McLAREN

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PRE-COMMENCEMENT SHEQ PLANNING AGENDA			
CONTRACT NAME AND No:	**Upper Brook Street – MN1897**	**PROJECT DURATION AND START DATE**	**135 Weeks (2.6.25 with Early Works / Enabling)**
PERSONS ATTENDING:			**DATE OF WORKSHOP: 11.6.25**

SITE SET UP DOCUMENTATION					
Item	Description	Completed Yes/No/NA	Person Responsible	Date Completed	Comments / Notes
1	Has the Pre-Construction Information (PCI) been issued by the Principal Designer (PD)?	Yes	Arcadis	**26.5.25**	Teams 10 – 10.01 - App 01
2	Has a Ground / Site survey report been carried and are there any specific precautions?	Yes	MCL	**2.6.25**	Teams 10 – 10.01 - App 02 - Existing Survey enhanced to PAS128 level
3	Is the SHEQ Plan prepared including all appendices?	Yes	Team		Enabling works SHEQ plan complete Main SHEQ plan to be completed - Section 9 – Org Chart. 12.2. App 3 - Client Letter of Approval for SHEQ Plan App 6 – SAF-63 App 7 – SAF002 App 8 – ENG20 & ENF001 – Project No added by RM but rest required. App 9 – MMS002 & SAF047 App 11 – Fire & first Aid App 13 – PD – Ongoing – RM App 14 – Programme App 16 – Flying Start & Fin App 17 – Crisis Man. Plan. App 18 – Design EX – RM Asked David R. – DR said not complete yet. App 19 – Corporate res. Tep. & Evidence. App 20 – TBC – Requested help from CW – CW forms are now NA.
4	Has the PD approved the SHEQ Plan in writing?				
5	Has an EST006 handover been received from the bid team detailing the project specific	**No**	**JN**		

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	requirements/assumptions to be carried through?				
6	Have SHEQ objectives within the SHEQ Plan been detailed?	**No**			Client Objectives
7	Has the project been registered and set up on A site /Dalux / McLaren Assure / Index	**YES**			Asite, Dalux & Assure set – Inndex pending
8	Are there any client specific H&S documents to be referred to? (ASDA/Tesco/Sainsbury's)	**NA**			
9	Are there any planning conditions or restrictions?	YES	DR		Full Schedule in place and tracked.
10	Have person(s) appointed in SAF47 above duty holders been notified in writing outlining their roles and responsibilities? Are duty holders qualified to carry out the role specified?	No			Template on teams (10 – 10.01 -App-09)
11	Is the approval process completed and has the Temporary Works Appointment letters been issued formally to the relevant persons by the DI?	No			
12	Site Safety & Environmental Starter "Pack" ordered	**Yes**			
13	Has a site-specific induction been prepared and in what format? (Power Point / Flipchart)	Yes			Need a record on Teams – TBC
14	Are there existing services drawings available?	**Yes**	**DR**	**23-10-24**	Teams' folder 06
15	Has an Asbestos survey been carried out if so what type?	**Yes**			**Full R&D -** External Demolition survey – Teams - 10 – 10.16
16	On any Demo / Refurb projects, have the supply chain been notified ref Asbestos training?	**Yes**			
17	Has a date been set for the delivery of the Project SHEQ Start Up Presentation to the SHE Managers & Directors, Quality Representative, Sustainability and/or Environment Representatives? (must be within 3 months of Project Start Date)?	No		Prov Nov - Jan	
18	Has the site registered with the Considerate Constructors Scheme?	No			Full Contract Phase - Documents to be on Teams – 15 – 15.4
NOTIFICATIONS					
Item	Description	Completed Yes/No/NA	Person Responsible	Date Completed	Comments / Notes
19	Has the MMS019 Contract Notification been sent?	No			
20	Has the F10 been signed and received from the Principal Designer?	**YES**	**BM**	**22-05-25**	Teams – folder 10 – 10.01 – App 3
21	Contacts with Emergency Services: Police	**No**			10 – 10.01 – App 6
	Contacts with Emergency Services: Fire	**No**			10 – 10.01 – App 6

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	Contacts with Emergency Services: Ambulance	**No**			10 – 10.01 – App 6
22	Has the Local Authority been notified?	**Yes**			Needs evidence on Teams
23	Road, Footpath Closures & Parking Bay suspensions	**Yes**			Needs evidence on Teams
24	Scaffold Licenses	**No**			
25	Hoarding Licenses	**Yes**			Needs evidence on Teams
26	Are there any initial activities that require specific approval i.e. Asbestos Removal (ASB5) or ASB NNLW1. Demolition (Sect 80). Party Wall agreements in place, Environmental?	Yes			Party Wall Agreement, Footpath Closure, Lane Closure
27	Has liaison with the neighbours been carried out have letters been sent out?	**No**			
28	Non Road Mobile Machinery (NRMM) Registered Online (Applicable Projects) & Plant & Equipment (McL & Contractor) meets NRMM legal requirements in accordance with EGN025 Non Road Mobile Machinery.	**N/A**			EGN025 – Teams - 10 – 10.01 – App 4

EMERGENCY PROCEDURES					
Item	Description	Completed Yes/No/NA	Person Responsible	Date Completed	Comments / Notes
29	Has a SAF012A - Site Fire Risk Checklist & SAF012 Fire Risk Assessment been completed?	No			To be done - 10 – 10.01 – App 11
30	Has SAF090 Site fire safety plan been produced? (Diagrammatical / Written) Has a Site fire emergency grab pack been established?	No			10 – 10.01 – App 11
31	Has Emergency Procedure Response Chart SAF063 been completed?	No			10 – 10.01 – App 06
32	Type of fire alarm system to be used (note: must be compatible with Biometrics) - is the system adequate for the size of the site?	No			Securit system, boxed type
33	Has a First Aid risk assessment been carried out	No			10 – 10.01 – App 11
34	Is there access for the emergency services?	**Yes**			
35	Have you purchased a Defibrillator from Enfield Safety?	Yes			
36	Has EGN20 Spillage Response & ENF05 Crisis management Plan been completed	Yes			1000L ordered

EMERGENCY PROCEDURES					
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37	Is there a requirement for an approved (LA) traffic & pedestrian management plan?	Yes			
38	Has a site-specific traffic & pedestrian management plan been developed and displayed?	No			10 – 10.01 – App 04
39	Has a logistics plan been prepared for the site?	Yes			10 – 10.01 – App 04
40	Has a dedicated material, fuel (spill kits) and waste storage areas been identified?	Yes			10 – 10.01 – App 04
41	Is car Parking permitted on site if so, is there a designated parking area?	Yes			Parking off site

LIFTING OPERATIONS					
Item	Description	Completed Yes/No/NA	Person Responsible	Date Completed	Comments / Notes
42	Will the projects lifting operations involve the need for Tower Cranes/Mobile Cranes either on a CPA Contract or Hire agreement.	Yes			2no. Tower Cranes - Rescue
43	Are RAMS / Lifting Plan in place for the use of Hoists, MEWP's, Telehandler, Beam Hoists and Excavators.	No			Lifting Plans will be approved Via Dalux
44	Has the Lifting Operations Manager been consulted.	Yes			
45	Is there a rescue team and plan in place for the project.	No			Rescue training procured
46	Have local authority approvals/permits been approved (Network Rail, TFL, Civil Aviation Authority.	No			
47	Has the SAF047 Lifting Operation Coordinator for the project been appointed.	No			
48	Who is the manager responsible for recording of lifting equipment and accessories in the SAF052 LOLER Register.				

ENVIRONMENTAL					
Item	Description	Completed Yes/No/NA	Person Responsible	Date Completed	Comments / Notes

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49	Has the ENF002 Site Specific Aspects and Impacts Assessment been completed	No			10 – 10.01 – App 08
50	Trade & surface water discharge consents / permits, temporary & permanent, required & obtained	No			
51	Flood defence working near, on or over water permits required and obtained	No			
52	Is there an approved method for cabin 'waste' i.e. sewer connection, tanked off site by authorised contractor / sewage treatment plant installed with discharge Consent requirements?	No			
54	Archaeological / Heritage consents & permissions, watching briefs requirements identified and obtained	N/A			Asite - Archaeological Assessment.pdf (client CDE)
55	Rights of way/footpath/bridleway diversions, closures etc permissions required & obtained	Yes			Need Evidence on Teams
56	Have requirements for contaminated land, UXO etc been identified and implemented (permit requirements ref Notifications section above)	Yes			OXO Survey to be carried out
57	Are there suitable arrangements for storage COSHH/Chemicals, e.g. ventilation, incompatible material, bunding etc	Yes			
58	Pollution prevention silt management arrangements required and agreed	Required			
59	Has the protection of flora (TPO's) and fauna, archaeology, heritage been identified and implemented (permit requirements ref Notifications)	Investigate			

ENVIRONMENTAL (CONTINUED)

Item	Description	Completed Yes/No/NA	Person Responsible	Date Completed	Comments / Notes
60	Has an Ecology Survey been obtained, and recommendations been implemented?	Yes			Need Evidence on Teams
61	Requirements re: nuisance (dust, noise, vibration) identified and implemented? (permit requirements ref Notifications) section 61 / 106 applied for?	Required			Sunbelt……
62	Has the maintenance of the public road been considered and have cleaning procedures been identified?	Yes			
63	Is there a requirement for a wheel wash facility?	?			
64	Have appropriate arrangements for concrete wash-out been agreed in accordance with EGN018.	Yes			Concrete washout off site
65	Have waste companies been appointed and have Waste Duty of Care checks been	No			

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	requested (WCL & permits) and assessed for compliance.				
66	Has a segregated waste area been planned? Is it identified on the site logistics plan and located in an accessible location?	yes			Teams – 10 – 10.01 – App 4
67	Requirements for Site Waste Permit / exemptions and / or CL:AIRE / WRAP requirements	Yes			
68	Are there any other activities that require a U, D or T waste exemption (guidance: Register or renew waste exemptions (England) - GOV.UK (www.gov.uk))? E.g. • Crushing • Wood chipping • Shredding / Bailing	No			
69	Is any crushing, shredding etc. or mobile machinery that requires a Local Authority licence (as well as EA exemptions above) required?	No			
70	Has an environmental toolbox talk schedule been prepared?	**Not yet**			

SUSTAINABILITY					
Item	Description	Completed Yes/No/NA	Person Responsible	Date Completed	Comments / Notes

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71	Has the project been registered for SmartWaste, including the registration of new users using SMW006 and of subcontractors using SMW008?	**Yes**			
72	Have your SmartWaste and Environmental co-ordinators been named?	**Yes**			
73	Has the SWMP been completed by the team?	No			
75	Have contractor & waste contractor details been submitted to the Smart Waste Admin?	No			
76	What waste streams are being segregated (see Site Waste Management Plan)?	No			
77	Have any closed loop / take back / reuse of demo schemes been included within contracts? (See below examples & ND29): • Community Wood been set up for removal of timber waste? • Pallet Loop (email: Collections@thepalletloop.com) & posters displayed in the waste area for segregation of intact wooden pallets? • Protec closed loop collections been established (email: closedloop@protection.co.uk) & posters displayed in the waste area for segregation of Proplex sheets?	No			
78	Does the site comply with the alternative fuels policy? If not, then the justification form must be completed.	No			
79	Are there net zero carbon requirements? If so, has a workshop been arranged with the sustainability team prior to starting on site?	No			
80	Is there an embodied carbon target for the project? If yes, please state in notes.	No			
81	Have registration and monitoring requirements been setup: BREEAM / CEEQUAL / LEED / WELL or similar certifying sustainability schemes.	No			
82	Has the design stage BREEAM / LEED / WELL tracker or pre-assessment been received?	No			
83	Has a meeting with the BREEAM / LEED / WELL consultant been organised to discuss the design stage assessment?	No			
84	Has a sustainability champion been appointed and made reference to in the SHEQ Plan?	No			
85	Has a biodiversity champion (if BREEAM project) been appointed & made reference to in the SHEQ Plan?	No			
86	In the contractor pre-start meetings, have the sustainability requirements been addressed?	No			
87	Has a Sustainability On Site (SOS) workshop been arranged?	No			
QUALITY					
Item	Description	Completed	Person	Date	Comments / Notes

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		Yes/No/NA	Responsible	Completed	
88	Has Appendix T of the SHEQ Plan: QMS033 Inspection & Test Plan Schedule been completed?	NA			CW said this the forms listed are no longer applicable.
89	Have any project specific quality requirements been updated in the SHEQ Plan?				TBC
90	Has QMS035 Calibration Register been set up?	NA			On Dalux
91	Has MMS030A NCR Register been set up?	NA			On Dalux
92	Has QMS029 Fire Protection Project Schedule been completed?				TBC
93	Has QMS031 Building Safety Case Digital Record Checklist been completed?	NA			This form is no longer be in use
94	Has a QMS Training Workshop been arranged?				TBC
95	Has Asite Adoddle Field for Site been set-up for the project?	NA			Not in use, Dalux is the field tool.
96	Has Asite been contacted to arrange training for Adoddle Field for Site?	NA			Not in use, Dalux is the field tool.

WELFARE					
Item	Description	Completed Yes/No/NA	Person Responsible	Date Completed	Comments / Notes
97	Is the site set up compliant with the McLaren site set up Manual				TBC – Could not locate manual
98	Are temporary accommodation units (TAU's) being used and if so for what duration? Are the TAU's fire rated?				TBC
99	Is there a supply of clean drinking water?				TBC
100	Is a connection to the mains electricity being established, and a renewable energy tariff been purchased - using gary@corporateutilities.co.uk?				TBC
101	Have utility meters been set up and first readings taken?				TBC
102	Is there a suitable sized meeting room?				TBC
103	Have the IT facilities been established?				TBC
104	Has the telephone line been booked and connected?				TBC

SITE SECURITY & innDex

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Item	Description	Completed Yes/No/NA	Person Responsible	Date Completed	Comments / Notes
105	What security fencing is to be constructed? If it is to be protected by hoarding is a temporary works design in place & approved.	**YES**	**BM**	**22-05-25**	Teams -10 – 10.01 – App 4
106	Has SAF095 Inndex New Site Notification Form been completed and distributed				TBC
107	Are there any SAF096 New User Requests for any project team members	NA			
108	Has the MCL Site Administrator for the on-site InnDex system received training	YES	**RM/NM**	**02-04-25**	Site team will need training – RAMS, LOLER, Deliveries & Induction.
109	Is a Biosite Fingerprint reader in place until turnstiles are active? Hours & Op numbers recorded on McLaren Assure?	NA			InnDex will use facial recognition
110	Has the location of the InnDex system been identified on the Traffic / Logistics Plan	**YES**	**BM**	**22-05-25**	Teams -10 – 10.01 – App 4
111	Have individuals been identified to receive Delivery Management System email notifications to manage delivery approval and check in's?				TBC – Inndex Delivery management system
112	Have Scheduled Reports been set up for the project team i.e. Time and Attendance / Competency etc	NA			Data Generated from Inndex

ELECTRICAL SAFETY					
Item	Description	Completed Yes/No/NA	Person Responsible	Date Completed	Comments / Notes
112	Has the transfer of control letter (SAF086) been issued to the appointed electrical contractor and has a signed copy been returned to us?				
113	Have the RAMS for electrical work been reviewed in compliance with the authority matrix (SAF085)?				
114	Have the RAMS for electrical work been reviewed against the appropriate evaluation sheet (SAF088)?				
115	Has the project electrical safety plan (SAF097) been produced and is it being maintained up to date?				
116	Has the appointed electrical contractor communicated their electrical SSOW to all members of the MCL site team?				

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GENERAL ISSUES					
Item	Description	Completed Yes/No/NA	Person Responsible	Date Completed	Comments / Notes
117	Are there deep excavations that will require design & approval for temporary works?				TBC
118	Are there any scaffold structures that require design and approval for temporary works?				TBC
119	Has a site survey been carried out to identify the location of buried services?	YES	DE	06-06-25	Awaiting survey results – Teams - 02 Ops – 2.1 Delivery – 2.1.5
120	Have overhead services been identified & restrictions applied (Goalposts)? (Pylons / BT / etc)				TBC
121	Are there any areas on the site that have restricted access / egress? Are 3rd party occupation liaison arrangements in place				TBC
122	Has a Demolition Construction Phase Plan been prepared and approved? Is the Demolition contractor NFDC Accredited?	**YES**	**BM**	**TBC**	Yes plan in place - See teams 10 – 10.01 – App 00
123	Is there any planned work on, over or near water? Over or near Network Rail / LUL / DLR infrastructure	**NA**			
124	Is there any planned confined space work?	**NA**			
125	Will a tower crane(s) be used? Has the lift plan been developed & approved by McLaren's Lead AP?				TBC
126	UXO or Lead surveys carried out / required				TBC
126	Is there a requirement for outside safety lighting?				TBC
127	Are there any new roads and street works, if so, will there be a qualified NRSW supervisor & operatives present during the works?				TBC – SV KPI to be populated
128	Are there any planned school visits?				TBC – SV KPI to be populated
129	Are there any planned public meetings	**NA**			
130	Are there any client specific requirements for PPE? (ASDA/Tesco/Sainsbury's)				TBC
131	Does the project have trained WSHS Champions?	**NA**			
132	Does the project have appropriate COVID-19 / Pandemic procedures to comply with all McLaren and therefore government legislation, instructions, direction, guidance, & advice?				TBC

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OTHER BUSINESS					
Item	Description	Completed Yes/No/NA	Person Responsible	Date Completed	Comments / Notes
	Dates of Review:				
	Dates of audits • QMS002 Environmental Audit (Kaizen) • QMS003 Quality Assurance Audit (Kaizen) • QMS022 QMS Audit • QMS027 Site Works Inspection • QMS034 Quality Control Inspection				
Prepared by: Name: (Print)		Distribution: Those present, Regional Managing Director, Operations Directors SHEQ Manager			

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