

Classification (if unclassified select blank from dropdown): IC Restricted

PROJECT MANAGEMENT PLAN

(Incorporating the Project Overview, Construction Phase Health and Safety Plan, Quality Plan and Sustainability Plan)

Customer : DfE

Contract Name : Manchester SEND - Prospect House

Contract No : NW61470

Customer Project No : End User Project No :

Contract Address : Camberwell Park School (previously),
Bank House Road
Blackley
Manchester
M9 8TL

Contract Manager* : Sid Wallace

Project Manager* : Site Contact Number 01942 236434

Project QS* : TBA

*As designated on the Contracts Database

Contract (or Visiting) Manager's Monthly Validation of Plan

Print Initials														
Month/Year														

Issue Status/No		Prepared By	Signed	Approved By	Signed	Date
Contract Dra	1	Sid Wallace		Sid Wallace		01/07/2019

Record of Issue

Issue Status: Issued To:	Contract Draft	Please select	Please select	Please select	Please select	Please select
	Issue No. 1	Issue No.	Issue No.	Issue No.	Issue No.	Issue No.
<i>Interserve</i>	<i>1 July 2019</i> <i>Recipient Name</i>	<i>Date</i> <i>Recipient Name</i>	<i>Date</i> <i>Recipient Name</i>	<i>Date</i> <i>Recipient Name</i>	<i>Date</i> <i>Recipient Name</i>	<i>Date</i> <i>Recipient Name</i>
<i>JMA</i>	<i>Principal Designer</i>					
<i>Company Name</i>						
<i>Company Name</i>						
<i>Company Name</i>						
<i>Company Name</i>						
<i>Company Name</i>						
<i>Company Name</i>						

Introduction

This Plan is owned by the Project Manager and sets down the manner and means whereby Interserve Construction will achieve the customer's critical success factors for time, cost and quality. Eliminating, for all parties, as far as reasonably practicable, the risk of injury, ill health and environmental damage in a non-confrontational manner.

The Plan also sets out the measures to ensure continuity of service following an emergency or disaster situation, and as such is complementary to the Business Continuity Plan prepared in the Business Unit office.

Interserve Construction operates a business management system that embraces health and safety, quality, environmental and employee development in an integrated manner complying with current Health, Safety and Environmental Legislation as a minimum. This is achieved through the use of standard processes and their related forms, meeting agenda, control records and operational guidance.

The corporate aims of Interserve Construction, with respect to sustainability/corporate responsibility, health and safety, quality, environment and employee development are embodied in our policy statements, which are displayed on the site notice boards.

This plan details project specific information to expand and explain, where appropriate, the company's standard policies and processes relating to the specific aspects of this project.

The Project Manager will discuss and agree with the Project Team Representatives the means by which information will be transmitted and recorded where appropriate. All verbal discussions relevant to the project will be recorded in writing and transmitted to the appropriate Project Team Member.

This Plan is a living document and will be updated as the project progresses.

Our supply chain (designers, sub-contractors, suppliers etc) are expected, as an integral part of the management of the project, to assist and support the company in the operation and continuous improvement of our processes.

The contents of this plan will be made available to all personnel engaged in the construction of the works and all subcontractors.

For further details of how our Business Management System complies with international standards such as ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018, please refer to our System Description Document O51.

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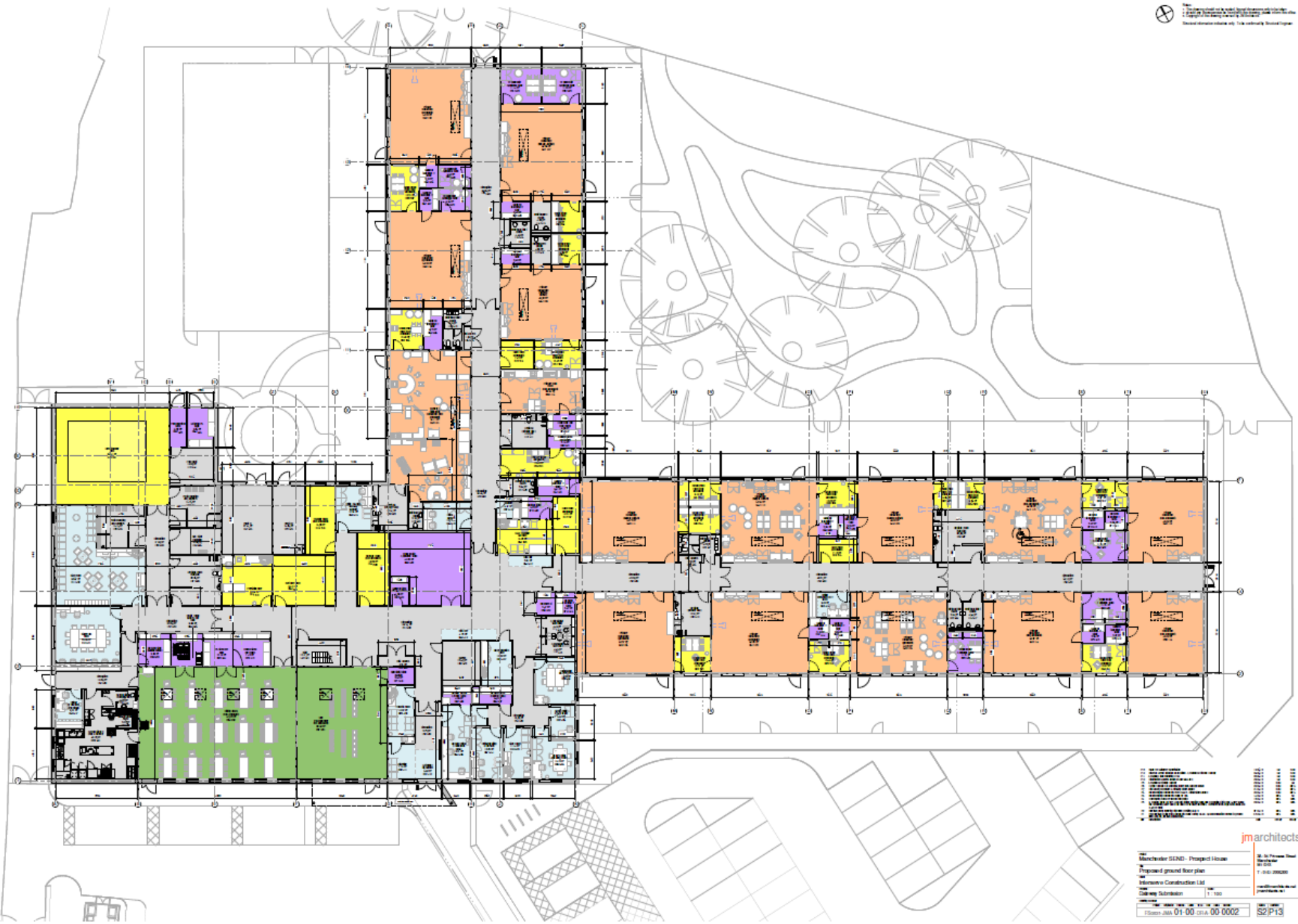
Project Overview

Site Layout (General Arrangements Drawing)

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Project Description & Programme Details

Demolition of existing school buildings, and the construction of a new SEN school in Blackley, Manchester for the Prosper Trust.

The scope of the works is to create a new Special Educational Needs Primary school consisting of a new build, single storey, 2,914m² facility for 100 pupils with learning difficulties, autistic spectrum conditions and health issues. The plot is the site of previous SEN primary school in a surrounding residential area of Blackley, Manchester.

Our scope includes the demolition of the existing school and the requirement to compile an ICL design team to complete the scheme design.

Planned Commencement Date : 18/12/19
Planned Completion Date : 22/4/21

Project Team

Client : DfE
Principal Contractor
(CDM Regulations) : Interserve
Principal Designer : JMArchitects



Project Directory -
Prospect House.xlsx

Methodology Overview

The site is self-contained with designated access/egress points. Vehicle and pedestrian routes are segregated.

Substructure design summary:

- Engineered foundation solution – Piled solution
- Reinforced concrete strips / pad foundations to support the steel frame
- Ground floor construction to be insitu concrete / precast beam & block
- Gas membrane required along with passive sub floor ventilation, to resist carbon dioxide gases

Steel frame design summary:

- Single storey steel frame with lightweight metal deck roof / purlins
- Efficient structural grid (6-9m column spacings)
- Column sizes typically 152x152 UCs to coordinate with anticipated Internal SFS zone (to avoid internal projections)
- Hall column sizes 203x203 UCs to accommodate increased storey Height
- Braced bays placed in strategic locations (solid walls)

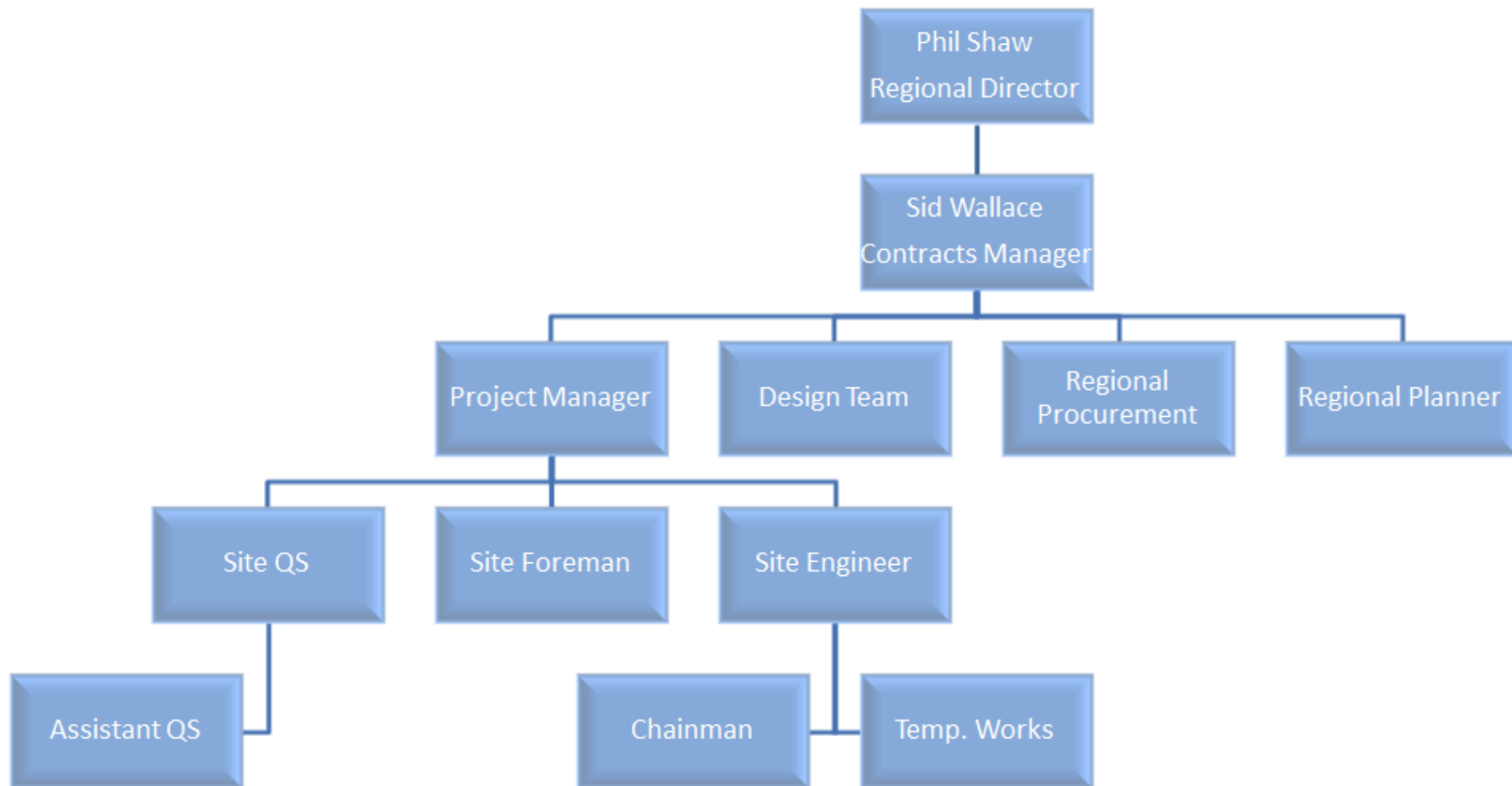
Drainage design summary:

- Gravity fed system discharging into the main United Utilities 450mm combined sewer in Bank House Road
- Surface water flows into the UU network to be controlled with a hydrobrake and an attenuation tank situated under the new car park
- Foul water system separate from surface water until combining at the final manhole by the site drop off exit point

Management Structure

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Responsibilities

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Role Nominated Person *	Co-ordinators									Permits						Inspections			Others															
	Temporary Works	Public Liaison	Environmental	COSHH	Fire Safety	Waste Manager	Lifting Operations - Appointed Person	Crane Coordinator	MEWP Manager	L74 General	L74a Hot Work	L74b Ground Disturbance	L74c Electrical Work	L74d Confined Space	L74e Healthcare Infection	L74f Ladder Permit	L91a Working Platforms	L91b Excavations	L91c Lifting Equipment	L91g Work Equipment	Induction / Briefing	Risk Register	IT	Supply Chain KPI data	Establishment	Street and Roadworks	First Aider	Fire Marshall	TW/ Installation Checking Engineer	Timber Manager	Biodiversity Champion	DSE Assessor		
Project Manager	S	M	M	M	D	M	M	M	M	M	M		S	M	N	M	M	M				S	S		D			D		M		N	S	
Site Foreman			D	D	D	S	D	D	D	D	S		S	S		D	D	S	D	D	D	D		S	S		S	D	D	S	D			
Supply Chain Supervisor								D			D	D	D	D		D	D	D	D	D	D	D												
Site Engineer	D	S	S	S		S	S	S	S	S	D	D		D				D	S	D			S				D	S	S	D	S			
Site QS																						D	D									D		

Key: D Designated M Manage (Responsible for managing others) Applicable to Inspections only
N Not Applicable. S Substitute (in the event that the designated person is unavailable)

* Where responsibility has been given to a third party (e.g. Electrical Permits to a competent electrical contractor) then detail the organisation.

Project Directory

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Organisation	Role	Name	Tel Number & Ext*	Mobile*	E-mail*
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**Project Directory -
Prospect House.xlsx**

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Measurement and KPI's

Divisional KPI's and individual Business Unit targets are contained within each Business Unit's Annual Sustainable Business Plan (X60).

The reporting of individual project performance against the relevant targets, via the monthly KPI Data Collection CDA (Construction Delivery Application) process, is key to ensuring the integrity of the Business Unit results.

Review the Customer's requirements, and hold discussions as necessary, to ascertain what is important to the Customer for this project.

TO BE AGREED

Performance against the Customer's project KPI's and CSF's will be reviewed and used as a basis for measurement at the Customer Project Review (X28) interview.

Contractual Documentation

Section 3: The Bid and Commercial Information		Action
Contract Sum:	£6,968,117	Closed
Form of Contract:	Bespoke	Yes
Current Status (Award; L of I):	PCSA Stage	Closed
<i>Onerous Conditions:</i>	N/A	Closed
<i>LAD's:</i>	£4,000/wk	Closed
Defect Period:	12 months	Closed
Bonds:		No
Insurance:		No
<i>PCG:</i>	N/A	
<i>Warranties:</i>	N/A	
<i>Tender Assumptions:</i>	Refer submission document	
<i>Tender Qualifications:</i>	Ditto	
<i>Post Tender Changes:</i>	In progress	

Schedule of Documented Information to be displayed

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Optional as Required		Mandatory																				
	Fuel/Chemical Spillage (R105)	Objectives	Diversity Champion Poster	Overall Site Layout (inc Traffic Mgmt) Plan	Route to Hospital	Fire and Emergency Arrangements Plan	Consultation with Workforce L32-21	O50 Policy Statements	Health & Safety Law	L72a Fire Action	L108 - First Aid Notice	L100 - Emergency Procedures	Site Rules	Visitors Notice	Office Accommodation (inc Welfare) Plan	Accident Book	Codes for S/C's (L8) and (R8)	Health & Safety Policy Booklet	HSE F10	Employers Liability Insurance	Q201 Project Management Plan	Location
			N			D	N	N							D	D					D	PM Office
				D	D	D					D	D	D	D	D						D	Common Areas
										D												All fire call points
									D		D	D	D						D	D	D	Canteen
																	D	D	D	D	D	
																						Induction Room

Key: D Designated N Not Applicable

Construction Phase Health and Safety Plan

Description of Project

Project Description and Programme Details

See [“Project Overview”](#) section

Details of Project Team (Client, Principal Designer, Designers, Principal Contractor & other Consultants)

See [“Project Overview”](#) section

Demolition of existing school buildings and the construction of a new SEN school in Blackley, Manchester for the Prosper Trust.

Extent and Location of Existing Records and Plans

Existing Health and Safety files are available for the following structures in relation to the project:

Structure	Document Reference
Demolition GA - GF Office	FS0831 -DEP-00-XX-DR-L-0009

Additionally the following surveys/registers are available:

Survey/Register	Document Reference
Asbestos Survey - PM Office	10/121/1 - Camberwell Park Asbestos Survey
Existing Services - Eng. Office	3992-0218-10_FS0822

Note: It is an Interserve Construction requirement that a Refurbishment and Demolition Survey is always completed prior to refurbishment or demolition of structures/buildings that could contain asbestos

Subcontractors are to consider all relevant information detailed in the above when planning and undertaking their works (e.g. presence of deleterious materials inc. asbestos, services, max floor loadings, demolition sequences etc.).

The information can be obtained/viewed at PM Office, by contacting Project Manager.

Management of the work

Management Structure and Responsibilities

Interserve Construction have established a project management organisation for the project to ensure the successful completion of the project and facilitate our subcontractors in planning, undertaking and completing their works successfully with health and safety risks adequately controlled.

See “Project Overview” section for [Management Structure](#) and [Responsibilities](#)

Interserve Construction will also appoint individuals or organisations for specific responsibilities on the project and these are detailed on the schedule shown in “Project Overview” Responsibilities

Subcontractors are to establish a competent project organisation to complete the subcontract works successfully and to comply with all legislative and contractual obligations.

See the “Individuals - competence standards” section of this Construction Phase Health and Safety Plan for specific health and safety training requirements for managers, supervisors and operatives on this project.

Health and Safety Goals for the Project

It is a core goal of Interserve Construction to be “Accident Free”. This means no members of the workforce or others affected by our operations suffering injury or ill health as a result of our activities.

Everybody is expected to take an active role to achieve this goal, through visible Leadership, Communication, Competence, Respect, Behaviour and being Accountable and taking responsibility for our own actions.

Health and safety goals and targets have been set for this project; they are:

Weekly KPI's for on-going performance review - Target = 10 per topic

Monitoring the Works

Don't Walk By

Interserve Construction operates a “Don't Walk By” regime and everybody is expected to promote and participate to support us in improving standards on the project.

Management and Supervision

It is a fundamental role of all managers and supervisors to ensure that activities under their control are carried out as planned with health and safety risks controlled.

All managers and supervisors are to monitor the works under their control and ensure any issues are addressed promptly. Should the issue present a significant risk the activity is to be stopped with the risk assessments and method statements reviewed and revised as necessary. Revised risk assessments and method statements are to be re-submitted to Interserve for review with Interserve acceptance received before works re-commence.

Black Hat supervisors are DIRECTLY responsible for operatives under their control

Formal Inspections

Interserve Construction has an established inspection regime that includes Health, Safety and Environmental inspections.

These inspections will include the works of subcontractor members who are to co-operate fully, and address any issues identified with their works.

The Interserve Construction regime described above does not negate the need for subcontractors to monitor works under their control with comparable regimes.

Regular Liaison between Parties on Site

Liaison arrangements will vary greatly, dependent on both the size and nature of the work being undertaken.

Interserve Construction will establish a regime of meetings to facilitate and enable regular liaison between parties on site.

See “Quality Plan” section: [Schedule of Management Meetings](#)

Regular site co-ordination meetings will be held with clients, Principal Designer, contractors and subcontractors during which health and safety issues and any other concerns will be discussed for appropriate address.

Consultation with Workforce

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Interserve operates an open policy on receiving advice and views from persons at work and welcomes such information.

Any member of the site management team may be approached and informed of any concerns that an individual or collective group may have. In addition the following methods of consultation are used on this project.

Project Level		(Use drop down menu to change)
Method of Consultation		Methods selected
1.	Induction	Yes
2.	Site Progress Meeting (Interserve Construction Team)	Yes
3.	Notice Boards	Yes
4.	Safety forum / group	Yes
5.	Appointed Safety Representatives	If Appointed
6.	Elected Representatives	If Elected
7.	S/C Co-ordination Meeting	Yes
8.	Working Hours 07:30 - 17:30	Yes
9.		

Work Gang Level		
Method of Consultation		Methods selected
1.	Activity Briefings	Yes
2.	Toolbox Talks	Yes
3.		
4.		
5.		

Individual Level		
Method of Consultation		Methods selected
1.	Open Door Policy	Yes
2.	Directly with each employee	Yes
3.	Feedback / Suggestion Boxes	Yes
4.	Confidential Reporting Procedures	Yes
5.	Interserve Construction Employee Assessment	Yes
6.		
7.		
8.		

The Exchange of Design Information, inc. Handling Design Changes during the Project

Current design will be as issued by Interserve site staff. Any change must be agreed and authorised accordingly

Organisations - Selection and Assessment of Contractors and Suppliers

In order to adequately control Health & Safety and Environmental risks, we will require all subcontractor members to be competent and have adequate resources to undertake the project works.

As part of the selection process we will utilise mandatory questionnaires (K29 & L23) which, when completed by potential subcontractors, are assessed against established criteria to establish the standard of arrangements. This data is then used in assessing competence to undertake the works.

Where subcontractors wish to further sub-let the project works they shall seek the approval of Interserve Construction prior to doing so, in accordance with their subcontract conditions and have comparable systems that ensure the competence of those appointed / contracted.

To ensure consistent standards with regards to the management of the works, including control of health and safety hazards and environmental impacts, subcontractors are contracted to the standards defined within the Interserve Construction “Health, Safety and Sustainability Codes for Subcontractors”, reference L8.

All subcontractors shall, following completion of their works, undergo a Performance Assessment (K9b, K9d or P9b). They then have the opportunity to assess (K9c, K9e or P9c) the company’s project performance relevant to their scope of works.

The purpose of these assessments is to support continuous improvement of our subcontractor management.

The Exchange of Health and Safety Information between Contractors

- *All contractors’/subcontractors’ risk assessments and method statements will be vetted prior to work commencing;*
- *Where contractors/subcontractors are exposed to common/shared risk factors, Interserve Construction will co-ordinate control measures common to all contractors concerned;*
- *Each contractor’s /subcontractor’s work package will be programmed and co-ordinated to eliminate safety risks arising to other parties where possible;*
- *Where an interaction issue exists, Interserve Construction will take a positive role in ensuring all general principles of control that were agreed are effectively put into place including the exchange of health and safety information between contractors.*

Site Security

Construction projects can appear to be inviting places to children and others both in and out of project working hours. Unfortunately a construction environment also presents risks to those

unfamiliar with that environment, access to the project is therefore restricted to authorised persons only.

“Authorised persons” means individuals who have received an induction for the project and satisfy the competence requirements detailed in the “Individuals - Competence Standards” section of this plan.

Anyone accessing the site is obliged to sign-in/out for fire records.

Everybody on the project is to ensure that only authorised persons are allowed on site.

Your co-operation is essential including maintaining security to the project and to any works outside the site boundary and any breakdown in the arrangements described above is to be reported to Interserve Construction immediately.

Individuals - Competence Standards

All Persons

All persons on the project are to be competent and experienced for the duties they are required to undertake.

For site based personnel this includes the individual holding a current and relevant Construction Skills Certification Scheme (CSCS) card.

Note:

- CSCS cards include, where appropriate, other schemes affiliated to CSCS such as CPCS for plant operations and CISRS for scaffolding
- We recognise that there may be occasions where individuals do not hold relevant cards. Such individuals may be permitted access to site only with prior agreement of the Interserve Construction site management, and only where their employer has demonstrated the individual’s competence via an acceptable Employer’s Declaration.

Specific Training Requirements for Operatives

In addition to the general competence requirements detailed above, Interserve Construction has a specific minimum training requirement for operatives.

The minimum standard is the Construction Skills 1 day Health and Safety Awareness Course within the last 5 years.

Specific Training Requirements for Supervisors

In addition to the general competence requirements detailed above Interserve Construction has a specific minimum training requirement for supervisors.

The minimum standard is the Construction Skills 2-day Site Supervisors Safety Training Scheme course within the last 5 years.

Specific Training Requirements for Managers

In addition to the general competence requirements detailed above, Interserve Construction has a minimum training requirement for Managers.

The minimum standard is the Construction Skills 5-day Site Managers Safety Training Scheme course within the last 5 years.

Interserve Construction reserves the right to refuse entry should any of the requirements detailed above not in place or competence not be considered sufficient.

Interserve Construction requires subcontractors to demonstrate these competence levels by the production of the appropriate operative record scheme skills card or training certificate prior to, and during, the contract works. Details of competence are to be recorded.

Site Induction and Training

Induction

An induction will be provided to all people before beginning work on site for the first time.

The induction will be provided directly by Interserve Construction or by arrangement with the individual's employers.

A signature record will be required and kept for all induction attendees.

Information will be provided on:-

- Outline of the Project
- Site Organisation and Key Personnel
- Client requirements and constraints inc. permit regime
- Site Security
- Traffic routes, parking etc.
- Site Rules
- Site specific hazards
- Environmental issues
- General welfare facilities, including first aid
- Emergency Procedures
- Personal Protective Equipment (PPE) standards

It should be noted that the above information covers general site wide arrangements and does not include task specific information for which your employer should provide you with a briefing on your risk assessments and method statement.

All people will be encouraged, at their induction, to bring to the attention of Interserve Construction, or their own management, any health and safety matters that give rise for concern during their employment on this project.

SITE WORKING HOURS - 07:30 - 17:30

Specific rules are identified at induction prior to commencing work

Supervisor Induction

In addition to the induction detailed above all supervisors will be provided with a Supervisors Induction.

The Supervisor Induction will be provided directly by Interserve Construction.

The Supervisors Induction reinforces the key duties and responsibilities of supervisors on the project.

Black Hat supervisors are DIRECTLY responsible for operatives under their control

Other Training and Information

Interserve Construction will require subcontractors to undertake and record activity briefings for their employees, and others who may be affected, on the accepted Risk Assessments / Method Statements for activities prior to their commencement.

Interserve Construction require toolbox talks to be given and recorded for groups or individuals as required.

Safety training sessions on specific activities will be arranged for groups or individuals as the need arises and may be provided on site or by external arrangement.

Welfare Facilities and First Aid

The following facilities are available on the project:

- adequate and suitable toilet facilities
- suitable washing facilities
- adequate provision for drinking water
- separate changing facilities for men/women
- facilities to dry wet site clothing
- storage for clothing and personal effects
- rest rooms and rest areas equipped with tables and seating, with facilities to prepare and eat meals and boil water
- adequate first aid facilities and trained first aiders.

These facilities and their location are detailed on the following Office Accommodation (inc. Welfare) plan:



The following are included on the Office Accommodation (inc. Welfare) Plan:

- *Emergency exit routes*
- *Assembly points*
- *Emergency Signage*
- *Call points*
- *Smoke / heat / flame detectors*
- *Fire alarms*
- *Firefighting equipment*
- *Emergency Lightning*
- *First aid provision*

Subcontractors providing their own facilities are responsible for the provision of adequate maintenance and will permit Interserve Construction to inspect the facilities at all reasonable times.

The Reporting and Investigation of Accidents and Incidents

Interserve Construction will:-

- Make available and maintain a Near Miss Reporting Log
- Make available and maintain an accident book

- Periodically inspect all subcontractors members' accident books to ensure correct accident reporting procedures are followed
- Monitor subcontractors members' RIDDOR reporting
- Report to the HSE all RIDDOR accidents and diseases relating to Interserve Construction employees or the general public and all RIDDOR reportable dangerous occurrences
- Record any Health & Safety non-compliances, issuing notices as necessary to the appropriate subcontractor member.

Ensure all RIDDOR reportable events and Non RIDDOR Lost Time Injuries are investigated to determine root cause and appropriate action to prevent recurrence.

Interserve Construction Subcontractors will:-

- Encourage their employees in the logging of near misses
- In the event of any incident or accident to employees or any other person under the subcontractors control, report the incident or accident to the Interserve Construction site management within 30 minutes of the incident or accident occurring.
- Make available and maintain their own accident book
- Report RIDDOR reportable accidents or diseases relating to their own employees to the HSE
- Copy all HSE RIDDOR report confirmations to Interserve Construction immediately upon receipt
- Provide a timely response to any non-compliance notices issued to them by any Interserve Construction employee.

Co-operate fully and assist Interserve Construction during the investigation of any accident or incident including provision of information and documentation as necessary to allow a thorough and timely investigation.

The Production and Approval of Risk Assessments and Method Statements

All works on the project have to be properly planned, with health and safety hazards identified, risks considered, with appropriate control measures detailed; this detailed in risk assessment and a method statement for each activity.

The responsibility for planning the works and completing risk assessments and method statements being with the employer undertaking the works.

Interserve Construction requires project and activity specific risk assessments and method statements to be submitted to Interserve Construction for review and gain acceptance, prior to the activity starting.

Method Statements, and supporting documents, are to be provided 2 weeks prior to commencement. Please retain a copy of ICL inspection L9a

The "Arrangements for Controlling Significant Site Risks" section of this plan details the Activities/Packages involved in this project, anticipated hazards and impacts for each

activity/package and whether risk assessments and method statements and temporary works checks are required. Note: these are an overview and may not be exhaustive.

Site Rules

General Site Rules

The wearing of Safety Footwear, High Visibility Clothing and Safety Helmet, Glasses and Protective Gloves is a mandatory requirement. The only exceptions are whilst in the site offices, welfare facilities, or by written authority from the Manager of the Project.

All personnel working on site and/or Visitors to Site are to sign in using the Site Visitors Book 028 and/or other arrangement.

Site Working Hours:

Monday to Friday: 7.30am to 6pm, Saturday: 8.30am to 2pm, No noisy work should be done on Sundays or Bank holidays. The workers can arrive 30 minutes before they start work.

Site Emergency Number - 01942 236 434

Parking is only permitted in the designated car park, not on site. Use the designated walkways to and around the site.

No activity can start on this project unless it has been properly planned, this is normally detailed in a method statement. No person is to start any activity unless they have been briefed and you understand how to carry out the task.

Works are to progress strictly in accordance with the planned method/method statement unless it is believed there is a safer or better way to do the task. Should this be the case, work is to stop and be referred to the supervisor.

A permit to work is required for any work that involves ground disturbance, entry into confined spaces and hot work.

The wearing of shorts is not permitted.

The taking of alcohol and/or non-prescribed drugs is strictly prohibited on site. Anyone found or believed to be under the influence of either or both will not be permitted to continue working, and will be instructed to leave the site.

The site is no smoking, other than in designated areas.

The use of radios is not permitted.

The use of headphones and earphones to listen to music from a personal music device while carrying out vehicle and plant movements is prohibited.

We are an Investors in Diversity company and therefore respectful behaviour is expected at all

times on sites including dealing with sub-contractors, clients, third parties and members of the general public. This includes any acts that could be perceived as bullying and harassment, for example, violence, aggression, offensive language, intimidation, acts of discrimination e.g. sexist, racist or ageist comments or behaviours. This list is not exhaustive. Incidents of this nature will be considered as serious and appropriate action will be taken dependent on the circumstances.

Welfare and other facilities are to be used and not abused. Good hygiene can prevent conditions such as Leptospirosis or dermatitis.

Any problems or concerns are to be reported straight away to an immediate supervisor or any member of the Interserve site team.

Any incidents/accidents involving operatives or the public must be recorded and reported to the Site Management.

Any enquiries or complaints from the public or local inhabitants must be referred to the Interserve site team.

Site Health & Safety Rules

High visibility vests are to be worn at all times whilst on the construction site.

No person will be allowed to drive any item of plant unless a current competence card is held. A valid driving licence is also required if driving on a highway. Keep to designated vehicle/plant routes and keep within the site speed limit.

All plant shall be inspected before use to ensure it is fit for purpose and well maintained. Only plant in good condition with proper exhaust arrangements will be utilised.

No young person (Under 18 years) will be allowed to work on site unless their employer has completed a risk assessment.

All work areas must be kept tidy and cables elevated wherever practical.

Work at height must be carried out from work platforms unless suitable edge protection is in place. A specific risk assessment must be in place to justify the use of ladders or stepladders.

Scaffolds must only be erected or altered or adjusted by trained persons.

Objects or materials must not be thrown down from height.

Only 110volt and battery operated tools are to be used.

Unauthorised tampering with electrical equipment, guards, barriers and covers or the abuse of anything that is there to protect you or others is not permitted.

Project Emergency Procedures

General

The route to the nearest hospital is detailed on the plan situated on the project notice board. Additionally emergency contact telephone numbers are detailed on the Emergency Procedure (inc. Disaster Recovery), again located on the project notice board.

EMERGENCY PHONE NUMBER 01942 236 434

(This will be replaced by the number of the site manager prior to commencement)

First Aid

First aid cover and facilities are established that are appropriate for the risks on the project.

The names of the nominated First Aiders and the location of first aid facilities are detailed on the first aid notice located on the project notice board.

Fire

Arrangements to minimise the risk of a fire starting, and to effect safe escape from the project in the event of a fire are detailed in the "Fire Plan" section of this plan.

The standard information detailed above covers emergency arrangements for the site wide issues of fire and first aid that are needed at all our work locations. These issues may arise from our works/activities, client's works/activities, or from the surrounding environment to the site (check the pre-contract information provided by the Client/Principal Designer).

Fire Plan

Responsible Persons

A Fire Safety Coordinator and if necessary Fire Marshall(s) have been appointed for the Project and are detailed in the "Responsibilities" section of this Project Management Plan.

Reducing the Risk of a Fire Starting

For a fire to start a source of ignition, a source of fuel and oxygen are all needed. Taking measures to eliminate or reduce any of these will reduce the risk of a fire starting.

A fire risk assessment has been completed for this project, and is included at the end of this Fire Plan.

Subcontractors are to comply fully with the controls identified in the fire risk assessment, incorporating these controls into their risk assessments and method statements as appropriate.

The fire risk and controls necessary will change as the project progresses. Examples include:

- The point at which structures become substantially enclosed.
- When the fire load increases or when flammable material in the permanent works are introduced
- When additional ignition sources are introduced such as energisation of the permanent

works electrical supply.

- Where the structure reaches the criteria for a high rise construction

Subcontractors are to comply fully with any revised controls identified in the revised fire risk assessment, reviewing and revising the risk assessments and method statements for their works as appropriate.

The requirements for permits and the details of site constraints are listed in “Project Specific and Emergency Procedures, Permits and Constraints” and where appropriate “Site Rules”.

Reducing the Risk of Fire Spreading

Compartmentation Requirements

To reduce the risk of fire spreading and provide a safe means of escape buildings and other structures are divided by fire resisting walls and floors.

This compartmentation will be an integral part of the structures permanent works design, of which installation at the earliest opportunity should be considered, and may include temporary compartmentation to reduce the risk of fire spreading and providing safe escape during the construction phase.

“Temporary compartmentation (paying particular attention to stairwells, services duct, lift shafts and voids, providing a nominal period of 30 minutes’ fire resistance, may be achieved by a timber studding framework faced with 12.5 mm thick plasterboard, skimmed with 5 mm of plaster to protect the joints (see Figure 14). Alternatively, mineral fibre-reinforced cement boards can be used. Typically, boards need to be fixed to both sides of the studding. However, where it is concluded that the compartmentation is required to contain a fire on one side only, boards may only be needed on that side. Take the advice of the supplier on the methods of fixing and finishing needed to achieve the period of fire resistance in such circumstances. Where a fire compartment cannot easily be achieved automatic fire detection can be a compensatory factor” (Extract from HSE guidance HSG168 Fire Safety in Construction).

This to include programming and installation of permanent works compartmentation requirements eg Fire Doors, installation of temporary compartmentation eg barrier between an existing building and the new construction of an extension, and the maintenance of compartmentation in place eg. Fire stopping of service openings.

Emergency Arrangements

Arrangements are established to enable people to evacuate the worksite and reach a place of Safety in the event of a fire or other emergency.

Fire Detection and Alarm System

The site & offices/welfare will have a WES system installed which is a wireless fire alarm system. This will be situated on both sites with the base back in the offices.

The arrangements are to include both the construction site and office and welfare accommodation with the locations of fire detection and alarm equipment detailed on the plans referenced in “Site Facilities”.

Fire Fighting Equipment

Fully Charged Fire extinguishers are to be located at a number of designated fire points. These points will be reviewed as work progresses

This will be limited to portable fire extinguishers but may include early installation of permanent works, or early installation and partial commissioning of the new system.

Arrangements described to include both the construction site and office and welfare accommodation with the locations detailed on the plans referenced in “Site Facilities”.

Emergency Action Plans

On detection of any fire, exit the building sounding the WES alarm system. Leave your belongings and exit the building via your nearest exit.

Make your way to the fire muster point outside the welfare/offices. The fire marshals will guide you in this process and sweep the building making sure nobody is left inside.

The fire marshals are the PM/GF/ENG; communications between marshals will be via mobile telephones.

Once everyone is at the muster point, a head count will take place to ensure everybody on site is present.

The emergency services will be called and enter site to attend the fire.

Communication of and Training in the Established Arrangements

The locations of the arrangements that are in place to fight fires and evacuate the worksite can be found on the “Site Facilities” section of this Project Management Plan.

The locations of the arrangements that are in place to fight fires and evacuate offices and welfare accommodation can also be found on the “Site Facilities” section of this Project Management Plan.

These will detail:

- Firefighting equipment locations
- Fire alarm / call points
- Escape routes and fire exits
- Muster points (Assembly Points)
- Emergency vehicle access and assembly points

Emergency contacts are indicated on the Emergency Procedures Notice (ref L100) detailed on the project notice board and the fire action notices (ref L72a) situated at the fire alarm / call points.

In case of a fire, the alarm is a Siren sound, and you are to evacuate the affected area and move to the Assembly Points.

Type	Frequency
Fire Arrangements Inspection	Weekly ("L4" Inspection regime)
Fire precautions monitoring inspection	Weekly by Fire coordinator or deputy
Alarm Test	Weekly
Detection Device Test	Weekly
Fire Drills / Evacuation Plan	At least every 6 months
Fire Fighting Equipment Service	At least every 12 months
Fuel Bund Integrity Inspection	
Other	

Co-ordination of Fire Arrangements with Client or Adjacent Employers / Sites

Project Fire Risk Assessment

Sheet of

Hazard / Risk	Risk Level Before Controls			Those at Risk	Controls	Risk Level After Controls		
	L	Sv	R			L	Sv	R
Arson	1	3	3	All	Secure Compound fully fenced off. External to site there are Trust security and CCTV.	1	3	3
Fuel Fire	2	3	6	All	Bunded fuel tank with spill kit / plant nappy.	1	3	3
Electrical fire in cabins	2	3	6	All	PAT testing, thorough visual inspections.	1	3	3
Fire in cabins	2	3	6	All	Firefighting equipment and fire signage in place.	1	3	3
Electrical small tools	2	2	4	All	PAT testing every three months and thorough visual inspections at time of use and recorded weekly.	1	2	2
Hot Works	2	3	6	All	Hot works permit to cover the specific works in hand.	1	3	3
General Works	2	2	4	All	Ensure corridors are clear, if there are works in the corridor, MEWPS, materials, tools etc must be cleared once the work is complete or when works are unattended. Combustible material kept to a minimum. Mobile fire points in place and Trust to fit heat heads for phase 2.	1	2	2
Communication to workforce	2	2	4	All	RA and fire plans communicated to all site personnel at the site Induction.	1	2	2
Compartmentation	2	2	4	All	Daily checks to compartmentation line.	1	2	2
Assessment Date:					Next Review Date:			

Key: L = Likelihood Sv = Severity R = Risk L x Sv = R

NB. This Risk Assessment should be reviewed on a regular basis and following any change in circumstances.
 Risk level "Scoring" 1-3 as risk assessment procedure LP220 Appendix B

Arrangement for Controlling Significant Site Risks

Health & Safety Hazard Identification for Activities that Contain Risk

Interserve Construction has considered the project works and scheduled Activities/Packages involved in the construction of this project. Anticipated safety and health hazards and impacts for activity/package have then been identified and whether risk assessments and method statements and temporary works checks are required.

Hazards / Impacts	Temporary Works Check Required																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	</
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Note: The hazards and issues above have been identified by Interserve Construction to assist those planning the works, they may not be exhaustive and need to be supplemented where appropriate by trade specialists or where required by site conditions.
Where indicated risk assessment and method statements are required, detailing controls that address the hazards and issues indicated. Works are not to commence until Interserve Construction have reviewed the submitted documentation and confirmed that it is adequate for work to commence.
Minimum controls are detailed in the Interserve Construction health and safety, and environmental management systems, and duplicated in the Interserve Construction Health, Safety and Sustainability Codes for Subcontractors (L8).
Use L9r to register receipt and status of the System of Work

[illegible]

Note: the activities/packages and anticipated safety and health hazards and impacts identified may not be exhaustive.

Note: The hazards and issues above have been identified by Interserve Construction to assist those planning the works, they may not be exhaustive and need to be supplemented where appropriate by trade specialists or where required by site conditions.

Where indicated risk assessment and method statements are required, detailing controls that address the hazards and issues indicated. Works are not to commence until Interserve Construction have reviewed the submitted documentation and confirmed that it is adequate for work to commence.

Minimum controls are detailed in the Interserve Construction health and safety, and environmental management systems, and duplicated in the Interserve Construction Health, Safety and Sustainability Codes for Subcontractors (L8). Use L9r to register receipt and status of the System of Work

Approach and Minimum Standard Controls

Interserve Construction has established minimum controls for all safety and health hazards identified. These minimum controls are not detailed within this plan, but are available within the Interserve Construction “Health, Safety and Sustainability Codes for Subcontractors”. They are also detailed within the Interserve Construction health and safety processes available to Interserve Construction employees.

It should be noted that these minimum controls may exceed current legislative requirements, and that these should be included within risk assessments and method statements submitted to Interserve Construction for review.

Project Specific Permit Requirements

Where the risks, are such that, additional control is required Permits to work will be operated.

On this project these are:

Permit Type	Required	Activity/Location
L74 Permit to work - General	Yes / N/A	By Activity
L74a Hot Work Permit	Yes	M & E, cutting etc
L74b Ground Disturbance Permit	Yes	Groundworks, mains services
L74c Electrical Work Permit	Yes	Live power !
L74d Confined Spaces Permit	Yes / N/A	Drainage ??
L74e Healthcare Infection Permit	N/A	
L74f Ladder Permit	Yes	By PM authorisation only
G95-96-97 Permit to Load / Unload	Yes	Upper floor area
Q715 Permit to Close	Yes	Ceiling Voids
Other		

Site Traffic Management drawing

Vehicle and pedestrian routes will be established for the project that minimise the risks posed by vehicular and plant movements.

These are detailed on the Overall Site Layout (inc. Traffic Management) drawing for the project.

Deliveries are to be requested outside the school ‘busy times’ to avoid risk to public and congestion

<i>Site fencing / hoarding and sign board locations</i> <i>Site entrance(s)</i> <i>Vehicle routes including one way systems and turning areas</i> <i>Any vehicle weight limits, height restrictors and “goal posts”</i> <i>Pedestrian routes (segregated)</i>	<i>LPG and Fuel storage areas</i> <i>Waste Collection / Storage areas</i> <i>Crane location and operating radius exclusion zones</i> <i>Overhead services</i> <i>Wheel wash arrangements and location</i>
---	---

Vehicular and Pedestrian barriers and signage
Car parking areas
Office and welfare locations
Delivery points and storage areas
Public footpaths / routes

Items for preservation / protection
Designated mobile phone areas
Designated smoking areas
Site Security arrangements

The Health and Safety File

Health and Safety File Arrangements

Interserve Construction will collect and collate information on aspects of the design, the materials and the construction processes that will assist the owner and / or occupier.

Our subcontractors are obliged to provide all such information in a timely manner.

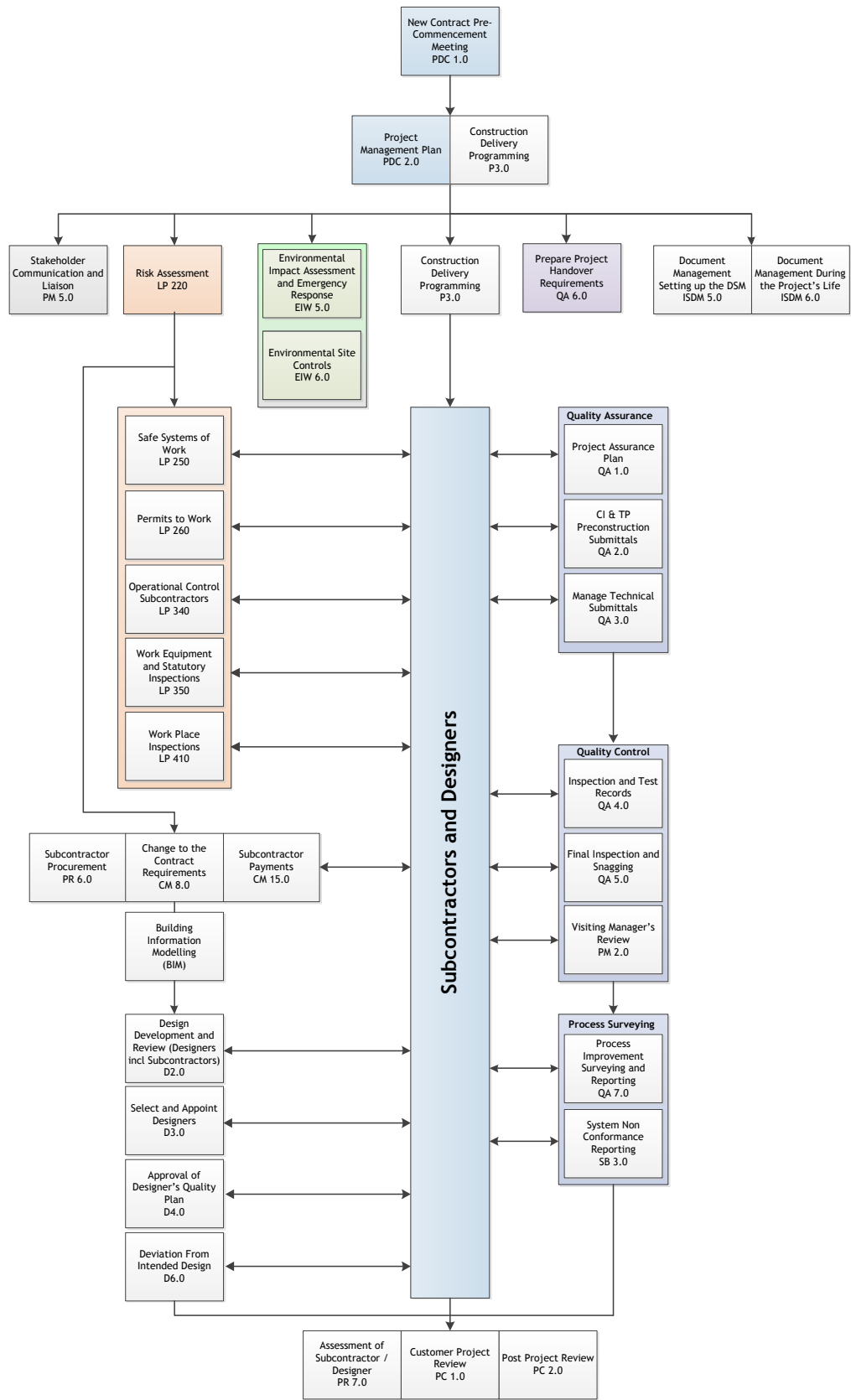
Details of project specific information required, number of copies and format required will be detailed on the Interserve Construction “O & M Manual Requirement” schedule.

Information will be passed to the Principal Designer for review prior to inclusion in the Health & Safety File for forwarding to the Client.

Further details of co-ordination arrangements may be developed commensurate with the complexity of the project and degree of information and detail required.

Quality Plan

PROJECT ASSURANCE PLANNING OVERVIEW
 (General Representation of Key Processes: See Agility for complete Business Management System)



Planning the Works and Identification of Necessary Controls

Interserve Construction requires the following to be prepared and monitored throughout the project period.

- Project and activity specific Impact and Risk Assessments/Method Statements that detail the requirements for Safe Systems of Work and measures to minimise impact upon the environment.
- Project specific Assurance Plan Procurement Schedule to plan completion of all aspects of the works scope and Sub-Contractor procurement.
- Pre-construction Submittals, Inspection and Test Plans and Construction Records to ensure compliance with specified requirements and controls for all aspects of the work scope.

As specified within the sub-contract documentation subcontractors will need to submit the above for review by Interserve Construction. Activities may not commence until Interserve Construction confirms the submitted documentation is acceptable.

All Interserve Business Management Systems apply plus the following specified requirement(s) of the Customer. These requirements may replace Interserve Business Management Systems for this project as appropriate. List specified requirements or delete sentence if not applicable.

Monitoring Arrangements / Audit Schedule

Sheet

of

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Person Responsible	External System Audit	Internal System Audit	Safety Audit	Safety Advisor's Monthly Inspection	Contract Manager's Mthly Project Plan Validation & Systems Check	L91 Inspections (Weekly)	L4 & L4a H&S, Env. Inspections (Weekly)	Audits				
Contracts Manager	As determined by current BM Trada Audit Programme	As determined by current audit programme prepared by appropriate B.I.M. - generally to be at three monthly intervals	As determined by current audit programme prepared by H & S Corporate Services		X							
Project Manager						X	X					
Site Manager						X	X					
Health & Safety Advisor				X								
Business Improvement Manager								X				
BA Trada (Independent)								X				
CCS Inspectors								X				

Project Validation Record to be completed by Contracts Manager or other Senior Manager designated to undertake monthly validation of the plan and Visiting Managers (Monthly) Integrated Systems Check and Review (Q22F)

Information Security

Has it been identified that the client has a requirement for confidentiality regarding their data and/ or documentation during the construction phase of the projects? Yes / No

This matter will be subject to further discussion and clarification

Schedule of Management Meetings

Ref	Name	Frequency	Record
F201	New Project Pre-commencement	Date held: May 2019	F201
F211	External Pre-commencement	Done	Client
F701	Internal Site Progress Meeting		
	Site Meeting with Client		
F723	Subcontractor Post Tender Review	Once each Subcontractor	F723Mi
F724	Subcontractor Initial Contract Part A and B as appropriate	Once each Subcontractor	F724Mi
F725	Prestart Safety & Environmental Induction	Once each Subcontractor	F725Mi
F726	Subcontractor Progress		F726Mi
F728	Subcontractor - Works Detail Summary	Once each Subcontractor (Only very low risk)	F728
F731	Site Safety and Environmental Meeting (All S/C)	Monthly	F4a+b
F751	Construction Stage Initial Design Team Meeting	Done	
F753	Procurement Information Progress Meeting		F4a+b
F754	Design Team Meeting (D&B)	On-going	Minutes
F941	Project Post Completion Review	Once	F4c
X28	Customer Satisfaction	At least once	X28

Sustainability Plan

Considerate Constructor

The Considerate Constructors Scheme is the national initiative set up by the construction industry to improve its image.

Construction sites and companies that register with the Scheme are monitored against a Code of Considerate Practice, designed to encourage best practice beyond statutory requirements.

The Scheme is concerned about any area of construction activity that may have a direct or indirect impact on the image of the industry as a whole. The main areas of concern fall into three categories: the general public, the workforce and the environment.

Interserve Construction is an Associate Member of CCS and as such, is committed to improving our performance and the perception of the industry by having significant level of sites registered and performing to a high level.

High-level performance against the requirements of the CCS requires planning, resources and commitment from all members of the project team.

Project Score for this Project

Target score for this project is 35

In order to achieve, or exceed, the target score, the following measures are planned:

Care About Appearance

See Site Rules & Regulations

Respect the Community

See Site Rules & Regulations

Protect the Environment

See Site Rules & Regulations

Secure Everyone's Safety

See Site Rules & Regulations

Value the Workforce

See Site Rules & Regulations

Green Travel and Construction Logistics Plan

Green travel and construction logistics plans are important management tools for project management teams. They act as a catalyst for reducing the negative effects (including congestion, noise and pollution) of construction work on vulnerable road users, local communities, residents, businesses and the environment.

Well-planned transport and delivery arrangements not only benefit the local environment but also save costs by encouraging efficient working practices and reducing vehicle journeys.

Route Planning

See Traffic management Plan

Deliveries and disposal

Fleet operators

All fleet operators of vehicles over 3.5t gross vehicle weight;

- to be accredited/ certified to an independent audit body, such as Fleet Operator Registration Scheme (FORS)
- to have in place a system for collision reporting for their vehicles
- to have driver licence checks
- to have in place a driver training and development programme specifically covering the safety of vulnerable road users (e.g. cyclists).

Vehicle standards

All vehicles over 3.5t gross vehicle weight;

- to be fitted with prominent signage that visually warns road users not to get too close to the vehicle
- to be fitted with side under-run protection
- will provide the driver with clear all-round visibility (can be achieved using blind-spot minimisation aids such as closed circuit television and class IV mirrors)
- to be fitted with enhanced audible means to warn other road users of a vehicle's left turn manoeuvre

Staff, subcontractor and visitor travel

All travel is recorded on the X62

Parking constraints near site

Limited parking available for site operative's vehicles. Each location agreed at pre-commencement meeting F723

Specified or prohibited routes (either contractually stated or derived from an analysis of the options by the project team) are to be communicated to all visitors, subcontractors, and delivery and disposal companies.

Compliance with the stated requirements is to be monitored and action taken against individuals and organisations who are found to be disregarding the instructions.

Public Liaison

All public liaison will be carried out through the DfE, by agreement

Stakeholder Communication Strategy Matrix

Stakeholder	Stakeholder Organisation Contact Details (Name, Address and Main Telephone No.)	Stakeholder Organisation Principal Individual Contact Details	Principal Interserve Construction Contact
Project Team			
Client			
Material Supplier			
Sub Contractor			
Statutory Bodies			
County Council			
District Council			
Environment Agency / SEPA / Natural Resources Wales			
Highway Route Manager			
Statutory Undertakers			
Health & Safety Executive			
Environmental Health			
Natural England / Scottish Natural Heritage / Natural Resources Wales			
Historic England / Historic Scotland / CADW			
Local Community			
A21 Local Neighbourhood Questionnaire (Yes / No)			
Emergency Services			
Local Authority / Parish Council			
Land Agents			
Local Tenants			

Landowners			
Public			
Local Residents			
Special Interest Groups			
Countryside Agency			
CPRE			
DEFRA			
County Archaeologist			
Local Gov. Development			
Local Naturalist Trust			
Badger & Bat Protection Groups			
National Trust			
NFU			
Ramblers Association			
Sustrans			

Business Continuity Plan - Interserve Construction Team

Sheet of

Rev 0

As this schedule may include home phone numbers it should not be included in any copy of the PMP issued to third parties or on public display.

Role	Name*	Contact Tel Number	Mobile	E-mail
BU Director / Manager	Phil Shaw	01942 236434		Phil.Shaw@interserve.com
Safety Advisor	George Lamplough	01942 236434		George.lamplough@interserve.com
Sustainability Advisor	Julie Banks			Julie.banks@interserve.com

*All members of the project team should be included on this schedule.

A copy of this schedule (together with L100 and F101) should be retained by senior members of the project team at a location remote from the project offices.

Environmental Planning and CEMP

Interserve operates a group-wide sustainability programme, *SustainAbilities*, committing us to sustainable methods of construction and minimising environmental impacts from our activities.

Using our biodiversity assessment process, we have identified this project site as being **Low** biodiversity value.

In support of *SustainAbilities* and this Project Management Plan, we have set out project-specific environmental management arrangements in the supporting.

Environmental arrangements detailed include:

- Project-specific targets
- Responsibilities
- Subcontractor management
- Key environmental risks
- Consents, licenses and other permissions
- Training
- Emergency response

Waste Management Planning

Interserve is committed to reducing waste associated with design and construction activities through:

- designing out waste principles
- efficient materials procurement & management
- efficient construction techniques
- implementation of the waste hierarchy throughout the project life-span

Interserve develops, prepares and implements Site Waste Management Plans (SWMPs) for all construction projects. Through our membership of UKCG we have committed to using SWMPs on our projects as industry best practice (even where not a legal requirement). We expect our subcontractors to support us in the implementation of the project SWMP to achieve our objectives and targets in relation to waste reduction, reuse and recycling.

Responsibilities and approach

The project's Waste Manager is responsible for preparing and maintaining the project SWMP, as well as ensuring compliance with duty of care responsibilities and monthly reporting of waste data.

On this project, we will use the following template:

SWMP template to be used on this project :

- *Interserve SWMP template (R210)*

The SWMP forms part of the live project documentation and is updated as necessary throughout the project lifespan. Updating of the SWMP includes recording and tracking of waste reused or removed from site, implementation of identified opportunities to reuse or recycle, as well as any changes (e.g. differences in quantities, changes as a result of altered design or scope).

SWMP Review

The SWMP is reviewed throughout the construction phase, and on project completion, to assess the impacts of any changes on predicted waste quantities and costs, and to review implementation of identified opportunities.

Site Environmental Rules

*Where practical all **plant must be shut down when not required**, including during breaks to avoid fuel wastage and unnecessary noise.*

*All standing plant must be provided with a **suitable drip tray**.*

Plant must only be refuelled in designated areas.

*Any **spillages** must be cleaned up as soon as possible.*

*Materials are to be stored only in designated areas. A high standard of cleanliness shall be maintained and rubbish and debris collections shall be as appropriate to achieve this. All operatives are to **minimise the wastage of materials**. Reusable materials should be stored safely.*

Use double sided copying wherever possible.

***Waste paper** must be collected for recycling.*

***Switch off lights, heating and computers** when not required.*

***Note:** Ensure that site rules developed in this Project Management Plan are included in the project site induction.*

Arrangement for Controlling Significant Site Risks

Environmental Hazard Identification for Activities that Contain Risk

Interserve Construction has considered the project works and scheduled Activities/Packages involved in the construction of this project. Anticipated safety and health hazards and impacts for activity/package have then been identified and whether risk assessments and method statements and temporary works checks are required.

Hazards / Impacts \ Activities / Packages	R202-R1	R202-R2	R202-R3	R202-R4	R202-R5	R202-R6	R202-R7	R202-R8	R202-R9	R202-R10	R202-R11	R202-R12	R202-R13		Risk Assessment & Method Statement Required
	Non-Hazardous Waste	Contaminated Land	Demolition	Excavation and Filling	Hazardous Waste Special Waste	Cultural Heritage	Emissions to Air	Use of Energy and Water	Site Management of Materials	Raw Material Selection	Ecology	Nuisance (inc Transport)	Discharges to Land and Water Courses		
Service diversions	X	X		X	X		X	X	X		X	x	X		X
Ground works	X	X		X	X		X	X	X	x	X	X	X		X
Sub structure	X	x		x	X		X	X	X	x	X	X	X		X
Structure	X				X		X	X	X	x	X	X	X		X
External works	x				x		x	x	x		x	x	x		x

Note: the activities/packages and anticipated safety and health hazards and impacts identified may not be exhaustive.

Note: The hazards and issues above have been identified by Interserve Construction to assist those planning the works, they may not be exhaustive and need to be supplemented where appropriate by trade specialists or where required by site conditions. Where indicated risk assessment and method statements are required, detailing controls that address the hazards and issues indicated. Works are not to commence until Interserve Construction have reviewed the submitted documentation and confirmed that it is adequate for work to commence. Minimum controls are detailed in the Interserve Construction health and safety, and environmental management systems, and duplicated in the Interserve Construction Sustainability Codes for Subcontractors (R8). Use L9r to register receipt and status of the System of Work

Water Management Plan

Customer:

Contract Name:

Contract Number:

Contract Address:

Contract Manager:

Project Manager:

Regulator Contact: Email

Tel No:

Water Authority Contact:

Sustainability Advisor:

This is an operational document to:

- Identify where there are potential issues with water management and associated risks from regulatory action if they are not identified and controlled properly.
- Identify and explain how each of source of water will be treated to make it safe for disposal via an identified route
- Describe the monitoring regime and who is responsible for ensuring it is completed properly

Site is to hold:

- Full details, (RAMS, ICL, regulator and water authority Permits and consents), for each water management activity identified in the Table at Appendix 1 to this document
- Maintenance requirements of key equipment such as settlement tanks, pumps, silt bags
- General site management procedures in place to reduce contaminated water and pollutants reaching the water courses

Further guidance can be found in the Management and Disposal of Waste Water from Construction Sites [R41Gn](#)

Insert:

- 1) Map of the site, showing;
 - a. Sources of waste water
 - b. Permanent water receptors ie rivers, drains, ditches, settlement lagoons etc,
 - c. Treatment and pumping locations
 - d. Discharge points

- 2) Flood Map showing extent of flood plain near site (from EA online flood maps)

- 3) All communication with Regulator and Water Authority regarding water management, including requirement for flood defence consent, abstraction permit, discharge permit etc

Water Discharge Management Plan

List every source of waste water resulting from site activities and how it will be handled and disposed of.

	Sources of Water*	Contaminants ie silt, chemicals, pH, temperature, detergent*	Discharge route and receptor	Treatment before discharge	Monitoring regime during activity	Regulator Permit number/ consent reference
1	Dewatering area 1					
2	Dewatering area 2					
3	Overpumping					
4	Silty Run off					
5	Cementitious wash water					
6	Cleaning					
7	Commissioning					

*This is not a comprehensive list. Change as necessary to reflect what is on your site.

Project Specific Additional Plans

For Example:

Traffic management (highways work)

Protection of minors and vulnerable people

Infection control