McLAREN

Exceptional People, Exceptional Places

SAFETY, HEALTH, ENVIRONMENTAL, QUALITY PLAN

SHEQ PLAN

PROJECT: **Upper Brook Street, Manchester**

Contract No: MN1897



COPY HOLDER –

PLAN PREPARED / AUTHORISED BY – rev A 10/06/25

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CONTENTS

1. STATUS REGISTER / AMENDMENT RECORDS / REVIEW 6

2. DISTRIBUTION AND AUTHORISATION RECORDS 7

2.1 Site Specific Form Amendments 7

3. FOREWORD 7

4. INTRODUCTION 7

4.1 Preparation & Review of the SHEQ Plan 7

4.2 SHEQ Strategy Plan: The 5 Key Elements 8

4.3 Project SHEQ Objectives & Goals 8

5. DESCRIPTION OF THE PROJECT 10

5.1 Project Directory 10

5.2 Enforcing Authorities 11

5.3 Utilities 11

5.4 Emergency Services 11

6. Project Notification to HSE & Other Statutory Notices 11

7. General Description of the Project 12

7.1 Existing Structures 12

7.2 Existing Use 12

7.3 Existing Services 12

7.4 Previous Use of Adjacent Sites 13

7.5 Current Use of Adjacent Sites 13

7.6 Road and Traffic Systems Adjacent to the Site 13

7.7 Planning and other Restrictions Applicable to the Site 13

7.8 Access to Site 13

7.9 Site Fencing & Security 14

8. COMMUNICATION & MANAGEMENT OF THE WORK 14

8.1 Management 14

9. Management Structure within McLaren Construction Ltd 15

9.1 Designated Signatories 16

9.2 Monitoring & Review of SHEQ Performance 16

9.3 Consultation with the Client, Principal Designer and Designers 17

9.4 Consultation with Employees - SHEQ Meetings 17

9.5 Exchange of SHEQ Information 17

9.6 Exchange of SHEQ Information between MCL and Contractors 17

9.7 Controlling Design Changes 17

9.8 Selection of Contractors 17

9.9 Control of Contractors 18

9.10 General Duties of Contractors 18

9.11 General Duties of All Employees 18

Information Classification: Protected

9.12 Production and Approval of Risk Assessments and Method Statements 18
9.13 Permit to Work 19
9.14 Reporting Procedures 19
9.15 Exchange of Health and Safety Information 20

10. INFORMATION INSTRUCTION & TRAINING 20
10.1 Information 20
10.2 Induction Training 20
10.3 Site Rules 20
10.4 Contractors 20
10.5 Non-English-Speaking Contractors 20
10.6 Toolbox Talks 21
10.7 Arrangements for Monitoring 21

11. GENERAL ARRANGEMENTS 21
11.1 Welfare Facilities 21

12. FIRST AID & EMERGENCY ARRANGEMENTS 22
12.1 Details of Emergency Services 22
12.2 General Fire Precautions 22
12.3 Hot Work Permit Regime 23
12.4 First Aid 23
12.5 Accident, Incident & Near Miss Reporting 23
12.6 Company Procedure / Flowchart 25

13. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE SHEQ RISKS 25
13.1 Significant Hazards Specific to this Project 26
13.2 Significant Health & Safety Risks 26
13.3 Precautions to be taken at the End of the Day 26
13.4 Housekeeping Site Tidiness 27

14. HEALTH RISKS 27
14.1 Health Surveillance 27

15. HEALTH AND SAFETY FILE 27

16. ARRANGEMENT FOR CONTROLLING SIGNIFICANT SITE ENVIRONMENTAL ASPECTS 28
16.1 Environmental Impact & Aspect Control Measures 28
16.2 Significant Environmental Aspects Specific to this Project 28
16.3 Significant Environmental Risks 28

17. Resources efficiency (Waste, materials, energy, water & carbon) 29
17.1 Waste management 29
17.2 Materials procurement 29
17.3 Resource Efficiency 30
17.4 Plant and Wheel Washing 30
17.5 Storage of materials, fuels, oils and chemicals 30

Information Classification: Protected

17.6 Working in, on or near water 31
17.7 Water management activities 31
17.8 Contaminated Land 31
17.9 Ecology 31
17.10 Nuisance 31
Liaison with Site Neighbours 31
Establishment of Site Accommodation 31
Noise 32
Dust 32
Lighting 32
Site Roads/Access routes 32
Vehicles and Plant 32
Visual appearance 32
Routing Strategy and Swept Path Analysis 33
17.11 Corporate Responsibility (CR) 33

18. QUALITY CoMpliANCE 33
18.1 Management Responsibility 33
18.2 MMP & Project Quality Plan 33
18.3 Quality Control 34

19. DESIGN CONTROL 37
19.1 Designer 37
19.2 Design Control Procedures 37

20. DOCUMENT AND DATA CONTROL 37
20.1 Document Control Procedures 37
20.2 Record Documents 37

21. PURCHASING 38
21.1 Purchasing Procedures 38
21.2 Supplier / Contractor Evaluation 38
21.3 Client Approval 38
21.4 Customer Supplied Product 38

22. PRODUCT IDENTIFICATION AND TRACEABILITY 38

23. PROCESS CONTROL 38
23.1 Construction Methods / Instructions 38

24. CONTROL OF INSPECTION, MEASURING AND TEST EQUIPMENT 39
24.1 Control Procedures 39

25. INSPECTION AND TEST STATUS 39
25.1 Identification of Passed / Failed Items / Areas of Work 39

26. CONTROL OF NON-CONFORMING PRODUCT 39

27. CORRECTIVE AND PREVENTATIVE ACTION 39

Information Classification: Protected

28. HANDLING, STORAGE, PACKING, PRESERVATION & DELIVERY..... 39

29. CONTROL OF QUALITY RECORDS.....40

30. INTERNAL AUDITS.....40

31. TRAINING..... 40

32. SERVICING..... 40

33. STATISTICAL TECHNIQUES..... 41

34. INSPECTION AND TEST PLAN.....41

APPENDIX 1 Pre-Construction Information (HELD IN A SEPARATE FILE)

APPENDIX 2 Ground Investigation Report (HELD IN A SEPARATE FILE)

APPENDIX 3 F10, IMS Policy Statement, Client Letter of Approval for SHEQ Plan

APPENDIX 4 SAF-44 Traffic Management Method Statement

APPENDIX 5 SAF064 Site Rules

APPENDIX 6 SAF-63 Emergency Procedures & Organisation Response Chart

APPENDIX 7 SAF002 Company Standard Risk Assessment Chart

APPENDIX 8 ENF001 Aspects & Impacts Register & EGN20 Environmental Emergency Response Plan

APPENDIX 9 MMS002 Schedule of Responsibilities / SAF047 Roles and Responsibilities Appointments

APPENDIX 10 SAF001 Pre-Commencement SHEQ Planning Agenda

APPENDIX 11 SAF090 Project Fire Plan / SAF012 Fire Risk Assessment Record / SAF012A Site Fire Risk Checklist/ SAF045 First Aid Provision Risk Assessment

APPENDIX 12 SAF-33 Register of SAF Forms

APPENDIX 13 Contract Directory

APPENDIX 14 Construction Programme

APPENDIX 15 MMS034 Site Master Filing System

APPENDIX 16 MMS044 Flying Start / MMS029 Flying Finish

APPENDIX 17 ENF05 Crisis Management Plan

APPENDIX 18 MDM-03 Design Execution Plan

APPENDIX 19 Corporate Responsibility Templates and Evidence

APPENDIX 20 QMS033 Inspection & Test Plan Schedule / ITP026 Inspection & Test Plan Template – NA

APPENDIX 21 Temporary Works Policy & Procedures

APPENDIX 22 Register of Legislation

APPENDIX 23 Logistics Plan

APPENDIX 24 Swept Path Analysis

1. STATUS REGISTER / AMENDMENT RECORDS / REVIEW

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Amendment Number	Reference Section No	Subject / Amendment Details	Copy Issued to Principal Designer Y/N	Date Issued	Issued By
1 - A	N/A	INITIAL ISSUE FOR USE			
1 - A		RM digital edit – cover contract No. added. 18.3 – Dalux form(s) added	N	NA	NA
2- A	App11	Site Fire Plan Diagram	N	15/07/25	OL
3 - A	App 6	RM added updated Org chart. Section 9.	N	NA	NA
4-A	App 17.10	Nuisance- Liaison with Site Neighbours Updated	N	21/07/25	OL
5-A	App 17.4	Wheel Washing Procedure- further description inserted	N	21/07/25	OL
6-A	App 17.10	Visual Appearance- locations of waste outlined	N	21/07/25	OL
7-A	App 17.10	Routing Strategy and Swept Path Analysis sub heading and information inserted	N	21/07/25	OL
8-A	App 17.10	Vehicle and Plant- reference to sheeting included	N	21/07/25	OL
9-A	App 17.10	Establishment of Site Accommodation- Logistics Plan Referenced	N	22/07/25	OL
10-A	App 17.10	Routing Strategy and Swept Path Analysis- Mention of Roscoe Engineers carrying out swept path analysis	N	22/07/25	OL
11-A	App 17.10	Establishment of Site Accommodation- Parking arrangements outlined	N	22/07/25	OL

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2. DISTRIBUTION AND AUTHORISATION RECORDS

A copy of this plan shall be held by the Project Leader with a copy being issued to the Principal Designer. It is the responsibility of the Project Leader to authorise the plan, and to ensure that during the Project Lifecycle, the plan is reviewed and developed to reflect the contract requirements and progress of the works being carried out, including information from the Client, Principal Designers, Contractors and any unforeseen variations.

This plan has been developed based upon known information received in the Pre-Construction Information, current activities available at the time of preparation.

The company operates a Master Filing System (MMS 034) which will be in operation on all MCL sites.

2.1 Site Specific Form Amendments

Should any enhancements be required to any McLaren forms (i.e. Client requirement) then a local amendment must be recorded in Section 1 of this plan and a copy of the amended form added. The forms must not have anything removed from them and as stated must be McLaren controlled forms. The exception to the rule is the use of Contractor Work Inspection Sheets and Inspection Test Plans which may be used if meeting McLaren's requirements.

3. FOREWORD

McLaren Construction Ltd (MCL) has prepared this document based on the requirements of the Construction (Design & Management) Regulations and Guidance CDM2015 & L153 It should be read in association with MCL's MMP document and the Pre-Construction Information (Appendix 1) where applicable. Where MCL have contract design responsibility, specific Health and Safety requirements raised by the Principal Designer & Designer(s), shall be included. Any other requirements raised by the Principal Designer shall also be included.

It has been developed specifically to address the SHEQ requirements for this contract, including any information about restrictions which may affect the work such as neighbouring buildings, utility services, vehicular and pedestrian traffic flows, environmental aspects and work activities of the client.

If all the information relating to the project is not available to develop the plan fully before construction works commence amendments to the plan will be implemented within the appropriate section and subsequently recorded within the Index of Amendments contained above.

4. INTRODUCTION

MCL is committed to ensuring the health, safety and welfare of their employees, contractors and any other person affected by the activities being undertaken under their control are not put at risk. This plan will be developed and maintained as necessary as the project progresses with the input of the project management team and all contractors to allow employers to disseminate information and effectively manage their employees.

4.1 Preparation & Review of the SHEQ Plan

The SHEQ Plan will be prepared prior to the commencement of the project in conjunction with information from the client and the Principal Designer in the form of the Pre-Construction Information and Client Brief. The initial approval and review will be carried out at the Pre-Commencement SHE Planning Workshop SAF001.

Once prepared and authorised the SHEQ Plan must be issued to the Client for approval in accordance with CDM 2015. Once approved by the Client written confirmation is to be obtained and held with the SHEQ Plan.

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Throughout the duration of the project the MCL Project Team assisted by their contractors and the project safety committee will review the plan at regular intervals, not to exceed one working month. These reviews will take into account significant changes to the project such as but not restricted to:

- Planning restrictions
- Specific phased completions
- Changes to personnel appointments and responsibilities
- Updates to emergency arrangements
- Traffic management
- Environmental aspects and impacts

4.2 SHEQ Strategy Plan: The 5 Key Elements

At McLaren the protection of our employees, contractors and the public are carefully considered and is a key element through the life cycle of our projects and our overall business activities.

The ethos of our strategy is underpinned by our 'Work Safe Home Safe' programme. Through our engagement with our Clients, Colleagues and Supply Chain partners, we can look to make sure that everyone goes home safe and well every day. Thus, aiming to provide a working environment that has a positive safety culture that is free from harm whilst ensuring the wellbeing of all those involved within our workplace.

- **Risk Identification & Mitigation** – Through the identification, elimination & control of risk, MCL aim to safeguard the futures of all involved within our activities. Our customers require reassurance that their assets & investments are protected, especially during the execution of works to their property or land, including defects, quality assurance, product liability & whole life costing. For this reason, we will work closely with both our customers & their design teams from inception, to ensure that their developments not only meet, but exceed expectations. Risk measurement & analysis techniques have a broad application range. We manage & assess risk through the use of collaborative planning & risk registers, & our belief is that the earlier this process can be started, the better. This includes proactively engaging with our supply chain partners in order to identify, review & reduce risk through life & associated management costs. In doing so, we can offer our customers informed choices about quality & cost efficiency; offering durability, adoption & facilitation of innovative solutions, that will maximise their investment & benefit not only the development, but the end user & the wider community for many years to come. The fewer risks associated with a project, the more value for money we can achieve for our customers.

- **Health** – Our aim is to provide a working environment that is free from harm by promoting a clear and positive safety culture, ensuring the well-being of all parties involved with our work. The health and well-being of our people is critical to how our business operates. For these reasons, we have developed various ways to enhance the health and well-being of our people, as well as ensuring their safety. These include:

    - Specialist support services
    - Education and awareness
    - Sickness absence management
    - Occupational health professionals
    - Reactive support services
    - Employee assistance programmes
    - Counselling

- **Accident Reporting** – The systematic approach to accident reporting, investigation and statistical collation. With the structured framework to ensure that a specific categorisation of accident/incident is escalated in respects to its severity to the relevant level within the business management structure.

- **Near Miss** – in line with our Cultural Change programme to encourage a positive culture to report hazards or near misses to significantly improve our employees and contractor's safety and enhance a business safety culture. Allowing the information received to be measured and managed on a monthly basis.

- **Environment** – Raise the profile of the environmental management throughout the business. Through the introduction of specific guidance, for all, to aim for reduce the environmental impact of our work activities. Our strategy is to establish a consistent approach to enable the delivery of our standards to provide sustainable

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outcomes in all our operations.

4.3 Project SHEQ Objectives & Goals

It is the intention of MCL to ensure that SHEQ is given due regard on this contract. To achieve this; the co-operation of all contractors is essential together with good planning, adopting a risk assessment approach to identify hazards and so eliminate risks.

The following SHEQ goals have been set by the client for this project. Achievement in relation to these goals will be measured as indicated and reported to the client at progress meetings:

There will be a significant focus on achieving high standards of health, safety, environmental and welfare management through all stages of the project. The ultimate health and safety objectives are:

- To complete the project without injury or illness for any person involved in the execution of the project.
- To complete the project without injury or illness to any person affected by the works.
- To ensure that adequate consideration is given to the welfare of all those affected by the construction of the project such that their health and safety is not put at risk; and
- To ensure that the completed structure can be managed, cleaned, maintained and used in a manner that also does not put the health and safety of those involved at risk.
- All on site management should have Site Manager Safety Training Scheme (SMSTS) certification or Site Supervisor Safety Training Scheme (SSSTS) certification.
- In order to achieve these objectives, processes are to be implemented to:
- Establish and maintain health and safety management control;
- Promote adequate communication and co-operation across the project team;
- Ensure adequate resources, including time, are allowed for;
- Manage change safely; and
- Ensure that health and safety is considered at every stage of the design and procurement process.

The arrangements above put into place to promote communication, co-ordination and integration of health and safety information throughout the life of the project. This applies both to the communication and co-ordination of information within the project team and also in relation to any third parties involved or affected by the works.

Along with any client objectives issued and to assist the project team and contractors the following objectives are set by the business as a minimum have been agreed with the Project Team:

<u>Along with the objectives below the Project Lead to insert SHEQ objectives for the project</u>

- Effective and collaborative communication with client team and all sub-contractors
- Management and promotion of Occupational health and Wellbeing related risk
- Accident statistics 20% better than industry average
- All personnel to receive site induction prior to commencement of work
- Appropriate PPE to be worn at all times
- Positive feedback from client and adjacent occupants
- Community Engagement
- Ensure correct levels of operational competence
- Comply with all relevant environmental legislation and therefore avoid external and internal non-conformances
- Minimise the adverse impact of construction operations on the site's neighbours and avoiding sustained and unresolved complaints from neighbours for nuisance arising from construction operations.
- Zero prosecutions for contravention of environmental law and regulations.
- Zero significant spillages of potentially contaminating substances such as diesel and formwork oils.
- Prevent unnecessary disturbance of the existing environment and enhance existing environment where there are practicable opportunities to do so.
- 100% of Project Timber to be sustainably sourced (FSC / PEFC)
- 100% of Concrete to be sustainably certified (BES6001)
- 100% Steel to be Sustainably certified (CARES)
- At least 95% Construction and demolition waste to be diverted from landfill
- Eliminate, reduce, reuse, recycle, recover waste using the Project Site Waste Management Function which will calculate and include project specific targets.

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- Identify and implement opportunities where practicable to minimise material usage in order to reduce resource, waste and carbon for the project.
- Minimise and reduce energy and water usage as part of construction processes
- Achieve CCS scores of 40 or above
- No NRMM visit failures
- Achievement or betterment of required development Sustainability standard requirement (Breeam, Leed etc) and / or client requirements

MCL will act as co-ordinator for the various contractors working on the project. Contractors are expected to comply with current legal requirements, good working practices, and the site rules detailed in this Plan, which will be brought to the attention of employees, visitors and contractors working on the site.

MCL will make available appropriate welfare arrangements and unless contract documents state otherwise these will be available to all contractors. However, contractors are expected to use these facilities in a sensible way.

With regards to accidents, incidents or near miss incidents the Project Team must be informed and if the incident is reportable to the Health and Safety Executive, it must be reported to the Project Team immediately with a copy of the F2508 also being issued to the Project Team. The same principles apply to incident reports to the Environment Agency or other Enforcing Agencies. Further guidance can be found in the section entitled “Emergency Procedures”.

We ask contractors and their employees to assist MCL in implementing this Plan and so ensure a well-managed and positively performing site for everyone. MCL will have a visiting safety adviser and site personnel will be able to voice their feelings with regards to SHEQ to the SHE adviser or they should contact the Project Team. In addition, if any employee is aware of any situation which contravenes MCL SHEQ standards i.e. an unsafe situation or finds themselves in a position of danger, potential SHEQ legal breaches, they should stop work and report it immediately to their supervisor or to the Project Team.

5. DESCRIPTION OF THE PROJECT

5.1 Project Directory

The Project Directory will be expanded as necessary, but as a minimum shall be:

PROJECT TEAM TO INSERT ADDITIONAL INFORMATION AS REQUIRED

Appointment	Address	Contact Details
Client		
CDM Principal Designer		
BSA Principal Designer		
Principal Contractor		
Structural Engineer		
Architect		
Environmental Consultant		
Project Manager		

[redacted]

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MEP Consultant	[redacted]

5.2 Enforcing Auth

Authority	
HSE	
Local Authority	
Environment Agency	

5.3 Utilities

Utility	
Water	
Gas	
Electric	
Telecommunications	

5.4 Emergency Se

Local Addresses and contact numbers are for information; always dial 999 in an emergency.

Emergency Service	Address	Contact Details
Hospital Accident & Emergency	Manchester Royal Infirmary Upper Brook Street M13 9NZ	Contact Name: Tel: 0161 2764147 Email:
Fire	146 Bolton Road M27 8US	Contact Name: Tel: 0161 736 5866 Email:
Police	Northampton Road M40 5BP	Contact Name: Tel: 0161 8725050 Email:

6. PROJECT NOTIFICATION TO HSE & OTHER STATUTORY NOTICES

On receipt of the (F10 Rev) from the Client; a copy will be displayed on the main site notice board and a copy is held at Appendix 3 to this Plan. The following information is also to be displayed on the main site notice board:

- Health & Safety Law Poster. (All information boxes to be completed where relevant)
- A copy of the company IMS Policy Statement (see Appendix 3)
- A copy of the company certificate for Third Party Liability Insurance.

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7. GENERAL DESCRIPTION OF THE PROJECT

The enabling works consist of HV diversion works (by client), demolition of the exiting building situated on the site, bulk excavations and reduced level dig along with the associated site clearance activities. The enabling works forms part of the wider Upper Brook Street Masterplan.

Project Dates Demolition
Site Possession – May 2025
Time in Weeks – approximately 17 calendar weeks
Expected Completion Date – September 2025

7.1 Existing Structures

Description of the Overall Site – The site is an irregular shaped piece of land and comprises of a car dealer ship and servicing centre. A single storey building in is the central area of the site. External areas are all tarmac surfaces in the north there is a lean -too building formerly used for car cleaning and velatening.to the west of the site there is small structure that houses waste material and a small above ground oil tank



7.2 Existing Use

The development is planned for a site that previously operated as a car dealership.

7.3 Existing Services

Cornerstone have carried out a Utilities report (attached within appendix B). The report highlights LP Gas main owned by Cadent Ltd is located running adjacent to the site along upper Brooks St. The Principal Contractor must liaise with Cadent Ltd to highlight if the planned works will impact the LP Gas main. Should any easement works be required this must be I agreement and coordinated with Cadent Ltd. Electricity Northwest report highlights a 6kv along with LV service cables running through the site. United Utilities sewer records indicate drainage pipes running under the existing building feeding into the main service drain Existing Ground Conditions & Ground Survey Reports

A ground survey report can be found at Appendix 2.

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7.4 Previous Use of Adjacent Sites

Adjacent land includes vacant building to north, identified for development and sheltered housing building to South. It is not anticipated that the neighbouring properties will impact these works.

7.5 Current Use of Adjacent Sites

The site comprises a former Citroen car dealership, MOT testing and servicing centre.
The western section of the building comprises the former showroom with first floor offices whilst the eastern section housed workshops used for servicing and vehicle testing. The site is predominately surrounded with a mix of brick walls and steel fence. The western section is open directly onto Upper Brook Street.
To the east beyond Kincardine Road is student accommodation, to the south lies Elizabeth Yarwood Court, a former sheltered housing scheme that ceased to be operational in June 2021. Land to the north comprises another vacant former car dealership. West beyond Upper Brook Street are buildings of Manchester University and a Hospital, within close proximity.

7.6 Road and Traffic Systems Adjacent to the Site

The access roads around the site are restricted with residents parking and one ways systems, the main upper Brook Street is congested throughout the day. There are parking restrictions outside the site in the form of double/ single yellow lines, restrictions to be shared delivery drivers / sub-contractors prior to arrival on site.

The procedure thereafter is to be as follows:

(i) All drivers will report to the site office, a member of McL/Logistics manager will discuss and explain the Traffic Management Plan to the driver of the vehicle, ensuring that he is aware of the traffic routes.

(ii) Contact will then be made with the relevant sub-contractor on site via phone, advising them of the delivery.

(iv) The member of McL/Logistics Manager will determine availability of space within the site area and will either allow/disallow the vehicle entry to the site area.

(v) Only when instructed by the McL staff will the vehicle be allowed to enter the site and proceed through the site, where he will be guided through the site area utilising the designated traffic routes, by McL's Banksman.

7.7 Planning and other Restrictions Applicable to the Site

There are various planning conditions to discharge but no onerous restriction currently known.

All works will be planned to minimise the impact and disruption to existing clients, tenants, neighbours and the public; this should also include road users. Construction activities audible at the extremes of the site boundary may only take place between the hours of 08:00 – 18:00hrs Monday to Friday and 08:00 – 13:00hrs on Saturday, with no working on Sunday or Bank Holidays without prior written permission from the client. These timings may require amendment depending on local planning restrictions.

No waiting allowed on the public road outside the site or in the site entrance before site start time or during any specified times.

The selection of plant, equipment and methodology; including delivery times and routes will be considered. Noise and Vibration will be reduced to the lowest level to comply with both environmental and occupational health concerns.

7.8 Access to Site

Vehicular and pedestrian traffic will always be segregated where possible on site. All vehicles must observe the site speed limit as indicated in the Traffic Management Method Statement / Plan SAF044 at Appendix 4 and comply with warning, directional and information signs. All vehicles must be under the supervision of a banksman when reversing and be fitted with an audio/visual alarm when reversing. Access to site is from: Upper Brook Street.

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7.9 Site Fencing & Security

MCL will ensure the site perimeter is adequately fenced utilising existing site boundaries as available and providing temporary site Heras fencing as required. Ahead of the main works McLaren will erect solid hoarding across the front boundary with the road. The resultant effect will be that the site is secured by 2m high fencing which will be of the Heras type or close boarded timber hoarding. Hoarding will come under the control of a Temporary Works Coordinator and will be erected as detailed in the design drawings and be included in the Temporary Works Register. SHE procedure SHE005 Temporary Works will always be referred to when carrying out Temporary Works. The Temporary Work Co-ordinator is detailed in Section 7.4

Access gates to the site will be kept closed except when in use. Notices will be posted advising employees, visitors and site operatives of the PPE requirements on site.

A separate gate will be provided for pedestrian access to site to segregate pedestrians form vehicular and mobile plant movements at the site entrance area.

8. COMMUNICATION & MANAGEMENT OF THE WORK

8.1 Management

The specific management structure for this contract is contained within section 7 of this plan.

Responsibilities of the various members of the Project Team, whether site or office based are described in the MCL Management procedures.

The following arrangements and procedures will be used in the managing of issues on site at several stages throughout the contract:

- Prior to commencement on site a SAF001 Pre-Commencement SHE Planning Workshop is held to review the information available for inclusion within the SHEQ Plan. The completed minutes from the meeting can be found in Appendix 10. The Project Team applicable to the contract and the relevant SHEQ Manager will attend this meeting. Company Standard Risk Assessment SAF002 (Appendix 7), ENF002 Site Specific Aspects and Impacts Assessments (Appendix 8) and MMS044 Flying Start (Appendix 16) will also be reviewed be completed at this meeting for subsequent completion.

- It is deemed within the tender enquiry documents that all contractors/suppliers must carry out their works, and allow within their quotation to meet the requirements of the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999 and CDM2015, as well as the MCL SHEQ (ND29) requirements as a minimum. At the time of tender, contractors/suppliers are made aware that project specific documentation is available the Pre-Construction Information, client brief the SHEQ Plan and contract documentation, together with any other relevant health and safety information.

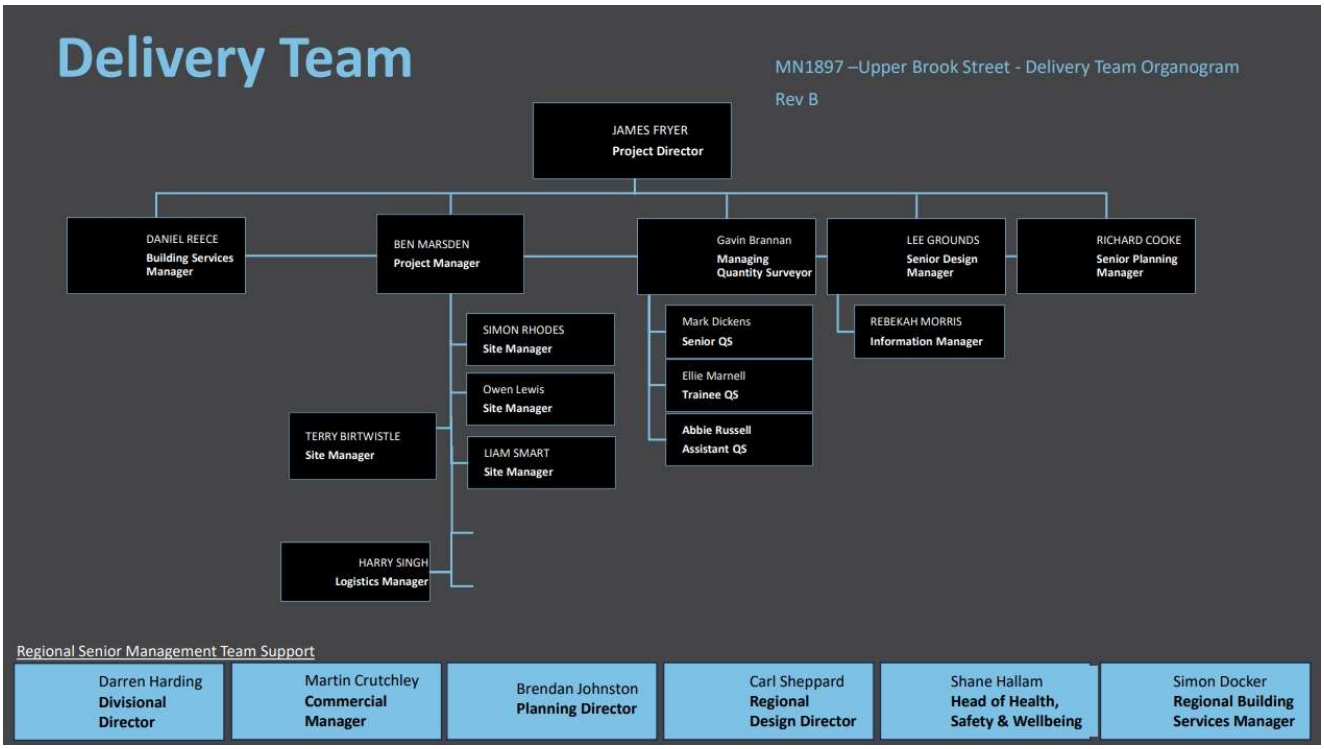
- A Pre-Start Meeting SAF003 is held with each Contractor prior to commencement to review and develop all SHEQ requirements.

- All operatives who visit site will complete the on-line induction via the Biosite system. On arriving on site, a site-specific induction with be given by the Project Team who will explain the site-specific hazards at the time of the induction. This will be completed prior to undertaking their work activities. All visitors will be expected to complete SAF049 Visitors Induction Record.

- Monthly meetings will be held to review SHEQ matters, past and future and deal with corrective and preventative action. Monthly Site Safety Committee meeting minutes SAF060 will be produced and distributed to all contractors on site. Contractor Progress Workshops MMS031 will also be held where SHEQ matters are reviewed and addressed.

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9. MANAGEMENT STRUCTURE WITHIN MCLAREN CONSTRUCTION LTD



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9.1 Designated Signatories

All MCL site personnel signatures shall be maintained in the table below, which details the scope of authority allocated by the relevant Project Director for the management of the contract, such as letters / plant / materials / work inspection sheets etc.

If upon inspection at the time of delivery, any material/product is found to be either, incorrectly delivered or damaged, it shall be returned by the same transport and the ticket clearly marked.

Where this is not possible, the material/product shall be segregated from mainline operations and stored in a Designated area or clearly marked as damaged or incorrect until it can be replaced or re-classified.

The delivery tickets shall be recorded and maintained in the site office daily.
Delivery tickets shall be checked against raised orders for compliance.
Suppliers shall be notified of any discrepancies found as soon as possible, so that a solution can be agreed.

NAME	SCOPE OF AUTHORITY	SIGNATURE
[redacted]		

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9.2 Monitoring & Review of SHEQ Performance

MCL Project Team will operate under the following MCL SHEQ monitoring system:

- Daily checks with regards to general SHEQ standards.
- Weekly Site Safety & Environment Inspection (Assure)
- Monthly Safety & Environmental Meetings SAF004
- Contractor supervisors will undertake daily SHEQ checks of the work areas under their control.
- The statutory weekly inspections will be undertaken and either recorded in the registers located in the MCL Project office; or if the contractor is recording their own inspection, in their own registers which must be issued to MCL.
- Monthly QMS010 inspections undertaken by the SHEQ Department.
- Bi-Monthly Safety Tours by the senior management team.
- QMS018 H&S Audits
- Group Environmental Reviews
- QMS002 Environmental Audits
- QMS003 Quality Assurance Audits

With regards to the monthly visits undertaken by the SHEQ Department, a formal written report is submitted, and this is copied to the Regional Managing Director / Divisional & Operational Directors for their information. If the adviser is concerned about any aspect of the work, he will notify the Regional Managing Director / Divisional & Operational Directors and the SHEQ Director to express their concerns so the necessary actions can be rectified without delay.

9.3 Consultation with the Client, Principal Designer and Designers

MCL will liaise with the Client, Principal Designer and designers as required according to the work in progress. There will be a standard agenda item at the progress meeting and so the need for further input or liaison with Client, Principal Designer or Designers will be reviewed either weekly or monthly depending on the speed of construction and the frequency of the progress meetings.

9.4 Consultation with Employees – SHEQ Meetings

MCL will ensure the establishment of a formal SHEQ committee with meetings being held monthly. Contractor supervisor or nominated representative will be required to attend the meeting. Minutes will be produced using Monthly Site Safety Committee Agenda SAF060 with the minutes being distributed to all present and displayed on the site notice boards. The Project Team will be in daily contact with site operations by way of continual work on site and so it is thought there will be ample opportunity for any person to raise an item of concern with the Project Team.

If a contractor or employee has any concerns relating to SHEQ, they should bring it to the attention of any member of the MCL Project Team without delay.

9.5 Exchange of SHEQ Information

MCL will be the “on-site” point of contact for all significant information flow between the Client, Principal Designer, Designers and Contractors.

9.6 Exchange of SHEQ Information between MCL and Contractors

This plan will be updated as the project progresses. Information from the Client, Principal Designer and Designers has been included in plan and this information forms’ a part of the plan. In addition to this plan, details of site-specific hazards will be outlined to contractors at the tender stage, in particular the hazards relating to the package being tendered by the contractor, together with any special precautions or control measures MCL feels should be applied. Contractors should evaluate this information when planning their work and should clearly state the control measures, they will apply in their method statements and risk assessments.

MCL will co-ordinate the activities of contractors on site and if any contractor has a SHEQ question or there is a co-ordination problem with other contractors this should be referred to the MCL as soon as possible. If a contractor becomes aware of a hazard that has not been foreseen, they should bring this to the attention of the MCL Project Team and discuss precautions that can be adopted to minimise any risk.

Information Classification: Protected

9.7 Controlling Design Changes

If a problem arises which questions or may require a change or review of the existing design, MCL will ensure this is formally raised with the designers, and in addition, ensure the Principal Designer is also advised. Any changes in design will be evaluated by the company's Project Team and all interested parties will be advised of these changes with revised drawings and or information being issued. Form MMS039 – Technical Query, MMS021 – Requests for Information refer.

9.8 Selection of Contractors

The procedure for selecting contractors is detailed in the MCL Management Procedures. Contractors are to be signed up to the appropriate CITB CSCS and/or CPCS scheme; only approved contractors will be used. For the purposes of CDM, a contractor is a company or individual who is providing a package of work including plant and materials to the company. For company's supplying labour only, such as bricklayers, painters etc these people will be classed as employees and will be controlled by the nominated MCL Manager.

9.9 Control of Contractors

The Project Team are responsible for ensuring adequate co-ordination and control of all contractors. This will be achieved by:

- Only employing contractors from SCM Approved Supply Chain List.
- Ensuring all essential SHEQ information is given to the contractors. SAF003 – Sub-contractor pre-start safety and environmental meeting agenda refers, SAF005 – Weekly sub-contractor/supervisors meeting agenda, MMS031 – Sub-contractor Progress Meeting Agenda & SAF072 RAMS Proforma Refer.
- Ensuring contractors written systems of work meet with the company's standards. SAF009 – Method Statement Evaluation Sheet refers.
- If the work is high risk, ensuring contractors produce method statements and inform their employees of the precautions to be taken by means of a toolbox talk. The Project Team must also be briefed about the work. Refer to SAF018 – Safety Induction Register, SAF019 – Method Statement Briefing Register and SAF020 – Toolbox Talk Register.

Contractors are reminded of their duties to co-operate with MCL and other contractors under the Health and Safety at Work Act, CDM2015 and the Management of Health and Safety at Work Regulations.

9.10 General Duties of Contractors

If high performing sites are to be achieved MCL will need the co-operation of its contractors. As well as their legal duties contractors are required to assist MCL by:

- Informing the Project Team of any significant risks that have not been foreseen that the appropriate precautions can be put into place.
- Ensuring their employees have received information, instruction and training as is necessary to ensure their health and safety. SAF020 – Toolbox Talk Register, SAF019 – Method Statement Briefing Register, SAF018 – Safety Induction Register refer.
- Providing the appropriate personal protective equipment.
- Providing well maintained plant, tools and equipment.
- Ensuring employees follow the SHEQ site rules and any relevant method statements.
- Check own competence.
- Cooperate with others and coordinate work to ensure the health and safety of construction workers and others who may be affected by the work.
- Report obvious risks via Spot it Shout it cards.

9.11 General Duties of All Employees

The Health and Safety at Work Act 1974 requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with their employer and MCL by observing their company's procedures and the site rules and so enabling the various companies to comply with their statutory duties. Employees can assist by:

Information Classification: Protected

- Using the appropriate personnel protective equipment (i.e., safety helmets, eye protection, hearing protection, safety footwear etc.)
- Keeping personal tools and equipment in good condition.
- Reporting all defects in plant, equipment, and any unsafe acts to MCL Project Team.
- Not operating any plant or carrying out any task for which the employee has not been trained and are not familiar with.
- Follow the site rules and any relevant method statements.

If an employee has any doubt about the SHEQ aspects of the task being undertaken, they should inform their immediate supervisor or the MCL Project Team.

9.12 Production and Approval of Risk Assessments and Method Statements

Any task that has been identified as being of high risk (i.e., the potential to cause death, or major injury, or seriously damage someone's health, significant Environmental Impact, potential for significant Quality issues) will be subject to a detailed method statement which must be agreed with MCL before the work commences. Contractors must undertake risk assessments for the work under their control. If because of this assessment the task or work is high risk work, then a specific method statement must be produced for this work. Generic assessments or model assessments must be re-evaluated and confirmed they are applicable to the work being undertaken on this site. Similarly, with regards to method statements, these must be site specific. If a model statement is used, it must be adapted to reflect the conditions and arrangement on this site.

Method statements must be submitted a minimum 7 working days in advance of the planned commencement of the work to give sufficient time for the MCL Project Team to assess the method statement and to consider what impact this will have on other contractors and other site activities and plan accordingly. SAF008 – Method Statement/Risk Assessment Schedule and SAF009 – Method Statement Evaluation Sheet.

At the Pre-Start Meeting the relevant contractor will be issued SAF072 RAMS Proforma to assist in the development of their own RAMS.

SHE004 Policy & Procedures for Risk is to be referred to when reviewing Method Statement and Risk Assessment Contractor supervisors will be responsible for briefing their own operatives on the relevant Method Statement, Risk Assessment and other associated document as required.

9.13 Permit to Work

Permits to work will be issued in accordance with Policy and Procedure SHE012 Permits for the following work practices, Via Dalux:

- SAF021 Confined Space Permit
- SAF022 Permit for Lifting Operations
- SAF024 Permit to Penetrate Ground
- SAF027 Permit to Work 'Hot' Cutting or Welding
- SAF028 Permit to Work in Ceiling Voids
- SAF029 Permit to load / Dismantle (Strike)
- SAF034 Permit for Roof Access
- SAF055 Permit to Use Ladders/ Steps
- SAF056 General Permit to Work
- SAF066 Permit to Use Mobile Tower
- SAF073 Permit to Demolish
- ENF010 Discharge Permit
- ENF012 Permit to Work Environmental

The Project Team will be in overall control of the permit system; where, through risk assessment the requirement for a permit has been identified all contractors are responsible for following the procedure. Permits are issued for one day or one shift whichever is the shorter; all permits are to be returned; all sections completed by the relevant MCL Manager/permit controller on completion of the works, at the end of the working day or shift.

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9.14 Reporting Procedures

The following will be tabled for discussion at each internal site meeting:

- The status and progress recorded against the contract programme.
- Current short – term programmes and stages recorded against contract programmes with, if necessary, actions for bringing works in line with the programme
- Monthly labour, fuel, accident returns SAF050.
- A rolling schedule of approvals of all materials yet to be approved. This schedule will be updated on a weekly basis.
- A schedule of materials and projects manufactured off site, with status of percentage manufactured and anticipated delivery dates.

Internal meetings will include:

- SAF004 – 4-Weekly Safety and Environmental Meeting Agenda (On Dalux)
- SAF005 – Weekly Sub-contractors/Supervisors Meeting Agenda (On Dalux)
- MMS038 – Internal Site Management Meeting Checklist (On Dalux)
- MMS031 – Sub-contract Progress Meeting Agenda

Projects will also complete MMS028 – Monthly Progress Report

9.15 Exchange of Health and Safety Information

MCL accepts one of its main duties is to ensure that essential health and safety information is disseminated to employees and contractors (including self-employed and labour only supply contractors).

10. INFORMATION INSTRUCTION & TRAINING

10.1 Information

All SHEQ information and statutory notices will be displayed in the site office and in the welfare facilities. Emergency procedures together with the identity of persons in charge will be displayed (SAF063 Organisation & Emergency Response Chart and EGN020 Environmental Response Plan).

10.2 Induction Training

All personnel who work on site must receive an on-line induction through Inndex before they arrive on site. Once on site a site-specific induction will be delivered to all operatives. All contractors will be expected to upload all competency cards during the Biosite on-line induction process and meet the requirements of SGN001 Recognised Card Scheme. The MCL Project Team will be notified of any expired card or certificates that have been uploaded through Biosite system.

Visitors to site will be given an induction which will cover any health & safety risks they need to be aware of. All visitors to site must be accompanied by their respective sponsor. The induction will be carried out by the Project Team or their appointed representative.

Relevant parts of the SHEQ Plan, RAMS will be made known. A record will be kept of all training carried out SAF018 – Safety Induction Register and SAF016 – Personnel Safety Induction Record.

Contractors are expected to carry out their own site-specific induction talks in accordance with the induction guidance sheet issued by the Project Team covering their own RAMS. This must also include their visits when applicable.

10.3 Site Rules

Specific site SHEQ instructions will be explained to site personnel before they commence work or to visitors before they enter onto site. Refer to the Site SHEQ Information and to the Site Induction Training Register on which a signature is required acknowledging receipt of safety induction SAF018 – Safety Induction Register refers.

The rules may be made specific for certain groups or individuals, such as visitors. A copy of the site rules is maintained in

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Appendix 5 of this Plan.

10.4 Contractors

The Contractor will advise the Project Team the appointment of their Safety Advisor and request that an appointment is made for MCL Project Team to meet the Safety Advisor on their first visit to establish:

- Arrangements for notifying site management that an inspection is to take place.
- Procedures for carrying out site inspections.
- Arrangements for reporting results of inspections to both the subcontractor concerned and the MCL site management.
- All plant operators must complete Plant Operators Authorisation SAF023 when arriving on site.

MCL request that Contractors provide proof of relevant training and competence of their operatives be issued to site – this is discussed during initial Contractor Pre-Start Meeting – SAF003 refers.

10.5 Non-English-Speaking Contractors

MCL endeavours to be an equal opportunities employer. MCL recognises the potential difficulties with communication where English may not be an employee's / contractors first language understanding English. On that basis there are several way's communication can be encouraged to ensure effective communication:

- Ensure adequate time for consulting with employees/contractors where language and/or literacy may be an issue, so they can absorb the information and respond as required.
- Were difficulty lies, employees/contactors should be encouraged to express their views in their preferred language by using interpreters.
- Ask a work colleague to interpret and identify them as the 'team leader', so that should any emergency evacuation take place, to ensure the individual escapes in good time and not be left behind. It may be necessary for these employees to receive some training if they are asked to undertake this role.
- Consider, getting information translated, were possible, and check that this has been done clearly and accurately by testing it with native speakers.
- The use of pictorial information and internationally understood pictorial signs where appropriate.
- If Committees and representatives are in place, they should reflect the workforce they represent.

Be aware of cultural differences and take these into account when consulting employees -there may be some employees who do not feel able to speak up about SHEQ matters.

The key to individual consultation is to make sure that everybody is involved, therefore ~~so~~ choose those methods that you know will reach all members of the workforce.

10.6 Toolbox Talks

Toolbox talks are to be conducted on a weekly basis. At least one toolbox talk, every 4 – 6 weeks must be of Environmental content. Operatives attending the talks are to sign SAF 020 TBT Register. Copies of the completed SAF020 are to be submitted to the MCL Project Team

TR01 – In House Training Register is to be completed for all training and meetings. Once completed TR01 is to be sent to the SHEQ Department.

MCL Toolbox Talk Manual is available on the InSite for reference.

10.7 Arrangements for Monitoring

Monitoring of the SHEQ Plan and site operations will be carried out as follows:

- Visual Inspections carried out daily by the Project Team. Management of Safety, Health and Environmental (SHE) Inspections will take place weekly SAF006 – Weekly Site Safety and Environmental Inspection Rota and SAF007 – Site Safety and Inspection Report.

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- Periodic inspections will be carried out by the Regional Safety, Health and Environmental Advisor, these will be recorded on McLaren Assure. Refer to Monitoring Procedure for more information.
- Periodic audits and inspections will be carried out by Compliance Manager's and QCI Lead on a regular basis, with the frequency based on the risk of the project and recorded on QMS022, QMS027 & QMS034.
- The routine monitoring of current legislation and standards and to give guidance and advice on how to meet these requirements.
- Investigation of incidents (whether causing injury, loss or near miss) and complaints.
- Regular meetings between senior management and Divisional Head of Health and Safety to advise on appropriate standards / controls.
- Arrangements for periodic inspections by SHEQ advisors appointed contractors.

11. GENERAL ARRANGEMENTS

11.1 Welfare Facilities

Adequate and suitable toilets, washing facilities, rest rooms and changing rooms will be provided at the earliest possible. The cabins set up detail can be found in the Site Set up Manual on InSite. The welfare arrangements will conform to CDM2015 Schedule 2 and will:

- Be easily and safely accessible.
- Be kept clean and orderly with a cleaning programme being established by the Project Team.
- Be adequately ventilated and lit.
- Have a place to store normal and work clothing and dry it when wet.
- Have facilities for rest in a non-smoking atmosphere.
- Have a supply of drinking water (clearly marked).
- Have facilities for boiling water and heating food.
- Have facilities for eating food etc.
- Have facilities that will be safely maintained.
- Have separate toilet, washing and changing facilities for male and female staff or a lockable door.
- Not be used for storage of materials or plant.

Portable facilities will be provided only as an interim measure and for remote or short-term work.

Running water for washing and flushing will be provided as soon as possible. Wash hand basins with water, soap, and towels or dryers will be provided.

Seating will be provided with back support in all canteens and rest facilities.

Showers will be provided where relevant i.e., work is particularly dirty works undertaken on site such as ground works.

In certain circumstance, specialist de-contamination facilities shall be established where identified as necessary for activities such as asbestos removal, some contaminated land works (as per project Survey)

12. FIRST AID & EMERGENCY ARRANGEMENTS

12.1 Details of Emergency Services

In the event of a major injury, fire or other dangerous occurrence, the Emergency Services shall be contacted by telephone (999 or other number dependant on location). The incident shall immediately be reported to the site office, where the MCL Project Team shall assess further actions required. Emergency details (name, address, and telephone number) of all the nearest Accident and Emergency Hospital, Fire Station and Police Station will be posted in prominent positions on site together with a map showing their location. Details of local site-specific emergency contacts can be found in section 6.4 of this plan. Emergency Procedures SAF063 to be displayed on site can be found at Appendix 6.

12.2 General Fire Precautions

SAF090 Project Fire Plan will be developed and maintained throughout the lifecycle of the project. As part of the Project Fire

Information Classification: Protected

plan a Fire Fisk Assessment SAF012 will be carried out to identify what emergency and fire precautions are needed.

The plan will identify and incorporate the following:

- Name(s) of overall Safety Co-ordinator – Owen Lewis
- Name(s) of nominated Fire Wardens – Owen Lewis
- General Site Fire Precautions - this will include but not limited to:

    - Type and Extent of Extinguishers - Foam/Water
    - Type of Fire Detection Systems - WES System
    - Type of Fire Alarm System – WES System
    - Type of Accommodation / Emergency Lighting - Temporary offices
    - Sketch Plan showing location etc. including Assembly Points
    - Fire Brigade Facilities / Contacts for Emergency Services see section 5.4 of this plan.

This information will be displayed on site and can be found at Appendix 6 / 11

Fire Safety Risk Assessment (SAF012) & Site Fire Risk Checklist (SAF012A) to be reviewed at regular intervals, not exceeding one working month, working with Section 5.1 of the SHEQ Plan. Amendments to be recorded in Section 1.

Storage of Materials for HFL, LPG and waste material, detailing:

- Minimum quantities of highly flammable liquids will be allowed on site, and these will be securely stored in a lockable, labelled fireproof container at least 3m away from site offices.
- All gas bottles will be securely stored in a vertical position within a ventilated, lockable, labelled store at least 3m away from site offices.
- All waste will be stored in skips (covered where necessary) at agreed locations.

12.3 Hot Work Permit Regime

Permit to work systems will apply to all hot works SAF027 – Permit to Work Hot Cutting or welding refers.

Fire instruction notices will be prominently displayed and made known to all on site outlining:

- The action to be taken on discovering a fire, including raising the alarm and firefighting, if it is safe to do so.
- The action to be taken on hearing the alarm.
- Fire alarm systems and escape routes will be checked weekly and simple records kept. SAF039 – Fire Safety Register SAF006 – Weekly Safety and Environmental Inspection Rota, SAF007 – Site Safety and Environmental Inspection Report.

Fire points containing the appropriate fire extinguishers will be installed in site offices, adjacent to escape routes and at prominent positions adjacent to specific activities such as hot works or HFL/LPG storage.

12.4 First Aid

SAF045 First Aid Risk Assessment will be completed and updated throughout the lifecycle of the project. Each site will have a suitably trained First Aider who will be in possession of a current first aid certificate to manage first aid. In the absence of a MCL First Aider, a qualified person employed by a Contractor will be appointed to provide cover.

First aid facilities will be kept on site for minor injuries as well as for preserving life and minimising the consequences of injury and illness until help from a medical practitioner or nurse can be obtained. The minimum provision will be a suitably stocked first aid container. The MCL First Aider will be responsible for re-stocking the first aid equipment.

Notices to show the location of equipment, facilities and personnel will be displayed in a prominent position on site.

All injuries however minor will be entered in the site accident book. Reportable accidents and Dangerous Occurrences must be recorded on SAF031 with a copy being sent to the relevant Divisional Head of Health and Safety.

Information Classification: Protected

12.5 Accident, Incident & Near Miss Reporting

Medical treatment shall be sought for injuries sustained, no matter how slight and appropriate records shall be entered onto McLaren Assure.

All accidents and incidents, including impacts to the environment and damage to property belonging to MCL or others, shall be reported to site Project Team, Divisional Head of Health and Safety and Group Environmental Manager (where relevant) who shall instigate an initial investigation as soon as is practicable as to the cause of the incident.

The Project Team shall introduce where appropriate immediate corrective actions to avoid recurrence of the incident.

The site incident investigations shall be completed within a reasonable time frame, any investigation (relevant to a HSE reportable accident and or incidents likely to result in enforcing action i.e., Environment Agency) extending beyond two working days must be reported to the Regional Managing Director and SHEQ Director.

All injuries, diseases or dangerous occurrences suspected of being covered by RIDDOR must be notified to the relevant enforcing authority and nominated Divisional Head of Health and Safety as soon as is practicable.

Records of accidents, direct employee plus contractor personnel numbers, and total hours worked are to be prepared monthly for reporting to Senior Management.

A toolbox talk is to be carried out by the relevant contractor post-accident with evidence being provided to the MCL Project Team.

Hazards and Near Misses whilst on MCL projects must be reported to the Project Team and the SHEQ Department. Projects Teams are to encourage the reporting of near misses via ‘spot it - shout it cards.’

Each project will complete a SAF082 Project Hazard & Near Miss Trend Chart. The purpose of the trend chart is to assist the Project Teams in identifying the project specific trends.

Environmental incidents must be recorded on ENF03 Environmental Incident Report Form and sent to the SHEQ Department.

MCL uses “For-Cause” and “Post-Incident drug and alcohol testing” where there is reasonable cause to suspect operatives are unfit for work through drugs or alcohol.

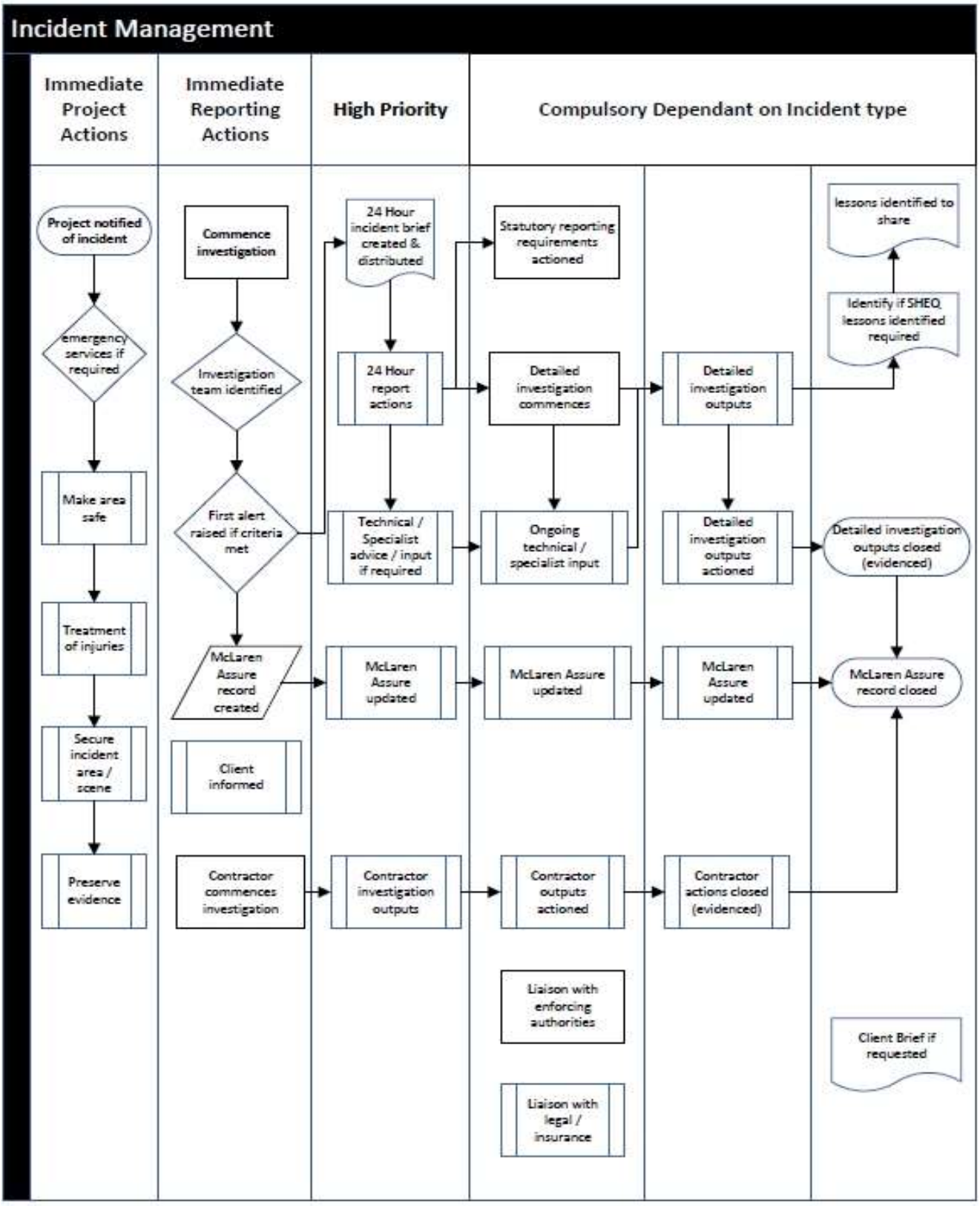
Random drug and alcohol testing may also be carried out for safety critical operatives such as plant operators, slinger/signallers etc.

Below is a flowchart outlining the process for incident management:

Information Classification: Protected

12.6 Company Procedure / Flowchart

The following flowchart outlines the company's procedure for management of accidents, incident and Dangerous Occurrences, SHE009 Accident Reporting will be always referred to:



13. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE SHEQ RISKS

Information Classification: Protected

13.1 Significant Hazards Specific to this Project

Below are details of the hazards identified by the Principal Designer and the designers as detailed in the Pre-Construction Information. In addition, the company have undertaken and initial risk assessments of the project using SAF002 Company Standard Risk Assessment this can be found at Appendix 7:

- HV power (not isolated currently)
- Manual Handling.
- Working at Height (Compliance with WAHR2005).
- Ground works (Deep Excavations)
- Piling.
- Falsework & working with Concrete.
- M&E Installation.
- Steel Erection.
- Plant Movement & Operation.
- New Roads and Streets Works
- UXB
- Asbestos
- Demolition
- Tower Cranes
- Adjacent Roads
- 2m Deep existing culvert
- Adjacent construction sites.

SHEQ procedures are to be referred to when planning any activity on site.

13.2 Significant Health & Safety Risks

The following sections outline the significant risks that are generally applicable to the work being undertaken on this site.

For high-risk activities a site-specific method statement will be required which must be agreed with the principal contractor before the work can commence. For routine site operations these site rules should be observed together with any relevant guidance issued by the HSE. If the Project Team or any contractor needs further information with regards to HSE guidance, contact the SHEQ Department who will assist.

- Traffic and pedestrian management
- Working at height employing Ladders, Stepladders, Scaffolds & Mobile Tower Scaffolds.
- Lifting Operations.
- Plant & Plant Operators.
- Excavations, footings & service trenches etc.
- 3rd party risks
- Distribution & use of electricity on site.
- Contact with Services; Overhead, Underground & within existing str
- uctures.
- Sewer Connections.
- Temporary works
- HAVS
- Asbestos removal

SHEQ procedures are to be referred to at all times, to assist in the control of the above risks.

13.3 Precautions to be taken at the End of the Day

At the end of the working day all plant should be positioned and immobilised so that it is safe and does not interfere or obstruct of other contractors. Small items of plant should be isolated and left in a safe position. Items such as compressed gas cylinders must be isolated at the cylinder valves. Electrical items should be turned off and the plug removed from the power supply. Contractors' supervisors must check their working areas to confirm the areas are safe, especially with regards to fire safety.

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13.4 Housekeeping Site Tidiness

Slips and trips account for about 35% of all lost time accidents. Good housekeeping is essential for a safe site. Therefore, contractors will be expected to keep their work area tidy. It is the contractors' responsibility to provide waste skips and dispose of all waste that they generate on site. If contractors fail to do this MCL reserve the right to arrange a clean-up of the contractor's area but all costs will be passed on to the contractor. Contractors are reminded that the site is very tight for space and there are vehicle access restrictions. Therefore, careful planning will be required with regards to the storage of waste on the site and its removal.

14. HEALTH RISKS

14.1 Health Surveillance

MCL is aware their responsibilities for ensuring the long-term health and well-being of its employees and those contractors under their control. Where health surveillance has been identified as being required either by risk assessment for hazards such as; Noise, Vibration, and Welding or by specific legislation such as COSHH, Lead or Asbestos regulations, health surveillance will be undertaken and monitored by a Registered Occupational Health Practitioner.

Site health risks may include but should not be restricted to:

- Noise.
- Vibration.
- Dust.
- Hazardous Substances:
    - Asbestos
    - Lead
    - Leptospirosis
- Contaminated Ground.
- Manual Handling.
- UXB

15. HEALTH AND SAFETY FILE

Developing the health and safety file will be a continuous process throughout the project. Upon completion of a notifiable project, it is required under CDM2015 that a Health & Safety File is prepared by the Principal Designer

The Principal Designer will be updated by MCL Project Team of all revisions to the plan and any information that may be necessary for the compilation of the health and safety file, including as built drawings, operating and maintenance manuals and plans compiled during the construction process. Regular liaison with the Principal Designer will ensure that any relevant information is passed on.

The format for the Health and Safety File will be agreed with the Client and Principal Designer prior to the construction phase of the project.

Information will include:

- A brief description of the work carried out.
- Residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services)
- Key structural principles incorporated in the design of the structure (e.g., Bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
- Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burnt off)
- Information regarding the removal or dismantling of installed plant and equipment (for example lifting arrangements)
- Health and safety information about equipment provided for cleaning or maintaining the structure.

Information Classification: Protected

- The nature, location and markings of significant services, including fire-fighting services.
- Information and as-built drawings of the structure, its plant and equipment (e.g., the means of safe access to and from service voids, fire doors and compartmentation)

16. ARRANGEMENT FOR CONTROLLING SIGNIFICANT SITE ENVIRONMENTAL ASPECTS

16.1 Environmental Impact & Aspect Control Measures

To ensure aspects and associated impacts are identified and controlled the following will be reviewed and prepared by the project team:

- EP01 Evaluation of Environmental Aspects and Impacts
- ENF01 Aspects and Impacts Register
- ENF02 Site Specific Aspects and Impacts Assessment

The Site-Specific Aspects and Impacts assessment will be used by the Project team to identify significant environmental risks relevant to the project activities, taking into account environmental damage, legal requirements, interested parties and finical impacts in order that they can sufficiently mitigate and control these risks through their subcontractors. In order for the assessment to be most effective it must be compiled at tender stage and further developed at preconstruction with regular review during the construction phases.

16.2 Significant Environmental Aspects Specific to this Project

Below are details of the aspects identified by the client through Pre-Construction Information and subsequently the Project team through Aspects and Impacts assessment ENF002:

Project Team add in specific environmental aspects relevant to the project

- Ecological – plants and animals
- Working on, in or near water
- Water management – dewatering, silt, runoff etc
- Contaminated ground
- Resource efficiency, waste and materials management
- Processing and reuse of site materials – demolition, soils etc
- Concrete operations and washout.
- Substance storage to prevent pollution.
- Procurement of materials – sustainability requirements
- Nuisance management – noise, dust, vibration, light, traffic etc

SHEQ procedures are to be referred to when planning any activity on site.

16.3 Significant Environmental Risks

The following sections outline the significant risks that are applicable to the work being undertaken on this site.

For high-risk activities a site-specific method statement will be required and authorised by The McL Project team before the work can commence. For routine site operations these site rules should be observed together with any relevant guidance issued by the relevant Environmental Body (Environment Agency, Natural England, Natural Heritage, Local Authority). If the Project Team or any contractor needs further information with regards to guidance, contact the SHEQ Department who will assist.

The below list gives some of the environmental risks identified within ENF002.

Information Classification: Protected

- Resource efficiency (non-renewable resources, energy and water)
- Traffic and transport issues if contractors parking on the main road.
- Ground contamination is undetermined until the full GI is issued.
- Noise, vibration and other nuisances on surrounding neighbours.
- Air emissions (dusts, odours, greenhouse gases, ozone depleting substances, solvents etc.)
- Toxic and hazardous substances (including oils and fuels)
- Deleterious materials (asbestos, PCBs, etc.)
- Wastes
- Visual impact / townscape / landscape (including site lighting)
- Cultural heritage and archaeology
- Wildlife and natural features
- Environmental emergencies and external occurrences (impact/collision, flood, etc.)
- Indirect Environmental impacts
- Invasive existing plants exist on site and must be contained.

17. RESOURCES EFFICIENCY (WASTE, MATERIALS, ENERGY, WATER & CARBON)

17.1 Waste management

McL aim to minimise materials use, waste production and offsite removal. In order to achieve this:

- The project has planned to eliminate / reduce wastes and materials through the completion of the Project Site Waste Management Plans (via Smartwaste) in accordance with Smartwaste Procedures on the portal. This plan is initiated at tender stage, developed at preconstruction, and realised and reviewed during the construction phase.

- Waste will be managed on site in accordance with EP013 Waste management Procedure which in summary states that waste minimisation and waste management activities must be planned prior to construction and legal duty of care documentation must be received, reviewed and confirmed for conformality prior to allowing the use or movement of waste on or from the project.

- Site materials e.g. arising's will be used in the project where suitable for use and in accordance with planning conditions, relevant waste permits / exemptions or CL:AIRE declared Materials Management plans and remediations strategies.

17.2 Materials procurement

As well as materials minimisation planning through design and Site waste management planning mentioned above, the Project will implement sustainable procurement practices in accordance with the McL Sustianable Procurement Procedure EP010 as follows:

Where alternative sustainable materials i.e., with recycled content, sustainably managed, low embodied carbon, lifecycle impacts etc are available, McLaren will consider the use of these alternatives where practicable and dependant on their degree of influence. McLaren will work with the supply chain to encourage green design and specification, use and supply of sustainable materials and the reduction of material use and waste through partnering and sharing initiatives.

As a minimum all projects will ensure:

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- All timber and timber-based products used on projects must meet the UK Government's definition of legally harvested and traded timber certified to either the Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC). Both permanent and temporary works must abide.

- Steel and concrete procured holds the following certifications: Steel: UK CARES SCS or BES 6001 Reinforcement: UK CARES SCS or ECO Reinforcement Concrete (including pre-cast concrete): BES 6001

- Sources of the aggregate are recorded, stating clearly if the aggregate is from a recycled source.

Additional Project specific materials requirements relevant to client requirements and or sustainability certifications such as Breeam / Leed etc will be detailed in the Project Sustainable Procurement Plan.

17.3 Resource Efficiency

In addition to the minimisation of waste and materials above, projects will seek to be water and energy efficient by specifying and implementing the use of energy efficient equipment (e.g., efficient engines, hybrid, solar options, renewable energy supplies and water efficiency (e.g., recycling wash water processes, trigger and spray attachments, rainwater usage etc).

The above Project actions contribute towards the McL Group target on reduction of Carbon emissions.

The Project team will record in Smartwaste waste, materials, water and energy information at tender and preconstruction stages to identify targets and opportunities and thereafter, to realise actual performance on a monthly basis. Refer to Smartwaste procedures on the portal.

Smartwaste will be regularly audited by the Environmental systems Manager and reviewed by the Project Team.

17.4 Plant and Wheel Washing

A designated wheel wash station shall be installed at the site exits as outlined in the Enabling Works Logistics ppt. This has been positioned to ensure all vehicles leaving the site pass through the facility.

The system shall consist of high-pressure jets and/or a drive-through bath that effectively removes dirt and debris from vehicle wheels, arches and lower chassis areas. The station will be operational at all times during site activity involving vehicle movement and all construction and delivery vehicles must use the wheel was prior to exiting the site to prevent the possibility of contamination of watercourses, the ground or ground water, particularly regarding concrete. Hard standing will also be provided, thus reducing the amount of dirt on wheels.

The wheel wash area shall be inspected daily and maintenance to be carried out as required to ensure continued effectiveness. In the event of a wheel wash breakdown, temporary measures such as manual cleaning or a portable wash unit will be implemented until the system is repaired.

17.5 Storage of materials, fuels, oils and chemicals

All fuel, oil and chemicals shall be stored in containers specifically manufactured for the purpose and have / compliant secondary containment with regards to oils and other polluting substances to prevent contamination in the event of spillage, damage.

Secondary containment will be of adequate capacity (110% or 25% of the aggregate whichever is larger), leak proof and kept empty of rainwater and other materials.

Refuelling is undertaken in a safe, appropriately designated area as far away as practicable (at least 10m) from any water pollution risks (taking into account ground levels and falls).

All valves and nozzles shall be protected from vandalism and unauthorised use by means of a padlock. Where this is not possible, tanks/bowsers shall be stored in secure compound areas.

Tank capacity shall be checked before delivery to prevent overfilling. Special care shall be taken when receiving and storing items such as oil, chemicals, cement, lime, and paint to prevent spillage and contamination.

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The contents of storage containers shall be clearly marked, to prevent accidental cross contamination.

'Drums' shall also be stored with lids uppermost to prevent leaking and contamination.

A permitted waste contractor or the original supplier (where they are a permitted waste carrier / contractor) shall remove leaking or empty containers from site.

17.6 Working in, on or near water

The project will ensure all legal permissions for working in, on or over water including works in floodplains are obtained and complied with, relevant to project activities i.e., works within 10m of a water course, working on a bridge, installing structures over water etc.

Refer to EGN22 McLaren Permissions Guidance

17.7 Water management activities

Project operations resulting in the abstraction, discharge and movement of process waters on site will ensure all legally required licences and / or permits are obtained and complied with, relevant to project activities i.e., dewatering works, pumping waters for discharge to water, sewer or the ground.

Refer to EGN22 McLaren Permissions Guidance

17.8 Contaminated Land

Project Site investigations will be reviewed, and recommendations identified for management by the Project team via the Project Aspects and Impacts Assessment ENF002, method statements and monitoring. This may include remediation strategy and methods, disposal of materials as hazardous wastes, CL:AIRE Materials Management Plans etc.

17.9 Ecology

Project ecological survey recommendations will be identified and incorporated into Project management procedures via the Project Aspects and Impacts Assessment ENF002, method statements and monitoring.

The Project will also ensure any ecological licences and permissions e.g., protected species, tree protection, hedge removal etc are obtained and complied with, relevant to project activities.

17.10 Nuisance

Liaison with Site Neighbours

Communicate via most effective means e.g., monthly leaflet or letter drop, meetings, liaison visits etc to all close neighbours to the site to inform them of the likely start date(s) for construction and operation.

Posters with a Site Managers direct contact details will be displayed on hoarding who is able to respond to queries or concerns from neighbours during working hours. All communication will be logged, investigated promptly and responded to within 48 hours where possible. Corrective actions will be implemented where appropriate and communicated back to the complainant.

Establishment of Site Accommodation

Wherever possible, the location for accommodation will be reviewed to avoid visual impact to adjoining neighbours and for wastewater discharge to a suitable approved sewer. Alternative arrangements shall be made for disposal of sewage via specialist contractor should this not be possible. If possible, the accommodation will be sited on an area of proposed hard standing for incorporation into the contract works as this will avoid disruption of the existing environment. The current

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compound locations during the enabling works are outlined within the Logistics Plan.

Parking arrangements are facilitated within Aquatics Centre Car Park, Booth Street East, Manchester, M13 9SS adjacent to the site.

Noise

Plant and machinery will be chosen and used to minimise noise emissions consistent with the technical requirements of the works and project planning conditions and / or any Section 61 agreements.

Dust

All site operations will be planned and executed with the objective of preventing or minimising dust emissions. Preventative and mitigation measures will be tailored to specific activities and conditions such as

Earthworks- Dry ground will be Pre-moisten before excavation and water suppression will be used regularly, especially during dry or windy conditions. Works will also be phased to minimize exposed earth areas at any one time and stockpiles will be covered.

Crushing, cutting, panning and sanding- Dust extraction systems will be fitted to tools and plant where possible along with conducting cutting activities in designated areas. Mist and spray systems will also be implemented to suppress airborne dust such as a dust buster during the enabling works.

Vehicle and plant movement- Site speed limits will be implemented to minimise dust disturbance, roads will also be regularly dampened down during dry spells along with maintaining and implementing the wheel wash system located at the site exit, outlined in Enabling Works Logistics Document.

Regular visual inspections will also be carried out by Site Managers to monitor weather conditions to adapt control measures accordingly and all subcontractors will be briefed during induction on dust and will be expected to adhere to dust control procedures.

Lighting

The use of lighting for the works and temporary accommodation shall be carefully selected to ensure it is efficient and effective, and positioned to ensure that light spillage is kept to a minimum.

Site Roads/Access routes

Agreed routes will be used in accordance with Planning conditions considering the local environment i.e., schools, residents, commuter traffic, historic villages etc.

Site access roads will be kept clean to prevent excessive contamination to the public highway. Speed restrictions may also be imposed to prevent the spread of dust.

Vehicles and Plant

In accordance with planning conditions and where practicable specific times for deliveries will be designated, avoiding outside normal peak hours, unsociable hours and local activities to avoid consequential disruption to neighbours.

Plant will comply with the Non-Road Mobile Machinery Regulations (EGN022 McL NRMM guidance), be positioned to avoid nuisance and be regularly inspected (SAF043 Register of Inspections) and maintained.

All construction vehicles carrying loose or dusty materials e.g soil, rubble, aggregate and waste must be sheeted over prior to exiting the site. Sheeting must be secure, durable and fully cover the load to prevent loss during transport. Drivers will be instructed as part of the site induction and reminded regularly of the sheeting requirement. Further to this, sheeting and un-sheeting activities must be carried out in designated safe areas away from pedestrian routes and overhead obstructions.

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Visual appearance

Care should be taken to ensure an overall positive attitude to housekeeping of the site, such as fencing, storage of equipment and materials, avoidance of litter and windblown waste etc. This will provide all parties concerned with a good impression of project management leading to an enhanced perception. Waste on site during the enabling works will be kept in stock piles around the site along with waste skips, which is outlined in the Enabling works Logistics Plan document.

For further guidance refer to EGN's on the Portal

Routing Strategy and Swept Path Analysis

All vehicle movements to and from the site will follow a designated routing strategy that is designed to minimise disruption, ensure safety and avoid sensitive or congested areas such as schools and residential streets where possible. Therefore, the use of main roads and approved access points only will be implemented and avoidance of peak traffic hours where feasible along with driver briefings and delivery instructions provided prior to arrival.

Where necessary, routes will be planned in consultation with local authorities and will be clearly communicated to all drivers, contractors and suppliers.

A swept path analysis has been conducted by Roscoe Engineers to ensure that the chosen access routes and internal turning areas are suitable for the largest vehicles expected on site, e.g articulated lorries, concrete mixers. This ensures a safe entry and exit without encroaching on footways or opposite lanes, adequate turning radii within the site boundary and that there is no impact to existing infrastructure. Result from the analysis confirm all deliveries and construction vehicles can manoeuvre in a safe manor.

17.11 Corporate Responsibility (CR)

The MCL CR guidance document is designed to help improve community engagement and environmental performance on our sites, which in turn can have a dramatic impact on the local area.

The document contains the policies, guidelines and supporting material that all sites should employ over the life cycle of a project to ensure a consistent approach to corporate responsibility.

The Corporate Responsibility Guidance Pack can be found on InSite under the Corporate Responsibility Dept page via the following Link – CR Pack and includes a Travel plan template, MCL Forecasts template and evidence of compliance with CR guidance grading (with regards Community Activities, Educational Presentation/Workshops, Environmental Campaigns, Local Charity, Fundraising Activities, Student Site Visits, Wellbeing Campaigns, Careers/Jobs Fairs and Meet The Buyer). The completed pack templates will be located in Appendix 19 of this SHEQ plan.

18. QUALITY COMPLIANCE

18.1 Management Responsibility

It is the Project Lead's responsibility to ensure that the requirements of the MMP and this Project Quality Plan are implemented. The Project Lead will delegate responsibilities for quality activities to members of the Project Team.

Details of the Project Management structure are detailed within the SHEQ Plan.

18.2 MMP & Project Quality Plan

To meet the requirements of the client, MCL applies a quality system in conjunction with other management controls. MCL's Management Manual Procedures (MMP) describes the system in detail. Specific contract Quality Management requirements are detailed within this Quality Plan and Quality section of InSite or can be found in other sections of the SHEQ Plan and the

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Company MMP procedures.

18.3 Quality Control

Inspection and Test Plans

The principal control document used to ensure the specified quality requirements are met within each package is the Inspection and Test Plan (ITP). It is a McLaren requirement that no work is started without an approved ITP in place that has been accepted by the Project Lead.
A list of packages requiring ITPs is to be kept up to date and formally recorded on QMS033 Inspection and Test Plan Schedule.

ITP's may be produced by McLaren staff or McLaren trade contractors using the ITP template referenced in Appendix 20. Where a trade contractor has their own ITP template, it will be reviewed by the McLaren site manager for acceptability. The ITP review and approval will be formally recorded using Dalux.

The ITP will identify the hold points, inspections, tests and records necessary to ensure the package of work is carried out to the quality required. The plan will be generated via reference to relevant standards, acceptance criteria, specification and design drawings. The plan will also reference the type of checks carried out, the organisation responsible and the frequency of inspections. For further detailed information and guidance refer to QMS014 Guidance Notes for Inspection & Test Plan.

The ITP is held within the relevant trade quality folder and will be readily available for review by the Client or auditor.

Each ITP will comprise 5 sections and will have an index that relates to the relevant trade quality folder containing Weight of Evidence for the Specialist trade contractor work.

Each ITP will contain the following:

- Pre-start Activities.
- Off Site Fabrication (where applicable)
- Material Compliance
- Construction Compliance
- Final Acceptance and Testing

Inspections and Test Plans requirements are as follows:

- Ensure the ITP has been reviewed and agreed by McLaren during the Method Statement review process.
- Ensure the ITP is specific to the work in hand, appropriately reflecting the principal requirements of the project specification and drawings, including obtaining confirmation from the designer that the installation meets its expectations.
- Ensure that hold points are included for quality critical areas, that they are sufficient and include, where appropriate, the inclusion of third-party inspections.
- Ensure the ITP details the frequency and personnel responsible for conducting inspections and tests, including where appropriate participation from McLaren.
- Ensure the personnel conducting the inspections are competent.
- Ensure the ITP identifies the specified level of acceptance criteria for the work/product being reviewed.
- Ensure the ITP addresses the interface criteria between differing systems or products.
- Where appropriate/critical ensure the ITP includes inspection of the product before delivery, e.g., stage inspection of the product during fabrication, pre-delivery and performance.
- Where appropriate the installed work is suitably protected from following trades in a suitable manner.
- Where the system supplier is providing a warranty, ensure the ITP identifies the inspections required by the system supplier to permit the warranty.
- Obtain evidence where there are non-conformances arising from inspections that corrective actions are compliant.
- Ensure the ITP details the production of all relevant records.
- Ensure the standard of workmanship is established by means of a sample which can be used readily as a comparator throughout the life of the project until the built-in product is formally accepted.
- Where considered beneficial obtain agreement of the component supplier that the installation meets their installation requirements.

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- Ensure there is a system in operation to record any acceptable deviations and that these are transferred to "As Built" records.
- Ensure that monitoring covers all sections of a system such that it is evident that it is compliant in its entirety, including collating evidence where necessary.

Work Inspection Sheets (Quality Control Checklists)

Work Inspection Sheets (also referred to as Quality Control Checklists) will be prepared by the trade contractor alongside the ITP. The Work Inspection Sheets will be reviewed and approved by the McLaren site manager and formally recorded using QMS023 Inspection and Test Plan Review Record.

The trade contractors will use Quality Control Checklists to record that the requirements of the ITP's have been met and that the inspections and tests are recorded. Quality Control Checklists will be issued to McLaren to request inspection of completed works at hold points and at the completion of activities at the stages and frequency as defined in the ITP. The checklists will then act as a verification record for the acceptance and handover of completed works to the requirements of the project specification. The Quality Control Checklists will be concise and specific to the requirements of the project and will be included within the relevant trades quality folders. As a minimum requirement photographic evidence will be referenced and/or attached to the Quality Control Checklists to demonstrate compliance at key stages of the activity such as hold points where works will be covered up.

Quality Records

In addition to Work Inspection Sheets (Quality Control Checklists) there are several other types of verification records that will be retained to demonstrate compliance as defined in the various stages of the ITP. These verification records include:

- Daily reports
- Inspection reports
- QC checklists
- Delivery tickets
- Engineer surveys
- Photographs
- Equipment calibration certificates and register
- Test reports and logs
- Inspecting technician's certification
- As-built drawings
- Approved submittals
- Product test reports
- Engineering Judgements
- Handover Documents
- Void Closure Notices
- Quality audit reports
- Certification of materials
- Non-conformance reports
- Personnel qualifications
- Final inspections
- Final system testing
- Commissioning reports
- Operation and Maintenance (O&M Manuals)
- Warranties
- Copies of local authority inspection reports

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- Copies of Certificates of Occupancy from building officials

18.4 Quality Support

The quality team including Group SHEQ Director, Group Quality Manager, Senior Compliance Manager, Compliance Manager and QCI Lead will be available to provide support to the project teams on quality matters to ensure the successful delivery of projects. This includes Quality inductions, Inspection and Test Plan training, advisory visits and attendance at meetings as required by the project team.

McLaren recognises that to achieve a quality product there needs to be a regime of Inspections and Audits. McLaren prepare an audit schedule to organise quality audits and inspections. Internal audits and inspections are carried out By Compliance Managers and QCI Lead as detailed on QMS004a – Compliance Audit Schedule. Audits and inspections are carried out on a regular basis including QMS022 – Quality Management System Audit, QMS027 Site Works Inspection and QMS034 Quality Control Inspection Report with the frequency based on the risk of the project. External audits are carried out by Kaizen Consultants as detailed on QMS004 Audit Schedule. QMS003 Quality Assurance Audit is carried out every 6 months or frequency based on the project risk.

18.5 Building Safety Records

In accordance with the Building Regulation 38 and the emerging regulatory reforms contained within the Building Safety Bill the McLaren Building Safety Group have updated and created the following documents:

- MMS044 Flying Start (updated to confirm the scope of the appointment of a fire safety consultant – item 5 and to include Building Safety documentation – item 11)
- MMS029 Flying Finish (updated to include Building Safety documentation – item 3.26)
- MDM007d Fire Safety Strategy Audit (res)
- MDM007e Fire Safety Strategy Audit (none res)
- QMS029 Fire Protection Project Schedule
- QMS031 Building Safety Case Digital Record Checklist
- QMS032 Building Safety Case Final Compliance Audit
- QMP007a Digital Archiving

The above documents will need to be completed by each project and regularly reviewed and updated throughout the duration of the project.

18.6 Digital Records

McLaren will be using Dalux for Site, an electronic database system this is for work permits, QA, Trade handovers, NCR's, Snags & Health & Safety. Dalux is a proprietary system that allows us to record on tablets and mobile devices: Tasks (Outstanding works, Defects, Snags, Client snags, Variations and Health & Safety), raise Forms, NCR's and take and attach photographs to the relevant document. In addition, a dashboard is produced which can be modified by the end user to reflect their area of interest. This will allow cross contract and cross Business Unit reporting to enable focus on subcontractor performance and quality issues.

McLaren will use Dalux system to record and track the clearance of all Tasks. At the start of the project Adoddle (Asite) will be pre-loaded with drawings containing information relating to the floor plans, elevations and external areas of the project, a location tree structure, plus details of all users and subcontractors.

Site concerns are identified with Spot it shout it. the Site team / management are notified when an issue is identified and time to clear the issue with photographic evidence is provided. The health & safety & environmental team complete Audits on Assure.

The process for QA will operate as follows:

- Subcontractor /s will complete and inspect their own works. Once they are satisfied it is completed to the agreed standard they will invite McLaren to inspect via Dalux.
- McLaren package manager will carry out their inspection and record any findings on Dalux using the handheld Tablet. This will be synchronised with the secure master server which holds the project database.

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- Any Tasks found will be issued automatically from the secure server to the relevant subcontractor by e-mail.
- Subcontractor clears the snags/tasks and notifies McLaren either verbally or via Dalux website for the project.
- McLaren re-inspect and update Dalux.
- Once McLaren is satisfied it has reached a suitable standard McLaren will invite the Client's representative to inspect. Any findings from this inspection will be recorded onto Adoddle (Asite).
- Dashboard reports will be generated on a monthly basis or by request.

18.7 **Contract Review**

Contract Review Procedures are detailed within the Company MMP manual specifically by the Customer Focus and Customer Related Processes (Tenders) process flow chart, which includes but is not limited to:

- Tender Review
- Tender Adjudication
- Contract Award and Mobilisation
- Employer Pre – Contract Start Meeting
- Internal Pre – Contract Start Meeting
- Progress meetings

Reviews take place at award of contract, prior to commencing works and at regular intervals during the course of the contract (usually monthly).

19. DESIGN CONTROL

19.1 Designer

The Principal Designer / designer(s) where applicable, are detailed in the SHEQ Plan Directory

The designers will be accredited to a recognised professional body i.e. RIBA, ICE etc. and a copy of the certification will be held on the designer's file.

19.2 Design Control Procedures

Design will be controlled in accordance with Company MMP Manual specifically the Design and Development Process Description flow chart which includes but is not limited to:

- Identification of Design Requirements
- Risk Assessments
- Design Approval
- Appointing and Control of Design Authority
- Design Review Meeting Minutes
- Design Review / Liaison with Client and Principal Designer

Design meetings between the respective organisations will take place to review the design process. Calculations and drawings will be forwarded to the client or their representative for comment / approval prior to related construction works taking place. MMS033 – Design Approval Tracking Schedule refers.

20. DOCUMENT AND DATA CONTROL

20.1 Document Control Procedures

Details for document and data control are given within MCL's MMP Manual specifically Procedure No 1, which includes but is not limited to:

Drawing Register
Technical Query Summary
Request for Information

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Confirmation of Verbal Instruction
Correspondence (see Respective location Filing System)
SHEQ Management Plan

20.2 Record Documents

Records will be kept on site and can be accessed via the Project Team, to demonstrate compliance with the specified requirements MMP Manual specifically procedure No 2 refers.

21. PURCHASING

21.1 Purchasing Procedures

Products and services are only provided by Suppliers and Contractors, who can demonstrate their ability to comply with the specified requirements. A database is maintained of acceptable Suppliers and Contractors. Details for Purchasing control are given within MCL's MMP Manual specifically the process description flow chart for Purchasing which includes but is not limited to:

- Estimating Computerised Database
- Contract Meeting Notes
- Sub – Contract Procurement Schedule MMS011
- Material Procurement Schedule MMS015
- Purchase Orders MMS009
- Tender Review Meeting
- Material Reconciliation MMS014
- Sustainable Procurement Procedure EP010

21.2 Supplier / Contractor Evaluation

All suppliers / Contractors are evaluated (see MMS042- Contractor Performance Evaluation Sheet) to ensure that the materials / services they supply will meet with the specified requirements. Control measures are detailed in MCL's MMP Manual specifically the process description flow chart for Purchasing.

21.3 Client Approval

Details of Materials / Contractors will be submitted for client approval as detailed within the contract documents and site developed Test and Inspection Plan.

21.4 Customer Supplied Product

Where any Client supplied items are to be incorporated into the project, controls defined by MCL's MMP manual shall apply, which include but are not limited to:

- Non-Conformance Report (MMS030 refers)
- Delivery Ticket
- Identification and Segregation

22. PRODUCT IDENTIFICATION AND TRACEABILITY

Product Identification and Traceability is controls defined by MCL's MMP manual shall apply which include but are not limited to:

- Contract Review Minutes
- Concrete Delivery and Pour Records
- Works Inspection Sheets (WIS Forms)

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- As Built Records

23. PROCESS CONTROL

23.1 Construction Methods / Instructions

All works will be carried out in accordance with the specified standards and contract documents.

All incoming materials shall be inspected by an authorised signatory as detailed in the SHEQ Plan.

Detailed method statements shall be prepared where required and maintained within the site office.

Wherever possible or specified, controlling samples and benchmarking of both material and workmanship shall be established, and the Project Team shall regularly inspect the works during construction, to ensure specified controlling sample and/or benchmarking criteria are maintained.

24. CONTROL OF INSPECTION, MEASURING AND TEST EQUIPMENT

24.1 Control Procedures

The site maintains details of measure & testing equipment used. McLaren and our supply chain recorded on QMS035 Calibration Register. The information recorded includes identification, calibration, date on/off site together with a full record of calibrations during the course of the contract.

Survey stations and datum's, used for control will be safeguarded during the course of the works.

All equipment used for measuring and testing will be checked for tolerance in accordance with the process description flowchart contained within the Company MMP manual, which includes but is not limited to:

- Plant and Equipment Schedule (MMS017)
- Calibrated Equipment Check Sheet (MMS020)
- Calibration Register (QMS035)
- Engineers Survey Book

25. INSPECTION AND TEST STATUS

25.1 Identification of Passed / Failed Items / Areas of Work

The test status of an item / area of work will be implemented throughout the project by way of maintained records comprising of checklists and completed Works Inspection Sheet proforma.

The controls defined by MCL's MMP manual shall apply, which include but are not limited to:

- Delivery Tickets
- Inspection and Test Records as detailed within SHEQ Management Plans
- Work Inspection Sheets (WIS)

26. CONTROL OF NON-CONFORMING PRODUCT

Non-conforming materials and workmanship will be recorded and corrected in accordance with MMP Procedure No 3, which includes but is not limited to:

- Non-Conformance Reports (MMS030)
- Non-Conformance Register (MMS030a)

27. CORRECTIVE AND PREVENTATIVE ACTION

MCL's MMP Procedure No 4 details proposals regarding corrective and preventative actions, which includes but is not limited

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to:

- Concession Report
- Management Review Minutes

28. HANDLING, STORAGE, PACKING, PRESERVATION & DELIVERY

The Company MMP Manual details MCL's proposals for handling, storage, packaging, preservation and delivery of materials generally, which includes but limited to:

- Method Statements / SHEQ Plan

Special requirements shall be detailed within method statements maintained in the site office.

29. CONTROL OF QUALITY RECORDS

The detailed procedure for control of Quality Records is described in MMP Procedure No 2, which includes but is not limited to:

- Contract Master Filing System (MMS034)
- O: Drive Digital folders & subfolders (11.0)
- Online based project management platform (Dalux)
- Archive Procedures (QMP007, QMP007a, MMS048a, MMS048b)
- Contract Files

The Client or their representative shall have access during the course of the project to MCL's site quality records, and thereafter upon request from the Project Team.

30. INTERNAL AUDITS

Internal Quality Auditing will be carried out in accordance with MMP Procedure No 5, which will include but is not limited to:

- Audit Schedule
- QMS002 EMS Audit
- QMS003 Quality Audit
- QMS018 H&S Audit
- QMS010 Site Safety Inspection Reports
- QMS022 Quality Management System Audit Report
- QMS027 Site Works Inspection Report
- QMS032 Building Safety Case Final Compliance Audit
- QMS034 Quality Control Inspection Report
- SAF004 4 Weekly Safety & Environmental Planning Meeting Agenda

Once issued audit reports will be results will be held in the master filing system held on site and can be found in file 11.7.

Non-compliance reports/corrective actions raised from the audit will be closed out within the agreed period. For internal quality control audits, the response to quality management system audit report page needs to be updated and returned to the Compliance Manager as a formal confirmation of audit findings closures.

31. TRAINING

Training is detailed within MCL's MMP Manual which includes but is not limited to:

- Personnel Record
- Appraisal Form
- Site Induction Records
- Machine Operator Records

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- Toolbox Talk Records

Where specific training is identified for the project, this shall be carried out accordingly.

The Directors & Project Lead shall ensure that all new employees are aware of requirements regarding quality assurance.

32. SERVICING

Servicing requirements for plant and equipment shall be identified from the operating manuals etc and Health and Safety Statutory Inspection requirements for safety critical items.

33. STATISTICAL TECHNIQUES

Records and test results shall be obtained for analysis, to ensure that the specified criteria are met as required within the contract documents, or as deemed necessary by the Project Team, for products such as ready-mix concrete and fill materials.

34. INSPECTION AND TEST PLAN

QMS033 Inspection & Test Plan Schedule and ITP026 Inspection & Test Plan Template can be found at Appendix 20 for this contract.

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