

Construction Phase Plan

Number: FRSD019 Effective Date: 26/04/17 Revision No: 02 Author: Annemarie Clayton

Contract name:	Eldon Avenue	Contract number:	tbc
Contract address:	Eldon Avenue, Borehamwood, Hertfordshire, WD6 1PP		

Issues and amendments

Date	Rev No	Details	Initials
12/05/2022	A		JD

This Construction Phase Plan should be read in conjunction with	
Appendix A: Pre Construction Information Appendix B: Site Rules Appendix C: Site Compound Layout Drawing Appendix D: Traffic Management Plan Appendix E: Site Emergency Plan	Appendix F: Fire Risk Assessment Appendix G: Fire Plan

1. Safety, Health and Environment Management System

This plan should be read in conjunction with Glenman's;

- Health and Safety Policy Statement
- Environment Policy Statement
- Procedures and standard forms

Together, these documents provide the framework for Glenman's Safety Health and Environmental Management System for all project sites.

1.1 Further Guidance and Reference

Copies of the CITB Construction health and safety Manual GE700 parts 1 and 2, CITB Construction Health and Safety CDM 2015 Industry Guidance (Clients, Contractors, Designers, Principal Designers, Principal Contractors, Contractors and Workers), Statutes, ACOPS, guidance notes, and general health and safety literature from the HSE and other recognised bodies relating to construction topics is held in the Safety Health, Environmental and Quality Department.

Safety, Health, Quality & Environmental advice will be available from the Health, Safety, Environmental Manager.

1.2 Project Health and Safety Goals

As the Principal Contractor, we have established a health & safety strategy for the works with a target of zero accidents of all types, and in addition we will set up a benchmark standard for the monitoring of health and standards on this project by means of a system of monitoring of incident and accident frequency rates, using both active and reactive monitoring procedures prior to the commencement of works. All sub-contractors working on this project will be expected to achieve a similar standard and provide outline procedures for inspecting and auditing during the project.

- **To conduct the project free of accidents and a high standard of welfare and safety management**
- **To maintain a safe and healthy working environment for all site-based workers and visitors**
- **To maintain a safe and healthy environment for all residents and the public**
- **To educate and improve safety awareness amongst the workforce**
- **To provide safe conditions for future workers and occupants by removing future risks and providing accurate safety information relating to the works and building**
- **To achieve a zero accident and incident (near miss) rate**
- **To achieve zero complaints relating to health, safety and welfare**
- **To achieve a high satisfaction rating from residents**

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Contract description

2.1 Description of Existing Site Environment

Design and construction of 11 apartments together with associated external works and drainage.

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<p>Site occupied or vacant</p>	 <p>The site measures 0.10 hectares in area and is rectangular in shape. It is currently used as garages for nearby residential developments. The site features two banks of twelve garages, each one along the northern and southern boundaries.</p> <p>The site is generally flat and covered in asphalt. There are some areas of soft landscaping with grass and two mature trees in the east of the site. The north-western and south-western corners there are some mature trees located close to the site boundary.</p> <p>Access is available off Eldon Avenue in the east of the site. Eldon Avenue forms the eastern site boundary, with Canterbury Road to the south and west, and house to the north.</p>
<p>Site clearance</p>	<p>Demolish existing garages and tarmac surfaces</p>
<p>Surrounding land use</p>	<p>North: Residential developments East: Residential developments, Borehamwood FC South: Residential developments, BBC Elstree Centre West: Residential developments</p>
<p>Existing drawings</p>	<p>Name</p> <ul style="list-style-type: none"> 001-(TE)-8116 - Location Plan 002-(TE)-8116 - Existing Site Plan 003-(TE)-8116 - Proposed Site Plan 004-(TE)-8116 - Proposed Drainage Strategy 101-(TE)-8116 - Ground Floor Plan 102-(TE)-8116 - First Floor Plan 103-(TE)-8116 - Section A-A 201-(TE)-8116 - Proposed 301-(TE)-8116 - Section A-A 302-(TE)-8116 - Section B-B 303-(TE)-8116 - Section C 304-(TE)-8116 - Stair 1 305-(TE)-8116 - Stair 2 Arch merged

<p>Existing services</p>	<p><u>Electricity</u></p> <ul style="list-style-type: none"> • Disconnection Works – Subject to further detailed surveys during pre-construction • Diversionary Works –Lowering works at site access, if required. • Connections-Yes <p><u>Gas</u></p> <ul style="list-style-type: none"> • Disconnection Works – Subject to further detailed surveys during pre-construction • Diversionary Works –Lowering works at site access, if required. • Connections – Y <p><u>Water</u></p> <ul style="list-style-type: none"> • Disconnection Works –Subject to confirmation by Affinity Water • Diversionary Works – Subject to further detailed surveys during pre-construction • Connections – Y <p><u>Telecoms – Openreach</u></p> <ul style="list-style-type: none"> • Disconnection Works – Subject to further detailed surveys during pre-construction • Diversionary Works – Subject to further detailed surveys during pre-construction. Please see main body of study for further detail on overhead line. • Connections – Y <p><u>Telecoms – Virgin Media</u></p> <ul style="list-style-type: none"> • Disconnection Works – Subject to further detailed surveys during pre-construction • Diversionary Works –relocation of cabinets. • Connections – Assumption: Virgin Media will provide a connection proposal for the development at no cost to the developer
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Overlap with clients use of site	None
Existing structures	Highly populated residential area
Local issues	Minimise disruption for neighbours Minimise disruption for BBC Studio Nearby School (St Theresa's Primary School)

1.2 Contract programme including key dates is as follows

Planned start of contract	11/05/2022
Planned completion of contract	13/10/2023

1.3 Client's Health, Safety and Environmental Information

A full copy of this information is attached in Appendix A.

Relevant health and safety information from previous health and safety files (if any)

Location of the asbestos register (if any) for the property and arrangements for accessing it

Location of the resident risk registers (if any) for the property and arrangements for accessing it

Relevant environmental information such as the location of protected trees

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2.4 Contacts

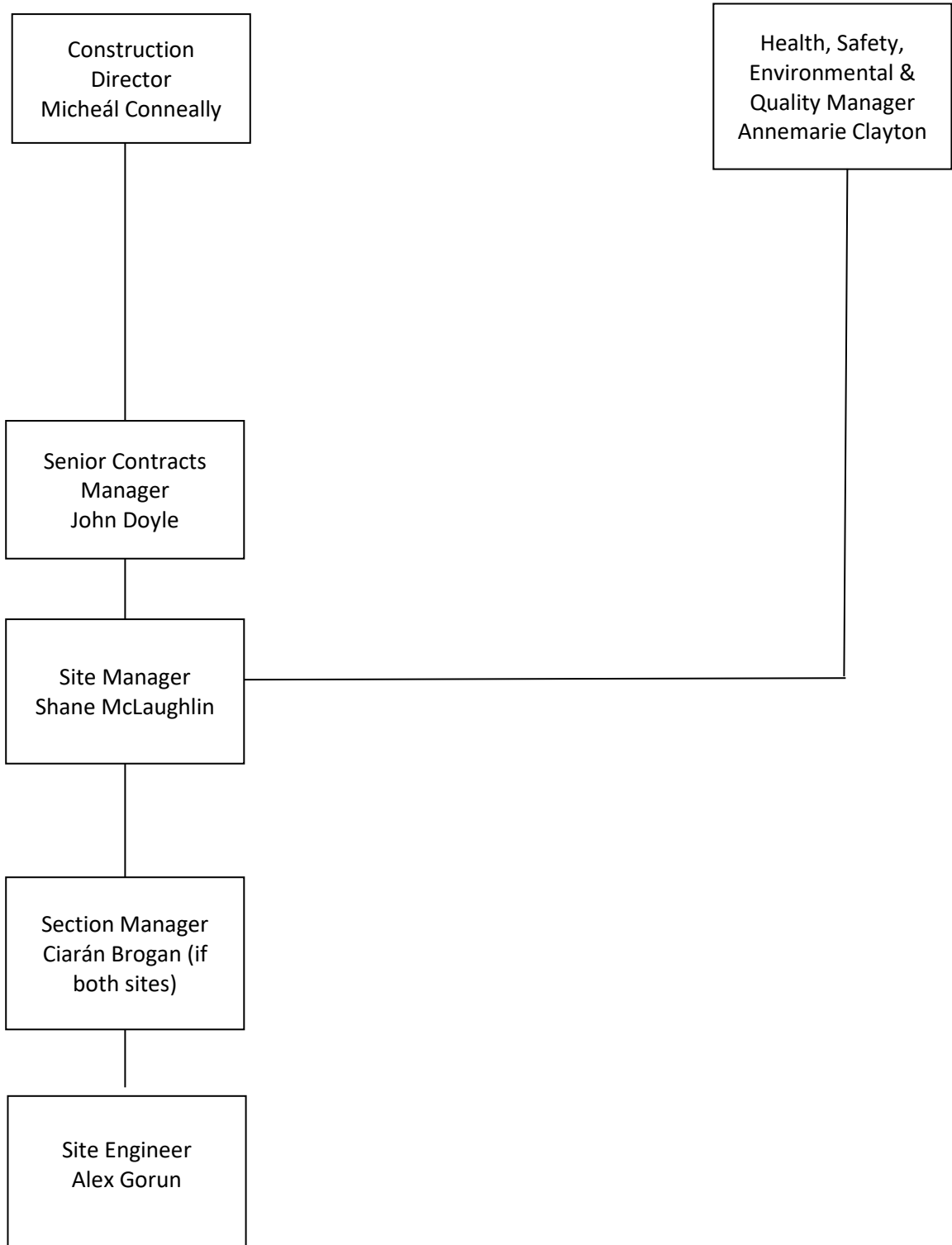
Name and address	Contact name	Telephone number	E-mail
Client Hertsmere Developments Hertsmere Borough Council Civic Offices Elstree Way Borehamwood Hertfordshire WD6 1WA	tbc		
Principal Designer	tbc		
Lead Designer (Pre Contract) Micheal Dyson Associates West House Honley Holmfirth West Yorkshire HD9 6LB			
Health and Safety Executive Woodlands Manton Lane Manton Lane Industrial Estate Bedford MK41 7LW			
Hospital Fire Service Police	Watford General Hospital Vicarage Road Watford Hertfordshire WD18 0HB Borehamwood Fire Station Elstree Way Borehamwood WD6 1JP Barnet Police Station 26 High Street EN5 5RU		

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Site Compound	See Logistics Plan		
Principal Contractor Glenman Corporation Limited 8 Power Road Chiswick London W4 5PY		0208 996 8058	info@glenman.co.uk
Glenman Construction Director	Micheál Conneally	0208 996 8058 07525 812 835	mconneally@glenman.co.uk
Glenman Pre-Construction Director	Brendan Reynolds	0208 996 8058	breynolds@glenman.co.uk
Glenman Senior Contracts Manager	John Doyle	0208 996 8058	jdoyle@glenman.co.uk
Glenman Managing Quantity Surveyor	Kieran McCarthy	0208 996 8058	kmccarthy@glenman.co.uk
Glenman Design Manager	Eddie Conlon	0208 996 8058	econlon@glenman.co.uk
Glenman Site Manager	Shane McLaughlin		smclaughlin@glenman.co.uk#
Glenman Section Manager (if both sites)	Ciarán Brogan	07387 413734	cbrogan@glenman.co.uk
Glenman Health, Safety, Environmental & Quality Manager	Annemarie Clayton	0208 996 8058	aclayton@glenman.co.uk

SAFETY, HEALTH, ENVIRONMENTAL & QUALITY ORGANOGRAM FOR THIS PROJECT



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SAFETY, HEALTH, ENVIRONMENTAL & QUALITY RESPONSIBILITIES

HEAD OFFICE STAFF	
Construction Director is responsible for	<ul style="list-style-type: none"> • Actions of all staff Glenman: • Ensuring that access to current and up to date information is not hindered; • Providing suitable support in respect of all contract related issues. • Supporting staff in their day-to-day duties, in order that they are allowed to function correctly and efficiently. • Has overall responsibility for all operational aspects of health and safety
Estimator is responsible for	<ul style="list-style-type: none"> • Reviewing Pre-Construction information prior to preparing tender; • Allowing an adequate amount of money within the tender for the correct implementation of all SHEQ related procedures.
Quantity Surveyor is responsible for	<ul style="list-style-type: none"> • Placing contract orders in a timely fashion, in order that sufficient time is afforded for the preparation and consideration of Health, Safety, Environmental & Quality documentation.
Buyer is responsible for	<ul style="list-style-type: none"> • Placing purchase orders in a timely fashion, in order to ensure that materials are received on site in accordance with the site-specific Traffic Management Plan.
Contracts Manager is responsible for	<ul style="list-style-type: none"> • Compiling the Construction Phase Plan; • Defining the type of welfare facilities required for the site for the site; • Obtaining risk assessments and safety method statements from contractors before they start work on site; • Ensuring that the risk assessments and safety method statements meet Glenman's requirements; • Delivering risk assessments and safety method statements to the site manager before the work to which they relate starts.
SITE MANAGEMENT STAFF	

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<p>Project Manager is responsible for</p>	<ul style="list-style-type: none"> Overseeing day to day management of Health, Safety, Environmental & Quality on the site.
<p>Site Manager is responsible for</p>	<ul style="list-style-type: none"> Day to day management of Health, Safety, Environmental & Quality on the site; Completion of the Risk assessment schedule ensuring that all hazards identified in this plan are covered; Compiling the Traffic Management Plan for the site; Compiling the Emergency Plan for the site; Implementing Site Rules; Ensuring that risk assessments and safety method statements from contractors are on site, have been reviewed, before the contractors' operatives start work; Liaison with contractors; Ensuring waste contractors and subcontractors are licenced to transport and treat waste on our behalf; Ensuring Site induction and toolbox talks have been carried out; Promoting a positive health and safety culture on site; Stopping unsafe working practices.
<p>Section Manager is responsible for</p>	<ul style="list-style-type: none"> Assisting the Site Manager in the management of health and safety on the site; Undertaking any health, safety, environmental and quality task allocated to them by the Site Manager as is appropriate to their knowledge and training.

MOBILE STAFF	
<p>Health, Safety, Environmental & Quality Manager is responsible for</p>	<ul style="list-style-type: none"> Providing advice and assistance to all other persons who have any responsibility under this Plan. Support the Site Management Team Carrying out Health, safety, Environmental and Quality audits Encourage good communication links Making the decision as to whether Incidents are RIDDOR Reportable and carrying out an investigation Communication links between Directors

3. Liaison with Site Stakeholders

3.1 Client

Following the initial Client Brief, regular site meetings will be held with either Glenman (acting as the Client duty holder) or the Client's representatives to discuss health, safety, environmental and quality issues arising from the work and to anticipate any new issues that may have implications for the Client's interests.

The Client has also asked for the following information to be included within our Construction Phase Plan:

- See PCI Appendix A (Subject to CDM PD Comments Also)

Minutes of meetings will be kept and a copy filed on site.

3.2 Principal Designer

The Principal Designer will be given any information they require for inclusion in the Health and Safety File for the contract.

The following items are specifically required by the Principal Designer:

- See PCI Appendix A (Subject to CDM PD Comments Also)

If there is any change in design that could affect health and safety or if an unforeseen eventuality arises, the Principal Designer will be informed.

All relevant amendments to or issues of new drawings will be copied to the Principal Designer.

3.3 Designers

Although the main route of communication with designers will be through the Principal Designer, health, safety and environment will feature in all meetings Glenman has with members of the design team. If there are any design changes that have a potential to affect health, safety and environment during construction, these will be discussed with the Principal Designer before any change is made. If required this Plan is to be amended and re-issued following Design changes that affect it for example:

- Handling of Design changes during the contract
- Exchange of Design Information between Client / Principal Designer / Designer/ Contractors

3.4 Contractors

Subcontractors are assessed through a questionnaire and on evaluation of their previous performance. The review includes submission of insurances, references from previous, similar work, Risk Assessments and Method Statements produced for other projects. **Subcontractor and supplier performance will be evaluated monthly via the Supply Chain Monitoring Committee.** Relevant sections of this Plan will be communicated to all contractors when an order is placed with them. The same sections of the Plan will be included in the pre-start

meeting agenda. Any design change that could affect the health and safety of a contractor's workforce will be discussed with the contractor before it is implemented.

The work of contractors will be co-ordinated by the Site Manager who will ensure that the activities of the individual contractors do not pose health and safety risks to other persons on site. This will be achieved by daily informal contact with Contractor's supervisors.

Regular and ad hoc site meetings will be held with contractor's management to:

- Report on performance including any adverse health and safety issues associated with their work or the behaviour of their workforce
- Discuss health and safety issues arising from their work
- Discuss any environmental issues arising from their work
- Anticipate any new health and safety problems and ensure that there are risk assessments and safety method statements to cover these.

Minutes of these meetings will be kept and a copy filed on site.

3.5 Site Operatives

The Site Manager will ensure that all operatives receive a site induction briefing (see below) and are also taken through the risk assessments and method statements for the work that they are to undertake before they start work. There will also be day to day informal communication with the workforce on site, and toolbox talks on relevant SHEQ topics will be given monthly.

3.6 Workforce

During the site induction, all persons will be told that they can approach the Site Manager at any time to raise concerns on any health and safety or environmental issues.

Further consultation will take place during site safety briefings. Feedback will be recorded on site.

3.7 Site Information

Information relating to general health, safety and environmental matters, site specific information and statutory notices will be displayed on the site notice board. This includes the following:

- Contract Name;
- Site Plan;
- Current Key Risks and Information;
- This Week's Topic;
- Health & Safety Law Poster;
- Designated Fire Marshal (s) and First Aider (s);
- F10;

- Insurances;
- Policy Statements;
- Site Information (Fire Alarm, Deliveries, Parking, Nearest Tube / Rail Station, Emergency (Medical), Environment, Police, HSE, whether the site / office has an Asbestos / Gas Register).

3.8 The exchange of Health & Safety Information between Contractors

Contractors shall exchange Health and Safety Information on a regular basis that is relevant to the contract and Industry.

4. Site Training

4.1 Company and Site Inductions

Every person who works on or visits the site will be given a site induction. The induction covers subjects such as First Aid arrangements, minimum PPE requirements and emergency evacuation instructions.

Visitors shall be provided with a brief induction / information regarding potential risks, and the control measures and applicable site rules.

The inductees will sign a document to the effect that they have received the general site induction and have read the Site Rules Appendix B.

4.2 Risk Assessment and Method Statement Briefings

A separate briefing by the contractor's supervisor or the Site Manager will be given on the risk assessments and safety method statements for the specific work to be undertaken by the operatives. A copy of the record of each briefing will be maintained on site.

4.3 Toolbox Talks

Glenman have a series of standard toolbox talks that will be delivered by the Site Manager to all operatives on the site on a regular basis.

4.4 On-site Training

During this Project various on site training courses will be provided for all staff working for or on behalf of Glenman. Dependant of the Contract and Scope of Works these will include: Asbestos Awareness, Safe Work at Height, Gas Safety Briefing and Scaffold and Work at Height update.

- **Asbestos Awareness**

5. Site Set-up

5.1 Permits and Authorisations

The Contracts Manager will make sure that all necessary permits and authorisations necessary have been obtained for the site compound and the works, including any scaffold pavement licenses.

All confined space, hot works, digs, electrical works, flue will be covered under the Permits to Work Procedure.

5.2 Restrictions

The Contracts Manager will make sure that all contractors working on the site are aware of any restrictions in terms of hours of work environmental and other matters. These will also be communicated to the workforce during site induction.

On this site these restrictions are:

- Tree protection zones
- Controlled delivery slots
- Noise control due to proximity to residential area, potentially vulnerable residents and the BBC studios
- Closed access at the end of Eldon Avenue near McDonalds
- Nearby high rise buildings
- Restricted Parking

5.3 Site Neighbourhood

The Contracts Manager and the Site Manager will take the following factors into account when specifying the site compound layout and when writing the site traffic management plan :

- The site compound is most likely on a pedestrian route to St Theresa's School and the nearby Meadow Park

5.4 Site Compound Access

The site compound as per logistics plan and will be accessed from **Canterbury Road** .

If necessary to provide a safe access path into and around the compound, concrete slabs or wooden decking treated so as to be anti-slip will be installed.

5.5 Access Around the Site

The routes for accessing work areas will be clearly sign posted and zoned indicating (not an exhaustive list. Wayfinding compliant with

- **Work areas**
- **Welfare**
- **Loading bay/Truck Staging**

- Fuel
- Bootwash
- Bricklaying
- Mortar Silo

5.6 Site Compound Layout

A plan of the site compound layout is contained in **Appendix C GCSK-001 DRAFT** and the site notice board. It identifies the following as far as is possible at this stage in the contract:

- Vehicle and pedestrian routes around sites
- Emergency muster points
- Fire extinguisher locations
- First aid box locations
- Welfare facilities
- Safety signs
- Location of foul and surface water drains
- Fuel stores
- Spill kits
- TPO's and other ecological aspects

The Plan is as accurate as can be achieved at the present time. It will be drawn to the attention of contractors and their operatives during induction.

5.7 Site Security

The proposed arrangements for site security are as follows:

- Hoarding (front) and heras fencing (rear) will surround the perimeter of the site to prevent unauthorised access
- All access ladders from the ground to the first lift will be removed when the scaffold is not in use and will either be locked in a storage container or chained and padlocked to the foot of the scaffold. Other methods of making sure that ladders cannot be used outside normal working hours may be used, but scaffold boards laid and clipped or tied to the ladders will not be permitted unless there is no practical alternative.

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- The access ways from one scaffold lift to another and to the roof will be fenced off when the scaffold is not in use.
- Security lighting will be provided in the site compound.
- An enclosure formed from Heras type fencing at least 1.8m tall. The enclosures will be secured at the end of the working day or if unattended during the working day.
- Security straps and bolts will be used to fix the fence panels into their bases if on site experience shows that this is necessary. Resident's properties shall not be left open and unattended.

6. Site Management of Key Risks

As part of our Health and Safety & Environmental Management Systems we have established objectives and targets and an improvement program with responsibilities and planned dates for achieving these targets. Our objectives and targets are consistent with Glenman's Health and Safety and Environmental Policy Statements.

A Fire Risk Assessment will also be completed, see Appendix F and Young Person Risk Assessment or New & Expectant Mothers Risk Assessment as required.

6.1 Protection of the public and third parties

The proposed arrangements for the protection of the public are as follows:

- Fully enclosed hoarded site to Fairfield Close
- Netted Scaffold to Fairfield Close elevation

6.2 Scaffolds/working at height

- The scaffold will be provided with brick guards / debris netting / monoflex
- The scaffold will be fitted with double boarded and monoflexed fans over all entrances/exits to properties and buildings
- The scaffold lifts immediately above walkways will be double boarded and monoflexed / covered with plywood / roof felt.
- Scaffold standards in public areas will be covered or boxed to prevent persons climbing them.
- Scaffold standards and scaffold clips in public areas will be highlighted by painting / with hazard tape and padded where there is a significant risk of persons walking into them.
- Scaffold is not to be used unless a handover certificate has been issued. Scaffold inspections will be carried out every 7 days and after inclement weather or an incident which could impact on the scaffolding i.e. scaffold struck by vehicle or plant, drainage etc.
- Mobile towers are only to be erected by a competent person who holds a PASMA card. They are to be inspected prior to each use and when moving location
- MEWPs are only to be used by persons holding the relevant IPAF card. Harnesses will be mandatory when using a boom lift

6.3 Work in Public Areas

- No work will be permitted in public areas unless the proposed work area has been isolated by Heras fencing / low-level barrier fencing / cones and plastic chain link or tape AND signs indicating that work is being carried out have been posted at approaches to the area.
- Public walkways WILL be kept clear at all times UNLESS permission has been given by the Client and other relevant authorities to temporarily close these.
- No debris, waste or tools will be left unattended in areas accessible to the public UNLESS these are in such a position or in such a condition that they pose no significant health and

safety risk. When assessing this consideration WILL be given to the possible presence of children in the area.

6.4 Asbestos

The existing garages were built pre 2000's, so are to be assumed to contain Asbestos. A Refurbishment and Demolition Asbestos Survey will need to be undertaken before any demolition works are undertaken. The survey will be undertaken by a Licensed Asbestos Contractor. The Client will be advised of any asbestos that is identified and all Asbestos will be removed by a Licensed Asbestos Contractor. All asbestos waste consignment notes will be documented on the Site Waste Management Plan which will be provided as part of the Handover File. All operatives involved in the demolition phase of the work will be required to be Asbestos Awareness Trained and provide evidence of training. Glenman Asbestos Emergency Release Procedure will be briefed to all operatives at induction stage, so that they are aware of the procedure that is to be followed should a suspect material be discovered.

6.5 Excavations/contaminated land

- all excavations will be battered back wherever the angle of repose can be achieved according to the make up of the material
- edge protection will be installed around excavations with signage in place
- stop blocks will be installed around the edges of all excavations to prevent plant from coming in close proximity to excavations
- shuttering will be installed where persons are required to enter excavations, and confined space permit depending on the size of the excavation. Shuttering to be inspected on a daily basis to ensure there has been no ground movement. A rescue plan will be in place for all confined space working. All persons involved in these works will be confined space trained, and the rescue plan will be practiced before the works are undertaken. Copies of training certificates will be taken at induction. Rescue Plan and RAMs will be reviewed by Site Management before works commence.
- safe access and egress to be in place and ladders fixed. Daily inspections to be carried out on all excavations and more frequently in bad weather i.e. excessive rain
- if ground contamination is found, works will stop immediately and the Client will be informed. Additional surveys will be undertaken once instruction is provided.

6.6 Welfare Arrangements

The size of sanitary conveniences, washing facilities, changing rooms, and rest facilities will be sufficient to meet the needs of the maximum number of persons likely to work on site at any one time. Suitable and sufficient welfare facilities will be established on site before construction work starts.

All welfare facilities will be cleaned regularly and maintained in a tidy condition.

A written record will be posted in each of the welfare facilities of the date and time when it was last cleaned and by whom.

The Site Manager will enforce the Glenman policy on smoking.

6.7 Housekeeping

The following actions will be implemented to reduce the risk of injury on site:

- As far as is practicable, all loose waste materials will be removed from all areas of the site at the end of the working day.
- Material will be removed from the scaffold using a debris chute directly into a waste skip. If dust or debris could be sent into public areas then suitable screening by means of tarpaulins will be arranged.
- Where it is not possible to use a debris chute, waste will be bundled or bagged and removed by using a gin wheel or rope, or a hoist. In some circumstances material such as old roof battening may be dropped into a fenced off secure area marked as a drop zone.
- Battens and other pieces of wood with protruding nails will be removed from scaffold lifts as soon as is practical after the roof has been stripped and, in any case, before re-roofing begins.
- Waste skips will be kept in Heras fenced areas where the public does not have access.
- Waste skips containing glass will be covered.
- Waste skips will be removed from site when full.
- As far as is practical, a walkway at least three boards wide will be kept free from debris and stored material on each scaffold lift.
- Site will be kept free from mud and waste accumulation

6.8 Traffic Management

A traffic management plan is contained in **Appendix D**. It is as accurate as can be achieved at the present time. It will be updated by the Site Manager when the site is established. The Plan will be drawn to the attention of contractors and their operatives during induction.

Any site plant (e.g. fork lift truck, tele-handler, dumper, mini-excavator, etc.) used on the public highway will:

- Be registered with the DVLA and bear a licence plate (Form V55/5)
- Be taxed
- Not exceed 9mph on the road
- Only travel a maximum of 1000 yards from one destination to another

It is a Glenman requirement that the operator of plant has:

- A recognised training qualification to drive the particular item of plant, and
- A full driving licence (where they drive it on the public highway)

The operator of any plant or other competent person will be required to complete a daily check of the plant and to sign a record to this effect.

Vehicle and pedestrian access will be segregated with barriers and signage. Vehicle and pedestrian access will be briefed to all persons when they are inducted on site.

6.9 Plant and Equipment

All plant and equipment used on site will be subject to statutory examination and test. Contractors will be expected to produce proof of regular testing of portable electrical appliances and also to carry out weekly visual checks of plant and equipment and to record these checks in writing. Contractors will also be expected to arrange the routine maintenance of their plant and equipment. Any plant and equipment supplied by Glenman will also be checked weekly and maintained as is necessary.

6.10 COSHH

Contractors will be expected to produce written assessments for all materials that they use on site and submit appropriate COSHH Specific Assessments as part of their safe system of work to the Site Manager for scrutiny prior to starting works on site. If Glenman is deemed to be supplying subcontractors or indeed Glenman staff with materials that are classed as COSHH; then Site Management Team/Office Team must produce COSHH Sheets for the individual items. Upon drawing up the COSHH Specific Sheet the Material Safety Data Sheet (MSDS) must be sourced from the supplier. If the Site Management Team/Office Team is having difficulty drawing up the COSHH Sheets then advice should be sought from the safety, Health, Environmental & Quality Manager.

All COSHH Assessments will be briefed to all users as part of their induction. In relation to works that require health surveillance i.e. working with lead etc, Sub-Contractors will be required to provide records and updated evidence of surveillance as required.

6.11 Storage and Distribution of Materials, Plant and Tools

The following actions will be implemented to reduce the risk of injury, damage of materials and damage to the environment:

- Materials, plant and tools will NOT be stored in the site office or any of the welfare facilities.
- Storage on top of containers will not be permitted unless the materials can be put in place and retrieved safely. Standing on top of containers is not permitted unless there are suitable handrails and proper means of access.
- If it is necessary to store LPG on site, a lockable cage or cages will be provided. The cage(s) will be situated in a safe position in the open air at ground level away from surface drains and at least 1 metre away from the compound boundary and the site containers, if practical. Each cage will bear a notice "LPG – NO SMOKING". LPG will not be stored in any other location on the site or compound. Gas bottles will be stored upright. Only the minimum amount of LPG will be stored.
- If it is necessary to store petrol for use as fuel for bumpa hoists, angle grinders and other small plant, it will be kept on site in 5 litre plastic containers conforming to the Petroleum Spirit (Plastic Containers) Regulations 1982 and marked "Petrol – Highly Flammable". Where large volumes (200 litres or more) of fuel are required for plant it will be stored in accordance with the Control of pollution (oil storage) Regulations 2001 on bunds in specified

areas away from sensitive receptors. Drip trays and spill kits will be available at all times. A refuelling method will be followed at all times.

- COSHH products will be stored appropriately away from water courses, drains and other sensitive receptors
- All materials will be stored to minimise the risk of wastage as a result of damage
- When establishing the site, consideration will be given to the manual handling operations that are likely to take place on the site and these will be taken account when specifying site storage facilities and the provision of lifting equipment. These will be arranged to minimise the manual handling operations that have to take place. Manual handling operations posing a significant risk of injury will be subject to risk assessment. Wherever practicable, loads weighing over 25 kgs will be moved around site using wheelbarrows or sack barrows or another mechanical aid. No loads will be carried up or down ladders.
- A mechanical hoist / hoists / gin wheel(s) / forklift / tele-handler will be used on this contract to lift personnel / tools / plant / materials to their working levels.
- A scaffold staircase will be available to give access to work on the roof(s).

6.12 Temporary Service

Mains electricity services will be provided to the site compound as soon after the siting of the units as possible and before they have to be occupied full time. A NICEIC certificate for the installation will be obtained from the contractor installing the supply. If the supply is in place for more than 12 months arrangements will be made for the installation to be re-tested.

If there is any delay in providing mains electricity supply, then alternative arrangements will be made to ensure that there is a source of electrical power, e.g. a generator.

Running water will be supplied to the site as soon as is possible after delivery of the site offices. If there is any delay alternative arrangements will be made to ensure that there is a supply of drinking water and hot and cold or warm water for washing hands when the site compound is in use.

The Site Manager will test weekly any RCD trip provided on the electrical supply to the site containers. They will keep a written record of such tests.

6.13 Statutory and Other Notices

This is to ensure compliance with current statutory health and safety requirements. A copy of each statutory notice will be posted in the Site Manager's office. Where possible, a second copy will be posted in the rest facilities.

6.14 COVID-19

COVID is still in circulation in the population, but the government has lifted restrictions as of Thursday 24th February 2022.

COVID-19 Risk Assessments & Method Statements

Glenman have a company risk assessment for managing COVID-19 in our offices and on sites, which has been briefed to all staff. This is reviewed regularly in line with government guidance as it is updated.

Construction Phase Plan

Number: FRSD019 Effective Date: 26/04/17 Revision No: 02 Author: Annemarie Clayton

Sub-Contractors are required to regularly update their risk assessments and method statements to incorporate any updates in government guidance. Amendments will be required before commencing or continuing works. The risk assessments and method statements will be reviewed by site management.

New Personnel and Visitors to Site

When new persons arrive on site whether it be Sub-Contractor operatives, agency workers or visitors, they will be required to wash their hands before entering site and will be asked the following questions before being permitted on site:

1. Do you have any of the following typical COVID-19 symptoms;
 - Fever;
 - High temperature;
 - Persistent coughing or;
 - Breathing difficulties / shortness of breath.
 - Loss of taste or s
2. Have you recently had to self-isolate within the last 4 weeks? If so, what date was the last full day of isolation?

If someone falls ill

If someone falls ill and is experiencing a high temperature or persistent cough etc, they will be advised to leave site and go home and arrange a PCR test. There is no legal requirement to self-isolate if you test positive on a lateral flow or PCR test, but government guidance is that you self-isolate and avoid contact with other people. If you have negative lateral flow tests on day 5 and 6 of isolation, you may leave isolation on day 6. If they are positive, you will have to continue with 10 day isolation until you receive two negative tests on 2 consecutive days.

Hand Washing

Glenman will ensure that there is an adequate supply of hot water and soap on site to ensure they can wash their hands on a regular basis. Hand sanitiser stations are located on site in prominent locations. All persons on site are to wash their hands before using the welfare facilities, entering site and before eating, drinking or smoking. They must also ensure that they wash their hands afterwards.

Canteen and Eating Arrangements

Operatives and visitors will be advised to ensure that they respect the welfare facilities and place rubbish and waste in the bins provided.

Site Meetings

Site tool box talks will still be undertaken but these will be undertaken in the open air. They will be done in sessions depending on how many people are on site. Meetings will be undertaken over social platforms such as Microsoft Teams, Zoom etc. Where meetings are held on site, they are to be kept well-ventilated with windows and doors open.

Cleaning

Site welfare facilities will be cleaned regularly and operatives will be required to clean up after themselves when they have breaks.

6.15 Waste Management and Minimisation

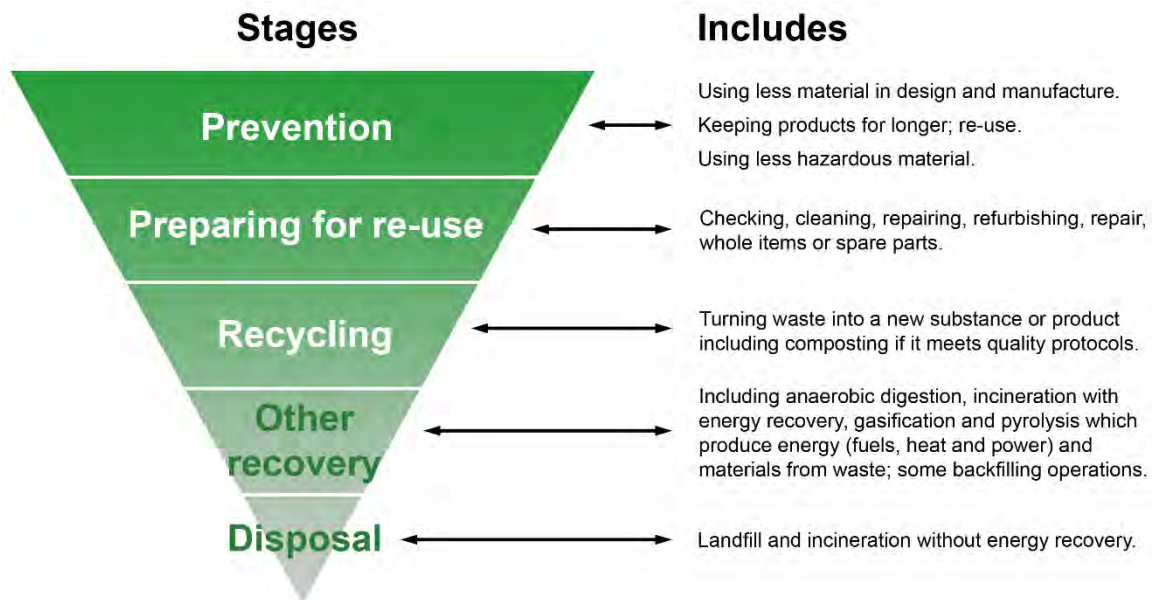
Glenman have committed to reduce waste generated on our projects and to prevent waste from being sent to landfill wherever possible. This will be achieved through the selection of appropriate waste contractors, Toolbox Talks and other training for subcontractors and staff, consideration of waste in procurement decisions and monitoring of performance.

6.15.1 Waste Hierarchy

All materials onsite will be treated in line with the Waste Hierarchy. All effort will be made to ensure Materials do not become a waste. Materials that retain value will be reused either onsite or by a licenced contractor.

Any materials that cannot be used reused will be collected by an approved waste contractor that will have been audited by a member of our internal Environmental team or an approved broker. Only waste contractors with competitive diversion rates in a given geographical area will be selected.

Low quality materials that cannot be recycled will in most cases be used in energy recovery ensuring only a very small amount of waste is sent to landfill.



6.16 Duty of Care

Waste contractors will need to go through an approval process prior to servicing the contract. This will ensure compliance with requirements pertaining to the waste carriers licence, waste transfer notes, consignment notes and environmental exemptions or permits.

Other contractors transporting waste will have their compliance with relevant legislation checked by the site manager prior to any waste being collected from the project.

6.17 Pollution Prevention and Water Management

The site does require the storage of fuel. The following measures will be taken to prevent pollution:

- A refuelling area has been located at:
- The spill kit is kept:

Tool box talks on pollution prevention are carried out on a regular basis.

Other potentially polluting materials include COSHH products, brush washing, silts and soils and concrete wash out. These are managed as follows:

- Paint brushes are either bagged or fume boxes are used. A 'safety clean' solvent cleaning unit will be available at site compound where there is a need.
- All potentially polluting products are stored securely, upright and in appropriate containers at all times
- Concrete washout is into controlled designated areas e.g.: a wash out pit to prevent it from entering drains, watercourses or groundwater systems.

Consents are obtained from sewage providers where trade effluents need to be removed from site.

6.18 Risk Assessment and Method Statement Production

All Sub-Contractors will be required to submit site specific Risk Assessments and Method Statements at least 7 days prior to commencing works on site. These will be reviewed by the Site Manager using the Glenman Risk and method statement review form.

Glenman Risk Assessments will be produced and kept updated by the Site/Contracts Manager.

6.19 Corporate SHE Risk Register

Glenman has a Corporate Risk Register in place which highlights all the company's key Health and Safety hazards/risks and Environmental aspects/impacts. This register is kept regularly up to date with control measures introduced.

6.20 Dust, Noise & Vibration

Dust, Noise & Vibration will be controlled with our SHEQ procedures. The relevant section 61's will be obtained by the Site Manager should levels exceed limits outlined in the procedures.

6.21 UV Protection

The welfare facilities will be furnished with DEB hygiene products. Operatives are advised of the dangers of UV at the initial site induction and at subsequent tool box talks. All operatives are encouraged to use sun barrier cream provided.

6.22 Gas & Electric

Gas & Electric works will be covered by our SHEQ procedures. Particular care will be taken with ensuring existing ventilation is not blocked and working around flues.

6.23 Unstable Structures

Where we identify the possibility of an unstable structure, we will stop work immediately and inform the Temporary Works Coordinator and Principal Designer. We will ensure the structure is made safe in accordance with the engineers recommendations prior to re-commencing the works.

6.24 Incidents and Emergencies

An Emergency Plan for the site is contained in Appendix E.

The plan will be drawn to the attention of contractors and their operatives during site induction training and relevant sections will be discussed.

A copy will be filed on site and copies will be posted in the Site Manager's Office and the canteen / mess-room.

7. Fire

The Site Manager will act as the Person Responsible for Fire Safety they will ensure the ongoing assessment of fire risk and implementation of SHEQ procedures.

A Fire Plan for the site is contained in Appendix G. There is also the Fire Risk Assessment, see Appendix F. Both will be updated as work progresses.

The plan will be drawn to the attention of contractors and their operatives during induction.

A copy will be filed on site and copies will be posted in the Site Manager's Office and the canteen / mess-room.

All persons working on the site will be informed of its contents during site induction training.

All sites are no smoking sites.

7.1 Incidents

Contractors will be required to report all incidents, whether they involve personal injury or not, to the Site Manager. If the incident is reportable under RIDDOR, then Glenman will make sure that the contractor responsible informs the HSE as required by the Regulations. If the incident involves a Glenman employee, a person under Glenman's direct control or a self-employed person who is not working under the control of a contractor, then the Health, Safety, Environmental & Quality (HSEQ) Manager will report the incident.

If the Glenman HSEQ Manager feels that the submitted incident report has the potential to be RIDDOR Reportable then the Directors shall be sent a confirmation email.

Once a RIDDOR has been confirmed on site an assigned person shall be deployed to undertake an investigation.

Any incidents that is reportable that is not a RIDDOR but involves a member of the public or had the potential for significant loss will also be investigated.

7.2 First Aid

The Site Manager for this Contract is First Aid Trained. A fully stocked and in date First Aid Box will be sited in the Site Office.

8. Monitoring of Site Activities

In addition to the monitoring requirements given in the SHEQ Procedures the following requirements apply.

Construction Director will;

- Undertake occasional inspections of sites across the business
- Liaise with the HSEQ Manager on how health and safety is being managed on site

Safety, Health, Environmental and Quality Manager will:

- Carry out monthly site audits
- Discuss any incidents during site visits to see if any trends are evident

Contracts Manager will:

- Undertake inspections of sites
- Review the inspection reports of the Site Manager and Safety, Health, Environmental & Quality Manager at site meetings.
- Review the Construction Phase Plan when they visit site.

Site Manager will:

- Undertake a weekly health and safety inspection of the site.
- Carry out weekly checks on hoists, other lifting plant/gear, and scaffolds, as is necessary.
- Evaluate subcontractor's safe systems of Work (Risk Assessments and Method Statements)

All persons

- Daily informal monitoring

Subcontractors will:

- Produce Safe Systems of Work (Risk Assessments and Method Statements) for their work activities. These Safe Systems of work shall be reviewed by Site Management and only once approved by Site Management shall the subcontractor be permitted to undertake the specific works on site.

8.1 Contractor Monitoring

If a contractor fails to perform on site as required by this plan or to Glenman's general satisfaction regarding safe working practices, then a non-conformance notice will be raised.

The status of the contractor will be reviewed with the possibility that they will be excluded in future from working for Glenman.

8.2 COVID-19

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COVID-19 Risk Assessments & Method Statements

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Cleaning

Site welfare facilities will be cleaned regularly and operatives will be required to clean up after themselves when they have breaks.

9. Reviewing

9.1 Construction Phase H&S Plan

The HSEQ Manager's audits will be left with the Site Manager.

Also all Management personnel will be expected to regularly review the plan particularly with regard to the following in order to ensure that the Plan can still be successfully implemented:

- Number and suitability of Site Management Personnel
- External contacts
- Access areas around the site
- Additional risk assessments
- Emergency and Fire Plans

An entry will be made on the sheet at the back of the Plan should any revision be made. The person making the revision will give a general description of the topic of the revision, the date it was made, and will print their name.

9.2 Project Review

The Contracts Manager and the HSEQ Manager will review the overall performance for each contractor who is working on site and feed back this information into the contractor selection process.

At the end of the project there will be a formal project meeting to discuss any health and safety issues that arose during the contract. Any of these that could have implications for future contracts will be considered, and any changes to Glenman's policies, procedures, standards or guidance will be made as appropriate.

9.3 Health and Safety File

The Principal Designer must prepare the file, and review, update and revise it as the project progresses. If their appointment continues to the end of the project they must also pass the completed file to the client to keep. If the principal designer's appointment finishes before the end of the project, the file must be passed to the principal contractor for the remainder of the project. The principal contractor must then take responsibility for reviewing, updating and revising it and passing it to the client when the project finishes.

In the event that the Principal Designer's appointment finishes before the end of the project then the Site Manager will collate the H&S file; the information will be collated as the project progresses by the site manager, who will ensure that the information is kept safe and secure either at Head Office or on site. The H&S File will be given to the client in hard copy 1 week before handover for review.

Format and layout of the H&S File will have been agreed with the Principal Designer prior to being prepared. The H&S File will be a separate document from the Operations Manuals for each trade that will also be produced.

General H&S File Content

The CDM Regulations approved code of practice states that the Health and Safety File should include information about all the following topics, where this may be relevant to the health and safety of any future construction work. The level of detail should be proportionate to the risks likely to be involved in such work.

1. A brief description of the work carried out:
2. Residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos, contaminated land, water bearing strata buried services).
3. Key structural principles incorporated in the design of the structure (e.g. Bracing) sources of substantial stored energy- including pre or post tensioned members) and safe working loads for floors and roofs particularly where these may preclude placing scaffold or heavy machinery there:
4. Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burnt off.
5. Information regarding the removal or dismantling of installed plant and equipment (for example lifting arrangements)
6. Health and safety information about equipment provided for cleaning or maintaining the structure, including any residual risks.
7. The nature location and markings of significant services including fire-fighting services.
8. Information and the Designers "as built" drawings of the structure, its plant and equipment (e.g. the means of safe access to and from voids, fire doors and compartmentation).

Construction Phase Plan

Number: FRSD019 Effective Date: 26/04/17 Revision No: 02 Author: Annemarie Clayton

CPSHE Review Sign off

Month	Date	Reviewed by: Name	Comments / Amendment
1	12/05/2022	John Doyle	
2			
3			
4			
5			
6			
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This plan will be reviewed at regular intervals (as a minimum once per quarter) throughout the contract period and updated/revised if found necessary.

Update/revision made to the plan must be re-issued to those persons identified within the original distribution.

The extent of such revision may include the following:

- Changes in site supervision, subcontractors or site organisation.
- Completion of further design development.

Construction Phase Plan

Number: FRSD019 Effective Date: 26/04/17 Revision No: 02 Author: Annemarie Clayton

- Alteration of means of escape, increased fire load, etc.
- Unforeseen circumstances or variations.



Appendices

The background of the slide is a faded architectural rendering of a three-story brick building. The building has a gabled roof, a central entrance with a small porch, and several windows. To the right of the main building, there is a smaller structure and two stylized green trees. The overall scene is set in a light, bright environment.

Appendix A

Pre-Construction Information – Not provided

An architectural rendering of a multi-story brick building with a gabled roof. The building features several windows and a central entrance area. To the right, there is a smaller, lower structure with a flat roof. The scene is set in a snowy environment with a few trees and a clear sky.

Appendix B

Site Rules

Site Rules

You Must:

1. You must sign in when arriving on site and sign out when leaving at the end of the working day.
2. The consumption of drugs and alcohol or non-prescribed drugs is strictly prohibited on site. Anyone found to be under the influence of drugs or alcohol on site will be immediately removed from site, and will not be permitted to work on any Glenman projects.
3. You must read and understand your risk and method statement before commencing works on site, and sign and date to confirm you have read and understood them.
4. You must wear appropriate PPE e.g. hard hat, safety footwear, gloves, face masks, eye and ear protection as detailed in your risk and method statement and COSHH assessments.
5. You must obtain a permit to work (hot works, permit to dig, confined space permit etc) before commencing works on site. You must follow all the precautionary measures as detailed on the permit.
6. Only operative plant that you are trained in, are authorised to use and hold an appropriate competency card for.
7. Ensure that plant and equipment being used is tested and inspected before use, and well maintained.
8. Understand the emergency evacuation procedure.
9. Understand the accident and incident reporting procedure.
10. Ensure that you are aware of the fire procedure, who the fire marshals are and where the muster point is.
11. Be aware of your surroundings and potential hazards.
12. Report anything you have concerns over whether it affects you, another operative on site, a resident or a member of the public.
13. Keep the site and your work area secure and in a clean and tidy order.
14. Dispose of all waste as instructed.
15. Arrange deliveries with the Site Manager to ensure that timing does not conflict with any restrictions.

Site Rules

Number: FRSD038 Effective Date: 31/05/17 Revision No: 01 Author: Annemarie Clayton

Do Not:

16. **Do not** use foul or abusive language, wolf whistle or employ any other form of unsocial behaviour.
17. **Do not** take risks of shortcuts.
18. **Do not** ignore any dangerous activity being carried out.
19. **Do not** leave plant or tools unattended unless isolated and secure.
20. **Do not** play radios or other audio equipment.
21. **Do not** smoke unless in a designated area.
22. **Do not** discriminate anyone on the grounds of their age, disability, gender re-assignment, pregnancy, race, religion or belief, sex, sexual orientation, marriage or civil partnership.
23. **Do not** remove safety barriers and devices.
24. **Do not** ignore safety signage.
25. **Do not** store materials or tools on access and egress routes or block exits.
26. **Do not** leave welfare facilities unclean or untidy.
27. **Do not** bully or harass anyone.

An architectural rendering of a multi-story brick building with a gabled roof. The building features several windows and a central entrance area. To the right, there is a smaller, lower structure with a gabled roof. The scene is set in a snowy environment with a few trees and a clear sky.

Appendix C

Site Compound

Eldon Avenue Project – Logistics Plan

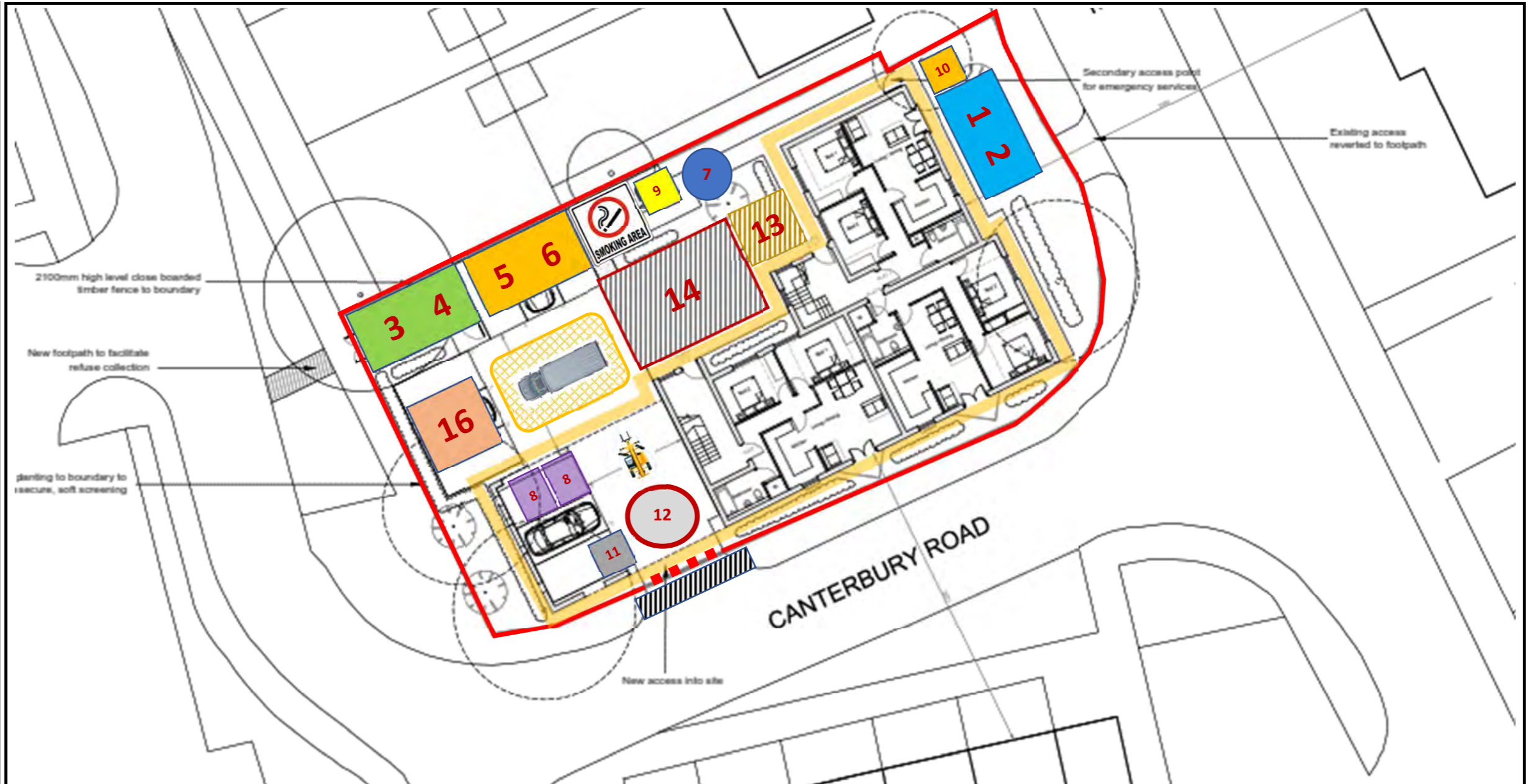
Drawing Legend:

- Site Hoarding 
- Scaffolding Outline 
- Pedestrian Crossing 
- Pedestrian walkway 
- Delivery unloading area 
- Site entrance gate 
- Scaffolding loading bay 
- Delivery vehicle 
- Telehandler 
- Vehicular access to site 
- Mobile crane location 

1. Site office (Top)
2. Prayer room (Bottom)
3. Canteen (Top)
4. Male & Female WC & Showers (Bottom)
5. Storage Container: Divided out (Bottom)
6. Drying Room (Top)
7. Mortar Silo
8. Segregated Skip Areas
9. COSSH Bin
10. LPG/Gas segregation
11. Bootwash
12. Truck stage, inspect & clean (Rhino Ecowash)
13. Bricklayers Station
14. materials Laydown/unloading area.
15. Smoking area – e-cig area
16. Sample Storage area

Notes:

- This document is to be read in conjunction with the Traffic Management Plan for deliveries, trucking etc.
- All scaffolding adjacent public highways will have fan protection and loading bay protection
- All deliveries to be coordinated 1 week in advance with a Weekly Delivery Lookahead.
- Any changes to Site Logistics to be reviewed on site by Glenman HSEQ Manager and once approved, communicated to all project stakeholders.
- All site personnel must access the buildings via the designated route, or alternatively via the scaffolding access.
- Hoarding line indicative only, line of hoarding to be surveyed on site with client and agreed on site.
- Health and Safety Notice board located at pedestrian access gate. Including site access directional signage
- All project information will be communicated and displayed on the notice board with updates about the project progress and processes.



- All vehicles to switch off engines (no idling);
- On road vehicles will comply to set emission standards;
- Vehicles should be kept clean through the use of wheel washers as appropriate, particularly on departure from the development area onto the public highway;
- Vehicles carrying loose aggregate, fill materials or contaminated materials to and from the development area should be sheeted at all times;
- When loading materials into vehicles or using transfer chutes and skips, drop heights will be kept to a minimum and enclosed wherever possible;
- Ensure all on-road vehicles comply with the requirements of the London Low Emission Zone and the London NRMM standards, where applicable;
- Ensure vehicles entering and leaving sites are covered to prevent escape of materials during transport;
- Inspect on-site haul routes for integrity & instigate necessary repairs to the surface as soon as reasonably practicable;
- Record all inspections of haul routes & any subsequent action in a site logbook;
- changes to Site Logistics to be reviewed & approved by all relevant project parties.



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Eldon Avenue & Clarendon Road Project Combined Works – Eldon Logistics Plan

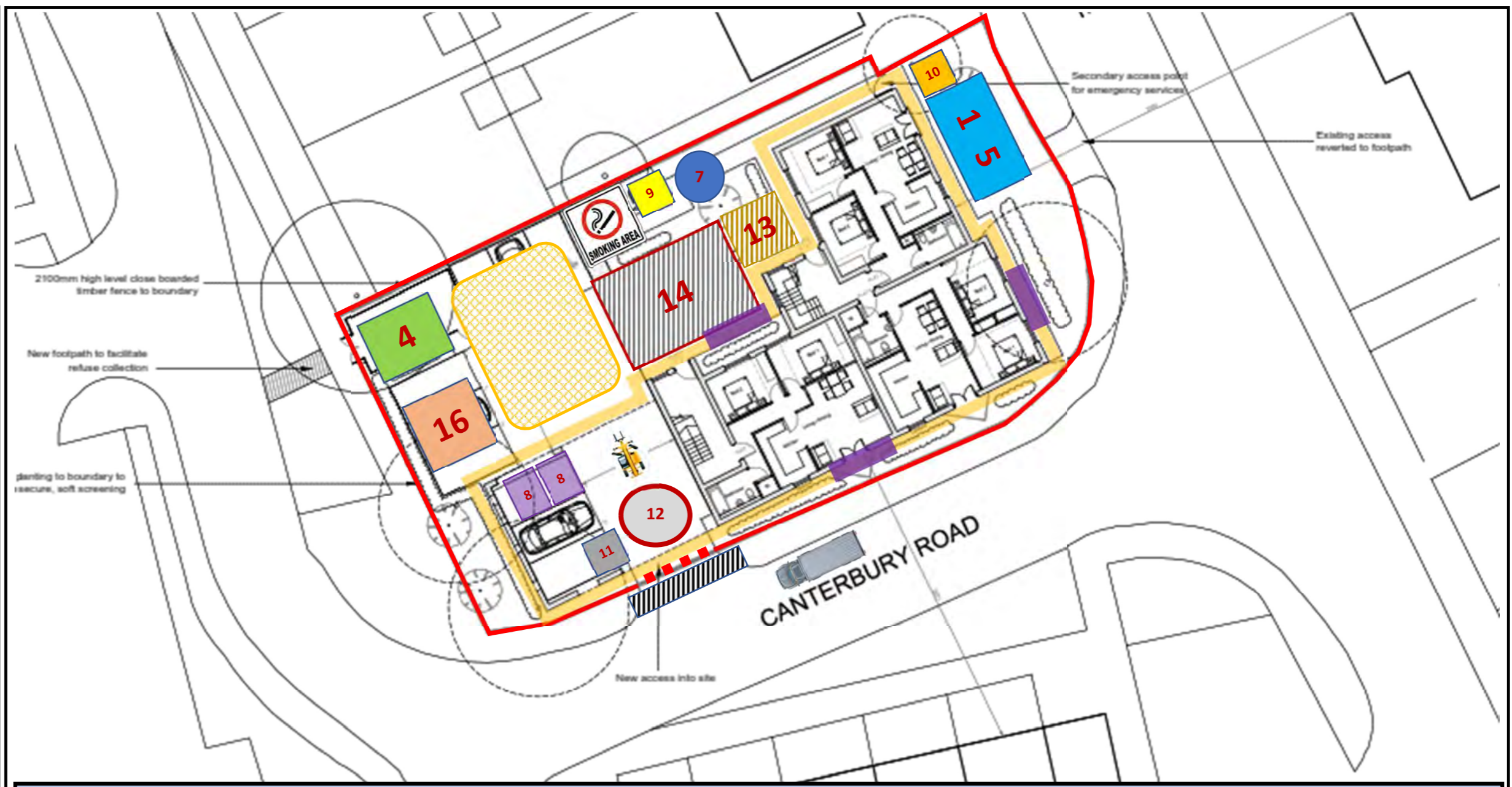
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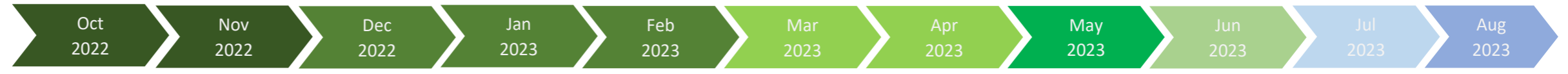
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Eldon Avenue & Clarendon Road Project Combined Works – Clarendon Logistics

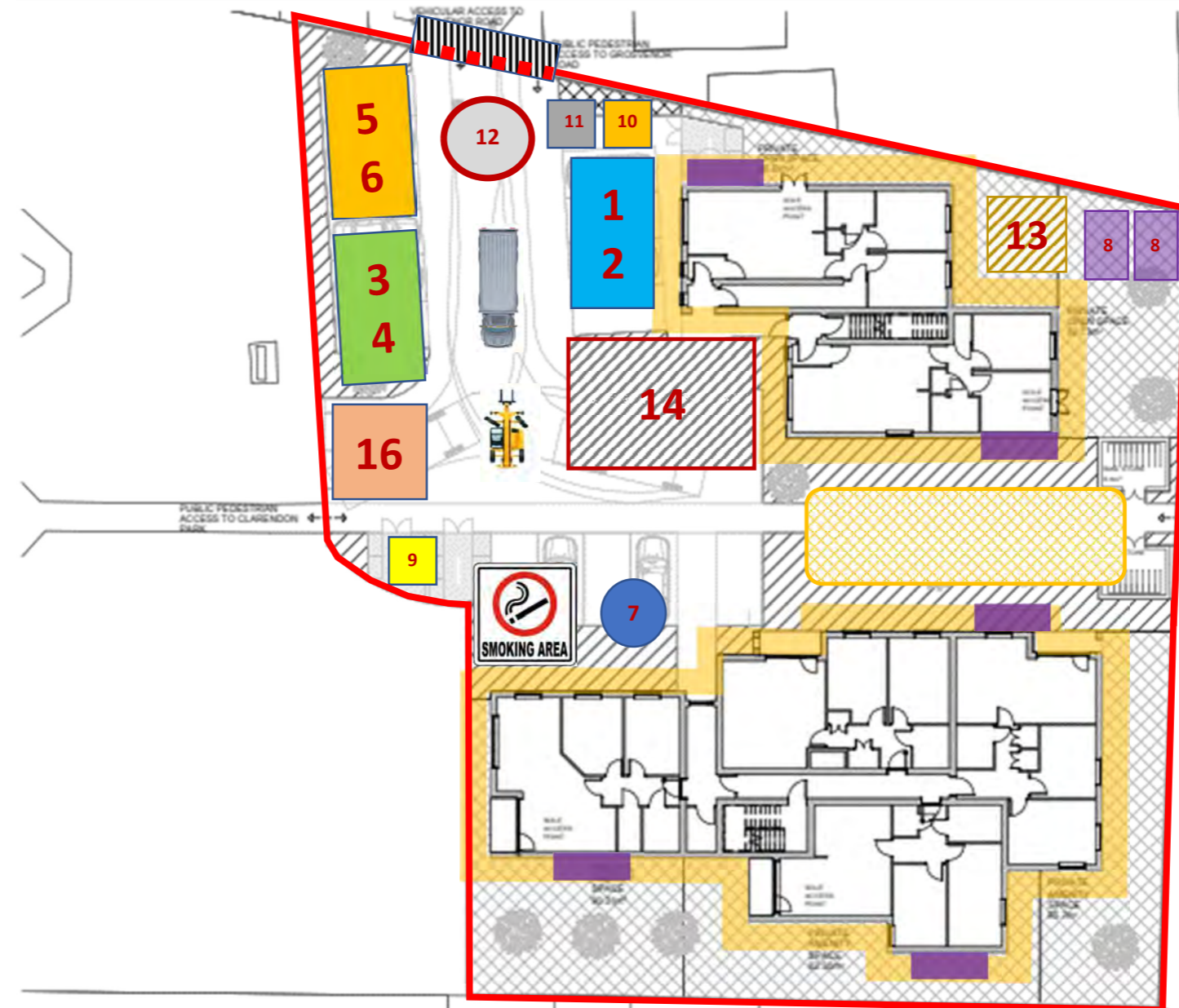
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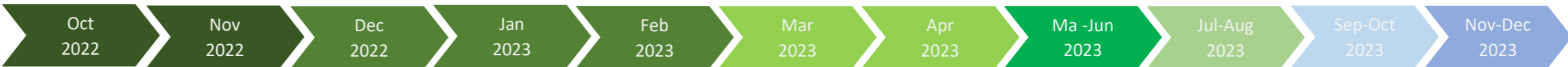
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An architectural rendering of a multi-story brick building with a gabled roof and several windows. The building is rendered in a light, semi-transparent style. Overlaid on the building is the text 'Appendix D' in a large, black, sans-serif font, and below it, 'Traffic Management Plan' in a smaller, black, sans-serif font. The background is a light blue sky and a white ground surface.

Appendix D

Traffic Management Plan

Eldon Avenue Project – Traffic Management

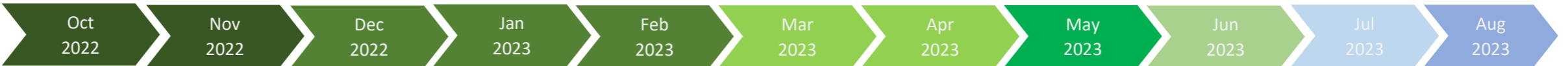
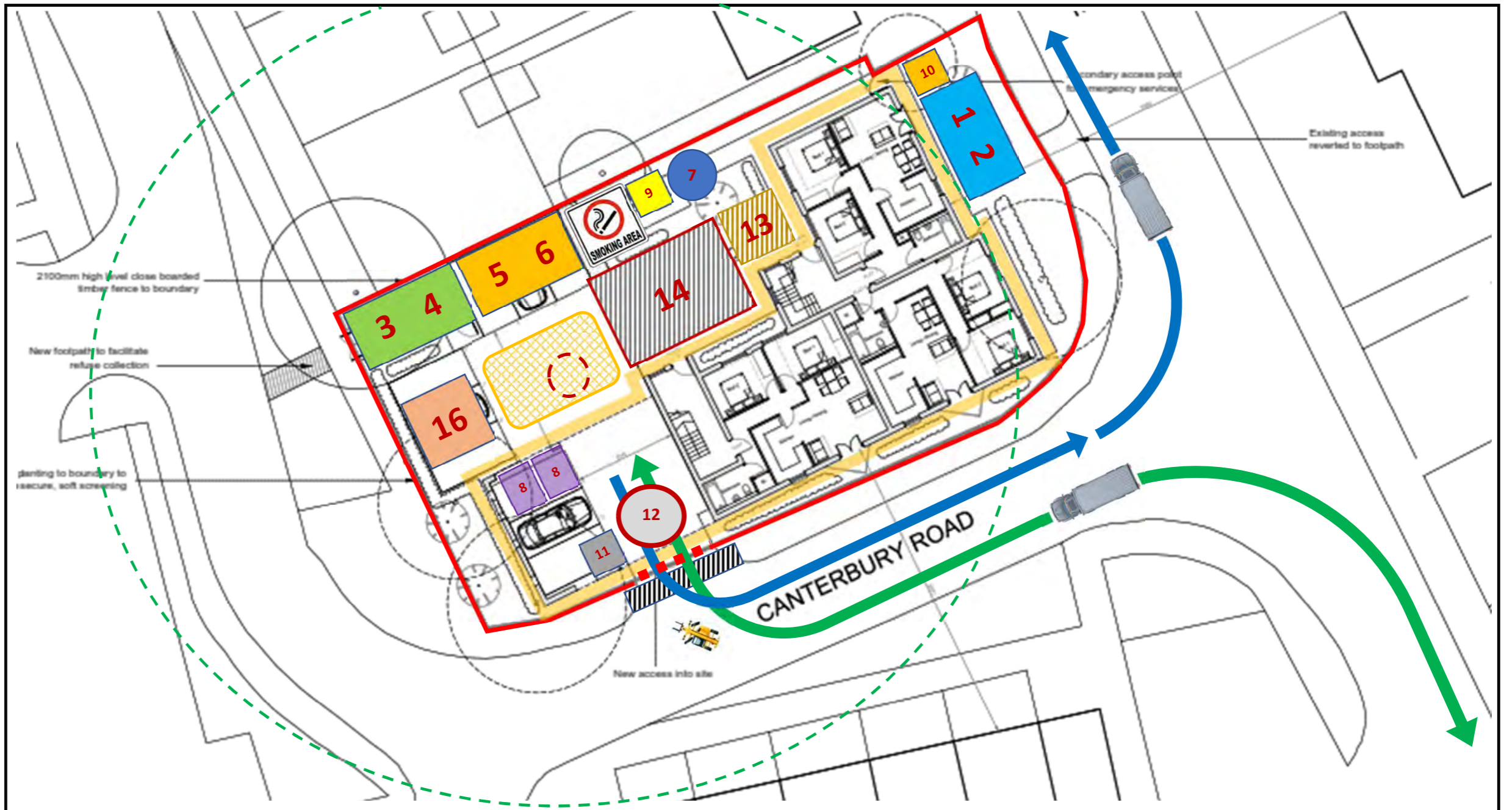
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- Delivery unloading area 
- Site entrance Gate 
- Scaffolding loading bay 
- Delivery vehicle 
- Telehandler 
- Vehicular access to site 
- Mobile crane location 


1. Site office (Top)
2. Prayer room (Bottom)
3. Canteen (Top)
4. Male & Female WC & Showers (Bottom)
5. Storage Container: Divided out (Bottom)
6. Drying Room (Top)
7. Mortar Silo
8. Segregated Skip Areas
9. COSSH Bin
10. LPG/Gas segregation
11. Bootwash
12. Truck stage, inspect & clean (Rhino Ecowash)
13. Bricklayers Station
14. materials Laydown/unloading area.
15. Smoking area – e-cig area
16. Sample Storage area

Notes:


- This document is to be read in conjunction with the Traffic Management Plan for deliveries, trucking etc.
- All scaffolding adjacent public highways will have fan protection and loading bay protection
- All deliveries to be coordinated 1 week in advance with a Weekly Delivery Lookahead.
- Any changes to Site Logistics to be reviewed on site by Glenman HSEQ Manager and once approved, communicated to all project stakeholders.
- All site personnel must access the buildings via the designated route, or alternatively via the scaffolding access.
- Hoarding line indicative only, line of hoarding to be surveyed on site with client and agreed on site.
- Health and Safety Notice board located at pedestrian access gate. Including site access directional signage
- All project information will be communicated and displayed on the notice board with updates about the project progress and processes.




Note: Scaffolding loading bays level 01

 The designated scaffolding loading bay is located on level 01 roof of the building line. The loading bay will be positioned facing the car park area for loading out materials for the roof, ideally positioned at the perimeter of the building on the scaffolding. Materials will be lifted directly onto the loading bay by the vehicle's hi-ab, or site telehandler under control of the slinger signaller, with the banksman and pedestrian marshals in attendance when required. Lifting of materials to the loading bay with the vehicles Hi-Ab will be the least preferred option. Primary option is the site telehandler.

Note: Gate 1 provided access to site

 All deliveries will be controlled by the banksman and pedestrian marshals. During deliveries temporary pedestrian diversion around the delivery area will be maintained until the delivery is on site and unloaded. The area will be effectively a temporary exclusion zone for the duration of the delivery period. Pedestrians will not be prohibited or prevented from progressing; however they will be detoured safely around the incoming vehicles onto the pedestrian route as standard. Pedestrian signage, chapter 8 barriers & fence panels will be utilised as standard procedure to ensure compliance is achieved.

Note: Pedestrian walkway

 All vehicle movement will be restricted to 5mph on site. The site pedestrian walkway will be barriered off to ensure that vehicles are always segregated from pedestrians. The delivery vehicles will be monitored by a banksman including when operating on the road and on site. The delivery vehicle hi-ab can boom materials onto the low-level loading bay, this will be the least preferred option and will be kept to a minimum utilising the preferred method of telehandler distribution. Deliveries will only be accepted outside of peak hours, outside school, nursery and work run times as a standard rule.

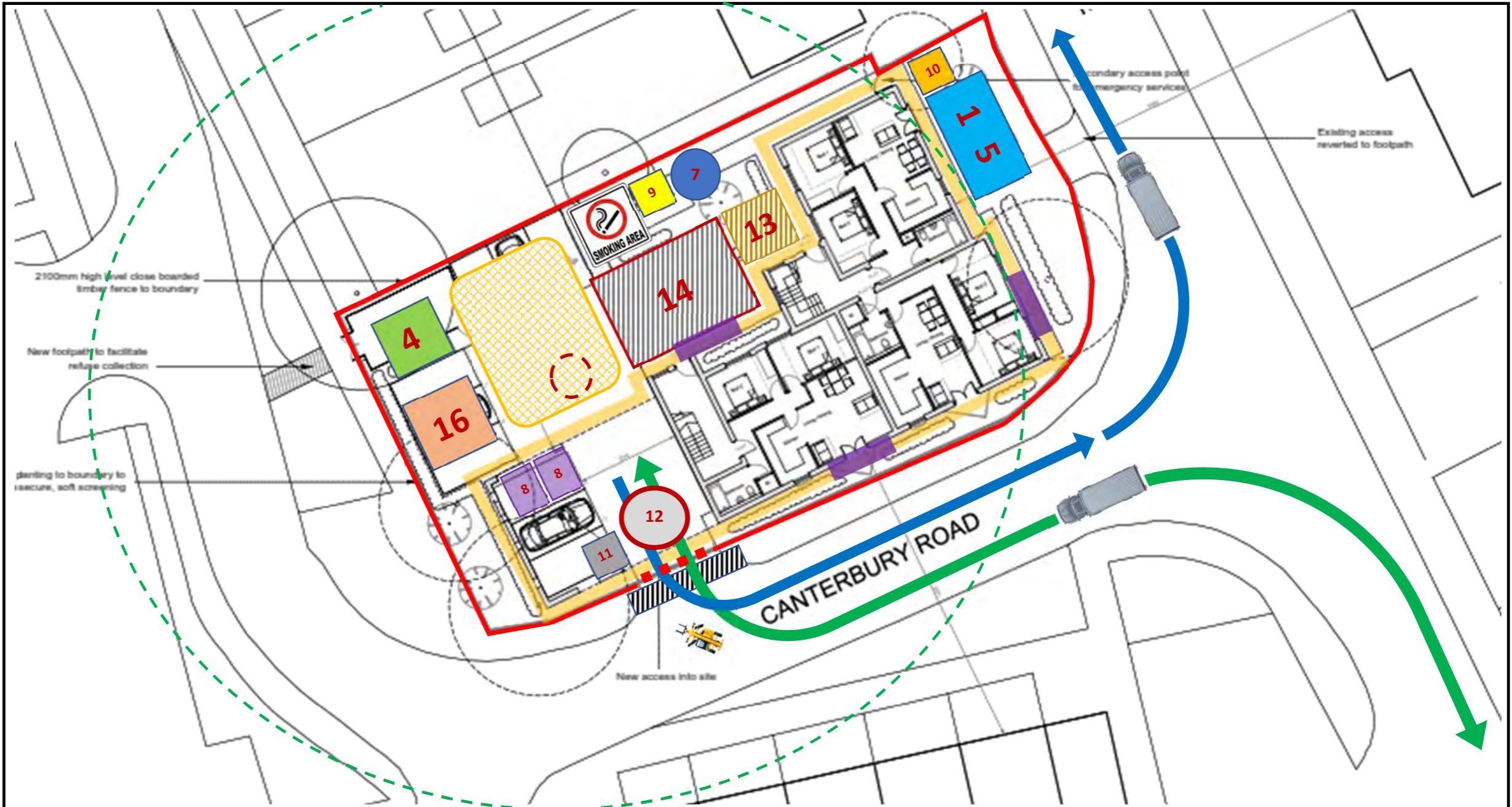
Eldon Avenue & Clarendon Road Project Combined Works – Eldon Traffic Management

Drawing Legend:

- Site Hoarding 
- Scaffolding Outline 
- Pedestrian Crossing 
- Pedestrian walkway 
- Delivery unloading area 
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










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Eldon Avenue & Clarendon Road Project Combined Works – Clarendon Traffic Management

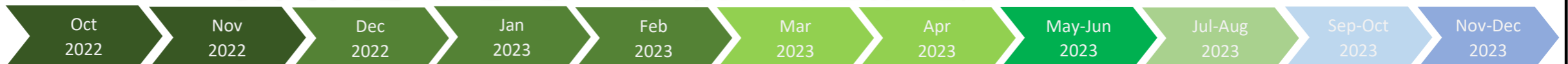
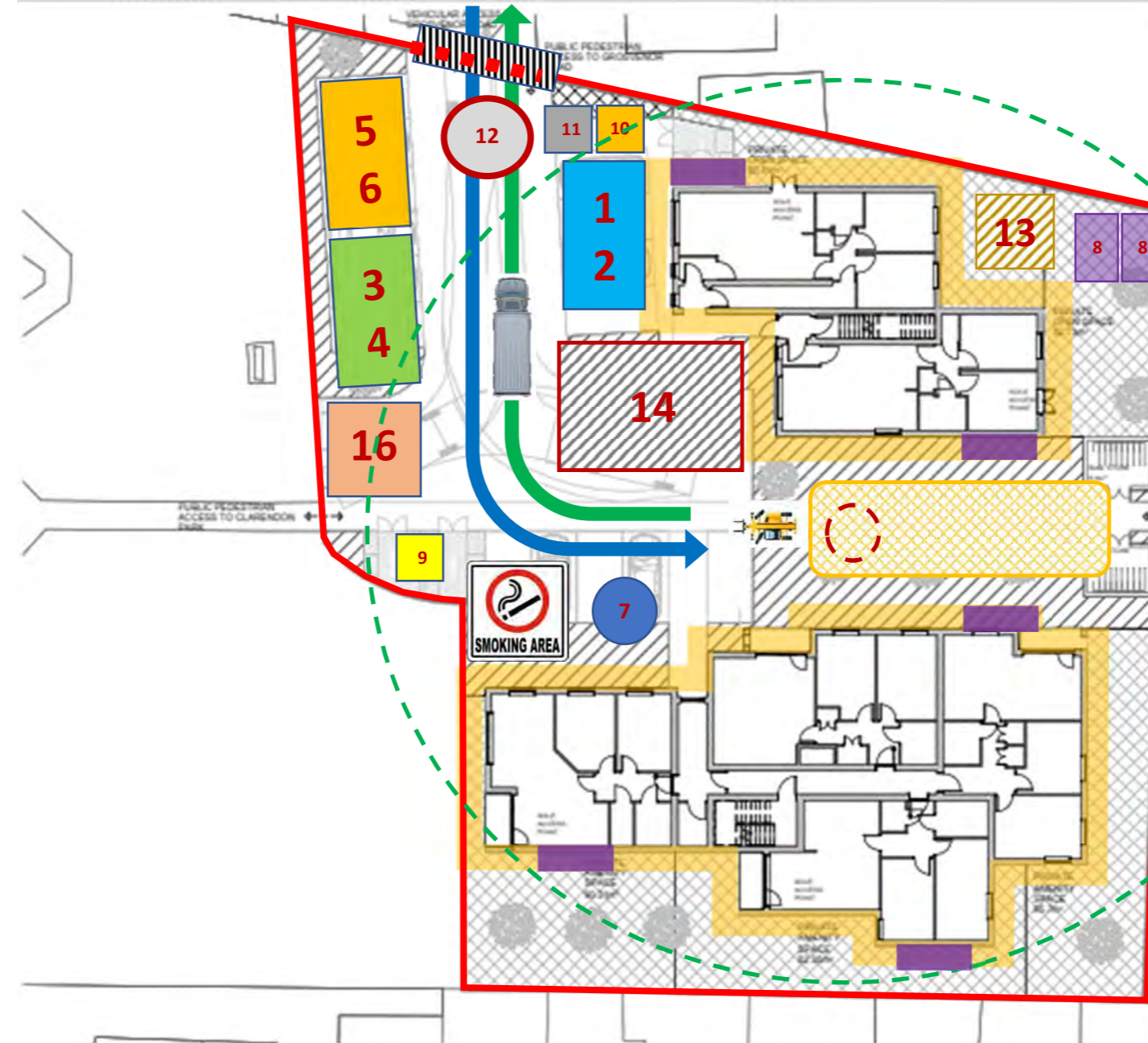
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Traffic Management Plan

Number: FRSD017 Effective Date: 26/04/17 Revision No: 01 Author: Annemarie Clayton

This document is to be read in conjunction with the drawings produced, which will be displayed on site. The contents of these documents must be explained during inductions.

Project no:	tbc
Project name:	Eldon Avenue
Project address:	Eldon Avenue, Borehamwood, Hertfordshire, WD6 1PP
Client:	Hertsmere Developments Ltd
Date:	12/05/2022
Prepared by:	John Doyle

Record of amendments and issue of controlled copies			
Amendment no	Details	Date	Initials
A	Updated Logistics Plan	12/05/2022	JD

Circulation	Copy no
Contracts Manager	001
Site Manager	002
Client	003

Traffic Management Plan

Number: FRSD017 Effective Date: 26/04/17 Revision No: 01 Author: Annemarie Clayton

This plan describes how the movement of traffic will be managed during the course of the works to carry out the new build of Design and Construction of 11 nr apartments at Eldon

Avenue Gardens including associated external works and drainage for Hertsmere Developments Ltd.

Traffic management is required on the aforementioned project to ensure the same movement of plant and vehicles but more importantly to ensure the Health and Safety of site personnel, the general public and the users of the local highway.

Glenman site office will be situated as per Logistics Plan.

The site is situated in Borehamwood , Hertfordshire. The area supports a large concentration of residential properties and is close to amenities such as the Shenley Road, BBC Studios, local schools and parks. There is also a nursery on Shenley Road.

It is envisaged that our works will not impact on the aforementioned other than for the delivery of materials which will be arranged to take place out of peak traffic times. Access to the site is as per Traffic Management Plan attached.

Traffic Management

Prior to any works commencing Glenman and Sub-contract personnel will attend an induction where all relevant information shall be conveyed. This shall include information on the hazards associated with working in a live environment and the general provisions that shall be made for the protection of the public. The induction shall also include all relevant information relating to working close to the public highway and shall also include:

- Site access and egress
- Parking restrictions;
- Speed restrictions;
- Exclusion zones;
- Access onto site and the location of the compound area;
- Deliveries including delivery times;
- Vehicle movement, which will include loading and unloading operations along with the provision of a banks person;
- Cleanliness of the public footpaths and highway;
- Site security and signage;
- Protection of the public;

Traffic Management Plan

Number: FRSD017 Effective Date: 26/04/17 Revision No: 01 Author: Annemarie Clayton

- Peak traffic times e.g. 0800 hrs and 1600hrs;
- School opening and closing times;
- First aid and emergency procedures; and Site rules.

During the induction all personnel will be briefed on the respective traffic management plan and its implementation will be explained.

Delivery and Movement of Materials

We shall ensure the minimum disruption occurs on the project due to the environment in which the works will be taking place, with particular attention being paid to the segregation of our works from that of the local residents and businesses and the continuous monitoring of the increased traffic movement in the area. Site personnel's vehicles shall be securely parked during working hours and the delivery of materials shall be made using the minimum number of vehicles.

The management and control of traffic during the refurbishment works shall be of high priority and it is our intention to ensure that all pedestrian routes are demarcated and are kept free from obstruction during the works. The traffic management plan shall be updated as the works progress or if site conditions change dramatically increasing the risk to users of the highway, the general public and local residents.

There will be no lorry movements to and from site outside the hours of 9:00am – 4:30pm Monday to Friday and will avoid school drop off and pick up times and from 9:00am – 1:00pm on a Saturday. Priority will be given to other road vehicle users, cyclists and pedestrians at all times.

Skip segregation will be used to store waste materials thus reducing the amount of vehicle movement that will take place. The skips will be removed on a regular basis with once again the vehicles movements supervised by a banksperson. All footpaths and roads will be once again kept free from debris and safety signs will be in place warning third parties of the activities taking place

A banksperson will supervise the movement of skip wagons and delivery vehicles, the banksperson will remain in place whilst materials are placed within the site compound and when skips are delivered or removed. This is to ensure the safety of pedestrians and users of the highway priority will be given to the above at all times and our operations will cease until they have passed our area of works.

Safety signs will be placed at vantage points to make the general public aware of the activities taking place.

Consideration will be given to the occupants in the adjacent properties and that of the local residents. No operatives are to stray into occupied areas without authorisation

Resources

Traffic Management Plan

Number: FRSD017 Effective Date: 26/04/17 Revision No: 01 Author: Annemarie Clayton

Key Personnel	
Senior Contracts Manager:	John Doyle
Site Manager:	Shane McLaughlin
Site Engineer:	Alex Gorun
HSEQ Manager:	Annemarie Clayton
Banksperson:	tbc

Vehicles & Plant	Labour	Materials
Skip Wagon Delivery Vehicles	Site Manager Tradesmen & Operatives – up to 30 No.	Building Materials
A copy is to be displayed in the Site Office		



Appendix E

Emergency Plan

Number: FRSD112 Effective Date: 01/05/18 Revision No: 01 Author: Annemarie Clayton

Accidents / Incidents	
<p>In the event of an accident or other incident the HSEQ Manager and the Office Manager must be informed immediately and they will ensure that:</p> <ul style="list-style-type: none"> Any injured persons receives appropriate treatment from the trained first aider (usually the Office Manager) Appropriate reports and investigations are undertaken 	
<p>Location of nearest Hospital (A&E):</p>	<p>Watford General Hospital, Vicarage Rd, Watford WD18 0HB</p>
<p>Location of nearest Police Station:</p>	<p>Borehamwood Police Station Civic Offices, Elstree Way, Borehamwood WD6 1WA</p>

Accident/Incident Reporting
<p>Glenman accident/incidents are reported via the accident/incident report form available on the Z drive server. Every accident, however trivial, requiring treatment by the first aider will be entered in to the system/ All incidents will be held on the server for future reference.</p>
Incident Reporting
<p>All incidents are to be reported.</p>
Investigation
<p>Investigations will be undertaken by the HSEQ Manager</p>
Client Requirements
<p>Glenman as Principal Contractor will inform the client of any incident that is reportable under RIDDOR.</p>
Rescue of Casualties
<p>If a person working on scaffolding is injured in such a way that they either cannot physically negotiate the ladder access to the ground or to try to move them might aggravate their injuries, then the first aider giving assistance should ensure that they are made as comfortable as possible in accordance with their first aid training until professional help arrives. Under no circumstances should the rescue of the injured person be attempted without the direct guidance of the fire and ambulance services.</p> <p>It may be possible to assist the rescuers by removing a window to move the casualty through a property or by removing scaffold boards to facilitate the casualty being passed down through the scaffold.</p> <p>If a scaffolder falls whilst erecting or dismantling scaffold and is suspended on a safety line, then the emergency procedure given in the scaffold company's safety risk assessment & method statement should be followed if it</p>

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is safe and practical to do so. This procedure should follow the guidance given in NASC SG4:15 Preventing Falls from Scaffolding.

First Aider

There will be at least one trained first aider on site at all times that construction work is being carried out. The first aiders are: Site Manager

First Aid Supplies

At least one fully stocked first aid box will be kept in the Site Office where it can be accessed at all times that construction work is being carried out.

The British Standard (BS-8599) governs first aid kit sizes and contents. See Table below for Guidance on contents for First Aid Kits.

Any other special first aid equipment and treatments shown by Sub-Contractors risk assessments to be required will also be made available with the first aid box.

Part of the Site Manager's weekly health and safety check is to ensure that first aid supplies are kept adequately stocked.

Sharps

If any sharps (e.g. needles) are found, then they must not be moved, and the HSEQ Manager notified.

Gas

If gas is detected, the area around the leak should be evacuated and no-one allowed to re-enter until it is safe. If it is possible to do so safely, then the gas supply should be isolated to stop the leak. If it is not possible or it is not safe to do so, then TRANSCO should be called on 0800 111 999. On no account should any Glenman staff or anyone working on the contract enter a private residence or any area where there is thought to be a gas leak.

Asbestos

If a material you suspect to contain asbestos or one that is asbestos is accidentally discovered or disturbed during works, contamination of the surrounding work area could occur as a result of the disturbance or incorrect removal procedures. Should you accidentally discover or disturb a material you suspect to contain asbestos, or is asbestos, please follow the points outlined below:

- Cease work immediately.
- If possible seal the area off (i.e. Shut doors to room, close windows, put barrier in place).
- Inform anyone else in the work area to leave.
- Contact Glenman Site Management Team
- The Site Management Team will contact a licensed asbestos removal company

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- The Site Manager will ask the Asbestos Removal Company to carry out a test on the suspected material.
- The Site Manager will ask the Asbestos Removal Company to carry out a reassurance test and obtain the certificate.
- No one is to re-enter the work area until the certificate has been received and it states it is okay to do so and that Site Management have given approval.
- Site Management are to advise the HSEQ Manager & Contract Manager of the incident.

Follow Glenman's Asbestos Emergency Release Procedure

Spillage

If the spillage is likely to reach surface drains or foul drains, if it is safe to do so, cover the drains with special drain covers.

Inform the HSEQ Manager about the location, nature and approximate quantity of the spillage.

The HSEQ Manager will assess the situation and summon the fire brigade, if necessary, to deal with the incident.

In the event of a fire or a major spillage, contaminated run-off water or raw materials (such as diesel etc.) from ruptured vessels may be released. To prevent these from entering the surface or foul drain, the HSEQ Manager will direct employees to cover the open drains.

It will be difficult to deal with large quantities of run-off fire water and the best possible actions should be agreed between the Site Manager and representatives of the Environment Agency and the local water authority.

Depending on the nature of the spillage (toxicity, flammability, corrosiveness, etc.) the Site Manager will advise the emergency authorities about appropriate neutralisation and clean up procedures. The advisory issues must include, as a minimum:

- Material safety data sheets (or the location of where to get them).
- Personal protective equipment (what, how and where to obtain).
- COSHH assessments.
- Spillage clean up procedures.
- Likely ignition sources and precautions.

The HSEQ Manager must inform the Environmental Agency, the local Council via phone of the nature and anticipated scale of the incident as soon as possible together with any measures taken to stop the situation from worsening.

During the incident communications with employees and the media should only take place through the Contracts Director or their assigned representative. After the incident and investigation has been completed consideration should be given to informing employees and the local community.

Explosion

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All employees must evacuate to designated assembly point and inform the HSEQ Manager about the location of and magnitude of the explosion.

The Site Manager must report the incident to the HSEQ Manager.

The HSEQ Manager must liaise with outside Authority (Fire Brigade, HSE, EA, etc.) and provide any relevant assistance.

The HSEQ Manager must arrange for the First Aiders to carry out necessary First Aid.

The HSEQ Manager must then arrange for inspection of all buildings, roofs & structures in the affected area and isolate unsafe areas.

The HSEQ Manager must check and prevent any discharges as a consequence of an explosion to controlled and other waters using drain covers, etc,

The HSEQ Manager must check all services - power, gas and water supply/effluent and arrange to carry out necessary repairs.

The HSEQ Manager must report the incident to relevant Authorities

Communication to the media must be channelled through the Contracts Director or their assigned representative.

Flooding

In the event of site or area flooding, inform the Site Manager who will evaluate the safety of shutting down any electrical supply that may be affected.

The Site Manager must inform the HSEQ Manager.

The HSEQ Manager must report the incident to relevant Authorities if specified by RIDDOR Regulations 2013 or if there is an equipment malfunction that leads to or may have the potential to lead to significant environmental pollution.

The Site Manager must check all bunded areas, tanks, foul sewer and floor surfaces and arrange for clean up as soon as possible to minimise any possible pollution.

Contracts Manager with HR will arrange for deployment or lay off of personnel if required.

The HSEQ Manager must arrange for pumping out the floodwater by the Fire Brigade or Waste Contractor if required.

Bomb Threats

Do not ignore bomb threats. The HSEQ Manager must inform the police and any other relevant Authorities.

Do not investigate too closely. Do not move or touch suspected bombs, explosives or suspicious/unidentified objects.

Do not shake, turn, cut wires, pull strings, pull fuses, undo suspected glued packages, pass metallic tools or objects near suspected bomb, move switches, release hooks or smoke near suspected bomb.

Do not move the bomb away from people - move people away from bomb.

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Immediate evacuation is the best option to ensure personnel safety.

Where the bomb is thought to be placed near the designated evacuation assembly areas, these must not be used and alternatives shown to the personnel.

The effects of flying debris, glass, toxic chemicals, etc. As a consequence of exploding bomb must be considered when deciding the evacuation/ assembly area.

A search of the car parking area and the parked cars may be necessary. Any vehicles not belonging to the employees and not registered by visitors must be checked out.

Testing of Procedures

Testing of the above procedures will be arranged by the Site Manager. The Site Manager will provide feedback to the HSEQ Manager to improve Emergency Evacuations.

The HSEQ Manager will arrange practice evacuation drills on a biannual basis.

Any changes to the system will be identified at a subsequent debriefing, held immediately after the practice and / or each activation of the evacuation alarm.

This will involve the HSEQ Manager where appropriate, action to remedy any deficiencies will then be instigated and recorded by the Site Manager.

An architectural rendering of a multi-story brick building with a gabled roof and several windows. The image is semi-transparent, serving as a background for the text. The text is centered over the building.

Appendix F

Fire Risk Assessment – to be supplied during pre-construction



Appendix G

Fire Plan

Number: FRSD110 Effective Date: 27/01/21 Revision: 01 Author: Annemarie Clayton

Contract name:	Eldon Avenue, Eldon Avenue, Borehamwood, Hertfordshire, WD6 1PP.	Contract number:	tbc
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Fire Warden

Name:	tbc
Contact number:	tbc

Fire Marshalls

Name:	tbc
Contact number:	tbc

General site fire precautions

Hot works to only be carried out under a hot works permit that has been issued by Site Management. Details of hot works must be included in RAMS. Fire extinguisher to be in working area at all times. Smoking is only permitted in designated smoking area. No burning of waste or materials is permitted on site under any circumstances. Fuel and gas must be stored in locked cages and banded areas at all times, and this is to be stored away from sources of ignition.

Fire extinguishers (types, number and locations)

See GCSK-001 Site Logistics Plan – Fire Extinguisher Stand Points at Welfare, Building Entrances and Outside Stair Core at each level

Fire detection (Type -smoke/heat- number and locations)

N/A

Fire alarm (alarm type and locations)

Fire Extinguisher Stand Point Bell

Emergency lighting (number and locations)

See GCSK-001 Site Logistics Plan – Stair Core & Site Pedestrian Walkway to Welfare

Designated smoking area (location)

See GCSK-001 Site Logistics Plan – Next to Site Welfare

Hot work

Hot works to only be carried out under a hot works permit that has been issued by Site Management. Details of hot works must be included in RAMS. Fire extinguisher to be in working area at all times

Fire and emergency escape

See GCSK-001 Site Logistics Plan

In the event of any emergency, contact the fire/ambulance service by dialling 999 and give them the address and details of the incident.

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Fire Brigade

Garston Fire station, 530 St Albans Rd, Watford WD24 7RX

Hospital

Borehamwood Fire Station
Elstree Way
Borehamwood
WD6 1JP

Temporary buildings

Site Security

FM Security – Roaming Visits and CCTV

Materials and waste

Segregated Skips

Temporary electrics

TBS Electrical Kiosk

In the event of any emergency, contact the fire/ambulance service by dialling 999 and give them the address and details of the incident.

Fire Plan

In the event of a fire or the sounding of the alarm the following procedures are to be followed. Fire extinguishers are located around the site.

If you discover a fire however small:

- Sound the Alarm
- Call for assistance. If you have been trained to deal with fires and will not put yourself in danger, attempt to extinguish the fire.
- Always keep your fire exit route behind you.
- Dial 999 to call the Fire Brigade and give them the Office Address

If you hear the alarm

- Leave the building by the nearest available exit
- Report to the Fire Warden at the Assembly Point, which is
-
- Do not under any circumstances use a lift

Fire Marshalls shall sweep all areas and check that all persons are accounted for and report this to the Fire Warden at the Fire Assembly Point .

DO NOT:

- Stop to collect personal belongings.
- Re-enter the building until authorised by the Fire Warden
- Take risks.
- Tackle Fires unless you are trained to do so.

In the event of any emergency, contact the fire/ambulance service by dialling 999 and give them the address and details of the incident.