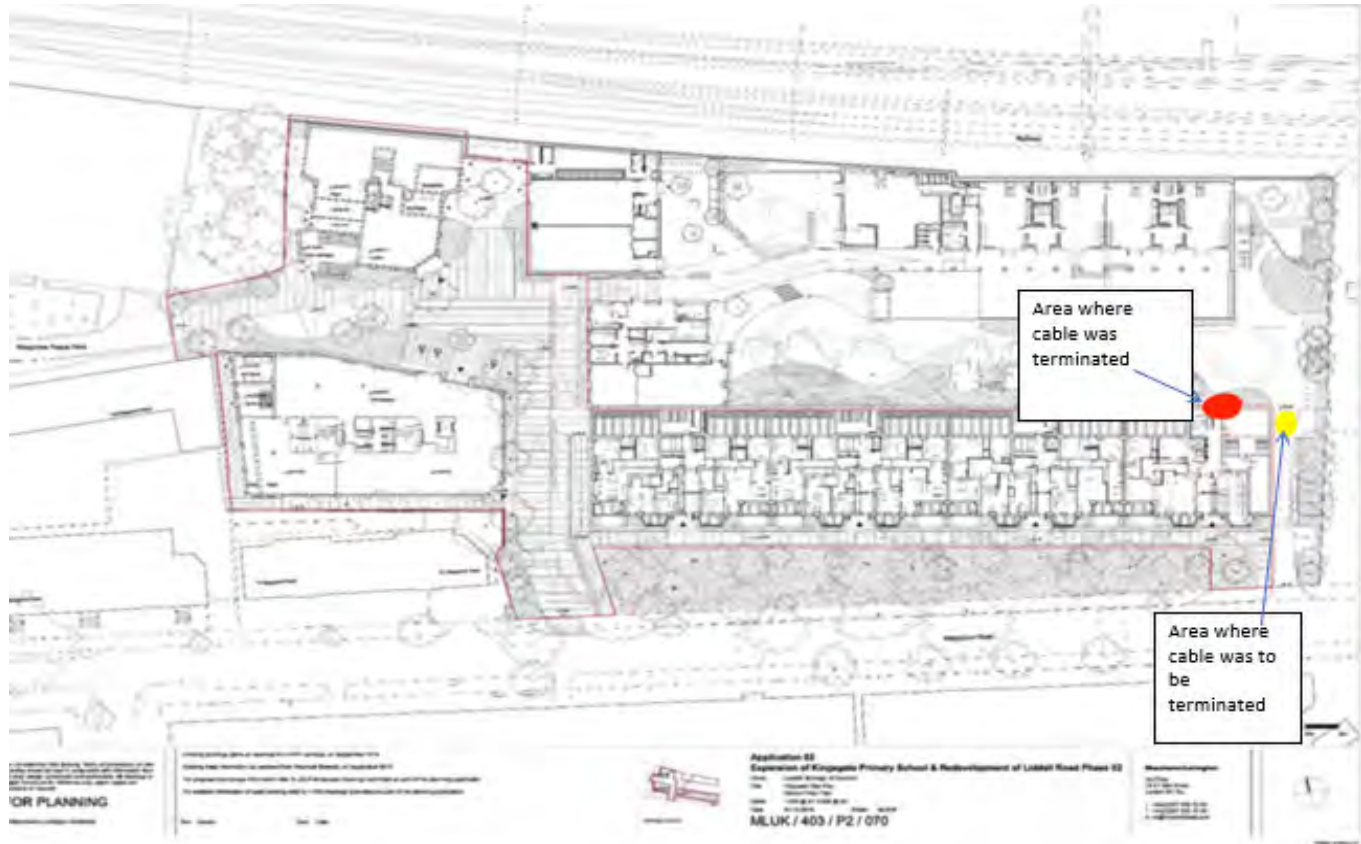
7	Gas – From survey pipe appears to be laid on and over boundary.	Gas	Application to be made to remove and relay pipe in alternative location if necessary. Unsure if this is supplying school. This pipe will prevent piling works on the boundary.	MWL	<a href="#">East Plan</a>	C	26/11/2021		Same Response as Item 1.  Application has been submitted to Cadent Gas and we are liaising directly with them. Their turn around of quotation is approximately 4-6 weeks but we are constantly chasing them and hoping to receive it towards end of next week.
8	Foul Water – Pipe laid parallel to boundary.	Foul	Confirmation required from party wall with regard to how close we can pile to this sewer with sheet piles.	Ay - Party Wall	<a href="#">East Plan</a>	C	26/11/2021		
		Foul	It will necessitate at a minimum that the sheet piles are installed on Block C side of boundary and will require increased wall thickness allowance to plant room.	BM	<a href="#">East Plan</a>	C	26/11/2021	MWL / P&M to confirm that sheet piling can be carried out in close proximity to existing Sewer. Note Thames Water require 3m clearance if a Thames Water Asset	
9	Existing Substation	Electric	Application to be made to UKPN for the use of this as a temporary substation.	CField	<a href="#">West Plan</a>	B	26/11/2021		
10	Storm-sewer - Assumed as disused.	Stormwater	Pipe to be removed during excavation. No diversion or alternative supply to be provided.	CField	<a href="#">West Plan</a>	A&B	Siteworks	Subject to permission to remove	
		Stormwater	is a CCTV survey or as built in place to confirm not in use by third parties.	GL	<a href="#">West Plan</a>	A&B	26/11/2021		
		Stormwater	Confirm Sewer can be removed and not servicing other buildings	MWL	<a href="#">West Plan</a>	A&B	26/11/2021		Stormwater application is not under MWL scope of works. This needs to be actioned by Structural/ Civil engineers.
11	Foul water - Assumed as disused.	Foul	Pipe to be removed during excavation. No diversion or alternative supply to be provided.	CField	<a href="#">West Plan</a>	B	Siteworks	Subject to permission to remove	
		Foul	is a CCTV survey or as built in place to confirm not in use by third parties.	GL	<a href="#">West Plan</a>	B	26/11/2021		
12	Water – unknown if water noted on Thames Water asset plan is existing or removed.	Water	Application to remove to be made to Thames Water. Quote to be revised to West Hampsted Ltd	MWL	<a href="#">West Plan</a>	B	26/11/2021		Thames water replied confirming there are no abandon water pipes within the allocated areas and therefore no disconnection works are required. Refer to confirmation email sent by Sandeep dated 11.10.2021 with TW asset plan attachment.
L&M	Assumed suitable for connection to future services.	Stormwater	Are CCTV surveys available for existing sewers to be retained.	GL	<a href="#">West Plan</a>	A&B	26/11/2021		
S	Telecoms - - Assumed as terminated at boundary.	Telecom	No diversion or alternative supply to be provided. As built to be requested from Camden	GL	<a href="#">West Plan</a>	A&B	26/11/2021		
K	Downpipe – Downpipe from adjacent building discharges onto ground.	Stormwater	Confirm if this is to be connected into proposed new drainage network. Party wall issue.	Ay - Party Wall	<a href="#">West Plan</a>	A	26/11/2021		
South of Block A	Gas pipe to south of block A - from photos on the box, this main appears to be disconnected next to block A.	Gas	For safety can we get confirmation from British Gas that this pipe has been disconnected and that the pipe can be removed during the bulk excavation.	MWL	<a href="#">West Plan</a>	A	26/11/2021		Same Response as Item 1.  Application has been submitted to Cadent Gas and we are liaising directly with them. Their turn around of quotation is approximately 4-6 weeks but we are constantly chasing them and hoping to receive it towards end of next week.
Other	Unknown duct chamer	BT TBC	Identify and apply for service to be removed	MWL	<a href="#">Other</a>	A/B	26/11/2021		Same Response as Item 4.  Application for disconnection has been submitted to Openreach and we are liaising directly with them. Their lead time is approximately 6-8 weeks but we are pushing for a speedy response.
	Unkown Power Cable	Power	Identify and apply for service to be removed	MWL	<a href="#">Power</a>	C	26/11/2021		Application has been sent to UKPN and are awaiting a response from their team.











## Appendix I – GLA Mitigation Checklist

MITIGATION MEASURE	MEDIUM RISK	HIGH RISK	UNDERTAKEN
<b>MEASURES RELEVANT FOR DEMOLITION, EARTHWORKS, CONSTRUCTION AND TRACKOUT</b>			
Site management			
Develop and implement a stakeholder communications plan that includes community engagement before work commences on site.	XX	XX	YES
Develop a Dust Management Plan.	XX	XX	YES
Display the name and contact details of person(s) accountable for air quality pollutant emissions and dust issues on the site boundary.	XX	XX	YES
Display the head or regional office contact information.	XX	XX	YES
Record and respond to all dust and air quality pollutant emissions complaints.	XX	XX	YES
Make a complaints log available to the local authority when asked.	XX	XX	YES
Carry out regular site inspections to monitor compliance with air quality and dust control procedures, record inspection results, and make an inspection log available to the local authority when asked.	XX	XX	YES
Increase the frequency of site inspections by those accountable for dust and air quality pollutant emissions issues when activities with a high potential to produce dust and emissions and dust are being carried out, and during prolonged dry or windy conditions.	XX	XX	YES
Record any exceptional incidents that cause dust and air quality pollutant emissions, either on or off the site, and the action taken to resolve the situation is recorded in the log book.	XX	XX	YES
Hold regular liaison meetings with other high risk construction sites within 500m of the site boundary, to ensure plans are co-ordinated and dust and particulate matter emissions are minimised.		XX	YES

Preparing and maintaining the site			
Plan site layout: machinery and dust causing activities should be located away from receptors.	XX	XX	YES
Erect solid screens or barriers around dust activities or the site boundary that are, at least, as high as any stockpiles on site.	XX	XX	YES
Fully enclosure site or specific operations where there is a high potential for dust production and the site is active for an extensive period.	XX	XX	YES
Install green walls, screens or other green infrastructure to minimise the impact of dust and pollution.	X	X	YES
Avoid site runoff of water or mud.	XX	XX	YES
Keep site fencing, barriers and scaffolding clean using wet methods.	XX	XX	YES
Remove materials from site as soon as possible.	XX	XX	YES
Cover, seed or fence stockpiles to prevent wind whipping.	XX	XX	YES
Carry out regular dust soiling checks of buildings within 100m of site boundary and cleaning to be provided if necessary.	X	XX	YES
Provide showers and ensure a change of shoes and clothes are required before going off-site to reduce transport of dust.		X	YES
Agree monitoring locations with the Local Authority.	XX	XX	TBC
Where possible, commence baseline monitoring at least three months before phase begins.	XX	XX	YES
Put in place real-time dust and air quality pollutant monitors across the site and ensure they are checked regularly.	XX	XX	YES

Operating vehicle/machinery and sustainable travel			
Ensure all on-road vehicles comply with the requirements of the London Low Emission Zone.	XX	XX	YES
Ensure all non-road mobile machinery (NRMM) comply with the standards set within this guidance.	XX	XX	YES
Ensure all vehicles switch off engines when stationary – no idling vehicles.	XX	XX	YES
Avoid the use of diesel or petrol powered generators and use mains electricity or battery powered equipment where possible.	XX	XX	YES
Impose and signpost a maximum-speed-limit of 10mph on surfaced haul routes and work areas (if long haul routes are required these speeds may be increased with suitable additional control measures provided, subject to the approval of the nominated undertaker and with the agreement of the local authority, where appropriate).	X	XX	5MPH
Produce a Construction Logistics Plan to manage the sustainable delivery of goods and materials.	XX	XX	YES
Implement a Travel Plan that supports and encourages sustainable travel (public transport, cycling, walking, and car-	XX	XX	YES
Operations			
Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction, e.g. suitable local exhaust	XX	XX	YES
Ensure an adequate water supply on the site for effective dust/particulate matter mitigation (using recycled water where possible).	XX	XX	YES
Use enclosed chutes, conveyors and covered skips.	XX	XX	YES
Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment wherever appropriate.	XX	XX	YES
Ensure equipment is readily available on site to clean any dry spillages, and clean up spillages as soon as reasonably practicable after the event using wet cleaning methods.	XX	XX	YES
Waste management			
Reuse and recycle waste to reduce dust from waste materials	XX	XX	YES
Avoid bonfires and burning of waste materials.	XX	XX	YES

MEASURES RELEVANT FOR DEMOLITION			
Soft strip inside buildings before demolition (retaining walls and windows in the rest of the building where possible, to provide a screen against dust).	X	XX	YES
Ensure water suppression is used during demolition operations.	XX	XX	YES
Avoid explosive blasting, using appropriate manual or mechanical alternatives.	XX	XX	YES
Bag and remove any biological debris or damp down such material before demolition.	XX	XX	YES
MEASURES RELEVANT FOR EARTHWORKS			
Re-vegetate earthworks and exposed areas/soil stockpiles to stabilise surfaces.	X	XX	YES
Use Hessian, mulches or trackifiers where it is not possible to re-vegetate or cover with topsoil.	X	XX	YES
Only remove secure covers in small areas during work and not all at once.	X	XX	YES
MEASURES SPECIFIC TO CONSTRUCTION			
Avoid scabbling (roughening of concrete surfaces) if possible	X	XX	YES
Ensure sand and other aggregates are stored in bunded areas and are not allowed to dry out, unless this is required for a particular process, in which case ensure that appropriate additional control measures are in place	X X	XX	YES
Ensure bulk cement and other fine powder materials are delivered in enclosed tankers and stored in silos with suitable emission control systems to prevent escape of material and overfilling	X	XX	YES
For smaller supplies of fine powder materials ensure bags are sealed after use and stored appropriately to prevent dust.	X	X	YES
MEASURES SPECIFIC TO TRACKOUT			
Regularly use a water-assisted dust sweeper on the access and local roads, as necessary, to remove any material tracked out of	XX	XX	YES
Avoid dry sweeping of large areas.	XX	XX	YES
Ensure vehicles entering and leaving sites are securely covered to prevent escape of materials during transport.	XX	XX	YES
Record all inspections of haul routes and any subsequent action in a site log book.	XX	XX	YES
Install hard surfaced haul routes, which are regularly damped down with fixed or mobile sprinkler systems and regularly cleaned.	XX	XX	YES
Inspect haul routes for integrity and instigate necessary repairs to the surface as soon as reasonably practicable;	XX	XX	YES
Implement a wheel washing system (with rumble grids to dislodge accumulated dust and mud prior to leaving the site where reasonably practicable).	XX	XX	YES
Ensure there is an adequate area of hard surfaced road between the wheel wash facility and the site exit, wherever site size and layout permits.	XX	XX	YES
Access gates to be located at least 10m from receptors where possible.	XX	XX	YES - other than neighbouring
Apply dust suppressants to locations where a large volume of vehicles enter and exit the construction site	X	XX	YES

XX Highly Recommended      X Desirable