



SAFETY, HEALTH, ENVIRONMENTAL, QUALITY PLAN

(SHEQ PLAN)

PROJECT: Building 401

Contract No: (tbc)



COPY HOLDER – PROJECT LEADER

PLAN PREPARED / AUTHORISED BY – L J Wilkes/Jeff French

* Delete as appropriate

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1. STATUS REGISTER / AMENDMENT RECORDS / REVIEW

[illegible]

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. FORWARD

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 of 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.

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 2018 – 2021: 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 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:

Project Leader to insert client objectives from the Pre-construction Information

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:

Along with the objectives below the Project Lead to insert SHEQ objectives for the project

- 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.
- 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	Threadneedle	Contact Name: Sam Hadland
		Tel: 02074645848
		Email: Samantha.Hadland@columbiathreadneedle.com
Development Agents	MAG Property	Contact Name: Emily Fleet
		Tel: 07563397281
		Email: emily.fleet@magairports.com
Project manager	Workman PLC James Ainsworth Workman LLP 07769883772 Russell Smith 0161 828 5794 07884 002 959 Hannah Doherty 07702 551 882	Contact Name: James Ainsworth
		Tel: 01618285750
		Email: james.ainsworth@workman.co.uk russell.smith@workman.co.uk hannah.doherty@workman.co.uk
Principle Contractor	McLaren construction Andy Howard 07415 195 605 Jeff French Lewis Wilkes	Contact Name: Andy Howard / Jeff French
		Tel: 07415195605
		Email: jeff.french@mclarengroup.com
Architect	RPS Mark Hilton RPS 01636 605 700 07771 725 768 mark.hilton@rpsgroup.com Emma Tarring 0113 2206 190 emma.tarring@rpsgroup.com Joanna Matsumiya 01636 605 700 Joanna.Matsumiya@rpsgroup.com	Contact Name: Joanna Matsumiya
		Tel: 01636 605 700
		Email: Joanna.Matsumiya@rpsgroup.com
Engineer	AECOM Vin Bamford 0161 601 1700 07947 612 552 vin.bamford@aecom.com Jack Lee 07990 074 193 jack.lee@aecom.com	Contact Name: Vin Bamford
		Tel: 07947 612 552
		Email: vin.bamford@aecom.com
AECOM	BREEAM Consultant Ben Thacker 07884 373 122 ben.thacker@aecom.com Principal Designer Lyn Johnston 07990 073 695 lyn.johnston@aecom.com Structures Victoria Shailer 07768 215 489 victoria.shailer@aecom.com Mechanical Stephen Lear ☐ 07789 799 728 ☐ stephen.lear@aecom.com	
Environmental consultant		

5.2 Enforcing Authorities

Authority	Address	Contact Details
HSE	Northwest Office, Grove House, Skelton Road, Manchester M16 0RB	Contact Name:
		Tel: 0161 952 8200 0845 345 0055
		Email:
Local Authority	Manchester City Council, PO Box 532, Town Hall, Manchester M60 2LA	Contact Name:
		Tel: 0161 219 6861
		Email: www.manchester.gov.uk

Environment Agency	National Helpline Only	Contact Name:
		Tel:08708 506 506
		Email:

5.3 Utilities

Utility	Address	Contact Details
Water	MAG Utilities	Contact Name: Darren Lewis
		Tel:07958 877 977
		Email:
Gas	MAG Utilities	Contact Name: Neil Cole
		Tel: 07885 477 992
		Email:
Electric	MAG Utilities	Contact Name: Neil Cole
		Tel:07885 477 992
		Email: Neil.cole@manairport.com
Telecommunications	MAG Utilities	Contact Name: Gary Barlow
		Tel:
		Email: gary.barlow@manairport.com

5.4 Emergency Services

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

Emergency Service	Address	Contact Details
Hospital Accident & Emergency	Wythenshawe Hospital Southmoor Road, Wythenshawe, Manchester M23 9LT	Contact Name:
		Tel: 0161 291 6041
		Email:
Fire	Manchester Airport Southside Fire Station Wilmslow Road, Wilmslow SK9 4LR	Contact Name:
		Tel: 0161 6085327
		Email:
Police	Wythenshawe Police Station Poundswick Lane M22 9PQ	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.

7. GENERAL DESCRIPTION OF THE PROJECT

Upon completion of the previous build 401 one the intention is to take possession of the site. Once on site and set up we will clear the site of all obstruction above and below ground and complete a ground engineering solution to facilitate a new build.

The intention is to construct a portal framed building with relative foundations, external envelope, internal slabs, and office fit out with all supporting infrastructure and service.

7.1 Project Dates

Site Possession – September 2022 (tbc)

Time in Weeks - 40 Weeks

Planned Completion Date – 15th May 2023 (tbc)

7.2 Existing Structures

The site currently incorporates the empty and disused Building 401, former SkyChefs building. This building has fallen into a state of disrepair. The building has multiple internal levels, restricted internal heights and a heavily bespoke yard configuration. The building is unsuitable for refurbishment for cargo logistics. All existing building will be removed prior to MCL taking possession of the site

7.3 Existing Use

The former yard and car park area of the site is currently used for Manchester Airport busing maintenance and storage.

7.4 Existing Services

Contractors are responsible for ensuring services are traced, identified, protected, and marked before work commences. The accuracy and detail of all service drawings is to be verified. When undertaking excavation works a Permit to Dig SAF024 must be obtained prior to commencement from the nominated MCL Manager. SHE Procedure SHE014 - Excavations & Underground Services is to be referred to at all stages of work on excavation and buried services.

7.5 Existing Ground Conditions & Ground Survey Reports

A ground survey report can be found at Appendix 2, key detail from the survey is as follows: Existing HV boarder the site perimeter on Avro way and Pinfold Lane. There is an existing pumping station to the southeast corner that need to be diverted, this constitutes a rising main. there is several LV cables within the site that feed the old bussing area that will need to be diverted. there is existing gas along pinfold lane and a water service that have been isolated within the sit boundary

Project Lead to populate

- 7.6 **Previous Use of Adjacent-site** - The site has been used recently as a bus depo for the Airport internal bus service. the site had small port cabins located in the south car park, along with a buss wash, fuelling and service area .

There is also a redundant portal frame building to the north of the site which is currently under demolition by the client.

Project Lead to populate

7.7 Current Use of Adjacent Sites

- 7.8 The site is located within Manchester Airport, located off Avro Way and next to Pinfold Lane. The site has direct access to the north onto Avro Way, which links to Runger Lane and Pinfold Lane, with easy access to the M56. To the east of the site is Dnata and to the south is the Romper pub. There are some existing mature trees to the northern and eastern edge of the site

Project Lead to populate

7.9 Road and Traffic Systems Adjacent to the Site

The site is local to the M56 junction 6



- 12 min (8.6 mi)
 - > Continue on M6. Drive from A556 to Hale Barns. Take exit 6 from M56
- 36 min (35.5 mi)
 - ✓ Continue on Wilmslow Rd/A538. Drive to Avro Way
- 2 min (0.6 mi)
 - 🌀 At Hale Four Seasons Roundabout, take the 3rd exit onto Wilmslow Rd/A538
- 0.2 mi
 - ↩ Use the left lane to turn slightly left towards Runger Ln
- 161 ft
 - ↩ Slight left onto Runger Ln
- 0.1 mi
 - ➡ Turn right onto Avro Way
- 0.2 mi
 - 📍 Destination will be on the right

Project Lead to populate

7.10 Planning and other Restrictions Applicable to the Site

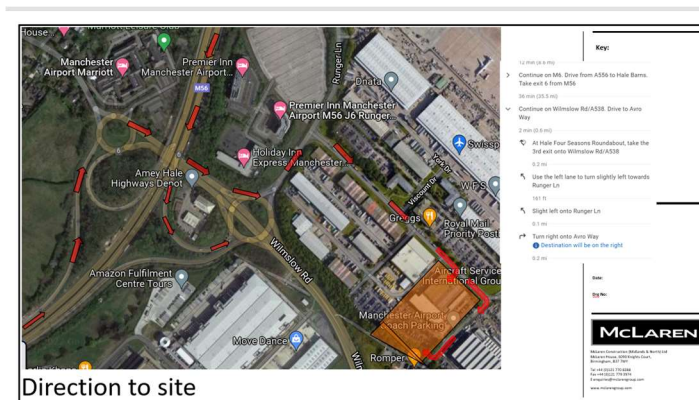
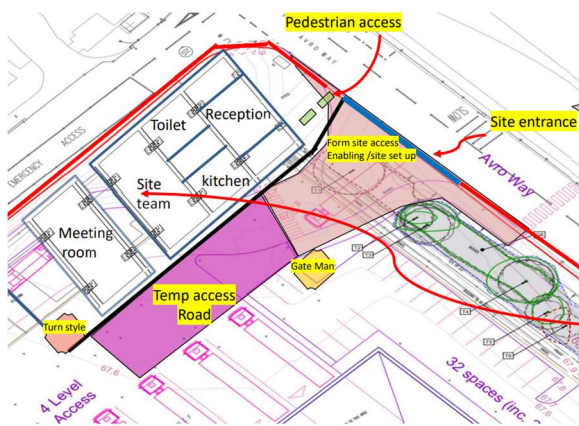
Project Team to insert specific information

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 08:30 – 17:00hrs Monday to Friday and 09:00 – 13:00hrs on Saturday. These timings may require amendment depending on local planning restrictions

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

7.11 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:

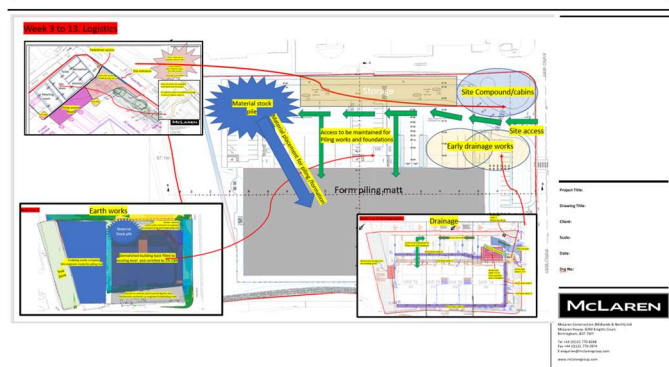
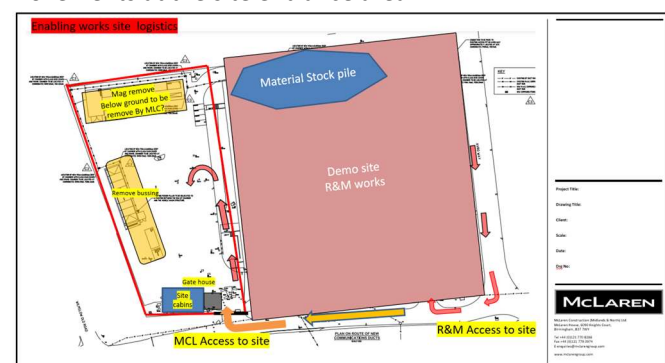


7.12 Site Fencing & Security

MCL will ensure the site perimeter is adequately fenced utilising existing site boundaries as available and providing temporary site fencing if required. The resultant effect will be that the site is secured by 2m high fencing which will be of the Heras type or close boarded 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 SAF057. 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 from 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

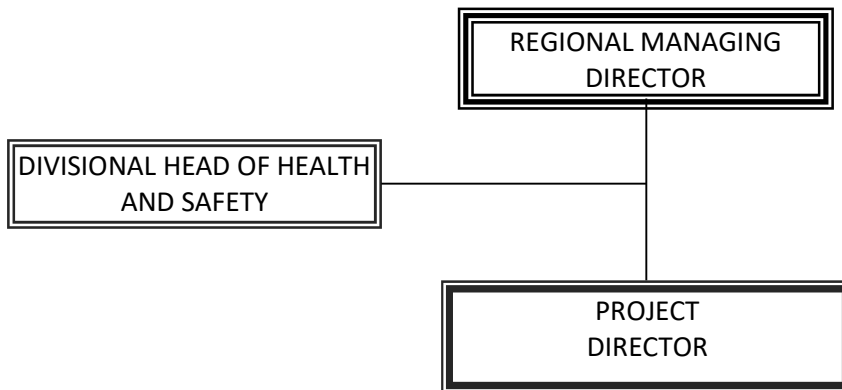
Management procedures.

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

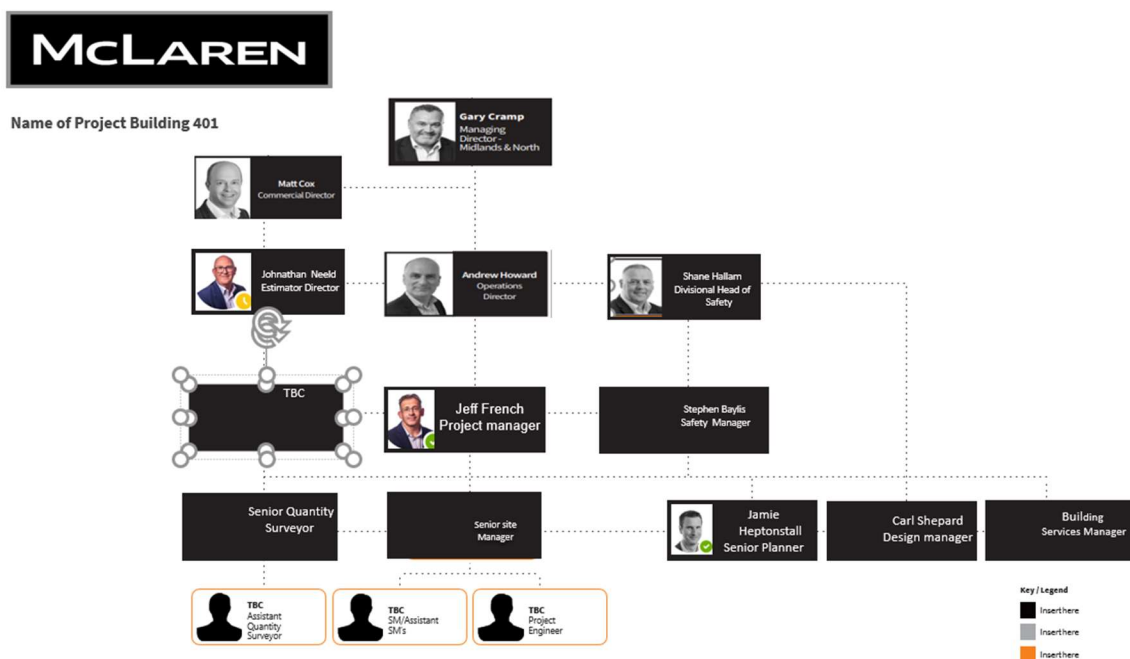
- Prior to commencement on site a SAF001 Pre-Commencement SHE Planning Workshop is held to review the information available for inclusion within the SHEQ Plan. The completed minutes from the meeting can be found in Appendix 10. The Project Team applicable to the contract and the relevant SHEQ Manager 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 will be undertaken 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.

9. MANAGEMENT STRUCTURE WITHIN MCLAREN CONSTRUCTION LTD

The duties and responsibilities of all duty holders are detailed in the MCL Management Procedures. Each site will implement a Schedule of Responsibilities MMS002, this can be found in Appendix 9.



Project Lead to populate



9.1 Competent Persons Organisational Chart

A copy of the current competent person register can be found in Appendix 9

9.2 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
Andy Howard		
Lewis Wilkes		
Jeff French		

9.3 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 SAF007
- 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.

9.4 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.

9.5 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.

9.6 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.

9.7 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 particular 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.

9.8 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.

9.9 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.

9.10 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.

9.11 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.

9.12 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. In particular, employees can assist by:

- 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.

9.13 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 as a result of this assessment the task or work is considered to be 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.

9.14 Permit to Work

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

- 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.

9.15 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
- SAF005 – Weekly Sub-contractors/Supervisors Meeting Agenda
- MMS038 – Internal Site Management Meeting Checklist
- MMS031 – Sub-contract Progress Meeting Agenda

Projects will also complete MMS028 – Monthly Progress Report

9.16 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 BioSite 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 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.
- Where difficulty lies, employees/contractors 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, where 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 SHQ 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.
- Periodic inspections will be carried out by the Regional Safety, Health and Environmental Advisor, the intervals not exceeding four weeks and recorded on QMS010.
- 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 plan a Fire Risk 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 -
- Name(s) of nominated Fire Wardens -
- General Site Fire Precautions - this will include but not limited to:
 - Type and Extent of Extinguishers
 - Type of Fire Detection Systems
 - Type of Fire Alarm System

- Type of Accommodation / Emergency Lighting
- Sketch Plan showing location etc. including Assembly Points
- Fire Brigade Facilities / Contacts for Emergency Services see section 6.4 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.

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 in the accident book.

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 (QMS020) 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 2013 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.

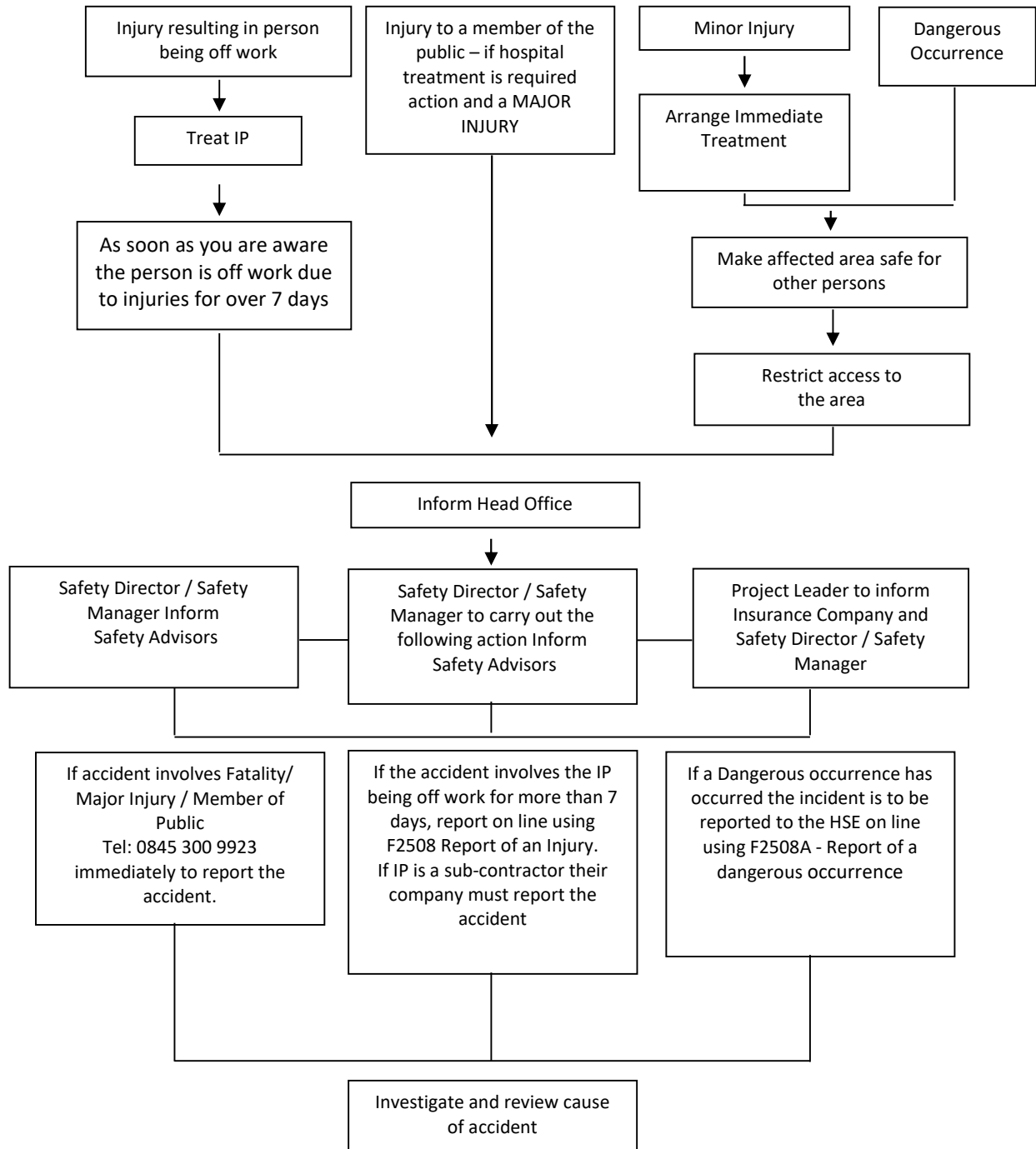
MCL uses "For-Cause" and "Post-Incident drug and alcohol testing" where there is reasonable cause to suspect operatives are unfit for work through drugs or alcohol.

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 procedure for reporting accidents:

12.6 Company Procedure / Flowchart

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



13. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE SHEQ RISKS

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:

Project Team add in specific hazard to the project

- Manual Handling.
- Working at Height (Compliance with WAHR2005).
- Ground works (Deep Excavations)
- Falsework & working with Concrete.
- M&E Installation.
- Steel Erection.
- Plant Movement & Operation.
- New Roads and Streets Works

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.

Project Team add in specific health risks to the project

- 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 structures.
- Sewer Connections.
- Working alongside or over Water.
- Temporary works

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.

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.

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
- 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 final 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.

Project Team to add in a summary paragraph specific to environment risks to the project relevant to the significant aspects identified above and in ENF002:

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 conformity 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 Sustainable 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:

- 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

Plant and equipment shall be washed out in designated areas and facilities due to the possibility of contamination of watercourses, the ground or ground water, particularly regarding concrete.

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.

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. 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 operations. Informed neighbours are less likely suffer nuisance.

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.

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

Operations will be planned and undertaken in order to minimise dust. Preventative and mitigation measures will be implemented for activities such as earthworks, crushing, cutting, planning and sanding, vehicle and plant movements including damping down, dust extraction, speed limits etc

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.

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

For further guidance refer to EGN's on the Portal

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 PLAN

18.1 Management Responsibility

It is the Project Lead's responsibility to ensure that the requirements of MCL's Quality Management Policy Manual and this Project Specific 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 given in the SHEQ Plan.

18.2 Quality Plan & Quality System

18.3 Quality Policy

A copy of the Company's Integrated SHEQ Policy is detailed in MMP which can be found in all locations.

18.4 Quality Manual & Project Quality Plan

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

18.5 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
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.

20.3 PURCHASING

20.4 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

20.5 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.

20.6 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.

20.7 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

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)
- As Built Records

21. PROCESS CONTROL

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

21.2 Inspection & Testing

An Inspection & Test Plan shall be produced and maintained within the SHEQ Plan using the contract documents, which shall identify the inspection & test requirements, including any hold points required.

Inspection of the works shall be recorded as necessary using proforma identified within the inspection & test plan. Where a formal inspection is required by the Client or representative, as defined within the contract documents, agreed inspection proforma shall be used for this purpose.

The Company MMP Manual provides detailed Inspection and Testing control measures, which include but are not limited to:

- Non-Conformance Reports
- Method Statements / SHEQ Management Plans
- Works Inspection Sheets (WIS Forms)

22. CONTROL OF INSPECTION, MEASURING AND TEST EQUIPMENT

22.1 Control Procedures

The site maintains details of measure & testing equipment used by MCL Engineers. 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. Laser equipment will only be operated by an authorised Engineer.

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)
- Engineers Survey Book

23. INSPECTION AND TEST STATUS

23.1 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)

24. 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)

25. CORRECTIVE AND PREVENTATIVE ACTION

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

- Concession Report
- Management Review Minutes

26. 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.

27. 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 (i.e. SnagR/Asite)
- Archive Procedures (QMP007, 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.

28. 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
- QMS10 Site Safety Inspection Reports
- QMS022 Quality Management System Audit Report
- QMS032 Building Safety Case Final Compliance Audit
- 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

29. 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
- 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.

30. 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

31. 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.

32. INSPECTION AND TEST PLAN

Inspection Test Plan and Work Inspection Sheet can be found at Appendix 20 for this contract.