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PROJECT MANAGEMENT PLAN (PMP)

Incorporating the Construction Phase Health, Safety and Environmental Plan

Project:

Miles Platting Area 5 –
Construction of 73 2,3 & 4 bed houses

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1. Revision history

ISSUE	DATE	DESCRIPTION OF CHANGE	SIGNED
Rev: 1	[Date]	Initial plan by Steve Woolfenden C/M	
Rev: 2	[Date]		
Rev: 3	[Date]		
Rev: 4	[Date]		
Rev: 5	[Date]		
Rev: 6	[Date]		
Rev: 7	[Date]		
Rev: 8	[Date]		
Rev: 9	[Date]		
Rev: 10	[Date]		
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2. Sign Off

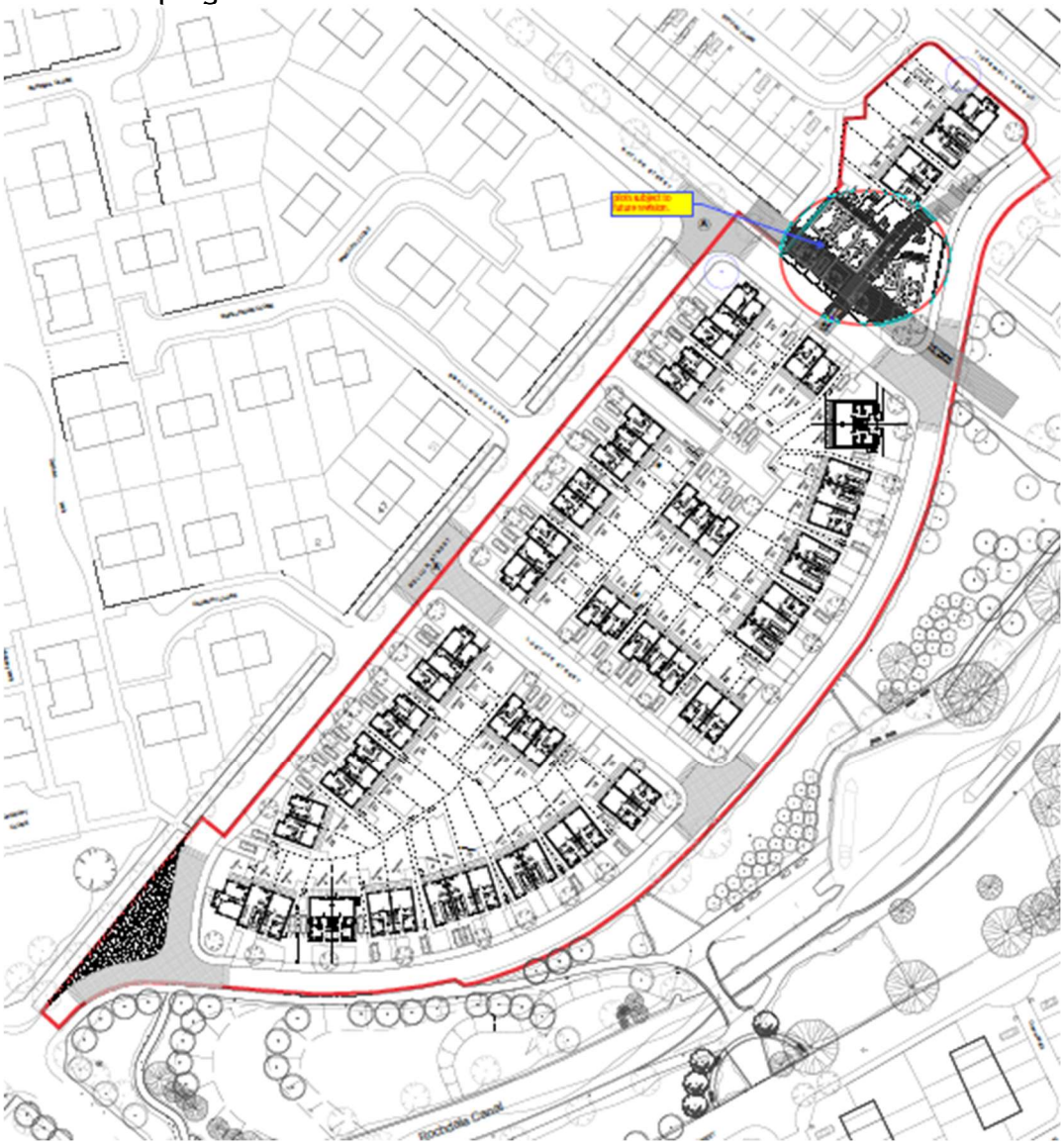
Originator	Signed:	Date:
Operations Manager	Signed:	Date:
Health, Safety & Environmental Dept.	Signed:	Date:
Site Manager	Signed:	Date:
Regional Director (When Lovell are the client)	Signed:	Date:

3. Description of the project

This project management plan must record the arrangements for managing the significant health, safety and environment risks associated with the construction phase of the project. It is the basis for communicating these arrangements to all those involved in the construction phase, so it should be easy to understand and as simple as possible.

Project description:

New Build open market scheme comprising 73 Traditional Build 2/3/4 bed units. The scheme will involve installation of new sections of road, drainage and services and hard and soft landscaping.



Details of key members of the project team:

NAME AND ADDRESS	KEY CONTACT NAME	PHONE No	FAX No	EMAIL ADDRESS
CLIENT: Lovell Partnership Ltd Ground Floor, St Johns House, Barrington Road, Altrincham. WA14 1JY	Clare Noakes	0161 905 1727		[redacted]
PRINCIPAL DESIGNER: Nicol Thomas Heyside House, Blackshaw Lane, Heyside, Royton, Oldham, OL2 6NS	Mike Simpson	01706 290088 07989 684710		[redacted]
ARCHITECTURAL DESIGNER: PRP Croxley House, 14 Lloyd Street, Manchester M2 5ND	Paul Massey	0161 242 8960		[redacted]
PRINCIPAL CONTRACTOR: Lovell Partnerships Ltd Ground Floor, St Johns House, Barrington Road, Altrincham. WA14 1JY	Nick Brown	07583 033309		[redacted]
TEMPORARY WORKS CHECKING ENGINEER (IF REQUIRED) Wentworth House Partnership St Andrews House Portsmouth Road Esher Surrey KT10 9TA	Ray Cooper Stuart Vaughan	07986 949534 0207 643 1019		[redacted]

NAME AND ADDRESS	KEY CONTACT NAME	PHONE No	FAX No	EMAIL ADDRESS
STRUCTURAL ENGINEER: Sutcliffe 18-20 Harrington Street Liverpool L2 9QA	Martin Pocock	0151 227 3155		[redacted]
ELECTRICAL ENGINEER – TBC	[Name]	[Phone]	[Fax]	"[Click here and type.]" @"[Type info.]"
MECHANICAL ENGINEER – TBC	[Name]	[Phone]	[Fax]	"[Click here and type.]" @"[Type info.]"

Lovell management team:

Position	Name	Location	Phone No.
Regional Director	Nigel Yates	Lovell regional office	0161 9051727
Operations Manager	Nick Brown	Lovell regional office	0161 9051727
Commercial Manager	Steve Walker	Lovell regional office	0161 9051727
Health, Safety & Environment Manager	Adrian White	Lovell regional office and roving	0161 9051727
Health, Safety & Environment Advisor	Derek Kay/ Anthony Baldwin	Lovell regional office and roving	0161 9051727
Quantity Surveyor	Daniel Davidson	Lovell regional office	0161 9051727
Buyer	Daren Asson	Tamworth office	01827 305600
Estimator	Adrian Burley/Simon Meadows	Lovell regional office	0161 9051727
Resident Liaison Officer	N/A		
Contracts Manager	Steve Woolfenden	Lovell regional office	0161 9051727
Site Manager	Craig Lewis	Site	07976862603
Assistant Site Manager/Site Supervisor	TBC	Site	[Number]
Site Fire/Emergency Marshal(s)	Craig Lewis	Site	07976862603
Site First Aider(s)	Craig Lewis	Site	07976862603
Temporary Works Co-ordinator (TWC)- As appointed by the Designated Individual	Steve Woolfenden	Lovell regional office	0161 9051727
Temporary Works Supervisor (TWS) As appointed by the Designated Individual	Craig Lewis	Site	07976862603

Designated responsibilities

Description	Duty holder	Frequency
Project Management Plan (PMP)	SM/CM Steve Woolfenden / Craig Lewis	Initial compilation, reviewed regularly and updated as required during project development
Traffic management plan	SM/CM Steve Woolfenden/Craig Lewis	Prior to commencement – updated during project development
Traffic management co-ordination	SM/SS Craig Lewis	Implementation and monitoring of traffic management measures.
Emergency plans	SM/CM Steve Woolfenden / Craig Lewis	Prior to commencement – updated during project development
Incident reporting	SM/CM Craig Lewis	As required
Site Induction	SM/SS Craig lewis	Prior to individuals commencement on site – content updated to suit project development
Statutory inspections and registers	SM/SS Craig Lewis	Weekly/following adaptation/following event likely to affect strength and stability/following fall of material (Lovell operated plant only and all working platforms)
Welfare provision	SM/SS Craig Lewis	Daily visual inspection
Permits to Work (All types)	SM/SS Craig Lewis	As required
Monitoring & tool box talks.	SM/SS Craig Lewis	Monitoring daily. Weekly recorded HSE inspection. Toolbox talks as necessary
Communication and consultation	SM/SS Craig Lewis	Communication daily. Minuted meetings with workforce representatives as required.
Quality issues	SM/SS Craig Lewis	Various stages of construction as works proceed
Fire Safety	SM/SS Craig Lewis	Prior to commencement – daily monitoring during project development, fire risk assessment updates
First Aid	SM/SS Craig Lewis	As required
Temporary Works	TWC/TWS Steve Woolfenden / Craig Lewis	TWC to maintain Temp Works register as required. TWS to issue permits to load/strike when appropriate and check adequacy of materials prior to erection. Refer to 4.01 Policy for full responsibilities.
Environmental considerations	SM/SS Craig Lewis	Prior to commencement – daily monitoring during project development
Health & safety file	SM/SS/CM Craig Lewis	Relevant information collected monthly. Forwarded to Principal Designer as appropriate

Key: CM – Contracts Manager
SM – Site Manager
TWS – Temp Works Supervisor
SS – Site Supervisor
TWC – Temp Works Co-ordinator

Key dates

Start date: **TBC**
End date: TBC

4. Management of the work

Health and safety aims for the project:

The aims are to complete the project on time and to achieve zero accidents and incidents, ill health or occupational disease throughout the duration of the project through careful planning and where possible, elimination of known hazards.

In addition to weekly site safety inspections by site management, monthly site safety inspections will be carried out by a member of Lovell's H&S team. Copies of the safety inspection report will be distributed to Lovell senior management and a copy forwarded to the Principal Designer.



Arrangements to ensure cooperation between project team members and coordination of their work.

Regular communication is required from all parties on any health and safety matter which may affect this plan. Every contractor is to encourage their staff to bring health & safety matters, particularly unsafe acts or conditions observed or encountered, to our site management's attention immediately. If remedial action is required, and it is within the authority of the contractor, then it must be dealt with by them and the actions taken reviewed with site management. If the action required is outside the authority of the contractor or affects other contractors etc., then it must be brought to the attention of the site management immediately.

Health and safety will be tabled for discussions as an agenda item within all formal meetings between Lovell, Client, project team or other contractor.

The meeting agenda is to include the consideration of health and safety implications as a result of design changes/proposals or situations arising on site and whether these are relevant for notification to the Principal Designer or Designer(s). Any apparent shortfall in the liaison between Designer(s) and Principal Designer will be notified via this meeting to the Client or his representative.

Health and safety will be discussed at regular meetings between the site management team and a representative from each contractor working on the site. Matters affecting health and safety shall be discussed and minuted. Each contractor's representative at the meeting shall thereafter be responsible for ensuring persons under their control who may be affected are advised of such matters. These meetings will be used to discuss and record any design changes that have been implemented since the last meeting. Design changes, once received from any designer, will be brought to the attention of the relevant contractor by the contracts manager, with drawing registers updated accordingly and forwarded with drawings. It is then their responsibility to update their workforce on site. Our site management will ensure that all current revisions of drawings are being worked to on site.

Lovell will co-ordinate meetings with other contractors, including other Principal Contractors, where any matters affecting the health and safety objectives of the project will be discussed.

We will evaluate the impact of any design changes issued during the project and discuss implications, delays, or any rescheduling necessary which affects health, safety and environmental matters if we are unable to undertake the work using safe systems of work originally envisaged.

Arrangements for involving workers

A procedure will be established to facilitate consultation on site with all contractors' employees with regard to matters that affect their health and safety.

Examples of consultation include, but are not limited to;

Project Level - Induction procedure, Site/Project meetings

Workgang Level - Tool box talks, method statement briefings, minuted contractors meetings

Individual Level - Open door policy, directly with employees/contractors

The following methods are used to inform and encourage consultation by Lovell;

- Direct approach to management (open door policy)
- Lovell Health & Safety Policy
- Lovell Integrated Management System (LIMS) which includes:
  - Systems approach to work activities
  - Corrective and preventative action
  - Management review by senior staff
  - Best practice policies
  - Training and personal development
  - Induction processes
  - Pre commencement meetings with service providers
  - Risk assessments and method statements and CDM regulation compliance
  - Safety representatives and recognition of SRSCR
  - Toolbox talks
  - Project management plans
- Site and office notice boards, circulation of H, S & E policies and procedures
- Notification of relevant changes to legislation or working practices to those concerned
- Minuted contractor health and safety meetings held on site with the relevant contractors representatives (where applicable)
- Signed copies of all Policy statements by Lovell's Managing Director
- Warning signage, poster campaigns
- Health, safety and environmental targets and initiatives

NB – translation will be sought where non-English speaking operatives are engaged using the National Interpreting Service's Language Identification cards which are displayed on site, Tel: 0800 028 0073, ID No. 169017. The use of pictograms may be used to assist in understanding where appropriate.

Site induction:

All new staff and visitors, if not escorted, will receive a site specific induction upon arrival to the site. Induction is not intended to provide general health and safety training, but will include a site specific explanation of the project.

All personnel receiving an induction are obliged to sign our Induction register (HSE 014) as proof of receipt. The induction will be administered by a competent member of our site team.

Induction content should include;

1. The outline of the project;
2. The individual's immediate line manager and any other key personnel;
3. Any site specific health and safety risks and site rules, for example in relation to access, transport, site contamination, hazardous substances and manual handling;
4. Control measures on the site, including any site rules, any permit-to-work systems, traffic routes and other PAVES requirements, and security arrangements,
5. Hearing protection zones where applicable,
6. Arrangements for personal protective equipment, including what is needed, where to find it and how to use it,
7. Arrangements for housekeeping and materials storage,
8. Facilities available, including welfare facilities,
9. Emergency procedures, including fire precautions, the action to take in the event of a fire, escape routes, assembly points, responsible people and the safe use of any fire-fighting equipment;
10. Smoking and vaping (e-cigarettes) restrictions.
11. Arrangements for first aid and for reporting accidents and other incidents;
12. Drug and alcohol ‘for cause’ testing arrangements,
13. Details of any planned training, such as 'toolbox' talks;
14. Arrangements for consulting and involving workers in health and safety, including the identity and role of any appointed trade union safety representatives, representatives of employee safety, safety committees;
15. Information about the individual's responsibilities for health and safety.
16. Environmental controls in place or necessary for the project

Welfare and storage arrangements:

Welfare and storage arrangements for this project will consist of the following;

Item	Arrangement/Size
Initial Welfare (Oasis)	1 unit for 2/3 weeks
Site office/ Meeting room	1 no 30 ft / 1 no 30 ft
Canteen[2]/ Drying room[3]	1 no 30 ft
Toilet[1]	1 no 30 ft
Accommodation access paving	Paving
Power[5]	Initially generator then mains
Water[4]	Mains
Compound/external lighting	See TMP.
Site parking	Adjacent to site cabins, Stoned up type 6f2 with MOT
Smoking area	Shelter to rear of main cabins (as per compound layout)
Storage containers	Initially two units, to be supplemented as necessary
Mortar mixing areas	Silos as per compound plan
Material compounds (bricks, drainage, rings, soakaway crates etc.)	Hardstanding
Haul roads	Site roads to be constructed to base course, access roads to loading bays to be constructed in 6f2
Roof trusses and other large components i.e. SIP panels	On Hardstanding
Timber	Rack in store container
Plant & Equipment	Plant and Equipment to be returned to silo/ material area every night.
Scaffold components	Stillages / flat bed
End of Project Welfare (Oasis)	Advante unit for approx. 2-3 weeks

***NB**. If units are to be double stacked, linked fire detection must be provided in both units and access doors arranged at opposite sides.*
All accommodation and storage units are to be decorated in Lovell corporate colours.
[1]Hot (or warm) and cold running water will be provided and basins will be large enough to immerse forearm into.
[2]To include suitable and sufficient seating (with backs), a means of boiling water, cups, microwave oven and fridge, a sink with hot or warm running water (for washing up) and a means of drying, adequate comfort and heating and drinking water.
[3] To include lockable storage for clothing and PPE
If generators are used for power, full consideration to the free escape of exhaust fumes is to be given.
[4]To reduce the risk of frozen water supply pipes during low temperatures in winter months, supply pipes are to be buried into the ground to a minimum depth of 600mm. Any pipework above ground, including entry points into units, must be properly insulated by boxing in and filling with suitable insulating materials such as Rockwool or similar.
[5] When demobilising welfare accommodation with power supplies, only competent electricians are to de-energise, disconnect and remove cabling. A certificate is to be obtained from the electrical contractor carrying out these works. Where possible, all cabling, buried or otherwise, is to be fully removed and retained for future use on other projects.

Delivering Safely Information

To provide site management, contractors, suppliers and carriers/hauliers with the appropriate information they need to ensure that any plant or materials delivered to/collected from site are done so in a safe manner with due consideration given to both loading and unloading operations.

INFORMATION PROVIDED BY LOVELL	
Site Address:	Lovell Site Office. Rodney Street, Miles Platting, Manchester M4 6JU
Date:	December 2016
Site Contact details:	Craig Lewis Site Manager mobile: 07976862603
Site Delivery Points and Times:	Refer to TMP/ Mon-Fri 8am-5pm
Timing restrictions on when goods should be delivered or collected;	As above
Low/Narrow Bridges:	N/A
Routes with Weight Restrictions:	N/A
Speed Restrictions:	10 MPH
Traffic Calming Measures:	Refer to TMP
One Way Systems:	Refer to TMP
Overhead obstacles (power lines):	N/A
Narrow Access Roads:	N/A
Major Road Works:	N/A
Lifting equipment available on site including lifting capacity:	As per contractors rams and contract lifts
Restrictions on the type or size of vehicle the site can safely handle:	Rigid Vehicles Only
Where visiting vehicles should park on arrival: Generally, parking and subsequent loading/unloading should be off the road and pavement and well away from members of the public. If articulated vehicles are coupled/uncoupled, drivers should have been instructed on how to park each vehicle type they use. Trailer parking and cab hand brakes should always be used.	Refer to TMP
Procedures the visiting driver needs to follow: Wearing of high-visibility vest, hard hat, safety footwear, limits on use of mobile phones, prohibitions on reversing or conditions for reversing such as the use of a banksman etc.	Park in offload/parking area and report to site office for further instruction
A traffic management plan showing parking, location of reception, route to take through the site, designated turning/reversing areas, rest facilities, location of loading/unloading area etc.; is displayed at the site entrance.	
The delivery driver is not to use a forklift unless this is agreed in advance and measures are taken to ensure that the driver is suitably trained, competent and experienced, the forklift is well maintained and suitable for the task and site conditions. The driver must be able to provide adequate training certification and current maintenance records– this includes any HIABS used.	

Fire and emergency procedures

Fire Safety Plan

For further guidance follow link to HSE Fire Guidance Documents

Prepared in accordance with the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation – an insurance requirement for all projects with an original contract value of over £2.5m.

High fire risk sites include:
High Rise – height of 30m above ground level (maximum reach of Fire and Rescue Service)
Large Projects - contract value >£20m
All timber frame structures
Where risk assessment indicates significant potential for loss of life or property
Insurers must be consulted prior to the commencement of high risks projects and also if work is suspended on site. Contact your Commercial Manager for current insurer's details.

A fire risk assessment (HSE 002FIRE) will be completed for each project by a competent person, on all timber frame projects this will be carried out by a specialist consultant. The assessment will be reviewed to ensure that it remains relevant as the project develops. Where a project involves working in occupied multi floor buildings, the client's/landlord's fire risk assessment is to be obtained prior to commencement and the controls detailed must be incorporated into our own.

Travel distances will be considered because of the effect of smoke and heat which spread quickly. It is very important not to overestimate how far people can travel before they are adversely affected by fire. Appropriate distances to reach safety, including on scaffolds, will depend on a variety of matters.

The following table details the maximum travel distances permitted before additional control measures will be required. **Note:** These distances must include the height of the scaffold staircases also.

Property/build type	Fire hazard	Secondary means of escape provided	From a dead end
Traditional build	Normal	45m	18m

SIP = Structurally Insulated Panel i.e. Kingspan TEK etc.

Staircases are to be used as the primary method of access. They are also the preferred method of secondary escape on scaffolds as they permit a more rapid escape for higher numbers than ladders however; ladder towers are permitted where necessary, but will be signed to indicate that they are for emergency use only.

The Fire and Rescue Service (FRS) must be contacted at the commencement of the construction phase to agree water supplies and to discuss any potential situation that may require specialist rescue arrangements although their maximum reach is 30m. They should also be invited to carry

out regular familiarisation visits where appropriate to review access, water supplies, firefighting arrangements etc. All high risk projects including timber frame 4 storeys and over and occupied multi floor buildings must be reported to the FRS to allow them to carry out a water flow test before commencing work and thereafter at 3 monthly intervals.

Fire breaks on timber frame buildings are to be installed as soon as practically possible or where delays are expected, temporary cladding is to be considered.

Suitable and sufficient steps shall be taken to prevent, so far as is reasonably practicable, the risk of injury to any person during the construction work. Suitable and sufficient arrangements shall be prepared for dealing with any foreseeable emergency and shall include necessary evacuation measures. A suitable number of emergency routes and exits shall be provided to enable any person to reach a place of safety quickly in the event of danger which will be suitably signed using photoluminescent signage where necessary to assist in providing low lighting levels during primary lighting failure. An emergency plan will be prepared for this site and will be made available before work starts. The plan will be kept up to date and be appropriate for the changing site conditions.

Locations of fire points, assembly points, spill kit and means of warning will be detailed on a site layout plan, once on site, which will be displayed on the site office notice board.

The requirements of the site emergency plan will be made known to all persons as part of their site induction training.

The emergency contacts notice, emergency plan and fire action notices for this project shown on the following pages will also be displayed on the site notice board and other pertinent locations throughout the site. Controls for dealing with spillages to land or water and flow charts for environmental incident control are detailed within LIMS.

The appointed site fire/emergency marshal is identified within the management team section of this plan.

The duties of the fire/emergency marshal are as follows:

- Check the fire precaution rules are observed and that the general fire precautions remain adequate, available and in good order including escape routes and fire alarms regularly checked, fire drills carried out in accordance with this PMP etc.
- Where appropriate, liaison with the occupiers of any shared premises.
- To ensure the alarm has been raised
- Contact the relevant emergency services
- Turn off mobile plant and equipment and shut any emergency valves if safe to do so
- Extinguish the fire if safe to do so with the appropriate equipment provided
- Implement the use of the spill kit
- Ensure all persons have evacuated the premises/site
- Take roll call from the Site attendance registers
- Meet and liaise with emergency services, providing information to them on access issues, missing persons and any special hazards – a copy of the site layout plan detailing flammable substances storage and location is to be kept with the site attendance registers to inform the emergency services.
- Confirm safe return to premises/site

Where more than one marshal is appointed, they will maintain sufficient communication to ensure a cohesive approach.

EMERGENCY CONTACTS			Site: Lovell Site Office. Rodney Street, Miles Platting, Manchester, M4 6JU
Site Manager: Craig Lewis			Site Telephone No.: 07986703685
Service	**Tel No.**	**Contact Name**	**Address**
Fire	999 or 0161 7365866		Greater Manchester Fire & Rescue Service 146 Bolton Road Swinton Manchester M27 8US
Police	999 or 0161 872 5050		PO Box 22 (S. West PDO), Chester House, Boyer Street, Manchester M16 0RE **Tel: 0161 872 5050** **Fax: 0161 856 2666**
Ambulance	999		
A & E Hospital	0161 2761234		Manchester Royal Infirmary Oxford Road Manchester. M13 9WL **Tel:** Tel: 0161 276 1234
Lovell health & safety team	0161 9051727	Adrian White Anthony Baldwin	St Johns House. Barrington Road. Altrincham. WA14 1JY

UTILITIES/CONTRACTORS	
Electricity	**Electricity North West PO Box 218 Warrington WA3 6XG** TEL : **0800 195 4141**
Telecommunications	**Electricity North West PO Box 218 Warrington WA3 6XG** TEL : **0800 195 4141**
Water	Telephone: **0345 672 3723** United Utilities
Gas	Telephone: **0345 672 3723** United Utilities
Check a Gas engineer	Telephone: **0345 672 3723** United Utilities
Tower Crane	N/A
Scaffolder	TBC
Other	

ENFORCING AUTHORITIES		
Health and Safety Executive (HSE)	HSE switchboard - 0151 951 4000 Note: HSE no longer provides a general health and safety helpline service.	HSE regional offices
Environment Agency (EA)	Emergency Hotline - 0800 80 70 60 General enquiries - 03708 506 506 (Mon-Fri, 8am - 6pm) Floodline - 0845 988 1188 (24 hour service)	Environment Agency regional offices

Use Energynetworks dial-before-you-dig to obtain contact info on buried electric and gas services in the area

Emergency Safety Plan

Site address:	Lovell Site Office. Rodney Street, Miles Platting, Manchester, M4 6JU
Fire Marshal:	Craig Lewis
Deputy:	TBC
Means of Raising Alarm:	Linked wireless alarm system
Location of alarm(s):	Site Office and Assembly Points
No. of assembly points:	Refer to TMP
Location (s):	Refer to TMP
Fire Fighting Point (s):	Refer to TMP
Location (s):	Refer to TMP
Spill kit:	Refer to TMP
Location (s):	Refer to TMP
Review Dates:	



Fire action



Sound the alarm
Notify Lovell management
Extinguish the fire with the equipment provided, only if trained and safe to do so





Leave the building by the nearest available exit





Report to the assembly point:





Do not return to the building until authorised to do so by Site Fire Marshal

Call the Fire Brigade

Dial 999 and tell the operator that the fire brigade is required at:

Lovell development, Lovell Site Office. Rodney Street, Miles Platting, Manchester M4 6JU

- ✓ **Switch off all plant and equipment where possible**
- ✓ **Do not stop to collect personal belongings**
- ✓ **Obey instructions from the Site fire/emergency marshal**

The following is to be included on the emergency plan site layout drawing;

- Relevant site specific fire risk assessment findings
- Fire points and alarms
- Fire escape routes & exits – (position of protected shaft and lifts)
- Fire engine access and turning
- Assembly point
- Hydrant or water source
- Special hazards – (including temporary holes in floor slabs)
- Temporary buildings
- Spill kits
- Fixed plant showing emergency valves/shut offs
- Flammable stores inside buildings
- Flammable store outside buildings
- Designated smoking areas
- Waste disposal areas

Consideration will also be given to the following:

- Contract documents (Pre-construction information etc.)
- Existing ground e.g. methane build up or similar hazards.
- Existing buildings e.g. highly flammable structure or contents, especially insulation in confined spaces.
- Activities adjacent to the site e.g. proximity of petrol station, chemicals, public areas etc.
- Any high risk new or temporary materials e.g. adhesives, paints, large stores of LPG.
- Any high risk activity on site e.g. welding, burning, gas cutting and angle grinding
- Vandalism Risks/Arson
- Site location e.g. lack of hydrants or other water supply, restricted access to site or adjacent buildings.
- Temporary removal of fire or smoke stops and isolation/covering of fire detection systems - alternative arrangements should be detailed below:

For environmental spill and incident control procedures, see Environmental section of this PMP.

The Fire Rescue Service must be notified if any of the following circumstances apply or will apply:

- Fire engine access is not possible to within 45m of all parts of the building for vehicles of 17 tonnes, 4m wide x 4m high with appropriate turning bays.
- Fire Engine access to other properties is restricted during the construction operations. Site access points are not immediately apparent

Escape route signage

All escape route signage is to be photoluminescent to enable visibility during a power failure to assist escape to a place of safety - the use of photoluminescent tapes should be used to indicate changes in floor level where appropriate. In addition, escape lighting is to be installed and maintained in underground or windowless buildings, stairs without natural, borrowed or spill

lighting, internal corridors without borrowed light and on high risk projects where work continues outside daylight hours.

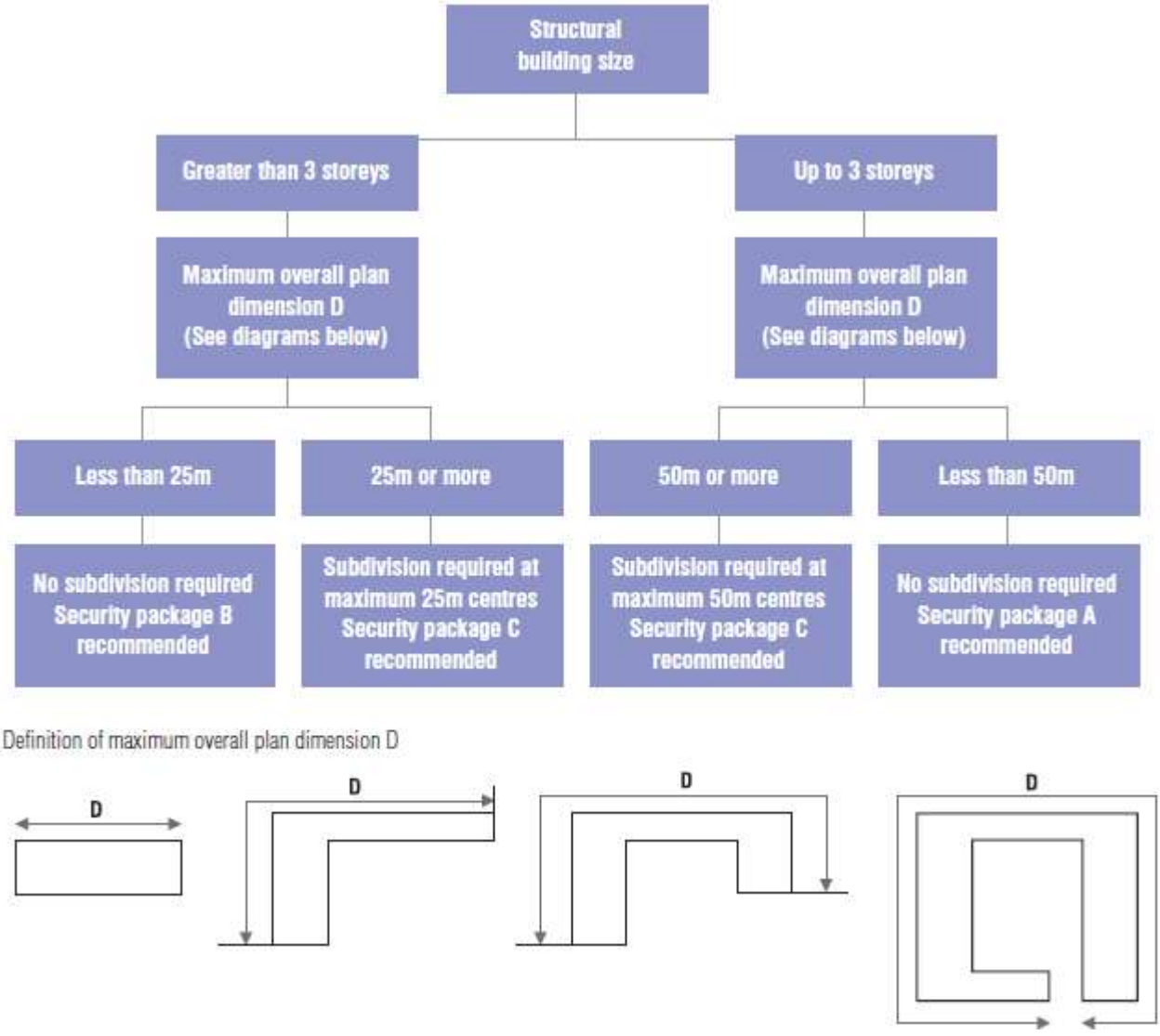
Access/egress

When fitting ironmongery, ensure access is always available in case of emergency evacuation i.e. not leaving latches in situ without levers fitted etc.
Self-closing fire resistant doors must remain closed at all times once fitted- overhead closers must be fitted immediately following installation of the door where applicable.

Security Measures

For all timber frame projects, follow the flow chart below to determine the security level required to reduce the risk of arson.

For all other build types follow security package A unless risk assessment determines otherwise.



Security package A	Non-climbable perimeter fencing
	Locked site and building access outside site hours
Security package B	As package A ***plus*** an out-of-hours watchmen or alarmed thermal imaging cameras linked to a fast response center
	Movement-sensitive security lighting
Security package C	As package B ***plus*** CCTV plus permanently illuminated security lighting during darkness
	All ground floor openings secured

Fireproof Buildings

Fireproof temporary buildings must have adequate emergency exit provision

Fire Detection and alarm system

Smoke detectors in all welfare accommodation – these will be radio linked where cabins are double stacked. These are to be regularly tested. Suitable fire detection systems are to be used on the site where appropriate.
If units are to be double stacked, access doors will be arranged at opposite sides to assist escape from uppermost unit.
The emergency alarm for this project will be

Smoking

Refer to site rules and welfare arrangements. When designated smoking areas are provided a suitable means of extinguishing smoking materials must be provided i.e. buckets of sand, which must be regularly maintained. The smoking area is to be located well away from buildings under construction and any flammable materials.

Space beneath buildings

The space beneath temporary buildings will be kept to a minimum, kept free of rubbish, weeds, etc., kept free of stored materials and where appropriate enclosed with wire mesh.

Heating and cooking

Wall fixed heaters will be used – freestanding electric heaters are not permitted. Microwave ovens will be provided within the canteen facility. Adequate ventilation shall be provided.

Combustible materials including flammable materials, liquids and LPG

All combustible materials will be kept way from temporary accommodation units and buildings being constructed and all escape routes. Consideration will be given to use of less combustible or fire resisting materials. **Note:** Use of Acetylene is to be eliminated where possible on site by using alternative methods – when unable to avoid, the fire service must be informed of its presence and its storage methods and location – cylinder numbers must be kept to a minimum. Just in time

deliveries of such materials should be considered together with arrangements for removal off site out of working hours.

Storage arrangements are as follows: (empty and full containers are to be separated in secure cages).

Temporary electrics

The site temporary installation is to be inspected every 3 months max. (Temporary electric supply to the units)
Site office unit permanent wiring - 12 months max. (Consumer unit and hard wiring within the units)
Site office equipment fitted with plugs – each time a site is established or every 12 months whichever is soonest.
On site tools and equipment (Lovell and contractor owned) – PAT 3 months max.
Halogen lighting is not permitted on site; alternatives are to be used such as protected fluorescent lighting.

Hot works

Hot works include all flame, heat and spark producing activities such as soldering, welding and cutting, grinding, applying weather coatings such as felt, asphalt etc. Alternative methods to hot work should be adopted where possible. When there is no alternative to hot work then, if possible, the hot work should be undertaken in a dedicated area away from the area of work or storage of materials.

All hot work must be subject to a hot work permit once fitting out work has commenced on site and in all buildings which are being refurbished. Before starting hot work, the area must be cleared of all loose combustible material and, if work is to take place on one side of a wall or partition or ceiling etc., the opposite side must be examined to ensure no combustible material will be ignited by conducted heat.

A suitable number of appropriate fire extinguishers must be at hand with a careful watch being maintained for fire breaking out whilst work is in progress.

Exposed wooden flooring and other items of combustible material which cannot be removed must be covered with non-combustible material i.e. Gyproc Fireline, Minerit board etc.

When welding, cutting or grinding, the work area must be suitably screened using non-combustible material.

Gas cylinders must be secured in a vertical position and fitted with a regulator and flashback arrester.

Tar boilers and similar equipment should be placed at ground level wherever possible. Only if a risk assessment shows that overall it is a greater hazard to have the boiler on the ground, may it be placed in another location convenient for the works.

The following precautions should be applied when using tar boilers;

a non-combustible heat insulating base must be provided; the equipment must be supervised by an experienced operative who can monitor the bitumen level and temperature and ensure the lid remains on the boiler; the boiler should be sited where spilled material can easily be controlled; gas cylinders must be at least 3 metres from the burner and secured in a vertical position and connected by flexible armoured hose; at least 2 appropriate fire extinguishers must be to hand; hazardous materials must be removed from the location as soon as work is completed (and before the hot work permit is signed off); a lit tar boiler must not be left unattended.

Any area specified in a hot work permit must be constantly monitored throughout the works and then periodically examined during the hour immediately following completion of the work (or any other period as identified by a risk assessment) before the permit is signed off.

Flammable waste

The following waste is anticipated that may present a fire hazard:

Timber, cardboard, paper, plastics, polythene, polystyrene, general packaging, empty adhesive containers, some paints/tins. All skips sited in public areas to be lockable. Skips to be sited at least 3m from any structure and other buildings where possible.

Special skips/methods of disposal

Any hazardous materials of waste must be disposed of in skips or bins with close fitting metal lids

PLANT

Fire extinguishers

Where practical, all mobile plant shall carry an appropriate fire extinguisher.

Hazardous plant and equipment

The following plant or equipment feature naked flame(s) or the like, or other evident fire hazard:

Drying Equipment
Blow Torch
Roof Torch
Floor Covering Jointer

Combustion engine plant

The following petrol engine plant will be used:

Generators
Fuel Filled Plant

Fuel storage
Fuel Storage will be as follows:

Diesel: In double skinned tank stored within a suitable bund
Petrol: Do not Store

Refuelling: Do not refuel when equipment is still hot – allow to cool. Pour carefully wearing suitable gloves. Use a plastic funnel so as not to generate sparks. No smoking or naked lights and only refuel in the open air. Wear suitable eye protection where splashes likely. Only refuel in appropriate designated areas.
Drip trays are to be used under fuel tanks when decanting.

First Aid:

A proportionate, adequately stocked first aid box stocked will be provided on site.

The appointed first aiders for this project are identified in the management team listings and their details will be displayed on the site notice board.

Contractors are to ensure adequate and appropriate first aid provisions are made for their employees.

Reporting and investigation of accidents and incidents including learning events (near misses):

All reportable incidents and other health, safety and environmental issues must be reported to the H, S & E team, relevant Contracts Manager, Operations Manager and Regional Director as soon as possible.

- All types of incident/learning events, other than a minor injury shall be investigated by the health, safety and environment team using the Incident report and investigation form (HSE 039). A view will be taken as to whether a full investigation is necessary – minor incidents will be investigated by site management. Root cause to be established to allow control measures to be introduced to prevent recurrence. Refer to the flow charts on the following pages.
- Violent incidents are to be recorded using the Violent Incident Report (HSE 039a). Violent incidents can be categorised as, but not exclusive to, assault, verbal abuse, threats, sexual, disability, racial and homophobic abuse.
- In the event of an incident investigation where support is required, the region's investigation managers will pair up with the region.
- Qualified first aiders shall deal immediately with any injured person(s) and inform the emergency services as appropriate.
- If possible, any injured person(s) shall be interviewed to ascertain their version of events.
- Details of any injured person(s) job(s) and normal duties and responsibilities shall be obtained.
- The injured person(s) supervisors or person in charge shall be interviewed and their comments recorded.
- All witnesses to the incident will be interviewed independently to prevent collusion, and are required to complete a signed statement in their own words.

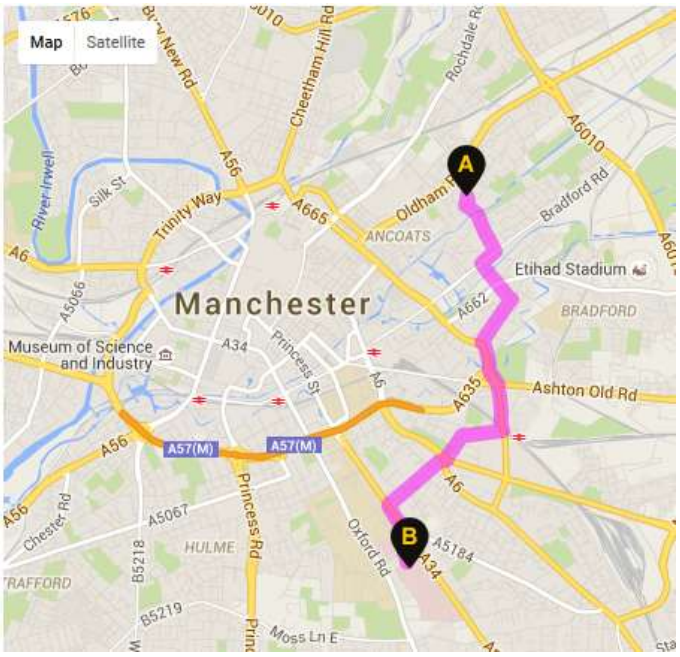
- The scene of the incident shall remain untouched as much as practically possible in order to establish the cause of the incident.
- Timed and dated photographs shall be taken of the incident scene – use video if available.
- A full sequence of events shall be established following inspection of the incident scene and evidence gained from witness statements.
- If there is any obvious damage to structures then a competent structural engineer's advice shall be sought immediately.
- If there are signs of damage or defects to any plant or materials, then the relevant industry expert's advice shall be sought immediately.
- All relevant documentation relating to the incident or any injured person(s) tasks shall be made available and inspected for compliance (Risk assessments, method statements etc.)
- All sections of the accident book shall be completed.
- The relevant statutory report (F2508 or F2508(A/G)) is to be completed and forwarded to the HSE for all relevant reportable incidents. Refer to table below for reporting responsibility;

Employers must;	Report any work-related deaths, and certain work-related injuries, cases of disease, and near misses involving their employees wherever they are working.
Those in control of premises must;	Report any work-related deaths, certain injuries to members of the public and self-employed people on their premises, and dangerous occurrences (some near miss incidents) that occur on their premises.

Project management will inform the Client of any RIDDOR notifiable incident.
Site specific method statements and risk assessments are to be reviewed following an incident to ensure that the control measures are adequate to prevent recurrence. The results of this review must be actioned at the earliest opportunity and reported to the regional health, safety and environment and regional management team.

NEAREST A & E HOSPITAL TO PROJECT

Manchester Royal Infirmary
Oxford Road
Manchester. M13 9WL **Tel:** Tel: 0161 276 1234



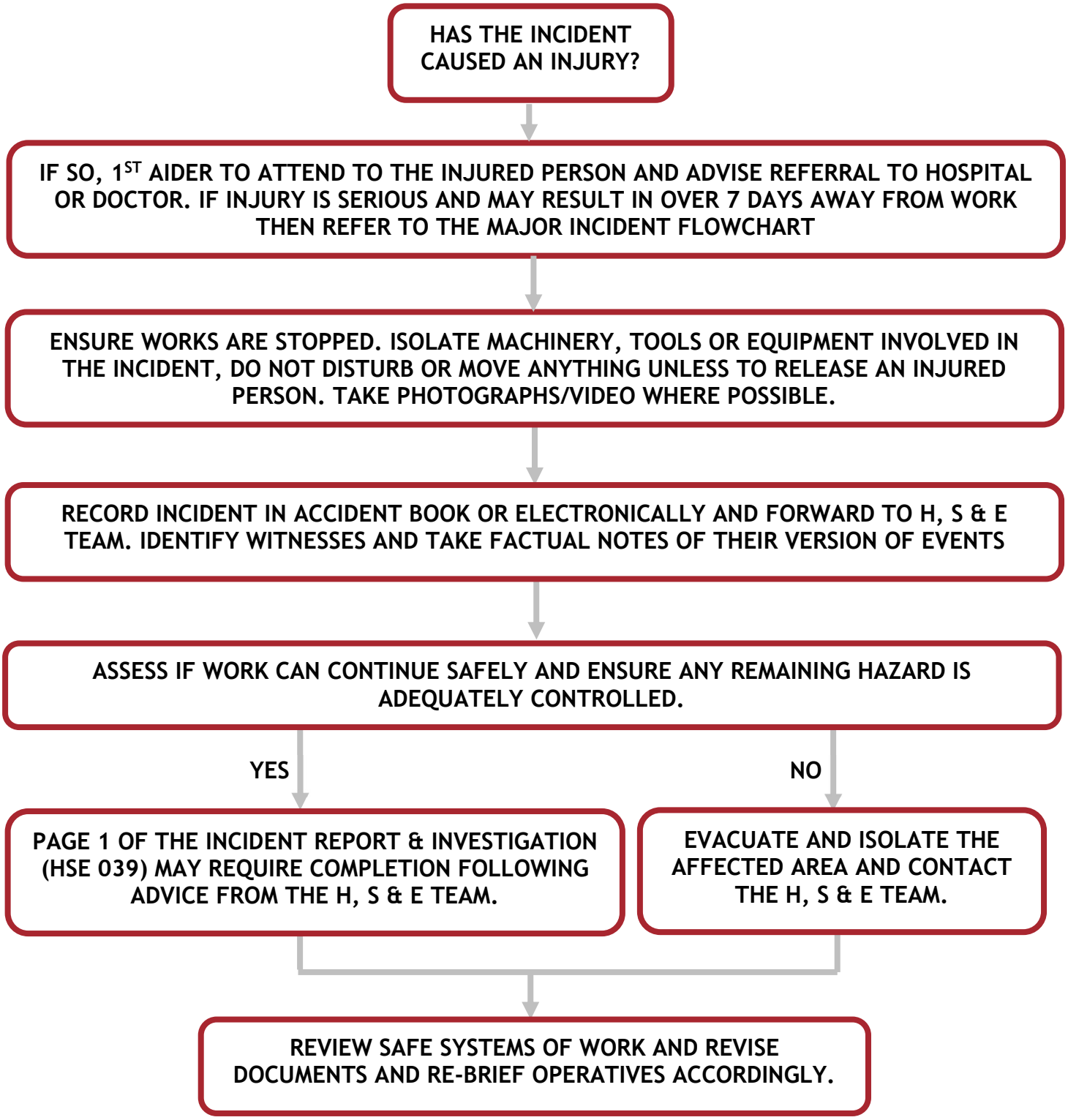
Travel (miles)	and then	show map	total (miles)
0.0	**Start:** 16 Landos Rd, Manchester M40, UK Head south on Landos Rd towards Beechcroft Cl		0.0
0.0	Turn left onto Butler St		0.0
0.3	Turn right onto Old Mill St		0.3
0.1	Turn left onto Carruthers St		0.4
0.2	Turn right onto Every St		0.6
0.2	Turn left onto Great Ancoats St/A665		0.9
0.1	Keep left to continue on Pin Mill Brow/A665		1.0
0.1	Slight right onto Chancellor Ln/A665		1.1
0.2	Turn right onto Higher Ardwick		1.3
0.3	At the roundabout, continue straight onto Brunswick St		1.6
0.4	Turn left onto Upper Brook St/A34		2.0
0.2	Turn right onto Grafton St		2.2
0.1	Turn left Destination will be on the left		2.3
0.1	**Arrive:** 60-62 Nelson St, Manchester M13 9WP, UK		2.4

Use NHS Choices to locate the nearest A & E Hospital and then Google Maps to find directions from site. Press 'Print Screen' on your keyboard or use the Snipping Tool where available to copy the map and then paste into the space above – crop image to suit

Minor incidents

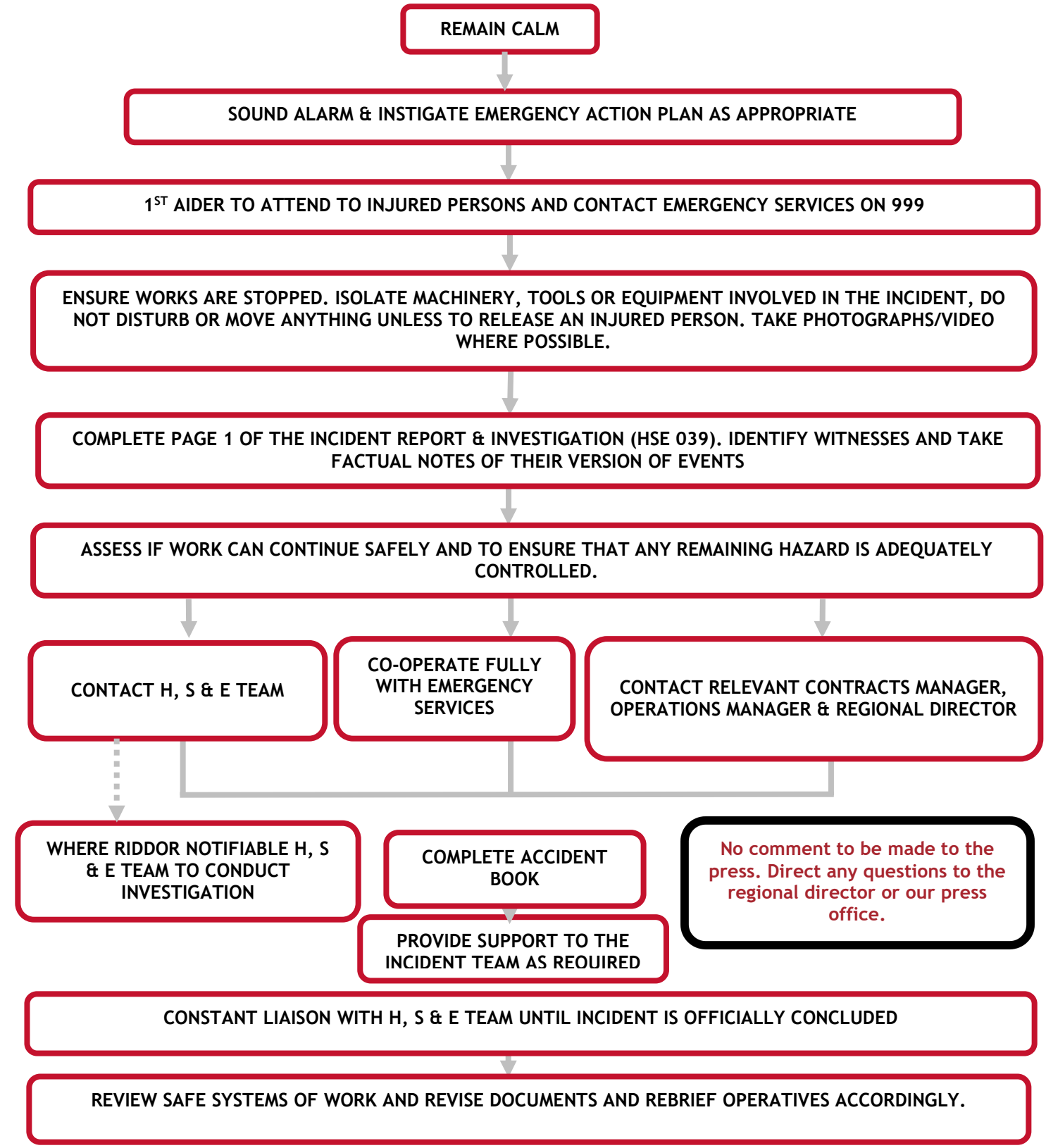
What is a minor incident?

Any incident that due to an unplanned or unexpected occurrence results in the upset of a planned sequence of work or damage to plant or equipment but primarily results in an injury that requires a limited first aid response and possible onward referral to a hospital or doctor.



Specified injuries and dangerous occurrences as defined by RIDDOR

The death of any person, specified injuries to workers, over-seven-day incapacitation of a worker, accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury



CRISIS MANAGEMENT PROCESS MAP

REGIONAL DIRECTOR/MANAGER

CRISIS NOTIFICATION FORM 7.9
CONTAINED WITHIN MORGAN SINDALL GROUP CRISIS POLICY

CRISIS TEAM DIRECTOR/DEPUTY
E=MC² TO AGREE INTERNAL & EXTERNAL STATEMENT MEDIA PRIOR TO COMMUNICATION

CRISIS TEAM DIRECTOR

JONATHAN GORING – MANAGING DIRECTOR

T: 01827 305652/628
M: 07773 180785

CRISIS TEAM DEPUTY

JOHN LEARY – OPERATIONS DIRECTOR
T: 01827 305658
M: 07740 838969

MORGAN SINDALL GROUP,
KENT HOUSE, 14-17 MARKET PLACE, LONDON, W1W 8AJ

JOHN MORGAN - GROUP CHIEF EXECUTIVE
T: 020 7307 9208

AMY WELLER - GROUP COMMUNICATIONS MANAGER
T: 020 7307 9220
M: 07816 958185

KEY STAFF TO BE NOTIFIED
OPERATIONS DIRECTOR
OTHER REGIONAL DIRECTORS
SENIOR MANAGEMENT
E=MC²

REGIONAL DIRECTOR/DEPUTY TO INFORM & LIAISE WITH CLIENTS, AGENTS, PARTNERS, CONTRACTOR SUPPLY CHAIN, PRINCIPAL DESIGNER

E=MC² & CRISIS TEAM DIRECTOR OR DEPUTY TO PREPARE/REVIEW STATEMENT IN READINESS FOR ENQUIRIES FROM MEDIA

HEAD OF H, S & S – INFORM LEGAL ADVISORS, ENSURE ENFORCING AUTHORITIES & INSURERS NOTIFIED

H, S & E TEAM TO LIAISE WITH ENFORCING AUTHORITIES LOCALLY

HEAD OF HR - PERSONNEL ISSUES, TRAUMA COUNSELLING

ALL MEDIA ENQUIRIES TO BE DIRECTED TO **E=MC² - *RAGAN BEALE/LIZ COYLE CAMP***
T: 01747 871752 M: 07767 604567
MEDIA INTERVIEWS TO BE HANDLED BY THE CRISIS TEAM DIRECTOR/DEPUTY

USEFUL TELEPHONE NUMBERS

DEPARTMENT HEADS

LUKE STOKES – I.S
01827 305 630
07815 239168

DARRYL HAMMOND – H, S & SUSTAINABILITY
01603 667663
07773 846248

DAVID WERNER – HUMAN RESOURCES
01827 305 608
07971 552 595

PRIMARY REGIONAL H, S & E CONTACTS

GLENN WHITTEN – EAST ANGLIA
07896 271 438

MATT JARVIS – EASTERN
07971 552 713

DAVID RAWLINS – LONDON
07971 261 634
RICHARD ABRAHAMS – MIDLANDS
07971 552 580

ADRIAN WHITE – NORTH WEST & NORTH WALES
07773 086 393

WILLIAM LINDSAY – SCOTLAND
07970 539 083

STEPHEN BROWN – SOUTH WALES & SOUTH WEST
07815 238 222

PINSENT MASONS

LONDON OFFICE – 0207 418 7000

MANCHESTER OFFICE – 0161 234 8234

KEVIN BRIDGES: 07768 993 666

WENTWORTH HOUSE (ENG. SERVICES)

OFFICES - 020 7643 1019 or 020 7643 1050

STUART MARCHAND – 07711 898 615

STUART VAUGHAN – 07764 618 145

5. Arrangements for controlling significant site risks

Safety risks including; **(delete or expand each section as appropriate ensuring information detailed is relevant to the project)**
Refer to the Project Risk List for relevant risks identified for this project.
For further guidance, follow link to Risk assessments for activities involving Lovell personnel and/or HSE Guidance Documents
Contractors' risks assessments and associated method statements will further detail required specific controls

Housekeeping	The site boundary fence or hoarding is to be regularly checked to ensure it is maintained in good repair, has not fallen/blown over, provides adequate security against unauthorised access and is not damaged. Only authorised people are allowed on site – gates should be closed between deliveries. Vehicles and pedestrians are to be kept apart while they are moving around the site where practically possible. Footpaths and traffic routes are to be firm, levelled if rutted, stoned if muddy, gritted when icy. Walkways, stairs and work areas are to be kept clear and free from obstructions such as trailing cables, waste and unused materials. Cables, particularly on landings and along corridors, are to be managed so they do not present tripping hazards. Steps into plots and site cabins are to be properly constructed. Work areas are to be kept as tidy as possible while the work's going on. All holes and excavations into which people could fall are to have adequate barriers around, or covers over them. Adequate skips are to be positioned where they can be filled easily, and collected safely. Storage areas are to be kept tidy – deliveries should be planned to minimise the amount of materials on site. Explain to everyone on site the importance of keeping their work area clear and enforce it. Refer to 'Construction dusts' section for health risks controls.
Demolition	Only competent, experienced persons are to be involved in demolition tasks. Working at height is to be thoroughly planned and the hierarchy of control followed. Exclusion zones are to be established where necessary. Suitable covered areas may be required to prevent injury from flying debris – particularly to the public. The method statement for the demolition should identify the sequence required to prevent accidental collapse of the structure. Gas, electricity, water and telecommunications services need to be isolated or disconnected before demolition work begins. If this is not possible, pipes and cables must be labelled clearly, to make sure they are not disturbed. Effective traffic management systems are to be implemented where necessary. Where possible, vision aids and zero tail swing machines should be used.

Excavations	Excavations should be properly supported, stepped or battered back to prevent them collapsing. Excavation support may involve the use of shuttering and shoring or a trench box system - don't assume ground will stand unsupported. Shoring/support designs are to be checked in accordance with our temporary works procedure. Provide a safe means of access into the excavation, such as a secured ladder. Provide edge protection, fencing or barriers to prevent anyone falling into the excavation - also take steps to prevent excavated material falling into the excavation. Keep plant and materials away from the edge. Avoid underground and overhead services – refer to relevant section in this PMP. Make sure adjacent structures are not undermined – dig well away from them. Check the excavation each day before work starts and after any event that may affect its stability – e.g. a fall of material or poor weather. Keep records so people can be sure it is safe for work to continue. A permit to excavate will be issued prior to work which requires suitable supervision and monitoring to ensure that the conditions are complied with. All manholes, inspection chambers, rodding eye pits etc., must have their correct covers fitted at all times when left unattended; if there is a need to remove a cover, suitable strength alternative measures, such as barriers must be put in place. If dewatering is necessary, necessary permission is to be sought from the Environment agency and a permit to discharge must be issued by Lovell site management.
Buried service protection Use Energynetworks dial-before-you-dig to obtain contact info on electric and gas in the area. **Buried service protection** Refer to	**Planning the work** - Identify clearly the extent of the work area and find out what underground services are within the area before considering whether they are likely to be disturbed: Obtain service drawings from utilities companies and other organisations with relevant information about the site. Survey the site to identify the services and other underground structures. Record the location of any services. Review/assess the planned work to protect services where possible. Allow sufficient time and provide sufficient resource to do the work safely. Emergency work still requires planning and assessment of the risks arising from the work. A precautionary approach must be taken when breaking ground. **Use and limitation of plans -** Plans alone are not sufficient to identify and locate services before starting work. They are not always drawn accurately to scale and should not be relied upon to obtain distances or depths. Errors may have been made during drafting, or reproduction may have changed the scale, accuracy may be further limited because: • the position of reference points (e.g. kerb line) may have changed since the plans were drawn;

Avoiding danger from underground services (HSG47) for further guidance as required	• re-grading of the surface may mean that the depths shown are now incorrect; • services, particularly cables, may have been moved without the knowledge of their owners/operators; • in many cases service connections are not marked; • services marked as straight lines may, in practice, snake. Excessively long cables may have been laid in horizontal loops outside substations, switch rooms etc.; • plans may show spare ducts; • the routes of older services in particular may not have been recorded, so the absence of records should never be taken as proof that the area in question is free of underground services.
Buried services	**Detecting, identifying and marking underground services** - Locate the services identified at the planning stage survey as being in the work area. Make sure those involved in detecting and identifying services are competent in the proper use of survey tools and detecting devices as well as reading/interpreting plans. Once detected, identify and mark the services and confirm their status – i.e. whether electricity cables are live, gas pipes are pressurised – and then record their location. The position of any services in or near the proposed work area should be pinpointed as accurately as possible using a detecting device in conjunction with up-to-date service plans and other information which provides a guide to the possible location of services, and help interpret the signal. Use of signal generators (Genny) will significantly increase the accuracy of the service location. Anyone who uses a locator should have received thorough training in its use and limitations. Always use detection devices in accordance with the manufacturer's instructions, check and calibrate regularly, and maintain in good working order. **Safe excavation** - Determine the method or technique for excavating near underground services before work starts, taking account of: • the nature and scope of the work; • the type, position and status of underground services; • the ground conditions; • site constraints. Provide those doing the work with information about the location and nature of underground services. They should be competent, have appropriate work equipment and PPE, and allowed sufficient time. Identified services should be carefully exposed, clearly marked and adequately protected. A permit to excavate will be issued prior to work which requires suitable supervision and monitoring to ensure that the conditions are complied with.

	Expose services using hand tools. Do not use mechanical excavators or power tools within 0.5m of the suspected route. Take care using power tools to break through paved surfaces above gas pipes and cable routes. Backfilling of excavations must properly support and protect the underground services. Concrete must not be used to encase services when backfilling. If an underground service suffers damage during the excavation or subsequent work, inform the owner/operator. In the case of electricity cables, gas pipes, other pipelines or high-pressure water mains, arrange to keep people well clear of the area until it has been repaired or otherwise made safe by the owner/operator. Excavations should be properly supported, stepped or battered back to prevent them collapsing. Excavation support may involve the use of shuttering and shoring or a trench box system. Provide a safe means of access into the excavation, such as a secured ladder. Shoring/support designs are to be checked in accordance with our temporary works procedure. Provide edge protection, fencing or barriers to prevent anyone falling into the excavation - also take steps to prevent excavated material falling into the excavation.
Overhead power lines	Work well away from any overhead power lines when handling long items like scaffold tubes, or using lifting equipment and MEWPs. A GS6 survey is to be obtained from the relevant utility service provider where plant is required to work near overhead power lines. The control measures detailed in the survey must be strictly implemented and adhered to.
Fragile surfaces (roof lights, cement sheeting, slates and tiles, glass etc.)	Always assume that a material is fragile unless certain it is not. Carry out works from underneath from a suitable working platform wherever possible. If the work cannot be done from underneath and access is needed to the topside of the roof consider use a mobile elevating work platform (MEWP) that allows people to work from within the basket without standing on the roof itself. If access onto the fragile roof cannot be avoided install perimeter edge protection and use stagings/platforms with guard rails on the roof surface to spread loads; establish that the roof will withstand the loads to be introduced onto it before access is attempted. If not possible, birdcage scaffolding or safety nets should be installed by appropriate competent persons underneath. Proprietary covers may be available to prevent someone who is passing or working near fragile material from falling through.

Working at height	Before working at height you must work through these simple steps: • avoid work at height where it is reasonably practicable to do so; • where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment; • minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated. People with sufficient skills, knowledge and experience are to be used to carry out work at height task, or, if they are being trained, they are to work under the supervision of somebody competent to do it. When a more technical level of competence is required, for example scaffolders or MEWP operators, relevant training and certification schemes is one way to help demonstrate competence, i.e. CISRS or IPAF. **Work planning -** The following are to be considered when planning and undertaking work at height: Take account of weather conditions that could compromise worker safety; Check that the place where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use; Stop materials or objects from falling or take suitable and sufficient measures to make sure no one can be injured; Store materials and objects safely so they won't cause injury if they are disturbed or collapse; Plan for emergencies and rescue and agree a set procedure for evacuation for foreseeable situations. Brief all involved persons into the emergency procedures. Do not rely entirely on the emergency services for rescue although it is good practise to liaise with them during planning. Due regard should be given to ground conditions and the movement of vehicles and plant when planning work at height activities and location of equipment to be used. **Collective protection -** Where temporary guardrails are used for edge protection, they must consist of a top guardrail, 950mm minimum from platform/ground/floor, an intermediate guardrail positioned to achieve no gaps greater than 470mm, and a toe board which is to be of a suitable height and strength. If materials are to be stacked above the toe board height then additional barriers such as adequate brickguards are to be provided.
Working at height	Adequate physical edge protection must be provided in any situation where injury from falling could occur – i.e. stairwells, openings, excavations. Edge protection must be robust enough to prevent persons from falling. Fall arrest measures such as safety nets may be considered where other measures are unsuitable. **Scaffolding** (tube and fitting, system, bandstands, trestles etc.) - Scaffolding of all types is to be erected, adapted and dismantled by authorised, suitably trained competent persons only. Put-log scaffolds should not be used.

Working at height	Scaffolding is to be adequately erected in accordance with the prevailing technical guidance series (TG20) All sheeted/clad scaffolds above two storeys, any scaffold above 15m in height or designed scaffolds that incorporate such measures as cantilevers or hanging scaffold will have the design checked in accordance with Lovell Temporary Works Procedures. When flexible materials are used to clad scaffolding, these must conform to the fire requirements of the Loss Prevention Standard (LPS 1215). Bandstands must be fully boarded and fitted with a proprietary stability and integral edge protection system incorporating a handrail, brickguard, toe board and ladder access. Boards/stagings are to be supported at the manufacturers' recommended centres. Attention should be given to ensure the intended actual loadings on the scaffold have been considered within the design process. The adequacy of scaffold foundations and ground conditions are also important factors. Works are to be programmed to permit tasks such as painting, mastic sealants, cleaning and removal of protective material to be completed prior to the dismantling of scaffolds/working platforms where possible. Birdcage scaffolding/internal fall prevention platforms are to be installed to suit the appropriate build stage. Only purpose made 'hop ups' are permitted. Makeshift platforms are not permitted. **Scaffolding in public areas -** Consideration is to be given to the duration of erection – do not erect too soon before works are carried out and remove at earliest opportunity following completion of works. Suitable measures to protect members of the public are to be provided during erection, dismantling and use. This includes safe access in/out of properties. Measures to prevent unauthorised climbing/access to scaffolding as far as is reasonably practicable are to be considered – allowing safe access to properties. Additional measures should be taken to prevent unauthorised access onto scaffolds where they are against windows, landings with operable windows, balconies etc. as appropriate. Instruction to residents regarding not accessing scaffolding are to be communicated. Ladders that can be accessed from the ground are to be removed at the end of each shift/work activity. If a through ladder arrangement is used, a lockable trap door must be provided, securely locked to prevent access when left unattended. If scaffold is to be left in situ for a long duration i.e. for a total re-roof, a fully designed staircase should be considered in lieu of ladders, robustly securely protected at its base. Self-closing ladder gates are to be used and ladder access is to be at right angles to the platform. **Mobile Towers -** Mobile towers are to be erected and dismantled by competent persons only.

Working at height	The towers must be erected and used in accordance with the manufacturers' instructions and recommendations, inclusive of the use of outriggers where necessary. Operatives are to access the platforms by using ladders provided on the inside of the tower only – no external or additional ladders are to be introduced. A separate risk assessment is to be carried out where excessive horizontal forces are expected to prevent overturning – suitable ties may be required. Mobile towers are to be visually inspected by a competent person before first use, every 7 days, following alteration or adaptation or following any event that may have affected its strength or stability – a new inspection and report is not required every time it is moved to a new location on the same site. Stop work if the inspection shows it is not safe to continue, and put right any faults. The result of an inspection should be recorded in the Working Platform register. A mobile tower should only be assembled and used in accordance with safe avoidance distances provided by the utility provider (GS6 survey). Routes to and from work areas must be carefully considered to avoid contact with overhead power lines when transporting tower components. **Individual personal protection -** Where collective protection is not practical or achievable, a suitable means of individual personal protection is to be considered. Harness users must provide satisfactory proof of training and a satisfactory inspection regime. Suitable anchor points are to be agreed, possibly in conjunction with a structural engineer. **Ladders -** Suitable ladders can be used for work at height where risk assessment shows that using equipment offering a higher level of fall protection is not justified because of the low risk and short duration of use; or there are existing workplace features which cannot be altered. Short duration should not be the deciding factor in establishing whether use of a ladder is acceptable or not, the overall risk is to be considered. As a guide, if the task requires staying up a leaning ladder or stepladder for more than 30 minutes at a time, it is recommended that alternative equipment is selected. Only use ladders where they can be used safely, e.g. where the ladder will be level and stable, and where it is reasonably practicable to do so, the ladder can be secured. If other options of securing a ladder cannot be achieved, the ladder should be footed by another operative. Footing should be viewed as a last resort. Before starting a task, carry out a 'pre-use' check to spot any obvious visual defects to make sure the ladder is in a safe condition to use. Use the ladder safely.

Working at height	Ladders and stepladders used are to be either British Standard (BS) Class 1 Industrial or BS EN 131. Domestic grade equipment is not permitted. Follow the guidance detailed in Safe use of ladders and stepladders INDG 455 (HSE guidance) for safe use. **Roof voids -** Walking on/working from ceiling cords/joists is forbidden. Carry out works from below where possible or adequate staging/boarding is to be used. **Falling objects -** Any materials stored or used at height are to remain inside edge protection measures provided (i.e. toeboards, brickguards.) Loading bays are to have suitable gates fitted which are to remain closed following loading or unloading. Loading bay gates are to have adequate internal guard rails which provide a physical barrier when in its open position. An adequate exclusion zone is to be considered at the base of loading bays where appropriate. Pedestrian routes should be so arranged that walking directly below the loading area is not possible to avoid injury from falling materials. Gaps in platform boarding are to be kept to a minimum. Platforms are to be positioned as close as is practical to the structure to suit the works in progress. Access underneath a platform should be restricted or controlled to prevent persons being struck by loose material or debris. Store materials and objects safely so they won't cause injury if they are disturbed or collapse. Suitably fire retardant debris netting is to be used in addition to the measures mentioned above as appropriate i.e. close to public highways/footpaths. The throwing/dropping of materials, waste, tools etc. from height is strictly prohibited. **Adverse weather -** Where adverse weather conditions, particularly high winds, severe icy conditions, heavy rain or extremes of temperature could compromise worker safety, work should be stopped. Work at height equipment is to be inspected by competent persons following adverse weather to establish if it remains safe for use. **Safe access -** A suitable means of access is to be provided to all work at height equipment to ensure workers can get to and from their work place safely. Stairways are the preferred method of access on scaffolding structures to buildings in excess of 2 storeys. Suitable hoists or access from within the building may however prove more practical. Ladders may be used where scaffolding is in public areas. Refer to 'Scaffolding in public areas' overleaf. Lockable security gates are to enclose the base of staircases to deter unauthorised access especially out of normal working hours.

	Ladders in public areas are to be removed at the end of each shift/working day and placed in a safe, secure location to prevent unauthorised use. Where ladders are used within the confines of an enclosed site, ladders may remain in situ but are to be adequately guarded to prevent unauthorised use. Internal permanent staircases are to be installed at the earliest possible opportunity in preference to using ladders to access upper floors of dwellings. External ladders are not to be used on mobile towers – the integral ladders provided are to be ascended/descended on the inside of the tower only. **Selection and maintenance of equipment -** The most suitable equipment appropriate for the work should be selected for working at height. Considerations should include; The working conditions (i.e. working environment, weather, nearby activities); The nature, frequency and duration of the work; The risks to the safety of everyone where the work equipment will be used. For further guidance refer to the free online resource WAIT (Work at height Access equipment Information Toolkit) that provides details of common types of equipment used for work at height. (Available on the HSE website) All relevant work at height equipment is to be visually inspected by competent persons before first use, every 7 days, following alteration or adaptation or following any event that may have affected its strength or stability. Results of inspections will be recorded in the relevant statutory register. Defects identified are to be rectified by the relevant competent persons without delay. Where this is not possible, i.e. the defect is severe or the working platform is incomplete, a notice is to be displayed indicating that the working platform is not to be used and all access prevented.
Lifting operations Follow link for additional Tower crane guidance. **Lifting operations**	All lifting equipment is to be; • Sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached, timber pallets, lifting points, etc., must be suitable. • Positioned or installed to prevent the risk of injury, e.g. from the equipment or the load falling or striking people. • Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. Accessories, slings, clamps etc., should be similarly marked. • Additionally, lifting operations are to be planned, supervised and carried out in a safe manner by people who are competent. • Where equipment is used for lifting people it is marked accordingly, and it is safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk.

Lifting operations	• Lifting equipment is to be thoroughly examined at periods specified in the Regulations - at least six-monthly for accessories and equipment used for lifting people and, at a minimum, annually for all other equipment (or at intervals laid down in an examination scheme drawn up by a competent person). Declarations of conformity should accompany new equipment. • All examination work is to be performed by a competent person (someone with the necessary skills, knowledge and experience) - following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person. **Tower cranes** – Competent person to select the most suitable crane for the project – all overhead hazards are to be considered. Base to be fully designed and externally verified in accordance with our temporary works procedures – combined weights of the heaviest load are to be made available – this includes the weight of the hook block, slings etc. A safe system of work is to be in place before operations commence. Maintain records of relevant information including lifting plan, method statements, thorough examination and inspection certificates, CPCS card etc. The tower crane is to be thoroughly examined and/or inspected at the necessary time intervals and be safe to use. Adequate resources including competent supporting operatives such as banksmen, slingers etc., are to be available. Refer to the table below for minimum training requirements for various duty holders Suitable and sufficient communication routes for and between all involved in operations and the site management should be considered. Use only licensed radios with an isolated frequency to avoid public interference. Where manned tower cranes are used, an adequate rescue plan is to be produced and relevant equipment and competent persons available on site at all times. Access to the working area during lifting and moving operations is to be restricted to those involved in the work. **Mobile cranes** - Competent person to select the most suitable crane for the project – all overhead hazards are to be considered. The positioning of the crane is to be thoroughly planned by a competent person – allowances are to be made for matters such as the tail swing of the counterweight, size of outriggers, area of spreader mats and the radius of the arc described by the crane jib at different inclinations. The weight bearing characteristics of the ground are to be determined by a competent person – designs for crane mats/ bearing plates etc. are to be externally checked in accordance with our temporary works procedures. A safe system of work is to be in place before operations commence.

Lifting operations

Maintain records of relevant information including lifting plan, method statements, thorough examination and inspection certificates, CPCS card etc.
The crane is to be thoroughly examined and/or inspected at the necessary time intervals and be safe to use.
Adequate resources including competent supporting operatives such as banksmen, slingers etc., are to be available. Refer to the table below for minimum training requirements for various duty holders
Access to the working area during lifting and moving operations is to be restricted to those involved in the work.

Duty holder	Minimum Qualifications*	Additional competencies
Crane operators	CPCS Tower Crane (A04) CPCS Mobile Crane (A60) CPCS Crawler Crane (A02)	Product specific knowledge available from manufacturers and others. Red card holders require period of mentoring, duration is task specific.
Appointed person (AP)	CPCS Appointed Person (NVQ) (A61)	
Crane Supervisor (CS)	CPCS Crane Supervisor (S/NVQ) (A62)	Red card holders require period of mentoring, duration is task specific.
Slinger/signaller (SS)	CPCS Slinger/signaller (A40)	Red card holders require period of mentoring, duration is task specific.
Note: Employers must determine competence of each individual person based on attributes listed above together with academic qualifications. A shortfall on attainment level does not preclude employment in this role but must be addressed before the person is permitted to carry out the role. *or other accepted record scheme in accordance with current UKCG requirements.		

Mobile Elevated Working Platforms (MEWPs) (cherry pickers, scissor lifts etc.) - Competent person to select the most suitable MEWP for the project – all overhead hazards are to be considered.
When selecting MEWPs consider height, general space restrictions and ground conditions, and other obstructions (particularly overhead to prevent trapping/crushing injuries)
MEWP operators must provide valid proof of training by either CPCS or IPAF.
Any operative inside the basket is to properly wear a suitable harness attached to the designated anchor points provided at all times.
The MEWP is to have a current 6 month thorough examination certificate provided with the machine and a lifting equipment register is to be provided for proof of an inspection regime by a competent person.

Hoists - Competent person to select the most suitable hoist for the project.
Landing areas must be fitted with suitable device to prevent a person or materials falling into the hoist way.
The hoist must be clearly marked with its safe working load and other markings if used for lifting persons.
The hoist is to be thoroughly examined and/or inspected at the necessary time intervals and be safe to use.

Lifting operations	All operators of hoists must be suitably trained, experienced, and authorised by Lovell site management. A safe system of work is to be in place before operations commence. Operator must have a clear view of all levels or if not, have made arrangements for signals to be given to them at each level. Operatives should also be instructed to close all gates after use. All loads to be secure without projections. Hoists are to be isolated and secured when left unattended with no loads left suspended. **Gin wheels -** Gin wheel to be correctly fixed by a competent person to ensure the scaffold is not dangerously loaded or deformed. Gin wheels should be suspended no more than 750mm from their outer support with the maximum loading being no more than 50kg at this distance. Checks are to be made to ensure that wheels run freely on their axles. Ropes should comply with relevant EN standards and are to fit snugly into the rim of the wheel and be regularly examined – they should be marked for identification. Proper safety hooks should always be used. Motorised gin wheels are to be installed and used in accordance with the manufacturer's instructions **Telehandlers -** Competent person to select the most suitable telehandler for the project. Telehandler is to be fitted with reverse assisting "field of view" mirrors or similar 360° visibility aid. The operator is to familiarise themselves with every specific machine upon delivery and the Plant Checklist (HSE 025) is to be completed before first use. The operator has ultimate responsibility for all telehandler lifts - consideration must be given to size, weight, centre of gravity, security of the load, terrain, weather conditions, distance, height, proximity to overhead power lines and other obstacles including site personnel - safe Working Load (SWL) of telehandler must be clearly marked and strictly adhered to. Seatbelt is to be worn at all times. Operator to ensure that the site speed limit is adhered to. Whenever possible, telehandlers should be driven with the boom as low as practical to suit the terrain to ensure that the centre of gravity of the machine and the load is as low as possible. Driving with the boom raised should never be considered "normal" practice. If the site is so restricted that manoeuvring is impossible without raising the boom, site management may need to re-assess the use of a telehandler at all or, at least, consider selection of an alternative and more appropriate machine.

Materials being moved that snag on other items are to be manually removed/unsnagged rather than trying to manoeuvre the machine to do so.
Where areas of risk to the general public or limited visibility are identified, banksmen will be required; these must be suitably trained and appointed.
Telehandlers are to traverse gradients not exceeding manufacturer's recommendations and guidelines as taught during operator training.
All reversing, particularly long distances is to be avoided wherever possible. Where unavoidable, the operator is to be extremely vigilant, all reversing visibility aids are to be used and the assistance of nearby persons is to be used as appropriate to assist with reversing.
Operator is to be extremely vigilant when carrying out general three point turning following delivery or collection of materials – all reversing visibility aids are to be used and the assistance of nearby persons is to be used as appropriate.
All telehandler operators must appraise themselves of the latest Traffic Management Plan (TMP) daily
Flashing beacon to be utilised at all times when telehandler is in use.
Unattended telehandlers must be parked in a safe place with the engine switched off, forks lowered to ground, the gear in neutral, handbrake applied, keys removed and doors locked.

LIFTING ACCESSORIES - E.g. Chain, wire rope, fibre rope or flat nylon slings, strops, shackles, hooks, eye bolts, spreader or equaliser beams etc. - All lifting accessories are to be thoroughly examined by a competent person at intervals not exceeding 6 months with a written report obtained and must be visually inspected weekly by the competent user and an entry made into the Working Equipment and Lifting Equipment Register (HSE 016) or contractors equivalent.
Any defects identified will result in the equipment being removed from service and suitable competent engineers/mechanics being employed to remedy the defects.
Lifting accessories must be clearly marked to indicate their safe working load, identification, and appropriate use.
SLINGER/SIGNALLERS (for all lifting operations) - Slingers/signallers will ensure that loads are securely and correctly attached to the lifting equipment and will initiate movement of the lifting equipment.
All slingers and signallers must be adequately trained in the techniques of slinging, signalling (the signal code), and the use of radios as necessary and be suitably competent, experienced and authorised by Lovell site management. If in training they must be under the constant supervision of a competent trainer.
They must be fit with regard to eyesight, hearing, reflexes, agility, and strength to handle lifting accessories. They must be able to judge distances, heights and clearances and establish weights and be able to balance loads.

THOROUGH EXAMINATION REQUIREMENTS – valid certificates must be held on site	
Item	**Frequency**

	Non-person lifting equipment – telehandlers, cranes, excavators etc.	12 months
	Person lifting equipment – MEWPS, hoists etc.	6 months
	All lifting accessories – strops, chains, shackles etc.	6 months
	NOTE: If equipment or accessory is less than 6 months/12 months old it must be accompanied by a certificate of conformity	
Maintenance of plant and equipment	Thorough examination certificates or conformance certificates if less than 12 months old for relevant items of plant are to be obtained and retained before allowing them to start work on site, i.e. 360 excavators, telehandlers, cranes, HIAB vehicles. All operators of mobile and large items of static plant are required to carry out a visual inspection and record the findings in a suitable register at least every 7 days - any defects discovered during these inspections will result in the equipment being removed from service and suitable competent engineers/mechanics being informed and the defects rectified as soon as practically possible. In addition, daily checks are to be carried out to ensure suitable maintenance of plant checking things such as tyre pressures, condition of brakes, lights, horns, audible warning systems, etc.,. All plant and equipment not in use shall be isolated. All plant and equipment shall comply with current Provision and Use of Work Equipment Regulations. Items of portable plant not in use shall be securely stored and rendered safe and isolated. All electrical power tools must operate at 110 volts or less and have appropriate 3 monthly PAT test records.	
Work on or near water where there is a risk of drowning	Provision and maintenance of robust barriers/fencing, edge protection, guardrails or similar. Provision of suitable emergency procedures, information and training to respond effectively. Means to raise a suitable alarm capable of being heard above ambient noise. Auto-inflating life jackets and similar buoyancy aids. Grab line downstream of the work. Suitable brightly coloured, buoyant throw lines. Suitably constructed rescue boat and competent operator.	
Traffic management PAVES PEDESTRIANS AND VEHICLES EFFECTIVELY SEGREGATED	Separate entry and exit gates for pedestrians and vehicles are to be provided which are to remain closed when not in use. Firm, level, well drained walkways that take the most direct route, where possible, are to be created and maintained. Pedestrians and vehicles are to be effectively segregated, physical barriers between pedestrians and vehicles are to be erected, maintained and arranged to suit the work progression. Where walkways cross roadways, a clearly signed crossing point is to be installed where drivers and pedestrians can clearly see each other. Position routes to allow drivers to be able see both ways along a footpath before they move where possible – this includes when exiting the site onto public roads.	

	Where possible vehicle parking areas will be arranged away from the work area. Eliminate the need to reverse where possible by implementing one-way systems around site and in loading and unloading areas. Provide designated turning areas where possible. Where unavoidable, reduce reversing operations by reducing the number of vehicle movements as far as possible and instructing drivers/operators not to reverse, unless absolutely necessary. If reversing is unavoidable due to site constraints, reversing long distances is to be under the assistance of a trained, authorised banskman. During reversing, operators are to be extremely vigilant, all reversing visibility aids are to be used. All telehandlers are to be fitted with CCTV reversing cameras. Operators are to be extremely vigilant when carrying out general three point turning following delivery or collection of materials – all reversing visibility aids are to be used and the assistance of nearby persons is to be used as appropriate. For regular vehicle reversing in areas where pedestrians cannot be excluded, competent signallers/banksmen are to be appointed to control manoeuvres. All drivers and pedestrians are to be made aware of and understand the routes and traffic rules on site – standard road signs are to be used where appropriate Hi visibility clothing is to be worn by all on site. A valid Traffic Management Plan (TMP) in accordance with PAVES and LIMS requirements will be displayed at pertinent locations on the site
Storage of materials (particularly hazardous materials) and work equipment	A suitable area will be designated for storage of bulk materials. Materials are to be stacked flat rather than upright and pallets used to stack materials are in good condition, not stacked more than 2 high, and are on firm ground and not leaning. Lockable steel storage containers will be provided to store items such as ironmongery, fixings etc. To discourage theft, plant and equipment is to be locked away where possible and the keys kept safe. All materials and/or substances for inclusion within the works shall be correctly stored prior to use in a suitably ventilated and/or secure area during working and non-working hours. All hazardous and flammable materials and substances shall be appropriately stored in accordance with manufacturer's instructions and shall not be placed so as to cause a health and safety hazard on site.
Roof Work	All personnel involved in roof works will use only the access scaffolding provided and must not interfere with any part of the scaffold. Roof tiles will be delivered to the scaffold via a telehandler and distributed evenly around the scaffold.

	Roof tile cutting works are to be carried out on the surrounding scaffolding with dedicated cutting area(s) established before work starts - a suitable piece of sacrificial material is to be placed between the tile and scaffold board when cutting. Refer to the National Federation of Roofing Contractors guidance document for controlling silica when disc cutting roof tiles.
Street Works **Street Works**	Plant is to be selected suitable for the task and the site – e.g. mini-excavators may need to be used to prevent the public being struck during slewing operations. Trained banksmen are to supervise vehicle movement. The correct signs, lighting and information boards to draw the public's attention to the work are to be used. Excavations are to be reinstated as quickly as possible with any left open securely fenced. Uneven surfaces are to be either covered or the public alerted to their presence. Materials are to be stored safely – storage near entrances and busy pedestrian areas is to be avoided. store materials within the site perimeter, preferably in a separate compound away from any perimeter fencing; Plant and equipment is to be removed from site at the end of the shift - if not possible, isolate and secure it; and select and use the least hazardous materials and chemicals. Tools are to be fitted with dust and noise suppression. Dusty and noisy equipment should be enclosed where possible. Workforce to be suitably trained and competent in accordance with the New Roads and Street Works Act and any plant and equipment in use.
Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures	During the preparation of Temporary Works designs, the Temporary Works Designer (TWD) will assess the risks associated with the design. Any residual risks will be identified and communicated to the project team. Residual risks may include, but not be limited to, collapsing structures (falling from or onto), hit by falling materials, excavation collapse, falling into poorly guarded excavations, plant/equipment damage arising from any of the aforementioned or manual handling injuries. The control measures for all Temporary Work will be as follows; the allocation of duties and responsibilities to competent staff for all temporary works activities, the formal appointment, in writing, or as appointed in this PMP, of persons to carry out individual duties, including as appropriate Temporary Works Co-ordinator (TWC), Temporary Works Designer(s) (TWD), Temporary Works Design Checker(s) (TWDC) and a Temporary Works Supervisor(s) (TWS), the production and maintenance of a Temporary Works register, the correct classification and assessment of all Temporary Works, the preparation of the concept and design brief based on hazard identification and risk assessment,

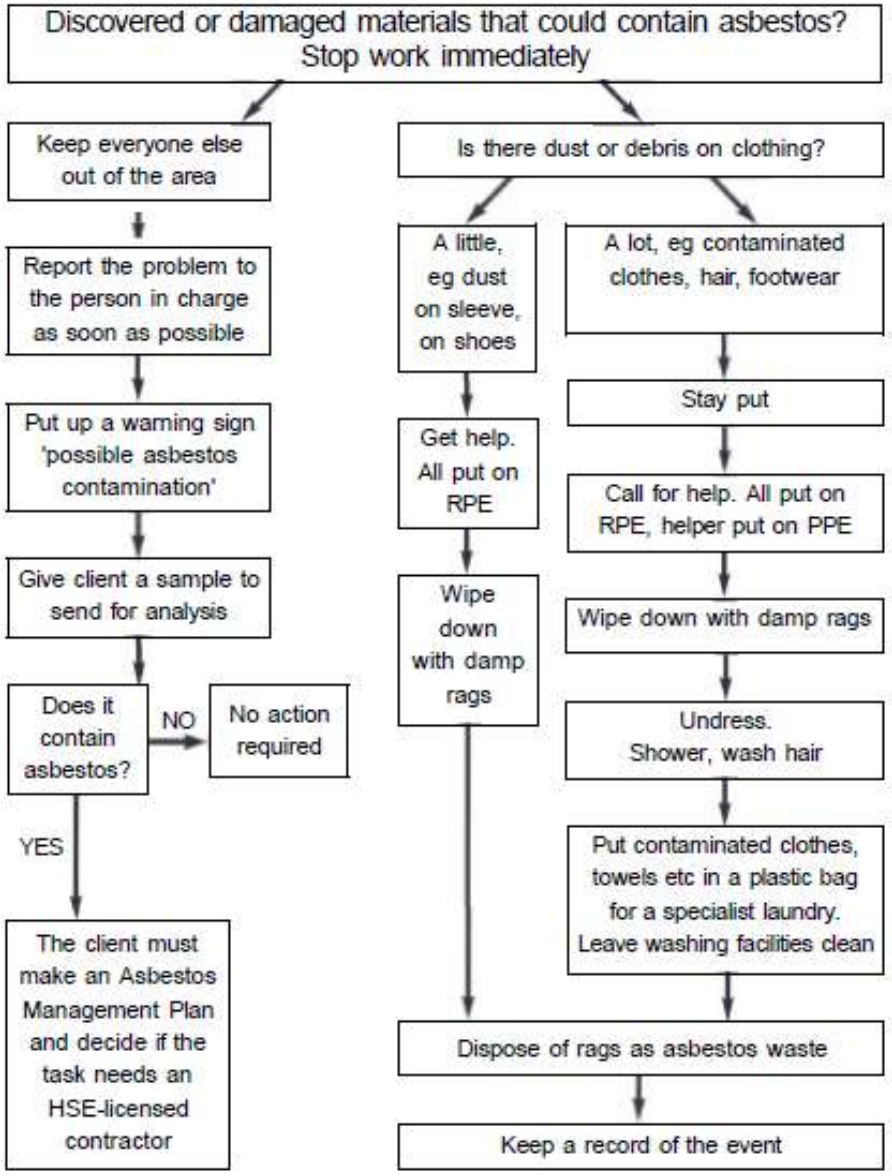
	the checking of all materials for adequacy, prior to erection, the formal checking of the Temporary Works design, the thorough inspection of the Temporary Works arrangement before any works or loadings commence, the provision of safe access, egress and protective measures to all elevated areas, work areas below ground level, and routes over and across works, regular inspection and maintenance of Temporary Works, formal confirmation that the Temporary Works is no longer required so that it can be dismantled, the provision of and compliance with the wearing of all required personal protective equipment. "[Click here to insert site specific controls.]"
[Other]	"[Click here to insert site specific controls.]"
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[Other]	"[Click here to insert site specific controls.]"

Health risks including; (delete or expand each section as appropriate ensuring information detailed is relevant to the project)

Refer to the Project Risk List for relevant risks identified for this project.
For further guidance, follow link to Risk assessments for activities involving Lovell personnel, HSE Guidance Documents and/or Health and Wellbeing

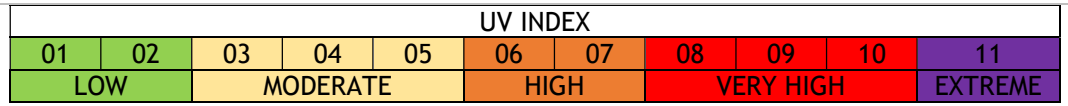
Construction dusts **Silica dust** – concrete, mortar and sandstone etc. **Wood dust** – timber, MDF and plywoods. **Lower toxicity dusts** – plasterboard, limestone, marble and dolomite.	Plan the work – work in a different way, limit the amount of cutting or use non-powered equipment like block splitters; Don't cut if unnecessary, for example, arrange flags/slabs to avoid cutting. Stop the dust getting into the air. Wet cutting and on-tool extraction are both effective - water damps down the dust cloud. On-tool extraction removes the dust as it created -both are effective if correctly used. Use the right mask - make sure the mask has the right level of protection and it fits the operatives' face. Individuals need to have been face fit tested to the relevant face mask, be clean shaven, wear it correctly, and request replacements when necessary. Adequate evidence is to be obtained from contractors. Where appropriate, health surveillance is to be provided to employees. Service providers are to supply suitable and sufficient CoSHH assessments to identify exposure and control measures they will be adopting when using such substances. These are to be reviewed to ascertain suitability. The provision and use of respiratory protective equipment (RPE) must only be considered when equally or more effective protective control

	measures cannot be used, however RPE may be necessary to control residual dusts. Refer to HSG53 for further information.
The removal of asbestos containing materials (ACM)	A method statement from a fully licensed contractor detailing safe means of working, including containment and disposal will be obtained prior to commencement of work on site. ACM to be removed in accordance with the relevant survey carried out for the project. Operatives to be informed that all identified ACM has been removed and a reoccupation certificate issued where appropriate. Operatives are to proceed with caution during their works. Any unforeseen ACM and suspect materials that are uncovered during the works will mean that the works must stop immediately and the incident be reported to the relevant supervisor and site management as soon as possible. (Refer to flow chart overleaf) Prevent others from entering the area if possible i.e. by fencing off the area, displaying signage etc. No further works are to continue until the materials have been tested and dealt with accordingly including any environmental clean-up works where the area may have become contaminated from airborne fibres. Written confirmation from the licensed asbestos removal contractor is required before continuing works. Subsequent works may only continue following instruction from the relevant site management. The H, S & E department are to be informed of such an incident to ensure it is correctly reported.
The removal of asbestos containing materials (ACM)	


Discovered or damaged materials that could contain asbestos? Stop work immediately
Keep everyone else out of the area
Report the problem to the person in charge as soon as possible
Put up a warning sign 'possible asbestos contamination'
Give client a sample to send for analysis
Does it contain asbestos?
NO
No action required
YES
The client must make an Asbestos Management Plan and decide if the task needs an HSE-licensed contractor
Is there dust or debris on clothing?
A little, eg dust on sleeve, on shoes
Get help. All put on RPE
Wipe down with damp rags
A lot, eg contaminated clothes, hair, footwear
Stay put
Call for help. All put on RPE, helper put on PPE
Wipe down with damp rags
Undress. Shower, wash hair
Put contaminated clothes, towels etc in a plastic bag for a specialist laundry. Leave washing facilities clean
Dispose of rags as asbestos waste
Keep a record of the event

Manual handling	Prevent unnecessary lifting and carrying. Position loads by machine and plan where they need to be put. Reduce where possible by considering alternative materials or processes. Avoid heavy materials that could cause problems if they need to be moved by hand. Choose lighter materials, order smaller bags of cement and aggregates. Keep materials such as concrete blocks dry. Use simple mechanical aids and make sure they are kept well maintained. Make sure workers are trained to use lifting equipment and other aids safely. Avoid repetitive lifting, **Plasterboard handling -** Load out boards by machine and plan ahead to make sure the site is organised so they can be delivered close to where they need to be. Use panel trolleys or other mechanical aids to move boards around site. Keep them well maintained. Use plasterboard lifts or adjustable props to position boards safely for fixing. For low-level wall panels, use a foot-operated board lifter to avoid stooping. Where positioning aids cannot be used, for example in stairwells or tight spaces, use smaller size boards that are easier to handle. Make reasonable checks to ensure workers are trained to use lifting equipment and handling aids safely. **Handling heavy blocks -** the lightest block that has the required strength, unless otherwise specified by a designer for genuine technical reason is to be selected - if using large foundation (trench) blocks, consider units with handholds to help grip. Avoid double handling by carrying from block stacks to the work area. Use handling equipment to take the blocks to where they are to be laid. Organise site traffic routes and scaffolding bays to deliver blocks close to where they will be laid. Where possible, use lightweight foundation (trench) blocks that have handholds and consider using half-size blocks. Consider widening trenches so blocks can be laid at foot level, not below it. Adapt scaffolding and working platforms to allow blocks to be laid between chest and knee height. It places less stress on the body and work rate is faster. Always try to lay between shoulder and waist height, use staging or adapt work platforms to help. If unavoidable, reduce laying rate or consider a half-size block. Arrange block stacks and spot boards at a comfortable position. Handle blocks close to the body when lifting into position. Arrange block stacks with clear access and small enough to avoid over-reaching. Make reasonable checks to ensure workers are trained to use lifting equipment and handling aids safely. Keep stored blocks dry to avoid weight gain from rain.

Manual handling	**Handling road kerbs - f**ollow the hierarchy of control measures; Elimination - eliminate manual lifting of kerbs at the design stage, (e.g. use alternative construction methods that do not involve manual handling or eliminate the need for the kerb). Total mechanisation - ensure kerbs are handled and laid mechanically (e.g. using vacuum devices/mechanical grabs etc.). Partial mechanisation - ensure that the maximum amount of the kerb handling process is undertaken mechanically (e.g. using mechanical solutions to get the kerb near its final position, off-loading using a hoist etc.). Using smaller/lighter kerbs or handling aids will further reduce the risks from any residual manual handling. Manual handling - in rare cases where it is not possible to use any of the above solutions, short stretches of kerb may be laid manually. Where this is necessary workers should be trained in good handling techniques. The use of lighter weight kerbs, or devices which allow two people to share the lift, will further reduce the risk of injury.
Use of hazardous substances, particularly where there is a need for health monitoring	All construction materials deemed hazardous will be accompanied by a CoSHH assessment prepared by a competent person. The CoSHH assessment will be made available to all persons who may foreseeably be exposed to the substance.
Reducing noise and vibration	**Noise** - Select quieter equipment or a different, quieter processes where possible. Use screens, barriers, enclosures and absorbent materials to reduce the noise where possible. Limit the time people spend in noisy areas/activities. Suitable hearing protection should be provided where noise cannot be controlled as above; choose a suitable protection factor – sufficient to eliminate risks from noise but not so much protection that wearers become isolated; consider the comfort and hygiene and ensure compatibility with other protective equipment. **Vibration -** look for alternative work methods which eliminate or reduce exposure to vibration, for example use a breaker attachment on an excavating machine to break concrete rather than using a hand-held breaker. Make sure that equipment selected or allocated is suitable and can do the work efficiently; unsuitable equipment, too small or not powerful enough will take much longer, requires more effort and will expose the worker to vibration for longer than necessary. Ensure equipment is well maintained – follow manufacturer recommendations where appropriate. Do not use blunt or damaged accessories – replace as necessary ensuring exposure is as short as possible. Limit the time workers are exposed to vibration – plan several shorter periods and introduce rotas between workers.

Reducing noise and vibration	Provide workers with necessary clothing to keep them warm and dry to encourage good blood circulation – gloves can be used to keep hands warm but should; not be relied upon to provided protection from vibration. Health surveillance should be provided for workers regularly exposed to noise and vibration
Exposure to UV radiation (from the Sun)	 Check the UV index from the daily weather forecast and communicate to workforce as necessary. Avoid or minimise exposure to direct sunlight in the middle of the day (highest proportion of daily radiation occurs between 10am and 2pm) Swap jobs amongst workers where possible to allow time in shaded areas. Ensure rest breaks are taken in shaded areas or indoors – position water points indoors to encourage breaks to be taken out of the sun. Ask employees to cover up with long sleeves, loose fitting tops and trousers when working outdoors Encourage workers to protect their necks with flaps fitted to safety helmets. High factor sunscreen should be used where skin cannot be protected by other measures, for example, the face and lips. Encourage workers to regularly check their skin for changes to moles or other changes
Gas	Refer to the Gas Safety Plan within section 6 of this PMP
Contaminated land	
Weil's Disease (Leptospirosis)	Maintain good housekeeping particularly around canteen areas ensuring food waste is put in the waste bins/skips provided on site. Where rodents have been observed, engage with relevant pest control contractor and instruct operatives not to touch them if encountered. Wash cuts and grazes immediately with soap and running water and cover all cuts and broken skin with waterproof plasters before and during work, and always before eating, drinking or smoking.
Discarded hypodermic needles and other sharps.	If discarded needles are discovered they are not to be handled without appropriate arm's length tools. If possible cover the needle(s) with something heavy such as a block or slab or something obvious, warn all in the area that needles have been discovered giving the location and inform them to avoid all contact. Inform site management as soon as possible giving location and amount and allow them to remove them safely using their safe disposal kits.

Discarded hypodermic needles and other sharps.	No part of the body should be placed 'blind' into any cavity/space - the area is to be exposed as much as possible and suitable lighting provided. If skin is accidentally punctured by a needle, encourage the wound to bleed - wash the wound with cold running water, dry and cover it with a plaster, and attend the nearest Accident and Emergency Hospital as soon as possible.

6. Gas Safety Plan

1. Scope of works;
Installation of Boiler Installation of Gas Hob

2. Appliances/equipment potentially affected by works - *tick all that apply*							
New installation (new build project) ☐ - Go to 3. Gas Contractor							
Boilers	☑	Fires	☐	Cookers	☐	Hobs	☑
Flues	☐	Vents/Air bricks	☐	Window vents	☐	Chimneys	☐
Other ☐ Please state:							

3. Gas contractor:	TBC
4. Gas contractors Gas Safe Registration No.:	TBC
4. Name of Gas contractor supervisor: **Supervisor must be named**	TBC

Log individual Gas Safe engineers onto the Competence & Authorisation register (HSE 021)

5. Arrangements for controlling significant risks
Refer to Lovell Gas Policy arrangements

Suitable arrangements for support and protection of gas equipment must be detailed above, including preventing ingress of foreign materials where appropriate.

Guidance.

Anyone who works on gas must be competent to do so. The level and range of competence should match the full extent of work done, but needs only to be sufficient for and relevant to that work. Employers of gas fitting operatives are required to ensure that their employees have the required competence for the work undertaken; in addition to ensuring they are properly experienced and trained. This involves ongoing monitoring of performance standards, as necessary.

Before a significant alteration is made to premises where a gas appliance or equipment is installed, e.g. installation or removal of windows, air bricks, extractor fan units, re-roofing, external cladding work etc., any implications for gas appliance/fitting safety need to be properly addressed – seek the advice of a competent gas engineer.

In some cases, the effects of particular work for gas safety may be obvious. For example, where a chimney is being reduced in height or capped, its effectiveness in removing flue gases may be drastically affected. Before such work is started, it needs to be established whether, or not, the chimney is active and, if so, allowance made for this in the way the work is carried out. This may include planning for appliances to be disconnected before work commences, preventing debris falling or being thrown down the chimney, and ensuring appliances are tested for safety after the work has been completed. Disconnection/testing of appliances must only be carried out by a Gas Safe-registered engineer. Similar consideration needs to be given to any proposed alterations which might affect operation of a flue system, e.g. fitting a flue liner or terminal.

In other cases, the effects of the work may not be so obvious. For example, when fitting double glazing or cavity wall insulation, providing a temporary roof covering over a building, the removal of fixed permanent ventilation, such as air bricks, and replacement with closable ventilation louvres (in contravention of standards) or blockage of vents by insulation material, can lead to danger from reduced ventilation/incomplete combustion. Equally, fitting extractor fans can lead to the pull on flues being overcome and flue products being sucked back into premises. Moreover, the enclosure of an existing flue terminal within a new extension or conservatory (again in contravention of standards) can lead to flue gases becoming entrapped. All alterations must be properly planned.

In accordance with regulation 9 of the Gas Safety (Installation and Use) Regulations 1998, a person who allows gas to flow into any premises for the first time should ensure an appropriately sited emergency control is in place. Where there is a gas meter, the meter control may serve as the emergency control as long as the conditions (as follows) are met. Each individual premises (e.g. each house or flat) using a supply of gas should be provided with an emergency control, whether or not that premises contains a gas meter. The emergency control should be situated as near as is reasonably practicable to the point where the pipe supplying gas enters the premises. It should be readily accessible to all consumers, i.e. gas users, in the premises concerned (e.g. not located in a basement or cellar); therefore, a valve located in a meter-room which is normally locked, and accessible only to a landlord, gas supplier, gas transporter and/or emergency services, for example, cannot act as an ‘emergency control’.

In the case of LPG, this regulation only applies where the gas is supplied from a storage tank or tanks, or from two or more cylinders connected by an automatic changeover device. In other cases the vapour valve on each cylinder also functions as a shut-off control and no additional provision is necessary. For further information refer to 'Safety in the installation and use of gas systems and appliances L56'

7. The Health and Safety File

Each contractor and supplier will be requested to supply information relating to materials supplied and or works packages completed.

Information will be requested at the earliest possible opportunity as it becomes increasingly more difficult to obtain information from contractors or suppliers who have left site or have completed delivery of materials.

The information will be collected and passed to the Principal Designer and the main file as soon as it is available and will not be left towards the end of the contract period.

Health and safety file format

Check the Pre-construction Information (PCI) to ensure that the clients requested format is detailed in this section – if none provided, use the format below

Section	Content
A	A brief description of the work carried out.
B	Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land)
C	Key structural principles (e.g. bracing, sources of substantial stored energy – including pre or post-tensioned members) and safe working loads for floors and roofs.
D	Hazardous materials used (e.g. lead paint; pesticides; special coatings)
E	Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangement for lifting such equipment)
F	Health and safety information about equipment provided for cleaning or maintaining the structure
G	The nature, location and markings of significant services, including underground cables; gas supply equipment; firefighting services etc.
H	Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors)

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work. However, the level of detail should be proportionate to the risks. The file should **not** include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise and easily understandable

8. Environment

Operational Control

Site management are responsible for ensuring all necessary environmental control measures identified within this plan are followed and implemented prior to start of any construction activities.

Pre start meetings with contractors will assess arrangements contractors have provided for minimising waste. Surveyor and Contracts Manager are responsible for ensuring contractors have included waste controls within their site documentation and they sign the administration document before signing off the order.

Site induction will include environmental controls in place or necessary actions required.

Monitoring

Site management will undertake weekly recorded inspections to ensure relevant environmental control measures are appropriate, and controls are being complied with.
Site environmental performance will also be monitored regularly by our health, safety and environment team. The inspection report will be discussed with site management and any recommendations will be actioned as necessary

Emergency Preparedness and Response

Minor Incidents

A minor environmental incident is an occurrence which leads to, or has the potential to lead to minor harm to the environment.
Examples include:

Table 1

• **Pollution**	Spillage of chemicals or oil (>2 litres) to hardstand.
• **Nuisance (dust/noise etc.)**	A minor environmental complaint received from a member of the public.
• **Waste segregation**	Incorrect segregation of general and hazardous wastes on site.

Major Incident

A major environmental incident is a legal breach, an event or series of events, which leads to or has the potential to lead to significant harm to the environment.

Examples include:

Table 2

Legal breach is identified	An activity is undertaken and direct or indirect processes or emissions lead to a breach of legal requirements identified by Lovell personnel, client or third party. Examples include:
Waste disposal	Disposal of waste materials, including giving or selling to an unlicensed carrier or site. Also includes poor description of waste, leading to poor "duty of care" control and inappropriate disposal. Where all the records of waste consignments are missed or incorrectly completed.
Nuisance (dust/noise etc.)	A complaint is received from a regulator relating to nuisance and it is substantiated.
Enforcement action is served by a regulator	A notice is served by a regulator on a project. Notices include: • S60 notices (noise and vibration) • Enforcement notice (waste) • Prosecution (all of above)
System failure	When auditing shows that the management of our processes is systematically failing to maintain compliance.

Emergency Incident

An emergency is a situation that has moved beyond the control of Lovell and requires the assistance of external agencies to minimise the potential harm to the environment.

Emergency Situation Arises	An emergency is where the control of an environmental incident requires the assistance of external bodies to bring it under control. In particular, incidents shall be reported in the event of pollution to a watercourse. The Environment Agency hotline for reporting environmental incidents is 0800 80 70 60.

Spillage Kit Provisions

The site will maintain a suitable spillage kit at the following location(s) across the site:

Incident Reporting

Where the incident is controllable and no intervention is required from any third party/statutory Environmental Authority, then controls should be implemented, the incident cleaned up/resolved and recorded on form (HSE 039).

Where the incident cannot be managed using on-site resources or is considered difficult to control (e.g. cannot be cleaned up within one hour of occurring), the Health, Safety and Environment department and the relevant Environmental authority must be informed and an Incident/Accident Report and Investigation Form (HSE 039) should be completed stating the following data:

- Date of incident
- Time of incident
- Exact Location of incident
- Incident details (including type)
- Who incident was first reported to
- Notified relevant Environmental authority details
- Remediation measures
- Measures to prevent a recurrence
- Details of any machinery involved
- Details of any witnesses
- Details of person completing the report
- Witness statements

Notify the Environment Agency by calling the Emergency Hotline on 0800 80 70 60. Do not hose any spillage down or use any detergents
A copy is to be forwarded to the Regional Health, Safety and Environmental Manager at the earliest opportunity. Corrective and preventive action will be communicated as a follow up to the Incident Report

Emergency procedure instruction

All site teams and site operatives should receive information on the environmental emergency control procedure on induction; this will include the location and use of the spill kits nominated to the job.

FIGURE 1. MINOR INCIDENT (EMERGENCY) CONTROL – ALL SITE OPERATIVES

STOP WORK IN AFFECTED AREA - CONTROL – NOTIFY

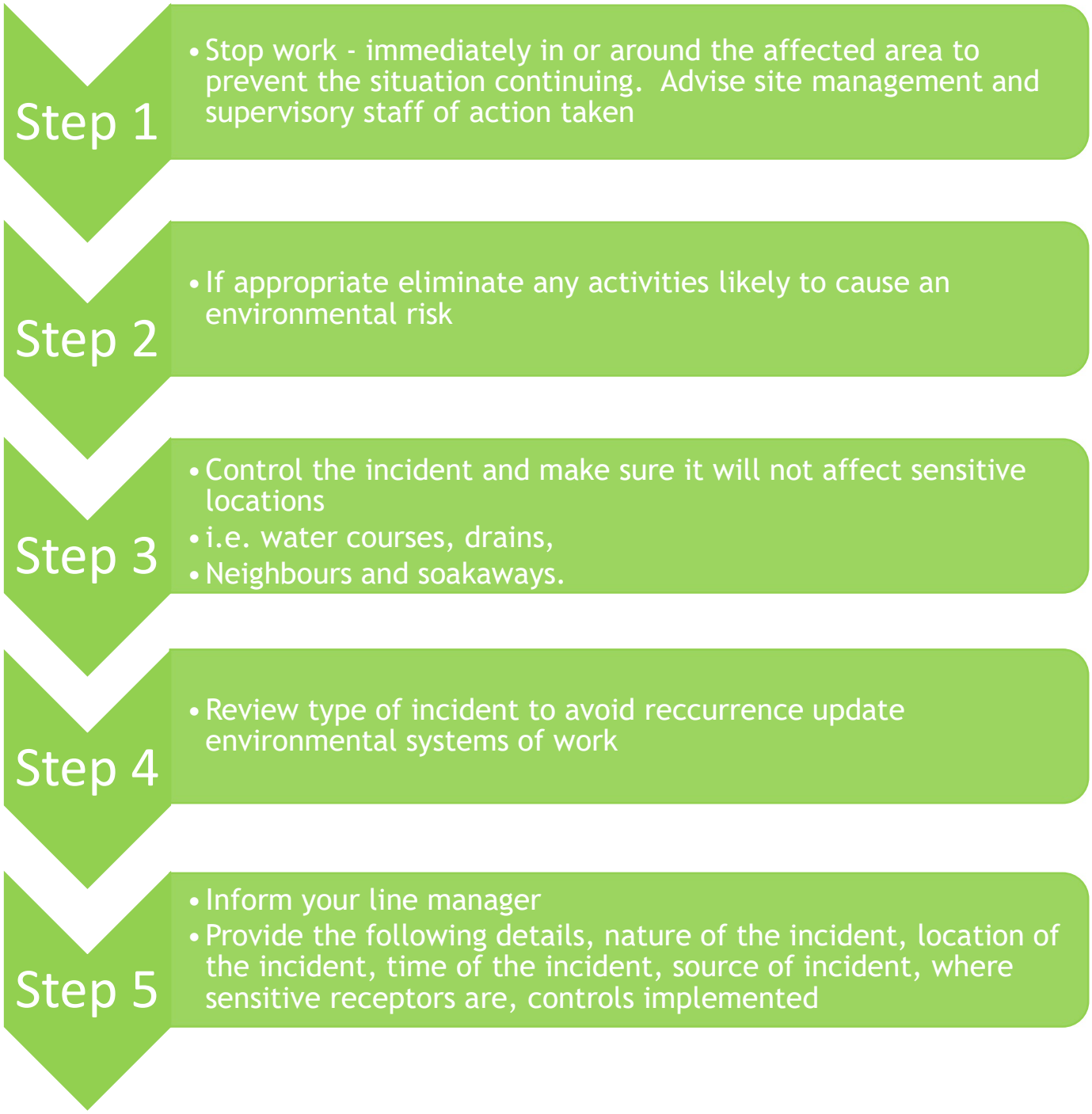
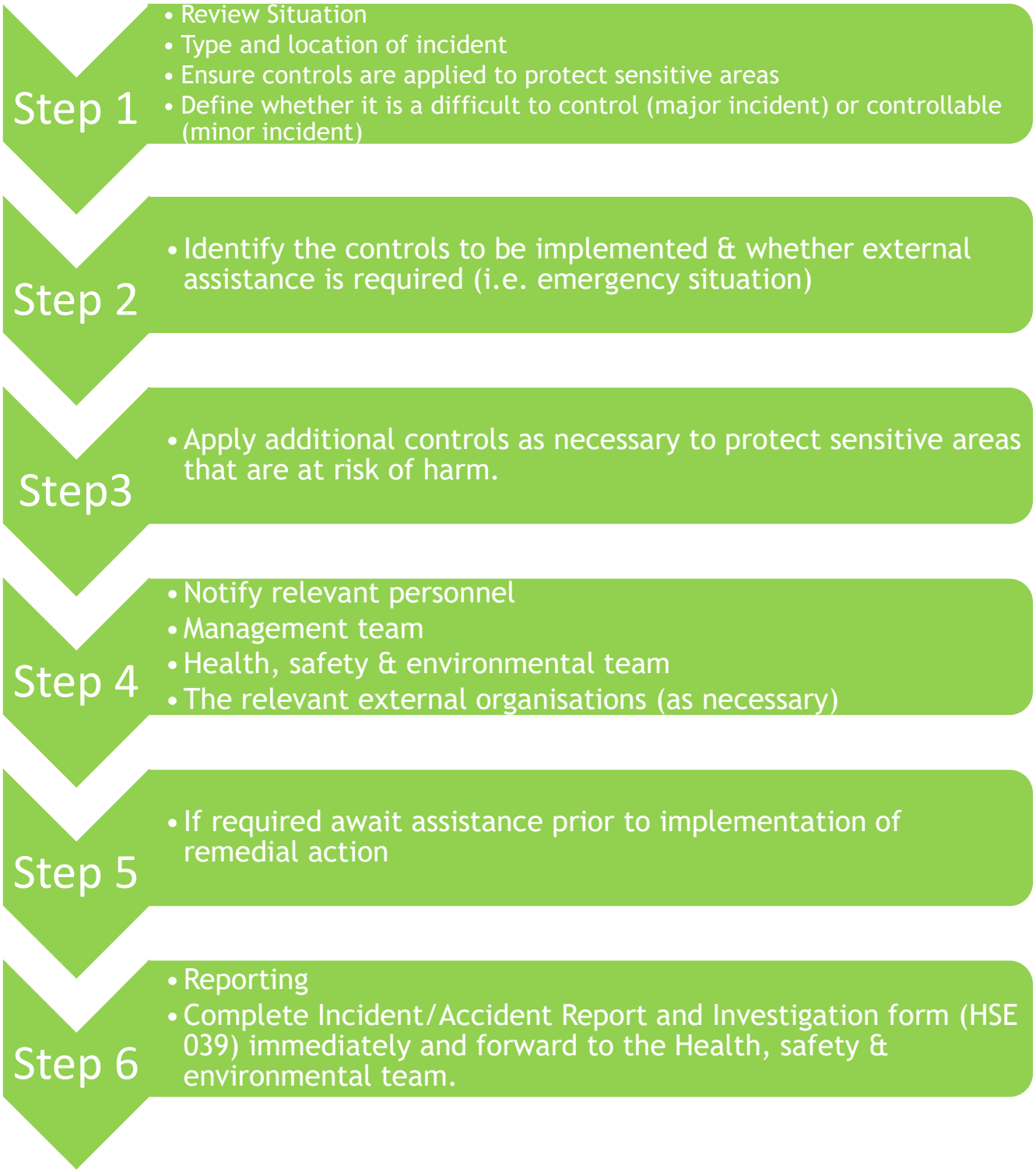


FIGURE 2. MAJOR INCIDENT (EMERGENCY) CONTROL – LINE MANAGERS

STOP WORK – CONTROL - NOTIFY
IF IN DOUBT SEEK SPECIALIST ASSISTANCE



Consent and pre-notification

CONSENT TYPE	TYPICAL WORKS REQUIRING APPROVAL	ENFORCEMENT AGENCY	REQUIRED Yes/No
Discharge to Watercourse	Effluent discharges to a point source, i.e. pipe, outfall or soak-away, that enters directly or indirectly controlled waters	Environment Agency	
Discharge to Sewer	Consent or approval for discharge of effluent to sewer. (Only applies if a septic tank is to be installed)	Water Company	
Abstraction Licence	Abstraction of water from a controlled water resource. In Scotland the abstraction of water requires notification only.	Environment Agency	
Notification of Dewatering Operation	Abstraction of water from the ground or surface water to assist construction or the extraction of aggregates and minerals.	Environment Agency	
Land drainage/flood defence consent	Any temporary or permanent physical works in, adjacent (within 8m), under, or over a controlled watercourse.	Environment Agency	
Use pesticide in close proximity to a watercourse	Any application of a pesticide within 10m of a watercourse, including canal, ditch, river or estuary.	Environment Agency	
Consent to affect bed of an estuary or sea (FEPA Consent)	Any works that may deposit material onto the bed of an estuary or the sea, including cofferdams, erection of jetties, outfall structures.	Marine Consents Unit: DEFRA	
Discharge of Type I or II Listed Dangerous Substance / groundwater regulations	Disposal/discharge of effluent containing type I or II listed substances to ground or to surface water which is not covered by Consent to Discharge.	Environment Agency	
Prescribed Processes	Use of Mobile Concrete Crushers and Screens- operator should have a licence from the planning authority local to its headquarters.	Planning Authority	
S61 Consent	S61 Consent is only necessary if a planning or development order or the client requires the contractor to enter into the S61 process.	Planning Authority	
Hazardous Waste Registration	Every site that produces hazardous waste i.e. asbestos, some oils, contaminated land etc. (Wales only)	Natural Resources Wales	
Waste Management Licences	Where waste material requires disposal, storage or treatment on site or where the off site location does not have permitted licences.	Environment Agency	
Waste Exemptions	Schedule 3 of the Waste Management Regulations 1994 permits export/import and use of various surplus or waste materials	Environment Agency	

CONSENT TYPE	TYPICAL WORKS REQUIRING APPROVAL	ENFORCEMENT AGENCY	REQUIRED Yes/No
Licence to affect protected Hedgerows or Trees with Tree Preservation Orders	Where protected hedgerows or trees with tree preservation orders have been identified, and where no detailed planning permission is in place.	Planning Authority	
Felling licenses	Where more than $5m^3$ of timber is to be felled per quarter and no detailed planning permission is in place.	Forestry Commission	
Listed Building Consent	Works affecting a listed building including installation of noise insulation and remedial works on structure.	Planning Authority English Heritage	
Scheduled Ancient Monuments	Works potentially affecting a scheduled ancient monument must be consented by English Heritage	English Heritage	
Planning Permission/ Development Order / Act conditions	Conditions may require certain controls and agreements to be in place and implemented prior to and during the works.	Planning Authority	
Closure and Diversion of Public Rights of Way and Roads	Temporary/permanent closures or diversions of public rights of way and roads require consent and notification of alterations prior to works commencing.	Planning Authority	
Closure and Diversion of Trunk Roads of Motorways	Temporary or permanent closures or diversions of trunk roads and motorways require consent and notification of alterations prior to works commencing.	Highways Agency	

Significant environmental impacts and controls (Environmental risk assessment) (delete or expand each section as appropriate ensuring information detailed is relevant to the project)

Note: Should any of the impacts listed as 'no' become apparent during the construction phase, works must stop and observations reported to site management.

Refer to Pollution Prevention Guidelines (PPG) for assistance with controls where required

Definitions: - Environmental Aspect – is the element of the organisations activities products or services that can interact with the environment.
Environmental Impact – is the effect or influence caused on the environment by the aspect.

ASPECT	IMPACT	CONTROLS
POLLUTION PREVENTION PLANNING	Pollution can be caused to land, air and water at the point of delivery, especially with fuels, oils and hazardous materials; or when the area is unsuitable for storing that material.	Prepare tool box talks to site workers on deliveries and preventing pollution. Ensure the site boundary is secure and access to site is controlled. Ensure that polluting substances are securely locked away when not being used, e.g. fuel Communicate this plan and control actions to everyone working on site (For more information Reference Page 10 PPG6)
DRAINAGE	Drainage systems act as a pathway to spread pollutants small amounts of oils can spread large distance drains can make pollution invisible and can happen without the site knowing it	Identify existing drainage on the site by type surface water, soakaways, land drains, foul and combined sewers If any pollutant enters a drain, immediately stop the pollution with a physical block, stop the activity causing the pollution, then notify the EA for surface water drains or the local sewerage provider for foul water drains. If there's a spill, accident or emergency, try and prevent pollutants entering other drains. Colour code the existing drainage Blue for surface water Red for foul water Red for combined Seek advice from the environmental regulator before any pumping or disposing of water (For more information Reference Page 21 PPG6)
EXCAVATIONS AND DE-WATERING	Excavations can increase the risk of pollution on site by generating excessive dust, producing silt and silty water spreading contaminated soils finding contamination or objects, such as old fuel tanks; this is often indicated by smells, discoloured soils and oily residues water such as rain or contaminated water run-off, or groundwater entering excavations (ingress), if your water table is high	Contact the EA if you need permission to extract and/or dewater on site, permission to discharge anything to surface waters or groundwater control measures such as a settlement lagoon or tank, silt trap or a grassed area need to be in place before operations commence. To remove water (dewater) from excavations, this is high risk and permits to pump must be in place and directed by the site management. Before any excavations are made be aware of the ground investigations looking out for known contamination of the ground. Check with the Environment Agency and obtain any necessary written consent prior to any dewatering. Use the **Permit to discharge HSE028** for control and consent adherence on site. Typical systems include: settlement tanks or lagoons, discharge over grassed areas, through silt socks or hay bales. Check that the point of discharge is to the correct location that is to the sewer, manhole or gulley as set out by your line manager. Check that all couplings and other pipework fittings are secure. Periodically check that any treatment systems are working and that water being finally discharged is clear of silt or solids that may give rise to pollution, and is not causing damage to the bed or banks of any watercourse. Notify your line manager immediately if you notice pollution (muddy water, oils etc.) occurring, the discharge causing flooding, any pipework is damaged or connections have

		broken or are leaking. Do not leave pumping operations unattended for long periods unless authorised to do so by your line manager. Do not continue with overpumping if the receiving sewer or pipeline cannot cope with the capacity. Do not ignore signs that pollution is occurring, for example muddy water entering watercourses or gullies. Do not tamper with pipework or discharge points without the authorisation of your line manager. (For more information Reference Page 24 PPG6)
MATERIALS STORAGE, STOCKPILES AND EXPOSED GROUND	Deliveries to site can be a common cause of pollution Vehicles can cause water, noise and dust pollution as they enter and exit site, for example by spreading mud or contaminated material on neighbouring roads.	Identify an area where all deliveries will be completed and communicate the requirements to the suppliers and those working on site. Ensure all deliveries are made as far away from watercourses and drains as possible. Define times for deliveries to site and communicate these to suppliers Make sure these delivery times are suitable for neighbours, i.e. after 9am. Ensure that all material deliveries are well be supervised (For more information Reference Page 27 PPG6)
OIL STORAGE, USE AND REFUELLING	Oil is one of the most common pollutants in the UK. Spilt oil can pollute streams, rivers and (if it soaks through the soil and rock) groundwater supplies which can be used for drinking water. Oil is toxic and harmful to plants and animals, and is a threat to their habitats. A small amount of oil can cause a large problem; five litres of oil can pollute an area of water the size of two football pitches.	Avoid storing oil in high risk locations. Don't store oil where there is risk of damage by impact or collision e.g. from site traffic within 50 metres of a spring, well or borehole, within 10 metres of a watercourse, ditch or drainage channel where spilt oil could enter open drains, loose fitting manhole covers or soak into unmade ground where it could pollute groundwater where a spill could run over hard ground to enter a watercourse or soak into unmade ground where it could pollute groundwater, where a tank vent pipe outlet can't be seen from its filling point on roofs as spilt oil can run down guttering which is connected to surface water systems Avoid storing or using oil in areas at risk from flooding. Containers may float in a flood causing oil to spill and pipelines to break Provide drip trays for all fuel bowers and associated pipework to catch any spills or leaks. Take all necessary security measures to prevent theft, or unauthorised use, by providing suitable locks, lockable containers and/ or lockable valves where necessary. Make sure the locks are used when oil storage facilities are not in use. This may be a legal requirement for some oils. (For more information Reference Page 31 PPG6)
NUISANCE	Dust, Light, Noise, Insects and vermin, Emissions/smoke, Vibration	Where possible, use machinery or plant with noise control measures e.g. silencers, mufflers, acoustic covers. Ensure that potential to cause nuisance through exhaust emissions is minimised by maintaining plant to prevent black smoke and positioning mobile or fixed plant away from site boundaries. Comply with any restrictions on operating hours or emissions set out in the planning consent. Talk with our neighbours, explain what we are doing and try to find solutions before problems arise. Only use temporary lighting where absolutely necessary. Only use temporary lighting where absolutely necessary Define access routes to and from site to prevent nuisance. Make arrangements to reduce mud leaving the site on delivery vehicles use of Anti-vibration mountings should be fitted to rotating / impacting equipment where practicable. Keep haul roads as smooth as possible and maintain them to reduce vibration impacts caused by heavy plant movements

		(For more information Reference Page 39 PPG6)
CEMENT, CONCRETE AND GROUT	Cement, concrete and grouts are highly alkaline and corrosive and can cause serious pollution to the ground and watercourses. Water wildlife, such as invertebrates and fish, are very sensitive to changes in pH (acid/alkaline) levels. Whereas oil in water is easy to see, changes to pH are not, so pollution can occur for some time before the extent of damage to wildlife is noticed	Concrete and cement mixing should be sited on an impermeable designated area, at least 10 metres away from a watercourse or surface water drain, to reduce the risk of run-off entering watercourse. Surplus dry concrete, cement and grout should be used elsewhere on site if possible, or as inert rubble; if not, it will need to be disposed of offsite. Equipment, such as chutes, portable mixers, barrows, pump lines, shovels, should be washed out in a designated area that has been specifically designed to contain wet concrete/wash water e.g. designated skip. Concrete mixing and delivery lorries should return to the batching plant for washout. Excess concrete should be sent back to the batching plant. With design concrete this may not be possible, a designated area to allow the concrete to cure without polluting the ground or watercourses will need to be established. Ensure all cement bags are sealed after use, stored appropriately to prevent leaks or dust (preferably in a waterproof. Do not over-order materials; you'll either have to store them, or pay to have them taken away. Consider timing of deliveries; it is more likely to have waste cement and concrete if it's delivered at the wrong time. Identify all watercourses, gullies and drains prior to commencing work. Store bulk and bagged cement and concrete additives at least 10 metres away from watercourses, gullies and drains. Undertake mixing/batching well away from watercourses and drains. Use only designated areas for concrete washout. Where necessary protect nearby drains against washout and water running into them. NOTIFY your manager IMMEDIATELY if you see any concrete spillages or concrete washout likely to cause pollution. Do not hose down spills of concrete or cement into surface water drains. Do not allow ready-mix trucks to washout anywhere other than in areas designated for the purpose. Do not wash off any tools or plant in watercourses. Do not allow mortar wash out to be tipped directly onto the ground – allow to set and remove to site skip. (For more information Reference Page 41 PPG6)
LAND CONTAMINATION	Common pollutants especially on brownfield sites include asbestos, hydrocarbons such as oils and fuels and hazardous heavy metals and solvents. They might be present in either the soil or groundwater or both.	Ensure you're aware of any planning conditions or requirements to investigate or remediate any land contamination. A specialist contamination assessment will need to have been undertaken, even if the site is not classed as 'contaminated land'; this should help to identify the location of any contaminants and the measures required to manage them Ensure that we work to agreed methods to prevent pollution. If you discover unexpected contamination on the site, stop works and seek advice from the environmental manage, the EA or the local council. (For more information Reference Page 45 PPG6)
INVASIVE WEEDS SPECIES	Some plants in the UK are designated as invasive non-native species; these are plants that don't naturally occur in the UK but, when introduced, establish themselves very quickly. They have a	Before work starts, identify any invasive plants on site. If you're unsure, seek a site visit from a competent expert (e.g. an ecologist, or Health, Safety and Environmental manager). We must contact the EA if we propose to use herbicides to manage invasive plants in or near watercourse. We have a duty of care to dispose of waste responsibly. Contact the EA if you need advice on how to dispose of invasive plants. Obtain and collect pictures and information to identify invasive species for use on

	significant impact on construction sites as they spread easily, are difficult to eradicate, can damage structures, contaminate soil and also damage the natural ecology in your area. Invasive plants can be either land or water based e.g. Japanese Knotweed, Himalayan Balsam and Giant Hogweed. The owner / occupier of a site is required by law to manage and prevent the spread of invasive plants. If we knowingly spread, or allow these plants to spread, through our activities we will be committing an offence	site. Talk with an expert advisor so you're familiar with the contaminants / invasive plants and how to deal with them. Communicate this to staff on site so that they are aware of how to deal with them or what to look out for. If you think you've identified any invasive plants on site, stop work and contact site management Do not carry out any works within 7 metres of the suspect plant and engage specialists for instructions. Do not excavate or move any soil from within 7 metres of a Japanese Knotweed plant without instruction. Do not track plant or vehicles over the area. Do not stockpile potentially contaminated material within 10 metres of a watercourse or drain. Do not carry out any works in the immediate area and engage specialists for instructions. Do not disturb the seedpods. Do not move soil that may contain seeds or other plant material without specific instructions. Do not carry out any works in the immediate area and engage specialists for instructions. Seek medical advice if you have been in contact with the sap. Wear protective clothing before touching the plant. Do not handle the plant until further advice is taken. Do not move soil that may contain seeds without specific instructions. (For more information Reference Page 45 PPG6)
CHEMICALS AND HAZARDOUS SUBSTANCES	All chemicals and hazardous substances or materials we store and use such as oils, cleaning products, solvents and pesticides could cause pollution if they spill onto land, enter surface waters or groundwater or are released into the air. If we cause or allow pollution to occur we may be prosecuted and fined.	'Safety Data Sheet (SDS)' should be provided with chemicals and hazardous by the supplier, or manufacturer. If you receive a chemical without an SDS, contact the supplier to find out whether or not they have to provide one. Follow these instructions carefully as they tell you how to store, use and dispose of chemicals and hazardous materials safely. Attempt to replace hazardous products with non-hazardous alternatives. Ensure that a responsible person is designated to control the issuing of chemicals and hazardous materials Store all chemicals and hazardous substances away from areas where there is risk of damage from impact or collision e.g. site traffic Ensure all chemicals and hazardous substances are stored securely, stored on impermeable surfaces, labelled, and that containers are sealed when not in use, inspected regularly and fit for purpose i.e. free from damage, no leaks Dispose of any damaged / old containers in line with your duty of care requirements, these may be considered hazardous waste Develop incident / emergency plans to help you deal with spills and train individuals how to use them from the SDS sheets. Ensure that incident / emergency equipment is available at storage point. Train staff in the use of spill kits / emergency procedures. Lock storage facilities when not in use. Limit orders to what we need and limit storing substances. Never wash any spilt oil, chemicals or other pollutants away into drains or into the ground or use detergents to clean up the oil; you could cause a more serious pollution incident (For more information Reference Page 49 PPG6)
WASTE MANAGEMENT	Poor waste management is a common cause of pollution at construction and demolition sites; failing to comply with	Everyone on site must comply with the waste 'duty of care'; store your waste safely and securely on site e.g. prevent windblown materials such as plastics leaving the site; covered skips and bins will assist in this prevent any liquid wastes leaching from bins or skips – this includes dry wastes that may

	'duty of care' leading to illegal disposal of waste such as fly tipping, illegal disposal such as burning of waste on site causing air pollution, or emissions caused by the transportation and break down of the waste in landfill sites.	become wet, e.g. through exposure to rain; check waste storage has no holes or damage develop a site procedure for selecting and managing waste contractors, those that remove your waste, to ensure that you meet your duty of care requirements only pass waste to authorised persons and companies have appropriate duty of care documentation, i.e. completed waste transfer notes or consignment notes for hazardous waste for each load of waste removed from the site prevent hazardous wastes being mixed with other hazardous wastes or non-hazardous wastes keep all waste transfer notes and consignment notes for 2 and 3 years respectively Ensure materials aren't over-ordered to avoid waste in the first place. Lock waste storage areas, bins and skips. (For more information Reference Page 52 PPG6)
SILTY WATER	Poor management of silt and silty water is a major cause of serious pollution incidents from construction sites Silt for these purposes is fine inert sediment derived from soil and rocks. Silt pollution can: damage and kill aquatic life by smothering and suffocating reduce water quality cause flooding by blocking culverts and channels	Use of cut-off trenches, vegetation corridors adjacent to waterways to act as 'buffer strips' and reduce the amount of exposed ground for runoff. Plant, wheel and boot washing Run-off should be collected in a sump, with settled solids removed regularly and water recycled and reused where possible. Any excess water should be discharged to foul sewer with prior permission from your local sewerage provider or tankered off site for authorised disposal. Do not strip all site of vegetation when not building in that area, limiting the amount of run off
INCIDENT RESPONSE	Although careful planning and preparation reduces the risks of a pollution incident, accidents can still happen. If site workers know how to deal with an incident, and can use the necessary equipment, they can help prevent the pollution spreading and minimise damage to the environment.	Train site staff and contactors how to use the plan and equipment such as spill kits – using tool box talks Test our plans When working near water include daily visual inspections into your incident planning. Reporting incidents Report all pollution incidents as soon as possible to site management or the EA **Hotline: 0800 80 70 60** (Freephone, 24 hour service) If we do not report an incident and it is later traced back to our site, this will be taken in to account when the EA decide what enforcement action to take
EMISSIONS TO AIR:	Activities generate air pollution above regulatory control levels or cause a public nuisance	Keep surfaces swept and damp down with water at regular intervals. Minimise drop heights into haulage vehicles. Ensure cutting and grinding operations are adequately shielded or wetted. Sheet lorries carrying dry materials off site. Keep to site speed limits to minimise dust generation. Implement wheel washes, for appropriate vehicles, where appropriate. Store fine, dry materials within buildings or provide adequate protection from the wind. Position silos and stockpiles away from residential areas or watercourses. Clean up or damp down any spillage of dry dusty materials.
EMISSIONS TO LAND:	Previous land use caused any contamination. Storage of potential pollutants, i.e. diesel fuels, hydraulic oils etc.	Fuel stored in a double skinned tank away from sources of heat and flame. Drip trays used when refuelling
RESOURCE USE	Will there be excessive resource consumption from construction	Envirocabins are used on sites where possible to reduce waste and energy usage. Staff are informed to conserve energy where possible by switching off lights, equipment and site machinery when not in use

	activities, excessive energy consumption leading to CO^2 emissions, poor air quality, and excessive water consumption leading to demand upon natural water resources?	and to report any damage that may be discovered. Staff are required to follow the company handbook when selecting private vehicles with sensible emissions. Staff are informed to conserve water where possible by turning off taps when not in use and reporting any leaks or damage that may be discovered. Use any offcuts of materials, monitor skip usage and what is being thrown away.
ECOLOGY:	Are there any protected Wildlife or natural features in or around the site (bats, birds, reptiles, snakes, amphibians, badgers Great Crested newts, trees, hedges, flowers etc.?)	**BATS** Refer to or arrange to carry out ecology surveys prior to any works commencing. Instruct workforce that should they think they have found a bat or a bat roost on site to immediately stop all works in the area and inform the site management. Do not try to touch or handle a bat. They are very delicate and are likely to suffer serious harm – it is also breaking the law. Refer to the wildlife planner at the end of this section. **BADGERS** Check to see whether licences will be necessary if works near badgers' habitats involve heavy machines within 30 metres, use of light machines within 20 metres or hand digging or scrub clearance within 10 metres of a badger sett. Refer to the wildlife planner at the end of this section. **BIRDS -** Refer to or arrange to carry out ecology surveys prior to any works commencing. Most birds are fully protected and you must allow the young to leave the nest before taking any action to block the entrance holes or commence construction works. Some birds' nests can be removed, but only if they are causing a threat to health and safety. The nests of feral pigeons can be legally removed anywhere in the UK, and house sparrows and starlings in Wales, Scotland and Northern Ireland. If possible, please allow them to remain until the breeding cycle is complete. Refer to the wildlife planner at the end of this section for guidance on recommended survey and commencement periods. **FISH** Before any works in, on, under or over a river are commenced, the EA / SEPA should be consulted as these works could require consent. Points to consider include: - The pollution of watercourses by run off and sedimentation has led to a decline in fish habitat and populations. Silt is one of the most common sources of pollution. Undertaking of works at the wrong time of year could damage breeding populations. Any changes to a river channel could obstruct migratory routes, alter habitat, change flow regimes, increase flood potential etc. The introduction of fish could have a negative impact on the ecosystem. Types of mitigation for protected fish are varied and must be agreed prior to construction. Mitigation measures may include the zoning of works, buffer zones, scheduling to avoid breeding season, construction of fish passes and post construction monitoring. There may also be potential to improve the habitat, advice can be sought from the relevant Statutory Nature Conservancy Organisation (SNCO). A written Consent must be obtained from EA /SEPA for introducing fish or spawn to any inland water. It is also illegal to pollute controlled waters (rivers streams, lakes, canals, coastal water and groundwater and a system of permitting for abstracting and discharging from and to controlled waters exists and for working in, on or over waterways. (See previous section for additional information on pollution avoidance and spill control). If protected species are found after work has commenced, works in that area must stop immediately as it is illegal to injure, kill, capture or disturb any fully protected species of fish or to damage its sheltering place. Advice must be sought from an experienced person.

		GREAT CRESTED NEWTS Refer to or arrange to carry out ecology surveys prior to any works commencing. Instruct workforce that should they think they have identified Great Crested Newts on site to immediately stop all works in the area and inform the site management. Watch out when moving logs, stones or rubble or clearing the site near to ponds. These are favourite habitats for Great Crested Newts. Do not try to touch or otherwise disturb any Great Crested Newt. Refer to the wildlife planner in the environmental section of LIBMS.
ARCHAEOLOGY AND BUILT HERITAGE:	The works directly affecting archaeological remains, built heritage i.e. listed buildings involving construction activities	Refer to Pre Construction Information (PCI) from client. Engage and obey the advice provided by any appointed archaeologist. Instruct workforce to stop work if they find any archaeological features and immediately inform management for instructions. Do not assume that any artefacts or features discovered are unimportant. Do not remove any 'finds' such as coins, pottery, or bones from the site. It is illegal. Don't undertake work adjacent areas of archaeological importance without considering if any damage may be caused as vibration may cause cracking and dewatering may cause a preserved feature to settle and crack. Do not drive vehicle through protected sites.
TRAFFIC MOVEMENTS:	Public highways suitable to accommodate anticipated construction vehicles (narrow roads, junctions, low bridges, local traffic incl. public transport) public amenities (hospitals, schools etc.)	
OTHER: Are there any requirements from stakeholders which might affect the project? Any design/spec constraints; Other Local and/or national government restrictions.	Any other environmental risk that has not been covered above but has been identified in the project risk list	

9. Waste

RESPONSIBILITY	
Regional Director/Manager	• Responsible for ensuring adequate resources and provisions are made to enable compliance with this arrangement
Procurement	• Responsible for procuring a compliant, competent waste contractor • Responsible for accurate ordering of materials using offsite manufacture and alternative sustainable products where possible • Responsible for organising take back schemes including the collection of damaged goods during delivery • Responsible for supporting site management in directing spare pallets between sites and/or returning them to the supplier
Project Management	• Responsible for ensuring all workers on site are aware of the Lovell waste management strategy • Responsible for applying the waste hierarchy on projects and ensuring correct segregation of waste streams as appropriate • Responsible for ensuring the materials received on site are stored to provide adequate protection from damage and theft • Responsible for ensuring the necessary documentation is obtained from the waste contractor following removal from site. This must feature the information listed in section 3. All such information must be passed back to the Regional Office for archiving once the project is complete. • Responsible for ensuring that wherever practical suitable space is allocated for segregating waste streams on site • Responsible for ensuring that the waste carriers license etc. are on display in the site office • Responsible for recording the number of skip exchanges and other waste elements i.e. British Gypsum • Responsible for monitoring compliance with reviewed safe systems • During monthly meetings the forecasted and actual waste figures should be evaluated and learning shared • Responsible for overseeing the development of the SWMP and keep it up to date
Surveyor	• Responsible for procuring a compliant/competent contractor for purposes of muck away, asbestos and other such waste removal using the WRAP terms and conditions • Responsible for making subcontractors aware of the Lovell waste management strategy • Responsible for obtaining accurate waste forecasts from subcontractors in the pre-order meeting and sharing this with the estimator • Responsible for sharing lessons learned during monthly SWMP reviews with the site manager and pre-contract teams • Responsible for registering schemes producing hazardous waste with Natural Resources Wales (Wales only)
Designers/ Technical department	• Responsible for designing out waste where possible to do so, specifying sustainable materials and giving due consideration to materials being manufactured off site
Estimators	• Responsible for providing accurate waste forecasts for the SWMP at tender stage • Responsible for allowing sufficient resources at tender stage
Regional HSE Team	• Responsible for checking compliance with the arrangement as part of the inspection and auditing process • Responsible for providing support and guidance where appropriate

Employees	• Responsible for co-operating with site/office management • Responsible for placing waste into the correct container as provided • Responsible for reporting any defects or concerns to site/office management and re-using material where possible • Responsible for ensuring all stored materials are protected from damage or theft

Waste Management Summary

Pre contract/Pre-Start

- Designers design out waste where possible
- Procurement teams order accurate amounts and purchase durable products where possible
- Take back schemes are organised by procurement where possible
- Surveyors procure compliant/competent contractors for muck away/asbestos etc.
- During the pre-order meeting subcontractors estimate their waste
- SWMP and waste forecasts are made by estimators
- Learning from previous projects taken into account

Construction

- Application of the waste hierarchy e.g. segregation, suitable storage of materials etc.
- Waste induction talks
- SWMP kept up to date on site by site management
- Waste disposed of with a 'duty of care'-waste transfer notes obtained
- Material donations
- Waste contractor checks

Reporting

- SWMP data shared with sustainability co-ordinator for monitoring
- Waste data shared with Morgan Sindall Group
- Waste data recorded in monthly and annual sustainability reports
- Actual and forecasted waste amounts evaluated and learning shared

Learning shared

Definitions

Waste
Article 3 (1) of the Waste Framework Directive defines waste as '…any substance or object which the holder discards or intends or is required to discard…' Discard in this sense differs to the dictionary meaning as it includes not only the disposal of a substance or object but also its recovery and recycling.

Hazardous waste
Waste can either be hazardous or non-hazardous. A waste is deemed as **hazardous** when it contains dangerous substances that can cause harm to human health or the environment and is signified in the European Waste Catalogue (EWC) as hazardous.

Reduce
To buy/use less

Reuse
Elements of the discarded item are used again e.g. using aggregate for footpaths.

Recycle
Discards are separated into materials that may be incorporated into new products. This is different from reuse in that energy is used to change the physical properties of the materials e.g. skip waste segregation.

1) Is it a waste?

Specific advice over whether a material is a waste or not can be obtained from the **'Is it waste Tool'** https://isitwaste.org/equal/en/#/. If internet access if limited use the following flowcharts:

Fig 1. Has the waste or object **become waste** criteria?

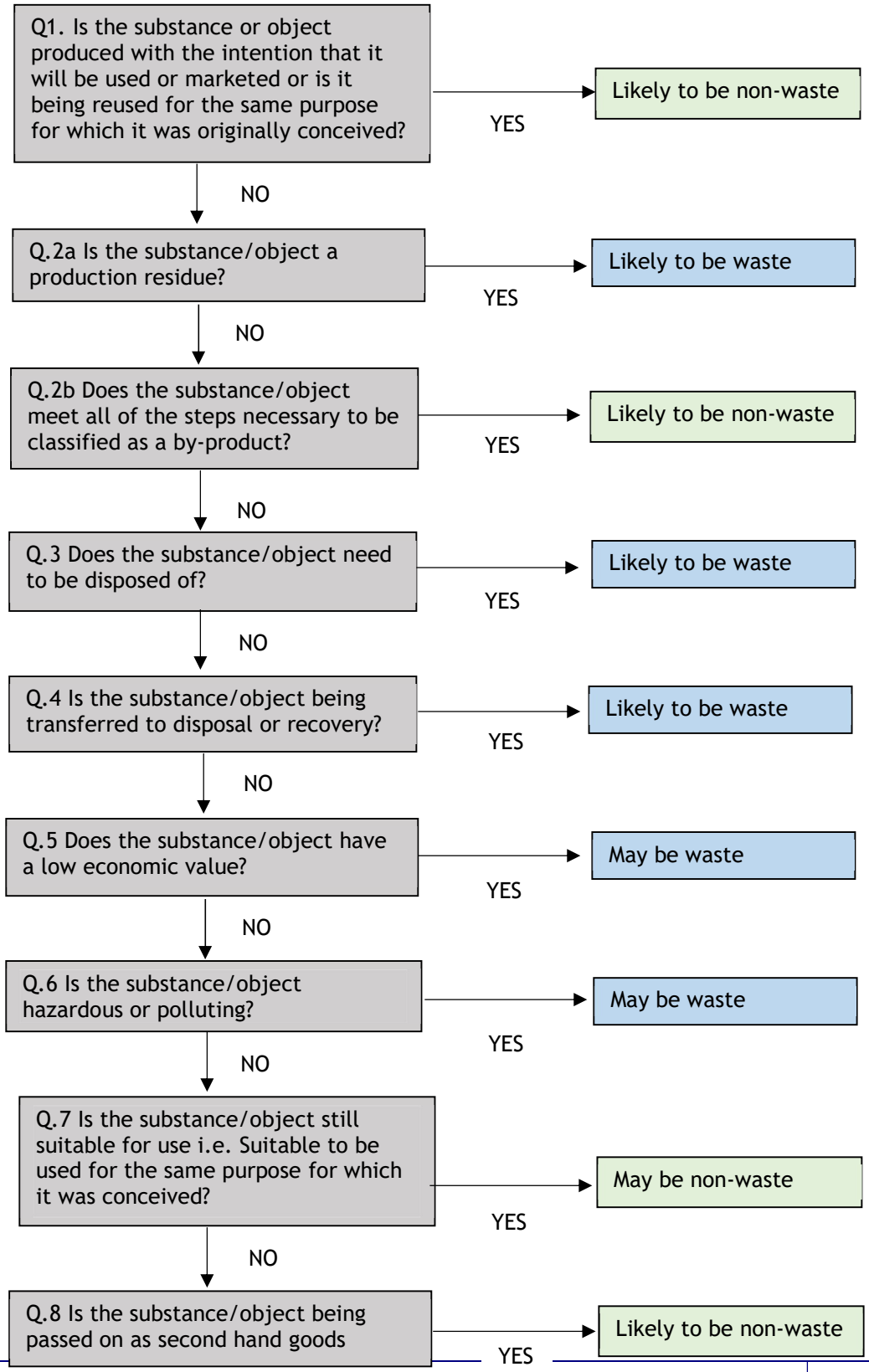
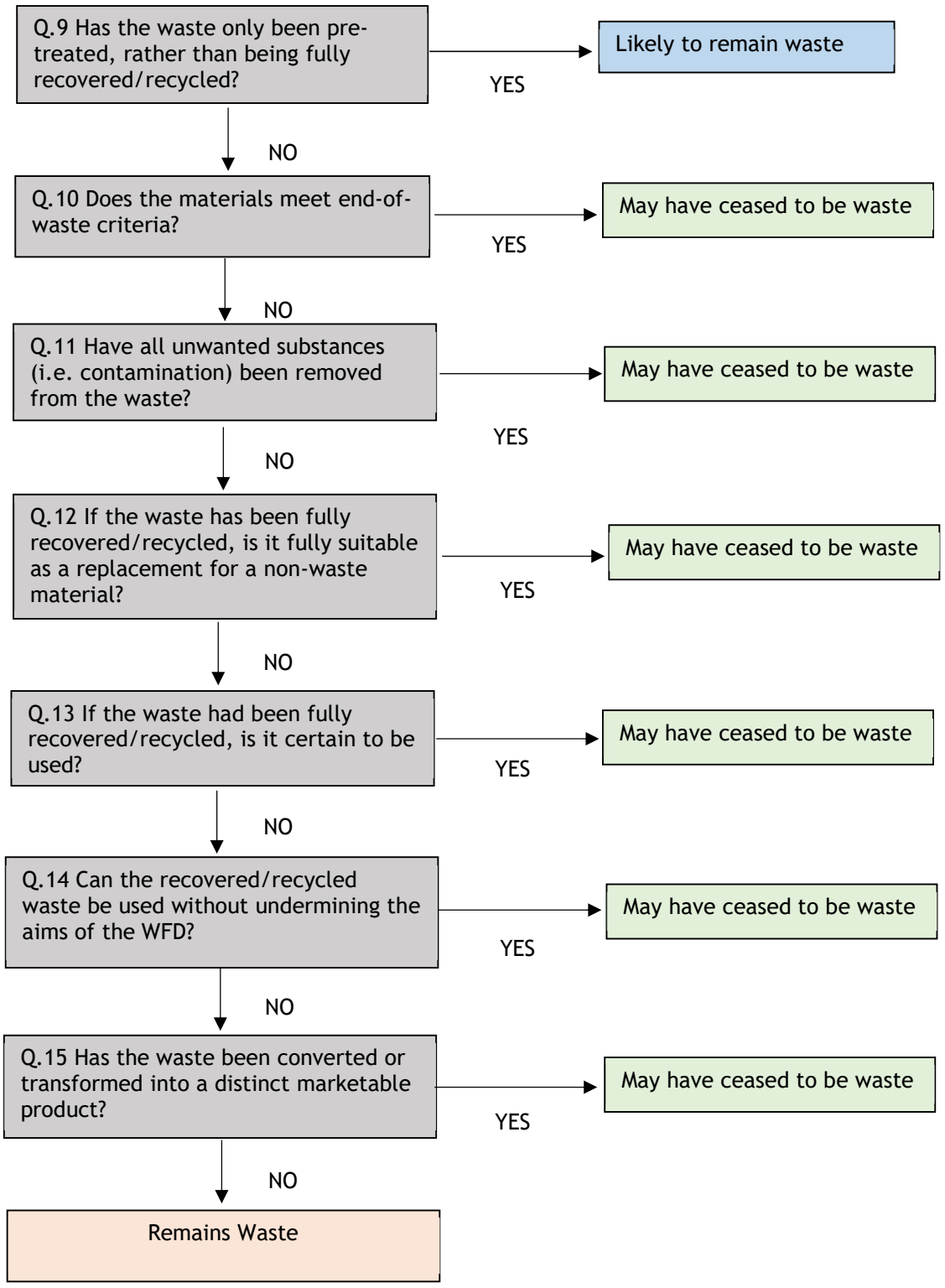


Fig 2. When does it **cease to be waste**?



For further support visit
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69590/pb13813-waste-legal-def-guide.pdf (England and Wales) and http://www.sepa.org.uk/media/154077/is_it_waste.pdf (Scotland)

2) Waste Management on site

During the pre-start stage the construction team will develop and implement a site specific Site Waste Management Plan (SWMP). The SWMP shall record any design decisions made to reduce waste and forecasts must take into account subcontractor waste forecasts determined during the pre-order meeting. The project estimator will provide waste forecasts on the SWMP during the tender stage.

Prior to works commencing on site, likely waste streams (i.e. inert wastes, non-hazardous wastes, hazardous wastes) must be correctly identified by the estimator. In addition, the European Waste Catalogue (EWC) code (table 1) for each individual waste stream must be identified and recorded in the SWMP. This provides forward notice for waste management on the site.

Table 1. EWC code examples

EWC	Description
15 01 01	Cardboard and packaging
17 01 01	Concrete
17 01 07	Mixed concrete bricks tiles ceramics
17 02 01	Wood
17 02 03	Plastic
17 04 05	Iron steel
17 04 07	Mixed metals
17 05 11	Cables
17 05 04	Soil & stones
17 09 04	Construction demolition waste
20 01 01	Paper & cardboard
20 03 01	Mixed office waste
20 01 08	Biodegradable kitchen waste

When managing waste onsite the waste hierarchy must be applied. Consideration must be given to the following during the **pre-start** (by procurement teams during the tender stage) and **construction** stages (by site management):

Pre-start

- Order the correct amount/ arrange just in time deliveries
- Organise take back schemes
- Explore packaging reduction methods

Construction

- Ensure suitable and sufficient handling and storage of materials
- Reuse materials where possible, put offcuts back in storage facility
- Control the amount of materials leaving stores
- Ensure work methods are efficient
- Include waste management at induction
- Include waste minimisation on co-ordination meeting agendas

- Ensure materials are not delivered damaged or unsuitable (organise collection for damaged goods)
- Review the SWMP comparing forecasted amounts with actuals at monthly management reviews
- Introduce incentives and where necessary discipline measures on site
- Where possible waste segregation should occur
- Provide waste toolbox talks

Site management must enforce good housekeeping when managing waste on site. The following must be encouraged:

- All skips, drums or other appropriate containers are clearly labelled, identifying the type of waste that can be disposed of into each. Signage will help allocate waste destinations (table 2)
- Waste containers must be strong enough to hold waste securely, prevent loss or leaks
- Waste containers must be located a minimum of 10 m from any drainage or water course wherever possible, kept in designated areas and away from vehicle traffic to avoid damage.
- Waste containers must not be overfilled and waste areas must not become littered
- Where possible skips should be covered when not in use to prevent theft and loss of materials due to wind
- Waste must not be burned on site

Table 2. Waste segregation guidelines

Plasterboard and gypsum products must not contaminate with other waste	Gypsum
Asbestos, solvents, mastics, oils, some paint, fluorescent tubes, contact adhesives, diesel, petrol	Hazardous
Clean concrete, bricks, blocks, hardcore or that which does not decompose	Inert
Any waste which cannot be recycled in other bins but not contaminated	Mixed
Any carbonaceous material which is not contaminated	Packaging
Clean clear not etched stained or leaded.	Glass
Only timber/wood products which are not treated with preservatives	Wood
Only uncontaminated examples include rebar cuts, bandings, empty paint containers, electrical wires	Metal

Waste management will be inspected by the health, safety and environmental teams as part of the inspection regime and will be subject to LIMS auditing both internally and on occasion, by our external accrediting body to ensure that an effective waste management plan is being implemented by the site management.

3) Waste re-use and disposal

3.1 Disposal of waste-duty of care

Whenever a non-waste is transferred to an authorised person this must be supported with a controlled waste transfer note. This also applies even if you have produced and carry waste yourself. Waste transfer notes for inert and non-hazardous waste must be maintained for two years.

The transfer of hazardous waste must be supported by a consignment note. Hazardous waste transfer notes used in Scotland must be maintained for at least three years. In England and Wales the project manager will complete the register for hazardous waste disposal for all hazardous waste movements. This must be maintained for three years with the hazardous waste transfer notes, schedule of carrier forms and details of the sites registration with the Environment Agency.

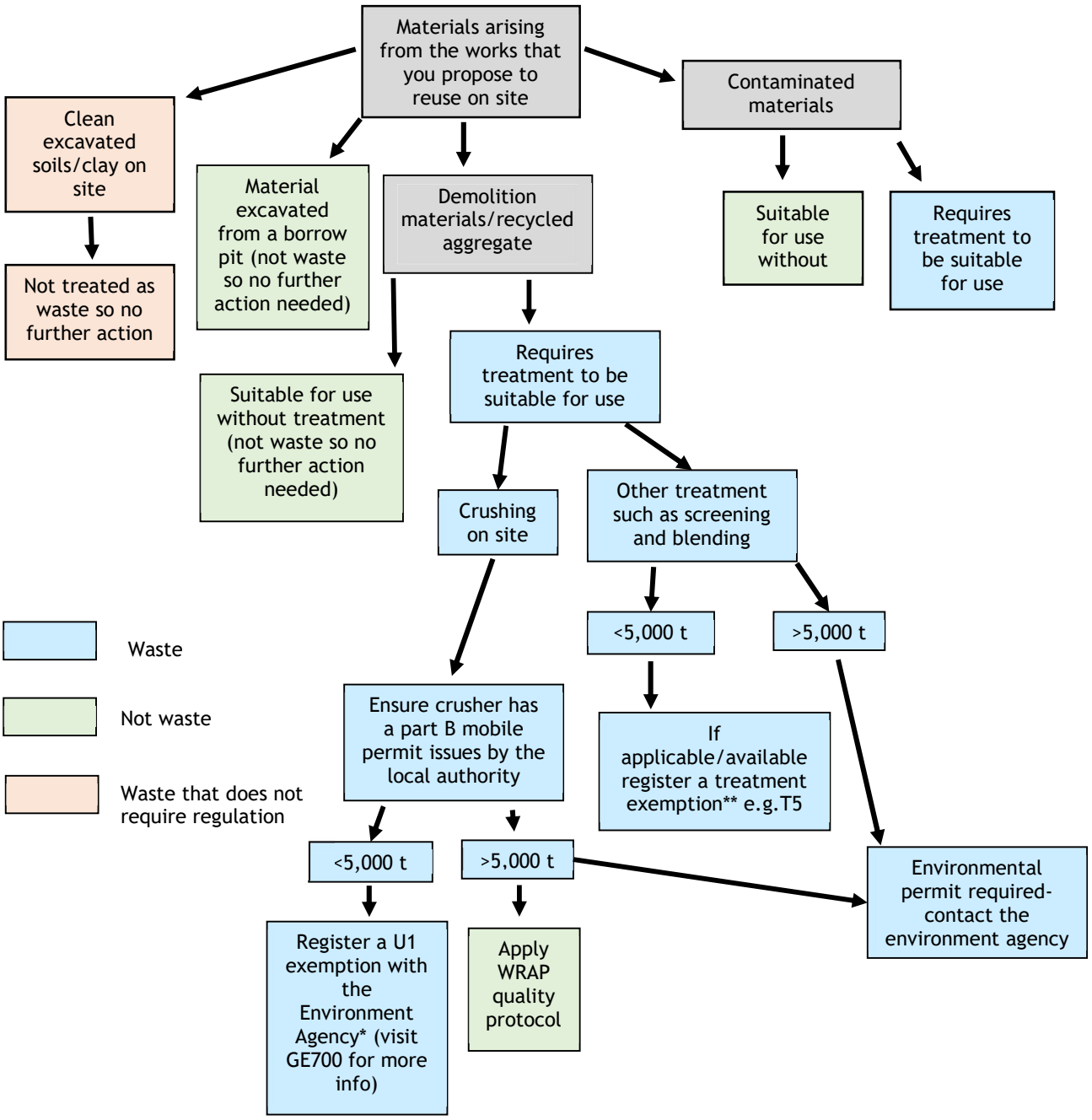
Site management must ensure all waste transfer/consignment notes are correctly completed by the waste carrier including;

- The name of the site and producer of the waste
- Signature of the waste producer
- Signature of the waste carrier
- Identity of waste including correct EWC code and description
- Quantity of waste items
- Name and address of waste producer and carrier
- Date time and place where the waste was transferred
- Where the waste is being transferred
- State who is the carrier producer or licence holder of the waste
- Waste carrier's registration and or licence management details
- Declaration of that the Waste Hierarchy has been used
- SIC code for Lovell (41202)

Copies of the notes will be kept onsite.
If it is found that any haulier/subcontractor/disposer is not complying with the duty of care requirements, the site management shall cease transferring waste via the associated company and notify line management.

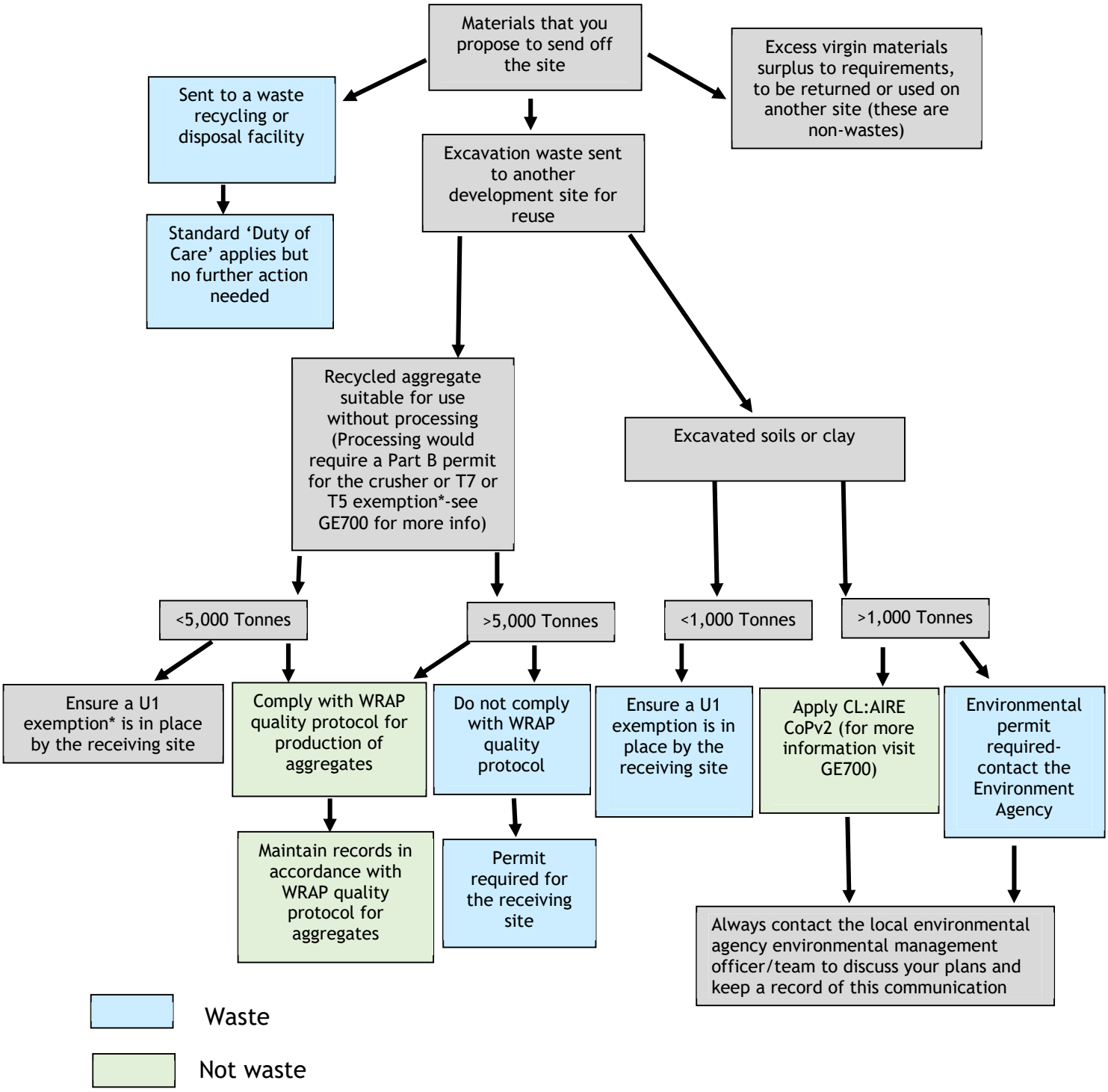
4.2 Waste disposal flowcharts

The diagram below shows the procedures to follow and determines whether a materials is a waste if the materials arising from work are planned for reuse on site.



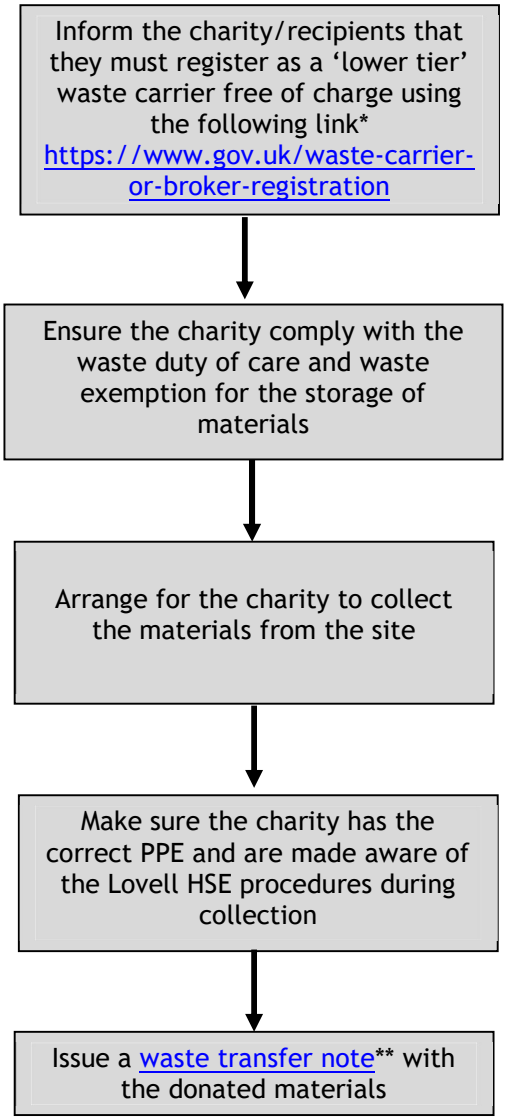
*For Scotland refer to paragraph 24 on the exemption form http://www.sepa.org.uk/regulations/waste/activities-exempt-from-waste-management-licensing/
** For Scotland refer to paragraph 16 on the exemption form http://www.sepa.org.uk/regulations/waste/activities-exempt-from-waste-management-licensing/
For information on waste management licensing and exemptions in Scotland visit http://www.sepa.org.uk/regulations/waste/guidance/ or refer to the GE700E/13.

Procedure to follow when materials are proposed to be sent **off site.**



U1 exemption registration https://www.gov.uk/waste-exemptions-using-waste
T5 exemption registration https://www.gov.uk/waste-exemption-t5-screening-and-blending-waste
*For Scotland refer to paragraph 24 on the exemption form http://www.sepa.org.uk/regulations/waste/activities-exempt-from-waste-management-licensing/

The diagram below demonstrates the process to follow if surplus materials are donated to a local cause.



*In Scotland a registered waste carrier must transport the waste
***Waste Transfer Note available on Insite – click on hyperlink in text box or visit Health, Safety & Environment page, select Environmental, then select Environmental Guidance on Insite.*

4) Hazardous Waste disposal

In Wales, all construction premises that produce, plan to produce or store 500 kg or more of hazardous waste, in any 12 month period, must be registered with Natural Resources Wales. This can be done at: https://www.gov.uk/hazardous-waste-producer-registration-wales (Wales).
Registration must be renewed annually. There is no requirement to register sites in England and Scotland.
All hazardous waste must be segregated from non-hazardous waste, the mixing of different types of waste should be avoided and the mixing of hazardous waste with non-hazardous waste to dilute the materials below the threshold concentration is banned.

When a hazardous material is removed off site a hazardous waste consignment note (special waste consignment note in Scotland - obtained from local office of SEPA) must be prepared.

The hazardous waste consignment note must include:

1. A consignment note code (In England, for all new sites the first 6 digits of the consignment note code must be LOVELL. For sites already registered with the EA, the first 6 digits of the consignment note code must be LOVELL from the 30th June 2016. In Wales, the first 6 digits will be the project registration number).
2. Address of the producer
3. Name and address of the consignee (where the waste will be taken)
4. Details of the process that produced the waste
5. The appropriate 2007 SIC code
6. Description of the waste (Inc. six-digit EWC code)
7. The quantity
8. Various details on the properties of the waste
9. Type of container
10. Date and time transfer
11. Your signature and the signature of the authorised person carrying the waste
12. A declaration that you have taken all measure to apply the waste management hierarchy

In Scotland, a copy of completed consignment notes must be received by SEPA at least 72 hours before the waste is due to leave the site. Completed consignment notes are valid for 28 days after the anticipated date of collection.

5) Monitoring and Reporting

5.1 Site Waste Management Plans

Project management are responsible for the development and maintenance of the SWMP. The WRAP SWMP template or Reconomy SWMP will be used. The following activities must be followed when creating a SWMP:

1. SWMP implementation of design phase decisions taken to minimise on-site waste produced.
2. Identification of individual responsible for planning and preparing the SWMP and ensuring that it is followed. This must, either be the client or the principal contractor, according to the stage of the project.
3. Identification of the waste groups (according to the EWC) and estimated quantities of waste expected at every stage of the work programme/plan.
4. Identification of waste management options, for each waste group, including reference to the waste hierarchy (reduce, reuse, recycle), on and off-site options. Highlight arrangements to identify and manage any hazardous waste.
5. Identify and record waste management sites, transactions and contractors for all wastes that require them. Ensure that the contracts are in place and that wastes are handled efficiently, in compliance with legal requirements such as the Duty of Care and waste carrier registration times.
6. Set targets and procedures for monitoring progress.
7. Provide suitable site induction, information and training both for in-house and sub-contracted staff, guaranteeing that everyone knows the requirements of the SWMP and what it is expected of them.
8. Confirmation that the site construction waste is being monitored.
9. Measure and record the amount of waste per type produced, using an established system e.g. WRAP/SMARTwaste/Reconomy.
10. Continuously update the SWMP during the construction phase (according to best practice).
11. After the project completion, revise the SWMP, noting all deviations from initial targets, including resource and estimate cost charges.

Where waste is generated by a subcontractor for excavation or demolition, the subcontractor will provide data on the waste movements in a format as agreed with Lovell.
Waste information is to be reported to the national Lovell Sustainability Co-Ordinator as part of our duty under the Morgan Sindall Sustainability Policy Framework and Carbon Reduction Commitment (CRC).

5.2 Reporting Methods

Waste must be reported in tonnes when communicated to the Sustainability Co-Ordinator. Waste can be reported in a number of ways including m^3, no. skips and no. trucks. Below provides the volume and/or tonnage held by skips and vehicles which must be used when converting measures:

2 cubic yard skip	*1.5291 m^3*	*14 cubic yard skip*	*10.704 m^3*
4 cubic yard skip	*3.0582 m^3*	*16 cubic yard skip*	*12.233 m^3*
6 cubic yard skip	*4.5873 m^3*	*6 wheeler rigid tipper*	*14 t*
8 cubic yard skip	*6.1164 m^3*	*8 wheeler rigid tipper*	*20 t*
10 cubic yard skip	*7.6455 m^3*		
12 cubic yard skip	*9.1747 m^3*		

To convert m^3 into tonnes the following conversion factors can be used (the WRAP SWMP automatically calculates this).

Table 1. WRAP conversion guidelines (waste volume to mass)

EWC	Waste Types	conversion (M3 to T)
17 05 04	Inert-soils & stones	1.25
17 05 03	Hazardous-soils & stones	1.25
17 05 06	Non Hazardous (Non inert)-dredging's	0.51
17 05 03	Non Hazardous (Non inert)-soils and stones	1.25
20 02 01	Green Waste	0.38
17 08 02	Gypsum	0.33
20 01 40	Metals	0.23
17 02 03	Plastic	0.25
17 02 01	Wood	0.34
15 01 06	Packaging	0.21
15 01 02	Plastic packaging	0.22
17 01 01	Concrete	0.93
17 01 02	Bricks	0.66
17 01 03	Tiles and ceramics	0.59
17 01 07	Mixtures of concrete, bricks, tiles and ceramics	0.66
13 07 01	Fuel oil and diesel	0.9
17 02 02	Glass	0.33
17 09 04	Mixed C & D waste	0.87
20 03 01	Mixed municipal waste	0.26
20 03 07	Furniture and bulky items	0.18
17 06 05	Asbestos	0.31
15 01 10	Packaging containing residues of or contaminated by dangerous substances e.g. paint tins	0.21
20 01 21	Fluorescent tubes and other mercury-containing waste	0.19

**Note: A 2013 WRAP/UKCG evidence based review of the conversion factor for mixed C & D W (17 09 04) concluded that a more realistic rate of 0.32 should be used instead of the EA vale of 0.87.*
*If a material is accompanied by an exemption (e.g. U1 or T5) such as materials sent to quarry or for capping in landfill, then this **does not** class as a waste in Lovell reporting. It should be reported as being diverted **from** landfill.*

*If a material is being re-used onsite and is not defined as a waste/doesn't have a waste transfer note (see fig 1-3.) e.g. clean excavated soil/clay used onsite, this **should not** be included when reporting to the Sustainability Co-Ordinator.*

10. Quality

Quality issues

Specifications and technical information for the project will be assessed by the Building Control Authority

All substructures will be constructed as designed by a structural engineer

Quality objectives

The development will be constructed in accordance with the approved register of drawings and document to a quality which accords with good building practice, standards laid down by the NHBC or Zurich, and the requirements of the CDM Regulations.

The register of documents and drawings will be checked on issue with a master copy retained in the regional office.

The Site Manager, will take specific responsibility to ensure that the scheme is built in accordance with the CDM Regulations, LIMS Requirements, specific requirements of this PMP and approved specifications.

Procedures and work instructions:

Company procedures are clearly set out in the Construction section of LIBMS and will be implemented in the building of this project

The Site Manager, will ensure that the works are carried out in accordance with the approved drawings. Work will be initiated by instructing contractors to carry out works in accordance with programme, LIMS, orders, drawings and specifications issued.

Approved drawings will be issued by the Contract Manager, who will update as necessary the contract drawing register. The Site Manager will maintain a copy of the current drawing register in the site office.

Inspection and testing

New Build
New Build/Open Market works shall be carried out in accordance with NHBC standards, or other where specified. The Inspection and Testing regime will generally be in accordance with nationally agreed NHBC inspection and hold points, and site management will carry out stage checks in accordance with LIMS. Site checks shall be carried out in advance of any NHBC/third party inspection.

Where items require rectification these shall be carried out immediately as part of the site operation.

Other Inspection and Test plans shall be prepared by the Contracts Manager as required for:-

- Screed, Mortar and Concrete – (Ready Mixed to be sourced and test certificates to be obtained from supplier/contractor)
- Special requirements as identified in the specification.
- Activities agreed at the Contract Commencement Meeting.
- Activities identified during the construction stage.

Site management will implement stage checks and material call off/delivery schedules in accordance with Lovell Integrated Business Management System which will be monitored by the Operations and Contract Manager. Consideration has been given to the quantity and method of delivery and the following restrictions have been noted (i.e. size of delivery vehicle, frequency and requirement of part loads on bulk orders).

The Contracts and Site management will update and maintain the build programme, stage check and material call off delivery schedules which will all be displayed in the site office.

The build programme will be as the copy attached. Any amendments will only be made with the full agreement of the construction team.

Meetings:

The following meetings will be held in the Site Manager's Office:

Regular contractor coordination meetings, chaired by the Contracts Manager, and attended by relevant contractors. The date for the first meeting will be agreed at the monthly job review.
Internal job review meetings chaired by the Contracts Manager/Site Manager and attended by Job Surveyor will be held monthly following initial handover from estimating team.
Design coordination and progression meetings with all relevant parties and specialists as required, to fully develop the design. The first meeting will be held (insert agreed date).

Standard forms to be used during the project:

The LIMS Quality forms agreed by the construction team for use on this project are as follows;

Quality Forms

Q001 Project Directory
Q002 Drawing Register
Q003 Communication sheet
Q004 Build Stage Checks
Q005 Defects List
Q006 Build Complete Inspection
Q007 Material Delivery Schedule
Q008 Material Bulk Order Monitor
Q009 Material Plant Weekly Return
Q010 Contract Report
Q011 Subcontractor Progress Meeting

Q012 Monthly Job Review
Q013 Weekly Diary
Q014 Outstanding Adoptions
Q015 Client Handover Certificate
Q015(R) Handover Certificate
Q016 New Build End of Day Checklist
Q016(R) Refurbishment End of Day Checklist
Q017 Complaints Log

Handover Procedures:

Properties are to be brought to completion by the Site Management before being offered to the Client's Representative. For Sales plots, an inspection is to be carried out jointly by the Site Management Sales Representative and all outstanding items recorded.

All plots are to be inspected jointly by Lovell's Representative and the Client's Representative/Purchaser and outstanding items recorded.

Following the inspection and completion of any works arising, the property is available for handover, and is evidenced by the signing of a Handover Certificate, by the Client's Representative/Purchaser.

At this time meter readings will be taken and a handover pack containing all the relevant details appropriate to the property will be handed to the Client's Representative, including the information card. This card will contain information we are required to provide to the occupant under the CDM Regulations. The NHBC card complies with this requirement.

The Health and Safety File will be completed and presented prior to practical completion of the works.

Maintenance:

The objective of this procedure is to ensure property maintenance is carried out in accordance with the Company's Contractual, NHBC or other obligations under Common or Statute Law.

The maintenance on the development will occur as follows:

While still on site, site management will ensure day-to-day defects are dealt with as they are reported. Following completion of the site, the day-to-day maintenance will be carried out by Lovell Customer Care Department, who should be contacted by the Client. All relevant information will be passed to Customer Care Department to enable this procedure to take place.

6/12 month defects will be the responsibility of the Customer Care Department. These are to be dealt with as laid down within the Lovell Integrated Business Management System and the NHBC Buildmark Requirements or Contract Documents. On completion of the project the Contracts

Manager will ensure the handover is recorded on Coins with the customer care co-ordinator and update the inspection log to ensure defects liability periods are recorded.

On completion of any items raised by the representative/tenant, confirmation, by signature, that these works have been carried out will be required.

Roads and Sewers:

Site management will ensure that roads and sewers for adoption and upgrading are completed in accordance with details and specification and placed on maintenance by the Local Adopting Authority. The Contracts Manager will be responsible for ensuring that adoption takes place at the end of the maintenance period, where applicable.

SITE RULES













- All visitors must report to the site office on arrival.
- All are to sign in the site attendance register on arrival and sign out on departure.
- All site employees will attend a site specific induction and are required to confirm they understand the requirements of risk assessments and associated method statements provided by their company.
- Any unsafe act or condition observed or encountered is to be reported to site management.
- Safety helmets, high visibility vests or jackets, suitable safety footwear and suitable gloves* are mandatory on this site at all times. All safety helmets and hi-vis vests or jackets worn on site are to display the Lovell logo – other Company logos are not permitted.
- All other personal protective equipment must be worn when required. *The wearing of suitable gloves is a mandatory requirement on this site unless risk assessment determines otherwise.
- Where CoSHH assessment identifies use of respiratory protective equipment (RPE), wearers must be appropriately face fit tested to ensure that RPE is of the correct size and type.
- Site hours are from 8am to 4.30pm Mon/Fri and 8am to 1pm Sat. Working outside of these hours is not permitted unless by prior agreement.
- All accidents, incidents and learning events, no matter how minor must be reported to the site management.
- Smoking and vaping is only permitted in areas designated by site management.
- All on site must be considerate of others, particularly the general public, and refrain from using foul or lewd language or aggressive, insulting behaviour.
- All people entering the site are to be made aware of the emergency procedures, first aid arrangements, escape routes on the site and the site assembly point.
- All access and emergency routes must be kept free from obstruction at all times
- All site employees must co-operate in keeping the site tidy and clear away debris, waste, tools, and materials at the end of each work shift. This includes the site welfare facilities.
- No site employee is to interfere, damage or abuse any safety sign or item provided in the interests of site safety including fire safety equipment.
- No one is to remove or interfere with any scaffold structure/work platform unless they are trained, competent, and authorised to do so by site management.
- The consumption or possession of alcohol or illegal drugs on the site is strictly prohibited. No person is to work on this site having consumed alcohol or illegal drugs. Those suspected of being under the influence of alcohol or illegal drugs will be excluded from the site. The use of medicines is to be notified to the site management.
- Where there is a risk of serious or imminent danger or wild animals are discovered on site, work activities must stop immediately and be reported to site management – work must not continue until instructed to do so.
- 240v tools are not permitted on site. All equipment is to be 110v or less and is to be tested every 3 months. Battery chargers may be used in site accommodation.
- Halogen lighting is not permitted on site; alternatives are to be used such as protected fluorescent lighting.
- Permits to work are required for all hot works, excavation work & confined space entry. Suitable, serviced fire extinguishers must be available in the work area whilst carrying out hot works.
- Burning of waste and other materials is not permitted on site at any time.

PAVES
PEDESTRIANS AND VEHICLES EFFECTIVELY SEGREGATED











SITE HEALTH & SAFETY STARTS HERE

SITE RULES



PAVES
PEDESTRIANS AND VEHICLES EFFECTIVELY SEGREGATED

- Unsafe and inappropriate behaviour may result in dismissal from site.
- The wearing of earphones is not permitted on site. Radios and mobile phones may be used at site management's discretion. Mobile phones are not to be used whilst carrying out work or driving activities.
- Plant operators must hold a recognised certificate of training in accordance with the current BuildUK requirements i.e. CPCS, NPORS. These are to be produced at induction and on request. Mobile phone use during plant operation is forbidden.
- It is strictly forbidden to ride on any plant as a passenger.
- Operators of dumpers must not remain on the machine whilst it is being loaded and must wear the seat belt whilst in motion.
- All designated traffic/pedestrian routes are to be followed at all times.
- All reversing, particularly long distances, is to be avoided wherever possible. Where unavoidable, the operator is to be extremely vigilant, all reversing visibility aids are to be used and the assistance of nearby persons is to be used as appropriate to assist with reversing. Operator is to be extremely vigilant when carrying out general three point turning – all reversing visibility aids are to be used and the assistance of nearby persons is to be used as appropriate.
- All footpath and roads, both on and off the site, shall be maintained in a condition which is satisfactory for foot and vehicular traffic.
- Vehicles must be parked considerately and must not obstruct public footpaths
- No site deliveries are to be made during periods of peak pedestrian and vehicular traffic to local schools. All suppliers are to be formally notified of this.
- Site employees are to report any defects to plant or equipment to their manager immediately; this includes any fire safety equipment.
- Manual handling operations are to use mechanical aids whenever possible. Risks to health are to be properly assessed.
- All materials are to be stored in agreed areas where they will not obstruct site access. Materials should not be stored in any public area.
- Should any Asbestos containing materials (ACM's) be discovered or suspected, works must stop and the incident reported to site management.
- Creation of airborne dusts is to be prevented where practical by substituting materials, using different processes and off site manufacturing.
- Where prevention is not possible, controls should consider either on-tool extraction or the use of water to damp down dusts, depending on the process and tools to be used. Where practical carry out work in open air. Suitable respiratory protective equipment must also be worn. Wearers must be appropriately face fit tested to ensure that RPE is of the correct size and type.
- Any step ladders or ladders intended for use must be justified by risk assessment to ensure other access equipment has been considered. Step ladders must only be used for short duration, low risk works, and operatives must maintain 3 points of contact. Domestic grade equipment is not permitted. Larger materials and tools are not to be carried up ladders.
- Plant & equipment must be fitted with appropriate silencers that are properly used and maintained. Plant must not be left idling unnecessarily.
- This project is registered with the Considerate Constructors Scheme and the code of conduct must be followed.
- Waste materials to be placed into the relevant container provided – use off cuts where possible.
- Consideration must be given to the environment e.g. air, ground and water pollution – all observations are to be reported to site management.





















SITE HEALTH & SAFETY STARTS HERE

SITE RULES (Refurb)









- All persons must report to the relevant stream site management on their first day where induction training, identification and PPE, if required, will be administered.
- All site employees are required to confirm that they understand the requirements of the risk assessments and method statements provided by their company associated with their works and are to sign a briefing register as proof.
- Any unsafe act or condition observed or encountered is to be reported to site management.
- All site employees are to be made aware of the emergency procedures and first aid arrangements.
- Site operatives must wear their identification at all times when working in residents properties.
- Safety footwear, hi-vis vests or jackets and suitable gloves are to be worn at all times. All relevant PPE worn on site is to display the Lovell logo – other Company logos are not permitted other than dual branded client logos
- All operatives working on, under or areas that could be affected by falling materials must wear hard hats at all times
- Demolition operatives must wear hard hats, suitable gloves and all other relevant PPE at all times when carrying out demolition activities
- All other personal protective equipment (PPE) must be worn when required. The wearing of suitable gloves is a mandatory requirement on this project unless risk assessment determines otherwise.
- Where CoSHH assessment identifies respiratory protective equipment (RPE), wearers must be appropriately face fit tested to ensure that RPE is of the correct size and type.
- Resident safety is of utmost importance, works to be carried out in suitably enclosed areas where possible. Workforce are to introduce themselves and keep residents informed of works in progress. All materials and tools are to be removed and any enclosure is to be effectively secured when left unattended. Access to properties are to be kept clear of materials, tools and debris at all times.
- Any step ladders or ladders intended for use must be justified by risk assessment to ensure other access equipment has been considered. Step ladders must only be used for short duration, low risk works, and operatives must maintain 3 points of contact. Domestic grade equipment is not permitted. Larger materials and tools are not to be carried up ladders.
- The use of bottle crates to work from is not permitted. All access equipment is to be suitable for its purpose and its safe working load not exceeded.
- Work equipment such as ladders and power tools must be subject to a weekly recorded maintenance and inspection regime
- Power tools are to be battery operated where possible. Residents power should not to be used at any time unless by prior agreement. Power is to be supplied by silenced portable generators which are to be positioned externally and are to be switched off when not in use.
- In the absence of battery operated tools; all power tools and associated extension leads, splitter boxes, etc. are to be 110v and are to be tested every 3 months.
- Halogen lighting is not permitted on site; alternatives are to be used such as protected fluorescent lighting.
- All accidents, incidents and learning events, no matter how minor, must be reported to Lovell management.
- Site hours are from 8am to 4.30pm
- The consumption or possession of alcohol or illegal drugs on the site is strictly prohibited. No person is to work on this site having consumed alcohol or illegal drugs. Those suspected of being under the influence of alcohol or illegal drugs will be excluded from the site. The use of medicines is to be notified to the site management.

















SITE HEALTH & SAFETY STARTS HERE

SITE RULES (Refurb)





- Unsafe and inappropriate behaviour may result in dismissal from site
- All staff are to leave a property immediately and report to their line manager on discovery of discarded needles or other drug related waste.
- No-one is to interfere, damage or abuse any safety sign or item provided in the interests of safety including fire safety equipment.
- All staff must co-operate in keeping the site tidy and clear away debris and rubbish at the end of each work shift. This includes the welfare facilities. Food should only be eaten on site in designated areas, and rubbish disposed of responsibly. No burning of waste or rubbish is permitted on site





- No-one is to interfere with any scaffold structure/working platform unless they are trained, competent, and authorised to do so.
- Staff are to report any defects to plant or equipment to their line manager immediately
- No works are to be carried out/continued where minors who appear to be under the age of 16 are present without their parents or guardians
- Staff are to afford due vigilance where properties have pets i.e. aggressive dogs, spiders, reptiles etc. Ask the residents to lock away in another room if concerned.





- Mobile phones are not to be used when driving, operating plant and equipment and when involved in any high risk activity i.e. climbing ladders.
- Radios and personal stereos are not permitted in resident's properties.
- Creation of airborne dusts is to be prevented where practical by substituting materials, using different processes and off site manufacturing.
- Where prevention is not possible, controls should consider either on-tool extraction or the use of water to damp down dusts, depending on the process and tools to be used. Where practical carry out work in open air. Suitable respiratory protective equipment must also be worn. Wearers must be appropriately face fit tested to ensure that RPE is of the correct size and type.





- Foul or lewd language and inappropriate behaviour will not be tolerated on site
- Permits to work are required for all hot works, excavation work & confined space entry – ensure all services are identified and safe systems of work have been agreed. Suitable, serviced fire extinguishers must be available in the work area whilst carrying out hot works.
- Should any Asbestos containing materials (ACM's) be discovered or suspected, works must stop and the incident reported to site management.





- Smoking and vaping (e – cigarettes) is prohibited in all properties and gardens.
- Checks must be made when fitting windows to properties that have gas appliances. Consult your line manager as to whether additional or new ventilation is required. Gas vents are not to be covered over by any means – if in doubt consult your line manager
- All access ladders on working platforms are to be removed at the end of every shift.
- Plant operators must hold a recognised certificate of training in accordance with the current BuildUK requirements i.e. CPCS, NPORS, IPAF. These are to be produced at induction and on request.





- Anyone found to be in possession of stolen property or sifting through residents' goods whilst working on site will be dismissed immediately
- All staff must be honest, courteous, polite, and respectful and adopt a non-confrontational attitude at all times.

SITE HEALTH & SAFETY STARTS HERE