Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

BRITCON
CONSTRUCTION PHASE PLAN
(HEALTH, SAFETY & ENVIRONMENT)

LCC Minerva House
Park Road
Holbeach
Spalding
PE12 7PT

Construction Phase Plan Sign Off			
Title	**Name**	**Signature**	**Date**
Acting Contracts Manager	Andrew Toyne		
Senior/Site Manager	TBA		
SHE Manager/Advisor	Salman Sheikh		
Logistics Plan Sign Off – Revision			
Title	**Name**	**Signature**	**Date**
Contracts Director	Andy Toyne		

Construction Phase plan communicated:			
Title	**Name**	**Signature**	**Date**
Senior/Quantity Surveyor	Amy Henon		
Senior/Site Engineer			
Site Manger	TBA		
Site Supervisor			

HSS 02 F01: CONSTRUCTION PHASE PLAN

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Revision Number	Description of Change	Updated by	Date of update

Contents

1. INTRODUCTION 7

1.1 General 7

1.2 Description of Project 7

1.3 Location of Construction Works 7

1.4 Duration of Construction Phase 7

1.5 Key Appointments 7

1.6 Existing Plans and Records 8

2. MANAGEMENT OF THE WORKS 8

2.1 Project Management Structure, Organisation and Responsibilities 8

2.2 Appointments 10

2.3 Project Health, Safety and Environmental Goals 10

2.3.1 The health, safety and environmental goals for this project are: 10

2.3.2 Site specific goals: 10

2.4 Monitoring and Review of Health, Safety and Environmental Performance 11

2.4.1 Planned Site Inspections 11

2.4.2 Senior Management Site Inspections 11

2.4.3 Independent Audit 11

2.4.4 Project Review 11

2.5 Liaison Between Parties on Site 12

2.6 Consultation with the Workforce 12

2.7 Design Co-ordination 12

2.7.1 Design Control 12

2.7.2 Design Change Control 13

2.8 Selection and Control of Contractors and Suppliers 14

2.8.1 Selection of Materials 15

2.8.2 Selection of Plant 15

2.9 Site Security 15

2.10 Site Induction 16

2.11 Training & Information 16

2.11.1 Specific Training Required for the Project. 17

2.12 Welfare Facilities and First Aid 17

2.13 Reporting and Investigation of Accidents and Incidents 17

2.13.1 Golden Hour Reporting 18

2.13.2 Accidents involving personnel injury 18

2.13.3 All Other Accidents and incidents 18
2.13.4 BritSPOT 18
2.14 Production and Acceptance of Risk Assessments and Written Safe Systems of Work 18
2.14.1 Permit to Work Arrangements 19
2.15 Site Rules 20
2.15.1 Site Specific Rules 20
2.16 Fire Safety & Other Emergency Plan 21
2.16.1 Fire Procedures 21
2.16.2 Fire Reporting 22
2.16.3 Incident/Accident emergency procedure 22
3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS 22
3.1 Site Access/Egress for Vehicles and Plant (including Risks to Public) 22
3.2 Utilities and Services – Overhead and Buried 23
3.3 Adjacent Land Uses 23
3.4 Structural Stability – Existing and Temporary Structures 23
3.5 Preventing Falls 23
3.6 Control of Lifting Operations 24
3.7 Maintenance of Plant and Equipment 24
3.8 Work on Excavations or Areas with Poor Ground Conditions 25
3.9 Work on Wells, Underground Earthworks or Tunnels 25
3.10 Work on or near Water 25
3.11 Work involving Diving 25
3.12 Work in a Caisson or Compressed Air Environment 25
3.13 Work involving Explosives 26
3.14 Traffic Routes and Segregation of Vehicles and Pedestrians 26
3.15 Storage of Materials (including Hazardous Materials) and Work Equipment 26
3.16 Work On or Adjacent to Highways or Railway Infrastructure 26
3.17 Other Significant Safety Risks 26
3.18 Asbestos 27
3.19 Lead Coated Materials 27
3.20 Contaminated Land 27
3.21 Manual Handling 27
3.22 Use of Hazardous Substances (including Health Monitoring) 27
3.23 Noise 27
3.24 Vibration 28

3.25 Work with Ionising Radiation 29
3.26 Exposure To UV Radiation (From The Sun) 29
3.27 Other Significant Health Risks. 29
3.27.1 Working Considering COVID 19 ..... Error! Bookmark not defined.
4. HEALTH & SAFETY FILE 29
4.1 Purpose 29
4.2 Layout, Format and Storage 29
4.3 H&S File content 29
4.4 Presentation 30
5. ENVIRONMENTAL MANAGEMENT 30
5.1 Environmental Policy 30
5.2 Register of Significant Environmental Aspects and Impacts 30
5.3 Legislation, Regulations and Other Requirements 30
5.4 Environmental Objectives and Targets 30
5.5 Environment Management Plan 30
5.6 Environmental Structure and Responsibility 30
5.7 Training, Awareness and Competence 31
5.8 Environmental Management System Documentation 31
5.9 Environmental Monitoring and Measurement 31
5.10 Non-Conformance, Corrective and Preventive Action 31
5.11 Waste and Energy Management Plan 32
6. MANAGING SIGNIFICANT ENVIRONMENTAL ASPECTS 32
6.1 Permissions and Consents 32
6.2 Environmental Design Management 32
6.3 Complaints and Help line 33
6.4 Dust 33
6.5 Air Pollution 33
6.6 Interference with Drains, Springs and Watercourses 33
6.7 Hydrology and Aquatic Resources 34
6.8 Archaeology 34
6.9 Built Heritage 34
6.10 Ecology 34
APPENDIX 1: Health & Safety Policy Statement 35
APPENDIX 2: Environmental Policy Statement 36
APPENDIX 3: F10 37

APPENDIX 4: Project Organisation Chart, Appointments & Responsibilities 38

APPENDIX 5: Project Risk Assessment 40

APPENDIX 6: Site Layout Plan / Compound Layout Plan 47

APPENDIX 7a: Traffic Management Risk Assessment 48

APPENDIX 7b: People, Vehicle and Plant Management Plan / Detailed Delivery Requirements 52

APPENDIX 8: Welfare and First Aid Facilities 61

APPENDIX 8: Welfare and First Aid Facilities 62

APPENDIX 9: Fire Safety and Other Emergencies Plan 64

APPENDIX 10: Fire Risk Assessment 69

APPENDIX 11: Emergency Contact (Hospital 86

APPENDIX 12: Environmental Aspects / Impacts Assessment 87

APPENDIX 13: Environmental Management Plan 98

APPENDIX 14: Working at Height Strategy 111

APPENDIX 14: Working at Height Strategy 112

APPENDIX 15: Lifting Strategy 114

APPENDIX 15: Lifting Strategy 115

APPENDIX 16: COVID-19 (Coronavirus) ..... **Error! Bookmark not defined.**

APPENDIX 17: Permissions and Consents 117

1. INTRODUCTION

1.1 General

This Construction Phase Plan describes how the Health, Safety and Environmental risks associated with this project will be identified and effectively managed by Britcon (UK) Ltd throughout the duration of the construction phase.

The Company's Policy Statements (Appendices 1 and 2) for Occupation Health and Safety; and Environment will apply to this project. These policy statements will be displayed on the relevant site notice boards.

Britcon (UK) Ltd accepts that any procedures contained within this Construction Phase Plan do not prejudice any statutory requirements and guidelines that may be in force at any time during the contract period.

A copy of the F10 (for notifiable projects) will included within Appendix 3 of this document and will be displayed on site notice boards.

1.2 Description of Project

The works will comprise: of Remodelling the Old University of Lincolns National Centre for food manufacturing to accommodate Early years learning & a Childrens Centre.

Works consists of: Removal of the National Food Centres testing kitchens which are predominantly cold wall panels in some of the rooms & removal of redundant M & E services associated with the kitchens.

Those rooms affected will be reinstated to Early years playrooms with relevant services & wall finishes incorporated for this usage.

All other areas within the building at present are that of office space & rooms, these will be upgraded to facilitate supporting staff & services with minor modelling works.

M & E upgrade , doors, access control, kitchen arrangements, toilet cubicles, sanitaryware changes,

Decorations & carpeting.

Externally the grounds remain without much change other fenced off play areas, Cycle shelter & delineation of parking spaces for the relevant services.

1.3 Location of Construction Works

As project Address

1.4 Duration of Construction Phase

Design stage works only instructed by client

Anticipated Start date : Sept 24

Anticipated completion / handover: March 25

1.5 Key Appointments

Client:	Lincolnshire County Council County Offices Newland Lincoln,LN1 1YL

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Client Project Manager:	James Toyne Vinci Facilities Partnerships Ltd County Office, Lincoln LN1 1YL
Principal Designer:	Alan Evans Evans Mcdowall E21 Sparkhouse ,Ropewalk ,Lincoln,LN6 7DQ
Principal Contractor:	Britcon Uk Ltd , Midland Road,Scunthorpe DN16 1DQ
Designer(s): architectural, engineering, building services:	**Architect** Alan Evans Evans Mcdowall E21 Sparkhouse ,Ropewalk ,Lincoln,LN6 7DQ **M & E Designers** JH Partners One Scotts, Lambton Estate Durham,DH3 4AN

1.6 Existing Plans and Records

The Client (via the Principal Designer) has issued Britcon with a copy of the Pre-Construction Information and supporting information. This information has been used in the preparation of this Construction Phase Plan and is referenced at appropriate places within this plan.

A copy of this information is held in the Project File, on Britcon's intranet system (SharePoint), for reference throughout the duration of the construction phase.

2. MANAGEMENT OF THE WORKS

2.1 Project Management Structure, Organisation and Responsibilities

A Project Organisation Chart will included within Appendix 4 at Construction Phase

Director	Nick Shepherd
• Review and accept Construction Phase Plans; • Monitor and control the management of the plans to ensure effective implementation; • Set SHE objectives and review performance against them; • Determine strategy for achieving SHE objectives and improvements; • Ensure that works are carried in a safe manner and that adequate resources are provided to carry out all operations with due regard to SHE and welfare; • Assist in any regulatory, external or internal audit as required; • Report any SHE initiatives that they consider could lead to improvement.	
Construction Director / Contracts Manager	Andy Toyne
• Ensure that workplaces under their control are adequate with respect to health, safety, welfare and the environment; • Ensure, so far as reasonably practicable that a suitable project specific Construction Phase Plan is prepared and implemented;	

- Make appointments where necessary, e.g. Site Health & Safety Supervisor, Project Environmental Co-ordinator, Fire Wardens etc;
- Ensure, so far as reasonably practicable, employees and contractors are competent;
- Recommend training needs to suit individual and workplace requirements;
- Ensure that a mechanism is in place for effective consultation with employees and contractors;
- Hold regular meetings with the project team to review SHE issues;
- Review project management systems at regular intervals to ensure continued suitability and effectiveness;
- Report to the client on SHE matters as required;
- Provide regular reports on the effectiveness of the Construction Phase Plan to the Construction Director;
- Assist in any regulatory, external or internal audit as required;
- Report any SHE initiatives that they consider could lead to improvement.

Site Manager / Site Supervisors	**TBC at Construction Phase**

- Organise and implement the provision and maintenance of a working environment and systems of work that are, as far as is reasonably practicable, safe and without risk to human health or the environment;
- Ensure that adequate monitoring and supervision arrangements are maintained and clearly defined areas of responsibility for contractors are established and implemented;
- Acceptance of method statements and risk assessments;
- Ensure SHE notice boards display up-to-date information;
- Assist in any regulatory, external or internal audit as required;
- Report any SHE initiatives that they consider could lead to improvement.

SHEQ Manager / SHE Advisor	**Salman Sheikh**

- Maintain effective communications to ensure adequate flow of SHE information;
- Provide advice to the Directors to enable them to set appropriate performance objectives and improvements;
- Report on the levels of performance to enable Directors to review the effectiveness of current SHE arrangements;
- Advise managers on measures to ensure the effective operation of the Britcon's, Safety and Environment Management System and the promotion of a SHE culture;
- Give advice and guidance, to any person who may require it, to promote the understanding and operation of SHE best practice;
- Carry out regular inspections and audits, provide reports, give guidance and advice to managers, contractors, Health and Safety Supervisors and Environmental Co-ordinators;
- Liaise with Britcon Project Environmental Co-ordinators as required;
- To assist in any regulatory, external or internal audit as required;
- Report any SHE initiatives that they consider could lead to improvement.

Project Team

- Be familiar with the Construction Phase Plan and co-operate in its implementation;
- Identify significant safety, health and environmental risks connected with their work package / activity;
- Observe all environmental requirements and be respectful to the environment;
- Report any SHE initiatives that they consider could lead to improvement;
- Conduct regular SHE inspections;
- Report all potential / actual SHE risks to their supervisor as soon as possible;

• Assist in any regulatory, external or internal audit as required; • Report any SHE initiatives that they consider could lead to improvement.
Contractors Teams
• Be familiar with this Construction Phase Plan and co-operate in its implementation; • Report any SHE initiatives that they consider could lead to improvement; • Manage all SHE risks associated with their work activity / package in accordance with Britcon procedures; • Provide completed environmental reports to the Britcon Project Environmental Co-ordinator as required; • Provide Health, Safety and Environmental toolbox talks to site staff • Report all potential / actual SHE risks to their supervisor and Britcon Management as soon as s possible; • Assist in any regulatory, external or internal audit as required; • Report any SHE initiatives that they consider could lead to improvement.

2.2 Construction Team Appointments

Role	Name	Appointment Form
Project Environmental Co-ordinator	TBC	HSS 02 F03
Temporary Works Co-ordinator	TBC	HSF 20-7
Temporary Works Supervisor(s) (TWS)	TBC	HSF 20-8
Site Safety Supervisor	TBC	HSS 02 F07
Fire Safety Coordinator	TBC	HSS 02 F05
Fire Marshall(s)	TBC	HSS 02 F04
First Aider	TBC	HSS 02 F06

2.3 Project Health, Safety and Environmental Goals

2.3.1 The health, safety and environmental goals for this project are:

- To comply with the requirements of all relevant health, safety and environmental legislation.
- Ensure adequate resources are available;
- To provide and maintain safe and healthy workplaces and safe working practices.
- Positively encouraging effective co-operation of contractors and others;
- Ensuring contractors and others have the necessary SHE information, instruction, supervision and competence.
- Ensure that all workers receive a project specific induction prior to starting work and visitors are escorted while on site.
- To meet project environmental requirements such as BREEAM/CEEQUAL ratings and Local Authority/Framework reporting arrangements.

2.3.2 Site specific goals:

- No reportable accidents/incidents.
- Accident statistics 20% better than industry average.
- 100 % of operatives holding CSCS cards appropriate to their job/role
- Site Inspections to be completed weekly. Remedial action to be completed within the following timescales:

- High Risk – Immediately
- Medium Risk – Within 24 Hours
- Low Risk – Within 48 Hours

- Inductions to be completed within 2 hours of first visiting site
- Minimum harm to the environment

2.4 Monitoring and Review of Health, Safety and Environmental Performance

Project Performance will be monitored by: Gina Risdale : Head Of SHEQ

2.4.1 Planned Site Inspections

Britcon (UK) Ltd shall monitor health, safety and environmental standards and performance as follows:

- Supervisors will visually monitor work areas, conditions and performance on a daily basis.
- Weekly-recorded health, safety and environmental inspections by the Project team.
- Monthly recorded Site safety Inspection (SSI) completed by the SHE department in line with project risk rating.
- Monthly advisory site inspections/visits completed by the SHE team in line with project risk rating
- Periodic recorded health, safety and environmental inspection/audits by the senior leadership team.

2.4.2 Senior Management Site Inspections

Arrangements for inspections and audits are described below; these are supplemented by inspections by the client:

- Contracts Manager: 1 inspection per month.
- Project Lead: 1 Inspection per week.

Relevant outputs from inspections and audits shall be copied to the BRITCON Project Lead for action and review as appropriate and a copy subsequently sent to Head Office to enable company performance monitoring, control and trend analysis. All records shall be maintained within the site project file. The Britcon Project Lead shall review outputs as necessary to ensure all actions have been completed within set timescales.

2.4.3 Independent Audit

Independent audit arrangements for the project are recorded on the Britcon Internal Audit Programme.

2.4.4 Project Review

Project performance will be reviewed at monthly progress meetings held with the client. Britcon will provide a performance report at these meetings to allow progress to be assessed and reviewed.

This plan shall be reviewed at least every four-weeks to identify changes required as a result of:

- Changes to the scope of works
- Changes to key personnel
- New identified hazards
- Findings of inspections or audits requiring changes to risk control measures
- Findings of accident/incident investigations requiring changes to risk control measures.

Proposed changes will be reviewed by the Project Lead before implementation, after consultation with relevant parties in advance if necessary.

2.5 Liaison Between Parties on Site

The Project Lead will ensure that all persons on site and other affected parties co-operate on matters relating to the health, safety and welfare.

Similarly, Britcon (UK) Ltd is committed to co-operating through consultation and liaison with all other parties connected with a project.

The framework for co-operation will involve the following procedures:

a) Regular planned Progress Meetings and relevant joint meetings will be held to ensure continuous liaison with the client and their representatives.
b) Day to day contact between the Project Lead and the client's Project Team, to ensure continuous monitoring of all site activities and progress.
c) Site specific Toolbox Talks will be held weekly. These are short safety presentations to ensure that employees and specialist contractors are kept fully informed of the control measures required for the site and generally keeping the safety message going. All employees and specialist contractors will be actively encouraged to "feedback" comments during this process, which will be considered by management for possible implementation.
d) The Health, Safety, Environmental and Quality (SHEQ) department will liaise with the Britcon (UK) Ltd Project Lead/Lead, Employees, Specialist Contractors and client Project Team during site audits.

Note: the following provides an outline of the standard agenda that shall be followed at safety and progress meetings to review health and safety management of the project:

- Actions required following any previous meeting(s)
- Health and Safety planning of future work(s), including the required liaison with Designers, Principal Designer, Contractors and the client Project Team
- Report on leading and lagging health and safety indicators including incident / accident statistics, investigations and findings.

2.6 Consultation with the Workforce

Britcon (UK) Ltd recognises the importance of effective two-way communication within the company and specifically on site. Information will be distributed utilising regular team meetings within the company and by the way of safety alerts and toolbox talks.

The Project Lead/Lead will ensure daily site safety briefings are undertaken.

The Project Lead/Lead will ensure that regular consultation between managers/ engineers and site representative is undertaken. Site staff are encouraged to participate in safety initiatives.

The Project Lead/Lead is responsible for ensuring that all site staff, which includes contractors, receive site-specific briefing and that they attend the relevant meetings, as appropriate.

2.7 Design Co-ordination

2.7.1 Design Control

The arrangements for dealing with design alterations and other major changes in work operations are detailed in the fully developed design control procedures within the Britcon integrated management system.

The interface with Third Parties will form a major part of the communication process. Key representation of all parties will be invited to participate in any risk assessment, planning process etc. which may ultimately affect their activities. This will be achieved by regular progress / liaison / communication meetings.

The interface with other designated contractors will be reviewed at the individual pre-start meetings and reviewed continuously throughout the project. The Project Lead/Lead will co-ordinate the interaction processes and ensure that all the individual 'safe systems of work' can operate simultaneously.

During the design process, the Britcon (UK) Ltd Design Co-ordinator, in liaison with the design teams, has endeavoured to 'design out' hazards of construction, maintenance and cleaning of the structure, or where this is not possible, to minimise the risks of such hazards.

Where it has not been practicable to remove a hazard completely, there will be a residual risk. Designers' Risk Assessments/Risk Log shall be updated, as required, throughout the design and construction process and communicated with the Principal Designer as required.

The responsibility of the Design Co-ordinator is to ensure:

- Designers have sufficient information to undertake design.
- Design Output is produced on programme.
- Technical Queries are resolved in a timely manner.
- Multi-Disciplined Design has Inter Disciplinary Checks undertaken.
- Documented Design Review Meetings are held at appropriate intervals and minutes distributed.
- Checking Process, as required by the contract is undertaken.
- Design and Check Certificates are produced which reference applicable standards.
- Design documentation and drawings are issued in a controlled manner.
- Design is developed to eliminate or mitigate risks i.e. Design Risk Assessments undertaken and reviewed regularly at the Design Review Meetings.

2.7.2 Design Change Control

Any eventuality during the works that would result in a change in the design must be communicated to the Principal Designer immediately by the Britcon (UK) Ltd Design Co-ordinator. Any such change in the design must comply with the requirements of Regulation 7 and 11 of the CDM Regulations and must be subject to the same risk assessment procedures as any other design feature.

If, after the works stage commences, the design changes, unforeseeable circumstances arise or Britcon (UK) Ltd wishes to change the original principals, the Design Co-ordinator will agree any necessary variation with the Principal Designer and Client before proceeding with any changes. However, if emergency action and changes are required, the circumstances must be communicated to the Principal Designer as soon as practicable after the event.

Design change control shall be carried out by the following process:

- All design changes shall be facilitated by the Design Co-ordinator in liaison with the Principal Designer and Client (through formal design meetings).
- Complex and high-risk changes shall be thoroughly planned utilising extensive verification, validation, and design review being performed (via formal meetings with applicable stakeholders).
- The Design Co-ordinator shall consider the verification and validation requirements for the proposed changes, and also determine the possible adverse effects on other functions. Cross-functional team members shall be tasked to review these decisions to ensure that appropriate design controls are implemented.
- Changes shall be identifiable by use of Britcon and Client document control systems - information shall be allocated a unique drawing number, referencing, be brief, clear, precise, and in a form suitable for the users.

- Drawing numbers shall be updated via changes and a current/maintained drawing register utilised (controlled by the Project Lead) to ensure users are aware of correct and up to date revisions.
- The Design Co-ordinator shall ensure any amendments are clearly shown on documents or drawings (as applicable) and communicated to relevant stakeholders prior to work commencing.

Design change outputs shall be documented, reviewed (by the Design Co-ordinator), and accepted by the Client before release for construction. The acceptance, including the date and signature of the individual(s) accepting the output, shall be documented to ensure adequate control is maintained.

2.8 Selection and Control of Contractors and Suppliers

Specialist contractors will be assessed and approved in accordance with Britcon standard HSS 14 (Subcontractor Management). The procedure is designed to ensure that appointed specialist contractors are competent in the work they are contracted to undertake.

The suitability of a specialist contractor to carry out the proposed work is assessed and verified by the Project Lead in conjunction with the Contracts Manager and/or the Health and Safety Manager, where applicable.

The specialist contractor must, prior to any work commencing, provide the following information regarding his proposed personnel:

- Certificate of Competency signed by the Director responsible for safety within the specialist contractor's organisation
- Medical self-assessment signed by the operative
- Copies of all relevant training certification cards (e.g. CSCS cards, plant operator's cards, etc)
- Details of any young or inexperienced workers and the control measures to be used to manage health and safety risks.

The Project Lead will assess/check the competence and training of each nominated person to ensure they are properly qualified to a level commensurate with the duties on which they will be engaged.

In addition, the Project Lead will ensure that all personnel can understand written and oral English to a standard appropriate to their role.

Each person will be approved, or rejected, as suitable for employment on the Britcon (UK) Ltd site. Additionally, performance will be monitored on an ongoing basis during the project.

Britcon will provide contractors and visitors with a 'safe working environment'. All specialist contractors must meet the following safety standards before being appointed to the project:

- All specialist contractors must have an internal safety management system and/or an appreciation of general safety procedures applicable to our work operations.
- All specialist contractors must nominate an individual responsible for Health and Safety on site.
- All specialist contractors must work within the site-specific rules laid down at project commencement.
- All specialist contractors must attend a Site-Specific Safety Induction given by the Company's Project Lead prior to commencing work. Records are maintained of all safety training and individual specialist contractors must complete and sign the confirmation of training record.
- All specialist contractors must report any accident/incident/near miss that occurs on the working site.

- All specialist contractors must ensure that their work programme accounts for any potential interactions caused by the scheduling of works that have Health and Safety implications.
- All specialist contractors must provide the following information, when requested, with regards to their work operations:
    - Risk Assessments (Specific)
    - COSHH Assessments (Specific)
    - Method Statements (Specific)
    - Details of personnel (Training)

All work activities will be subject to a detailed Risk Assessment and Method Statement. Specialist contractors will submit their Risk Assessments and Method Statements to the Project Lead for acceptance. The information provided by the specialist contractor will either be submitted as an appendix to the Britcon method statement or the contents will be incorporated into the Britcon method statement before submission to the Client for acceptance.

Britcon (UK) Ltd will maintain a site presence throughout all works to co-ordinate between potentially conflicting work activities and provide supervision of the works.

The performance of each Specialist Contractor is reviewed at the end of each project by the Project Lead and Senior Management Team. The outcome of each review results in either re-acceptance for continued use, placing on special monitoring or suspension from use.

2.8.1 Selection of Materials

Precise specifications or samples of the walling, podium roofing and glazing materials to be used shall be submitted to the Local Planning Authority for consideration. Only those materials approved in writing by the Local Planning Authority shall be used as part of the development unless otherwise agreed by the Local Planning Authority in writing. Materials selected for use during the contract will be supported by relevant health and safety information to ensure adequate risk controls are identified and implemented during its use and for inclusion in the Health and Safety File. Typical information may include Material Safety Data Sheets for substances, and certificates of conformity for materials. This information will be used to determine the correct working practices for storage, handling, use, installation and disposal, as appropriate.

2.8.2 Selection of Plant

The selection of plant and equipment for this project will be undertaken in line with the tasks being undertaken and site requirements, with consideration given to environmental aspects and impacts during the planning phase. In all cases the Project Lead will ensure that the relevant statutory certificates and maintenance inspections are being carried out effectively.

All Company owned plant has a maintenance record, which identifies the service intervals in hours worked, mileage intervals or specified dates. The Project Lead will review the plant operations as part of their Safety Tours and will ensure that either the Company mechanics or third parties are employed to carry out the necessary inspections and maintenance checks.

2.9 Site Security

The Site offices, welfare and compound area will be located in a clearly designated area. See Layout plans/compound plan appendix 6.

Site offices, welfare, and compound areas will be secured against unauthorised access by secured by perimeter security fence for the duration of the works. Heras fencing with debris netting will be erected in line with manufactures guidance, instruction and designed to exclude and protect the public and other unauthorised persons from the activities fencing will be securely fixed and maintained in good condition. All gates will be kept closed when not in use and locked during out of

hours periods. Access and egress from site will controlled by the use of a biometric turnstile system positioned between the site compound and the site itself. 24-hour CCTV will be installed on site to protect the site from trespassers out of hours and key holding duties to be undertaken by appointed CCTV/security subcontractor. All plant will be fitted with vandal resistant shutters and immobilised. Sub-Contractor site welfare unit and storage containers will be anti-vandal type and our advice during site inductions will be to leave no valuables in the welfare cabins or offices. Items such as laptops are not to be left in the offices overnight.

Where appropriate, security personnel will be employed outside of normal working hours to protect company assets and prevent unauthorised access.

To deter vandalism the company will ensure:

- The site is secure;
- Plant is isolated in a secure area;
- Materials stored safely and away from perimeter fence;
- Prohibited storage of Flammable Material adjacent to perimeter fence;
- Display signage warning of dangers on construction sites;
- Use solid hoardings to prevent clear vision of the site where necessary;
- Illuminate potential problem areas.

Employees of Britcon, Contractors or visitors/clients will not be permitted to access operational work area(s) until they have received a Site Induction covering essential H,S&E information and site rules.

2.10 Site Induction

It is the responsibility of the Project/Site Manager to ensure each and every operative arriving at site for the first time or after an absence of two months receives a site induction. The site induction must provide attendees with information on site specific SHE hazards and risks that will be encountered, along with the necessary risk control measures and site rules.

Site inductions will start at 8:00 am daily and will last approximately 45 minutes. It is the responsibility of the contractor to ensure their workforce arrives at the allotted time. Normally those attending late will be turned away.

All site inductions will be recorded on Britcon Site induction form which must be stored on site. Where it cannot be evidenced that a person has undergone a site induction, they will be prevented from working until they have received the induction.

For supervisors an additional induction will be provided, and on completion supervisors will be provided with a black hard hat for easy identification.

A separate induction briefing is provided for visitors, giving a brief overview but including the main safety and environmental hazards, risks and control measures. An experienced member of staff will accompany visitors at all times whilst on site.

All delivery drivers entering site will receive a driver induction and the delivery site rules will be completed and retained on site

Every person on site will attend a daily shift briefing, which is reviewed and updated to reflect changes, which occur on the site, and covers the specific hazards, risks and control measures in place on that day.

2.11 Training & Information

SHE training and information for this project will be provided through the following:

- Site Induction
- Daily team briefings
- SHE Notice Boards
- Regular Site Meetings
- Regular SHE Meetings
- Toolbox Talks
- SHE Bulletins/Alerts

Contractors must ensure individual competency can be demonstrated in accordance with Britcon procedures.

Any training need identified is to be addressed by the relevant contractor and monitored to ensure compliance.

Contractors must ensure that relevant environmental and occupational health toolbox talks are provided in addition to safety related talks to project personnel at a minimum frequency of 4 per month. Delivery of additional toolbox talks may be required by Britcon.

All supervisors are required to provide evidence of relevant training and/or qualification to meet Build UK Standards e.g. 2-day SSSTS or the 5-day SMSTS course. A copy of which is to be retained on site.

Contractors will be required to provide details of training provision / arrangements for their workforce.

2.11.1 Specific Training Required for the Project.

- Mask climber demonstrator and familiarisation training
- Hoist familiarisation training

2.12 Welfare Facilities and First Aid

The welfare facilities for this project have been assessed against the requirements of legislation. The agreed level of facilities is specified in Appendix 8.

The first aid arrangements for this project have been assessed against the requirements of the Health and Safety (First Aid) Regulations 1981.

A 'First Aid Notice' will be displayed in prominent locations around the CDM site and designated office accommodation. The nominated first aiders will take cognisance of holidays, sickness and shift times and where necessary will be supplemented to maintain the relevant requirements. First aid provision, including approved training for nominated individuals and first aid kits and equipment, shall be maintained and monitored frequently by the Project Lead through formal inspections and review.

2.13 Reporting and Investigation of Accidents and Incidents

As a minimum Britcon require all employees, specialist contractors and visitors to report:

- Any personal injury arising out of or in connection with the projects work activities
- Fires or any situation which could have resulted in a significant fire
- Environmental incidents resulting in the pollution of water, air or land
- Incidents and near misses which had the potential to cause injury, damage or environmental harm.

The Site Manager must be informed without undue delay of any accident or incident.

Accidents or incidents will be investigated to a level befitting to the potential severity of the event. All of our investigations into accidents or incidents will be conducted in line with our Just and Fair

Culture standard to help avoid placing unnecessary blame and ensure effective corrective actions are identified.

2.13.1 Golden Hour Reporting

Britcon operate a 'Golden Hour' incident reporting process, which will be communicated as part of site inductions and displayed on posters on site, including contact details for key individuals.

The process involves the following six steps:

1. Make Safe and Contain Incident Scene
2. Emergency Response
3. Take Control of the Incident Scene
4. Notify Relevant Personnel
5. Obtain Preliminary Information
6. Preserve Key Evidence on Site

More details can be found on the Britcon Golden Hour Incident Reporting poster.

2.13.2 Accidents involving personnel injury

Notify the Health and Safety Manager immediately by telephone.

During normal working hours – contact **01724 280022** and ask for H&S Manager

Outside normal working hours – call **07812 674174**

2.13.3 All Other Accidents and incidents

Complete and cascaded as required a 'First Alert' notification as soon as reasonably practicable. Britcon staff can access a quick link to this form directly from the Britcon Intranet homepage on SharePoint.

Complete an initial accident/incident/Near miss report form and submit to Head Office within 24 hours.

The H&S Manager, in conjunction with the Project Lead, will identify and report any accidents/incidents which require reporting to the HSE under RIDDOR 2013.

All accidents/incidents/near miss will be assessed by the H&S Manager to identify those which require further investigation. The assessment will be based upon the actual or potential severity or consequences of the event. The H&S Manager will investigate these accidents/incidents or appoint a nominated person.

Recommendations and lessons learnt from any investigation will be reviewed by the Britcon (UK) Ltd senior management team and the completion of all corrective/preventive actions will be monitored by the H&S Manager.

2.13.4 BritSPOT

Each Britcon site will have a unique QR code set up for reporting of hazards, improvement suggestions or recognition of good practice. These are designed to be used by any individual on site, including subcontract operatives and visitors.

These QR codes can be scanned using a QR-code reader on any smart-phone or tablet with internet connection and enable anonymous submission. The site manager and SHE team will be directly notified of any submissions.

2.14 Production and Acceptance of Risk Assessments and Written Safe Systems of Work

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Method Statements shall be evaluated and accepted by a nominated managers/supervisor with the knowledge, competence and experience to conduct an independent review of the adequacy of the document (in relation to the hazards identified and risk control measures specified). Britcon method statement evaluation form will be used to record this evaluation. Every method statement must be accompanied by a risk assessment.

All changes to the programme of planned work, including methodology and risk control measures, maybe subject to a revised risk assessment and the revision/amendment of the Method Statement. The Project Lead will accept all changes before the changes are implemented.

Method statements are briefed to relevant project personnel and all workers involved or significantly affected by the task under consideration. This briefing shall be given prior to the work being undertaken and records of such briefings retained on site.

As part of the Britcon (UK) Ltd overall safety policy, a Daily Shift Briefing shall be held at the start of every shift. This supplement the Method Statement Briefing as it ensures all on site are aware, reminded of general safety issues and that workers have reviewed their own work area/activity.

For sub-contract packages all known SHE hazards, and risks will be reviewed at sub-contract pre-order meetings. Risk assessments and method statements received from contractors (and client direct appointees) are to be accepted by reviewing against the Britcon Method Statement Evaluation Form. This process is to be recorded on the 'Date Checked' column in the table below.

Where information is insufficient the contractor / originator must be contacted urgently, and a joint review carried out to establish a suitable safe system of work.

Specific hazards already identified by the designer and which generally affect the site, or its proposed works are: Refer to Designers Risk assessments detailed below:

Document/Information	Reference	Author	Date

2.14.1 Permit to Work Arrangements

Britcon will implement, as a minimum, a permit to work system for each of the following hazardous operations:

- Works involving Hot Works
- Works on Electrical Systems

- Works involving Hazardous Substances
- Works at Height/Roof permits
- Works involving excavation
- Works outside the site boundary (278 works)
- Working in close proximity to water

2.15 Site Rules

Site rules for the management of health, safety and the environment have been established for this project. These rules have been developed to be appropriate to the risks faced on site and incorporate rules imposed by the Client, and in line with Britcon (UK) Ltd policies and procedures.

Site rules form part of the overall site induction and are monitored to ensure their suitability.

2.15.1 Site Specific Rules

These Site Rules are produced by the Project/Site Manager and incorporate any requirements, rules or restrictions imposed by the Client or others.

The Site Rules below are for the protection of everyone, they apply to all persons on site, including visitors. Non-compliance will result in disciplinary action and may result in exclusion from site.

- All persons on site shall attend a site induction, this includes visitors who enter construction areas
- Hard hat, protective footwear, and hi-visibility clothing must be worn on site, including visitors and delivery drivers who leave their cabs. (Glasses and gloves will be worn in line with task specific risk assessment)
    - No shorts, sleeveless shirts, or baseball caps to be worn
- The use of mobile phones onsite is prohibited, unless in the site compound or a designated area
- Activity specific PPE must be worn where required by risk assessment
- All accidents, near misses and environmental incidents (e.g. spillages) must be reported to Britcon site management
- Report any defective equipment and unsafe acts or conditions to your Supervisor or to Britcon Site management
- Smoking & Vaping is only permitted in areas designated by the Project Lead
- Food is only to be consumed in the designated accommodation/canteen areas
- Abusive language, horseplay and fighting are not permitted on site
- No drugs or alcohol are allowed on site, persons considered to be under the influence of drugs and alcohol will not be allowed on site.
- Workers must follow agreed method statements and safe systems of work
- Workers must not operate plant or equipment unless trained and authorised to do so
- All drivers must wear seat belts and obey site traffic routes and speed limits
- Fire extinguishers, alarms and other safety equipment must not be interfered with
- Pedestrians must use designated access routes where provided
- Radios and personal stereos are not permitted on site
- Tools must be tethered when working at height
- Scaffolding may only be altered by a qualified scaffolder.
- No person other than a designated and qualified electrician is to make connection/disconnection, other than at an approved plug and socket point, or make alteration to the temporary electrical supply
- Operatives using local shops must be have clean footwear and be clean and of good appearance.

- All operatives on site must comply with Britcon 'Blue Top' minimum standards.

2.16 Fire Safety & Other Emergency Plan

Refer to:

- Appendix 9: Fire Safety & Other Emergency Plan
- Appendix 10: Construction Phase Fire Risk Assessment

2.16.1 Fire Procedures

The Project Lead is responsible for the development of suitable fire arrangements, which includes:

- Nominating Fire Wardens to deal with any fire and evacuation, with the individuals identified on the Fire Evacuation Notice
- Provision and location of suitable Fire Fighting Equipment
- Method of raising the alarm
- Identification of evacuation routes and muster point
- Identification of any high-risk areas where additional fire precautions are required.

Britcon's Project Lead will ensure that the Emergency Telephone Numbers, Fire Action Plan Posters and muster point drawings are completed in full and are displayed at appropriate places on site and a copy maintained in a readable condition on the Site's Safety Notice Board(s).

Unforeseen eventualities will be immediately referred to the nominated Client contact. If the unforeseen eventuality results in H&S implications, to this project or any adjacent land / premises, the Principal Designer will be notified as soon as possible.

In potentially dangerous / environmentally damaging situations Britcon will take all necessary precautions to minimise the effect of the danger but only if this can be achieved without putting any person at risk. If this situation arises the site will be secured and a plan of action will be agreed which will eliminate all risks to personnel, including those employed on adjacent land / premises.

The following will be installed during construction works:

- Wireless fire alarms maintained regularly.
- Fire escape signage.
- Fire points with wireless alarms and suitable fire extinguishers, also with a fire escape plan attached maintained regularly.
- Emergency lighting.

The following information will be provided in the site induction:

- Fire assembly point.
- Fire Marshall's name.
- Emergency contact details.
- Location of the sign in register.
- Location of fire points and fire escapes.
- First aider's names.
- Location of first aid box.
- No hot works can commence without a hot works permit.
- Escape routes must be kept clear at all times.
- Fire drills will be carried out at least **ENTER REQUIRED FREQUENCY**
- All skips must be kept a suitable distance away from buildings.
- All hazardous waste must be kept in suitable containers (see 'Blue Top' minimum standards).
- All diesel/petrol must be kept in suitable containers and kept away from buildings and waste materials (see minimum standards).

- All working at height must have an accepted escape plan procedure.

2.16.2 Fire Reporting

In the event of a fire occurring on site, the Project Lead will compile a Report and submit it to both the Client and the Britcon (UK) Ltd Health and Safety Manager.

2.16.3 Incident/Accident emergency procedure

Refer to Appendix 11.

Mandatory notices include Emergency Contact Numbers, Hospital Route Plan, First Aid Notice, Fire Evacuation Procedure and Environmental Emergency Procedure.

NOTE: Should mobile telephones be the primary means of contacting emergency services then integrity of the signal must be proven to be robust in all the work site locations.

Britcon will ensure that an appropriate number of qualified first aid attendants and provisions are provided on the project to administer basic first aid. Local hospital, which is located at:

- Johnson Community Hospital, Spalding Road, Pinchbeck, PE11 3DT
  Tel: 01775 652000, open seven days: 8am – 8pm

3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

Specific hazards already identified by the designer and which generally affect the site, or its proposed works are:

- Segregation of the works from others (Public)
- Safe access and egress routes
- Discovery of unknown asbestos (ACM's)
- Dust and noise generation
- Working with electricity
- Hot works
- Security of the site from unauthorized access
- Movement of materials (storage)
- Manual handling
- Falling materials
- Maintaining existing emergency escape routes
- Working at height
- Working near water
- Possible coal mine workings

As part of the initial project review a Project Risk Assessment has been undertaken. The purpose of the assessment is to identify the significant risks associated with the project and specify the broad controls to be used to manage the risks. The assessment is reviewed at least monthly by the Project Lead. A copy of the 'Project Risk Assessment' can be found at Appendix 5.

Specific risk assessments will be produced throughout the project for various activities, situations etc and aligned with specific Method Statements. These will be supplemented by specific company safe working procedures where these are applicable to the relevant project activities.

3.1 Site Access/Egress for Vehicles and Plant (including Risks to Public)

Site access and egress and traffic management risk assessment/ arrangements are described in Appendix 7 which covers safe routes for deliveries of plant and materials, segregation of vehicles from pedestrians etc.

3.2 Utilities and Services – Overhead and Buried

Work under or near to overhead services shall be conducted in accordance with the HSE Guidance Note 'GS6 – Avoidance of Danger from Overhead Power Lines'. A specific safe system of work will be documented within this plan or a relevant method statement. Overground services have not been highlighted as an issue on this project

Work involving excavation or ground penetration of any nature will be conducted in accordance with Britcon Work Instruction 'WI167 – Identification of Buried Services'. A specific safe system of work will be documented within this plan or a relevant method statement.

3.3 Adjacent Land Uses

Refer to Appendix 13 Environmental management plan

To Be developed at Construction Phase

3.4 Structural Stability – Existing and Temporary Structures

Britcon (UK) Ltd shall provide all necessary temporary structures, screens, lighting, guard rails, barriers, protective sheeting, fencing, sheet piles and warning signs etc. to ensure the safety and protection of personnel and the works.

The location of such measures shall not affect the visibility of speed restriction boards etc. or access to places of safety; and will not be erected without the prior consent of the clients representative

Fixed temporary lighting will be installed in accordance with the IEE Regulations and other relevant legislation, completion certificates and periodic inspection records will be retained on site.

Temporary works designs shall be produced and proven prior to any installation, Britcon shall ensure that a relevant specific method statement and risk assessment is prepared, reviewed and accepted. Once installed, all temporary works structures shall be inspected by a competent person as per the outcome of the design requirements (frequency).

The Project Lead/ Temporary works coordinator shall monitor compliance via the safety inspection process as appropriate.

3.5 Preventing Falls

Refer to Appendix 14 Work at height strategy.

Britcon will ensure that all work at heights is planned and carried out in accordance with The Working at Height Regulations 2005. A safe system of work will be developed and documented within a method statement before such work begins.

Scaffolding erected for working at height shall be designed and erected by competent personnel, in accordance with BS5973, BS5974 and BS2482, with all necessary statutory inspections completed before initial use and thereafter, once every seven days. Warning notices shall be used to identify any scaffolding which is unsafe to use.

All boarding, weather sheeting or brick guards will be secured against accidental displacement

Ladders used on the site shall be constructed in accordance with BS1129 (Timber) Industrial Grade or BS2037 (Aluminium)

All ladders, trestles and staging's and other protective measures employed for working at height will be inspected on a weekly basis by the Site Agent or nominated deputy.

All scaffolds and falsework will be designed, constructed, used and dismantled in accordance with relevant British Standards and HSE guidance. All scaffolds and falsework will be designed and certificated by a competent person before being used for the first time.

All persons who erect, dismantle or inspect scaffolds or falsework shall be competent and certificated by the CITB to a suitable level for the task being undertaken. Supervisors of such work shall be certificated to advanced level.

Scaffolds with mixed tubes of steel and aluminium, or stitch welded aluminium tubes, are not permitted and the minimum thickness of scaffold tubes shall be 4mm.

Tower scaffolds will be secured against the effect of wind. At all times and wheeled tower scaffolds shall have, in addition to brakes on the wheels, arrangements to prevent any unplanned movement of the scaffold. When used in the vicinity of live electrical equipment the requirement for earthing shall be considered and implemented as necessary.

3.6 Control of Lifting Operations

Refer to Appendix 15 Lifting strategy.

All lifting equipment (cranes, hoists, lift trucks, etc.) and lifting accessories (chains, ropes, slings, eyebolts etc.) will meet the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. Current examination/test certificates for all cranes, lifting equipment and lifting accessories will be available on site and checked before any lifting operation is undertaken. Competencies of crane/lifting equipment operators will be confirmed before any lifting operation is undertaken.

In addition, all crane operations must be planned and carried out in accordance with the current editions of BS7121.

Crane operations will be planned to ensure an adequate safe system of work is developed and documented in a lifting plan accepted by a competent person. Particular attention will be paid to crane operations adjacent to highways, railway lines and operational buildings and structures.

3.7 Maintenance of Plant and Equipment

All plant and equipment used on site will be in a serviceable condition and suitable for the work being carried out. Plant and equipment will be supplied with relevant inspection/servicing certificates, which will be checked and kept in the site file. Weekly visual inspections of plant, power tools and lifting equipment will be carried out by the Project Lead or a nominated deputy. Records will be maintained on site to comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Any unserviceable plant or equipment shall be immediately secured/quarantined to prevent use until either; it is repaired or removed from site.

Drivers of all mobile plant are made responsible for the efficient running/daily maintenance checks of their equipment. All Drivers/Operators shall be competent and hold a valid CPCS card (or equivalent certificate of competency). Maintenance checklists will be used on each specific project and these will form part of the audit framework. Defects will be reported immediately to the Project Lead and all subsequent actions documented and followed through to compliant resolution.

All mobile work equipment, used on the Project, which is assessed as being at risk from rolling over, shall have suitable protection measures fitted, for example a structure frame or cab, which, in the

event of rollover will prevent the work equipment from crushing the operator or people being carried.

These shall also be provided with a restraining system if the operator or people being carried are likely to be injured through contact with the inside of the structure frame or cab or ejection from the work equipment during rollover. No unauthorised passengers will be allowed on mobile plant.

In addition to this, all mobile plant with long reach facilities will be subject to positioning and clearance restrictions.

3.8 Work on Excavations or Areas with Poor Ground Conditions

Work involving excavation or ground penetration of any nature will be conducted in accordance with Britcon procedure 'HSP 43: Excavations and Service Avoidance'. A specific safe system of work will be documented within this plan or a relevant method statement.

In addition, the risk of unintended excavation collapse will be controlled by identifying the control measures in the method statement.

Where temporary support is required this will be installed to an approved design.

All excavations will be inspected every shift and a written record of the inspection made every seven days by a competent person (selected and authorised by the Britcon Project Lead).

Excavations shall be inspected:

Place of work (activity)	**Timing & Frequency of Checks / Inspection**		
	Inspect before work at the start of every shift	Inspect before work at the start of every shift	Inspect before work at the start of every shift
Excavations which are supported to prevent any person being buried or trapped by an accidental collapse or a fall or dislodgement of material	✓	✓	✓

The information on the excavation report shall include who made the inspection (competent person), date and time. Anything identified that could lead to a risk and any further actions that may be required shall be immediately reported to the Britcon Project Lead/works halted until resolved. Britcon shall ensure the competent person has the authority, skill, knowledge, practical experience and training to enable him/her to assess the risks arising from work activities as appropriate.

3.9 Work on Wells, Underground Earthworks or Tunnels

N/A

3.10 Work on or near Water

N/A

3.11 Work involving Diving

N/A

3.12 Work in a Caisson or Compressed Air Environment

N/A

3.13 Work involving Explosives

N/A

3.14 Traffic Routes and Segregation of Vehicles and Pedestrians

Refer to Appendix 7 traffic management plan and traffic risk assessment.

To be developed at Construction Pahse

3.15 Storage of Materials (including Hazardous Materials) and Work Equipment

Refer to appendix 6 Site layout and compound layout plan.

Materials shall be stored in an appropriate manner and in line with Britcon site standards/practices:

Materials, where practical, shall be delivered on a 'Just in Time' principal to minimise site storage areas and potential hazards. Other control to be adopted shall include effective storing, clearly marked storage areas and checking storage areas to ensure good housekeeping is maintained (by daily inspections).

The storage of Highly Flammable and Flammable substances is not foreseen on this project.

Adequate ventilation will be provided, and the materials shall only be used in accordance with HSE and industry codes of practice.

The storage, handling and use of hazardous and dangerous substances will be assessed and appropriate control measures identified within either the Site Set-Up or activity specific method statement and risk assessment. This assessment shall identify the hazards arising from specific storage of any particular dangerous substance to be used and determine measures that will avoid or minimise the potential risk of a spillage or release to minimise the risk of a fire or explosion occurring at the storage location. HSE document 'L138 – Dangerous Substances and Explosive Atmospheres' shall be utilised.

All hazardous liquids shall be stored in a standard site flam-vault inclusive of containment area to ensure any spills are controlled, impact from operations is minimised and isolation from potential sources of ignition. Suitable training and supervision of site operatives shall be provided

Relevant COSHH assessments (in line with HSG 193 – COSHH Essentials) shall be available to ensure adequate identification, hazards, exposure limits and control measures are in place prior to being used by personnel. This includes user PPE requirements and additional MSDS sheets from suppliers for unique product information. ALL hazardous materials shall be labelled correctly as per current requirements.

All work equipment shall be stored tidily in secured containers to prevent unauthorised use, where practicable and when not in use, to ensure site is kept free of hazards.

Equipment and materials shall be kept clear of access ways. Electrical cables, hoses etc. will be routed to avoid tripping hazards and potential damage from vehicles, persons, plant or equipment. Where cables or hoses need to cross access ways they will be suitably boarded over or protected to eliminate tripping hazards.

Allocated storage and lay-down areas shall be maintained, kept free of waste and barricaded adequately at all times.

3.16 Work On or Adjacent to Highways or Railway Infrastructure

N?A

3.17 Other Significant Safety Risks

3.18 Asbestos

A full R & D internal survey as been commissioned & the report will be available on site.

BPS Asbestos services Ltd – Dated 08th April 2024 – Ref N-00808

3.19 Lead Coated Materials

N/A

3.20 Contaminated Land

N/A

3.21 Manual Handling

In order to comply with the requirements of the Manual Handling Operations Regulations, Britcon will implement the following measures during activities:

- Avoid, so far as is reasonably practicable, manual handling operations, which involve the risk of employees being injured.
- Provide mechanical means of handling wherever possible to reduce the overall levels of manual handling.
- Carry out suitable and sufficient risk assessment of hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury to lowest level reasonably practicable.
- Consult, inform and train employees in manual handling operations.

3.22 Use of Hazardous Substances (including Health Monitoring)

To be Developed at Construction Phase

3.23 Noise

Refer to Appendix 13 Environmental Plan.

The risk assessment procedure will be used to identify activities which involve a risk from exposure to noise or vibration. Suitable and sufficient control measures will be summarised in the Risk Assessment and/or the activity specific method statement.

In order to comply with The Noise at Work Regulations, Britcon will undertake to reduce to the lowest level as is reasonably practicable, the risk to Health and Safety from noise at work by implementing the following measures:

- Procuring machinery and equipment, where reasonably practicable, that has been designed or has had equipment fitted to reduce noise to an acceptable level.
- Carry out noise assessments (recorded) where employees are likely to be exposed to noise above the action levels currently set at 80 dB(A) and 85 dB(A).
- Clearly define and signpost zones where hearing protection is required.
- Reduce and control noise at levels above 85dB (A)
- Provide well maintained hearing protection as a secondary measure.
- Provide employees with adequate information, instruction and training, including their participation and consultation.

Best Practical Means will be employed at all times and in all areas to minimise noise and vibration from the proposed works. The control measures shall include:

No Idling Policy - All equipment will be shut down when not in use, vehicles will be required to switch off engines if waiting unless required for operational reasons. This will be briefed out to all associated project staff and contractors by means of the daily briefing process.

Location of equipment - Semi static equipment will be sited and orientated as far as reasonably practicable away from occupied buildings or as close as possible to any screening. Enclose working area with an acoustics screen (to be as close as possible to the source of the noise) as required.

Power Supply - If generators are required, low noise models shall be selected to ensure noise is kept to a reasonable operating level and does not exceed scheme limits.

Screening of plant, worksites and compounds - Generators, compressors and pumps etc, where required for operations will be silenced and screened as appropriate, however it is generally impractical to position noise screens line-side due to space constraints and difficulties associated with positioning on the ground surface. Significant and sensitive areas will be screened for certain activities through site assessment and shall be considered by the Britcon Project Lead. All other relevant work areas unaffected by constraints shall be suitably screened to mitigate noise and visual nuisance as required by legislation.

Materials handling - All materials will be handled, stored and used in a manner that minimises noise during the construction phase. Where plant/vehicles are utilised for materials handling, the provision of white noise alarms (where applicable)/and or reversing alarms and banksmen shall be available. Loud reversing alarms shall be disconnected in certain circumstances (time of day or close to sensitive receptors/operations) and a banksman allocated to ensure noise nuisance is reduced and to maintain safe working practices.

All personnel will be subject to the generic site rules governing shouting and the use of inappropriate language. Shouting and raised voices will be kept to a minimum except in cases where warnings of danger must be given.

To ensure that the requirements to minimise noise and vibration levels are achieved and that noise and vibration targets have not been exceeded, Britcon (UK) Ltd, will undertake a noise and vibration monitoring programmed by a suitably qualified practitioner or regular surveillance by the Project Lead.

3.24 Vibration

Refer to client and planning requirements.

The Vibration at Work Regulations apply to all Britcon activities which give rise to risk to persons Health and Safety arising from exposure to vibration at work.

In order to comply with these regulations Britcon will implement the following measures during the works:

Make a suitable and sufficient assessment of the risk created by such work to identify the measures that need to be taken to meet the requirements of the Regulations.

Ensure that risk from exposure to vibration is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.

Ensure that employees are not exposed to vibration above exposure limit values.

If the risk assessment indicates that there is a risk to the health of employees who are, or are liable to be, exposed to vibration, the Company will ensure that such employees are placed under suitable health surveillance.

Provision of adequate information, instruction and training to employees regarding the risks associated with the activity and the correct procedures to be followed.

3.25 Work with Ionising Radiation

N/A

3.26 Exposure To UV Radiation (From The Sun)

Britcon shall monitor workers exposed to UV radiation during the works. Specific assessment shall be carried out prior to activities and the following personal protective equipment will be utilised where applicable to the situation:

- UV-blocking safety eyewear (goggles, spectacles, face shields, welding shields, etc.) with side-shields where applicable,
- long-sleeved, closely woven clothing that covers as much of the body as practicable, and
- sunscreen with a sun-protection factor (SPF) of 15 or higher and effective against UV-A and UV-B on all exposed skin.

3.27 Other Significant Health Risks.

COVID 19- Control measures Refer to Appendix 16

4. HEALTH & SAFETY FILE

4.1 Purpose

The Health and Safety File is required to alert those carrying out future construction works to the risks and allow them to decide how to work safely.

4.2 Layout, Format and Storage

The Health and Safety File layout and format will be agreed with the client/Principal Designer with the first weeks of the construction phase and an internal programme will be agreed for the production and preparation of the relevant material.

Britcon will supply the completed Health and Safety File to the client/Principal Designer in a timely manner after the practical completion of the relevant works.

4.3 H&S File content

The Construction (Design & Management) Regulations 2015 - 'Managing Health & Safety in Construction', identifies the information which may be relevant to the Health & Safety of

those carrying out any future construction work. The H&S File will therefore contain the

following Contents List, and subsequent fully completed sections:

1. A brief description of the work carried out
2. Residual hazards and how they have been dealt with
3. Key structural principals incorporated in the design of the structure and safe working loads for floors and roofs
4. Any hazards associated with the materials used
5. Information regarding the removal or dismantling of installed plant and equipment
6. Health and safety information about equipment provided for cleaning or maintaining the structure
7. The nature, location and marking of significant services including fire-fighting services
8. Information and as-built drawing of the structure, its plant and equipment inc service access, fire doors and compartmentation. The as built or record drawings, where so provided, may remain within O&M Manuals but the H&S File must contain full drawing schedules and the location of the drawings given accurate and full cross-references.

9. Contractor data sheets

4.4 Presentation

The bound copy will be a four-ring white binder, with plastic pockets to receive fully coordinated titled covers and spines. The content will be top copy throughout and will be fully legible. All drawings will be of as built or record status and marked accordingly, folded to A4 and supplied in individual plastic pockets, with the title outermost. Drawings will not be accepted where these have been punched for insertion within the binders.

5. ENVIRONMENTAL MANAGEMENT

5.1 Environmental Policy

Refer to Appendix 2 environmental policy

This Construction Phase Plan has been formulated to ensure environmental risks associated with this project are adequately managed.

Britcon's Environmental Policy Statement is reviewed annually by the Executive Management team and signed by the Managing Director. A copy is included within Appendix 2. The policy statement will be displayed on site notice boards and communicated to employees and sub-contractors through the weekly toolbox talks.

An environmental aspect and impacts assessment has been completed for the project. A number of significant environmental impacts have been identified. Targets and responsibilities are stated for the significant impacts. The overall environmental objectives for the project are stated.

The client pre-tender information identified relevant environmental information, which has been taken into consideration during the development of this management plan.

5.2 Register of Significant Environmental Aspects and Impacts

Refer to Appendix 12 Environmental Aspects/ Impact assessment.

5.3 Legislation, Regulations and Other Requirements

Britcon (UK) Ltd will carry out the contract in compliance with all applicable UK legislation.

Britcon (UK) Ltd accepts that any procedures contained within this Plan do not prejudice any statutory requirements and guidelines that may be in force at any time during the project period.

5.4 Environmental Objectives and Targets

Specific objectives and targets are based upon the significant environmental impacts identified within Appendix 12 of this document.

5.5 Environment Management Plan

Refer to Appendix 13 Environmental Management Plan.

This Environmental Management Plan shall be reviewed by site management every month, to ensure the contents remain valid. The findings of each review will be reported at the progress meetings.

5.6 Environmental Structure and Responsibility

The Person with overall responsibility for compliance with this Environmental Management Plan and associated standards/legislation is the Environmental coordinator/ Construction Manager.

The project organisation chart and responsibilities are shown in Appendix 4.

5.7 Training, Awareness and Competence

Britcon (UK) Ltd employees receive environmental awareness training as part of the company's core training matrix. In addition, site personnel receive training in site procedures for preventing and controlling environmental hazards and emergency response.

Site employees and sub-contractors receive site specific information during the Induction Briefing, which is reinforced at regular intervals during the weekly toolbox talk programme.

5.8 Environmental Management System Documentation

Britcon Environmental Standards:

- ENS 01: Earthworks and Contaminated Land
- ENS 02: Pollution Prevention
- ENS 03: Waste Management
- ENS 04: Nuisance Management
- ENS 05: Ecology and Biodiversity
- ENS 06: Archaeology and Heritage
- HSS 03: Risk and Impact Assessment

Britcon Environmental Supporting Documents:

- ENS 02 F01: Permit to Pump / Discharge
- ENS 03 F01: Controlled Waste Transfer Note
- ENS 03 F02: Environmental Management Plan
- ENS 03 F03: Example Constraints Layout Plan
- HSS 03 F12: Environmental Aspects and Impacts Assessment
- BTMS 001: Waste Management
- BTMS 002: Hazardous Waste Storage
- BTMS 007: Recycled Aggregate
- BTMS 008: Concrete Washout
- BTMS 009: Topsoil
- BTMS 010: Tree and Hedgerow Protection
- BTMS 011: Chemical and Paint Storage
- BTMS 012: Pumping Out Excavations
- BTMS 013: Refuelling
- BTMS 014: Oil and Fuel Storage Above Ground
- BTMS 015: Flexible Intermediate Bulk Containers
- BTMS 026: Nesting Birds
- BTMS 027: Silo
- BTMS 028: Spill Response

5.9 Environmental Monitoring and Measurement

Refer to Appendix 13 Environmental Management Plan.

Britcon (UK) Ltd site personnel shall conduct a formal safety & environmental inspection on a weekly basis. In addition, the Contracts Manager will conduct an inspection every month. A member of the company SHEQ department will visit site and conduct an audit periodically.

5.10 Non-Conformance, Corrective and Preventive Action

The company's documented procedures for dealing with and closing out non-conformances will be used by site management to identify corrective and preventive action and monitor progress until completion of the agreed actions.

5.11 Waste and Energy Management Plan

Refer to Appendix 13 Environmental Management Plan.

SmartWaste system will be used to identify and record waste and recycle information in line with BREEAM requirements

6. MANAGING SIGNIFICANT ENVIRONMENTAL ASPECTS

Refer to Appendix 12 Environmental Aspects/Impact Assessment and Appendix 13.

Britcon (UK) Ltd will employ the 'Best Practicable Means' to eliminate or minimise the environmental impact of the aspects identified within this plan.

6.1 Permissions and Consents

Refer to Appendix 17.

All permissions and consents have been identified and will be maintained in a schedule agreed with the Client identifying responsibilities for obtaining these permissions and consents.

Those identified in the programme for obtaining permissions and consents must secure all environmental consents and permits and consult/liaise with all bodies considered necessary in relation to environmental issues. No agreement should be made or commitment entered into without the prior approval of the Britcon Contracts Manager.

6.2 Environmental Design Management

Where Britcon are involved in the design of any element of the project, the company will assess the environmental aspects and impacts (positive and negative) of the detailed design, which may include material changes to the existing environment, the use of energy and natural resources, the emission of pollutants, the creation of nuisance and the elimination of waste.

As significant environmental aspects and impacts are identified, the designer will establish environmental design aims that:

- prevent, reduce or where possible remedy any significant negative impacts that might present a risk to the project and programme of works
- achieve best practicable environmental performance through innovative design.

These environmental design aims and the measures that are proposed to achieve them will be reported within the final design specification. On completion of the detailed design stage, the designer will produce a revised register of significant environmental aspects and impacts for use during implementation of the design. Where environmental risks and impacts are reduced through the design process, the register of significant environmental aspects and impacts, will be updated accordingly.

The Britcon arrangements for dealing with design are detailed in the fully developed design control procedures within the quality management system.

During the design process, the Britcon Design Co-ordinator, in liaison with the design teams, has endeavoured to "design out" hazards of construction, maintenance and cleaning of the structure, or where this is not possible, to minimise the risks of such hazards, as is required by Regulation 7 and 11 of the CDM Regulations.

Where it has not been practicable to remove a hazard completely, there will be a residual risk. Designers' Risk Assessments/Risk Log shall be updated, as required, throughout the design and construction process and communicated with the Principal Designer as required.

The responsibility of the Design Co-ordinator is to ensure:

- Designers have sufficient information to undertake design.
- Design Output is produced on programme.
- Technical Queries are resolved in a timely manner.
- Multi-Disciplined Design has Inter Disciplinary Checks undertaken.
- Documented Design Review Meetings are held at appropriate intervals and minutes distributed.
- Checking Process, as required by the contract is undertaken.
- Design and Check Certificates are produced which reference applicable standards.
- Design documentation and drawings are issued in a controlled manner.
- Design is developed to eliminate or mitigate risks i.e. Design Risk
- Assessments undertaken and reviewed regularly at the Design Review Meetings.

6.3 Complaints and Help line

The Site Manager will be available to receive any calls regarding the works and the site manager mobile telephone number will be displayed to allow local residents and businesses to make contact should they have an issue.

These details will also be made available to the general public and other interested parties at meetings, letter drops etc.

Complaints will be recorded and dealt with in accordance with the company's Complaints procedure to ensure the issue is investigated and resolved.

6.4 Dust

Refer to Appendix 13 Environmental Management Plan.

Refer to client and planning requirements.

The Company will take all reasonably practicable measures to avoid nuisance dust arising from operations carried out on the site. Measures will include the damping down of site roads to reduce dust, containment of dusty products stored on site, and the use of local exhaust ventilation systems as necessary.

6.5 Air Pollution

Refer to Appendix 12 Environmental Aspects/Impact Assessment.

Refer to client and planning requirements.

The Company will take all reasonably practicable measures to prevent the occurrence of smoke emissions or fumes from plant, construction traffic, stored fuel oils and other substances.

All plant will be kept in good repair, conform with the manufacturers or legislative emissions standards and will not be left running when not in use.

6.6 Interference with Drains, Springs and Watercourses

Refer to Appendix 13 Environmental Management Plan.

All drains, springs and watercourses encountered through the construction process will be preserved so as to prevent the reduction in their original flow. All connections to mains, drains, pipes, watercourses or other utilities will only be carried out after gaining the correct approval.

6.7 Hydrology and Aquatic Resources

Refer to Appendix 13 Environmental Management Plan

The Company will take all reasonable steps to avoid lowering the existing water quality of surface or groundwater and comply with any environmental standards such as aquifer protection zones, river water quality objectives and water quality standards. The use of herbicides will be subject to any restrictions in force, and records will be maintained of all applications made.

The storage of hazardous substances including oils will include the provision of properly bunded areas so that in the event of a spillage or leakage no oil or other contaminant will be allowed to reach water courses or groundwater, including aquifers.

6.8 Archaeology

Refer to Appendix 13 Environmental Management Plan.

In the event that potential archaeological remains are discovered, the Company will stop working and seek advice from a known authority to determine the nature of the remains. The site will be protected during this process, and work will only continue after agreement has been reached with all concerned parties on the most suitable method.

6.9 Built Heritage

N/A

6.10 Ecology

Refer to Appendix 13 Environmental Management Plan.

The Company will comply with the relevant statutory provisions in respect of the protection of areas of nature conservation interest and of protected species and will as far as is reasonably practicable control and limit any disturbance to such areas.

Where species are protected by specific legislation, the Company will adopt the approved guidance. At no time will the Company knowingly allow the growth in the wild of species specified within schedule 9 of the Wildlife and Countryside Act 1991.

Where work is carried out on listed buildings and/or structures and conservation areas the Company will ensure that the impact is minimised wherever possible. Should consents be required they will be obtained prior to any work commencing.



BRITCON
Civils | Build | Steel

HEALTH AND SAFETY POLICY STATEMENT

Briton recognises its responsibility under current safety and health legislation and believes that all incidents are preventable, and this belief underpins our moral and legal commitment to safeguard, so far as is reasonably practicable, the health, safety, and well-being of its employees and anyone who may be affected by the actions of the Company, or its employees.

Britcon is actively committed to the provision of strong and active leadership, and the engagement of the workforce in the promotion and achievement of safety and health conditions. Britcon will provide adequate resource, information and training to ensure that the management teams deliver this policy and its objectives.

Policy Aims:

To ensure effective implementation of this policy we will:

- Through viable and active leadership, ensure that employees are aware that working safely is a condition of employment.
- Set standards relating to health, safety and welfare of employees, contractors, visitors and the general public and striving to achieve industry "best practice".
- Identify and mitigate to an acceptable level, workplace safety and health hazards, whilst striving for continual improvement in health and safety performance to prevent incidents, injuries and damage to health.
- Encourage employees to promptly report all incidents, accidents, near misses, and safety concerns. Thorough investigations will be conducted to prevent recurrence.
- Ensure employees are trained to undertake the tasks required.
- Ensure employees are empowered to delay or postpone any activity this is considered unsafe.
- Provide our employees with information on occupational health, health promotion and wellbeing.
- Encourage safe behaviour by all employees and subcontractors, including recognising and promoting safe behaviours as well as providing re-education relating to un-safe behaviours.
- Ensure all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Company.
- Engage with our supply chain colleagues and contractors to ensure that their safety and health management standards and practices meet or exceed the expectations of this policy developing a culture and environment that promotes the prevention of injury and ill health.
- Integrate safety and health matters into our business decisions.
- Ensure customer and statutory requirements are adhered to on all our projects.
- Support employee health and well-being through initiatives that promote physical and mental health.
- Regularly consult with our workforce and provide mechanisms for them to provide their feedback and suggestions for improving our approach to health and safety
- Maintain a management system in line with the requirements of ISO 45001:2018.

This policy will be communicated to all our employees and organisations working on our behalf, displayed on all our sites, our offices, our intranet, and will be made available to third parties.

Britcon is committed to continual improvement in all its systems and procedures, ensuring that the Company sets specific health and safety objectives in each business stream. In striving for continual improvement, the policy and health and safety objectives shall be periodically reviewed to ensure they remain relevant and appropriate to the Company's activities and it complies with all current occupational health and safety legislation and best working practices.

The Directors are personally responsible for the health and safety performance of the company and sign this policy statement in acknowledgement of this:

Page 1 of 1 v22.1: 06/10/2023

Britcon accepts that any procedures contained within the Construction Phase Plan do not prejudice any statutory requirements and guidelines that may be in force at any time during the contract period.

BRITCON
Civils | Build | Steel

ENVIRONMENTAL POLICY STATEMENT

Britcon is a leading property, residential and construction company which invests in building the places where we work, live and play. We operate across a range of sectors including building, civil engineering and structural steelwork.

Britcon recognises that our business has an impact on the environment, and we are committed to managing and reducing that impact through the adoption of our environmental policy, alongside our wider sustainability strategy and policies.

Policy Aims

To manage our environmental performance, Britcon's directors commit to:

- Identify and fulfil our compliance obligations, including all legislation, standards and codes of practice, which are relevant to our business;
- Continually improve our environmental performance through effective communication, provision of staff training, adoption of best techniques available and setting of appropriate environmental objectives, which will be regularly monitored and reviewed;
- Continuously work towards reducing energy consumption and promoting the use of renewable and sustainable energy sources where feasible;
- Actively seek to reduce emissions of greenhouse gases and pollutants, striving to limit our impact on air and water quality;
- Take appropriate measures to prevent pollution incidents;
- Encourage all individuals to consider a lifecycle perspective when making decisions, particularly relating to design and purchasing;
- Favour suppliers and partners who share our commitment to environmental responsibility and sustainable practices;
- Reduce the amount of waste generated by our activities, sites and premises, and the percentage that is sent to landfill;
- Conserve water by reducing demand at our sites and premises;
- Be a respectful neighbour by minimising the impact that our activities, sites and premises have on local communities;
- Protect and, where feasible, enhance biodiversity on sites and premises where we hold responsibility or can influence those that do;
- Seek to influence our clients to adopt, and our designers to provide, solutions that benefit the environment;
- Promote, as far as is reasonably practicable, responsible sourcing and the purchase of materials and services that through their use, sourcing or manufacture, have the least harmful effect on the environment, including consideration of the full lifecycle through to disposal;
- Minimise the need to travel but, where travel is unavoidable, use modern and efficient modes of transport;
- Work with our supply chain to help them improve their own environmental performance;
- Maintain a management system certified to the requirements of ISO 14001:2015;
- Communicate this policy to all our employees and organisations working on our behalf, displayed at our offices, on our intranet, and made available to third parties;
- Review this policy at least annually to ensure its ongoing relevance and effectiveness and alignment to the company's strategic direction.

(N. Shepherd – Managing Director) (M. Searston – Commercial Director) (I. Noble – Operations Director)

1 / 1

v13.1: 06/10/2023

APPENDIX 3: F10

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach
APPENDIX 4: Project Organisation Chart, Appointments & Responsibilities

Project Personnel:

Name:	Andy Toyne	**Co.:**	Britcon (UK) Ltd
Position:	Contracts Director		
Address:	Midland Road, Scunthorpe, North Lincolnshire, DN16 1DQ		
Telephone:	07798 611147	**Email:**	Andy.toyne@britcon.co.uk

Name:		**Co.:**	Britcon (UK) Ltd
Position:	Contracts Manager		
Address:	Midland Road, Scunthorpe, North Lincolnshire, DN16 1DQ		
Telephone:		**Email:**	

Name:	TBC	Co.	Britcon (UK) Ltd
Position:	Site Manager		
Address:	Midland Road, Scunthorpe, North Lincolnshire, DN16 1DQ		
Telephone:		**Email:**	

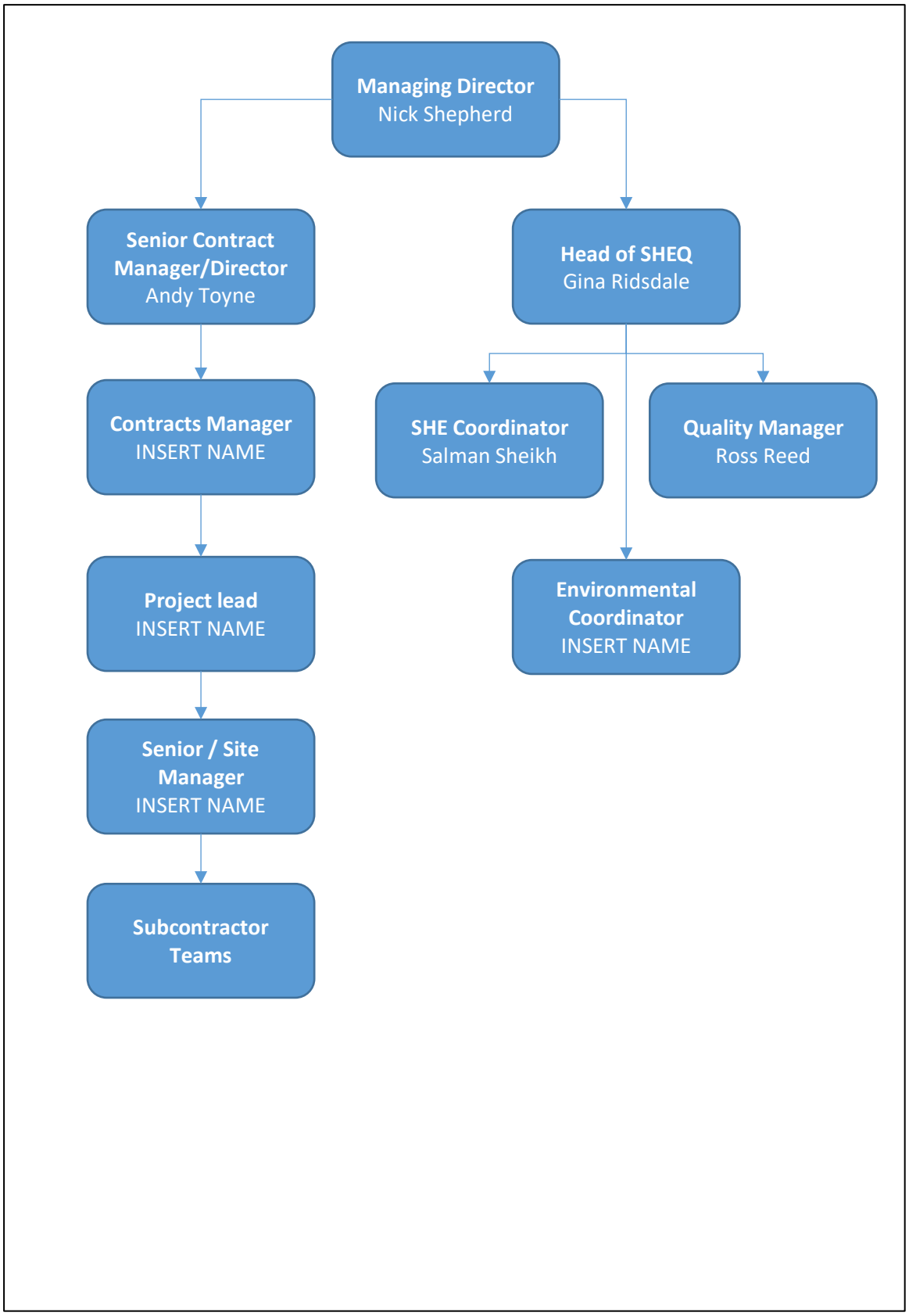
Name:	Salman Sheikh	**Co.:**	Britcon (UK) Ltd
Position:	Site Foreman/Health and Safety Coordinator		
Address:	Midland Road, Scunthorpe, North Lincolnshire, DN16 1DQ		
Telephone:	07775027055	**Email:**	Salman.Sheikh@britcon.co.uk

Name:	Gina Risdale	**Co.:**	Britcon (UK) Ltd
Position:	Head of Health, Safety and Environmental		
Address:	Midland Road, Scunthorpe, North Lincolnshire, DN16 1DQ		
Telephone:	07812674174	**Email:**	Gin.risdale @britcon.co.uk

Name:		**Co.:**	Britcon (UK) Ltd
Position:	Health and Safety Advisor		
Address:	Midland Road, Scunthorpe, North Lincolnshire, DN16 1DQ		
Telephone:		**Email:**	

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Management Structure and Responsibilities



APPENDIX 5: Project Risk Assessment

HSS 02 F01: CONSTRUCTION PHASE PLAN

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach
Appendix 5: Project Risk Assessment

ACTIVITY	POSSIBLE HAZARD	WHO MAY BE HARMED	RISK (L,M,H)	ACTION REQUIRED TO REDUCE RISK TO AN ACCEPTABLE LEVEL	METHOD STATEMENT REQUIRED Y/N
Specific Issues/Hazards identified by designers which impact upon the site &/or proposed work activities. (details of issues/hazards may be detailed within the designers risk assessments filed within the projects electronic site file					
Protection of visitors and personnel (including Britcon staff) i.e. Site Manager, Assistant Site Manager, Site Engineers, Clerk of Works, General Operatives, Gate Attendant, Banksman, Hoist Operator and Quantity Surveyors	Impact Crushing Slips/trips Collision Personal Injury	Britcon, Visitors, all operatives, public	M	All site hoarding to be secured and monitored regularly. Full PPE must be worn and all persons entering site to receive induction All persons entering site to be registered and sign in daily to confirm attendance Daily briefings to all operatives to notify of ongoing work Daily hazard board located on site	Y
Site establishment Setting up temp accommodation	Impact Crushing Obstruction Access Loss of Load	Britcon/Wernick	M	Method statement for all cabin moves. Lift plan in place for all cabin works Crane position for cabin lift to be confirmed	

Fencing / Security	Fence Panels Falling Manual Handling Striking Existing Services	Public, Operatives	M	Heras fencing used initially to secure site location. Solid timber perimeter hoarding erected with vison panels for main compound site areas. Gates closed when not in use and padlocked out of hours. Permit to dig and CAT used during works Temporary works design for fence panels required	
Access/Egress to/from Site	Collision Impact Crushing Obstruction Access Routes Striking or Arcing OH Power	Public, Operatives	H	Trained gatemen to be in place for all deliveries. Crossing points to access site compound to be highlighted Viewing panels included within hoarding where required. Restrictions on delivery times if required	Y
Roadworks / Traffic Management	As Above	Public, operatives	H	Gatemen to be in place for all deliveries. Alternative crossing points and pedestrian routes controlled Viewing panels included within hoarding Delivery gates to be kept closed at all times Restrictions on delivery times if required.	Y
Existing Underground or Overhead Services	Fire Electric Shock Explosion Disruption to existing buildings	Operatives	H	Full GPR survey to existing services carried out All works subject to permit controls and CAT scan. Scan to be eCAT 4 + and generator , in date and being use by trained operatives UXO Survey to be completed	Y

Power / Electricity	Electric Shock Burns Fire	Operatives	H	Risk assessment and method statement to be implemented and signed off by Britcon management prior to works starting	Y
Plant & Equipment	Impact Crushing Collision Electric Shock	Operatives	H	Plant and equipment to be operated by trained and authorised personnel in possession of appropriate CPCS card All machinery to be within test date, including any additional equipment (chains, slings etc) Safe working zones to be implemented around plant. Thumbs up procedure to be followed	Y
Groundworks Excavation Drainage Foundations	Impact with Plant Falls/Slips/ Trips Service Strike	Operatives	H	Full sequence of work to be developed by contractor prior to start. Working zones to be established and discussed in daily briefings. Exclusion zones to be implemented. Solid fencing around excavations and appropriate access to be used at all times Britcon “Blue Top” Minimum standard for excavations to be followed	Y
Piling	Impact with Plant Falls/Slips Trips Service Strike	Operatives	H	Full sequence of work to be developed by contractor prior to start. Working zones to be established and discussed in daily briefings. Exclusion zones to be implemented. No access within working zone of piling rig. Full scan of area and use of GPR survey to be done prior to start. Permit to dig to be issued by Britcon prior to start.	Y

Structural Steel	Loss of load Fall of operative Fall of material	Operatives, Public	H	Full lifting plan and erection sequence to be developed prior to start. All lifting to be in line with Britcon management of lifting operations standards Lifting team to be fully qualified CPCS for plant drivers and slingers/signallers	
Work at Height Roof work Brickwork Cladding Curtain Walling Structural steel	Fall of operatives Falling objects/materials Loading out Access Collapsing or soft Ground	Operatives, Public	H	Full WAH and access assessment to be done. Mast Climbers and hoists to be used for working at height and for equipment. Tower cranes can be utilised. Scaffold to access and protect areas not covered by mast climbers	Y
Use of step ladders	Fall of operative Falling objects Ladder instability / movement	Operatives	L	Ladders only permitted as a last case scenario and must be under strict permit control issued daily by Britcon and covered by specific RA	Y
Use of mobile towers	Fall of operative Falling objects Collapsing or soft Ground	Operatives	L	All towers to be erected by PASMA trained operatives only. Towers must be tagged and inspected and recorded on register	
Scaffolding	Fall of Operative Fall of Material Collapse of Scaffold	Scaffolders Operatives MOP	H	Scaffold designed and erected accordingly with Temporary works approval Only trained and authorised personnel to erect and dismantle scaffold Regular inspections required Correct loadings must be adhered to Scaffold to be designed to be sheeted or netted	Y
Confined Spaces	Trapped operatives Risk of collapse of space	Operatives	H	Specific risk assessment and methodology to be put in place for any confined spaces e.g. drainage.	Y

Materials Handling	Fall of Materials Overturning of plant/cranes	Operatives, Public	H	Risk assessment and method statement to be in place and signed off by Britcon prior to start for all lifting activities – Tower cranes and telehandlers Deliveries and lifting ops to be booked in advance, with safe drop/storage location agreed prior to lift Plant operatives to be trained Deliveries to be sent away that cannot be safely off loaded Deliveries to use haul roads for access No climbing on the back of wagons without edge protection Mechanical means to be used wherever possible for moving of materials	
Materials storage & control	Falls of materials Obstruction of access routes Unauthorised access / use	Operatives, visitors	M	Appropriate storage and logistics plan to be in place and followed. Lay down areas to be agreed in advance. Good housekeeping and communication required Deliveries to be booked in Gatemen employed to control access and deliveries	
Manual Handling	Musculoskeletal injury	Operatives	M	RA and method statement to be in place and signed off by Britcon prior to start on site. Mechanical means to be utilised for moving materials wherever possible Manual handling training required, and appropriate TBT needed	

Ground Conditions	Soft ground, sloping ground, water, overturning of equipment, ground washout, undermining	Operatives, delivery drivers	M	All batters to be considered by temporary coordinator Excavations to be done following Britcon "Blue Top" Minimum standards Any plant near excavations must have exclusion zone and protection Water washout to be monitored Ground conditions to be visually monitored for stability Consider use of temporary works for areas of excavation and foundations – e.g. hard standing for cabins	
Vibration	Hand Arm Vibration	Operatives	M	HAVs register to be maintained. Appropriate equipment with compliant HAV reducing technology to be utilised	
Use of hazardous materials	Dermatitis, Respiratory problems, Eye Damage	Operatives	M	Full COSHH assessments required detailing appropriate measures and PPE required to contain. Understand implications of spills/accidental exposure	

APPENDIX 6: Site Layout Plan / Compound Layout Plan

APPENDIX 7a: Traffic Management Risk Assessment

Arrangement	Possible Risks	Who May Be Harmed	Risk (L,M,H)	Action required to reduce risk to an acceptable level	Method Statement Required
Site Entrance and Exit; Separate entrance(s) must be provided for pedestrians. Adequate sight lines for vehicles. Signage and provision of information. Security and control of access. Additional controls to allow safe access and egress, e.g. Vehicle Marshal, one way system	Hit by deliveries or public vehicles	Operatives, public	M	Open mesh panels provided to sides of hoarding to allow better viewing along road. Alternative public routes provided to help pedestrians. Vehicle banksmen and marshals to control the Britcon gates Entrances controlled through use of finger print and turnstile. Vehicle gates locked when not in use. Site vehicles to be held until car park is clear of public traffic/safe to exit	N
Parking Areas; Separate worker parking, delivery areas and site vehicle parking. Temporary delivery vehicle parking/ holding area by site entrance (how vehicles will manoeuvre safely if turned away from site). Safe pedestrian access from parking to offices, welfare facilities and workplaces.	Congestion, increased traffic leading to accidents, annoyance of public/client, pedestrians hit by cars	Public	M	Vehicle banksmen and marshals Britcon to control deliveries. Potential use of delivery booking system to be considered. Temporary off site holding area being explored. Hold vehicles on site to ensure safe exit Deliveries on site to utilise haul road. Pedestrian walkways on site to be maintained Access to site compound from car park to be signposted and maintained Delivery booking system to be implemented.	
Vehicle Pedestrian Segregation Vehicles & pedestrians must be segregated with physical barriers at all interfaces with traffic routes.	Hit by vehicle	Public, operatives	M	Alternative routes put in place around the footpaths. Traffic segregation routes to be in place on site.	
Eliminating/Minimising Reversing Vehicles	Hit by vehicle	Operatives	M	vehicle marshals/Banks man for all vehicles	

Offices and Welfare Facilities; Locate away from primary site traffic routes.	Personnel too close to site activities	Site operative, site staff	M	Site cabins have been located away from site and are a PPE free zone Pedestrian segregation will be in place at all times	
Road/Pavement Closures	Pedestrians forced into traffic flow	Public, operative	H	Alternative routes put in place around the footpaths and site, with appropriate directional signs	
Primary Traffic Routes; Physical protection where pedestrians are at risk of being struck by vehicles or their loads. Establish safe crossing points.	Hit by vehicle	Public, operatives	M	Alternative routes put in place around the footpaths and site, with appropriate directional signs Any works within the roads to be under specific RA	
Secondary Traffic Routes; Define safe routes for vehicles and protect pedestrians where vehicles regularly pass.	Hit by vehicle	Public, operative	H	Traffic management plant to be shared with all contractors and drivers to be inducted and made aware of local traffic routes. Larger vehicles to be booked in advance and marshalled to site if necessary. Out of hours working may be required for specific elements i.e. tower cranes	
Loading and Storage Areas; Specify loading and storage areas. Locate areas away from frequent pedestrian activity. Keep delivery vehicles and site vehicles apart.	Delivery vehicles	Public, operatives	M	Deliveries to be just in time and to point of work. All deliveries to be marshalled and controlled within the secure compound area, not on the road side.	
Vehicle Facilities. Locate vehicle washing areas and sheeting gantries off primary vehicle routes. Provide sheeting gantries for regular sheeting operations of similar vehicles.	Delivery vehicles, water discharge	All	L	Vehicle wash out to be within secure site area only.	

Interface with Client	Unauthorised access	Public	H	All hoarding to be secure and regularly maintained	
Interface with Public	Unauthorised access	Public	H	All hoarding to be secure and regularly maintained. All alternative pedestrian routes to be monitored and maintained where provided by Britcon.	

APPENDIX 7b: People, Vehicle and Plant Management Plan / Detailed Delivery Requirements

Append HSF 40-5: Detailed Delivery Requirements

Scale Bar 1:200

0 10m 20m

4m 8m 12m 16m

BRITCON

Minerva House Construction Phase Arrangements

Note: Do not scale. Only use figured dimensions. All discrepancies to be notified to this office.

Rev	Description	Dr	Date

Key::

Safe pedestrian Routes-

Secure Heras fencing to perimeter

Pedestrian fencing

Site Welfare Facilities

Notes : all personnel to arrive to main office for induction.

First Aid provision & First Aider in Site Cabin

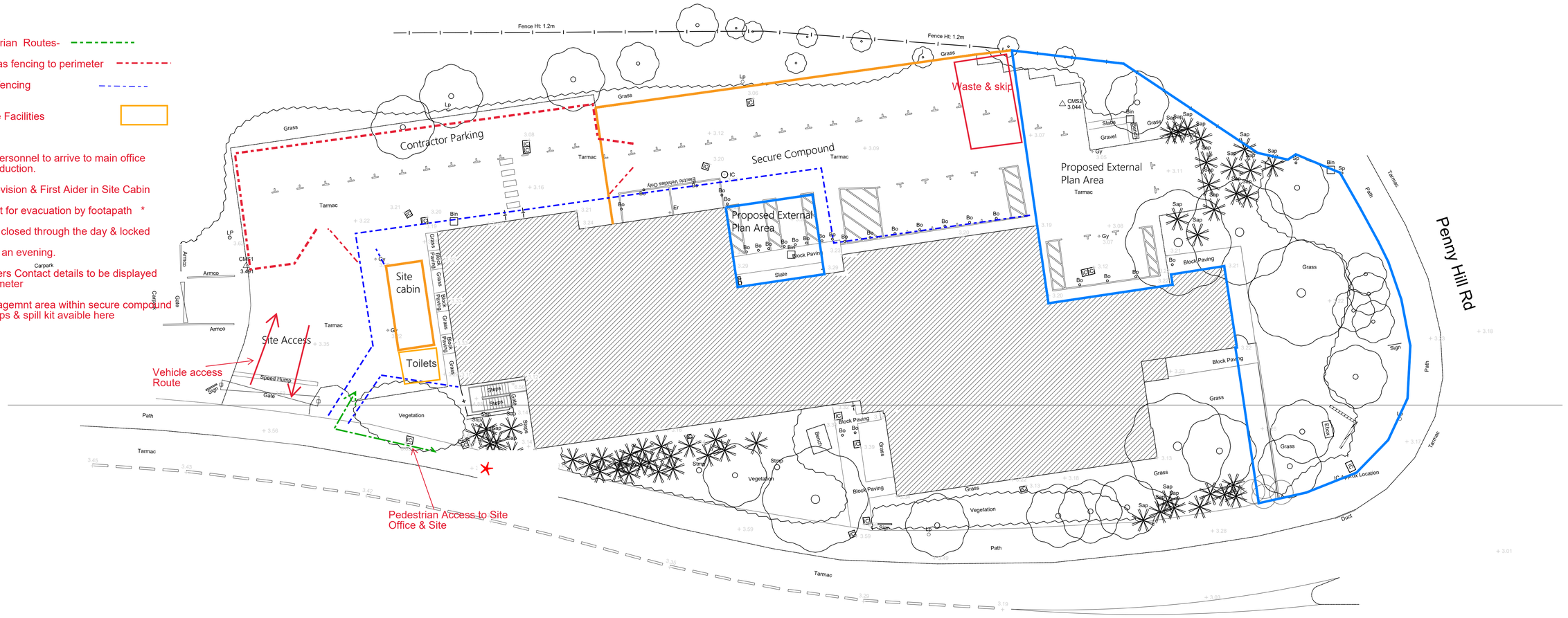
Mustar Point for evacuation by footapath *

All Gates to closed through the day & locked

& locked on an evening.

Site Managers Contact details to be displayed at gate perimeter

Waste managemnt area within secure compound Covered skips & spill kit avaible here



01 GA003 SITE SETUP

1:200

Key:

Area for proposed external works

N

HSS 02 F01: CONSTRUCTION PHASE PLAN

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach
HSF 40-2: People, Vehicle and Plant Management Plan

OVERVIEW			
Project Name:		**Contract No.:**	
Prepared By:		**Date Prepared:**	
NOTE: Red text is to be amended / removed as per site specific requirements.			

ACCEPTANCE			
These signatures are required for the first issue only. Thereafter the People, Vehicle and Plant Coordinator can accept changes, which shall be recorded in the review section.			
Role	**Print Name**	**Date**	**Signed**
Reviewed by Site Lead			
People, Vehicle and Plant Coordinator			
Reviewed by SHE Advisor			

RECORD OF REVIEW			
The PVPMP and site arrangements shall be monitored informally on a daily basis and form part of the discussions at daily briefings. *The plan shall be reviewed every 4 weeks or when any significant changes that effect the safe passage of vehicles and pedestrian occur, are likely to occur, or as a result of monitoring or inspections. The date of any revision must be shown on the plan.*			
Date	**Reviewer**	**Details of Review / Changes**	**Signed**

SECTION 1: INTRODUCTION TO PLANT VEHICLE AND PEOPLE MANAGEMENT PLAN

This Plant Vehicle and People Management Plan (PVPMP) sets out the arrangements that are required to be followed to ensure that the risks involved in the movement of vehicles and plant and the interface with site personnel are identified and controlled as far as reasonably practicable.

As work proceeds the nature of the site will change and as additional or different risks are identified, revised controls will be implemented. Any revisions to this document as a result of these changes will be recorded and re-briefed as required.

The PVPMP is primarily for planning and controlling plant and people interface.

Display / Communication of Information

The arrangements for traffic and pedestrian management will be communicated through the site induction. When further, more specific, information needs to be communicated additional toolbox talks will be given to relevant site personnel.

It is intended that the site layout drawings forming part of the project Traffic Management Plant / Construction Phase Plan will form the main part of the plan and this along with relevant sections of the PVPMP will be displayed in prominent positions on relevant site notice board(s) and will be specific to the site.

Identifying the Hazards

The hazards associated with plant / vehicle movements and the risks they present must be identified and assessed at the planning stage of jobs.

The key risks associated with mobile plant and vehicle operations on the site include:

- Vehicles and their loads striking pedestrians, particularly when reversing
- Pedestrians being struck by something falling from mobile plant or vehicles
- Pedestrians falling off mobile plant or vehicles
- Vehicles striking services, obstructions, structures
- Mobile plant or vehicles overturning

Hierarchy of Control

The hierarchy of control applicable to plant and vehicle movements is set out below. This hierarchy of control must be followed at the planning stage of this project and the reasons for working at this level of the hierarchy are detailed below.

Level	Description	Risk Control Measures	Radio Communication Assessment
1 Eliminate	**People plant interface removed**	Large fenced off area with people eliminated from the work area. Plant operates without marshalling.	N/A
2 Minimise	**Full, physical segregation of people and plant**	Erect physical barriers around a single operation outside the maximum reach of the machine. Marshall the Plant Safe Zones by physically restricting people from entering	Radio Communication required to control entry into the exclusion zone (see * below)
3 Minimise	**Partial segregation of people and plant**	Use visual means (cones or spray marks) that denote the exclusion zone. Marshall the exclusion zone by physically restricting people from entering. This requires increased supervision and measures to prevent unauthorised access.	Radio communications must be adopted for all activities in this scenario in conjunction with hand signals. (see * below)
4 Mitigate	**No segregation of people and plant**	Exceptional tasks that require essential personnel to enter the 'amber' Plant Safe Zone (for example, kerb laying, disconnecting attachments, slinging loads, off-loading materials from forklift trucks or lorry beds). Must be	No segregation of people and plant

		mitigated through a robust site and task specific Safe System of Work.	

Only when the risk assessment identifies that the introduction of radio communications either introduces additional risk (e.g. where the plant operator and PVM cannot maintain clear and unobstructed visual contact with each other throughout the full operation etc.) or adds no benefit can the requirement for radio communications be omitted from a safe system of work.

A hierarchy means that you start at the top and only if it is not reasonably practicable to do so can the next lower level be used. The justification for progressing down the hierarchy must be detailed below:

Level	Description	Justification
1 Eliminate	People plant interface removed	
2 Minimise	Full, physical segregation of people and plant	
3 Minimise	Partial segregation of people and plant	
4 Mitigate	No segregation of people and plant	

SECTION 2: NOMINATION OF RESPONSIBILITIES AND DUTIES	
People, Vehicle and Plant Coordinator	
The People, Vehicle and Plant Co-ordinator on this project is:	
The People, Vehicle and Plant Co-ordinator will retain overall responsibility. However, due to the nature and size of some projects/sites, this may be delegated by the People, Vehicle and Plant Co-ordinator to their appointed deputy who is also accepted by the Site Lead.	
The People, Vehicle and Plant Co-ordinator Appointed deputy is:	
The People, Vehicle and Plant Co-ordinator is responsible for ensuring that effective controls are in place to manage the risk associated with the interface between people and plant.	

Duties:

- Have the responsibility for the development, maintenance, review and updating of the PVPMP
- Ensure that effective controls associated with the interface between People, Vehicle and Plant movements have been developed
- Consult with operational staff when deciding what arrangements are required
- In conjunction with operational management ensure there are a suitable number of trained Plant and Vehicle Marshals (PVM)
- Ensure where more than one PVM is required or nominated, clear arrangements and handover of plant and vehicle control between PVMs is agreed and communicated. This may require radio contact between PVMs
- Ensure that the requirements of the PVPMP are communicated to all stakeholders

- Ensure that any generic PVPMP is suitable and sufficient for the activity they are intended for
- Identify and co-ordinate the People, Vehicle and Plant routes on site and should ensure these are established at the start of the activity

Plant and Vehicle Marshals	
The number of Plant and Vehicle Marshals required on this project (per shift) is:	
The Plant and Vehicle Marshals on this project are:	

Only trained and authorised Plant and Vehicle Marshals are permitted. Reversing operations or the movement of plant must not be controlled by employees unless they are trained and authorised to carry out the role on this project / site.

The Plant and Vehicle Marshal in the gang will be nominated at the start of each day and noted in the Daily Activity Briefing.

Duties of the Plant and Vehicle Marshal:

- Brief plant / vehicle drivers on the relevant controls and method of communication and the PVPMP for the project (this document)
- Brief the plant operators the relevant controls and method of communication relevant to the movements they are about to undertake.
- Stipulate in all cases that the plant operator / vehicle driver **MUST** stop if eye contact is lost
- Always position themselves in a place of safety outside the direct line of travel and remain visible to the operator or driver at all times
- Assist plant operators and vehicle drivers to safely manoeuvre and reverse to prevent injury to people, damage to property or materials, and to stop operations if necessary
- Prevent people from putting themselves at risk whilst plant or vehicles are being manoeuvred or reversed on site
- Check that mirrors, CCTV, flashing beacons and reversing sounders are in place (where fitted), turned on, fully operational and clean prior to reversing operations being undertaken. All defects must be immediately reported to their Supervisor who will agree on the Safety System of Work or rejection of the load
- Ensure that all drivers / operators are instructed at the start of each manoeuvre or shift that if the driver is unable to see the PVM at any point the driver must immediately stop moving and wait for the PVM to reappear. The PVM must at all times be visible by means other than the CCTV

Plant and Vehicle Drivers

Duties:

- Comply with the requirements detailed in the briefing given by the PVM for the project / site / location
- Stop work immediately if any person enters the plant / vehicle interface zone
- Only carry out refuelling operations in designated locations and in accordance with the specific refuelling procedures

SECTION 3: GENERAL TRAFFIC MANAGEMENT CONSIDERATIONS	
Issue	**Details**

Types of Vehicles Likely to Be on Site (Volume, Weight, Length etc). Add site-specific info	TBC
On Site Parking Requirements/Availability Add site-specific info	TBC
Off Site Parking Availability/Arrangements Add site-specific info	TBC
Emergency Services Access Add site-specific info	TBC

SECTION 4: EXISTING HAZARDS FOR WHICH ARRANGEMENTS MUST BE INTRODUCED	
Overhead Services:	No work shall be carried out under a live OHL between the goalposts without the relevant authorisation. The authorisation must be issued and briefed on site and signed onto by the Works Supervisor. All Height/Slew restrictors must be checked and proven prior to works starting. GS6 goalposts have been erected a safe distance away from the overhead service where the access route crosses under.
Underground Services:	Underground services have been identified through service maps. Authorisation will be issued before ground penetration activities are undertaken and any additional control measures identified to protect existing services
Side Slopes & Gradient Issues:	Side slopes and gradient issues must be assessed. Through a combination of ground preparation, trackway and alternative routes, gradient and slide slopes will be managed to ensure level and stable vehicles. Where this is not practicable the assessment must detail the specific control measures required.
Weak Bridges & Culverts:	Weak bridges and culverts must be assessed and either upgraded or alternative routes are to be managed.
Restricted routes to site:	
Parking restrictions in area:	
Road control in place:	
Emergency routes to be maintained:	

Type of roads (e.g. busy, one way, etc):	
General information about area (e.g. schools, residential, shops, etc):	
Blind Spots:	

SECTION 5: PEDESTRIAN TRAFFIC

The site layout plan / sketch details the location of pedestrian routes, vehicle routes, offices, welfare facilities and work areas, emergency exit routes or refuge areas.

Pedestrians are expected to follow designated pedestrian routes. These will be clearly identified on site. Pedestrians must not take short cuts and must only use designated crossing points.

The following identifies specific requirements for pedestrian traffic on this site:

Areas where pedestrians are prohibited (not including the working party) are the tower site work area and any other coned areas put into place by site gang

Obey instructions provided by the Plant and Vehicle Marshal

Use of designated crossing points where provided

Mobile phones must only be operated when in a safe area i.e. away from operating plant and vehicles

Physical Segregation of Vehicles and Pedestrians:	Double clipped pedestrian barriers in Low impact areas with Low speed limits/site compound & Carpark
Routes to Material Storage Areas:	Red & White water filled barriers
Routes for Material Movement:	Double clipped pedestrian barriers in Low impact areas with Low speed limits/site compound & Carpark

SECTION 6: REFUELLING

- All plant fuelling must be conducted at the designated location detailed on the site layout plan / sketch and displayed on the notice boards within the yard welfare unit
- Only proprietary fuel bowsers or fuel pods may be used.
- Fuelling of plant by means of transferring fuel from one vehicle to another is prohibited.
- No pedestrian personnel are permitted in the vicinity whilst the vehicles are being positioned in preparation for fuelling.
- All refuelling on the project must be carried out by a designated refueller.
- Spill kits and plant nappies must be used when refuelling.
- No smoking allowed within the refuelling area.

SECTION 7: DELIVERIES

See HSF 40-6 Detailed Delivery Requirements.

SECTION 8: PUBLIC INTERFACE

Measures in place to protect workers from passing traffic are as follows:

Warning signs to be erected in advance of access / egress points and work activities where there is an interface with the public

Work areas shall be demarcated

Compound works are within a fenced off area

SECTION 9: SITE RULES

The following site rules for plant and people interface apply on this project / site:

- On arrival to the project, all visitors and new staff must have a site induction. In the site induction they will be made aware of the site rules with regards to plant and vehicle movements
- Prior to entering the site, employees must report to the site supervisor who will brief them on the site hazards.
- Pedestrians must stick to segregated areas and must not to approach moving vehicles, or vehicles with the engine running without prior approval from the driver
- Pedestrians are to stay vigilant and visitors are to be escorted whilst on site
- Pedestrians must not go through any closed barriers or move any cones preventing access. These work areas must only be entered under the direct supervision of an appointed Plant and Vehicle Marshal and must be made aware of hazards such as wire ropes at all heights, winching operations, other items of plant and machinery and personnel working in the vicinity
- Pedestrians must only cross at designated crossing points when crossing from one route to another, or when accessing a work task area. Pedestrian movement will be minimised wherever possible to avoid people and plant interface
- Site speed limit is 10 mph, with a reduction to 5 mph when passing work activities
- The use of seat belts is mandatory
- Mobile phones must not be used whilst driving or operating plant
- Eating or drinking whilst driving or operating plant is prohibited
- All reversing must be controlled by a Plant and Vehicle Marshal (unless the need has been eliminated). ***The preference is always to remove the requirement for reversing and plant and people interface therefore negating the requirement for a Marshal***
- Engines to be switched off prior to leaving the cab and keys removed from the plant / vehicle when not in use
- Full PPE must be worn at all times when outside of the cab
- Plant refuelling operations must only be carried out in designated locations ***and in accordance with the project specific refuelling procedures (below)***
- All personnel on site must wear high visibility clothing such that vehicle drivers readily see them:
- When using remote controlled plant, the safe positioning of the Operator and Plant & Vehicle Marshal must be agreed prior to any movement on-site and travelling between site locations.

SECTION 10: SITE LAYOUT PLAN

Site layout plan to be developed

APPENDIX 8: Welfare and First Aid Facilities

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

APPENDIX 8: Welfare and First Aid Facilities

Type of Facility	Location
Type of Information	**Location**
First Aid Box(es)	Within the site office
Accident Book	Within the site office
Location of F10	SHE Notice board within the site office
Insurance Certificates	SHE Notice board Site office/Canteen
SHEQ Policies	SHE Notice board Site office/Canteen

SHE signage to be positioned in appropriate locations around the site to disseminate SHE information. A SHE information noticeboard is to be displayed in the canteen and the Project/Site Manager shall ensure that information is kept up to date.

While every effort is made to ensure that welfare facilities are clean, stocked and serviceable any shortfalls must be immediately reported to the Site Manager for action.

Toilet Facilities

- Suitable and sufficient toilet facilities will be provided and shall be adequately ventilated and lit.
- Arrangements will be in place for keeping toilet and washing facilities clean and orderly
- Separate toilet and washing facilities shall be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.

Washing facilities

- Washing facilities shall be provided in the immediate vicinity of toilet facilities and in the vicinity of any changing rooms required by paragraph 14
- Washing facilities shall include:
    - A supply of clean hot and cold, or warm, water (which shall be running water so far as is reasonably practicable);
    - Soap or other suitable means of cleaning; and towels or other suitable means of drying.

Drinking water

- An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places.
- Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.
- Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

Changing Rooms and Lockers

Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if a worker has to wear special clothing for the purposes of his work; and he/she cannot, for reasons of health or propriety, be expected to change elsewhere, being separate rooms for, or separate use of rooms by, men and women where necessary for reasons of propriety.

Changing rooms shall be provided with seating; and include, where necessary, facilities to enable a person to dry any such special clothing and his/her own clothing and personal effects.

Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away personal clothing and effects.

Facilities for rest

Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places. Rest rooms and rest areas shall be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time.

APPENDIX 9: Fire Safety and Other Emergencies Plan

HSS 02 F01: CONSTRUCTION PHASE PLAN

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

This Fire Emergency Plan has been developed following the fire risk assessment of the relevant location.

The purpose of the Plan is:

- to ensure the safety of all persons in the event of a fire
- to provide the fire service with critical information of the fire-related risks, and fire-fighting capability at the location
- to ensure compliance with UK Fire Regulations
- provide the means to communicate emergency arrangements

Copies of this Fire Emergency Plan shall be made available on request. A copy of this Fire Emergency Plan shall also be located where the Fire Service can gain quick access to it – information within this plan can help Fire Service establish fire-related risk priorities, helping to manage the fire response.

Copies of the Fire Risk Assessment must be made available at all times for inspection by Fire Service, building occupants and auditors.

Fire Safety inspection records shall be completed and maintained at this location – such records include: Fire alarm system, lighting, emergency lighting, fire fighting equipment, fire safety inspections etc

1. Address of the location to which this Fire Emergency Plan relates		**Contact number for the location to which this Fire Emergency Plan relates**	
2. Occupier	**[Britcon? Is there joint occupancy? Client?]**		
3. How is this location used?	**[Factory unit? Office? Retail outlet? Residential?]**		
4. Fire Manager	**[Name]**	**4a. Deputy Fire Manager(s)**	**[Add name & contact details]**
	[mobile No.]		**[Add name & contact details]**
5. Who else has management responsibilities for fire safety	**[Client? Other location users? Security?]**		
6. What arrangements are there for fighting fires at this location?	**[Are there fire extinguishers, dry risers, wet risers, sprinklers etc? Are there any automated localised fire suppression systems; server rooms, manufacturing lines, catering facilities (deep fat fryers etc)?]**		
7. How is the alarm to be raised at this location?	**[Call points? Call to reception etc. Does the Automatic Fire Detection System contact an external Alarm Receiving Centre (ARC)? Does the Cygnus Alarm System 'text' alerts (if so, who to?]**		
8. What does the alarm sound like?	**[Is the alarm a single loud bell, two-tone klaxon, a voice alarm etc?]**		
9. Are there any NON-audible notification devices required at this location	**[Any noisy activity areas where a strobe or flashing light is used to warn people? Does any occupant use a vibrating device to alert them to evacuate? Is it tested?]**		

10. What action should staff take on hearing alarm?	**[Leave building via fire exits? Meet at Assembly Point? Where is the Assembly Point? Use lifts? Bring laptops etc? How is this communicated?]**
11. How many staff are needed to safely evacuation this location?	**[Remember, this could change if there is a conference or when occupancy levels fluctuate. How many staff for each building?]**
12. What are the procedures for coordinating evacuation and for liaising with the fire service?	**[Who does roll call? How is attendance checked? Is a building 'sweep' required? Who liaises with Fire Service?]**
13. Are there any other key responsibilities in the event of fire?	**[Liaison with other building users or residents? Is location within a 'COMAH' zone? Do security have an unlocking procedure?]**
14. Consider fire risks and how it might affect our site	**[How a fire on our site would impact on neighbouring locations]**
15. Persons who are especially at risk	**[Do any personnel require a PEEP? Identity those especially at risk - Inmates? School pupils? Elderly? Live hospital etc.?]**
16. Outline any special evacuation arrangements for disabled, young and elderly persons. **(See also Appendix 1)**	**[How will specific 'at risk' individuals be evacuated? Refuse lobby? Evacuation chair? Who will help? Are any non-audible devices required; strobes, vibrating pagers etc?]**
17. How will the presence of visitors, contractors etc. be managed in relation to fire?	**[Define how these transient or sporadic attendees will be accounted for during evacuation?]**
18. How any specific critical machines, appliances will be shut down or how processes, power supplies etc will be isolated in the event of a fire?	**[Who isolates gas, electric etc? Any plant needing shutdown? Any fuel lines or bowsers need isolating?]**
19. Where are the key safety hazards located? **Where are the fire hydrants and other fire related equipment located?**	**[using a sketch, show location of significant fire-related hazards – LPG, COSHH, Timber stockpiles, fuel bowsers, hydrants etc?]**

20. What are the arrangements for the Emergency Plan to be used by a hirer of part of the premises?	**[How will arrangements be communicated to other users? Consider what fire risks do they bring? What is the impact on this Fire Emergency Plan?]**
21. What are the contingency plans for when life safety systems (such as fire detection & warning systems or emergency lighting) are out of order?	**[Will 24 hours fire-watch brief be implemented? Will hot work be banned in outage? How will alarm be raised? How will evacuation be managed?]**
22. Outline fire information & instruction for visitors, residents How will this be communicated?	**[Define the fire arrangements for visitors, residents etc? How will this be communicated to transient users?]**
23. Outline the fire training programme for nominated staff	**[Who, at this location, requires specific fire-related training? What training is needed? Is the training in date?]**
24. Outline the fire training programme for all staff (including fire drills)	**[What training do staff need? Is the training matrix up to date? Do all staff completing 'hot work' have the hot works safety passport?]**
25. Fire safety arrangements: drawings and plans	**[Where are; fire points, fire exits and escape routes, assembly point, fire alarm panel? Where are the fire hydrants, dry risers etc, where do fire service access the location? Plot high risk assets; fuel stores, UPS rooms, COSHH bins, Gas cylinder storage – LPG, Oxygen, Propane, Acetylene, stockpiles of combustible (timber, furniture, Doorsets etc.)]**
26. Fire safety systems	**[What category system is installed? Is it a Cygnus Wireless system? Is it operating correctly? What day and time is it tested? Does the system contact an Alarm Receiving Centre? Describe the detection isolation process for this location]**
27. Managing environmental impact following a fire	**[Consider how waste water resulting from fire. chemical spill and other discharges might be controlled and their impact on the environment mitigated – water courses, eco-systems etc]**

APPENDIX 10: Fire Risk Assessment

HSS 02 F01: CONSTRUCTION PHASE PLAN

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Completion of This Construction Phase Fire Risk Assessment

This fire risk assessment may be made prior to site mobilisation in order to determine the initial safety measures required in advance, but it must be reviewed upon commencement of works on site and regularly thereafter. Further detailed guidance on how to appropriately manage fire risks during construction and building renovation works can be found in the Health and Safety Executive's (HSE) Guide HSG168: *Fire safety during construction*, and in the Fire Protection Association's (FPA) Joint Code of Practice (JCoP) on *The Protection from Fire of Construction Sites and Buildings Undergoing Renovation*. Additional guidance notes are also available from agencies including the Structural Timber Association (STA), the Loss Prevention Council (LPC) and others, and these must be referred to where applicable when undertaking this assessment. Note that the use of specialist advisors may be necessary for this purpose.

1. Assessment Details:

Business Unit:		**Name of Assessor:**		**Fire Safety Coordinator:**	
Project:		**Date of Assessment:**		**Date For Review:**	

2. Details of Structure:

Frame Type:	Height of Building:	Build Type:	Occupancy During Construction:
Concrete ☐	4 storeys or less ☐	Entirely new build ☐	No other occupants ☐
Steel ☐	More than 4 storeys ☐	Redevelopment of an existing building ☐	Occupied but fully segregated ☐
Timber ☐	High rise ☐	Mixed new build & redevelopment of existing ☐	Occupied and un-segregated ☐
Other ☐	More than 1 basement level ☐	Includes demolition phases ☐	Maximum no. of persons on site:
Are there any other areas on site that are the subject of an independent fire risk assessment:			**Yes** ☐ **No** ☐
Enter a brief description of the assessment area at the time of assessment / time of review below:			

HSS 02 F01: CONSTRUCTION PHASE PLAN

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

3. Summary Risk Classification:

Construction Works: **Does the method or type of construction define the project as high fire risk?** **Yes** ☐ **No** ☐	**Occupancy and the Surrounding Environment:** **Does any shared occupancy or adjacent area present a high fire risk?** **Yes** ☐ **N/A** ☐ **No** ☐
Persons In And Around The Site: **Is any occupant likely to require assistance to evacuate in an emergency?** **Yes** ☐ **No** ☐	**Young Persons:** **Are any persons (i.e. under the age of 18) employed to work on the site?** **Yes** ☐ **No** ☐
If you have answered yes to any question above, enter a description of the risks identified and the required control measures below:	

4. Sources of Ignition:

4.1	**Electricity**			
4.1.1	**Are reasonable measures taken to prevent fires of electrical origin, including reduced voltage equipment where possible?**		**Yes** ☐	**No** ☐
4.1.2	**Are fixed electrical installations, including any temporary site supplies, being periodically inspected and tested?**		**Yes** ☐	**No** ☐
4.1.3	**Are portable appliances being tested for electrical safety, including those used by sub-contractors on site?**		**Yes** ☐	**No** ☐
4.1.4	**Are there suitable areas designated for charging battery packs?**	**N/A** ☐	**Yes** ☐	**No** ☐
4.1.5	**Is there suitable limitation of trailing leads and adapters within the accommodation?**		**Yes** ☐	**No** ☐
4.1.6	**Are any temporary cables (e.g. for lighting) being managed appropriately to prevent trip hazards?**	**N/A** ☐	**Yes** ☐	**No** ☐
Comments and hazards observed:				

4.2	Smoking					
4.2.1	Are reasonable measures taken to prevent fires as a result of smoking?			Yes ☐	No ☐	
4.2.2	Is smoking prohibited in the building?			Yes ☐	No ☐	
4.2.3	Is smoking prohibited in appropriate areas?			Yes ☐	No ☐	
4.2.4	Are there suitable arrangements for those who wish to smoke, including E-cigarette users?			Yes ☐	No ☐	
4.2.5	Did this policy appear to be observed at the time of assessment?			Yes ☐	No ☐	
Comments and hazards observed:						

4.3	Arson					
4.3.1	Do arrangements for site security and measures taken against arson by outsiders appear to be reasonable?			Yes ☐	No ☐	
4.3.2	Is there any unnecessary fire load in close proximity of the premises or available for ignition by outsiders?			Yes ☐	No ☐	
Comments and hazards observed:						

4.4	Portable Heaters					
4.4.1	Is the use of portable heaters avoided, so far as is reasonably practicable?	N/A ☐		Yes ☐	No ☐	
4.4.2	If portable heaters are present:					
	- Are suitable measures taken to minimise the hazard of ignition of combustible materials?			Yes ☐	No ☐	
	- Are heaters fixed in position where possible?			Yes ☐	No ☐	
4.4.3	Are fixed heating installations subject to regular maintenance?	N/A ☐		Yes ☐	No ☐	
Comments and hazards observed:						

4.5	Cooking						
4.5.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A ☐		Yes ☐		No ☐	
	- Are extract filters changed and ductwork cleaned regularly?			Yes ☐		No ☐	
	- Are heating appliances (microwaves, toasters) provided with adequate ventilation space around them?			Yes ☐		No ☐	
4.5.2	Are Class F (wet chemical) extinguishers and fire blankets provided for cooking areas as appropriate?			Yes ☐		No ☐	
Comments and hazards observed:							

4.6	Lightning						
4.6.1	Does the building or structure have a lightning protection system?	N/A ☐		Yes ☐		No ☐	
4.6.2	If provided, is the lightning protection system being maintained at regular intervals?			Yes ☐		No ☐	
Comments and hazards observed:							

4.7	Hot Works						
4.7.1	Are there strict controls over hot works on site by issue of hot works permits?			Yes ☐		No ☐	
	- Is there adequate training for staff issuing hot works permits as above?			Yes ☐		No ☐	
4.7.2	Are there appropriate periods of fire watch (given the materials and risks present) after completion of hot works?			Yes ☐		No ☐	
Comments and hazards observed:							

4.8	Other						
4.8.1	Are there any other significant sources of ignition present that warrant consideration?			Yes	☐	No	☐
Comments and hazards observed:							

5. Sources of Fuel:

5.1	Housekeeping and Material Storage						
5.1.1	Is the standard of housekeeping adequate?			Yes	☐	No	☐
5.1.2	Are combustible materials separated from ignition sources?			Yes	☐	No	☐
5.1.3	Is there an avoidance of accumulation of combustible materials or waste, with designated holding areas?			Yes	☐	No	☐
5.1.4	Are temporary flexible covering materials conformant to Loss Prevention Council guide LPS 1207?	N/A	☐	Yes	☐	No	☐
5.1.5	Are scaffold cladding materials conformant to Loss Prevention Council guide LPS 1215?	N/A	☐	Yes	☐	No	☐
Comments and hazards observed:							

5.2	Flammable Liquids						
5.2.1	Are flammable liquids used or being stored in significant volume on site?			Yes	☐	No	☐
	- If yes, is there an appropriate flammable liquids store?	N/A	☐	Yes	☐	No	☐
5.2.2	Are there any other significant volumes of hazardous materials used on site?			Yes	☐	No	☐
	- If yes, is there an appropriate COSHH store?	N/A	☐	Yes	☐	No	☐
Comments and hazards observed:							

5.3	Flammable Gasses						
5.3.1	Are flammable gasses being used or stored in significant volume on site?			Yes	☐	No	☐
	- If yes, is there an appropriate gas cylinder store?	N/A	☐	Yes	☐	No	☐
5.3.2	If mains gas is present, are emergency isolators conspicuously provided and tested?	N/A	☐	Yes	☐	No	☐
Comments and hazards observed:							

5.4	Other						
5.4.1	Are there any other significant sources of fuel present?			Yes	☐	No	☐
5.4.2	Dangerous substances assessed as per Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	☐	Yes	☐	No	☐
Comments and hazards observed:							

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

6. Fire Protection Measures:

6.1	Means of Escape						
6.1.1	Is it considered that the site is provided with reasonable means of escape in the event of a fire?			Yes	☐	No	☐
6.1.2	Adequate provision of emergency exits from all areas?			Yes	☐	No	☐
	- Are exits easily and immediately openable where necessary?			Yes	☐	No	☐
	- Do all turnstiles freely revolve and access controls release in the event of an emergency?	N/A	☐	Yes	☐	No	☐
	- Are there satisfactory means for securing exits?	N/A	☐	Yes	☐	No	☐
6.1.3	Reasonable travel distances in accordance with Table 1 of HSG168 (or suitable other design guidance)?			Yes	☐	No	☐
	- Where there is a single direction of travel?			Yes	☐	No	☐
	- Where there are alternative means of escape?			Yes	☐	No	☐
Comments and hazards observed:							

6.2	Measures to Limit Fire Spread and Development on Site						
6.2.1	Are internal linings provided with suitable coverings to prevent flame spread where required?	N/A	☐	Yes	☐	No	☐
6.2.2	Do any external wall surfaces require protection or specific assessment for fire spread between buildings?			Yes	☐	No	☐
6.2.3	Are any other occupancies segregated by fire resisting construction?	N/A	☐	Yes	☐	No	☐
6.2.4	Is there a reasonable provision of compartmentation between areas where required?	N/A	☐	Yes	☐	No	☐
	- Closing off of risers?	N/A	☐	Yes	☐	No	☐
	- Closing off of lift shafts?	N/A	☐	Yes	☐	No	☐
	- Closing off of staircase enclosures?			Yes	☐	No	☐
	- Reasonable provision of firestopping generally?			Yes	☐	No	☐
6.2.5	Is there adequate insulation protection of any structural steels to prevent early collapse?	N/A	☐	Yes	☐	No	☐
Comments and hazards observed:							

6.3	Emergency Escape Lighting						
6.3.1	Is there a reasonable provision of emergency lighting throughout all escape routes?			Yes ☐	No ☐		
6.3.2	Is the emergency lighting being functionally tested on a monthly basis?			Yes ☐	No ☐		
Comments and hazards observed:							

6.4	Fire safety Signs and Notices						
6.4.1	Is there a reasonable provision of fire safety signs and notices?			Yes ☐	No ☐		
6.4.2	Are all escape routes clearly identifiable by conspicuous signage?			Yes ☐	No ☐		
Comments and hazards observed:							

6.5	Means of Warning in The Event of a Fire						
6.5.1	Has an electrically operated fire alarm system been installed throughout the site?			Yes ☐	No ☐		
	- Are manual call points clear and available within no more than 45m travel?			Yes ☐	No ☐		
	- Has the alarm been checked for audibility in all areas, including those with high background noise levels?			Yes ☐	No ☐		
6.5.2	Is there a facility to warn persons in remote areas (e.g. crane drivers)?	N/A ☐		Yes ☐	No ☐		
6.5.3	Is automatic fire detection provided in higher risk areas where required?	N/A ☐		Yes ☐	No ☐		
6.5.4	Is the fire alarm being tested for function on a weekly basis?			Yes ☐	No ☐		
Comments and hazards observed:							

6.6	Fire Extinguishing Appliances						
6.6.1	Are suitable portable fire extinguishers clear and available within no more than 30m travel?			Yes	☐	No	☐
6.6.2	Do all portable extinguishers show evidence of regular servicing and maintenance?			Yes	☐	No	☐
Comments and hazards observed:							

6.7	Access and Facilities for The Fire and Rescue Service						
6.7.1	Is there clear access for firefighting appliances and personnel on site?			Yes	☐	No	☐
6.7.2	Is there a suitable emergency water supply for use by the Fire Service?			Yes	☐	No	☐
	- Are site hydrants and water supplies conspicuously denoted by signage?	N/A	☐	Yes	☐	No	☐
6.7.3	Are rising/falling mains required for Fire Service use?			Yes	☐	No	☐
	- Are mains in good order and regularly inspected (at least 6 monthly)?	N/A	☐	Yes	☐	No	☐
	- Are main inlets and outlets conspicuously denoted by signage?	N/A	☐	Yes	☐	No	☐
Comments and hazards observed:							

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

7. Management of Fire Safety:

7.1	Emergency Procedures				
7.1.1	Is an emergency procedure in place?	Yes ☐	No ☐		
	- Is there a designated person/persons to summon the Fire Service?	Yes ☐	No ☐		
	- Are suitable arrangements in place to meet the Fire Service and provide them with information?	Yes ☐	No ☐		
	- Are suitable arrangements in place to ensure the site has been safely evacuated?	Yes ☐	No ☐		
	- Has a suitable assembly point been denoted, and is it identifiable by conspicuous signage?	Yes ☐	No ☐		
7.1.2	Are all persons familiarised with the emergency procedure upon induction and as changes are made on site?	Yes ☐	No ☐		
	- Have drills been undertaken to trial the emergency plan?	Yes ☐	No ☐		
	- Are drill records kept and available for inspection?	Yes ☐	No ☐		
	- Have any problems with the procedure been reported as part of any evacuation drill?	Yes ☐	No ☐		
Comments and hazards observed:					

7.2	Management Arrangements				
7.2.1	Are there competent persons appointed to assist with preventative and protection measures on site?	Yes ☐	No ☐		
7.2.2	Are trained Fire Marshals/Wardens appointed for all areas?	Yes ☐	No ☐		
Comments and hazards observed:					

HSS 02 F01: CONSTRUCTION PHASE PLAN

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Action plan:

The significant hazards and risks identified in sections 4 to 7 are to be recorded in the table below. This will form the action plan for fire safety risk reduction and management on site, and must be monitored and reviewed regularly for progress on a priority basis.

Key:

Severity (S)	Consequences			Likelihood (L)					
	People	Assets		Certain	Almost Certain	Likely	Possible	Doubtful	Unlikely
				6	5	4	3	2	1
	Death	Severe Damage	6	36	30	24	18	12	6
	Major Injury/ RIDDOR Reportable	Major Damage	5	30	25	20	15	10	5
	Lost Time 1 Day + Lost	Moderate Damage	4	24	20	16	12	8	4
	Restricted Work case	Minor Damage	3	18	15	12	9	6	3
	Medical Treatment (offsite)	Slight Damage	2	12	10	8	6	4	2
	First Aid (onsite)	No Damage	1	6	5	4	3	2	1

Those at risk:

A: All	B: Members of the public	C: Contractors	D: Vulnerable persons	E: Employees

Risk Outcome (R):

Score (S x L)	Priority	Action
1 to 5	Low	Low risk identified – Control measures to be accepted and monitored
6 to 16	Medium	Medium risk identified – Ensure that the risk assessment is reviewed, further controls may be necessary
17 to 36	High	High risk identified – Re-evaluate risk assessment and develop/determine greater controls

HSS 02 F01: CONSTRUCTION PHASE PLAN

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Control Measures (ERIC PD):

Eliminate	**R**educe	**I**solate	**C**ontrol	**P**ersonal Protective Equipment	**D**iscipline

Ref	Identified Hazards & Associated Risks	Those at Risk	Initial Risk			Control Measures (ERIC PD)	Residual Risk			Review/Action Owner
			L	S	R		L	S	R	

Definitions:

***High Risk Construction Site*:** a high risk construction site is defined in the JCoP as a site that meets any of the following descriptions:

a) A high-rise construction site (see below).
b) A large project (i.e. £20million contract value or greater).
c) A large timber frame structure (i.e. 4 or more storeys, or an aggregate floor area of greater than 2,500m^2).
d) Projects where a risk assessment indicates there may be a significant potential for loss of property, or risk to life.

***Timber Frame Construction Site*:** timber framing includes the use of cross laminated timber panels, gluelam beams, and SIPS panel type construction methods. During construction and until such time as the timber elements are encapsulated in masonry/render/plasterboard etc, the timber may be exposed with an associated risk of flame travel across its surface, rapid fire development, fire spread between buildings, and the potential for early structural failure leading to collapse.

High-Rise Construction Site: is defined by the JCoP as a site where the workforce is at risk by being outside the distance by which the Fire and Rescue Service can affect a rescue by mechanical means (currently 30m reach from the position where a fire appliance may be parked). Consider also the benefits of early provision of rising mains for use by the Fire Service, most particularly in buildings over 4 storeys in height, and as required by the final firefighting strategy.

***Hot Works*:** site operations including those that include the use of open flames; grinding; welding; the generation of sparks; or the local application of heat to materials.

***Segregated sites*:** those separated from the remaining premises by an unbreached fire resisting partition, such as a fire wall affording an appropriate period of fire resistance.

***Un-segregated sites*:** those within, or that form part of, another premises that remain or become occupied by persons other than those working on construction.

Temporary buildings: includes prefabricated cabins, site huts, cargo containers, caravans, portable and sectional buildings brought onto site for use as offices, stores, workshops, welfare facilities etc, during the course of the works.

Temporary accommodation: a segregated part of the building under construction or undergoing refurbishment and occupied as offices, stores, workshops, welfare facilities etc, during the course of the works.

Recommended Travel Distances During Construction:

Table 1 of HSG168: ***Fire safety during construction, maximum travel distances in traditional, concrete or steel framed structures***

	Fire hazard		
	Lower	*Normal*	*Higher*
Enclosed structures			
Alternative	60 m	45 m	25 m
Dead-end	18 m	18 m	12 m
Semi-open structures			
Alternative	200 m	100 m	60 m
Dead-end	25 m	18 m	12 m

Risk Classifications and Definitions To Be Adopted When Referencing The Table Above:

Semi-open structures: are completed or partially constructed structures in which there are substantial openings in the roof/floors and the external walls which would allow the smoke and heat from a fire to readily disperse. This ensures any occupants are not at early risk of exposure to heat or smoke logging from a fire on the site.

Alternative escape routes**:** are those that can lead occupants in substantially opposite directions. The principle is that they are sufficiently apart such that a fire should not immediately affect both routes, and occupants can evacuate away from fire and smoke. In order to qualify as alternative escape routes, they must be not less than 45° apart.

Dead-end (or single direction) travel distances**:** are required to be significantly restricted. This is so people have time to evacuate past any fire between them and their exit before it threatens their safe escape by heat development or smoke logging.

Lower-hazard areas: are those within which there is very little combustible material present, and the likelihood of a fire occurring or developing rapidly is low. Examples could be steel or concrete clad framework, or structures in pre-fitting-out stages.

Normal-hazard areas: will cover the majority of situations. Some ignition risks and flammable or combustible materials are present, but they are of such a type and disposition that any fire will initially be localised.

Higher-hazard areas: are locations where significant ignition risks or quantities of flammable or higher combustibility materials are present, such that in the event of a fire its rapid spread may occur, possibly accompanied by evolution of copious amounts of smoke. Management precautions that minimise the fire load and risks of ignition should ensure that such areas are rare on construction sites. Examples of where they might occur are demolition or refurbishment works involving oil-contaminated wooden floors or linings; fixing floor and wall coverings using flammable adhesives; and hot works where there may be combustible frame elements (e.g. timber frame).

Travel distances: are measured as the actual distance a person must walk and not as the crow flies. Care should be taken to minimise obstructions so that maximum travel distances are not exceeded. It is a sensible precaution to arrange the work to keep travel distances as short as possible.

***Travel distances in timber frames*:** note that the maximum recommended travel distances to be implemented in timber framed construction sites (prior to their protection during construction) are derived from STA Advice Note 5: *Design of escape routes during the construction process,* and these may significantly differ from those above.

APPENDIX 11: Emergency Contact (Hospital

Insert hospital details and travel route.

APPENDIX 12: Environmental Aspects / Impacts Assessment

HSS 02 F01: CONSTRUCTION PHASE PLAN

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Contract Name:		Contract No.:		Contract Start Date:		Contract End Date:		Completed By:		Date:	

Revision Number	Details of Amendments Made	Reviewed By	Date

IMPACT MATRIX

					Likelihood					
	Consequences				Unlikely	Doubtful	Occasional	Likely	Regular	Frequent
	Environment	Reputation	Assets		1	2	3	4	5	6
Severity	Immediate long term catastrophic harm	Localised, long term regional, national or international impact	Severe Damage	F	F1	F2	F3	F4	F5	F6
	Immediate long term harm	Localised, long term impact but un-manageable	Major Damage	E	E1	E2	E3	E4	E5	E6
	Limited short term harm	Localised, long term impact but manageable	Moderate Damage	D	D1	D2	D3	D4	D5	D6
	Minor harm	Localised short term impact	Minor Damage	C	C1	C2	C3	C4	C5	C6
	Minimal harm	Localised temporary impact	Slight Damage	B	B1	B2	B3	B4	B5	B6
	No harm	No impact	No Damage	A	A1	A2	A3	A4	A5	A6

Potential environmental benefit	A+	Environmental benefit	A++

Priority	Action
Low	Low impact identified - Control measure to be adopted and monitored
Medium	Medium impact identified - Ensure that the aspect & impact assessment is reviewed, further controls may be necessary
High	High impact identified - Re-evaluate the aspect & impact assessment and develop / determine greater controls

GUIDANCE

This environmental aspects and impacts assessment form must be completed for projects (including JVs), fixed premises, contracts and frameworks as described in the Risk and Impacts Assessment Standard (HSS 03).

- This document should be reviewed at project and site level to identify potentially significant risks and required controls to manage environmental risk.
- Activities and aspects that are not relevant should be deleted and those which are not already included in the form must be added.
- The identified risk level must be amended if site-specific conditions affect the default risk (e.g. protected species on site may increase the risk of some specific activities).
- Refer to the above Impact Matrix when identifying the level of risk.
- A copy should be retained within the Environmental Management Plan or Construction Phase Plan.

Key Reference Documents:

- Appointment of Project Environmental Coordinator (REF)
- SHE Training Matrix (REF)
- Environmental Management Plan (REF)

HSS 02 F01: CONSTRUCTION PHASE PLAN

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Activity	Aspect	Potential Impact	Receptor / Medium						Condition			Risk (H / M / L)	Controls				
			Air	Land	Water	Natural Resources	Community	Ecology	Normal	Abnormal	Emergency		Standards	Blue Top Minimum Standards	Forms	TBTs and Guidance	Notes
PLANT																	
Use of Plant and Vehicles	C02, S0x, N0x and particulates emissions to air	Air pollution	X					X	X			Medium	ENS 04 Nuisance Management; ENS 02 Pollution Prevention			Nuisance and Environmental Health; Pollution Prevention	
Use of Plant and Vehicles	Use of fossil fuels (natural resources)	Resource depletion				X			X			Medium	ENS 02 Pollution Prevention				Procurement to liaise with suppliers for minimising environmental impact Use modern plant / biofuels
Use of Plant and Vehicles	Emissions to air of noise, dust & vibration from plant	Nuisance to local residents / pedestrians	X				X		X			Medium	ENS 04 Nuisance Management			Nuisance and Environmental Health	
Storage and refuelling of plant & vehicles	Emissions to land or water from spillage of fuel or oil	Contamination of controlled waters or surface water drainage or land		X	X			X			X	High	ENS 02Pollution Prevention; HSP 01 Incident Reporting & Investigation	BTMS 013 Refuelling; BTMS 014 Oil & Fuel Storage		Pollution Prevention	
Washing of vehicles in compounds / depots	Emissions to land and water from salt, detergent, oil, fuel or silt released into drainage system	Contamination of land, and ground and surface water		X	X			X		X		Medium	ENS 02 Pollution Prevention	BTMS 028 Spill Response		Pollution Prevention	
STORAGE OF MATERIALS																	
Diesel / Oil	Emissions to land and water from spillage	Pollution of groundwater, surface water, controlled waters or ground.		X	X			X			X	High	ENS 02 Pollution Prevention	BTMS 013 Refuelling;		Pollution Prevention	
Diesel / Oil	Emissions to land and water from spillage and fire control methods (e.g. firewater)	Risk of fire and consequently pollution	X	X	X			X			X	High	HSP 01 Incident Reporting & Investigation	BTMS 013 Refuelling; BTMS 014 Oil & Fuel Storage		Pollution Prevention	
Chemicals	Emissions to land and water from spillage	Land and water pollution		X	X			X			X	High	ENS 02 Pollution Prevention; HSP 27 COSHH	BTMS 028 Spill Response; BTMS 011 Chemical and Paint Storage		Pollution Prevention	
Loose Stone / Soil	Emissions to land, water and air from spillage	Contamination of controlled waters, surface water drainage or onto land, including from associated dust		X	X			X			X	Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Loose Stone / Soil	Emissions to land, water and air from spillage	Nuisance to local residents / pedestrians	X	X	X		X			X		Medium	ENS 04 Nuisance Management				
Storage / use of hazardous material	Emissions of materials / leachate to land / water from spillage or leakage	Contamination of land and watercourses		X	X			X			X	Medium	HSP 27 COSHH; ENS 02 Pollution Prevention;	BTMS 028 Spill Response; BTMS 011 Chemical and Paint Storage		Pollution Prevention	

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Activity	Aspect	Potential Impact	Receptor / Medium						Condition			Risk (H / M / L)	Controls				
			Air	Land	Water	Natural Resources	Community	Ecology	Normal	Abnormal	Emergency		Standards	Blue Top Minimum Standards	Forms	TBTs and Guidance	Notes
													HSP 01 Incident Reporting & Investigation				
Gas bottles	Emissions to air from leakage	Resource depletion and air pollution	X								X	Medium	ENS 02 Pollution Prevention; HSP 27 COSHH	BTMS 025 Materials Storage			Stored in locked gas cage. Not stored near sensitive receptors. Check for damage and leaks.
WASTE																	
General work activities resulting in non-hazardous waste production	Emissions to land, air and water from waste disposal	Ground pollution, water pollution, air pollution		X				X	X			Medium	ENS 03 Waste Management	BTMS 002 Hazardous Waste Storage	ENS 03 F01 Waste transfer note; SMARTWaste	Waste Management	SmartWaste
General work activities resulting in hazardous waste production	Emissions to land, air and water from waste disposal	Ground pollution, water pollution, air pollution	X	X	X				X			High	ENS 03 Waste Management	BTMS 002 Hazardous Waste Storage			
Storage of Waste	Emissions to land, air and water from escape of liquid wastes or contaminated run-off	Contamination of controlled waters or surface water drainage		X	X			X			X	Medium	ENS 02 Pollution Prevention	BTMS 028 Spill Response			
Storage of Waste	Emissions to land and water from solid waste including litter	Contamination of land and / or controlled waters		X	X			X		X		Medium	ENS 03 Waste Management; ENS 01 Earthworks and Contaminated Land	BTMS 002 Hazardous Waste Storage			
Disposal of Waste	Failure to follow waste hierarchy	Resource depletion				X				X		Medium	ENS 03 Waste Management				
Disposal of Waste	Failure to comply with Duty of Care	Waste materials not being disposed of correctly, potential for fly tipping and land/water contamination		X	X					X		Medium	ENS 03 Waste Management;		ENS 03 F01 Waste transfer note; Hazardous waste consignment note		
Disposal of Waste	Avoidance of disposal of waste	Use of permit, exemption or protocol		X		X	X		X			Benefit	ENS 03 Waste Management				
Disposal of Waste	Use services of local charities and community initiatives where possible e.g. Community Wood Recycling	Wastes being reused for the benefit of the local community and also assist with apprenticeships				X	X		X			Benefit	ENS 03 Waste Management				
EXCAVATION																	
Excavation	Disruption of potentially contaminated ground	Contamination / pollution risk	X	X	X		X			X		High	ENS 01 Earthworks and Contaminated Land			Earthworks and Contaminated Land	
Excavation	Disruption of groundwater	Potential pollution of groundwater			X				X			Medium	ENS 01 Earthworks and Contaminated Land;			Pollution Prevention	

HSS 02 F01: CONSTRUCTION PHASE PLAN

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Activity	Aspect	Potential Impact	Receptor / Medium						Condition			Risk (H / M / L)	Controls				
			Air	Land	Water	Natural Resources	Community	Ecology	Normal	Abnormal	Emergency		Standards	Blue Top Minimum Standards	Forms	TBTs and Guidance	Notes
													ENS 02 Pollution Prevention				
Excavation	Disposal of water from excavations	Disposal of waste			X				X			Medium	ENS 03 Waste Management	BTMS 012 Pumping Out Excavations	ENS 02 F01 Permit to Pump / Discharge	Waste Management	
Excavation	Disruption of silt and debris	Pollution / contamination of watercourses			X					X		Medium	ENS 01 Earthworks and Contaminated Land; ENS 02 Pollution Prevention			Pollution Prevention	
Excavation	Disturbance / loss of archaeological artefacts	Loss of archaeology		X			X		X			Low	ENS 06 Archaeology and Heritage			Archaeology & Heritage	Link to site context
Excavation	Disposal of excavated material	Implementation of CL:AIRE MMP for reuse of materials onsite or part of a cluster project. Registration as a donor project		X		X	X		X			Benefit	ENS 01 Earthworks and Contaminated Land; ENS 03 Waste Management	BTMS 007 Recycled Aggregate		Waste Management; Earthworks and Contaminated Land	
Reuse of materials within works i.e. excavated material used as fill	Contamination of material prior to reuse	Contamination of ground and watercourses		X	X					X		Medium	ENS 03 Waste Management			Waste Management	
GENERAL SITE WORKS																	
Welfare Facilities	Pollutants spilled	Contamination of ground and watercourses	X		X					X		Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Welfare Facilities	Use of natural resources	Procure Eco Cabins and energy efficient and super silenced generators of adequate size.			X	X			X			Benefit		BTMS 024 Site Accommodation and Welfare Units			Procurement to liaise with suppliers for minimising environmental impact
Welfare Facilities	Use of natural resources	Where possible use recycled aggregates				X			X			Low	ENS 03 Waste Management	BTMS 007 Recycled Aggregate		Waste Management	
Material Use	Use of natural resources	Resource depletion	X	X			X		X			Medium	ENS 03 Waste Management	BTMS 007 Recycled Aggregate; BTMS 009 Topsoil		Resource Efficiency; Waste Management; Earthworks and Contaminated Land	Ensure waste exemptions are registered as required
Material Use	Offcuts of material, mainly timber, to be reused	Create bird boxes, bat boxes, barn owl boxes, hibernacula etc. for local habitat enhancement.				X	X		X			Benefit	ENS 05 Ecology and Biodiversity			Ecology and Biodiversity	Encourage reuse and recycling
Material Use	Offcuts of material, mainly timber, to be reused	Donate offcuts of wood to local charities for community workshops.				X	X		X			Benefit	ENS 03 Waste Management			Waste Management	
Backfilling	Spillage of waste and washing equipment	Contamination of surface water			X					X		Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Use of Concrete	Spillage of waste and washing equipment	Contamination of surface water			X					X		Medium	ENS 02 Pollution Prevention	BTMS 008 Concrete Washout		Pollution Prevention	

HSS 02 F01: CONSTRUCTION PHASE PLAN

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Activity	Aspect	Potential Impact	Receptor / Medium						Condition			Risk (H / M / L)	Controls				
			Air	Land	Water	Natural Resources	Community	Ecology	Normal	Abnormal	Emergency		Standards	Blue Top Minimum Standards	Forms	TBTs and Guidance	Notes
Use of Concrete	Use of resources in concrete mixing	Resource depletion	X	X			X		X			Low	ENS 03 Waste Management			Resource Efficiency	Use of recycled material where possible
Laying of bricks. blocks or stone and mortar	Spillage of waste and washing equipment	Contamination of surface water			X					X		Medium	ENS 02 Pollution Prevention	BTMS 027 Silo		Pollution Prevention	
Laying of bricks. blocks or stone and mortar	Use of resources for new materials	Resource depletion	X	X			X		X			Low	ENS 03 Waste Management			Waste Management	Encourage reuse and recycling
Clearance of drainage	Material disposal	Disposal of waste material		X					X			Medium	ENS 03 Waste Management			Waste Management	
Clearance of drainage	Disturbance of materials	Ground pollution, water pollution		X	X				X			Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Repair of joint sealant	Disturbance of materials	Potential pollution of watercourses and land		X	X				X			Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Repair of joint sealant	Use of resources for new materials	Resource depletion	X	X			X		X			Low	ENS 03 Waste Management			Waste Management	
Saw Cutting - Concrete / Modular Surfaces / Tarmac.	Creation of Airborne Particulate.	Nuisance	X						X			Low	ENS 04 Nuisance Management			Nuisance and Environmental Health	Dust suppression using water or vacuum systems
Concrete washout	Spillage	Contamination of surface water & watercourse		X	X				X			Low	ENS 02 Pollution Prevention			Pollution Prevention	Designated wash out area, permit as required
Working on, near, over or under a watercourse	Spillage, loss of plant and equipment	Contamination of surface water & water course			X			X	X			Medium	ENS 02 Pollution Prevention			Pollution Prevention	Consents from regulator
Working on, near, over or under a watercourse	Spillage, loss of plant and equipment	Damage to ecology and biodiversity			X			X	X			Medium	ENS 05 Ecology and Biodiversity			Ecology and Biodiversity	
Work carried out in public domain.	Nuisance caused by general disruption to public / customer complaints, noise, dust & light pollution.	Nuisance	X	X	X		X		X			Medium	ENS 04 Nuisance Management			Nuisance and Environmental Health	Noise monitoring, dust suppression, lighting management and stakeholder consultation
Out of hours work	Noise, Dust & Light Pollution, Visual impact, Disruption to Neighbours / Local Community	Nuisance					X		X			Medium	ENS 04 Nuisance Management			Nuisance and Environmental Health	Noise monitoring, dust suppression, lighting management and stakeholder consultation
Road cleaning	Use of potable water	Reduction in natural resources				X			X			Medium				Resource Efficiency	Water usage is monitored through SMARTWaste. Water minimisation technologies or water recycling initiatives are used.
Road cleaning	Silty water / contaminated run-off	Contamination of surface, surface water and ground		X	X						X	High	ENS 02 Pollution Prevention			Pollution Prevention	

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Activity	Aspect	Potential Impact	Receptor / Medium						Condition			Risk (H / M / L)	Controls				
			Air	Land	Water	Natural Resources	Community	Ecology	Normal	Abnormal	Emergency		Standards	Blue Top Minimum Standards	Forms	TBTs and Guidance	Notes
Roofing / Cladding	Use of materials	Reduction in natural resources				X			X			Low				Resource Efficiency	SmartWaste
BIODIVERSITY																	
General site activities	Unexpected discovery of protected species and / or invasive species	Injury / death of protected species and destruction of their habitats						X		X		Low	ENS 05 Ecology and Biodiversity			Ecology and Biodiversity	Ecological surveys
General site activities	Unexpected discovery of protected species and / or invasive species	Potential to have a positive effect by removal of invasive species or implementing enhancements for protected or endangered species					X	X				Benefit	ENS 05 Ecology and Biodiversity				
Grass cutting	Tractors / strimmer work	Disturbance or destruction of natural habitats					X	X	X			Low	ENS 05 Ecology and Biodiversity			Ecology and Biodiversity	
Grass cutting	Grass arisings	Waste disposal		X					X			Low	ENS 03 Waste Management			Waste Management	
Weed spraying	Herbicide use	Contamination of land and / or watercourses		X				X	X			Low	ENS 02 Pollution Prevention			Pollution Prevention	Protection of watercourses, consultation with environmental regulator
Work on verges or near tree roots	Compaction of soil	Physical damage to root system		X			X	X		X		Medium	ENS 05 Ecology and Biodiversity			Ecology and Biodiversity	Follow BS 5837:2012
Trenches / service duct excavation	Damage to tree roots	Damage to tree health and public amenity						X				Medium	ENS 05 Ecology and Biodiversity			Ecology and Biodiversity	Permit to dig, root protection zone calculator
Treating invasive weeds	Disposal of identified invasive weeds	Spreading of invasive weeds		X				X			X	Medium	ENS 05 Ecology and Biodiversity				
Removal / control of trees and shrubs	Pruning and tree works	Disturbance or destruction of natural habitat					X	X	X			Low	ENS 05 Ecology and Biodiversity	BTMS 026 Nesting Birds		Disturbance or destruction of natural habitat	
Removal / control of trees and shrubs	Removal of trees and vegetation	Effect on soil and erosion resulting in landscape changes	X	X	X					X		Low					
Removal / control of trees and shrubs	Removal of trees and vegetation	Disturbance to ecology / ecosystems i.e. loss of nesting areas.					X	X		X		Medium	ENS 05 Ecology and Biodiversity	BTMS 026 Nesting Birds			
Removal of vegetation	Cutting of vegetation	Disturbance or destruction of natural habitat					X	X	X			Low	ENS 05 Ecology and Biodiversity			Ecology and Biodiversity	
Removal of vegetation	Waste disposal	Ground pollution, water pollution, air pollution		X					X			Low	ENS 03 Waste Management			Waste Management	
Removal of vegetation	Effect on soil and erosion	Ecosystem and watercourse damage	X	X	X			X	X			Low	ENS 05 Ecology and Biodiversity			Ecology and Biodiversity	
Roofing / Cladding	Removal of existing roofing / cladding	Disturbance of bats / birds						X		X		Medium	ENS 05 Ecology and Biodiversity			Ecology and Biodiversity	
CULTURAL HERITAGE																	

HSS 02 F01: CONSTRUCTION PHASE PLAN

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Activity	Aspect	Potential Impact	Receptor / Medium						Condition			Risk (H / M / L)	Controls				
			Air	Land	Water	Natural Resources	Community	Ecology	Normal	Abnormal	Emergency		Standards	Blue Top Minimum Standards	Forms	TBTs and Guidance	Notes
Working on, near or undisclosed cultural heritage sites	Finding a heritage asset	Damage to a heritage assets		X			X			X		Medium	ENS 06 Archaeology and Heritage			Archaeology & Heritage	
Working on, near or undisclosed cultural heritage sites	Working in proximity to a Listed Building or Scheduled Monument	Damage to feature		X			X			X		Medium	ENS 06 Archaeology and Heritage				
Working on, near or undisclosed cultural heritage sites	Finding an unexploded ordnance (UXO)	Risk to site and lives		X		X	X				X	Low	ENS 06 Archaeology and Heritage				
GENERAL OFFICE ACTIVITIES																	
Use / construction of structures	Visual intrusion and loss of landscape value	Loss of vegetation, habitats and /or screening for residential areas		X			X			X		Low	ENS 04 Nuisance Management			Nuisance and Environmental Health	
Use / construction of structures	Use of resources in construction	Resource depletion	X	X	X		X		X			Low				Waste Management; Resource Efficiency	
Cleaning	Release of oil and detergent into drainage system	Contamination of controlled waters			X						X	Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Refrigeration	Use of CFC's	Air pollution	X							X		Low	ENS 04 Nuisance Management			Nuisance and Environmental Health	
Air conditioning cooling equipment	Heat & noise emissions	Emissions to atmosphere. Resource depletion	X				X		X			Low	ENS 04 Nuisance Management			Nuisance and Environmental Health	
Air conditioning cooling equipment	Disposal of water from overflow.								X			Low	ENS 03 Waste Management			Waste Management	
Air conditioning cooling equipment	Release of Legionella bacteria						X			X		Medium	HSS 04 Legionella				
Heating & boilers	Emissions. Use of energy	Emissions to atmosphere. Resource depletion Pollution to land	X	X	X				X			Low					Procurement to liaise with suppliers for minimising environmental impact
Heating & boilers	Leakage of oil									X		Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Computers	Use of energy	Resource depletion	X	X	X		X			X		Medium					
Waste water / sewage production	Use of water	Contamination of controlled waters			X				X			Low	ENS 02 Pollution Prevention			Pollution Prevention	
Electricity consumption	Use of resources production of waste in electricity particulates	Resource depletion	X	X	X		X			X		Medium				Resource Efficiency	
Electricity consumption	C02, S0x, N0x and particulates released	Air pollution	X									Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Water consumption	Use of resources needed to treat water	Resource depletion		X	X				X			Low				Resource Efficiency	
Use of paper, plastic cups / bottles, cardboard, printer	Use of natural resources	Resource depletion				X					X	Medium				Resource Efficiency	

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Activity	Aspect	Potential Impact	Receptor / Medium						Condition			Risk (H / M / L)	Controls				
			Air	Land	Water	Natural Resources	Community	Ecology	Normal	Abnormal	Emergency		Standards	Blue Top Minimum Standards	Forms	TBTs and Guidance	Notes
cartridges, electronic goods																	
Use of paper, plastic cups / bottles, cardboard, printer cartridges, electronic goods	Office waste	Waste disposal		X					X			Medium	ENS 03 Waste Management		ENS 03 F01 Waste transfer note;	Waste Management	
Building maintenance	Controlled removal and disposal of asbestos	Production of hazardous waste		X					X			High	ENS 03 Waste Management		Hazardous waste consignment note	Building maintenance	Controlled removal and disposal of asbestos
TRANSPORT																	
Transport (Materials / Plant / Waste)	Carbon, SOx and NOx emissions from vehicles	Air pollution. Carbon emissions contribute to climate change.	X						X			Medium	ENS 04 Nuisance Management			Nuisance and Environmental Health	
Transport (Materials / Plant / Waste)	Emissions to Land	Fuel / oil leaks could cause local pollution.		X						X		Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Transport (Materials / Plant / Waste)	Emissions to Water	Fuel / oil leaks could cause local pollution.			X					X		Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Transport (Materials / Plant / Waste)	Emissions to air of noise, dust & vibration from plant	Nuisance to local residents / pedestrians					X		X			Medium	ENS 04 Nuisance Management			Nuisance and Environmental Health	
Transport (Materials / Plant / Waste)	Fuel use in delivery and waste removal vehicles.	Depletion of natural resources				X			X			High				Resource Efficiency	Procurement to liaise with suppliers for minimising environmental impact
Transport (People)	Carbon, SOx and NOx emissions from vehicles	Air pollution. Carbon emissions contribute to climate change.	X						X			High	ENS 04 Nuisance Management			Nuisance and Environmental Health	
Transport (People)	Emissions to Land	Fuel / oil leaks could cause local pollution.		X						X		Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Transport (People)	Emissions to Water	Fuel / oil leaks could cause local pollution.			X					X		Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Transport (People)	Fuel use from transport of people.	Depletion of natural resources				X			X			High				Resource Efficiency	Maintain vehicles, check tyres regularly
HIGHWAYS-SPECIFIC ACTIVITIES																	
Planning of carriageway	Noise during works	Nuisance					X		X			Medium	ENS 04 Nuisance Management			Nuisance and Environmental Health	
Planning of carriageway	Disturbance of materials	Potential for contamination of land and watercourses		X	X				X			Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Production of bituminous products	Spillage / leakage of product	Potential for contamination of land and watercourses		X	X						X	Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Production of bituminous products	Odour & emissions during production	Air pollution	X						X			Low	ENS 02 Pollution Prevention			Pollution Prevention	

HSS 02 F01: CONSTRUCTION PHASE PLAN

Contract No.: CS03414 **Project Title:** LCC Minerva House Holbeach

Activity	Aspect	Potential Impact	Receptor / Medium						Condition			Risk (H / M / L)	Controls				
			Air	Land	Water	Natural Resources	Community	Ecology	Normal	Abnormal	Emergency		Standards	Blue Top Minimum Standards	Forms	TBTs and Guidance	Notes
Laying of bitumen	Use of resources in bitumen production and preparation	Resource depletion	X	X		X	X		X			Low	ENS 03 Waste Management			Waste Management	
Laying of bitumen	Odour and noise during works	Nuisance					X		X			Low	ENS 04 Nuisance Management			Nuisance and Environmental Health	
Rolling of bitumen (with water)	Odour, vibration and noise during works	Nuisance					X		X			Low	ENS 04 Nuisance Management			Nuisance and Environmental Health	
EARTHWORKS-SPECIFIC ACTIVITIES																	
Crushing, screening, drilling and other similar activities on-site	C02, S0x, N0x and particulates emissions to air	Air pollution	X						X			High	ENS 04 Nuisance Management			Nuisance and Environmental Health	
Crushing, screening, drilling and other similar activities on-site	Use of fossil fuels (natural resources)	Resource depletion				X			X			High				Resource Efficiency	
Crushing, screening, drilling and other similar activities on-site	Emissions to air of noise, dust & vibration from plant	Nuisance to local residents / pedestrians	X						X			Medium	ENS 04 Nuisance Management			Nuisance and Environmental Health	
Crushing, screening, drilling and other similar activities on-site	Emissions to land	Fuel / oil leaks could cause local pollution.		X							X	Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Crushing, screening, drilling and other similar activities on-site	Emissions to water	Fuel / oil leaks could cause local pollution.			X						X	Medium	ENS 02 Pollution Prevention			Pollution Prevention	
Crushing, screening, drilling and other similar activities on-site	Ecology and Biodiversity	Disturbance to local wildlife and their habitats	X	X	X					X		Medium	ENS 05 Ecology and Biodiversity			Ecology and Biodiversity	
Crushing, screening, drilling and other similar activities on-site	Earthworks and Contaminated Land	Discovering contaminated ground unexpectedly		X		X				X		Low	ENS 01 Earthworks and Contaminated Land			Earthworks and Contaminated Land	
Crushing, screening, drilling and other similar activities on-site	Cultural Heritage - Processing materials that contain archaeological or paleontological finds	Destruction of archaeological or paleontological artefacts		X					X			Low	ENS 06 Archaeology and Heritage			Archaeology & Heritage	
Plant maintenance	Waste Generation - Recycling of consumable wastes from maintenance of plant off site	Positive impact, wastes will be recycled and put back into the production chain		X					X			Benefit	ENS 03 Waste Management			Waste Management	
Plant maintenance	Waste Generation: Disposal of wastes from maintenance of plant	Greenhouse gas production from landfilling, reduction of landfill capacity	X	X					X			High	ENS 03 Waste Management			Waste Management	

APPENDIX 13: Environmental Management Plan

ENVIRONMENTAL MANAGEMENT PLAN (EMP)

Project Name:		**Contract No.:**	
Prepared By:		**Date:**	
Reviewed By:		**Date:**	

Revision No.	Changes Made	Updated by	Date

This document forms part of the Construction Phase Plan.

ENVIRONMENTAL MANAGEMENT PLAN

1. Introduction

This EMP has been prepared in accordance with the Britcon Environmental Management Standards and Guidance. It identifies specific environmental issues associated with [Insert project name] and stipulates the procedures that will be used to manage them. Relevant environmental information will be communicated as required.

All amendments to this EMP must be made and documented by project management in consultation with the Safety, Health and Environmental Manager / Advisor.

2. Environmental Aspects & Impacts

Prior to commencement of the project an environmental aspect and impact assessment must be undertaken. For guidance on completing the assessment please contact your Safety, Health and Environmental Manager / Advisor.

The assessment looks at each site activity against the following environmental aspects:

- Emissions to Air
- Emissions to Land
- Emissions to Water
- Waste Generation
- Nuisance & Environmental Health
- Ecology & Biodiversity
- Cultural Heritage
- Use of Raw Materials
- Use of Natural Resources

Details of the control measures identified in the assessment will be communicated to relevant subcontractors. Subcontractors must manage all risks / impacts associated with their work activity / package in accordance with this document.

Where the subcontractor identifies additional environmental risk / impacts the Project Lead must be informed and the Aspect & Impact Assessment must be reviewed and amended as required.

An Environmental Aspects & Impacts Assessment can be found in Schedule I of this document.

3. Specific Project Environmental Requirements

This section incorporates information derived from documents/information within the Construction Phase Plan.

[Include an overview of the **most significant** environmental aspects and impacts. Where relevant, reference should be made to the **Site Constraints Layout Plan** (schedule II of this document), environmental reports and surveys such as site investigations, ecological surveys, etc. Should any of the main headings below not be relevant, please indicate this, but do not delete the heading. All other text can be edited or deleted as appropriate].

3.1 Unexploded Ordnance

[If info. provided elsewhere, reference where]

- Sensitive areas

3.2 External (Client / Enforcing Authority) Requirements

- Planning conditions such as site hours, wheel washing requirements, travel route, deliveries etc.

- S. 106 Agreement to use local suppliers / labour and employ apprentices (socio-economic benefits to the immediate and surrounding area).
- Monitoring requirements for noise, dust and vibration.
- Section 61 required / not required.
- Monitoring requirements, e.g. noise, dust, vibration, tree protection, protected species, waste, power usage, water consumption, commercial deliveries, green travel, etc.
- BREEAM rating, e.g. Excellent, Very Good, etc.
- Materials with recycled content and low embodied energy.
- Considerate Constructors Scheme, e.g. minimum score.
- Employment and / or training opportunities for local people.
- Liaison / working with schools and local community groups.
- Volunteering and charity work.

3.3 Surface Waters, Wells and Source Protection Zones

[Please use the hyperlinks to complete the table below]

England - click here to identify main rivers, here for flood zones and here for Source Protection Zones and Drinking Water Protection Areas / Safeguard Zones.

Project Located Within	Applicable (Y / N)	Notes
Flood Zone 1, 2 or 3		Where one or more of the items listed opposite are applicable, please contact your SHE advisor / manager immediately.
Source Protection Zone 1		
50m of a Main River		
50m of any other watercourse		
250m of a Drinking Water Protection Area		
250m of a Drinking Water Safeguard Zone		
8m of a Main River culvert / flood defence		
16m of a tidal river or culvert / flood defence		
16m of a sea defence structure		

- Flood risk assessment undertaken during planning.
- Permits or other authorisations required / obtained, inc items requiring action and progress to date.
- Abstraction points / wells.
- Protection required, e.g. measures to manage run-off and / or prevent ingress of silt into drains.
- Minimum distance required for protection.

3.4 Contaminated Land / Groundwater & Dewatering

- Hydrocarbon contamination.
- Areas used for the disposal of other wastes, e.g. asbestos or Japanese knotweed.
- CFA, LDA and driven pile solutions.
- Re-use or disposal of groundwater, e.g. permits required / obtained.

3.5 Standing Heritage & Archaeology

- Listed / protected Construction and structures, e.g. consents required / obtained.
- Proximity to conservation and other designated areas.
- Protection of WWII 'pill boxes' and anti-tank defences.
- Archaeological investigations and sensitive areas.
- Working in a conservation area.

3.6 Sensitive Neighbours

[Cross reference external (client and enforcing authority) environmental requirements, including site hours, wheel washing requirements, travel route, deliveries and noise, dust and vibration monitoring]

- Schools
- Healthcare facilities
- Places of worship
- Residential areas
- Local community meetings

3.7 Ecology & Biodiversity

[Please use the hyperlink to complete the table below]

Terrestrial or marine designated site for nature conservation

England - click here

Project Located Within	Applicable (Y / N)	Notes
Site of Special Scientific Interest (SSSI)		Where one or more of the items listed opposite are applicable, please contact your environmental adviser / manager immediately.
Special Area of Conservation (SAC)		
Special Protection Area (SPA)		
RAMSAR		
National Nature Reserve (NNR)		
Local Nature Reserve (LNR)		
Local Wildlife Site (LWS)		

- European Protected Species Licence required / obtained.
- Tree Preservation Orders (TPOs).
- Tree retention and protection.
- Protected plant species, protection / translocation required.
- Protected animal species, e.g. bats, birds, great crested newts - include protection required, specific demolition requirements, construction of receptor areas, nest boxes, etc.
- Invasive species, e.g. Japanese knotweed and Giant hogweed.

4. General Project Environmental Requirements

4.1 Waste Management

All waste will be managed in accordance with the Waste Management Standard

When considering management options for identified waste streams, Britcon and supply chain members will adhere to the principles outlined in the waste hierarchy below.



Britcon and its sub-contractors must ensure waste is stored away from drains, boreholes, wells and controlled waters. Containers shall be in good condition and, where required, covered to prevent dust and litter being blown out. If there is any likelihood of stored waste contaminating the area surrounding the site, all necessary steps must be taken to ensure no contamination occurs. This may include the use of containment bunds with rain shelters and the use of sealed containers, i.e. clip-top drums and fluorescent tube coffins.

Before waste is treated and / or removed from [Insert project name], all subcontractors / waste contractors must provide the project team with legible copies of the following documentation:

- Environmental permits (mobile plant licences) and exemption certificates authorising on-site crushing and screening activities.
- Waste Carriers Registration Certificates.
- Environmental Permits, (Waste Management Licences and Pollution Prevention Control Permits).
- Notification certificate of exemption from environmental permitting.

The project team and, where applicable, subcontractors will ensure that the removal of all inert / non-hazardous waste is recorded on Waste Transfer Notes (WTNs). Legible copies of all WTNs must be kept for a minimum of two years following collection. These documents will be stored on site and made available on request.

The project team and, where applicable, subcontractors will ensure the removal of all hazardous waste is recorded on Hazardous / Special Waste Consignment Notes (H/SWCNs). Legible copies of all H/SWCNs must be kept for a minimum of three years following collection. These documents will be retained on site and made available on request.

Legible copies of all WTNs and H/SWCNs, recording the removal of waste from [Insert project name] must be issued to Britcon. This includes waste generated on site by subcontractors.

When removing hazardous waste from projects located in England a premises code must be recorded on all HWCNs.

[England] A premises code has been generated in accordance with the Waste Management Standard the premises code for the project is [Insert code].

[Wales] A premises code has been obtained from Natural Resources Wales. The premises code for the project is [Insert code].

[Scotland] SWCNs will be obtained from the Scottish Environment Protection Agency (SEPA). SEPA will be pre-notified via the relevant waste contractor a minimum of 72 hours (three working days) before the expected removal date of the waste.

4.2 Storage of Fuel, Oils & Building Chemicals

Containers must be stored within a Spill Nappy (or similar), bund or any other suitable secondary containment system (SCS). All containers must be located in a safe place to minimise the risk of damage and locked-off when not in use.

For oil tanks, intermediate bulk containers and mobile bowsers the SCS must be able to hold:

- Where one container is being stored - a minimum of 110% of the total volume.
- Where more than one container is being stored - a minimum of 110% of the largest container's storage volume, or at least 25% of their total volume (whichever is greater).
- For drum storage, the interceptor tray must be able to hold at least 25% of the total storage capacity of the drums.

Bunded areas must be made impermeable to water and oil and protected from the ingress of rainwater. The base and walls of the bund must not be penetrated by any valve, pipe or opening that is used for draining the system.

Oil storage areas (including generator locations) that are likely to be in use for more than 2 months must have an impermeable surface, i.e. they must be concrete. The impermeable surface must extend a sufficient distance to ensure minor leaks and spills from refuelling operations can be safely identified and contained. Well stocked, appropriately sized spill kit(s) and plant nappies or equivalent pads must be located at each storage area.

The location of all oil storage areas and mobile bowsers must be inspected and accepted by Britcon before use. Accepted locations will be labelled on the Site Constraints Layout Plan (see schedule II). Where practicable, separate oil storage areas should be established for each subcontractor.

All oil storage areas and mobile bowsers must inspected prior to installation and first use of all oil storage areas and mobile bowsers. Subsequent routine monitoring must be undertaken as a minimum on a weekly basis.

4.3 Managing Concrete Wash Water

Concrete wash water contains suspended solids and is highly alkaline (has a high pH). Solutions that are highly alkaline are as harmful to the environment as strong acids. Unlike wet concrete that is poured into the ground, concrete wash water is very mobile and can easily enter drains and controlled waters, e.g. groundwater, rivers and reservoirs, causing significant harm to aquatic life and the environment.

The hierarchy of control described in Managing Concrete Wash Water "Blue Top" Minimum Standard will be used to identify and implement suitable control measures for managing concrete wash water.

Accepted locations will be labelled on the Site Constraints Layout Plan (see schedule II).

All areas used to manage concrete wash water must be inspected prior to installation and first use of all concrete wash water areas. Subsequent routine monitoring must be undertaken as a minimum on a weekly basis. However, where a Temporary Trade Effluent Consent is in place, monitoring must be undertaken as specified within the authorisation.

4.4 Particulate Matter (Dust) & Noise

Dust and noise will be managed in accordance with the legislation and client requirements.

4.4.1 Mobile Crushing & Screening Process

Crushing and screening will be managed in accordance with the Waste Management Standard.

Crushing and screening of demolition material must be conducted in accordance with the plant operation manual and, where applicable, environmental permit (mobile plant licence) / waste exemption certificate. The operator must use the best available techniques (BAT) for preventing or, where this is not practicable, reducing emissions from the installation. The following items must be considered when attempting to reduce the environmental impact of this process:

- Location
- Operation
- Maintenance
- On-site transfer of dusty materials
- Condition of roadways / haulage routes
- Stockpiling materials

4.4.2 General Site Activities

With regard to nuisance, the methodology in which work activities are undertaken must apply best practicable means (BPM) in order to minimise negative impact on local, sensitive receptors, such as schools and domestic dwellings. However, if measures to reduce excessive dust and noise are unsuccessful, work must stop and an alternative method devised before work can resume.

The following measures must be considered when attempting to reduce noise and dust:

- Use sheeted Lorries and sealed / covered skips.
- Use dust extraction equipment when drilling and cutting.
- Damp down haulage roads and stockpiled materials in dry or windy weather.
- Sweep access roads regularly.
- Grass over / stabilise topsoil which is being stockpiled for landscaping or off-site re-use.
- Locate plant and equipment away from sensitive receptors.
- Use screens, including earth bunds to act as acoustic barriers.
- Isolate plant and equipment when not in use.
- Fit white noise systems on vehicles to reduce noise nuisance when reversing.
- Keep engine compartment doors closed.
- Limit vehicle movements on-site, e.g. use of one-way system.

4.5 Previously Unidentified Issues

If one or more of the following is discovered, work in that location must stop immediately and the SHE Team informed:

- Contaminated soils.
- Archaeological remains or features.
- Suspicious objects.
- Underground storage tanks.
- Invasive species, e.g. Japanese knotweed.
- Protected species, e.g. bats, amphibians, reptiles and plant life.

4.6 Subcontractor and Supplier Environmental Reporting

Subcontractors and suppliers must adhere to the Britcon Procurement Procedure. Where applicable, they must also provide the following information / documentation to the Britcon project team:

- A record of the number of litres of fuel delivered to site, e.g. red diesel (gas oil), white diesel and petrol.
- Volume of water used on site (where separate subcontractor supplies are in use, e.g. stand pipes).
- Legible copies of all waste transfer notes (WTNs) and hazardous/special waste consignment notes (H/SWCNs).
- Legible copies of all chain of custody certificates belonging to suppliers delivering new timber to site.
- Legible copies of all timber delivery notes.
- Legible copies of all recycled aggregate delivery notes (volume of aggregate must be recorded on notes).

4.7 Emergency & Incident Preparedness

To minimise the risk of a pollution incident, subcontractors must ensure all operatives understand the environmental risks associated with their work activity and what control measures are in place to eliminate or reduce negative environmental impact.

Major environmental incidents shall be reported to the SHE team

Environmental emergency planning must be managed in accordance with the the Construction Phase Plan.

Investigation and reporting of environmental incidents must be undertaken in accordance with the Incident and Near Miss Reporting procedure.

4.8 Monitoring, Auditing & Reporting

Please refer to the Construction Phase Plan.

4.9 Management Structure & Responsibilities

Please refer to the Construction Phase Plan.

4.10 Training Awareness & Competence

Please refer to the Construction Phase Plan

5. Resource Efficiency

5.1 Materials & Design

A list of design decisions has been recorded in schedule III of this plan. Further information can be obtained from the project design manager.

5.2 Soils & Aggregates

The following table records the requirement for soils and aggregates on the project if used- This project has no requirements for aggregates to be imported or exported.

Item	Origin	Y/ N	Source (if known)	Volume (tonnes)	Intended use	Control
Untreated topsoil	Site		N/A			
Treated topsoil, e.g. screened			N/A			
Untreated subsoils			N/A			
Treated subsoils, e.g. screened			N/A			
Treated / untreated made ground			N/A			
Recycled aggregates			N/A			
Untreated topsoil	Import		N/A			
Treated topsoil, e.g. screened			N/A			
Untreated subsoils			N/A			
Treated subsoils, e.g. screened			N/A			

Virgin aggregates			N/A			
Recycled aggregates			N/A			

5.3 Waste Management

For detailed information relating to the management of waste at Minerva House , e.g. targets, waste forecast, waste minimisation measures and waste records.

- Pre-demolition / pre-refurbishment audit (including identification of non-waste salvage items).
- Existing building elements with hazardous coatings / finishes, e.g. paint containing lead.
- Waste segregation on / off site.
- Hazardous waste streams and how they will be managed.
- Waste exemption(s) required, e.g. U1 exemption
- Take back schemes, e.g. Travis Perkins.
- Closed-loop recycling schemes, e.g. Protec, Armstrong and Dulux.

5.4 Energy, Fuel & Water

By following the measures outlined below, we will minimise our energy, fuel and water usage.

Site accommodation are to be Eco Cabins conforming to the Site Accommodation & Welfare Units Minimum Standard.

Existing potable water, power will be utilised form site.

Schedule I: Site Constraints Layout Plan

[Insert Site Constraints Layout Plan - where applicable your plan should illustrate the following]

Areas prone to flooding

Existing drainage (storm water = blue, foul water = Red; combined = Red 'C') - update plan as required to include newly installed live drainage

Interceptors

Neighbours adjacent to site boundary

Footpaths and public rights of way

Oil and fuel storage

COSHH storage

Spill kits

Concrete wash water management location and method

Wheel wash

Areas or hotspots of known contamination

Boreholes and surface waters, e.g. rivers, streams and reservoirs, lagoons and attenuation ponds

Discharge points, e.g. when operating pumps

Waste management areas

Proposed soil stockpile / hold-over areas

Existing stockpiles, e.g. soil, made ground, aggregates and asphalt

Recycled / reused materials areas (including quantities)

European protected species (EPS)

Protected trees and hedgerows

Listed / protected Construction and structures

Indicate the existence of building elements with hazardous coatings / finishes, e.g. paint containing lead

Invasive plants

Standing heritage and listed Construction

Archaeological areas, e.g. watching brief, trial trenches and open area excavations

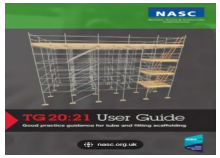
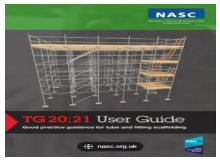
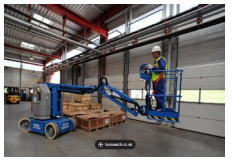
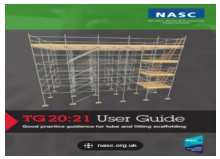
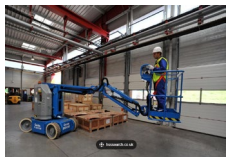
Areas of known contamination, including hydrocarbons, asbestos, buried invasive plants and landfill / rubbish)

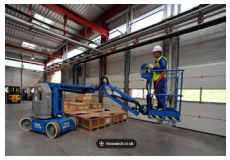
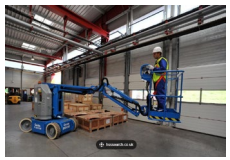
Schedule II: Design Decisions

Design Decisions	Y / N
Reclaimed products or components have been specified	
Materials from demolition and / or other work phases have been incorporated into the design *Examples: Bricks and tiles to be reused, soils to be reused, stonework to be reused, architectural features, e.g. large coping stones to be reused as bench seating in landscaped areas.*	
The design, form and layout have been simplified *Examples: Size and position of window and door openings to suit whole brick / block / plasterboard dimensions.* *Room sizes to match plasterboard dimensions, identical grids to allow for formwork reuse.* *Designing out basements, raising formation levels, soil stabilisation, displacement piling or mini piles.*	
Components have been designed for off-site manufacture *Examples: Precast edge / ground beams / manholes.* *Prefabricated toilet / bathroom / kitchen pods, prefabricated service runs / risers, pre-packaged plant rooms, etc.*	
Designed as a process of assembly rather than construction	
Wet trades have been designed out	
Materials known to contain a high recycled content have been specified	
Materials and products are suitable for their application *Example: Floor tiles and wall finishes are not under / over specified.*	
Locally sourced and / or rapidly renewable materials have been specified *Example: Cork, linoleum and Grown in Britain (GiB) timber.*	
Using products with lower embodied water and / or carbon	
Low energy light fittings have been specified	
Low / zero carbon technologies have been specified	
High specification thermal insulation will be used	
Thermal modelling undertaken	
Effective ventilation systems used to reduce energy loss	
User control is carefully considered to ensure a healthy environment as well as allowing efficient energy use	
Rain / Grey / black water harvesting has been specified	
Low flow rate fittings have been specified	
Design adaptable for a variety of purposes during its life span	
Building elements and components can be maintained, upgraded or replaced without creating waste	
Design incorporates reusable / recyclable components and materials	
Building elements / components / materials easily disassembled	

APPENDIX 14: Working at Height Strategy

APPENDIX 14: Working at Height Strategy

Work Activity	Subcontractor	Primary Measure		Secondary Measure		Tertiary Measure	
Off-loading deliveries		Proprietary Handrailing		Load Angels		Air Bags	
Excavations		Heras Fencing		Pedestrian Fencing		Pedestrian Plates Road Plates	
Structural Steelwork		Scaffolding		MEWP (Boom & Scissor)		Pasma Tower Scaffold	
Cladding Works		Scaffolding		Safety Netting		MEWP (Boom & Scissor)	
Access Metalwork		Scaffolding		Pasma Tower Scaffold		Podium	
Demolition Works		MEWP (Boom & Scissor)		Pasma Tower Scaffold		Podium	

Partition Walling		MEWP (Boom & Scissor)		Pasma Tower Scaffold		Podium	
Roller Shutter Doors		MEWP (Boom & Scissor)		Pasma Tower Scaffold		Podium	
Drylining Works		Pasma Tower Scaffold		Podium		N/A	N/A
Plastering Works		Pasma Tower Scaffold		Podium		N/A	N/A
Ceiling Grids & Tiling		MEWP (Boom & Scissor)		Pasma Tower Scaffold		Podium	
Decoration Works		Pasma Tower Scaffold		Podium		N/A	N/A

APPENDIX 15: Lifting Strategy

APPENDIX 15: Lifting Strategy

All lifting operations will be undertaken in line with 'Safe use of lifting equipment Lifting Operations and Lifting Equipment Regulations 1998' and Britcon standard HSS01 Management of lifting operations.

Taking into consideration:

- Workplace
  - Ground conditions
  - Temporary works
  - Proximity hazards
  - Over sailing risk
  - Operation, travel erection and dismantle conditions
  - Areas cordoned off
- Loads
  - Lift Weight (inc lifting accessories)
  - Load, Centre of Gravity
  - Requirement for additional lifting equipment
- Equipment
  - Type of lifting appliance
  - Max outrigger/track load @ radius
  - Appliance deployment, (boom, jib, outriggers, counterweights)
  - Lifting certificates available
- Personnel
  - Appointed person / Crane supervisor
  - Slinger / signaller
  - Identifiable
  - Communication method between parties
  - Training certificates

APPENDIX 17: Permissions and Consents

Permission / Consent / Consultation	Responsible Person	When