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Construction Phase Plan

Principal Contractor:
NLD (Operations) Ltd

HSE Advisor:
G O Safety Solutions Ltd

Client:
1 & 2 Park Lane Ltd

Project:
1 & 2 Park Lane, Knebworth

Project No:
NLD/KNBSG3/11.17

Date:
24.11.2017

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Project Name:	1&2 Park Lane Knebworth	**Project No:**	NLD/KNBSG3/11.17
Client:		**Site Address:**	
1 & 2 Park Lane Ltd		1 & 2 Park Lane, Knebworth, Herts. SG3 6PJ	
Site Telephone No:	(07900 905637) Site Phone line TBC on set-up	**Site Fax No:**	-

Authorised by:	**Title:**	**Signature:**
James Stafford	Director	

Circulation:

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2.	Principal Contractor	NLD (Operations) Ltd
3.	Main Contractor	B & E Contractors Ltd
4.	HSE Advisor	Gareth Smith – G O Safety Solutions Ltd
5.	Architect	Mark Scott – Wastell and Porter
6.	Structural Engineer	Stuart Pledge – MNP Engineers
7.	Scaffolding	Magdon Scaffolding Co Ltd
8.	General Construction	B&E Contractors Ltd
9.	Fit-Out	NLD (Operations) Ltd
10.	M&E	Bee Sure Property Maintenance

Revision Record:

This document has been reviewed. Where necessary it has been updated as detailed below:

Revision	Date	Purpose	Amendment	Updated By
-	24/11/17	Main Contract Works	Details	JS
A	27/02/18	Updated contractors	Updated contractors	JS/GOS
B	28/06/18	Updates requested by planners		JS/GOS
C	25/07/18	Updates to deliveries requested by Highways Officer	7.3.1	GOS

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1.0 Introduction

This construction phase plan contains the arrangements that will be implemented to ensure the safe execution of the works in compliance with the 'Construction (Design and Management) Regulations 2015'.

It has been compiled from information obtained within the tender documentation and the pre-construction information pack. This document shall be updated prior to commencement and when required by the project team during the course of the project.

This project is for 1 & 2 Park Lane Ltd and it is due to commencing on 13th December 2017. Intended completion of the project will be June 2019 or as any revised programme issued by NLD during the course of construction.

The project will consist of the redevelopment of the land comprising 1 and 2 Park Lane, Knebworth for the creation of 10 residential apartments, associated parking and amenity space.

Whilst undertaking the construction works, it is our policy to endeavour to:

- Prevent accidents and ill health to our employees, client, trade contractors, third parties and members of the public.
- Provide a place of work that is safe and without risk to the health, safety and welfare to all those involved in the project and third parties.
- Create a positive health and safety culture and ensure that health and safety is our priority while working.
- Consult and communicate to all those involved in the project and listen when feedback is given.
- Cause minimal environmental impact and damage.
- Ensure client business is not disrupted at the site and **all** isolations of electrical and fire suppression systems are carried out following existing client permit to work/isolation systems, managed by the site construction team.

The following existing restrictions have been identified from the pre-tender information and supporting information; such as designers risk assessments and site visits. These will be taken into account throughout the works:

Hazard/Consideration/Restriction	Notes/Controls
Asbestos	Allan Dyson Asbestos Services carried out a full condition (sample testing) survey of the buildings internally and externally, for proposed demolition of existing. Asbestos containing materials have been identified in some locations. The licensed removal, extracted from site and safe hand-over the site following removal is to be carried out by Allan Dyson Asbestos Services, managed by NLD (Operations) Ltd. Survey: 28 November 2016 Job No: S4465 Report Issued: 01 November 2016 Allan Dyson Asbestos Services Ltd Cagex House Leyden Road Stevenage Hertfordshire SG1 2BP Contact: Darren Dyson - 01438 360 656 darren@allandyson-asbestos.co.uk
Refractory Ceramic Fibre (RCF)	Diligent Approach to identification and safe removal under responsibility of the Principal Contractor.
Existing live services	Isolation and making safe for site works by the Principal Contractor.
Strip out and demolition, breaking out	Safe working from scaffold and platforms. Ensuring power tools are used to users guidelines in safe working environment with necessary PPE and operatives.
External and internal scaffolding and other external works	All fall arrest, barrier and working at height to be controlled and ensured all operatives and trades people are taking all reasonable responsibility to work safely at height.

	Where required, scaffolding will be provided unless stated otherwise by alternative access method by appointed sub-contractor. For example where it is identified as safe and suitable for working from temporary tower. In such occasion the responsibility of proper erection and use of said tower(s) will be by the appointed sub-contractor. NLD (Operations) Ltd will take all reasonable steps to ensure all trades and sub-contractors are working safely. Please refer to Appendix 15.1 detailing the requirements of scaffolding access to the existing building and the new build. This includes a temporary roof (if deemed necessary following strip-out) to the existing building. All platforms to be for suitable access.
Refrigerant gases	None likely in these works. If required, the install, maintenance and control of works is to be by specialist sub-contractor.
Trip hazards	All trip hazards are to be avoided where possible. Access and egress to the site, temporary site offices, building under construction are to be maintained clear and no tools or storage of materials to be positioned in high traffic or obvious danger areas. Ensure escape routes to be made clear at all times with suitable access to emergency exits.
Lifting operations of any nature including new plant	Clear and safe lifting with no working under lift zone during lifts. Main Contractor to ensure sub-contractor and specialist lifting contractor to be coordinated.
Openings through floors	Barriers to be provided around apertures where made through any floors. Suitable barriers to be installed.
Existing floor construction	Where accessible, floors to be temporarily boarded and safe access to and from position of works. The floor will be removed in sections and new board and structure replaced to minimise any trip and fall-through hazards at the location of working.
Loading/off loading/ site office	To be made within the site in the plant/materials pick-up and drop off location noted in Appendix 15.2 Deliveries will be stages to minimise the possibility of one load waiting until another is already in the drop-off pick-up bay. If this circumstance does happen where more than one vehicle is waiting, banksman will be in place to ensure controlled access and safe egress from site. All bulk deliveries to be managed by Principal Contractor.

	Please refer to Appendix 15.2 detailing provisional areas allocated and the construction phase site plan.
Traffic management	By Banksman/allocated site personnel by Main Contractor or appointed sub-contractor for specific task.
Occupied building	Not applicable; the site is a redevelopment.
Confined/restricted space	None likely in these works.

2.0 Principal Contractors Details

2.1 Principal Contractor Details

The following people are the NLD Operations Ltd appointed project team:

Name	Position	Address	Contact No
James Stafford	Project Director (PD)	33 Highgate High St, Highgate, London N6 5JT	Office: 0208 350 1237 Fax: Mobile: 07900 905 637 Emergency: 07900 905 637
Steven Hodge	Director (D)	33 Highgate High St, Highgate, London N6 5JT	Office: 0208 350 1237 Fax: Mobile: 07557 433 053 Emergency: 07557 433053
Trevor Johnson (TBC) C/O Maytree Dev Ltd	Project Manager (PM)	TBC	Office: Fax: Mobile: TBC Emergency: TBC
Ronnie Stafford	Site Foreman (SF)	1 Kitcheners Lane, Walkern, Herts, SG2 7PF	Office: (Site) Fax: Mobile: 07807 880 607

			Emergency: 07807 880 607
Marc Tankmar	Project Co-ordinator (ASM) Health and Safety Manager (HSM) supported by Gareth Smith of G O Safety Solutions Ltd.	33 Highgate High St, Highgate, London N6 5JT	Office: (Site) Fax: Mobile: 07590 904877 Emergency: 07590 904877
Piotr Zdanski	Builder - Refurbishment and Fit-out (B)	1 Bankside Close, Houghton Regis, Bedfordshire. LU5 6JF	Office: (Site) Fax: Mobile: 07864 007948 Emergency: 07864 007948
Lukasz Naglowski	Builder - Refurbishment and Fit-out (B)	Flat 1. 78-80 Spruce Hills Road. London E17 4LD	Office: (Site) Fax: Mobile: 07933 205957 Emergency: 07933 205957
Dan Banks-Smith	Trade Plant Operative (TPO)	78 High Street, Walkern, Herts. SG2 7PG	Office: (Site) Fax: Mobile: 07852 104812 Emergency: 07852 104812

2.2 Main Contractor Details

The following people complete the B&E Contractors Ltd project team for this project:

Name	Position	Address	Contact No
Zamir Quni	Project Manager (PM1) Health and Safety Supervisor (HSS)	31 Palamos Road Leytonstone E10 7JF	Office: Fax: Mobile: Emergency: 07988 165955
Milazim Baraku	Project Manager (PM2)	31 Palamos Road Leytonstone E10 7JF	Office: Fax: Mobile: Emergency:
Vladamir Baraku	Project Manager (PM3) and Supervisor (S)	31 Palamos Road Leytonstone E10 7JF	Office: Fax: Mobile: Emergency: 07949 572520

2.3 Roles and Responsibilities

The roles and responsibilities of the Principal Contractor and Main Contractor are listed below. Actions and responsibilities are referenced to the persons role where indicated.

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

Actions/Responsibilities – Pre-construction	Role
Identify significant hazards and obtain guidance and advice as required:	PM/ASM/B/TPO/SF
Obtain any tender health & safety information, such as the pre-tender health & safety plan. Prepare and maintain the construction phase health & safety plan:	PD/ASM
Once complete, issue the health & safety plan to the project team:	PD/D
Prepare a site logistics plan and transport and traffic management plan (if appropriate):	PD
Obtain, complete and display a copy of the F10 Addition Notification:	PD/HSM
Obtain additional notifications from local authority (HSE):	PD/HSM
Obtain and display the current insurance certificate:	PD/PM
Contact the service authorities and establish the location of existing services:	PD/D/SF
Prepare a project directory:	PD
Notify third parties e.g. neighbouring houses, schools, businesses, etc. where necessary:	PD
Plan and arrange site welfare facilities:	PD/D/PM
Plan and arrange temporary services and electrics:	D/SF/PM3
Check that the temporary site building(s) comply with the requirements of the code of practice for fire prevention on construction sites:	PD/HSM

Actions/Responsibilities – Procurement	Role
Ensure all trade contractors that are put onto the tender list are competent, they have a good health and safety record and they have carried out similar work to this project:	PD
Ensure health and safety compliance forms part of the successful trade contractors contract:	PD

Actions/Responsibilities – Safety Planning	Role
Obtain designers risk assessments and issue to the relevant trade contractors:	HSM
Display emergency telephone numbers on the site notice boards:	HSM
Ensure trade contractors have produced method statements and risk assessments prior to any work starting:	SF/HSM

Ensure all trade contractor method statements and risk assessments are reviewed before work starts:	PD/D/PM
Ensure all trade contractors have identified hazardous substances and issued the associated COSHH assessment and material data sheets:	PD/D/PM
Review all COSHH assessments:	PD/D/HSM
Ensure areas have been allocated for material storage and that precautions and measures are in place for the storage of any hazardous items:	SF/PM/HSM
Ensure adequate PPE is available for visitors:	SF/PM/HSM
Ensure lifting operations are planned, controlled & supervised at all times:	PD/SF/PM
Maintaining construction programme and ensuring trade contractors are working to the correct programme:	PD/D

Actions/Responsibilities – Supervision and Co-ordination	**Role**
Ensure all risk assessments, method statements and COSHH assessments are communicated by the trade contractor to their operatives:	PD/D/SF/PM
Organise, attend and manage appropriate health and safety meetings to ensure safe running of the site:	HSM
Carry out daily inspections on site to review trade contractor compliance with method statements and risk assessments:	HSM/Trade Contactors
Where necessary, issue improvement notices or prohibition notices to trade contractors:	PD

Actions/Responsibilities – Inspections/Records/Audits	**Role**
Ensure welfare facilities are maintained to the required standard:	SF/SM1
Obtain and maintain up to date plant registers from all trade contractors:	HSM
Maintain an up to date register of operative training certificates:	HSM/TPO
Maintain an up to date accident book:	HSM/SF
Complete the company accident report form(s) in the event of a reportable incident:	HSM
Investigate reportable accidents/incidents:	HSM
Ensure an F2508 is completed and submitted to the HSE for all reportable accidents/incidents:	HSM
Notify HSM of all reportable accidents/incidents and near misses:	SF/PM
Carry out daily inspections of the site boundary and hoardings:	SF/PM
Carry out daily inspections of all work areas:	SF
Carry out weekly fire safety checks and inspections:	D/SF

Ensure inspections are carried out on Scaffolding: • Every 7 days • Before use • After any modification/alteration • After any event that could have affected its stability	SF/PM/HSM
Ensure all mobile towers have a 'scaff tag' recorded on a plant register and that they are inspected: • Every 7 days • Before use • After any event that could have affected stability	SF/PM/HSM/TPO
Ensure all hoists and lifts are recorded on a plant register and inspected: • Before first use and visual daily check • Weekly by operator • Every 6 months by manufacturer/installer • In accordance with manufacturers recommendations	SF/PM/HSM
Ensure that all lifting equipment is identified and recorded onto a register and that inspections are carried out on all lifting equipment i.e. cranes, slings, chains, eye bolts etc.: • Before each and every use • At least every 6 months by the appointed competent person • At any other intervals recommended by the supplier	SF/PM/HSM
Inspect confined spaces prior to any works:	Trade Contractor
Ensure all plant is recorded onto a plant register and that it is inspected (before use): (In accordance with manufacturers' recommendations and planned maintenance schedule)	HSM/TPO
Ensure all electrical equipment is PAT tested and inspected: • Before use • Every 3 months	Trade Contractors/PM/ SF/HSM
Carry out safety inspections/system checks on the site conditions:	HSM

2.4 Roles and Responsibilities of the Client

Throughout the project, the client will be responsible for:

- Ensuring that the design team and principal contractor remain competent and adequately resourced to carry out their duties under CDM
- The principal contractor and principal designer carry out their duties
- Make sure suitable welfare facilities are provided
- Preparing and updating the pre-construction information pack
- Allowing sufficient time and resources for the design and construction work to be carried out properly
- Notifying the HSE of the project where appropriate

In addition, the client must ensure that the project health and safety file is available for any future construction work after handing on to a new owner.

2.5 Roles and Responsibilities of the Design Team

The design team will be responsible for:

- Ensuring the client is aware are their duties under CDM before starting work
- Preparing designs with adequate regard to health and safety
- Provide designers risk assessments for all aspects of the design throughout the project
- Attend design team meetings and cooperate with the principal designer and with each other to ensure that the design is fully coordinated
- Provide information to the principal designer to include within the health and safety file

2.6 Roles and Responsibilities of the Principal Designer

The principal designer is responsible for:

- Assisting with the preparation of the pre-construction information pack
- Ensuring cooperation and coordination between members of the design team
- Ensuring that health and safety is considered throughout the design and the design team prepares designers risk assessments. These must take into consideration any risks that might affect the health or safety of people carrying out the construction or cleaning work or third parties that may be affected by the works.
- Preparing and developing the health and safety file throughout their appointment (responsibility transferred to principal contractor if PD is not appointed for full term of contract)

2.7 Roles and Responsibilities of the HSE Advisor

The HSE Advisor is responsible for:

- Advising the client and contractors on competence, and the adequacy of resources when they are considering appointments.
- Ensuring cooperation and coordination between members of the design team.
- Ensuring that health and safety is considered throughout the design and the design team prepares designers risk assessments. These must take into consideration any risks that might affect the health or safety of people carrying out the construction or cleaning work or third parties that may be affected by the works.
- Notifying the HSE of the project.
- Attending project meetings and design team meetings as required.

3.0 Health & Safety Objectives and Standards for the Project

3.1 Company Goals

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

- Prevent accidents and ill health to our employees, client, trade contractors, third parties and members of the public.
- Ensure all works are carried out in accordance with all relevant legislation and codes of practice.
- Provide a place of work that is safe and without risk to the health, safety and welfare to all those involved in the project and third parties.
- Create a positive health and safety culture and ensure that health and safety is our highest priority.
- Consult and communicate to all those involved in the project and listen when feedback is given.
- Reward those who make a positive contribution towards health and safety best practice.
- Cause minimal environmental impact and damage.

4.0 Information for Trade Contractors

4.1 Information from Design Team

All assessments of hazards and risks prepared by the design team will be reviewed and issued to the appropriate trade contractor so they can take into account the risks and control measures identified when planning their works.

4.2 Inductions

All personnel wishing to access and work on this project will attend a site safety induction. This informs all operatives, staff and management the specific risks associated with this project, together with the arrangements in place for health, safety and welfare.

5.0 Trade Contractor Selection Procedures

5.1 Trade Contractor Selection

Trade contractors will be selected by the financial manager in conjunction with the NLD Manager and occasionally the client. Each contractor will complete a pre-qualification questionnaire issued by NLD as part of the selection and appointment process. NLD possess and controls a database of bona fide contractors, all of whom are expected to follow a very strong health and safety culture in how they approach and undertake their works.

5.2 Common use Plant and Machinery

Machinery and other plant to be supplied for common use, such as hoists, cranes etc. will be properly selected (taking into account working load limits and logistics), correctly used by trained and authorised personal only and maintained.

Training will be provided by the trade contractor supplying the equipment.

Only authorised competent personnel will be allowed to operate such equipment.

6.0 Coordination, Communication and Cooperation

6.1 Construction Programme

All works will be carried out in accordance with the construction programme.

The construction programme sets a sequence to which all works are to be undertaken, in a safe and logical approach.

The construction programme will be updated by the PC.

6.2 Project Meetings

We expect the following meetings to be held for this project:

Meeting	Purpose	Parties Involved	Frequency
Design Meetings (on site)	Coordinate design. Resolve design issues. Monitor information release.	NLD, members of the design team and occasionally the client	Weekly
Client Update Meetings (on site)	Gives client an overall picture of the project, including health and safety, cost quality and programme.	NLD	Monthly
Trade Contractor reviews (on site)	Review project health and safety, progress and financial issues with the trade contractors' directors.	Trade contractors, NLD, B&E	Weekly
Foreman/ Supervisors walk round (on site)	To resolve all coordination issues on site Resolve housekeeping and material storage issues. Ensure site security personnel are aware of work being carried out that day and areas that are being worked in.	Trade contractors, NLD and B&E supervisor	Daily

6.3 Hazard Identification and Communication

Prior to any works on site starting, each trade contractor shall be required to produce and issue method statements, risk assessments and where necessary COSHH assessments. These will be reviewed by the project manager or contracts manager and maintained within the project office.

Each trade contractor shall be required to communicate the contents of all their method statements, risk assessments and COSHH assessments to their operatives. Evidence of this must be provided prior to works starting.

As design develops through the construction phase, the design team shall be required to produce and update designers Risk Assessments and Method Statements (RAMS).

These will be requested by the project manager and when received will be reviewed and issued to the appropriate trade contractors and those that are affected by the findings on the risk assessments.

7.0 Project Specific Health & Safety Risks

7.1 Construction Phase Hazard Identification and Risk Assessment

Prior to works starting each trade contractor shall be required to identify significant hazards and prepare risk assessments and method statements for each work activity (RAMS). It is assumed they are satisfied with the risks and work under their professional judgement and do not work if risks are reviewed as unreasonable to work safely. If it is deemed too risky, or a hazard is identified the Principal Contractor and Client to be informed immediately. These will be reviewed and resolved by clear judgement and assessment. Copies of all trade contractor risk assessments and method statements to be submitted to the H&S file on site.

7.2 Control of Substances Hazardous to Health

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

For each hazardous substance or process identified, the trade contractor responsible shall produce a task specific COSHH assessment and issue a material data sheet for the substances. These will be maintained within the project office.

Each COSHH assessment and material data sheet shall be reviewed by the contract manager, where possible alternative solutions will be offered to minimise and reduce the risk, to health and the environment.

When using hazardous substances the trade contractor must provide evidence, that the findings of each COSHH assessment have been communicated to their operatives and those affected by the use.

7.3 Material Storage and Distribution

7.3.1 Deliveries

Materials are to be offloaded in the loading area and coordinated with site staff by the project manager or designated supervisor with a minimum of 24 hours' notice from the supplier.

Deliveries will be permitted within the hours of 09:30-15:30 Mon-Fri. All deliveries shall be made via the A1(M) J7 and Stevenage Road (if southbound) or A1(M) J6 and Great North Road/London Road (via Woolmer Green if northbound). Overheight or wide loads (e.g. pre-assembled roof trusses and any crane for lifting and positioning) may be required to use an alternative route to avoid the bridge at Knebworth Station (14'0" clearance); it shall be the duty of the supplier or their logistics firm to assess the alternative route and provide NLD with a delivery plan and methodology for their proposed route and any control measures to minimise disruption.

The site shall operate under CLOCS guidance and delivery recording procedures to improve the management of Work Related Road Risk. Suppliers shall be checked for FORS registration or Bronze accreditation and where this is not in place shall be asked to show how they reduce WRRR in line with CLOCS or FORS standards.

Delivery vehicle wheels shall be cleaned using the on site pressure washer to prevent mud or debris from the site being transferred on to the public highway as vehicles leave site.

7.3.2 Site Storage

Material deliveries will be restricted to elements which are being fixed within the following 7-14 working days. Some materials will be delivered as site stock and will be stored in secure container/storage room.

Gases, refrigerants and other similar substances must be stored in well ventilated areas away from heat, naked flames and away from other materials that could have a reaction if direct contact is made.

7.3.3 Materials distribution

Materials/equipment deliveries shall be transported into the building from the designated storage area within the car park and then to the work area via the designated goods lift.

Items which require a crane lift will be delivered to site within 48 hrs of the crane lift and moved to the floor/level in line with the lifting plan being prepared.

7.4 LPG – Storage and Use

LPG and highly flammable liquids shall not be stored at site, all brazing and other hot works to be done using portable equipment that operatives return to their vans at the end of the working day (or once the hot works are complete).

The use of LPG will be under strict control and subject to authorised method statements, risk assessments and hot works permits.

7.5 Storage of Fuels, Oils and Chemicals

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

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

7.6 Transport and Traffic Management

As there is a limited amount of parking on site for trade contractors, deliveries will need to be managed so all larger items of equipment arrive on a ‘just in time’ basis. Due to the layout of the site reversing of vehicles will be required for deliveries and these shall always be under the control of a banksman. Delivery vehicles will reverse into the

appropriate entrance (gate 1 or 2 depending on phase of the works) for loading and unloading so that they are not reversing out on to the station car park (gate 1) or the footpath/public highway (gate 2).

Through the course of the project NLD are expecting approximately 10 contractor vehicles a day on site for which there is currently allocated parking in line with the site plan in section 15.2 and at the peak of the contract expect 3 to 5 deliveries or waste removals a day (combined). As detailed in 7.3.1 deliveries will be recorded in line with CLOCS guidance.

7.7 Waste Control and Disposal

Where possible, all waste materials should be reduced, re-used or recycled. Under the 'Environmental Protection Act 1990', all producers of waste have a duty of care to ensure that waste does not escape their control and is dealt with properly.

There will be mainly two types of waste produced on this project:

- Controlled Waste (non-hazardous waste)
- Special Waste (hazardous or dangerous waste)

For both types of waste, an authorised waste carrier shall be used and checks shall be made to ensure that the final destination is authorised to receive it.

There is provision for waste material disposal through vertical chute into skip bins. Position and use to be made in line with required user site procedures and weather conditions. Separation of waste and recycling will be made priority. Segregation for recycling purposes should be carried out as much as possible, especially for metal waste.

Housekeeping on site will be monitored on a daily basis.

7.8 Access/Egress Arrangements

Special attention will be given to access/egress routes and emergency escape routes. These must remain clear and free from materials at all times.

Simple signage on site will clearly identify the work zones and safe routes, so both site operatives and visitors are aware of 'no go' areas and areas where construction is taking place.

Emergency escape routes will be kept clear of all rubbish, materials and other obstructions. Emergency exits will remain as the existing ones.

7.9 Security Arrangements

Client, Trade Contractors, Principal Contractor's employees, any site personnel will sign in every day before starting work. When leaving site, operatives must sign out. Access/egress to site must be through the contractors' entrance.

Security of the working areas (or the site) will be monitored by NLD Operations and B&E supervisor at all times to ensure that client staff, the public and others affected are protected from hazards, posed by the work being carried out.

Both gate 1 and 2 shall be secured with locks overnight to prevent unauthorised access, during site operating hours gate 2 shall remain unlocked as it is adjacent to the site office/welfare facilities, however gate 1 shall remain secured unless a delivery or waste removal is occurring.

7.10 Plant

All items of plant are to be provided by specialist contractors for their own trades.

A record of all items of plant brought onto site will be put together, along with details of their operators and when it will be maintained. Evidence of periodic checks from plant hirers that the plant has been adequately maintained will be obtained and maintained on site.

All plant shall be regularly maintained and an authorised maintenance schedule shall be maintained on site.

7.11 Lifting Equipment and Lifting Operations

Lifting operations will be required for equipment being installed as part of this project. This equipment will not be available for general use by subcontractors and will be under strict control of NLD Operations and their lifting contractor. Due to the proximity of the East Coast Mainline and Knebworth station NLD have already engaged with the appropriate area manager from Network Rail to ensure these operations are carried out in line with their requirements.

Tests, thorough examinations and inspections shall be carried out in accordance with the 'Lifting Operations and Lifting Equipment Regulations 1998' (LOLER) and the relevant ACOP. The lifting Subcontractor shall ensure their suppliers provide copies of relevant test certificates prior to their equipment being used on site and will form part of SIS's lifting plan. These will be maintained within the H&S File.

All lifting equipment and lifting activities shall be planned, controlled and supervised by the appointed person and in accordance with the lifting plan, where appropriate. Any lifting equipment needed for installation of equipment shall be tested and inspected in line with the requirements of LOLER and under the control of B&E and SIS.

A written method statement and risk assessment will be required prior to implementation for every lifting operation, which clearly identifies the measures necessary to control any potential hazards and risks which may arise. The Principal Contractor to be satisfied prior to lifting operations.

Only those operatives that have had specific training relevant to the task they are under taking will be allowed to participate in any lifting operation.

Any crane will not be rated/certified as 'man riding' under LOLER and are it is only intended for equipment/materials removal and installation.

7.12 Temporary Services

Where necessary, suitable and sufficient lighting will be provided to:

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

Where out of hours, sensor lighting shall be provided. However, trade contractors will be expected to provide additional task lighting if required and working out of hours.

Temporary electrical supplies shall be put in place for non-battery powered tools, this shall be a 110V supplies located in:

- Existing building
- Site office
- At each floor of the new build block.

7.13 Temporary Works

The following temporary works will be installed on this project:

- System scaffolding installed in line with the diagram in 15.1
- Site hoarding to provide site security and protection to the public/third parties, calculations carried out by James Stafford and held in temporary works folder
- Excavations for foundations

7.14 Scaffolding

Fixed system scaffolding is a requirement for this project on both the existing retained building and the new build. A competent scaffolding installer will be instructed to design and install the scaffolding and it will be inspected in line with current legislation. NLD will provide the scaffolding via subcontract to their approved scaffolding contractor; the scaffolding contractor will be responsible for all scaffolding compliance. Scaffolding will provide full lifts, loading bay and temporary roof if required. This will be completed and signed-off prior to the roof being removed or underside activities potentially subject to falling objects.

Please refer to Appendix 15.1 showing the scaffolding requirements.

Mobile Towers:

All trade contractors bringing mobile scaffold towers onto site and shall ensure they are:

- Erected by a trained and competent person.
- Erected in accordance with the manufacturers' recommendation and method statement.
- Inspected and regularly maintained using a 'scafftag' system. This is where a scafftag is attached to the scaffold and completed every seven days.

Important: Step ladders must only be used for light work where is not practical to use a mobile tower or podium tower.

7.15 Permits to Work

The client operates a strict permit to work system which must be complied with, general work permits shall be issued at start of task basis and the following permits to work will be implemented when required:

Permit/Activity	Authorised Signatory	Notes
Hot Works	SF / D / PD	
Electrical Isolation	SF / D / PD	
Work in areas where live electrics or gas may exist	SF / D / PD	
Sprinkler Isolation	SF / D / PD	
Fire Alarm Isolation	SM / D / PD	

8.0 Emergency Procedures

8.1 Emergency Numbers

Emergency telephone numbers will be prominently displayed on the site notice boards and will be issued to all members of the project team.

The following are the emergency service telephone numbers, note that the site specific emergency numbers **MUST** be used:

Service	Telephone
Fire	999
Ambulance	999
Police	999
Local Hospital	Lister Hospital
Local Hospital Address (with A&E department):	Coreys Mill Lane, Stevenage, Hertfordshire, SG1 4AB. 01438 314333

8.2 Personnel Emergency Contact Numbers

The following personnel can be contacted in the event of an accident/incident/near miss or emergency:

Role	Contact Name	Office Telephone	Mobile Telephone
Health and Safety Manager SITE	Marc Tankmar	TBC	07590 904877
Health and Safety Manager SITE SUPPORT	Gareth Smith	TBC	07968 434337
Site Foreman	Ronnie Stafford	TBC	07807 880607
Site Supervisor	Zamir Quini	TBC	07988 165 955
Project Manager	Vladamir Baraku	TBC	07949 572 520

8.3 Fire Prevention

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

- The amount of flammable materials stored on site will be kept to a minimum. When a trade contractor brings a flammable material to site (these will be identified on their COSHH risk assessments) it shall be kept in suitable closed containers and kept away from heat and any hot works. Where possible non-flammable materials will be used as an alternative.
- All flammable solids, liquids and gases shall be stored safely. They must be separate from each other and kept away from oxygen cylinders or oxidising material. Storage areas shall be well ventilated and away from occupied areas.
- Smoking shall not be allowed anywhere on site. Designated smoking areas will be provided and these shall be away from the work place and designated storage areas.
- All hot works, such as welding, grinding and cutting, will be carried out under supervision and a hot works permit issued by the client's facilities team. The control measures identified in the permit must be adhered to at all times and all operatives shall have a fire extinguisher to hand. Fire watch of an hour must be stood and any isolation reinstated prior to the permit being signed as 'closed'.
- Where practicable, rubbish will be removed daily and the site must remain clean and tidy at all times.
- Any storage tanks for diesel or fuels shall be clearly identified and any leaks and spills must be dealt with quickly and as safely as possible.
- All tanks to be bunded.
- Hot works must be prohibited in these areas.
- Tools and plant must be maintained and tested where appropriate.
- The site will be checked at the end of each day to ensure that all plant and equipment that could cause a fire is turned off (including site office heaters etc.). Areas where hot works have taken place will also be inspected by close on the day of works being carried out.
- Any disabled systems (e.g. sprinklers, detection heads or dampers) shall be re-enabled at the end of the work day after the fire watch has been completed, but before the permit is closed.

The site is currently occupied and as such fire protection shall remain in place:

- All firefighting equipment provided is maintained and kept in good working order
- Emergency practice site evacuations are carried out
- A weekly inspection is carried out on site, which checks:
    - Fire extinguishers
    - Alarms/warning devices
    - Escape routes/exits and house keeping

Escape Measures:

It t is recommended that operatives check the nearest two escape routes prior to the start of the shift to ensure they are familiar with the nearest escape route to them. The contractors' muster point is adjacent to the contractors'

entrance at the site security office. In the event of an evacuation all operatives should go to this point and report to security. There is a clear sign showing meeting point in an emergency.

9.0 Accident Reporting

There are 8 classifications of accidents/incidents:

1. Any incident involving plant and equipment;
2. Near misses;
3. Dangerous occurrences;
4. Minor;
5. Lost time;
6. 7 day +;
7. Major;
8. Fatal;

All accidents/incidents that occur on this site shall be recorded within the site accident book.

It will be a requirement on this project for all trade contractors to report all accidents/incidents to NLD and where necessary provide us with information for RIDDOR when there has been a reportable accident or dangerous occurrence.

All minor accidents, such as cuts, abrasions etc. will be treated and recorded within the site accident book.

Accidents to trade contractor operatives shall also be recorded in their employer's accident book as well.

All near misses shall be recorded.

10.0 Welfare

10.1 Welfare Facilities

Welfare facilities are to be provided in the form of a modular site office with meeting, changing and eating cabin. The site office set-up will be positioned on the LHS adjacent Park Lane near to the entrance. It will comprise a storage container, toilet at ground level and a site office and warm room on the cabin above.

Changing, toilet, storage and eating areas will be available to all.

All trade operatives should endeavour to ensure the welfare facilities remain clean throughout their use.

A sensible approach to keeping the areas tidy should be in place. For example: any very dirty overalls/safety footwear to be removed before going through to the operating site office.

All welfare facilities provided will be in accordance with the 'Construction (Design and Management) Regulations 2015'.

10.2 Maintenance

All welfare facilities shall remain in a good state of repair and cleanliness.

11.0 Health & Safety Consultation

At the site induction, operatives will be encouraged to make suggestions, report unsafe working practices, near misses and generally communicate their concerns and ideas regarding health and safety.

NLD as principal contractor maintains an 'open door' policy regarding health and safety consultation. Operatives at all levels are encouraged to discuss any concerns or suggestions with their line management or directly with the health and safety manager.

12.0 Project Specific Site Rules

12.1 PPE Requirements

All staff, personnel, operatives and visitors to this site shall be required to wear the following PPE at all times:

- Safety footwear with reinforced toe caps to BS EN 345.
- High visibility clothing (coat or tabard) to BS EN 471.
- Safety helmets to BS EN 397 (bump caps only allowed when overhead working restrictions mean a hard hat cannot be worn).
- Adequate and Respiratory Masks class P2 or P3 where appropriate.
- Ear Defenders.

Any additional PPE required (e.g. gloves and goggles/safety glasses for cutting/grinding operations) shall be identified on each trade contractors method statement and risk assessment, when this is the case the trade contractor shall ensure that the additional PPE identified is provided to each operative, used correctly and stored and maintained in accordance with the manufacturers recommendations.

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

Trade contractors shall be responsible for issuing their own employees with PPE. They shall also be responsible for ensuring that their subcontractors and self-employed operatives provide their own PPE. All trade contractors working on this site shall provide their operatives with safety helmets, safety footwear to the standards set out above for identification.

12.2 Noise

Noise will be kept down to the minimum where possible.

Consideration will be given to client staff and visitors within the building at all times.

Radios are permitted where agreed by NLD.

12.3 Control of Noise and Hearing Protection

If a person is likely to be exposed to a daily personal noise dose of 80 dB (A) or more during work, a pre-noise assessment shall be made by a competent person (typically the health and safety advisor).

Where any person is likely to be exposed to a daily personal noise of more than 80 dB (A) suitable and sufficient hearing protection shall be worn. If any person is likely to be exposed to a daily personal noise dose of 85dB (A) or more an ‘ear protection zone’ shall be created and signs posted.

12.4 Site Hours

The sites normal working hours will be as follows:

Day/day(s)	Working Hours
Monday–Friday	8:00 am – 5 pm
Saturday	As required to suit specific tasks and detailed within the programme if permitted by occupants
Sunday	None – Unless by agreement with neighbours and specialist contractors
Bank Holidays	None

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

Out of hours working (including weekend or bank holiday) shall be only be by prior arrangement with the client and site security. Site maintenance to be informed where permits to work and/or isolations are required (electrical or fire system).

12.5 Additional Project Specific Site Rules:

The following project specific site rules shall be implemented on this project. They shall be communicated and given to all operatives and personnel at the site induction:

No smoking on site	A specific smoking area will be designated by the client and/or site security staff.
Sign in and sign out	All operatives must sign in and out with site security staff prior to starting work every day.
No consumption of alcohol or use of un-prescribed drugs on site	Any operative believed to be under the influence of alcohol or un-prescribed drugs will be removed from site immediately.
Foul or abusive language	Any operative using foul or abusive language to tenants or members of the public will be removed from site.
PPE	All operatives are required to wear hat, safety boots and hi-vis at all times. Specific PPE to be worn for relevant tasks as identified in risk assessments. Gloves, Goggles and Dusk masks to be used in dusty contained environment with appropriate P2 or P3 masks worn.
Scaffold adaptations	Scaffold is only to be adapted by competent and trained personnel from the scaffolding contractor and signed-off. Any operative found adapting scaffold will be removed from site.
Operation of Plant	All plant is only to be operated by trained and competent personnel.

13.0 Information for the HSE Advisor and HSE Site Advisor

The PM will establish what information the HSE advisor requires for the health and safety file at the early stages of the project. This will be communicated to each trade contractor as soon as they are appointed where practical.

As a minimum, the following **shall** be provided:

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

14.0 Site Safety Inspections

Inspections

The following site safety inspections shall be carried out to monitor health and safety standards on site and monitor trade contractor compliance with the site rules and project objectives:

- Firefighting equipment and emergency escape routes.
- Fixed Scaffolding.
- Mobile Scaffold Towers.
- Electrical equipment.
- General condition of the site and working practices in accordance with method statements and risk assessments.
- Safety Notices.
- PPE use.

15.0 Appendices

15.1 Scaffolding

(See pages following)

15.2 Site Layout and Set Up

(See pages following)

15.3 Insurances Certificates

(See pages following)

15.3 Site Log-in Log-out

(See pages following)

SCAFFOLDING

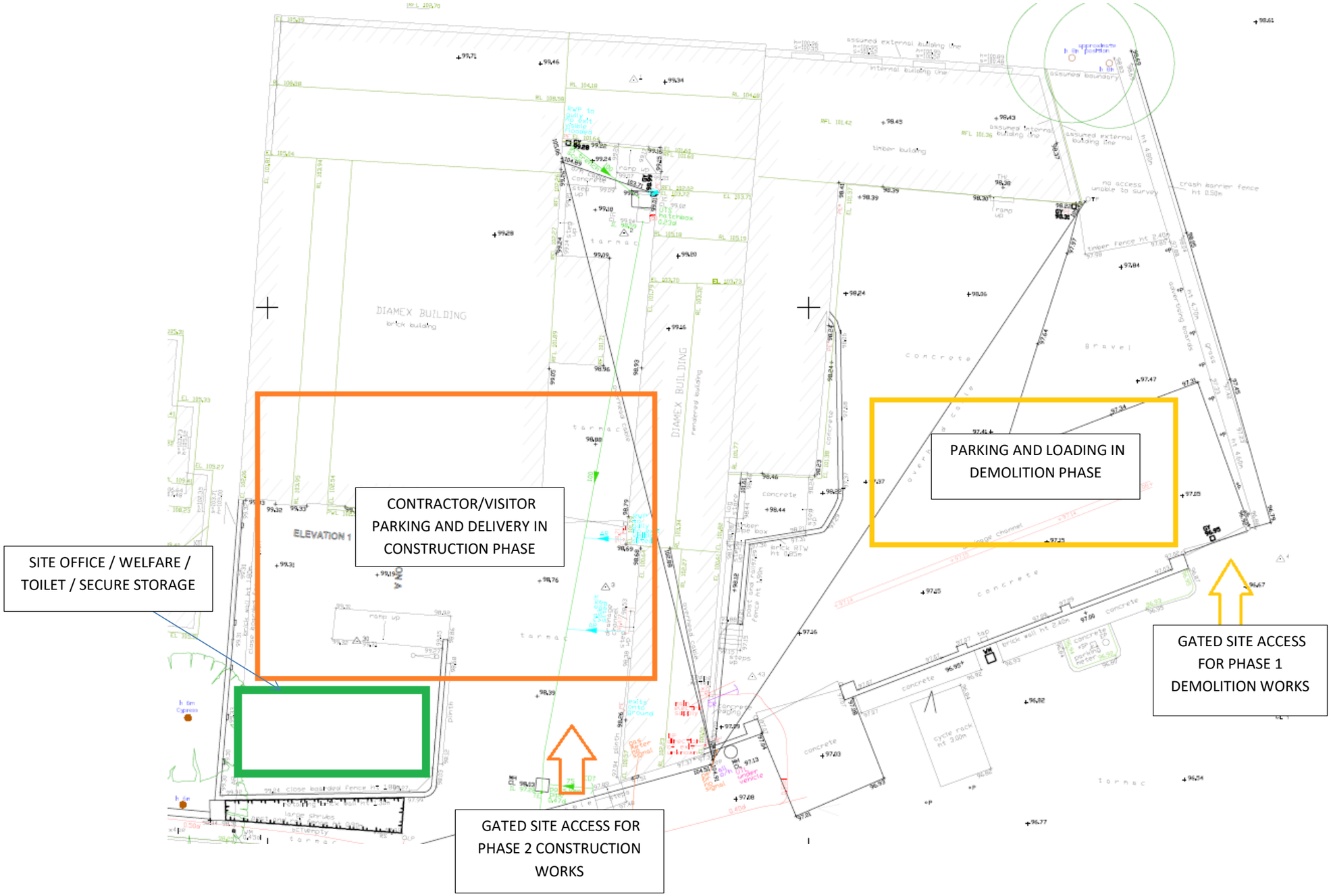
NLD.
London

15.1 Scaffolding

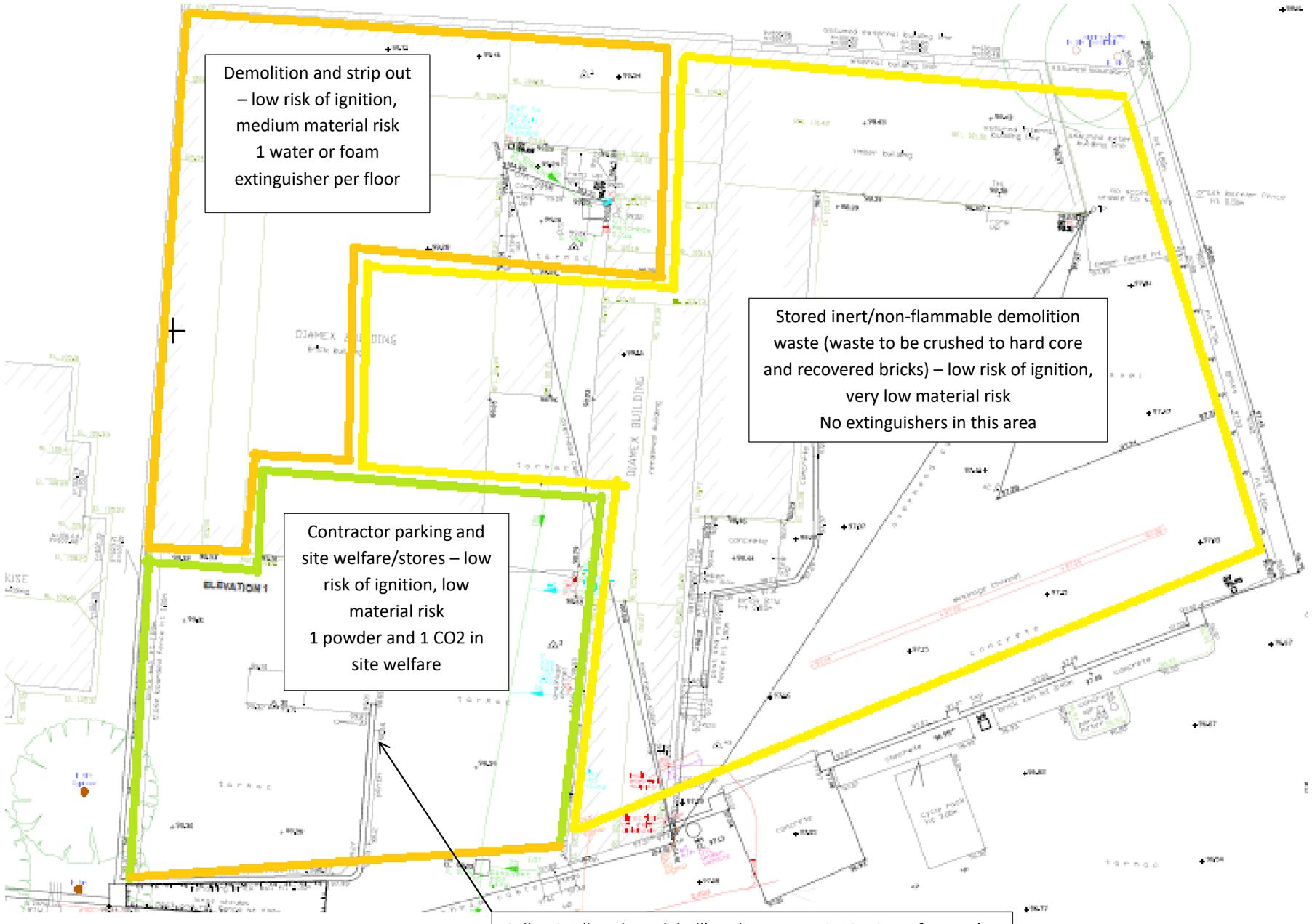


NLD. London

15.2 Site Layout



15.3 Fire Plan and Risk Assessment

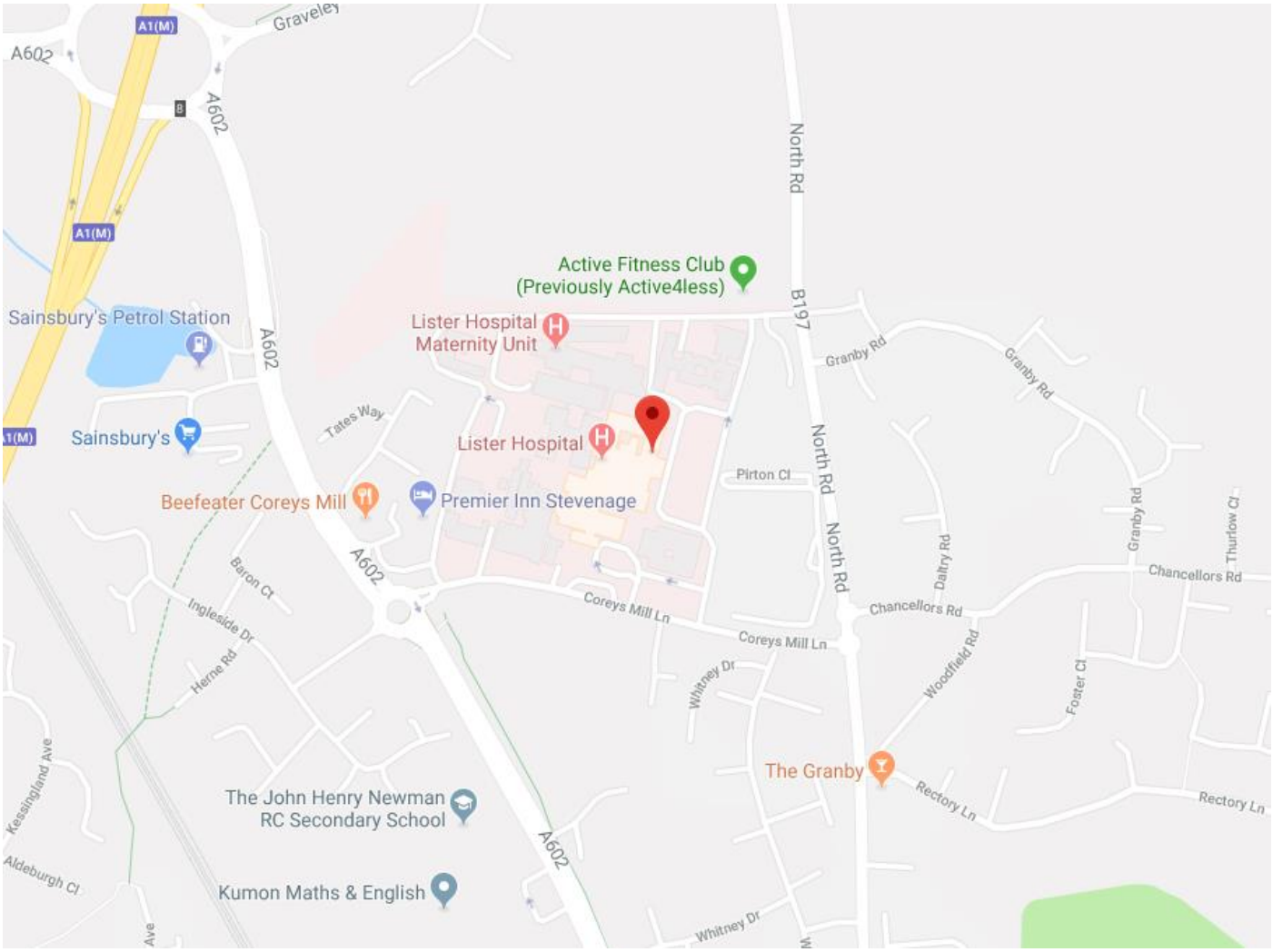


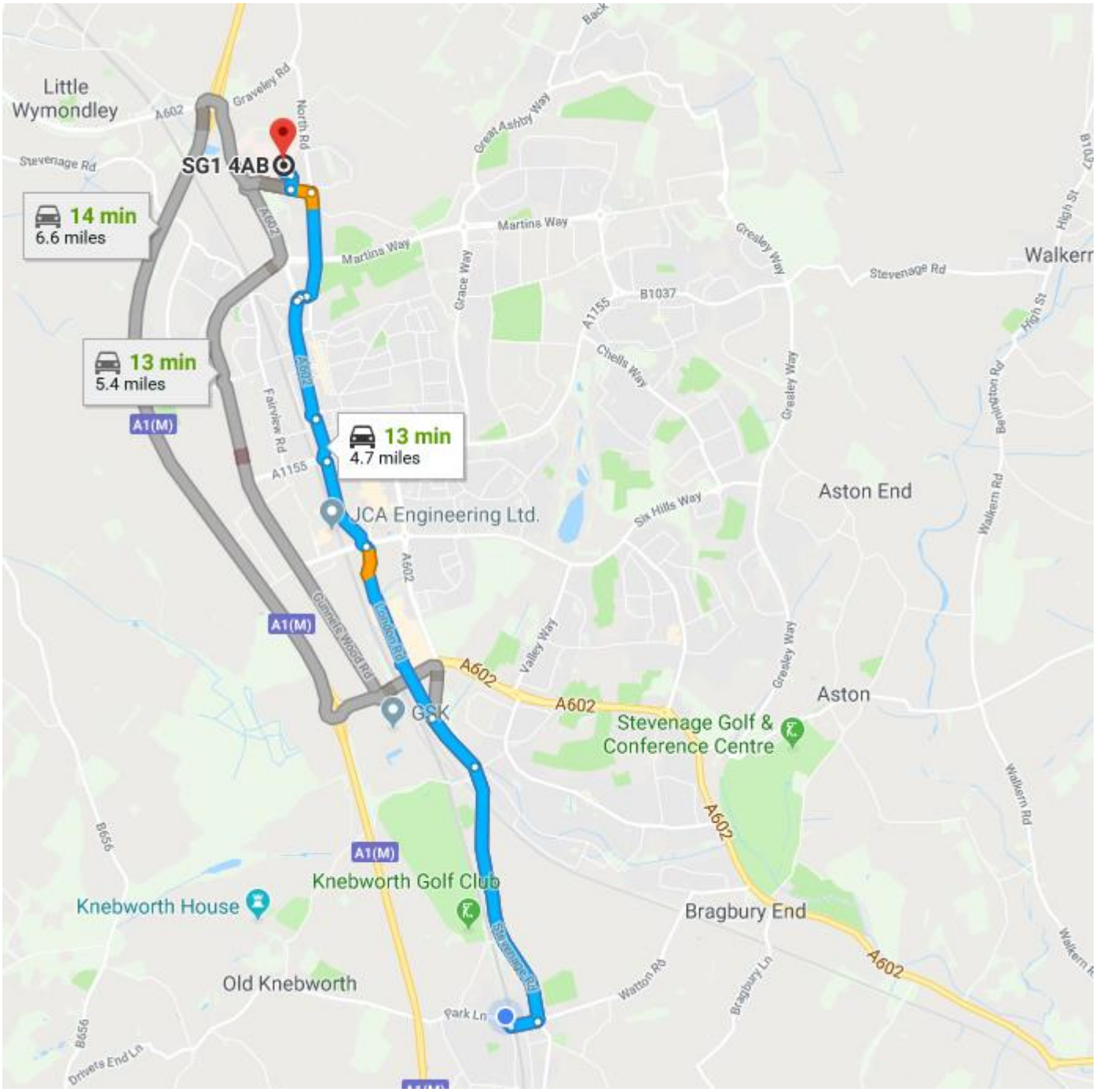
15.4 Insurance Certificates

15.5 Site Log In/Log Out

15.6 Local Hospital

Local Hospital (with A&E)
Lister Hospital
Coreys Mill Lane
Stevenage
Hertfordshire
SG1 4AB
T: 01438 314333




Little Wymondley
SG1 4AB
14 min
6.6 miles
13 min
5.4 miles
13 min
4.7 miles
JCA Engineering Ltd.
GSK
Aston End
Aston
Stevenage Golf & Conference Centre
Knebworth Golf Club
Knebworth House
Old Knebworth
Bragbury End
A1(M)
A602
Graveley Rd
North Rd
Martins Way
Grace Way
Great Ashby Way
Greesley Way
Stevenage Rd
B1037
A1155
Chells Way
Six Hills Way
Valley Way
London Rd
Gunnels Wood Rd
Fairview Rd
Park Ln
Watton Rd
Bragbury Ln
Walkern Rd
High St
Benington Rd
B656
Drivers End Ln