



**MILLIE PROPERTIES LTD**

## CONSTRUCTION LOGISTICS PLAN & CONSTRUCTION MANAGEMENT PLAN

### Project Address:

The Plains, 3, Crescent Rd,  
CHINGFORD,  
E4 6AU.

**REVISION 01 @ 01/05/24**

DATE OF 1<sup>st</sup> ISSUE: 24<sup>th</sup> February 2024

\*Ref Planning Permission No: *\*t.b.c.*

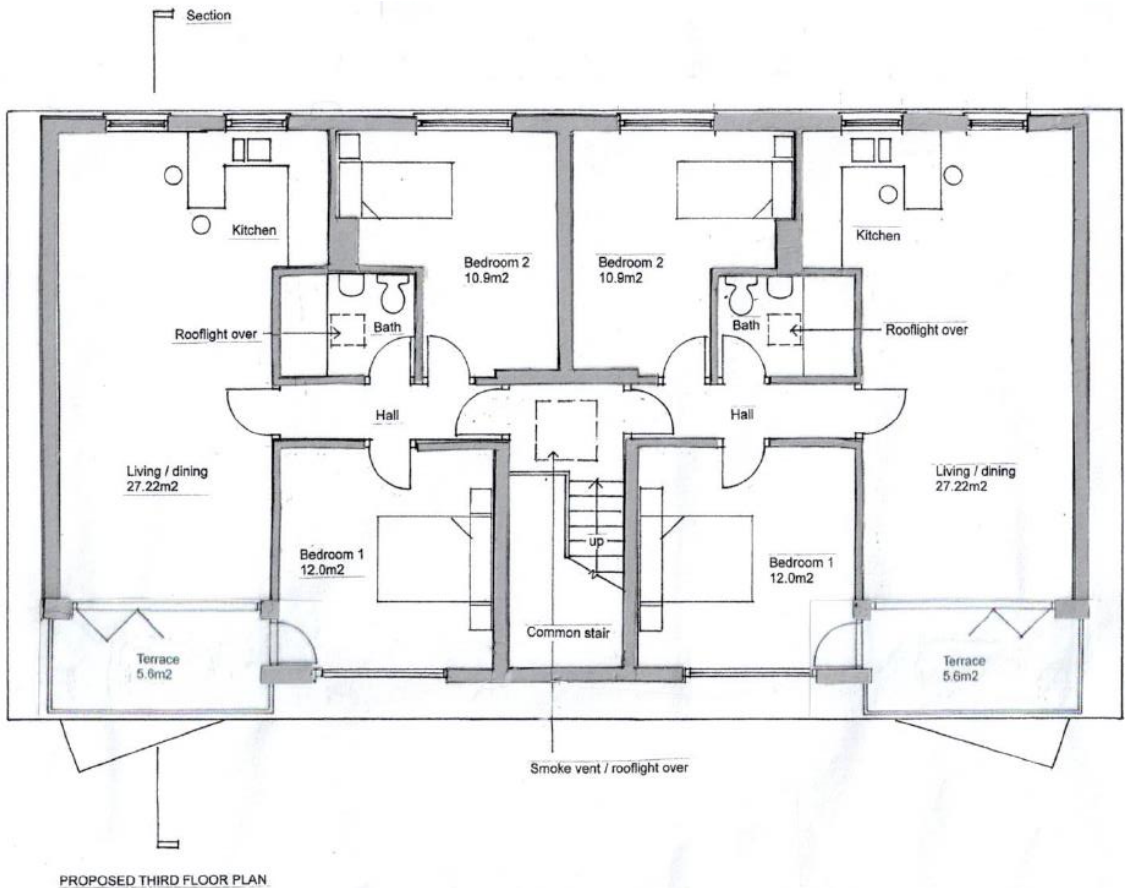
\*Granted: *\*t.b.c.*

### CLP No: DMS/113/04/CLP/MPL-01 ADDITIONAL NEW THIRD FLOOR EXTENSION TO EXISTING BUILDING

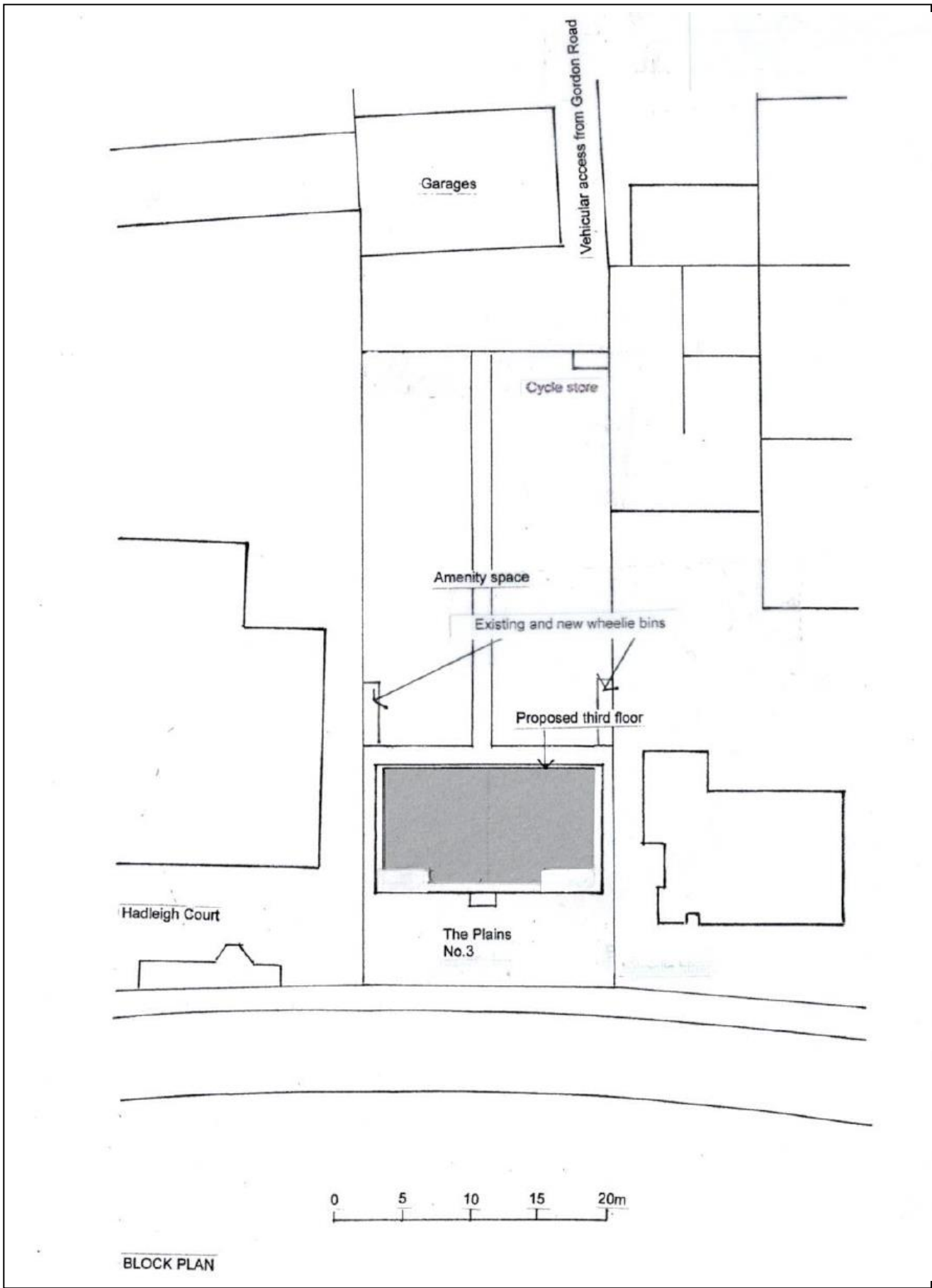


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PROPOSED THIRD FLOOR PLAN OF SITE



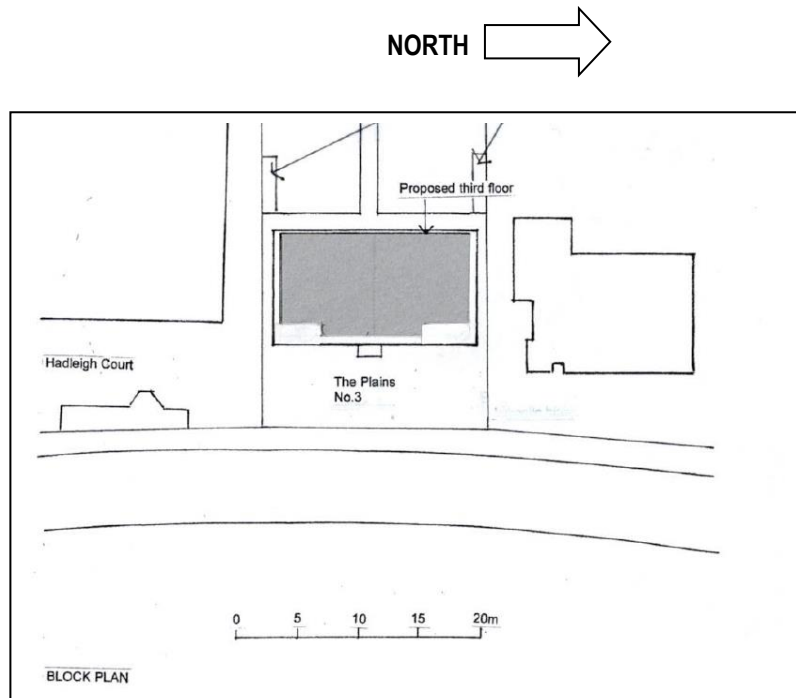
Proposed Site Floor Plan

## 1.0 PROJECT DESCRIPTION AND METHODOLOGY

### 1.1 INTRODUCTION

Construction of an additional floor at 3<sup>rd</sup> flr level (2 additional flats both 2 bedroom) at the proposed site as well as associated access within the existing structure retained, refuse, cycle parking, landscaping and associated internal and external alterations.

The development will be carried out as one development phase. MILLIE PROPERTIES LTD are both the Developer and Principal Main Contractor for the construction works. The site is situated just off the A1069 Rangers Rd on the southside connected by Forest Side & Forest Avenue within the London Borough of Waltham Forest. The site has currently existing tenants to the Ground floor, 1<sup>st</sup> & 2<sup>nd</sup> floors respectfully of the said property and an existing low level brick wall line exists to the front and neighbouring property boundaries. A designated hoarding will be erected and safe passage through for the existing tenants during construction will be erected to the north side. The view opposite is to the west which faces onto a area of green land / tress between Crescent Rd and Forest Side road.



The purpose of this **Construction Logistics Plan (CLP)** for the site is to set out the measures which will be taken to secure the safety, mitigate disruption and minimise pollution to the neighbours and passing members of the general public. It is intended to be a 'live' document which shall be reviewed and updated regularly as the development progresses.

The overall objectives of this outline CLP are to ensure that not just Crescent Rd, but the surrounding areas have been considered throughout the context of the CLP for: -

- Lower emissions.
- Enhance safety - Improved vehicle and road user safety; and
- Reduce congestion - Reduced trips overall, especially in peak periods.

To support the realisation of this objective, several sub-objectives have been agreed and include:

- Encouraging construction workers to travel to the site by non-car modes,
- No parking on site,
- Promote smarter operations that reduce the need for construction travel or that reduce or eliminate trips in peak periods by introducing restrictive vehicle hours from between Mon-Fri 09:30 to 14:30pm, and Sat working hours for deliveries &/or collections 10am to 1pm.
- Encouraging greater use of sustainable freight modes,
- Encouraging the use of greener vehicles,
- Managing the on-going development and delivery of the CLP with construction contractors,
- Communication of site delivery and servicing facilities to workers and suppliers; and
- Encouraging the most efficient use of construction freight vehicles.

Site contact during operational hours & out of hours in an emergency:

Name: T. Jones M: 0789 666 6969

This document is prepared pursuant to the discharge of Ref:

Planning Permission No: \*(t.b.c.) \_\_\_\_\_ Granted: \*(t.b.c.) \_\_/\_\_/2024 Condition \*t.b.c..

*\*Below abstract from planning permission document to be inserted here once planning permission approved.*



The CLP reflects the requirements and considerations given in

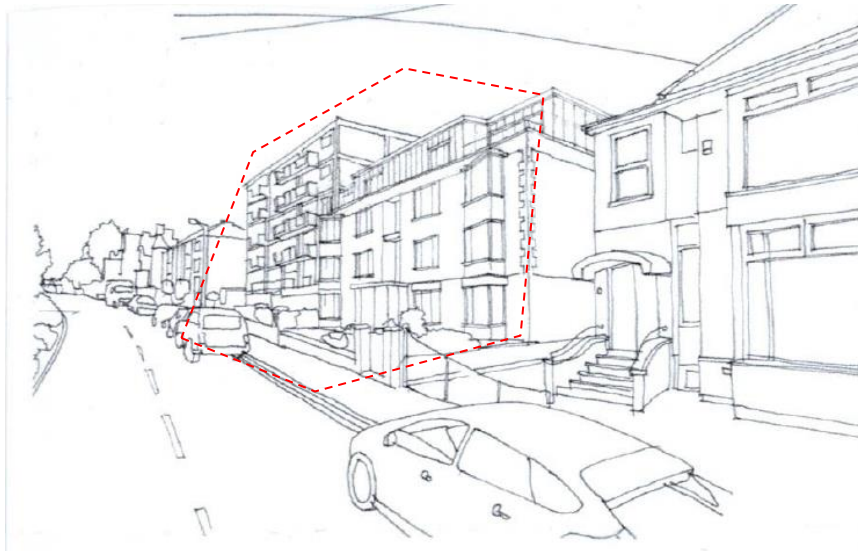
- a) London Borough Councils' Code of Practice for Construction Sites,
- b) BS5228: 2009 Best Practice for Construction Noise and
- c) The Local Authority's Supplementary Planning Guidance on Construction Dust and Emissions.
- d) The Local Authority's Construction Noise Code.
- e) The Local Authority's Noise from small scale building works.
- f) The Local Authority's Code of Practice for small scale building sites.

The document will also evolve through consultation and dialogue with neighbours, stakeholders, and consultees.



## 1.2 SCOPE OF THE WORKS

Construction of an additional floor at 3rd flr level (2 additional flats both 2 bedroom) at the proposed site as well as associated access within the existing structure retained, refuse, cycle parking, landscaping and associated internal and external alterations.

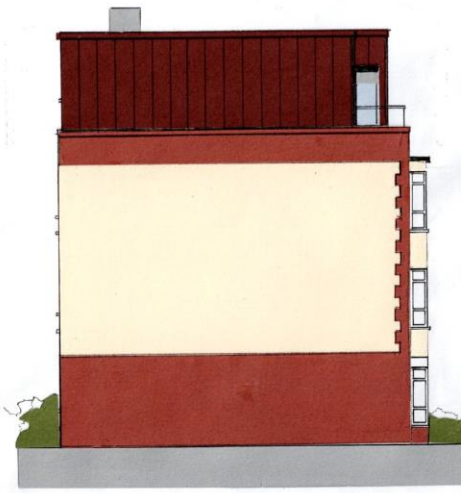


Street elevation looking south-westerly



PROPOSED EAST (FRONT) ELEVATION

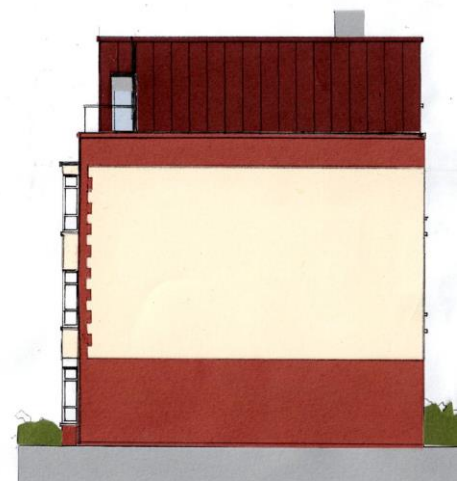
CRESCENT ROAD



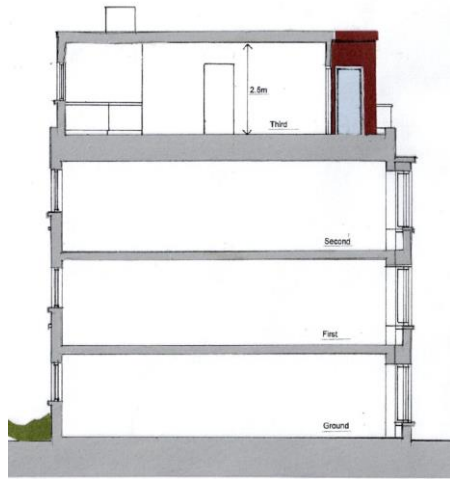
PROPOSED SOUTH ELEVATION



PROPOSED WEST (REAR) ELEVATION



PROPOSED NORTH ELEVATION



PROPOSED SECTION

Warm deck flat roof construction

Third floor elevation cladding system in natural brown

Third floor powder coated metal window and bi-fold door frames in grey

Facing brickwork parapet wall to match existing quoins and ground floor elevations



STREETSCAPE ELEVATION



THE PLAINS

CRESCENT ROAD



REAR ELEVATION

THE PLAINS

All existing services to the occupied flats will not be disturbed as the new extension to the roof will be constructed with any new services such as gas or electric connected near the completion of the project.

Prior notice will be given to all tenants well in advance of any aspect which requires the shut down for a hour or so during the connection of extended services to the meters / gas / fire alarm systems.

The project has both a gas and water supply stopcock to the front boundary area of the project site in the existing pavement.

The site hoarding will always be erected all around the perimeter of the project site and signage erected / displayed and maintained.

Local notices / flyers will be sent out to local neighbourhood advising of works commencing on site. This will be maintained as a point of notification to the local community and neighbourhood throughout the project life. A site Notice board will be displayed at the front of the site hoarding at all times and updated throughout the project life.

Site set up will be temporary welfare / cabin in the initial stage inside the rear garden and noting that there is actually very little demolition in removing the part roof section to open up the extended main common area staircase for access to the new 2 apartments.

The main works will be covered with a temporary access scaffold tin roof which will be designed by a scaffold designer.

There is negligible dust impact to the air on this project at all and is considered very, very low risk of any airborne dust into the environment and a fine water spray hose etc will be attached either if any cutting of the existing roof joists or dust collector extractors attached to the tools being used.

The risks and levels of dust and noise are considered to be classified as **VERY LOW IMPACT**.

The report CLP will be updated accordingly to suit the construction design by the design of the structural engineers and methodology for LIGHT-WEIGHT frame new roof extension which will have a warm deck construction, of which the elevation will be cladding system in natural brown, with powder coated metal window and bi-folding door frames in grey. The parapet will be constructed out of matching existing structures brick extended to give a parapet at the top / at 3<sup>rd</sup> floor level.

Internal areas in the new 3<sup>rd</sup> floor apartments have the option of carpet to the bedrooms, Bath/shower, WC & HWB (Hand wash basin) with a roof light to give natural lighting also into this area, living room with its own terrace with access from both / either the bedroom or main living room area. All areas subject to final design by the structural and architectural drawings.

Due to the site location, access / egress will be from the front and the front garden area will be used as a storage for materials. There are 2 parking bays (un-marked no yellow lines) which will be used for any main lorry deliveries of materials and suspension where necessary facing the main road – the only restrictions are no parking between the hours of 10am to 11am and all deliveries will be on a “just-in-time” sequencing for all deliveries in smaller loads etc.

As the building structure is constructed a general access scaffold with protective sheeting will be erected around the outside. The new envelope will follow on and all works will be carried out in accordance with the approved plans and in alignment to maintain the finished building as specified. Once the roof slab is complete the roof coverings will also be applied. The fit out of the interior will be undertaken concurrently once the envelope has become watertight.





Figure 2: The existing street Elevation

# CONSTRUCTION PROGRAM

The Key Dates are: 26 weeks

Target Start Date on site possession:

29<sup>th</sup> July 2024

Target Completion Date / Handover:

27<sup>th</sup> January 2025

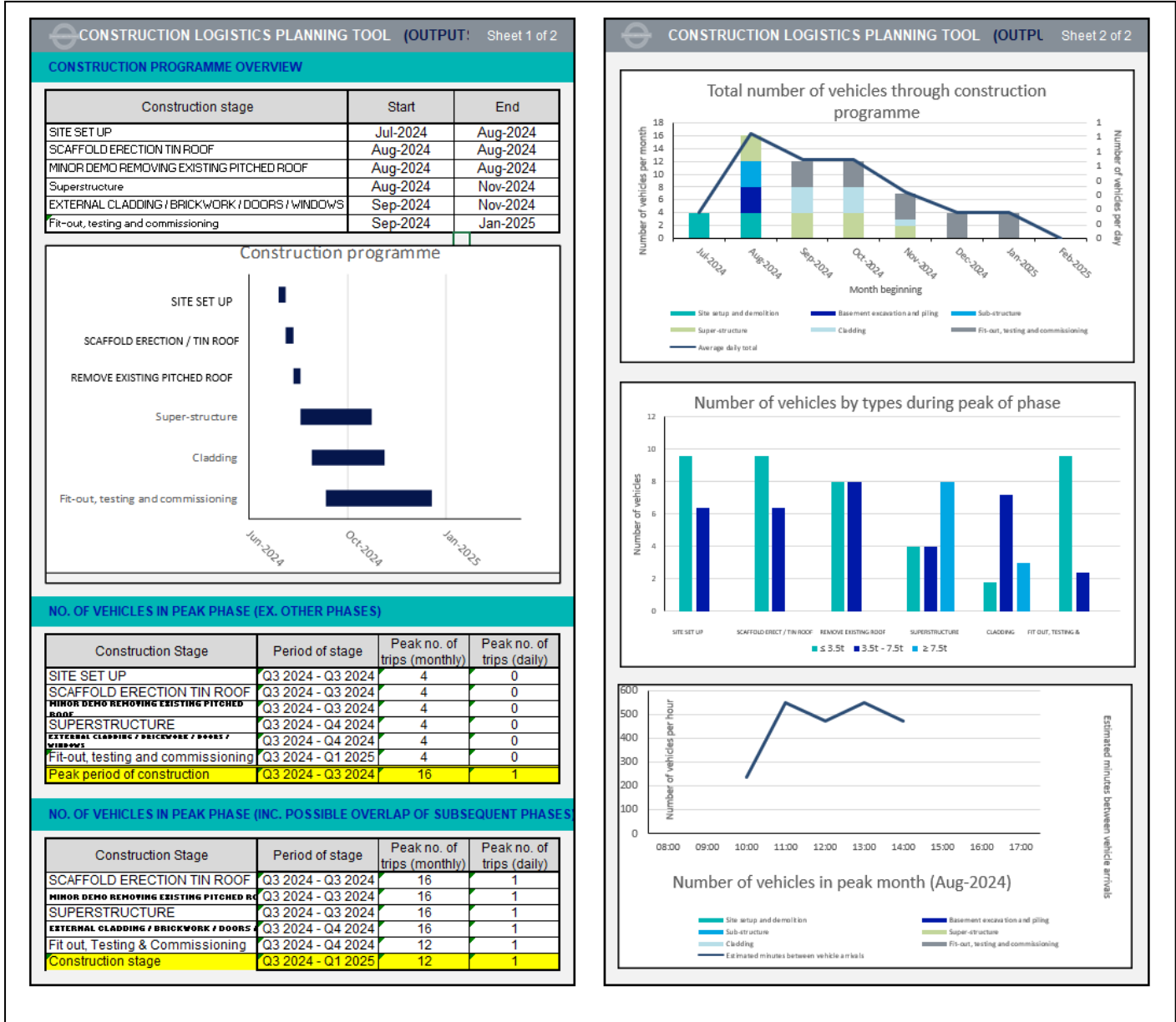


Figure 3: Preliminary Programme / Traffic Movement Management Plan

#### 1.4 PRE-CONSTRUCTION ISSUES: check list

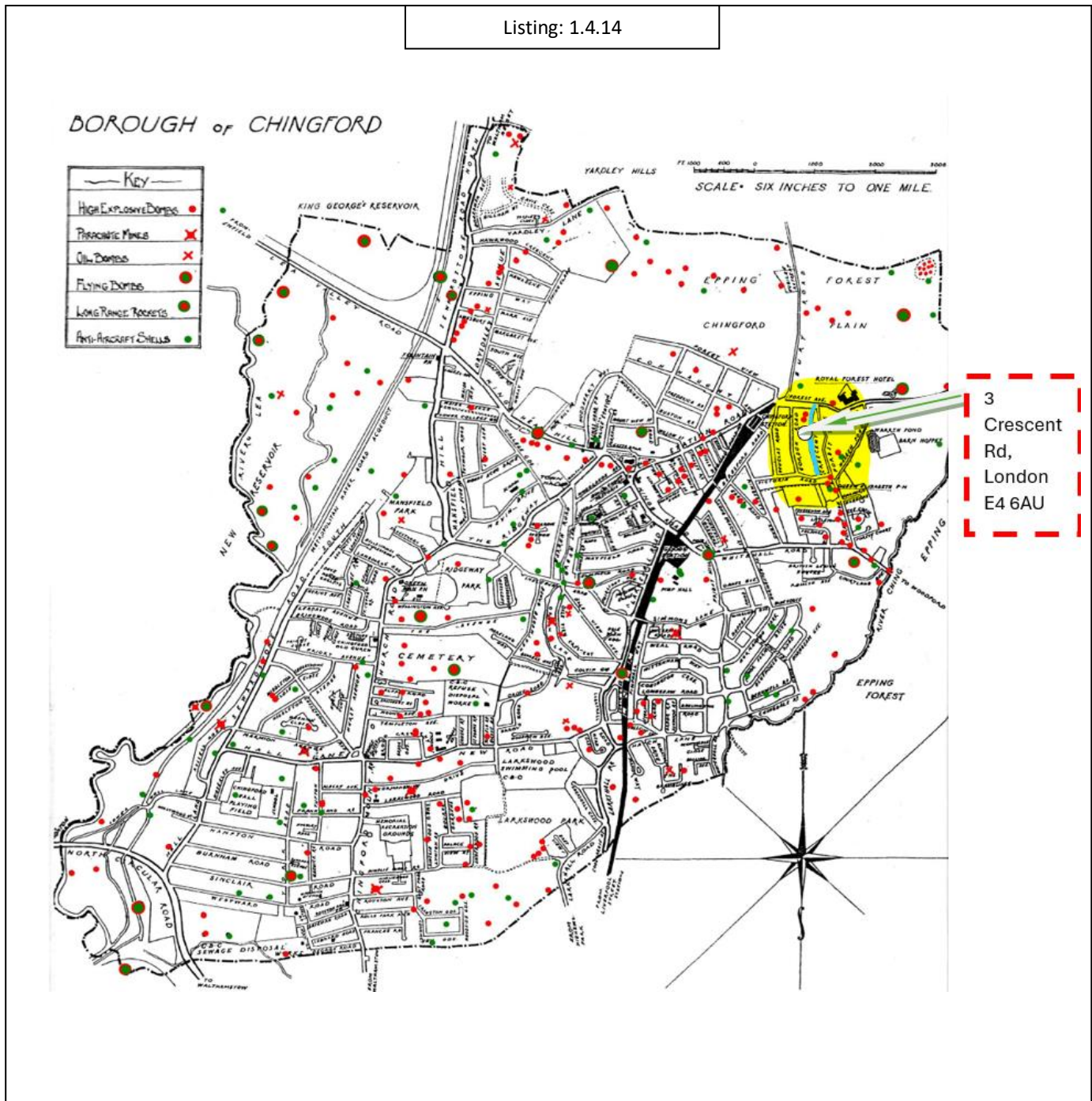
No.	Item	Reason	Action
1.4.1	Ground Investigation Report	NOT APPLICABLE	
1.4.2	HSE Notification (F10)	HSE requirement	Project team to check the HSE has been notified of the project details and commencement date
1.4.3	Scaffold / Hoarding licence	NOT APPLICABLE	
1.4.4	Loading / unloading bay	Not applicable, deliveries straight onto site	
1.4.5	Service terminations / stats	Carry out a survey of the existing services which may be live prior to carrying out any and demolition works. Check for buried electricity cables, live gas, water and drainage.	Project team to check the required surveys have been carried out to proceed safely. All live services to be labelled and/or protected.
1.4.6	Party wall awards	NOT APPLICABLE	
1.4.7	Connection of temporary electric supply	A Temporary Builders Supply will be used in preference to generators for the temporary electrics; the existing supplies will be used if possible.	Project team to organise the temporary building supplies, electric and water.
1.4.8	Welfare	Health and safety requirement	Project team to make arrangements for welfare accommodation on site (During the demolition phase space at rear in garages will be provided)
1.4.9	Location of mobile cranes and mobile or static concrete pumps	NOT APPLICABLE	
1.4.10	Temporary works design	Will be required for the lower ground level works, concrete formwork design and to consider scaffold and hoarding design.	Project team to appoint a specialist consultant for the temporary Works and liaise with the specialist contractors to works and ROOF WORKS works are Carried out safely. A Temporary Works Coordinator is to be appointed
1.4.11	Site offices	Required in order to provide adequate site management	Project team to make arrangements for site offices in the vicinity (initially at front at demo stage but create office etc welfare to rear of site in existing garages.
1.4.12	Opening up works for the permanent design	To be confirmed following further design development	Client's team and the Project team to organise further site investigation surveys if required.



No.	Item	Reason	Action
1.4.13	Existing record information	To be aware of risks, particularly in the ground during excavation.	Request record drawings from the design team. Obtain information from site investigations.
1.4.14	UXO Search NEAREST WW2 Bombs dropped from 7th October 1940 to 6th June 1941 near (site) within 100mtrs: High Explosive Bomb	To be aware of risks, particularly for the new lower ground floor excavation.	Client's team and Project team to review desk top study and provide UXO technician report before excavation works if required

**A detailed UXO is to be submitted (below is for information only) UXO Report still to be submitted.**

Listing: 1.4.14

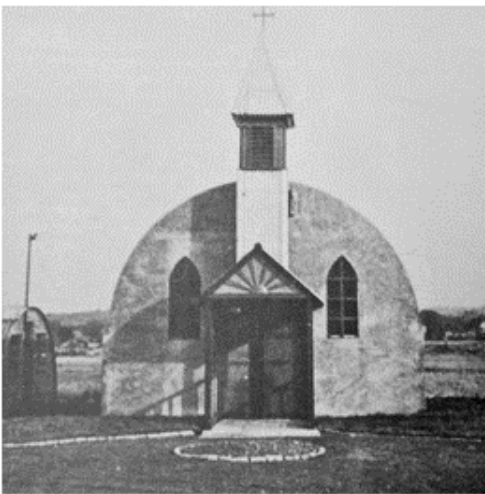


**LOCAL HISTORY AREA WW2 NEARBY – PRISONER OF WAR CAMP & CHAPEL IN FOREST VIEW:**



The Dominican Convent School \*(long gone)

Nearby there once stood a chapel on Chingford Plain during the Second World War built by Germans from the Prisoner of War camp? An aerial view shows the camp, church and gun battery now long gone except for odd foundations too tough to demolish. Today the land is part of the Chingford Golf Course



Here is the Chapel which was part of the prisoner of war camp on forest land by Forest View, Chingford.

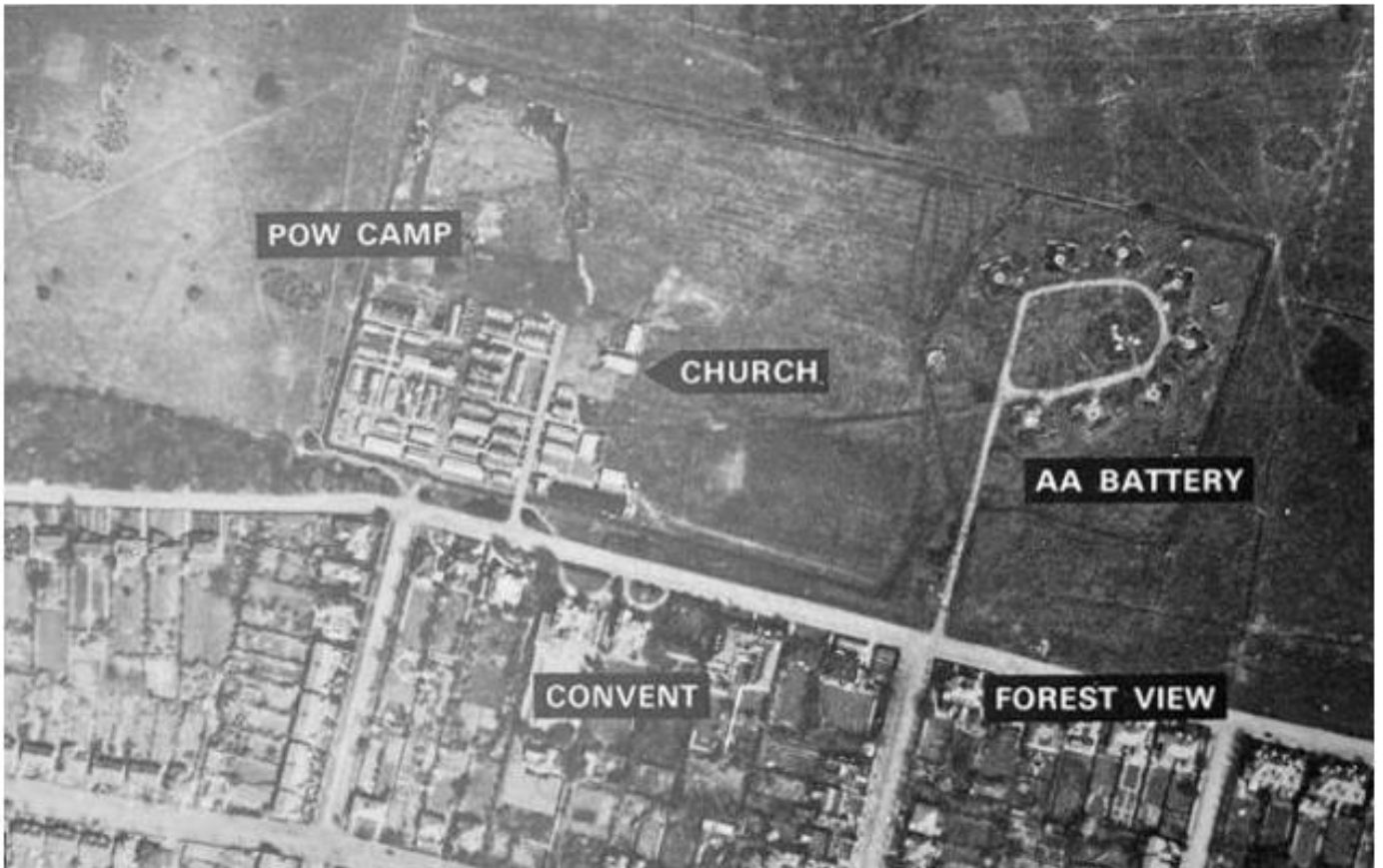
Many thanks to Barry Blake for the photograph and for the information below.

A small camp had been built there at the start of the last war to house crews from nearby anti-aircraft batteries.

Later it was enlarged and became a prisoner of war camp. I was told that the prisoners, who were more or less "Trustees", asked if they could build this chapel and materials were provided.

They positioned it exactly opposite and as close as possible to the Dominican Convent in Forest





## 1.5 CONSTRUCTION PHASE ISSUES

Because of the unique location of this project, the main issues to consider in carrying out the works safely and as expediently as possible are: -

- The visible access into the site.
- The potential disturbance caused by noise, vibration, and dust to be mitigated and minimised.

### 1.5.1 Access

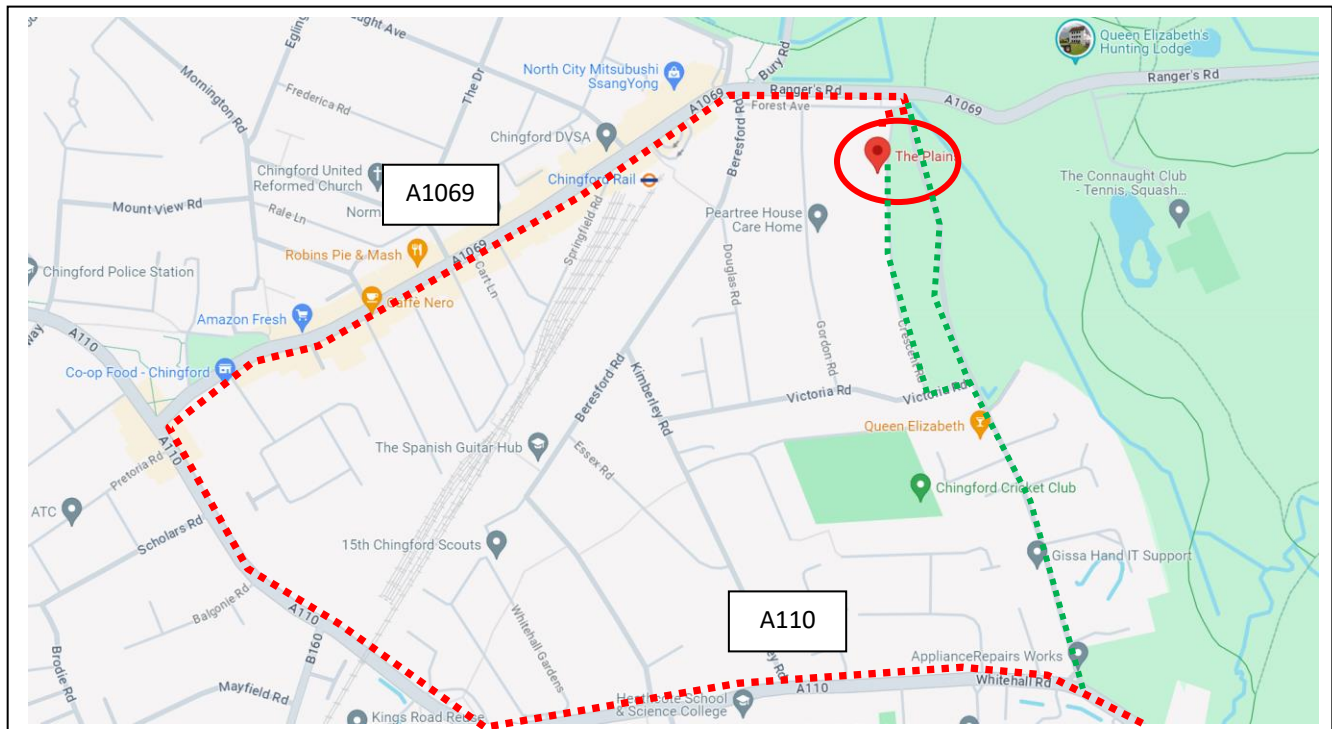
The principal access to the development will be the A110 (East or West of A110) turning North-Easterly onto the A1069 onto Ranger's Rd via the West side heading east to site via the A1069. \*(see Figure 4.0).

Crescent Rd is two-way directly outside the site frontage, with 2 unmarked parking bays (single yellow lines are either side with restrictive no parking between 10am-11am (M-F).

Existing site heading south down Crescent Rd turning left into Victoria Rd and either turn north again reverse route up Forest Side then turning left into A1069 Ranger's Rd or head south down Forest Side and join the A110 Whitehall Rd.

There will be no parking of vehicles on site, but only rear access to the property garages.

Noting also that Crescent Rd has a 20mph speed limit restriction.



**Figure 4.0: The inner transport route to and from site.**

All other site deliveries will be monitored and booked in with site management and suppliers etc at key times, to which a Traffic Marshall and banksman will attend all times.

As this is an existing building and the scope of works is to extend the 3<sup>rd</sup> floor, there is no aspects or excavation works and a wheel washing &/or water jet spray of tyres where soil or muck caught onto tyres will NOT enter onto public highways or crossovers. **Note:** Thus, this condition is not applicable under planning.

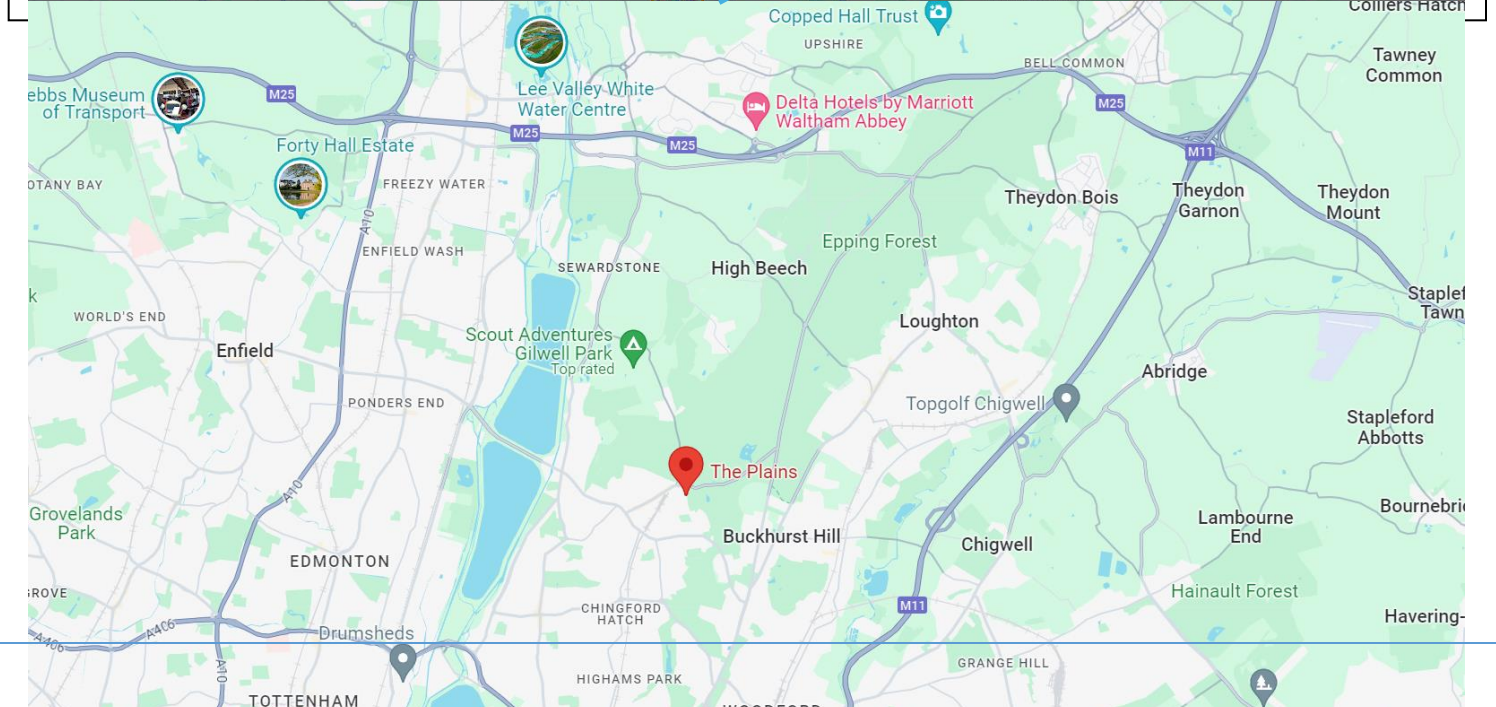
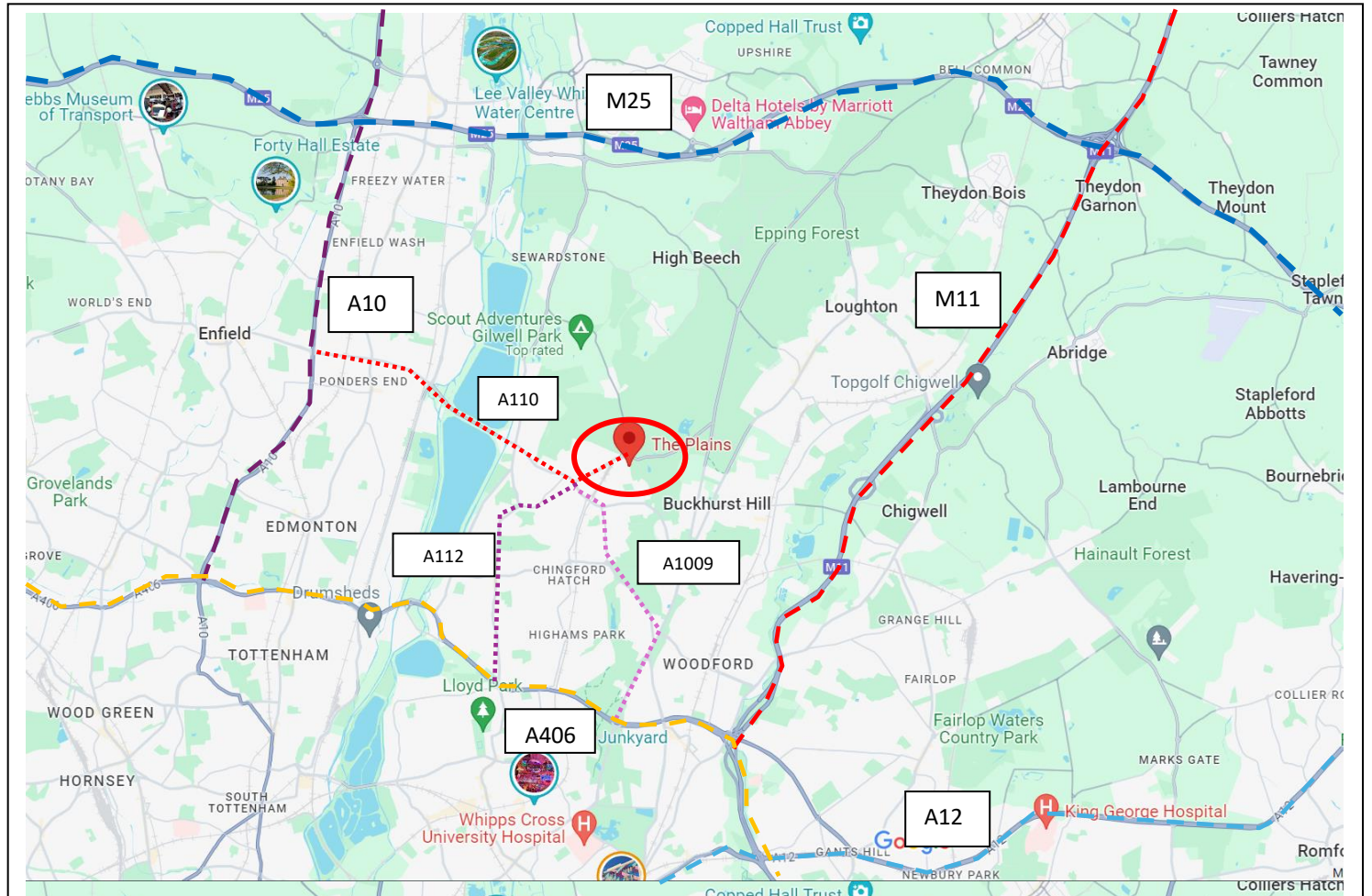
The site will be secured with a solid timber hoarding which will be retained and adapted throughout the project in order to demarcate the construction area and to enhance security. The full height secure hoarding will incorporate separate access gates for workers and residents (either manned or with a turnstile) for site access and egress. During the demolition phase the welfare accommodation will be constructed at the rear garden area / existing garages of the site in the proposed landscape area.



There are several access and reverse same egress for construction traffic pending location of suppliers to and from the site.

The principal is to have all delivery and collection lorries to and from site use all major "A" classification roads and then the last approximately 3 miles from any major road enter from the South off the A406 heading north up the A112 or A1009. Other access points to the project site coming from the East via the A10 (off M25 and heading East via the A110). All other major roads (A13, A12, A406, A10) and motorways (M25 or M11) will be used. This way the lorries to and from site come / leave via either the A1009, A112 or A110  
\*See Figure 4.0

This is a much more practical and manageable traffic logistics for all site deliveries and / or collections.  
\*See Figure 4.1





Please see the joint logistics plans and site layout drawing below: -



Figure 5: Site layout showing the proposed unloading arrangements.

### 1.5.1.2 Distributing Materials

The onsite telescopic forklift will provide hoisting capacity for unloading most of the materials required for the construction of the superstructure. This will also be used to complete the envelope and carry out the fit-out operations. The delivery lorry will be located in the unloading zone and the materials will be hoisted onto the gantry from where they can be distributed to the floors utilising pump trucks. The scaffold will be designed so that the loading platforms can be connected to the floor plate of the building at each level. This will be used at the rear of the property onto the scaffold loading bays.



Figure 6: Telescopic Forklift

### 1.5.1.3 Size and Frequency of Delivery Vehicles

Generally, materials will be scheduled to arrive on site to suit the progression of the works. Upon arrival they will be checked for suitability and quality, and then they will be distributed directly to the point of use. Refer to Figure 3 \*(further copy below types of vehicles entering / leaving site). **Minimum FORS SILVER**



18t skip lorry



3.5T to 7.5T Material Goods lorry

Figure 7: Typical plant and delivery vehicles



## PROJECT VEHICLES TIMES (TARGET):

\*(See Figure 3 – traffic movement / frequency Project estimated duration times / periods)

The scheme of deliveries / collections etc we are aiming to set target start no earlier than 9am & no later than 3pm or latest after 4pm. **Restrictive parking between 10am to 11am Monday to Friday.**

This will also contribute to less congestion and emissions to the local environment and less traffic on the roads in quieter periods and outside of school start and finish times.

Numerous types of delivery vehicles will be used to bring materials to and from the site. These include:

- Wait-and-load lorries (approx. size 7.5m long and 2.4m wide), and standard 8 yards skips for general waste (approx. size 7m long and 2.4m wide) if used for short duration (not overnight).
- Waste away lorries (approx. size 9.5m long and 2.6m wide).
- Flat-bed delivery vehicles for the delivery of various materials including scaffolding, steelwork, reinforcement, bricks / blocks, timber, roofing materials, plaster, joinery etc. (approx. size 8.5m long and 2.45m wide).
- Curtain-side delivery vehicles for the delivery of various materials including timber, roofing materials, plasterboard, joinery etc. (approx. size 10m long and 2.45m wide).
- Small vans and pick-up trucks (approximate size 6m long x 2.1m wide).

The projected vehicle movements are approximate, and all delivery patterns will vary, depending on day-to-day site needs, general progress, material availability and local traffic.

NO. OF VEHICLES IN PEAK PHASE (EX. OTHER PHASES)			
Construction Stage	Period of stage	Peak no. of trips (monthly)	Peak no. of trips (daily)
SITE SET UP	Q3 2024 - Q3 2024	4	0
SCAFFOLD ERECTION TIN ROOF	Q3 2024 - Q3 2024	4	0
MINOR DEMO REMOVING EXISTING PITCHED ROOF	Q3 2024 - Q3 2024	4	0
SUPERSTRUCTURE	Q3 2024 - Q4 2024	4	0
EXTERNAL CLADDING / BRICKWORK / ROOFS / WINDOWS	Q3 2024 - Q4 2024	4	0
Fit-out, testing and commissioning	Q3 2024 - Q1 2025	4	0
Peak period of construction	Q3 2024 - Q3 2024	16	1

NO. OF VEHICLES IN PEAK PHASE (INC. POSSIBLE OVERLAP OF SUBSEQUENT PHASES)			
Construction Stage	Period of stage	Peak no. of trips (monthly)	Peak no. of trips (daily)
SCAFFOLD ERECTION TIN ROOF	Q3 2024 - Q3 2024	16	1
MINOR DEMO REMOVING EXISTING PITCHED ROOF	Q3 2024 - Q3 2024	16	1
SUPERSTRUCTURE	Q3 2024 - Q3 2024	16	1
EXTERNAL CLADDING / BRICKWORK / ROOFS	Q3 2024 - Q4 2024	16	1
Fit out, Testing & Commissioning	Q3 2024 - Q4 2024	12	1
Construction stage	Q3 2024 - Q1 2025	12	1

### 1.5.1.4 On-Street Waiting

It will be communicated to the supply chain that they can only do-wait-on or load / unload from the public highway other than from the unloading area indicated on the site plan. The supply chain will be advised of the times when deliveries can be received and required to meet those delivery windows.

Vehicle arrival and departure marshalling will be undertaken. Vehicle arrivals and departures will be restricted during 08:00 - 0:900 and 16:00 – 18:00 WITH NO ACCESS PERMITTED.

### 1.5.1.5 Booking System

MILLIE PROPERTIES LTD will be responsible for managing the demand for deliveries and exports from their subcontractors and suppliers to ensure they comply with agreed daily traffic profiles in order to avoid bunching. MILLIE PROPERTIES LTD will keep an up-to-date record of deliveries and exports from the site; this will take the form of delivery receipts and waste transfer notes.

### 1.5.1.6 Communication Strategy

The Construction Logistics Plan will be issued to all Subcontractors and Suppliers at the time of placing subcontract and material supply orders, it will be incumbent upon all participants to uphold the arrangements within the CLP, failure to comply with the CLP will result in disciplinary action being taken.

### 1.5.2 Noise, Vibration & Dust (See also section 5 Environment)

during the demolition removal of the existing pitched roof, there will still be a risk of environmental impact due to noise, vibration, and dust transfer into the surrounding atmosphere. To mitigate this risk, MILLIE PROPERTIES LTD will employ the following measures:

- No activities shall be undertaken outside of designated hours which are 8.00am until 6.00pm Monday to Friday and 8.00am until 1.00pm on Saturdays.
- There will be no working on Sundays or Public Holidays.
- Machines will be fitted with silencers and breakers will be fitted with bafflers to reduce noise and vibration.
- Where generators are used on site, they will be housed within acoustic enclosures to reduce noise levels.
- Within reason the timings of any breaking out works will be sequenced around the users of the adjoining properties.
- The selection of the breaking out method will be to keep the environmental impact to a minimum. Wherever possible the existing structural steel will be cut up into manageable sections in situ and hoisted away onto lorries for recycling off site, however we will have to use tracked excavators with mechanical breaker or pulveriser attachments in order to remove slabs and any underground obstructions.
- Site working hours will be as stated in the planning conditions for the development, (M-F 08:00 to 18:00 & Sat 08:00-13:00 No Sunday, bank holiday or public holiday working allowed), however also, all noisy works will only be carried out between the hours of 8.00-10.00am, 12-2.00pm and 4.00-6.00pm time slots.
- MILLIE PROPERTIES LTD will agree benchmarks with the council environmental health officer and regularly monitor to ensure our operations comply with those levels.
- Dust will be suppressed at source by damping down at all times using a fine mist spray during demolition. Caution is aired due to existing property occupants / residents below.
- Scaffolds will be fully sheeted to contain emissions.
- Hoardings and perimeter walkways will be regularly washed down.
- Skips and waste away lorries leaving site will also be fully sheeted to prevent any dust arising whilst travelling on the public highway.
- Visits by road sweepers will be provided when required.
- A noise meter will be retained on site to enable instantaneous noise readings to be taken.
- The only Construction plant and equipment on site if used is the Telescopic Forklift which will comply with the Non-Road Mobile Machinery emission standards introduced in September 2015. As a preference, construction plant and equipment will be electrically powered from site supplies, rather than generators.
- Using the local authorities form for daily monitoring of noise see Figure 8 below.

## NOISE FROM SMALL SCALE BUILDING WORKS

Building works are often noisy. However, with care, jobs such as small-scale construction, conversion, refurbishment, underpinning and even demolition can be carried out without causing too much annoyance to neighbours. This leaflet explains how to avoid causing unacceptable noise during building works. We have to accept that building work is often noisy and many jobs cannot get done without some crashing and banging. However, this does not give a building firm permission to annoy neighbours at all hours of the day and night. Building contractors are required by law to minimise disturbance from building works. First, they should use the "best practicable means" to reduce noise. Second, they should keep noisy activities to reasonable hours. We define "noisy activities" as:

- **Hand Tools** - Use of hammers, saws, etc should be restricted to the hours given below.
- **Power Tools** - Normal hand-held tools power tools (drills, saws, sanders, etc) can cause a lot of noise and their use should be restricted to the hours given below.
- **Plant** - This involves use of tools and equipment such as "Kango" hammers, pneumatic hammers or vibrators, cement mixers, large power saws and planers, compressors, generators, etc. Use of this more powerful type of equipment needs greater consideration as it can be very noisy.
- **Erection and dismantling of Scaffolding** - Can be a very noisy activity and should only be done within reasonable hours.
- **Deliveries of plant, equipment or materials** - This can be noisy, especially if it involves use of hoists from lorries or tipper lorries. Early morning deliveries cause particular complaint.
- **The Party Wall** - Work on the party wall between dwellings will give high levels of noise next door. This includes work such as hacking off plaster, chasing out, fixing wall plates, etc.

### Informing your Neighbours

It would be helpful if you could give neighbours advance warning of what work is to be done and how long the works will last. They will then have a better idea of how much noise they have to put up with. Often, it is the uncertainty about the noise which worries people the most - they will be much happier if they know what is going on and they have an end in sight. It is therefore excellent "public relations" if you can give your neighbours detailed information.

### Minimising the Noise

Professional building firms are businesses. They therefore have extra responsibilities imposed on them by law. The main one is to take the "best practicable means" to stop noise. For example, using a piece of noisy old equipment is not using the best practicable means. You should use the proper equipment which should be well maintained. Where possible, it should have silencers fitted or should have noise-containing hoods, etc.

### What can Environmental Health Do?

The Control of Pollution Act, 1974 gives Environmental Health special powers to control noise on construction sites; much normal building or demolition work will be covered by these powers. Hours work can be restricted and conditions placed on what machinery can be used, how it should be used and where it should be located, etc.

### Reasonable times for Building Works

The biggest step any building firm can take to avoid causing a noise problem is to be reasonable about their hours of work. People can reasonably expect rest from noise at the weekend and in the evening. This is especially important if young children are involved; we seek to provide peace and quiet at these times.

Providing that noisier activities (as defined above) are restricted to the following hours, and provided "best practicable means" are taken to minimise noise, then Environmental Health is unlikely to take action on a complaint. Our recommended hours are as follows:

- **Monday to Friday** 8am to 6pm
- **Saturdays** 8am to 1pm
- **Sundays or Bank Holidays** No noisy working at all

It must be emphasised that action can be taken on work within our recommended hours if the firm involved shows not consideration for neighbours. Too much noise during the daytime can still be against the law.

Of course, the hours shown are recommendations for restricting only the noisier building activities. There is nothing to stop a building firm from carrying out the quieter types of work (painting, decorating, etc) well past these hours, as long as they do not make noise which affects their neighbours.

## Contact Details:

### Noise Team

<https://www.walthamforest.gov.uk/neighbourhoods/report-neighbourhood-problems/report-pollution-issues/reporting-dust-and-other-nuisances-construction-works>

## North Chingford Library

The Green  
Chingford E4 7EN

### Opening hours:

- Monday to Friday 9am to 7pm
- Saturday 9am to 6pm
- Sunday 12noon to 4pm

Figure 8 - Daily Noise Monitoring Form

## Appendix 2 – Suggested layout for Daily Log Sheet

ENVIRONMENTAL HEALTH POLLUTION CONTROL NOISE MONITORING RECORD						
DATE :						
WEATHER CONDITIONS :						
EQUIPMENT USED :						
CALIBRATION / BATTERY CHECKS :						
Location	Start Time	End Time	dB L <sub>Aeq</sub>	Site activity and comments	Trigger Level Exceeded?	Remedial Action Taken
Monitoring checked by :						

## 1.6 OVERALL SEQUENCE OF WORKS:

### 1.6.1 Demolition

Before any demolition works are carried out, a conditional survey of the adjoining property will be carried out and a schedule of conditions has been agreed with the party wall surveyor for the adjoining property.

All local roads and footpaths will have a conditional survey undertaken also. Waltham Forest may require a copy of said survey which will be issued prior to works commencing to the Planning Department &/or Highways Department.

Prior to the removal of the existing roof, the site set up etc will be carried out.

All known services live or not will be identified and clearly marked.

Upon receipt of planning approval, a scaffold design for the tin roof scaffold will be instructed to the designer and issued to the scaffolding company to construct.

The removal of the existing roof will be soft stripped first back of all tiles to the timber joist structure and the roof will be dropped removed piece by piece by hand and loaded into skips and at all times the roof will be wettened down with water with a very light spray if there was noted any dust becoming airborne however the likelihood of this is extremely low risk. All demolition works will always be carried out in a controlled manner.

When the structure and envelope has been removed down to the existing 2<sup>nd</sup> floor ceiling level, a decking protection boards will be placed over the existing structure and new build for 3<sup>rd</sup> floor slab will be constructed. Demolition waste will be segregated wherever possible and will be loaded directly into skips or wait and load vehicles.



## 1.6.2 Superstructure

Before work on the Superstructure commences, we will ensure the following precautions have been taken:

- External to the site, a survey of the existing area footpaths, roads and sidings can be carried out – this also will be part of any agreements with local authorities and / or neighbours where applicable.

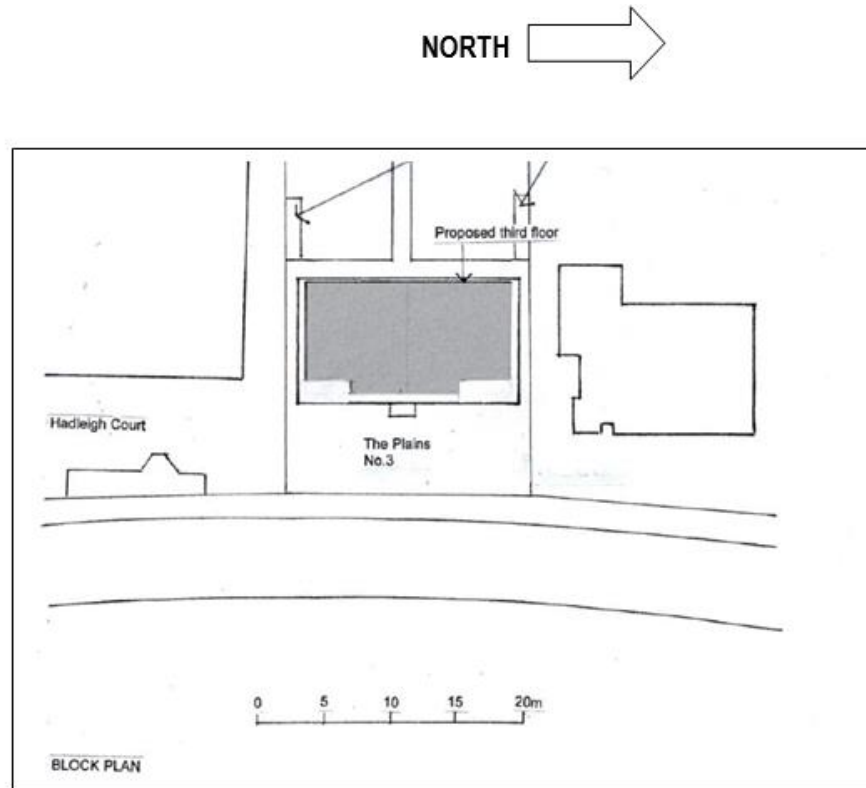


Figure 10: Each boundary condition will be individually assessed and record dilapidation photos taken from Day 1.

The following construction sequence will then commence: -

### 1.6.1.1 Foundation Works

*NOT APPLICABLE FOR THIS SITE*      *\*Figure 11: not applicable for this site*

### 1.6.1.2 \*Self-Erecting Mobile Tower Crane *NOT APPLICABLE FOR THIS SITE*

*\*Figure 11: not applicable for this site*

### 1.6.1.3 Excavation

*NOT APPLICABLE FOR THIS SITE*      *\*Figure 11: not applicable for this site*

#### 1.6.1.4 Structural Steel and Brickwork

The logistical planning is to construct the new 3<sup>rd</sup> floor all within the shelter of the scaffold tin roof temporary structure.

Any structural steelwork / brick and blockwork will be delivered to site on flatbed delivery lorries in consignments to suit the erection sequence. The superstructure will be erected at the the roof level. The roof section will be constructed and made waterproof prior to any works being carried out inside. Once this has been achieved, the tin roof aspect only of the external scaffold can be removed.

During this phase no operatives will be put to work on slabs without a proprietary system of leading-edge protection in place or specific points of personnel connection located to prevent any falls from height. These systems will be checked at the beginning of each working shift and logged accordingly to ensure they are compliant and that they are in safe working order prior to their use.

A lifting plan for the project will be established prior to starting on site to establish a safe system of work at all times. All lifting operations will be carried out by a suitably trained and competent lifting team.

#### 1.6.3 Envelope

The envelope is to be of traditional brickwork construction. The windows as per approved planning architectural design. The roofs, including the balconies, are concrete roof deck which will be primed, insulated, and covered with a proprietary single ply roofing membrane.

#### 1.6.4 Finishes

The finishes will be high quality internal finishes as per client specification.

### 1.7 **SITE SET-UP**

#### 1.7.1 Site Offices / Welfare Facilities

Steel container offices and welfare units will be provided initially for the demolition phase at the front of the site. They will consist of offices for main contractor and subcontractors, a site canteen, changing/drying facilities, and toilets.

These facilities will be maintained to a high standard and retained until the end of the contract.

Not less than 2 toilet cubicles will be provided, plus separate provision for female operatives.

#### 1.7.2 Parking

There is limited on-site parking and minimal on street parking available in the close vicinity of the site. A system of car-pool or mini-bus-pool will be set up and workers / sub-contractors will be encouraged to mitigate this and thus reducing the environmental impact of CO2 emissions to the environment against pollution of exhaust emissions. Operatives will also be encouraged to use the public transport system whenever possible.

### 1.7.3 Scaffolding

General access will be provided by tube and fitting scaffolding which will be erected and inspected by competent, fully trained staff and operatives in accordance with the scaffold designs and current legislation. Scaffolds to the external elevations will be enclosed in Monarflex sheeting. A scaffold alarm will be fitted, complete with motion sensors. There is no requirement for any street licenses to be applied for when constructing the scaffold as all scaffolding is within the site boundary.



Figure 12:

\*\*Example scaffold with sheeted access scaffolds.

1.7.4 Hoisting / Cranes / Hiab deliveries etc \*(but not limited to any lifting operations):

A site-specific lifting plan will be prepared by an Appointed Person for the use of all lifting equipment on site which will include if required any mobile crane, tracked excavators where appropriate, lifting beam, visiting lorries with mechanical offload, and any other lifting appliances. The lifting operations will be carried out by a suitably trained and competent lifting team.

1.7.5 Secure Hoarding

A 2.4m high timber hoarding will be erected on all accessible boundaries to the site with top and bottom painted timber trim. Appropriate lighting will also be installed. When the scaffolding is in place, Monarflex sheeting will be dressed down to the top of the hoarding to help prevent dust from being emitted and to maintain privacy.



Figure 13: Example of Secure hoarding to perimeter of the site.

## 2.0 MANAGEMENT STRUCTURE

### **PARTICIPANTS**

Name and Address of Client:

MILLIE PROPERTIES LTD

The Manor Chapel Lane, Epperstone, Nottingham, England, NG14 6AE

Main Contact: Mr P. Walster

Name and Address of Principal Contractor:

As above

Name and Address of Employer's Agent

Architect

\*Name and Address of Principal Designer

DMS Building Consultancy Ltd

185, Thorndon Avenue, West Horndon, Brentwood Essex CM13 3TP

Main Contact: D.M. Stowe (Esq)(APM) Tel: 0203 290 3038

E: [dez@dms-buildingconsultancy.uk](mailto:dez@dms-buildingconsultancy.uk)

\*Name and Address of Safety, Health & CDM Adviser for Principal Contractor

DMS Building Consultancy Ltd

185, Thorndon Avenue, West Horndon, Brentwood Essex CM13 3TP

Main Contact: D.M. Stowe (Esq)(APM) Tel: 0203 290 3038

E: [dez@dms-buildingconsultancy.uk](mailto:dez@dms-buildingconsultancy.uk)

Name and Address of Architect

Architects

Main contact Rob Webster

Tel: 07761 758552

E: [robertwebster@btinternet.com](mailto:robertwebster@btinternet.com)

\*Name and Address of Services Engineers

## To be confirmed

Main Contact:

Tel:

Name and Address of Structural Engineers

## To be confirmed

Name and Address of Temporary Works Consultant

## To be confirmed

Main Contact: Tel:



### 2.1.1. NATIONAL POLICY

Refer also to the National Planning Policy Framework: \*(LBWF Link below)

Refer to LBWF Local Plan (Section 4) Policies 1-8

<https://walthamforest-consult.objective.co.uk/portal/pp/newlp/lp1-strategicpolicies?pointId=s1550003927876>

\*(4.6) At the heart the National Planning Policy Framework (NPPF) is a presumption in favour of sustainable development, which underpins both plan making and decision-taking. This Local Plan acknowledges this important national policy requirement. The planning system must contribute to the achievement of sustainable development. For plan-making this means that plans should positively seek opportunities to meet the development needs of their area and be sufficiently flexible to adapt to rapid change. For decision-taking this means approving development proposals that accord with an up-to-date development plan without delay; or where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting permission unless there are clear reasons as set in the NPPF for refusing development.

\*(4.6) National planning policy (NPPF) mentions that local plans must meet the objectively assessed need for homes and jobs in their area. The amount of growth necessary to ensure that Waltham Forest caters for the objectively assessed needs of current and future residents and businesses up to 2035 considers London Plan targets and the Council's aspirations for growth as justified through evidence base studies.

#### ***The Traffic Management Act (2004)***

The act makes 'provision in relation to the management of road networks; to make new provision for regulating the carrying out of works and other activities in the street'. It acknowledges that highways may be occupied due to construction activities and identifies appropriate changes levied for any extended occupation.

#### ***Designing for Deliveries, Freight Transport Association (2016)***

Updated in 2016, Designing for Deliveries provides specifications for the size of delivery vehicles, turning radii and clearance requirements and should be used to ensure that delivery vehicles can safely and efficiently access the construction site.

### 2.1.2. REGIONAL POLICY

#### ***Delivering a Road Freight Legacy (2013)***

This document details how stakeholders can work together to deliver a freight management legacy for London and outlines a longer-term freight plan for the capital. Seven key elements are covered:

- Better planning
- Improving safety
- Re-timing deliveries and collections
- ***\*Restricting hours for vehicles only to come between 09:30hrs to 14:30pm (M-F) & 10am to 1pm (Sat) (no working Sunday or Bank Holidays).***
- Kerbside access is possible on this project and a 30-minute waiting time is in force Mon – Sat 9am to 5pm
- Increasing efficiency
- Effective communications; and
- Journey planning

#### ***2.1.3 The London Plan (2021)***

Addressing the key trends and challenges that London will face, this document pays particular attention to encouraging sustainable modes of travel. Policy 6.3 states that CLPs should be secured in line with the London Freight Plan and should be co-ordinated with Travel Plans.

In addition, Policy 6.14 stresses the need to promote movement of freight by rail and waterway. Development proposals promoting the uptake of the Fleet Operators Recognition Scheme (FORS), CLPs and Delivery and Servicing Plans (DSP) to consolidate freight will be encouraged.

### **COMMITMENT TO ACHIEVE A MINIMUM “SILVER” FOR ALL CONSTRUCTION VEHICLES COMING TO SITE.**

The London Plan continues to promote sustainable modes of travel.

#### ***The Mayor’s Transport Strategy (2018) \*(Refer also to Delivering the Mayors Transport Strategy 2020/21)***

Freight and servicing are frequently mentioned throughout this document which contains a strategy considering all methods of freight delivery including road, rail, pipeline, water, bicycles, and air.

The document especially highlights the importance of the London Freight Plan, DSPs, CLPs and FORS to encourage improved efficiency and provide a framework for incentivisation and regulation. **MINIMUM “SILVER”**

In particular, Proposal 99 states that “the Mayor, through Transport for London (TfL) and working with the London Boroughs, road freight operators and other stakeholders, will:

- Aim for 50% of HGVs and vans serving London to be members of FORS by 2016, **MINIMUM “SILVER”**
- Encourage, and where appropriate specify, improved freight movement efficiency through, for example, greater consolidation, more off-peak freight movement and greater use of water and rail-based transport,
- Support freight industry land requirements for locally focussed consolidation and/or break-bulk facilities and access to waterways and railways”.

### **THE PRINCIPAL CONTRACTOR FOR THE PROJECT SITE WILL BE COMMITTED TO FORS “SILVER” OR ABOVE FOR ALL CONSTRUCTION VEHICLES.**

Proposal 117 acknowledges the incorporation of DSPs, CLPs and the FORS; “the Mayor, through TfL, and working with the London boroughs, and other stakeholders in the public and private sectors, will improve the efficiency and effectiveness of freight operations through the promotion of ‘delivery and servicing plans’, ‘Construction Logistics Plans’, \*(also referred to as the: Construction Management & Logistics Plan) the Fleet Operator Recognition Scheme and other efficiency measures, across London”.

#### **2.1.4 The TfL Healthy Streets**

Site Personnel / workers:

Will be encouraged to use either several methods of transport to go to the site:

- a walking to site (if they live within walking distance area of the project)
  - b using local bus transport network
  - c using bicycle to go to the project
  - d using local train network which also encompasses the means of having to walk from the train station to site
  - e if a transport van / minibus is possible to pick up workers to come to site.
  - f central logistic points for materials to be delivered to away from the site and transported into one delivery will also reduce congestion, mitigation of supply “just in time” approach as well as improve the healthier environment of the local residents.
- All the above will reduce pollution and mitigate that the health also of people working on the project is healthier as well as the environmental impact of not using vehicle will reduce pollution and local area will be less impacted. Restrictions on delivery times has also been set for the project as explained within this Report.

#### **2.1.5 The London Freight Plan (2007)**

The vision for sustainable freight distribution in London over the next five to ten years is for:

“...the safe, reliable and efficient movement of freight and servicing trips to, from, within, and, where appropriate, through London to support London’s economy, in balance with the needs of other transport users, the environment and Londoners’ quality of life”. The Plan identifies FORS, DSPs, CLPs, and the Freight Information Panel (FIP) as key projects for delivering freight more sustainably in London.

#### **2.1.6 Fleet Operator Recognition Scheme (FORS)**

FORS is a unique, industry-led, membership (bronze, silver, gold) scheme to help van and lorry operators become safer, more efficient, and more environmentally friendly. Its relevance to the CLP is via its mention in the Mayor’s Transport Strategy and requirements will be relayed to all operators engaged during the development.

**MINIMUM COMMITTED TO IS “SILVER” FOR ALL CONSTRUCTION EQUIPMENT VEHICLES.**

##### **2.1.6.1 VISION ZERO & CLOCS ~ Construction Logistics & Community Safety)**

Published 24/8/2018, The Mayor’s Transport Strategy sets out the goal that, by 2041, all deaths and serious injuries will be eliminated from London’s transport network. Safety and environmental standards and programmes.

What is your commitment to be a CLOCS Champion?

FORS Silver operators are not obliged to register as a CLOCS Champion, but all are encouraged to be both FORS accredited and a CLOCS Champion for all the commercial advantages that brings.

#### **A CLOCS Champion commits to having:**

At least 20% of its operating centres CLOCS compliant (i.e. meeting the standard described as FORS Silver) a clear plan to get the majority of its sites to be CLOCS compliant within two years a clear plan to encourage other organisations to adopt the CLOCS Standard We are committed to ensuring all contractor and sub-contractor vehicles arriving at site comply with sufficient safety measures and requirements relating to Work Related Road Risks. One of our requirements is for all vehicles and driver management practices to comply with the FORS and Construction Logistics and Community Safety (CLOCS) and this will need to be confirmed by all sub-contractor transport/haulage providers that the contractors intend to use.

The CLOCS Standard applies to all commercial vehicles over 3.5 tonnes gross vehicle weight. This includes abnormal indivisible loads and engineering plant. The Client will determine within their own contracts if the CLOCS Standard also applies to vehicles under 3.5 tonnes.

CLOCS aims to create a level commercial environment for vehicle operators where investment in a safe, quality operation is recognised when bidding for work.

For those vehicle operators complying with the CLOCS Standard they must comply to the following:

- ensures all journeys meet the requirements described as Silver in the FORS Standard (by addressing key management, driver, vehicle, and operations issues)
- provide acceptable evidence of compliance as defined/specified by each procurer through formal accreditation through FORS or equivalent

Amongst other issues it:

- provide evidence of a quality fleet operation (helps with selection of the most effective safety equipment)
- ensure their drivers receive appropriate supplementary training (this will require the collection and reporting of collision data to inform 'lessons to be learned' – reporting to clients / principal contractors where procured to do so).
- reduce risks to protect drivers and commercial reputation (this will provide competitive advantage when bidding for work and opportunity to influence client procurement).

#### ABSTRACT FROM THE “LONDON MAYORS VISION ZERO”

##### The Mayor's Vision Zero

The Mayor, TfL and the Metropolitan Police Service have published London's first Vision Zero action plan, which sets out bold and ambitious plans to eliminate deaths and serious injuries from London's transport network. The Mayor's Vision Zero “aims to eliminate all deaths and serious injuries on London's transport system”.

Actions in the plan include:

- Lower speed limits on TfL's road network: TfL is proposing to make 20mph the new speed limit on all TfL roads within the Congestion Charging Zone by 2020
- Transforming dangerous junctions: After identifying 73 junctions with the worst safety records, TfL is proceeding with a major Safer Junctions programme that will see significant safety improvements made at these locations to reduce road danger for people walking and cycling.
- Tough safety standards for the design of HGVs: TfL's Direct Vision Standard for Heavy Goods Vehicles will be the first initiative of its kind in the world to categorise HGVs depending on the level of a driver's direct vision from a cab.
- A world-leading Bus Safety Standard: This will identify the latest safety technologies and features to significantly reduce casualties on the bus network. This Bus Safety Standard will be written into all new bus operator contracts from the end of 2018.
- Safer streets for walking: the Mayor is investing a record £2.2 billion in streets across London to make them safer for walking and cycling, and improve the environment for everyone.

The document also provides guidance on how to further reduce risks that construction vehicles could cause. The document states that TfL, developers and the construction industry will work together to reduce both the need for HGVs with low direct vision and therefore the stress that increases risk, by:

- Reducing road mileage – this would be achieved by encouraging the transportation of materials via rail or river where possible, thereby reducing conflicts between road freight vehicles and other road users. Greater use of Construction Logistics Plans will be promoted to specify the safest routes for HGVs to and from sites, and 'holding areas' for construction vehicles to limit unnecessary vehicle circling.
- Reducing risk for people in the vicinity of construction sites – this will comprise encouraging innovative traffic management which enables the safe movement of people past the site. This will comprise consistent inspections and guidance to minimise risks to road users.
- Improving the surface conditions of construction sites – the need for 'off-road' HGVs with large 'blind spots' will be reduced by improving the surface conditions of construction and waste sites.

Additionally, Action 6 of the document aims at raising HGV safety standards by:

- “Launching the world's first Direct Vision Standard for HGVs. An associated permit scheme will be launched, with permits issued from 2019 and enforcement starting from 2020. The scheme will be further rolled out and the standards tightened by 2024.
- Working with the European Union and manufacturers to change European standards on direct vision.
- Requiring all operators in the GLA family supply chain starting new contracts advertised from November 2018 to be accredited to a minimum of FORS Silver and FORS Gold by April 2024.
- Updating TfL's Construction Logistics Planning Guidance in 2019 to promote best practice in reducing the risk posed by construction vehicle movement, and producing new traffic management guidance for 2019 to enable safe movement of people past construction sites”.



### 2.1.7 Waltham Forest – Local Plan (LP1)

The Local Plan must follow with the London Plan 2021 is the Spatial Development Strategy for Greater London. It sets out a framework for how London will develop over the next 20-25 years and the Mayor’s vision for Good Growth.

The Plan is part of the statutory development plan for London, meaning that the policies in the Plan should inform decisions on planning applications across the capital. Borough’s Local Plans must be in ‘general conformity’ with the London Plan which is supported by the Waltham Forest Mayor - Councillor Elizabeth Baptiste (appointed 22nd April 2021), ensuring that the planning system for London operates in a joined-up way and reflects the overall strategy for how London can develop sustainably, which the London Plan sets out.

The Local Plan sets out our planning policy. It is used to shape developments and guide decisions on where, how much, and what kind of development is needed.

The council is currently preparing a new Local Plan. When adopted this will replace the currently adopted development plan documents including the Core Strategy (adopted 2012), Development Management Policies Document (adopted 2013) and the Area Action Plans for Walthamstow Town Centre (adopted 2014) and Blackhorse Lane (adopted 2015).

*2.1.8 to 2.3.2 \*not used\**

### 2.3.3. BUS ROUTES

Bus stops and routes shows a bus-stops to the North in Rangers Rd within 100mtrs from site which is about serve several bus routes and coach routes on the A1089 which is aa major artery route for buses and coaches.

\*Refer to maps Bus Routes below & listings as coded in “Letters” \*(This is abstract from TFL’s website).

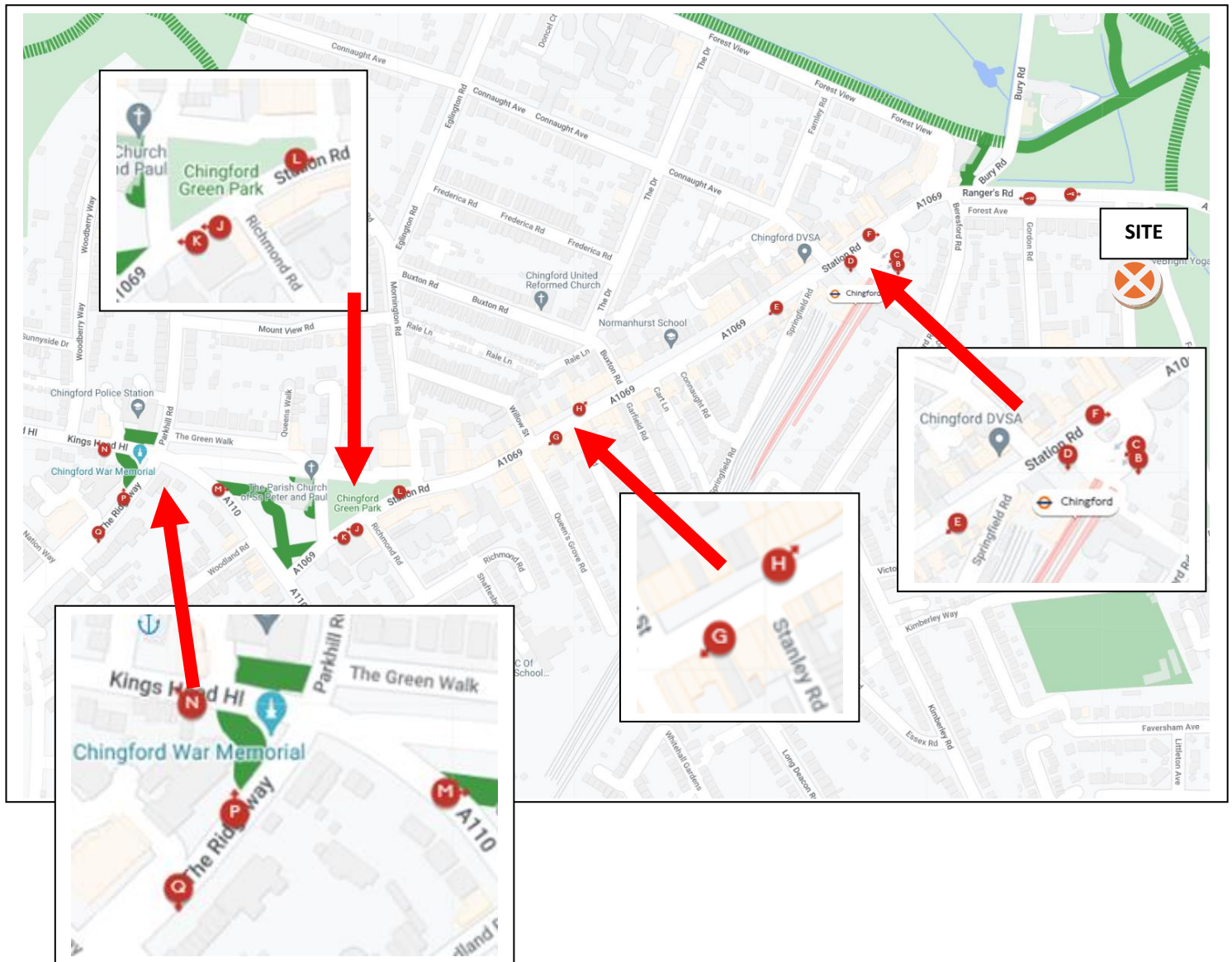
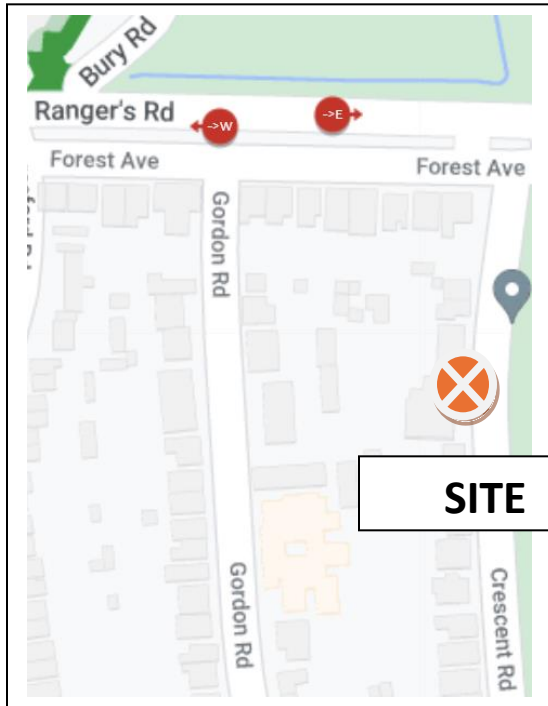


FIGURE 15



**SITE**

<b>-&gt;W</b>	<b>Bury Road</b> 397
<b>-&gt;E</b>	<b>Bury Road</b> 397
<b>B</b>	<b>Chingford Station</b> 212 444
<b>C</b>	<b>Chingford Station</b> 97 179 N26
<b>F</b>	<b>Chingford Station</b> 97 179 397 N26
<b>D</b>	<b>Chingford Station</b> 313 379 385
<b>E</b>	<b>Station Road / Chingford Station</b> 97 179 212 313 379 385 397 444 N26

<b>E</b>	<b>Station Road / Chingford Station</b> 97 179 212 313 379 385 397 444 N26
<b>H</b>	<b>Buxton Road</b> 97 179 212 313 379 385 397 444 N26
<b>G</b>	<b>Stanley Road</b> 97 179 212 313 379 385 397 444 N26
<b>GP</b>	<b>Kimberley Road</b> 179
<b>GC</b>	<b>Kimberley Road</b> 179
<b>GE</b>	<b>Valance Avenue</b> 179
<b>GN</b>	<b>Valance Avenue</b> 179
<b>GB</b>	<b>Friday Hill</b> 179
<b>L</b>	<b>Station Road / the Green</b> 97 179 212 313 379 385 397 444 N26
<b>J</b>	<b>Station Road / the Green</b> 97 313 379 385 N26
<b>GQ</b>	<b>Kings Road / Friday Hill</b> 179 212 397
<b>K</b>	<b>Station Road / the Green</b> 179 212 397 444



<b>K</b>	<b>Station Road / the Green</b> 179 212 397 444
<b>GM</b>	<b>Seymour Court</b> 179 397
<b>GV</b>	<b>Whitehall Road</b> 212 397
<b>GA</b>	<b>Balgonie Road</b> 179 212 397 444
<b>GH</b>	<b>Seymour Court</b> 179 397
<b>GS</b>	<b>Balgonie Road</b> 179 212 397 444
<b>M</b>	<b>Chingford Green</b> 313 379 385

**FIGURE 16**

### 2.3.4 PTAL ACCESS LEVEL (Public transport accessibility level)

**Access level (PTAL)**

**Time mapping (TIM)** which rates locations by distance from frequent public transport services.

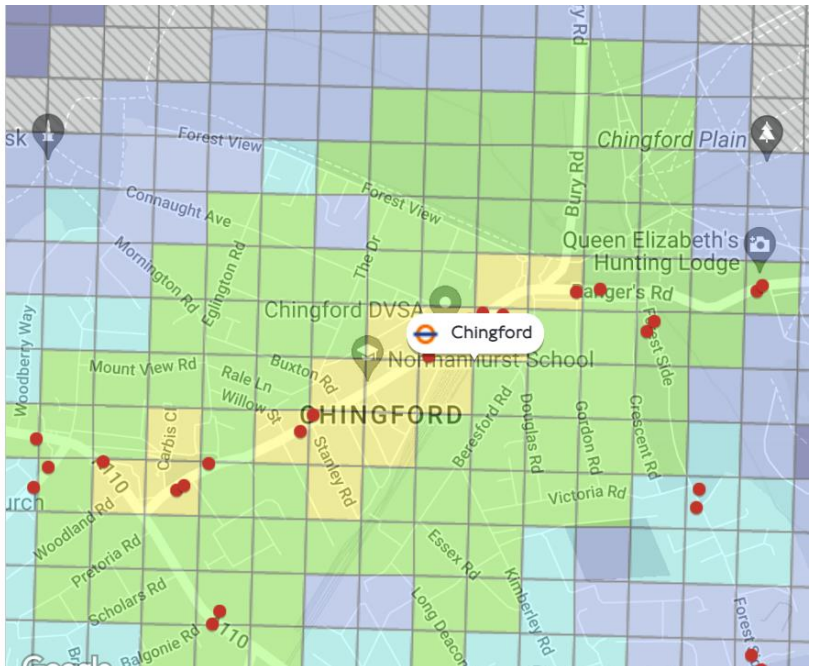
**Map key - PTAL**

0 (Worst)	1a
1b	2
3	4
5	6a
6b (Best)	

**Map layers**

PTAL (cell size: 100m)

E4 6AU Go



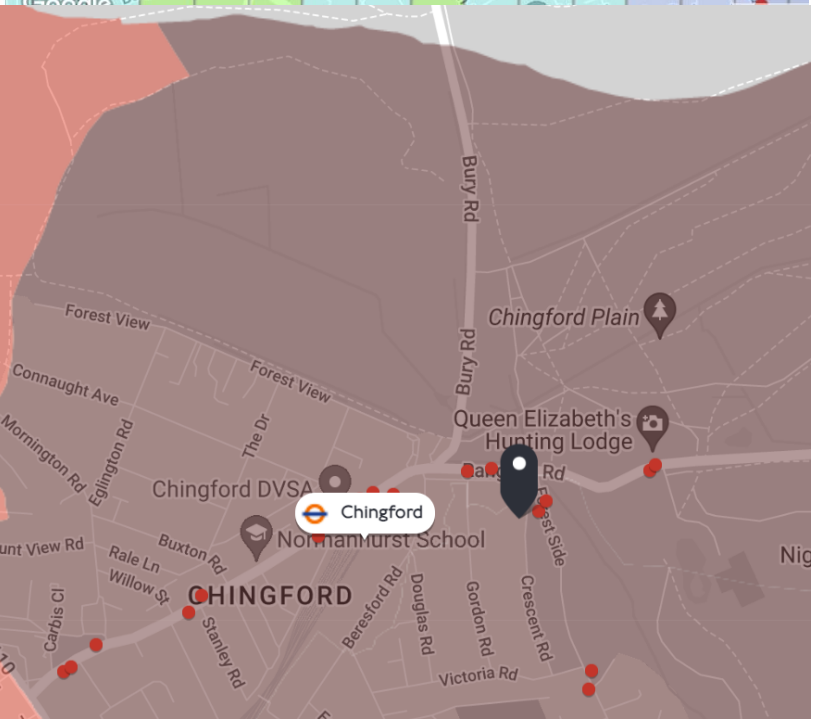
**Access level (PTAL)**

**Time mapping (TIM)** looking at how far you can travel in a given journey time.

**Map key - Travel Time**

< 15 mins	15 - 30 mins
30 - 45 mins	45 - 60 mins
60 - 75 mins	75 - 90 mins
90 - 105 mins	105 - 120 mins
120 - 135 mins	135 - 150 mins

Change travel time bands +



**FIGURE 17**

### 2.3.4. CYCLING & WALKING

The site is accessible by all modes being within walking and cycling distance of a number of local amenities.

This is not much of an option unless workers live locally, there is no nearby cycle dedicated route under TFL control.  
\*(see map below)

The site is not located near any existing cycle routes, as mentioned with only the National Cycle Network route C21 & C1.  
**These are over 5.2 miles away so not applicable.**

On this premise however also, the procedures for access / egress to the project and if cycles do come down Crescent Rd, there will always be clearly identifiable x2 "Traffic Marshall" who will be wearing orange Hi-Visibility vests and PPE at all times.

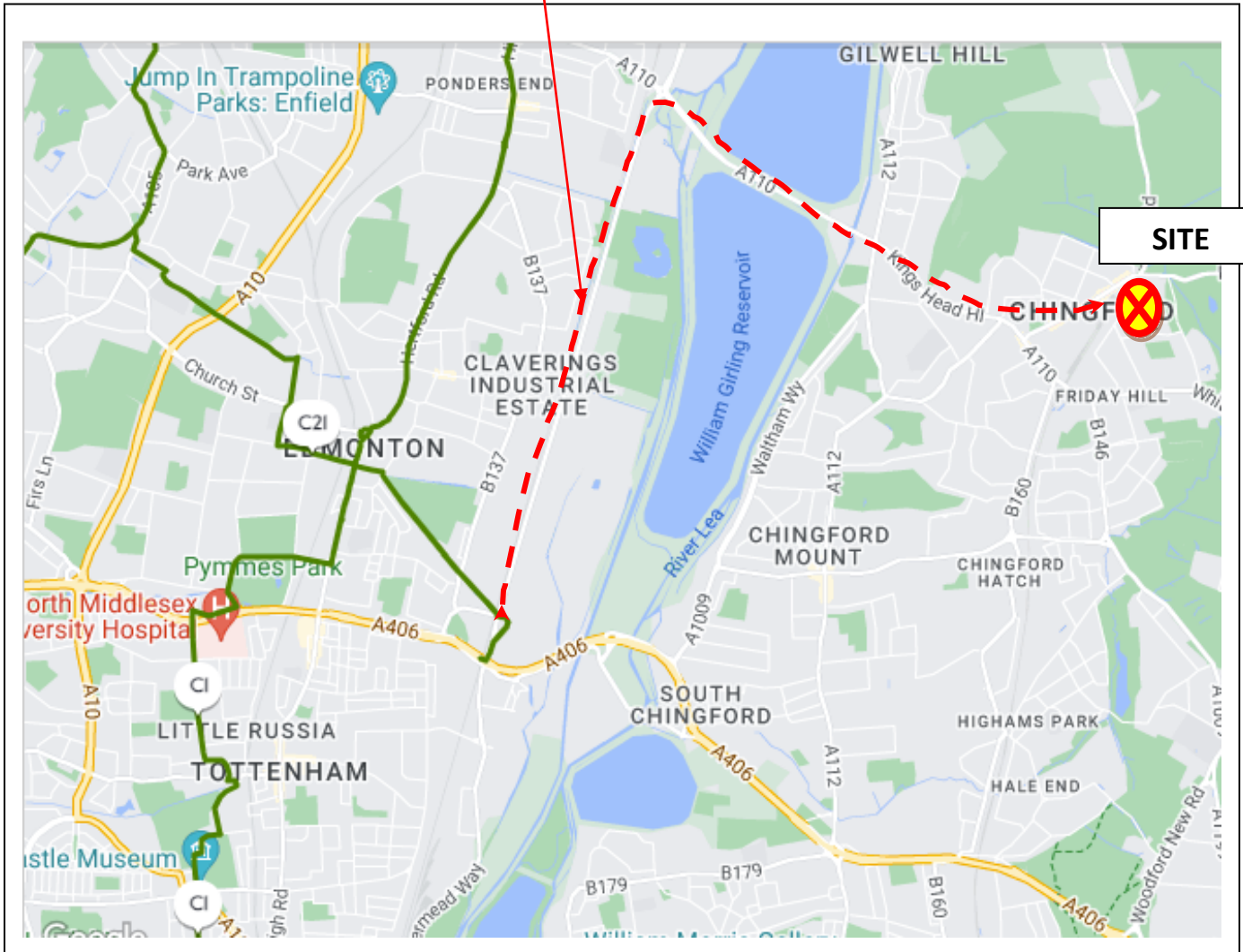


FIGURE 18

## 2.4 COMMUNITY CONSIDERATIONS

The development project does not have significant issues and challenges associated with its construction that cannot be addressed. The logistical aspects for access and egress have been addressed and policies / procedures will be put into place as part and parcel of the construction methodology and logistical planning which will be monitored on a daily basis anyway.

We therefore have considered impacts of demolition and construction on environmental factors. There is negligible impact of noise and vibration due to the soft **nature of the project works being undertaken are over a period of approximately 6-8 months.**

The scheme will review in adopting the Principals of the Considerate Construction Scheme (CCS).

The CCS scheme aims to recognise and encourage management of construction sites in a socially considerate, responsible, and accountable manner. Irrespective whether we join the scheme or not the standard of procedures and implementation of the development and its constructability and logistical planning will be followed and monitored by the site management team and the overall senior management and independent consultants on behalf of the client.

Committed Measures to mitigate any potential conflicts or challenges are discussed in Section 5.

The site lies mainly in a residential area of Chingford on all sides of the development with large open green spaces to the East & North of the project site.

Considerations within the local community will always be considered with children walking & cycling in the area. However, it is quite clear that this project site is mainly within residential houses, flats as a community and non-commercial premises are nearby.

The local nearest school is

- Heathcote School & Science College, 96 Normanton Park, London E4 6ES within 500mtr radius (south of site).
- Pear Tree House, 24 Gordon Rd, London E4 6BU within 100mtr radius (southwest of site).
- Bright Horizons Chingford Day Nursery and Preschool, 76 Station Rd, London E4 7BA within 500mtr radius (west of site).
- Normanhurst School, 68-74 Station Rd within 500mtrs radius (west of site).
- St Mary's Primary School, Station Rd, London E4 7BJ within 950mtrs radius.

### Churches & Places of Worshipped:

Kings Road Baptist Church, Chingford, 16 Kings Rd, London E4 7EY within 1,000mtrs radius (south-west of site).

North Chingford Methodist Church, 49 Station Rd, London E4 7BU within 650mtrs radius of site (south-west of site).

*There are several more within the area, but in essence the site is between 650 & 1000 metres away from the nearest churches.*

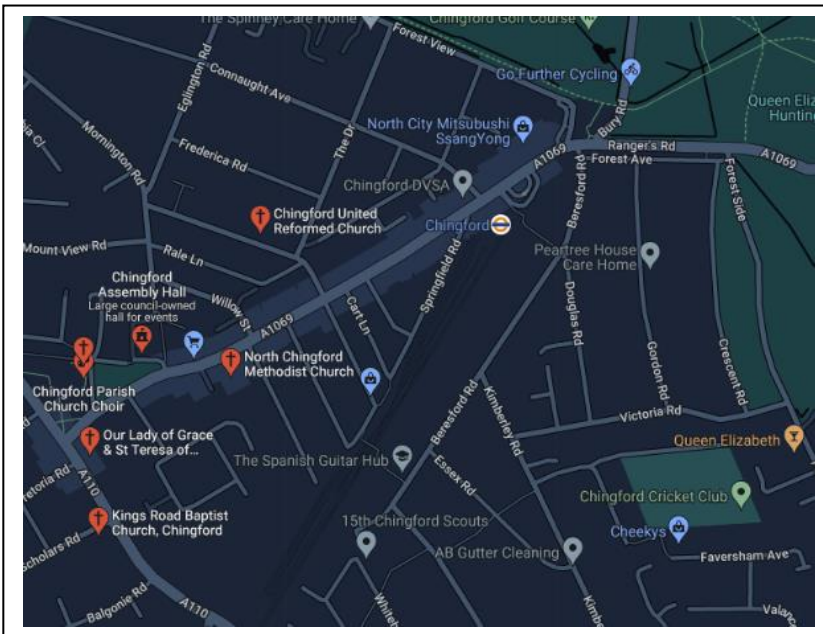


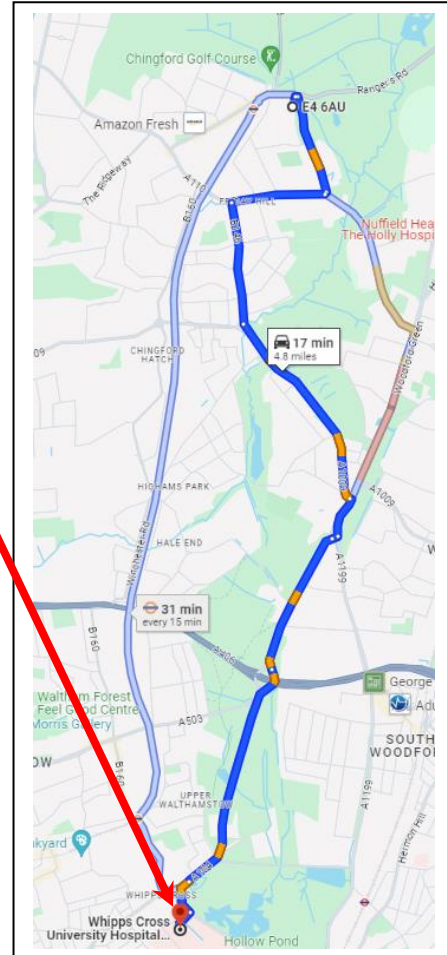
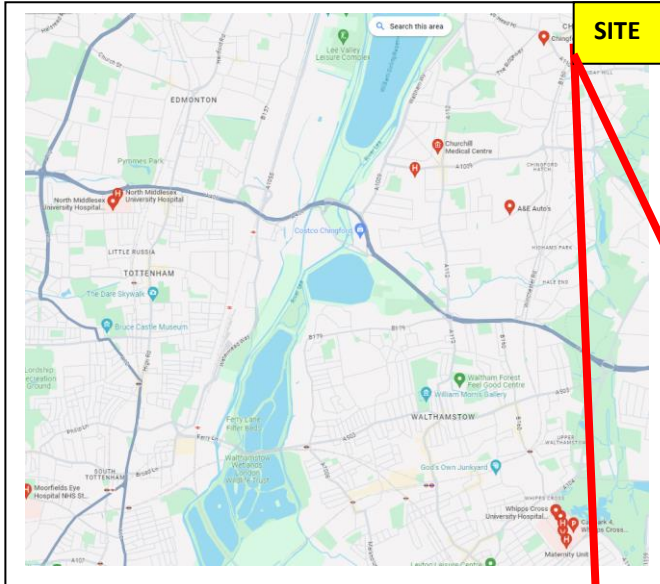
FIGURE 19



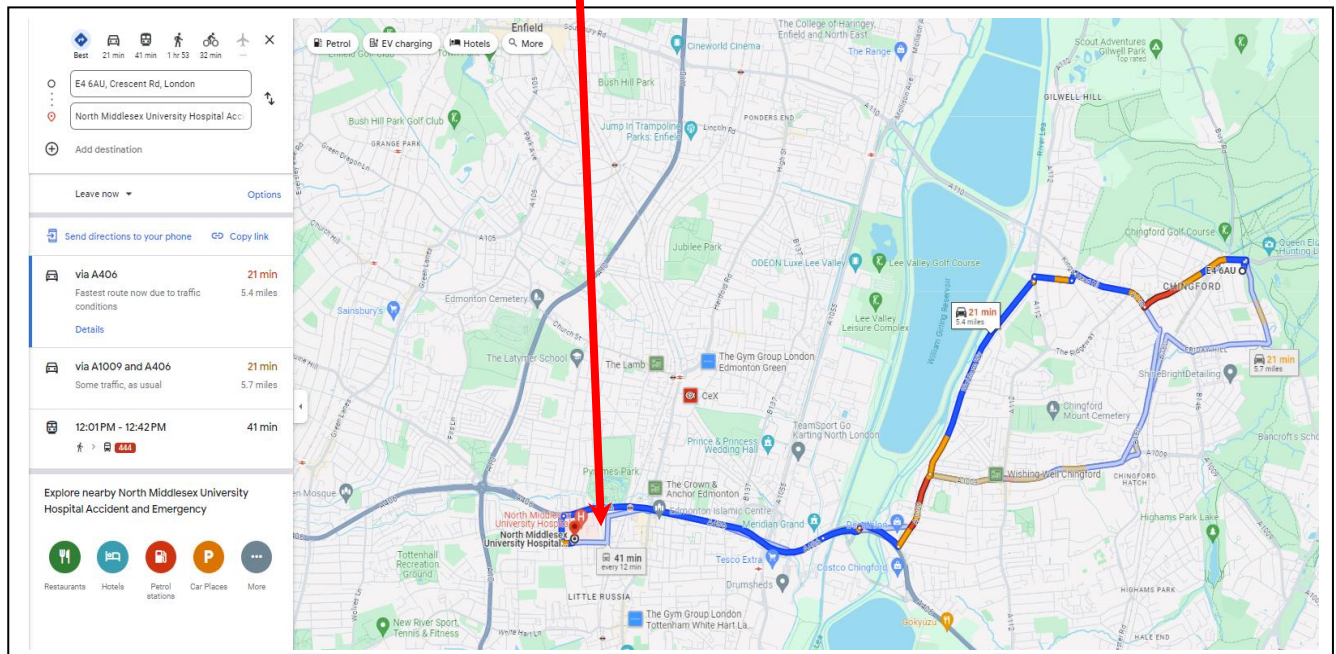
A Community Liaison Officer will be appointed to mitigate and resolve any issues and difficulties in the local community, in relation to the construction project. A key aspect of the successful management of this project will be establishing and maintaining a good relationship with all surrounding neighbours. This CLP has prepared a strategy for preventing potential issues, however any difficulties encountered during construction will be reported/recorded in a full log and resolved as appropriate.

**Nearest Hospitals:**

- 1 North Middlesex A&E ~ 20 minutes away (5.2 miles from site)
- 2 Whipps Cross University Hospital A&E ~ 17 minutes away (4.6 miles from site)

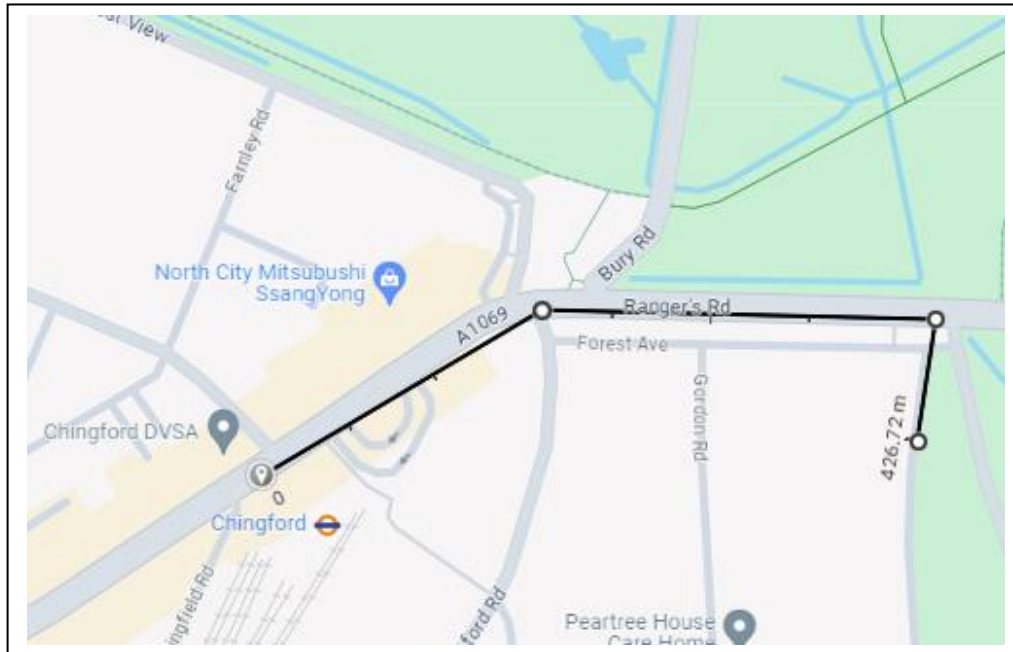


**FIGURE 20**



### **Nearest Train Station:**

The closest train station is Chingford Station (Overground) to the West of the development and within 430mtrs walk (15mins). Direct routes via train into London Liverpool Street station.



**FIGURE 21**

#### **2.4.1. LOCAL POLICY**

This is explained in section 2.1.7 of any local policies or guidance on construction logistics.

All construction activities will follow and have legislation already in place under The Health & Safety at Work Act, CDM Regulations 2015 and other legislation to which the Client / Principal Contractor will be compliant to.

#### **2.4.2. RESIDENTIAL AMENITY**

There are neighbouring residential on all sides of the so the impact to residents during construction will be minimal due to the nature of the light builders **works over a very short period of time over approximately 6-8 months.**

The proposed CLP ensures that construction works will not impact on the functioning or safety of the adjoining residential properties to the South, West or North of the site. The measures proposed will ensure that the residential properties are able to keep operating and providing its present levels of care, and there is no construction management reason why the scheme will be affected by putting in place key management skills and procedures set up at site level and controlled by the site management to ensure all matters relating to local issues are dealt with and communicated with throughout the construction period of the aforementioned project works.

#### **2.4.3. NEIGHBOURING CONSTRUCTION SITES**

No neighbouring construction sites are currently known to exist. If any significant construction work projects are known, trip generation analysis will be cross-referenced to ensure precautions are taken to lower any compounding peak vehicle movements. The site management throughout the duration of the project if they note any other larger construction sites start up during the aforementioned construction program will approach these sites and ask for their cooperation and considerations of the parameters to which is in place for our project also to be taken into consideration when carrying out their CLP.

#### **2.4.4. PUBLIC RELATIONS**

A Community Liaison Officer will be appointed to mitigate and resolve any issues and difficulties in the local community. A key aspect of the successful management of this project will be establishing and maintaining a good relationship with all surrounding neighbours. This CLP has prepared a strategy for preventing potential issues, but any difficulties encountered during construction will be reported/recorded in a full log and resolved through the use of an out of hours contact telephone number. If the construction works gather public interest, weekly newsletter and monthly community gatherings will be arranged to deal with issues, but not limited to site boundaries and hoardings, construction vehicle parameters / vehicle movement and general community matters or interests.



## 2.4.5 Regional Plan (Waltham Forest)

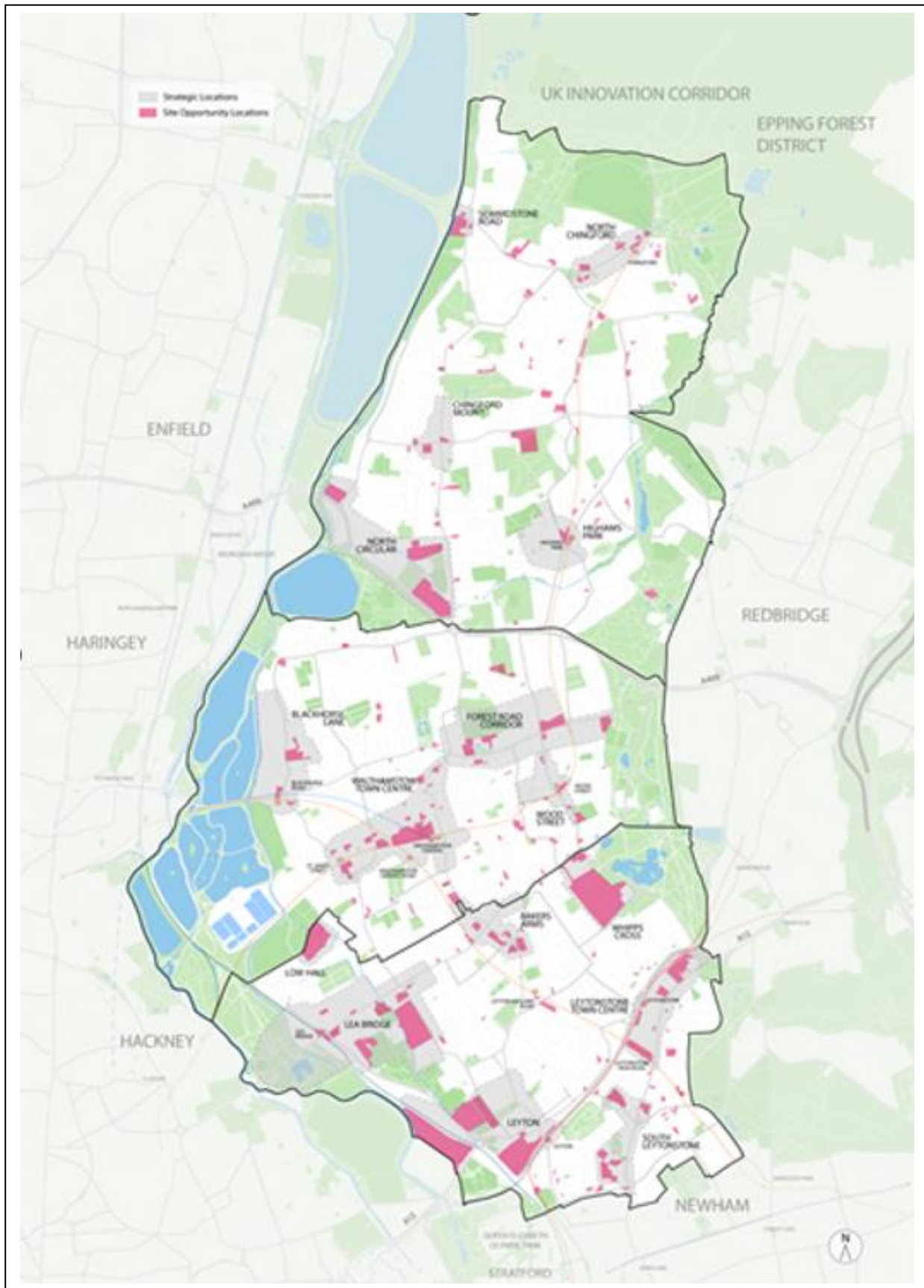


FIGURE 22

### 2.4.6 STRATEGIES TO REDUCE IMPACTS – “COMMITTED MEASURES”

The following Committed Measures have been identified to help the contractor achieve the goals of the CLP and better manage the challenges identified in Section 2.

The scheme will give rise to the following higher impact works:

**The Client and Contractor are “Committed to this section as stated above”**

- Soft strip out internal works and external brick repairs and cleaning works
- Collection of construction waste
- Delivery of Materials

It will be a commitment by the developer to carry out all construction work within the hours permitted by LBWF unless otherwise agreed with the Council, as set out below.

- 08:00– 13:00 hours on Saturdays.
- No Sunday or Public / Bank Holidays
- M-F Site rules for delivery vehicle access are restricted to 09.30am to 14:30hrs.
- Sat 10:00am to 1pm.

### 2.4.7 COMMITTED MEASURED CHECKLIST

High Impact Site Planned Measures Checklist	Committed	Proposed	Considered
<b>Measures influencing construction vehicles and deliveries</b>			
Safety and environmental standards and programmes	X		
Adherence to designated routes	X		
Delivery scheduling	X		
Re-timing for out of peak deliveries		X	
Re-Timing for out of hours deliveries		X	
Use of holding areas and vehicle call off areas		X	
Use of logistics and consolidation centres		X	
<b>Measures to encourage sustainable freight</b>			
Freight by water		X	
Freight by Rail		X	
<b>Material Procurement Measures</b>			
DfMA and off-site manufacture		X	
Re-use of material on site		X	
Smart procurement		X	
<b>Other measures</b>			
Collaboration amongst other sites in the area	X		
Implement a staff travel plan	X		

FIGURE 23

## 2.4.8. MEASURES INFLUENCING CONSTRUCTION VEHICLES AND DELIVERIES

Deliveries and servicing activity will be managed to and from the site in order to ensure that such activity is undertaken successfully and without conflict between vehicles and other users.

Ensure that, where possible, deliveries are planned so as to minimise the potential for deliveries to coincide, therefore reducing any wait time.

Ensure that, where possible, deliveries are undertaken by small to medium sized vehicles.

Ensure that vehicles load/unload for the minimum time necessary, in order to ensure that the Development and adjacent highway is not obstructed or congested.

Ensure that servicing activity is managed to ensure appropriate access and egress can be achieved.

Refuse and recycling containers will be kept within the compound area for removal by private waste collection contractor (s) as required wherever possible.

## 2.4.9 Adherence to designated routes.

Details of routes to be used for journeys to and from site for road operations are provided in **Section 1.5 (Figure 4 & 4.1 defined routes)**.

The routes to/from the Transport for London Road Network and Strategic Road Network are specified. These access routes form part of the strategic 'A' road network and as such are free from junctions' sections that are of particular concern in terms of conflict with other road users, with particular attention paid to pedestrians and cyclists.

A route plan will be provided as part of the detailed CLP and will be given to all suppliers when orders are placed to ensure drivers are fully briefed on the required route to take. The supplier will be made aware that these routes are required to be followed at all times unless agreed or alternate diversions are in place.

## 2.4.10 Delivery scheduling

The development is likely to generate 1-2 deliveries &/or \*collections per day \*(reference to the initial site soft strip out works) for which the majority will be undertaken by goods vehicles, and which will load / un-within the designated parking bay area.

All delivery and servicing vehicles will wait within a designated area which \*do not provide through-access for vehicles or pedestrians. \*(meaning that this project does not have a plot whereby vehicles can driver directly onto site off the public highway) Such arrangements will not therefore impact the free flow of traffic on the local highway network, nor impact the local bus stops which are well outside of the site local roads network.

Note however, that there are restrictions to hours available in front of the site is between 10am to 11am Monday to Fri no parking. However, vehicles will only be permitted between the hours of 09:30hrs up to 14:30hrs Mon-Fri & Sat 10am to 1pm. All vehicles as noted are planned within 48hrs of delivery and must arrive "just-in-time" and must not stop and load on the surrounding roads.

Deliveries for Sub-contractors and hauliers must be booked in a minimum of 48-hours in advance in order to allow the good site traffic management as site is a compounded site and storage and management of materials etc are critical to the delivery and construction of the development overall.

A full time Site Manager will be on site for this new development project.

Key Performance Indicators (KPIs) will be proposed to indicate that; zero unplanned vehicles, zero non-compliant vehicles and zero instances of project-related vehicles involved in a collision, arrive at site.

### ***Re-timing for out of peak deliveries***

Re-timing out of peak time will aid the operational efficiency of the construction site and also the neighbouring area. The developer commits to attempting to re-time as many deliveries as possible out of the busy periods: **thus, deliveries will be restricted to between 09.30hrs to \*2:30pm only. \*(all vehicles must have left outside the project site by 2.25pm).**

## **Use of logistics and consolidation centres**

An efficient and effective logistical operation is of high importance and therefore the use of a consolidation service is strongly encouraged.

If procured the intention is that the service be available to all sub-contractors and utilised to provide storage space ahead of onward delivery to the site in accordance with the scheduled or revised delivery programme. The use of a such a system will ensure all vehicles arriving at site can achieve an aim of 65% full loads or greater. The advantages of using such a service will be reduced on-site storage requirements, reduced quantity of vehicle movements with mixed load delivery to the project and a smoothing of peak demand for off-load bays or other lifting /hoisting facilities to the project. The system will also allow deliveries to be 'just-in-time' and therefore reduce the likelihood of damage to materials.

### **2.4.11. MEASURES TO ENCOURAGE SUSTAINABLE FREIGHT.**

#### **Freight by Water**

The site is not in a close proximity to the River Thames logistically and there is no realistic prospect of using the river to transport freight.

#### **Freight by Rail**

Initial review on the possibility of using the nearby rail line as a freight network has been considered and found not to be logistically practical or within a close proximity to the project site and as there are no sidings nearby at which to unload / load. This therefore is not an option for this project.

### **2.4.12. MATERIAL PROCUREMENT MEASURES**

#### **Design for Manufacture and Assembly and off-site manufacture.**

Reducing delivery numbers and effective delivery management is a core value of this development. Therefore, the option of off-site construction will be discussed and used where possible.

#### **Re-use of material on site**

A number of measures will be explored to re-use material on site. These will be decided upon in agreement with our Client. For instance, welfare facilities will be recycled from a completed site. These are proposed in order to recycle material to decrease environmental impacts and also to reduce the number of vehicles required to deliver to site.

#### **Smart procurement**

Sourcing local suppliers to contribute to the local economy will be explored at the procurement stage. We will also explore opportunities to source materials from the same supplier(s) as other developers with sites underway (if they exist) in close proximity to this site.

### **2.4.13. OTHER MEASURES**

#### **Collaboration amongst other sites in the area**

The developer and appointed contractor will consult with the LPA, TfL, and other contractor / developers in the area to minimise disruption and undertake joint trip generation analysis.

We are not aware of any neighbouring development but are keen to pursue the possibility of collaborating on holding areas and shared services when their works schedule is known.

#### **Implement a staff travel plan.**

Restrictions will also be imposed to prevent on-street parking by construction workers.

As there are good transport links nearby, travel by public transport will be strongly encouraged.

This is NO PARKING ON SITE as the site logistically also does not allow for any parking of contractor or staff vehicles.

\*Refer also to 2.3.4      PTAL ACCESS LEVEL (Public transport accessibility level)

#### 2.4.14. IMPLEMENTING, MONITORING AND UPDATING

This CLP in part tries to include as much detail and defined description of how the CLP will be implemented, monitored, and updated. A summary of the monitoring regime it is proposed to put in place to ensure residential amenity and living conditions of nearby occupiers are maintained at an acceptable level is set out at Section 2.4.15.

An appointed Construction Logistics Manager (CLM) will be in charge of implementing the Detailed CLP. The CLM will be responsible for access, security, and safety during working hours. The site will be provided with 24-hour security in the form of CCTV or remote security monitoring visits out of hours to prevent any unauthorised access or unsociable behaviour outside of the construction traffic hours.

During construction traffic hours, access and egress from the site will be managed via the on-site team and the site entrance gates will be kept closed when not accepting deliveries or vehicles leaving the site. The site will have a single pedestrian access only.

The CLM's job description could also review collecting necessary data which if useful will be collated on:

**For example, to carry out spot checks as this is an exceedingly small site, the scope of the CLM could undertake the following on any given week period / month:**

##### **Number of vehicle movements to site; collected through a delivery note etc.**

- Total
- By vehicle type/size
- Time spent on site.
- Delivery/collection accuracy compared to schedule.
- Breaches and complaints
- Vehicle routing
- Unacceptable queuing
- Unacceptable parking
- Supplier FORS accreditation **minimum SILVER**
- Low Emissions Zone (LEZ) compliance
- Safety
- Logistics-related accidents
- Record of associated fatalities and serious injuries
- Ways staff are travelling to site.
- Vehicles and operations not meeting safety requirements.

#### 2.4.15. Monitoring Regime

The following monitoring regime is proposed to ensure that building operations on site do not lead to unacceptable conditions:

- Monitoring of energy, water, and transport to and from site during construction
- A review if for monitoring waste production on site and reporting.
- The site manager should take noise measurements prior to and during exceptionally noisy works, with records kept. This will provide opportunities to optimise mitigation for works and minimise noise break-out from site, thereby reducing noise levels as far as practicable on nearby residents.
- Refer also to CLOCS Section **2.4.16** and copy of CLOCS will be held on site at all times.
- This must also be read by all and especially the Traffic Marshall in control of delivery and loading of any vehicles from the public highway.





## 2.4.16 Refer also to CLOCS

<https://www.clocs.org.uk/page/clocs-standard>

A copy of CLOCS WILL BE KEPT ON SITE.

### CLOCS MISSION AND PRIMARY GOALS

#### *Ensuring the safest construction vehicle journeys*

- zero collisions between construction vehicles and the community
- improved air quality and reduced emissions
- fewer vehicle journeys
- reduced reputational risk

### Scope/application

The CLOCS Standard shall be applied to all construction projects/programmes.

The CLOCS Standard is a national industry standard. It defines the primary requirements placed upon the key stakeholders associated with a construction project and places responsibilities and duties on the regulator, the client, the principal contractor controlling the construction site and the supply chain including the operator of any road-going construction logistics vehicles servicing that project.

### Key stakeholders

A construction project has four key stakeholders, deliberately creating a two-way flow of positive influence and information.

### Executive summary of CLOCS requirements

The main CLOCS requirements for each are summarised below:



#### Regulators (particularly planning and highway authorities) shall >>

- embed the requirement to operate to the CLOCS Standard into policy and guidance documents
- ensure the planning process requires submission and approval of an outline and/or detailed Construction Logistics Plan (CLP) that addresses the main transport impact/risks in delivering the project safely before consent is granted
- require a project to have effective CLOCS implementation monitoring mechanisms and to provide to the authority (if requested) CLOCS compliance performance data
- have in place effective enforcement mechanisms to secure prompt action by the project team should a breach occur



#### Clients shall >>

- specify in tender and contract documents for all stakeholders to comply to the CLOCS Standard
- ensure the project team develops and implements a suitable and sufficient CLP (Construction Logistics Plan)
- ensure effective monitoring of compliance to the CLOCS Standard
- obtain and monitor the contractor's action plan to address all identified issues and non-compliances
- obtain headline performance information on collisions and emissions, and where appropriate, obtain a credible improvement plan



#### Principal contractors shall >>

- ensure the project's potential impact on the community has been properly risk-assessed
- develop and/or implement the agreed CLP and ensure it remains suitable and sufficient
- procure site and fleet operations that comply to the requirements of the CLOCS Standard
- ensure site arrangements enable the safest fleet operations including, but not limited to, 'last mile' routing, level access/egress, stable loading/unloading areas, effective delivery management systems and competent site access traffic marshals
- ensure effective and efficient site access gate checks of construction logistics vehicles and their drivers to ensure they always comply to the CLOCS Standard. Non-compliances must be immediately risk-assessed, appropriately mitigated and addressed through procurement processes
- ensure effective independent monitoring of the project's compliance with the CLOCS Standard is undertaken approximately every 6 months and appropriate action taken to address non-compliance
- obtain headline performance information on collisions and emissions, and where appropriate, obtain a credible improvement plan, and proactively report all relevant performance data and improvement plans to their client(s)



#### Fleet operators shall >>

- ensure they are part of a recognised independent fleet accreditation scheme or have a suitable management system in place that addresses the issues of management, vehicles, drivers and operations
- in selecting their fleet accreditation, ensure all construction logistics vehicle operations meet the standards and requirements as described as Silver in the FORS Standard
- provide acceptable evidence (as defined by each procurer) to demonstrate that requirements have been met

FIGURE 24

### **3.0 COMMUNICATIONS AND CORRESPONDENCE**

The successful implementation of the Demolition and overall Project ~ Construction Logistics Plan depends upon there being adequate coordination, communication, and liaison between the various parties.

Accordingly, the following formal arrangements have been made: -

- Weekly meetings initially will be held between the Design Consultants, the Client and the Client's Agent.
- Design Team meetings will be held as required with the design team and contractors as appropriate.
- Fortnightly meetings will be held on site between the Project Manager and subcontractors employed on the project.
- Weekly coordination meetings will be held between the project teams.
- Supervisors will hold weekly 'Toolbox Talks' with all site-workers; there will be records kept on site of these toolbox talks.
- Instructions relating to health and safety and the environment will be issued at the daily meeting between our Project Manager and the subcontractors' foremen, as well as the regular meetings held at least fortnightly with the subcontractors which minutes will be produced.

### **3.1 PRINCIPAL CONTRACTOR INTERNAL MANAGEMENT TEAM**

The Construction management team will review health, safety & environmental issues as part of their regular planning meetings to discuss compliance and to coordinate forthcoming activities. Managers attending these meetings will ensure that their subordinates are aware of the matters relating to health, safety and the environment that are discussed to ensure that adequate coordination takes place.

### **3.2 BETWEEN THE PRINCIPAL CONTRACTOR AND THE CLIENT**

The Client (or his representative) shall be invited to review the implementation of the health, safety & environmental parts of the Plan as an agenda item at their regular progress meetings.

### **3.3 BETWEEN CONSTRUCTION, DESIGNERS AND THE PRINCIPAL DESIGNER**

The CDM Principal Designer shall be invited to agree a programme of formal meetings to review ongoing and/or outstanding design matters as they relate to health, safety, and the environment as well as the provision of information relevant to the health, safety & environmental files.

### **3.4 BETWEEN CONSTRUCTION TEAM AND SUB-CONTRACTORS**

Day-to-day coordination and communication will be carried out by the relevant Project Manager / Engineers, Agents, Foremen etc. Coordination and liaison of day-to-day health, safety and environmental matters shall be carried out between each contractor's nominated manager or supervisor and managers from each team. Each member of the Construction team shall be responsible for ensuring that appropriate records of such coordination and liaison are kept.

Site Construction Team shall hold fortnightly planning/progress meetings with each sub-contractor where health, safety and the environment will be the first items on the agenda. At these meetings matters related to the assessment of risk or proposed methods of work will be reviewed, as will the interface with other contractors' activities. All current method statements and risk statements will be reviewed, and all future imminent risk assessments and method statements will be submitted and agreed by the Construction Team, in addition all contractors' weekly safety inspection reports will be reviewed.

A safety coordination meeting to discuss health, safety and environmental matters will be held with all contractors together at least once a month. These meetings will be recorded, and the minutes distributed to all contractors. Each contractor will be required to bring to the meeting any appointed or volunteer workforce representatives. The purpose of this meeting will be to provide an open forum for ALL parties involved with the project and all sub-contractors and the self-employed to discuss such general points as:

- New contractors' introduction.
- Site rules.
- Access arrangements.
- Welfare standards.
- Storage arrangements.
- Accidents/trends.
- Findings of monitoring arrangements (inspections and audits etc.).
- Any views, advice or opinions on HS & E raised from the workforce.
- Changes in hazard/risk or new plant.
- HSE Alerts, Briefings & Circulars ('ABC' system).
- HSE Initiatives or campaigns.
- New Legislation or Codes of Practice.
- Good Industry Practice.

A contractor employing self-employed employees or other subcontractors (i.e., sub-subbing it), has a duty to ensure that relevant parts of the Demolition and Construction Logistics Plan are communicated (contractors must always obtain agreement from MILLIE PROPERTIES LTD prior to sub-letting works).

### **3.5 BETWEEN CONTRACTORS AND EMPLOYEES**

Each contractor must ensure that their employees receive adequate and suitable information contained in their risk assessments and method statements by a detailed and specific briefing which must be recorded and include who gave and attended the briefing; MILLIE PROPERTIES LTD will periodically audit these arrangements.

In addition, each Contractor must establish a regime of Toolbox Talks such that every employee receives a health, safety, and environmental briefing at least once a week. Contractors' supervisors are responsible for conducting these briefings and their implementation shall be monitored by MILLIE PROPERTIES LTD. Records must be kept of Toolbox Talks carried out and who attended them.

Contractors must ensure that Site Safety Rules and necessary procedures issued by MILLIE PROPERTIES LTD are communicated to and understood by their employees.



### **3.6 BETWEEN MILLIE PROPERTIES LTD, CONTRACTORS' EMPLOYEES AND THE SELF-EMPLOYED**

MILLIE PROPERTIES LTD shall ensure that Self Employed persons receive the relevant information contained within this document via the site inductions. The Project Manager reserves the right to communicate directly with any person employed on site about health, safety, and environmental matters.

### **3.7 SAFETY COMMITTEES (EMPLOYEE CONSULTATION)**

Where the total workforce at any one time exceeds 25 on site, a Safety Committee shall be established. It will be representative of the workforce, be as informal as possible, and records maintained. The meetings will be held at least monthly.

### **3.8 LIAISON WITH THE LOCAL COMMUNITY**

To allow members of the local community to discuss matters with MILLIE PROPERTIES LTD, an introductory letter will be distributed to the residents surrounding the site to explain the construction works. The site telephone number and a contact name will be included. The site will also consider being registered with the Considerate Contractor Scheme.

### **3.9 VISITS BY ENFORCING AUTHORITIES**

All visits to the project's undertakings by inspectors from the Health and Safety Executive, Environment Agency, Environmental Health, or other stakeholders with enforcement interests shall be promptly notified firstly by phone / email to the MILLIE PROPERTIES LTD Safety Advisors and the necessary notification form must be completed and forwarded to MILLIE PROPERTIES LTD.'s Head Office.

### **3.10 CORRESPONDENCE**

Health, Safety, and environmental correspondence for the site must be directed to the Employers Agent / Contract Administrator.

#### **4.0 MILLIE PROPERTIES LTD.'s HEALTH AND SAFETY POLICY**

##### **4.1 HEALTH AND SAFETY GOALS**

MILLIE PROPERTIES LTD fully embraces the role of Principal Contractor for the proposed construction works. We will appoint the Project Manager to act as the Site Safety Coordinator for this project.

The Project Manager will be responsible for monitoring health and safety performance and for deciding for remedial action on health and safety should it be necessary. The Project Manager's duties are described in more detail later, but they will include the preparation of a site fire safety plan and site traffic management plan prior to commencement and updating them as the works progress. Hard hats, hi-visibility vests and foot protection shall be worn as a minimum requirement for the duration of the works.

Our health and safety goal will be to undertake the works with due regard for the health and safety of all parties involved with ZERO ACCIDENTS and completed on programme and to budget.

##### **4.2 MILLIE PROPERTIES LTD HEALTH AND SAFETY POLICY**

A copy of the MILLIE PROPERTIES LTD Health & Safety Policy statement is attached at appendix A.

The full MILLIE PROPERTIES LTD Health & Safety Policy will be available on site.

##### **4.3 PRINCIPAL CONTRACTOR**

The Principal Contractor will take all precautions and actions such that are necessary to enable him to discharge his obligations under the Health & Safety at Work Act 1974, the Management of Health and Safety at Work regulations 1999, the Workplace (Health, Safety and Welfare) regulations 1992, the Personal Protective Equipment at Work Regulations 1992, the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998, the Construction (Design and Management) Regulations 2015, the Control of Substances Hazardous to Health Regulations 2002, the Manual Handling Operations Regulations 1992, the Work at Height Regulations 2005 and all other current legislation and Approved Codes of Practice.

##### **4.4 MAINTENANCE OF PLANT AND EQUIPMENT**

It is MILLIE PROPERTIES LTD.'s Policy that all portable appliances will be regularly inspected, maintained and where necessary tested.

All subcontractors' equipment is to be maintained in good condition and in accordance with the relevant British Standards before permitted for use on site.

Subcontractors provide the majority of plant used by the company. The site management must ensure that the plant supplied is in accordance with the agreed method statements and has current certification.

## **5.0 ENVIRONMENTAL AIMS, IMPACTS AND CONTROL MEASURES**

### **5.1 ENVIRONMENTAL AIMS**

**The environmental aims for this site are to: -**

- Comply with all relevant environmental legislation.
- Minimise the adverse impact of construction operations on the site's neighbours.
- Avoid prosecutions for contravention of environmental law and regulations.
- Avoid sustained and unresolved complaints from neighbours for nuisance arising from construction operations.
- Avoid spillage of potentially contaminating substances such as diesel and formwork oils.
- Prevent unnecessary disturbance of the existing environment.

**The following objectives have also been agreed with the project team: -**

- No unplanned downtime or disruption created by site activities.
- Full compliance with Local Authority Council's Code of Practice for Construction.
- Maintain a neighbourly approach - appreciate and avoid the impacts of Construction pollution.
- Exceed industry environmental standards by taking all reasonable steps to engineer out potential harm.
- Increase awareness of environmental issues to all staff and site operatives

## 5.2 ENVIRONMENTAL IMPACTS AND CONTROL MEASURES

Set out below are the environmental impacts which may arise as a result of the construction activities in relation to the project and which cannot reasonably be avoided. Against each impact the various control measures that shall be adopted in order to mitigate their impacts and effects have also been identified.

### 5.2.1 Neighbours

The properties in the immediate vicinity of the site and those most likely to be affected by the environmental impacts as a result of the construction activities have been identified in figure 26.

#### 5.2.1.1 Neighbour Liaison

We fully understand the importance of working with our neighbours to minimise inconvenience to them and hence avoid issues relating to our works.

Prior to our commencement on site, we will visit the surrounding properties indicated to explain our proposed operations, to gain an understanding of individuals' concerns and to establish points of contact and methods of communication. We will issue a pre-start newsletter to properties in the vicinity of the works and follow this up with further newsletters at regular intervals throughout the project. Separate notifications will be issued for any major works that may impact local businesses and residents.



Figure 25: Sample newsletter.

A liaison officer will be appointed from the site team and a 24hr emergency contact number for the liaison officer will be displayed on the site notice board and on the newsletters to ensure direct communication is always possible.

Pre-commencement condition surveys will be undertaken in all neighbouring properties, generally accompanied by the Employer's Party Wall Surveyor, plus externally to pavements, facades, and other areas.

#### 5.2.1.2 Complaints Procedure

All complaints received will be dealt with in a positive and timely manner:

- Contact names and telephone numbers will be provided.
- All complaints will be documented.
- All complaints will be reported to the Project Management Team.
- There will be a Quick response philosophy.
- Immediate or early remedy, depending on the severity of the complaint.





Figure 26: Properties surrounding the site.

#### 5.2.1.3 Site Rules

These site rules will always be established on commencement and enforced by the MILLIE PROPERTIES LTD site team. They have been selected in order to maintain a safe working environment for site staff, visitors, and site workers but also to ensure the safety and minimise the impact of the works to persons in the immediate vicinity by demonstrating professional working practices. They will include: -

1. All personnel must complete a site induction before commencing work.
2. All personnel must wear the following mandatory PPE, safety helmet, safety boots and high visibility vest, except within the site offices. Sleeved shirts and long trousers are required. Additional PPE (e.g., RPE, goggles, gloves etc) must be worn, where required by risk assessment.
3. Be familiar with the safety hazards of your job. One third of all accidents involve manual handling.
4. Look after your own safety and that of others around you.
5. Do not use incomplete scaffolds. Only certificated scaffolders are permitted to erect, alter, or adapt tube and fitting scaffolds. All ladders must be tied.
6. No crane lifting is to take place without the direction of an appointed person and competent slinger/signaller.
7. All personnel operating machinery must be trained and carry valid certification. Machine operators must not use mobile phones during operation.
8. Lorries are not permitted to reverse without the attendance of a Traffic Marshall. Drivers must ensure their load is secure before leaving site.

9. Surrounding roads must be kept clean of any debris from the site.
10. Holes in floors must never be left unprotected.
11. Know your fire drill. Fire prevention measures are in place on site and all operatives must make themselves aware of locations of equipment and fire procedures. Be familiar with your means of escape should an emergency occur. Do not tamper with firefighting equipment.
12. Follow all safety signs and instructions.
13. Do not cross barriers or go into restricted areas when you are unaware of the risks or dangers.
14. Horseplay and shouting are not permitted on site.
15. Noise is to be kept to a minimum. Radios are not permitted on site.
16. No personnel considered being under the influence of alcohol or drugs will be allowed on site.
17. Permits to Work must be obtained for the following operations.

All digging operations.	Entering confined spaces.
Hot works.	Live Electrical Work.
18. All personnel must keep the workplace clean and free from debris. Any person fouling the site will be dismissed.
19. The consumption of drinks or foods may only be taken in the welfare facilities provided and not in the working areas on site.
20. Materials are to be stored safely and where applicable to the supplier's recommendations.
21. COSHH assessments will be prepared by the Contractor for all substances hazardous to health on site, whether in use or not. All personnel using substances to read COSHH assessments.
22. All access & egress routes will be maintained free from obstruction. Keep trailing cables tidy and to the side of walkways.
23. All subcontractors will be contracted to maintain tidy work areas and clear all waste materials to a central point or waste-away vehicle.
24. All accidents must be recorded in the site accident register.
25. Report any dangerous occurrences or potential hazards (including near misses) to the Project Manager.
26. Do not enter disputes with members of the public be polite and refer them to the Project Manager's office.
27. Regular site safety inspections will take place, but you are asked to advise the Project Manager immediately if you are concerned about any aspects of site safety.
28. No site operatives will be allowed to work without the proximity of a co-worker able to speak adequate English to communicate with MILLIE PROPERTIES LTD staff.

29. Although COVID 19 restrictions have been lifted, there will still be monitoring, and due diligence taken on site - Social Distancing will be encouraged on site (although legally now we cannot enforce it) and subject to change subject to government and Health recommendations / updates.

#### 5.2.1.4 Toolbox Talks and the Construction Skills Certification Scheme

The effective management of health, safety and environmental issues will be a priority on this project. As a minimum, the Principal Contractor will brief the workforce on relevant topics through toolbox talks, leaflets and by displaying posters.

Where possible, site workers who hold valid CSCS cards will be employed. The numbers of those holding CSCS cards will be recorded of the total workforce. Records will be kept and maintained of those who have and do not have a CSCS card. A site-specific health, safety and environmental induction will be undertaken by all those involved or working on site. The only exceptions will be for escorted visitors who will be signed in and out. Suitable arrangements will be put in place to ensure foreign workers, whose understanding of English is limited, are made fully aware of the site health, safety, and environmental arrangements.

#### 5.2.1.5 Considerate Constructors Scheme

We fully recognise the importance of building and maintaining relationships with all people and organisations affected by the construction of this project. Subject to Client directive, the Client is reviewing the options project will be registered with the Considerate Constructors Scheme. Irrespective, the site will maintain the highest of standards in line with as best as practically possible CCS targets and goals to be achieved for this project for the Client. We will undertake to operate the project in line with as best as practically possible the CCS code of practice and maintain a clean, tidy and safe site while also ensuring that requirements regarding the environment, site welfare facilities, the workforce and the general public are met.

#### 5.2.1.6 Visual appearance

Care will be taken to ensure an overall positive attitude to housekeeping of the site, such as fencing, storage of equipment and materials, avoidance of litter and windblown waste etc. This will provide all parties concerned with a good impression of environmental controls leading to an enhanced perception.

#### 5.2.2 Noise and Vibration

During the initial phase of the project there will be a risk of environmental impact due to noise and vibration. To mitigate this risk, MILLIE PROPERTIES LTD will employ the following measures: -

##### 5.2.2.1 Working Hours

No activities shall be undertaken outside of designated hours which are; 8.00am until 6.00pm Monday to Friday and 8.00am until 1.00pm on Saturdays. There will be no working on Sundays or Public Holidays.

### 5.2.2.2 Noisy Works \*(Refer to Form Figure 8 Section 1.5.2) \*

The noisy works on this project will mainly be confined to the demolition and substructure phase, they are likely to consist of the following operations, with the mitigation measures to be taken highlighted in italics: -

- Demolition, using medium duty breakers, mechanical excavators with hydraulic attachments. Daily noise readings taken and recorded, and action levels set with agreed trigger levels to identify when works are to cease, and mitigation strategies reviewed and implemented over and above the standard proposals. Use of new and well-maintained plant, use of specific acoustic screens around plant and specific areas of high intensity regarding noise, assessment of exposure levels and identifying time periods of short duration with periods of “quiet downtime” to provide some relief for the local neighbours and residents. Access scaffolding used to remove the building top down being wrapped in Monarflex.
- Ground excavation and removal (machine noise and lorry movements) Daily noise readings taken and action levels with agreed trigger levels to identify when works are to cease and mitigation, strategies reviewed and implemented over and above the standard proposals. New and well-maintained machines with attenuated and muffled exhaust systems will be used. Lorry movements will be carried out at specific times with breaks during the course of the day.
- Concrete pumping, laying, vibrating Daily noise readings taken and action levels with agreed trigger levels to identify when works are to cease, and mitigation strategies reviewed and implemented over and above the standard proposals. New and well-maintained plant is to be used. Muffled air compressor equipment is to be used with specific attenuation screens if required to reduce noise break-out from source. Planned sequence of works (however once concrete pours commence these cannot be stopped).
- Assembling shuttering. Daily noise readings taken and action levels with agreed trigger levels to identify when works are to cease, and mitigation strategies reviewed and implemented over and above the standard proposals. Assessment of time periods and allowing for “down time” if required to provide the residents and local community with a break from noise levels from the building site.
- Drilling. Daily noise readings taken and action levels with agreed trigger levels to identify when works are to cease, and mitigation strategies reviewed and implemented over and above the standard proposals. New and attenuated plant and hand-held tools will be used. Assessment of time periods and allowing for “down time” if required to provide the residents and local community with a break from noise levels from the building site.
- Scaffold erection. Daily noise readings taken and action levels with agreed trigger levels to identify when works are to cease, and mitigation strategies reviewed and implemented over and above the standard proposals. Assessment of time periods and allowing for “down time” if required to provide the residents and local community with a break from noise levels from the building site.

The site management will consult the neighbours on a regular basis in order to obtain feedback and enable the noisy works to be programmed to cause the least disruption possible whilst still enabling the works to be carried out as expediently as possible. We will aim to complete a minimum of 6hours of the noisy works per day within the constraints of the site hours whilst observing the needs of our neighbours wherever possible.

### 5.2.2.3 Logistics

Details of the proposed transport routes and the plant and equipment required for this project as well as unloading and distribution arrangements for materials have been described in Section 1.5.1.



#### 5.2.2.4 General Control Measures

- Machines will be fitted with silencers and breakers will be fitted with bafflers to reduce noise and vibration.
- Mains power will be used in preference to generators wherever possible.
- Where generators are used on site, they will be housed within acoustic enclosures to reduce noise levels.
- Within reason the timings of any breaking out works will be sequenced around the users of the adjoining properties.
- The quietest available plant and equipment appropriate to the task in hand will be selected according to manufacturer's noise output data sheets.
- All plant and equipment used on site will be relatively new and well maintained to ensure that the performance is reflective of the manufacturer's noise output data sheets.
- Any vehicle alarms shall be broadband or white noise type sounders and volume reduced or disabled following risk assessment.
- All Site operatives will be inducted and will be advised of the 'No shouting' site rule in the site induction meeting. MILLIE PROPERTIES LTD site management will always enforce this requirement.  
*\*(Ref site rule 14)*
- Site operatives will be advised of the 'No stereos allowed on site' site rule in the site induction meeting and MILLIE PROPERTIES LTD site management will always enforce this requirement.  
*\*(Ref site rule 15)*
- Toolbox talks on the sensitivity of noise will be provided for all staff and operatives involved in out of hour's works.
- Out of hours works will be carried out only in extenuating circumstances such as delivery of any heavy plant used for site by a low loader for the early stages for excavators requiring traffic management and local authority highways or police input.
- Plant and equipment will be switched off when not in use and there will be no idling or unnecessary revving of engines.

Due to the nature of the building processes, it is inevitable that a temporary increase in noise will be experienced during the works. All works are to be carried out in accordance with any agreed limitations as imposed by the Local Authority, following best practice and guidance contained within BS 5228: 2009 Parts 1 and 2.

As a starting point we would recommend the following trigger action level be considered with appropriate actions being taken:

Action Trigger Level: 75dBA Leq. (10 hour) Incident upon neighbouring facades.

Regular noise readings will be carried out throughout the day by a competent person using a handheld sound level meter, during noisy works: If the trigger level is being exceeded, we will establish the source of the exceedance and undertake a method review to see if the operation cannot realistically be modified under the 'Best Practicable Means' (BPM) principle. If this level is unavoidable using best practical means; the next action should include contacting a named person within the neighbouring affected property to inform them of the activities and resulting noise risk and its likely duration. A record of all actions / correspondence should be kept.

MILLIE PROPERTIES LTD will undertake a 'Worst Case' test on site in advance of the start of the main phase using percussive / noisy plant. This test will be used to inform MILLIE PROPERTIES LTD and neighbours of the likely noise levels, and to ensure and refine BPM.

#### 5.2.3 Air Quality

In order to ensure the air quality is not impacted by dust, odour, smoke, or vehicle emissions from the construction works the following control measures will be put in place: -

### 5.2.3.1 Dust

The guidance and procedures detailed within the document entitled “Greater London Authority (Mayor of London) – The Control of Dust and Emissions during Construction and Demolitions – Supplementary Planning Guidance, July 2014” will be followed on site. We will ensure that those site workers to whom this concern’s read and understand its content, and that a copy of this document is kept on site.

Dust will always be suppressed at source by damping down using a fine mist spray during excavation. If excavated materials need to be stored on site, they will be placed in agreed areas where they can be temporarily covered to prevent dust from being produced from exposed surfaces.

Waste away lorries will be constantly sprayed with a fine mist spray as they are being loaded to prevent dust arising’s.

Skips and waste away lorries leaving site will also be fully sheeted to prevent any dust arising whilst travelling on the public highway.

Visits by road sweepers will be provided when required.

Scaffolds will be fully sheeted to contain emissions.

Hoardings and perimeter walkways will be regularly washed down.

**Table 21 – Mitigation of Construction Activities**

<b>Construction Activity</b>	<b>Mitigation Measures</b>
<b>Site Management</b>	Display the name and contact details of person(s) accountable for air quality and dust issues on the site boundary. This may be the environment manager/engineer or the site manager.
	Display the head or regional office contact information.
	Record all dust and air quality complaints, identify cause(s), take appropriate measures to reduce emissions in a timely manner, and record the measures taken.
	Make a complaints log available to the local authority when asked.
	Carry out regular site inspections to monitor compliance with air quality and dust control procedures, record inspection results, and make an inspection log available to the local authority when asked.
	Increase the frequency of site inspections by those accountable for dust and air quality pollutant emissions issues when activities with a high potential to produce dust and emissions and dust are being carried out, and during prolonged dry or windy conditions.
	Record any exceptional incidents that cause dust and air quality pollutant emissions, either on or off the site, and the action taken to resolve the situation is recorded in the log book.
<b>Preparing and maintaining the site</b>	Plan site layout: machinery and dust causing activities should be located away from receptors.
	Erect solid screens or barriers around dust activities or the site boundary that are, at least, as high as any stockpiles on site.
	Avoid site runoff of water or mud.
<b>Operating vehicle/machinery</b>	Ensure all non-road mobile machinery (NRMM) comply with standards.
	Ensure all vehicles switch off engines when stationary – no idling vehicles.
	Avoid the use of diesel or petrol powered generators and use mains electricity or battery powered equipment where possible.
<b>Operations</b>	Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction, e.g. suitable local exhaust ventilation systems.
	Ensure an adequate water supply on the site for effective dust/particulate matter mitigation (using recycled water where possible).
	Use enclosed chutes, conveyors and covered skips.
	Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment wherever appropriate.

Figure 17: Table 21

### 5.2.3.2 Smoke and Vehicle Emissions

No 'burning' will be allowed on site. Hot works permits will be required for any hot works operations with strict controls measures in place to prevent the spread of fire.

Non-Road Mobile Machinery plant/equipment details will be registered on the Non-Road Mobile Machinery website <https://nrmm.london/> and comply with the Non-Road Mobile Machinery emission standards.

An inventory of all NRMM will be kept on-site stating the emission limits for all equipment. All machinery will be regularly serviced, and service logs will be kept on-site for inspection. This documentation should be made available to local authority officers as required. Where possible electrically powered plant and machinery will be provided, these will be powered from site supplies, rather than generators.

### 5.2.3.3 Odour

There is a low risk of odour being emitted during the excavation phase; if this becomes evident through olfactory senses (the 'sniff' test) to the site management team then steps to mask the odour by adding a suppressing agent to the fine mist spray will be taken.

### 5.2.4 Contamination \*(to be confirmed) **Not applicable to this site.**

### 5.2.5 Liquids Management

All site welfare facilities effluent and sewage discharge will be via connections to the public drainage system. Failing thus a temporary waste interceptor site tank will be hired for the welfare toilets etc.

All active drainage points within and adjacent to the site will be clearly identified; they will be maintained in an efficient state of repair and protected from site runoff water or slurry.

If any hazardous liquid wastes are found on site a specialist waste contractor will be employed to dispose of them in accordance with the hazardous waste's regulations and CoSHH Assessments (Control of Substances Hazardous to Health) will be carried out.

All fuel, oil and chemicals shall be stored in containers specifically manufactured for the purpose, and/or banded/double skinned to prevent contamination in the event of spillage, damage. Tank capacity shall be checked before delivery to prevent overfilling and any drip trays must hold a capacity of 110% of the fuel containers maximum capacity. A COSHH storage cabinet will be placed on site and secured. A spill kit will be on site also. Special care shall be taken when receiving and storing items such as oil, chemicals, cement, lime, and paint to prevent spillage and contamination.

The contents of storage containers shall be clearly marked, to prevent accidental cross contamination 'Drums' shall also be stored with lids uppermost to prevent leaking and contamination. A licensed waste disposal contractor or the original supplier shall remove leaking or empty containers from site.

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



## 5.2.6 Vehicles and Plant

Generally: specific times will be designated for deliveries, where possible the delivery times will be outside of normal peak hours and to prevent disruption to the neighbours, they will avoid unsociable hours. However, for any such deliveries outside the standard construction hours such as mobile tower crane delivery, we will notify the Pollution Team giving specific details under the Abnormal Indivisible Loads movement order. Plant located on site shall be positioned so that exhaust emissions do not cause damage or nuisance and all site plant will be regularly maintained.

### 5.2.6.1 Diesel Storage and Refuelling

MILLIE PROPERTIES LTD will ensure that all diesel stored on site is in a secure tank and properly bunded. As far as practicable, MILLIE PROPERTIES LTD will ensure that all refuelling is undertaken in a safe, appropriately designated area. Bunds should be of adequate size to contain 110% of the capacity, leak proof and kept empty of rainwater and other materials. This will avoid pollution of the ground and avoid prosecution for pollution or nuisance.

### 5.2.6.2 Site Roads/Access routes \*not applicable to this site as no access to site off the main road

### 5.2.6.3 Plant and Wheel Washing not applicable to this site as no access to site off the main road

## 5.2.7 Light Pollution

The use of lighting for the works and temporary accommodation shall be carefully selected to ensure it is efficient and effective, and positioned to ensure that light spillage is kept to a minimum and does not create a nuisance.

## 5.2.8 Television Interference

Television interference is usually attributed to signal blocking caused by the line of site between the transmitter and the receiving aerial being obstructed. The proposed building is not significantly taller than the surrounding buildings so there should not be any significant signal blocking in the final scheme. However, during the construction phase there may be temporary interference caused by tall items of plant or access equipment such as excavator which is considerably lower than adjacent buildings or high-level scaffolding which may partially obstruct individual aerials. If this is the case MILLIE PROPERTIES LTD will visit individuals likely to be affected and discuss temporary measures which may be taken to mitigate the problem.

## 5.2.9 Waste Management

### 5.2.9.1 Waste Storage

Take active steps to ensure that MILLIE PROPERTIES LTD responsibilities under the Environmental Permitting Regulations 2016 and the Waste (England and Wales) (Amendment) Regulations 2012 are properly discharged, particularly in the accurate completion, and secure retention, of waste transfer notes. Consider possibilities for segregation of waste into different mainstream material types (wood, metals, etc.) for possible recycling.

Waste shall be stored appropriately depending on type and classification, i.e., Controlled waste, Hazardous waste, and General wastes. In any event, waste storage shall be kept to a minimum and in suitable containers or locations for disposal. Whenever possible materials will be segregated on site to allow for recycling, however if this is not possible due to space constraints further recycling will take place at the waste transfer station.

#### 5.2.9.2 Waste Disposal

Duty of care shall be applied to all waste, and it shall be ensured that all waste disposals are carried out by registered contractors and records of disposal controlled by waste transfer notes. Waste disposal containers/vehicles shall be covered during transport to prevent contents escaping.

Hazardous waste shall be controlled and disposed of following the Environment Agency approved procedures, and by implementing their consignment note system. A Hazardous Waste producer licence is to be applied for prior to the commencement of the project.

#### 5.2.10 Rodent Infestation

To minimize the adverse impacts from pests and rodents the following control measures will be implemented on site in the following order: -

- All drainage systems and access points will be kept secure to prevent rodent access.
- All generated rubbish, particularly food waste will be cleared as it is generated and placed into secure containers and removed off site for disposal on a continuous basis.
- A high level of good housekeeping will be maintained on site in all facilities.
- Site rules will be implemented to prevent the feeding of such pests as pigeons and seagulls.
- All food stuffs brought on site will be within storage containers.
- Where all other control measures have been actioned then pest control management will be implemented on site.

### **6.0 HAZARD IDENTIFICATION AND MANAGEMENT**

#### **6.1 HAZARDS**

The following are the hazards which have been identified and which cannot reasonably be avoided and require the management and control of their risks.

##### 6.1.1 Uncontrolled Demolition

Detailed surveys and structural assessments will be carried out prior to commencing demolition activities. Risk assessments and method statements will be prepared in advance by the specialist demolition contractors, only trained and competent operatives will be employed in demolition activities.

##### 6.1.2 Existing Services

Existing services will be disconnected in the footpath or site boundary prior to the demolition works starting.

##### 6.1.3 Working at Heights

Working at heights is only to be carried out from suitable scaffolds or mobile platforms in accordance with all H&S guidelines, Approved Codes of Practice, and the Working at height regulations.

#### 6.1.4 Lifting Equipment and Techniques

All lifting equipment brought onto site such as cranes or hoists must have the relevant certification and care must be taken to ensure that they are used within their limits and that the drivers are qualified operators. A general site lifting plan will be prepared by an appointed person for all lifting operations, in addition to specific lifting plans for contract lifts.

Method statements and risk assessments will be prepared for all manual handling operations. When discussing the method statements and risk assessments with those who are undertaking manual handling operations, managers will ensure that operatives are adequately trained in the correct lifting techniques to be used. Where possible, lifting equipment will be provided to simplify or reduce the amount of manual handling operations that are required.

#### 6.1.5 Fire

Particular attention is to be paid about fire prevention during the works. Hot work operations are only to be carried out under cover of Hot Works Permits and by suitably trained operatives. A fire plan for the site will be developed and will be monitored as construction works progress. The fire marshal in this case is the site manager who has been trained in the role. The fire marshal will be responsible for ensuring designated fire routes are kept clear of any materials or build-up of rubbish and that hot works are carried out in accordance with permits to work. A fire risk assessment will be undertaken by the site manager in accordance with the recommendations within HSG168 (Fire Safety in Construction).

Works will be carried out in accordance with the current edition of the Joint Fire Code.

#### 6.1.6 Electricity

A suitable 110v site installation will be established for the duration of the works, main supply cables will be armoured cables which will be suspended from the soffit of the new slab wherever possible and labelled with red stickers to say, 'live cable'. The installation will be regularly inspected, and any damaged plant or equipment will be repaired or replaced immediately. Inspection testing by the temporary electricians will be recorded and copies of the reports will be kept in the site office by the site manager. A suitable 110v site installation will be established for the duration of the works.

#### 6.1.7 Noise and Vibration

All operatives within the vicinity of noisy operations should wear relevant safety equipment. Noise assessments will be carried out and operations will be planned and executed to avoid noise in excess of 80dB(A) wherever possible.

HAVS Assessments will be carried out for works involving the hand-held use of vibrating plant and machinery.

#### 6.1.8 Plant

All plant on site must be in a good condition, well maintained and operated only by those holding the relevant current certification. Method statements, risk assessments and a site-specific lifting plan will be in place before the use of lifting equipment. When not in use plant will be kept in a secure area where it cannot be interfered with.

#### 6.1.9 Falling Material/Equipment

When working at height the prevention of falls of materials or equipment will require the use of toe boards and/or brick guards. Where working above the public on pavements, a suitable gantry, tunnel, or scaffold fan will be erected.

#### 6.1.10 Roof Works

Specific method statements and risk assessments will be required to ensure that the risk of falling is prevented. In order to carry out works on the roof other than within designated roof plant areas, safe walkways will need to be identified and leading-edge protection will need to be installed. A safe system of work will also need to be agreed for the persons installing the leading-edge protection. Adequate signs will be provided to avoid unauthorised access and a safety handrail with toe-board or up-stand of a minimum of 150mm height will be installed to the perimeter.

#### 6.1.11 On Discovering Hazardous Materials

If any hazardous material is discovered, such as asbestos, work will stop in that area immediately and the area will be cordoned off. The client and the clients' advisors will be notified, and an appropriate course of action will be taken. The removal and disposal of hazardous or contaminated materials (such as asbestos) will be carried out by specialists under controlled conditions and removed to a certified tip. A method statement and risk assessment will be in place before the removal of any such hazardous material.

#### 6.1.12 Dust

Provision for damping down will be required as appropriate. Areas where works generate dust are to be sealed off as far as practicable, and dust extractors used on equipment where possible. Appropriate breathing masks will be worn by operatives working in dusty areas, according to risk assessments.

#### 6.1.13 Adjacent Property

MILLIE PROPERTIES LTD to ensure that buildings and structures adjacent to the site are protected throughout the works, and that the works do not have any adverse effects. By careful planning and communication, a safe environment will be maintained for the occupants and visitors to the adjoining properties.

#### 6.1.14 Site Traffic

Traffic Marshalls will be provided to ensure that the manoeuvres of all delivery vehicles are supervised at all times. A traffic management plan will be prepared and distributed to all suppliers. Delivery times will be allocated to suppliers and coordinated by the site manager, delivery vehicles which arrive unannounced will only be unloaded if there is a vacant space and time slot, otherwise they will be allocated the next available time slot and sent away. Suppliers who turn up unannounced will be warned and if they repeatedly transgress, they will be removed from the approved site supplier list.

#### 6.1.15 Excavations

The main hazards associated with excavations on this project include: -

- Collapse of the sides
- Persons falling into excavations.
- Buried services/striking underground services.
- Building or structures collapsing due to excavations.

These hazards will be managed by following the H&S Procedures, including Permit to Dig and Excavation Inspection Report



6.1.16 COSHH (Control of Substances hazardous to health).

Substances hazardous to health will be stored in a lockable COSHH store. COSHH data sheets will be retained on site for such materials and COSHH assessment carried out prior to their use.

It is not anticipated that health monitoring will be required for any of the hazardous materials likely to be encountered on this project. However, this situation will be kept under review by reviewing Risk Assessments and COSHH Assessments as the works proceed.

## 6.2 SUBCONTRACTORS' METHOD STATEMENTS

All subcontractors are to submit Method Statements and Risk Assessments to MILLIE PROPERTIES LTD prior to the commencement of their works on site.

\*(this is a guide of list of RAMS but not limited to)

TASK	CONTRACTOR	START ON SITE DATE	DATE METHOD STATEMENT DUE	DATE RECEIVED	CHECKED BY
Management of site deliveries					
Material Storage and movement					
Hoarding fencing					
Site Services					
Site Investigations					
Demolition (soft strip)					
Protection of certain elements of the existing building					
Demolition					
Excavation/ Disposal					
Concrete Works					
Structural Steelwork					
<del>Precast Concrete</del> n/a					
Scaffolding					
Brickwork					
Structural metal framing					
Curtain walling					
M&E Installation					
Ceilings					
Carpentry/Joinery					
Decoration					
Roofing					

### 6.2.1 Review of Risk Assessments and Method Statements

Risk assessments and method statements will be reviewed and managed in accordance with the Clients' Health and Safety procedures, including the Risk Assessment Guidance Manual and the Risk Assessment / Method Statement Appraisal form (copy in appendix B)

### 6.2.2 Selection of Contractors

Subcontractors are to be appraised during the tender/negotiation process to establish their competence. Measures may include the completion of the MILLIE PROPERTIES LTD H&S questionnaire, (a copy is included in section 6.4.4) interview, references, review of documentation prepared by the subcontractor and consultation with colleagues.

When assessing the competence of potential contractors, the types of factors that will be taken into consideration are:

- a) The technical complexity of the works
- b) The previous work of a similar nature (for MILLIE PROPERTIES LTD)
- c) The health and safety management system used by the contractor.
- d) The technical or administrative back up available
- e) The contractor's previous health and safety history (accidents; prosecutions; prohibitions, etc)
- f) The measures taken because of matters detailed in item e) to prevent a reoccurrence.
- g) References obtained from others about work carried out by the contractor.

At the earliest opportunity, the Project Manager must ensure that the subcontractor has been made aware of any site-specific circumstances which may affect their ability to carry out their works in an expedient and safe manner. As well as the Construction Phase Health, Safety & Environmental Plan a detailed scope of works document and programme will be prepared for discussion at these early meetings and critical points will be agreed at the outset. Full compliance to CDM 2015 regs.

### 6.2.3 Control of Subcontractors

No subcontractor shall sub-let any part of their awarded package without express permission from the MILLIE PROPERTIES LTD Project Manager. Should permission be granted, the MILLIE PROPERTIES LTD Project Manager must ensure that the subcontractor's selection process is at least equal to that of MILLIE PROPERTIES LTD.

The requirements of the Construction Phase Health, Safety and Environmental Plan will be discussed before appointment.

A pre-commencement meeting will be held with each subcontractor on site to ensure safety documentation is in place and site inductions are carried out, an inspection of the works areas available will also be carried out.

Daily the project team member with responsibility for the subcontractor will discuss the day's work, review the contractor's labour resource, work plan, materials, housekeeping, future works, and information needs. Any significant health and safety issues will be dealt with immediately by that team member and reported back to the Project Manager.

On a minimum fortnightly basis, the Project Manager will hold a meeting with each subcontractor to discuss health and safety matters, notes taken during this meeting will be recorded in order to review the subcontractor's health and safety performance at the end of the project.

6.2.4 MILLIE PROPERTIES LTD H&S Questionnaire

Please provide the following information regarding your professional Health, Safety Welfare and Environmental commitment.

1. The name of your organisation  
\_\_\_\_\_
2. Who, within your organisation, has the responsibility at senior management level for Health and Safety?  
\_\_\_\_\_
3. Do you have a company Health and /safety Policy? **YES/NO**  
If **YES**, please supply copy.  
If **NO**, how many employees do you employ? \_\_\_\_\_
4. Who provides your company with professional advice regarding Health and Safety?  
\_\_\_\_\_

Are they: **EMPLOYEES / CONSULTANTS?** State their qualifications below:  
\_\_\_\_\_

5. Are your staff and operatives adequately trained in Health and Safety Regulations? **YES/NO**
6. When employed on a new contract, is it your intention to carry out training whilst on site? Please identify.
  - Induction **YES/NO**
  - Toolbox Talks **YES/NO**
  - Trade Specific/Continuation **YES/NO**
7. Accident Investigation and Records

Please complete the following details on your company accident statistics for the past 3 years.

	Year	2020	2021	2023	2022/
A	Number of reportable accidents				
B	Number of notifiable injuries				
C	Number of fatalities				
D	Number of HSE improvement notices				
E	Number of HSE prohibition notices				
F	Number of convictions for offences under Health & Safety legislation				
G	Total fines for the above				
H	Accident Incidence Rate per 1,000 employees				

8. Who within your organisation is responsible for investigating accidents?
9. Is your organisation a member of a recognised safety organisation, e.g., RoSPA, Construction Health & Safety Group? **YES/NO**  
If **YES** provide details:
10. Do you have a written safety procedure document / manual? **YES/NO**  
If **YES**, is this document available to all employees on site? **YES/NO**

11. Do you maintain a procedure for writing detailed method statements **YES/NO**, risk assessments **YES/NO** and COSHH assessments? **YES/NO**

If **YES**, who is responsible for ensuring compliance?

12. Do you supply PPE to all employees?

Head Protection **YES/NO**

Suitable Foot Protection **YES/NO**

Eye **YES/NO**

Ear **YES/NO**

Respiratory **YES/NO**

13. Do you propose to sub-let any of your contract? **YES/NO**

If **YES**, has approval been given by MILLIE PROPERTIES LTD? **YES/NO**

Once approval has been given by MILLIE PROPERTIES LTD, all the above apply to your sub-contractor.

14. **Design Capabilities**

Will your company or others working on your behalf have a design input into the contract?

**YES/NO**

If **YES** - what resources (including staff, equipment, and technical facilities) do you have to comply with Regulation the duties of designers as outlined in the Construction (Design & Management) Regulations 2015.

We certify that the details given in this appraisal and in any supporting documentation are correct.

Director's Signature \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_

Telephone No. \_\_\_\_\_ Date \_\_\_\_\_



## **7.0 EMERGENCY PROCEDURES**

### **7.1 FIRE SAFETY PLAN**

#### **7.1.1 General Organisation and Responsibility**

In case of emergency, sound the alarm and notify the nominated Fire Marshall.

#### **7.1.2 Fire Escape and Communications**

Evacuation plan and procedures for calling the fire brigade are identified in site offices and at fire points around the site. The assembly point in the case of emergency will be outside the entrance on the opposite side of the road.

#### **7.1.3 Fire Brigade Access**

The Fire Marshall or person discovering the fire is to report to emergency services by dialling 999 from nearest available telephone.

#### **7.1.4 Drills and Training**

The site induction will include what to do in the case of an emergency.

#### **7.1.5 Materials Storage and Waste Control**

See site rules.

#### **7.1.6 Signs and Notices**

Signs and notices will be maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of fire extinguishers.

#### **7.1.7 Hot Work Permits**

Hot Work Permits must be obtained prior to carrying out any operation with a risk of causing combustion.

#### **7.1.8 Confined Spaces**

A work permit is to be obtained before carrying out any operation within a confined space. Only suitably trained operatives with appropriate equipment are to be allowed to work in confined spaces. Risk assessments must be site specific and should adequately address the hazard of suffocation and the control measures to be in place.

### **7.2 FIRST AID**

First aid facilities will be available on site. Initially the designated MILLIE PROPERTIES LTD "First Aider" at site will be: -

Project Manager: \*t.b.c.\*

Contractors are to provide their own first aid cover unless otherwise agreed with the MILLIE PROPERTIES LTD Project Manager.  
An investigation will be carried out if an incident occurs in order to ascertain the cause and to ensure that the likelihood of it reoccurring is minimised.

### 7.3 HOSPITAL PLAN \*(see previous Figure 20)

#### Nearest Hospitals:

- 1 North Middlesex A&E ~ 20 minutes away (5.2 miles from site)
- 2 Whipps Cross University Hospital A&E ~ 17 minutes away (4.6 miles from site)

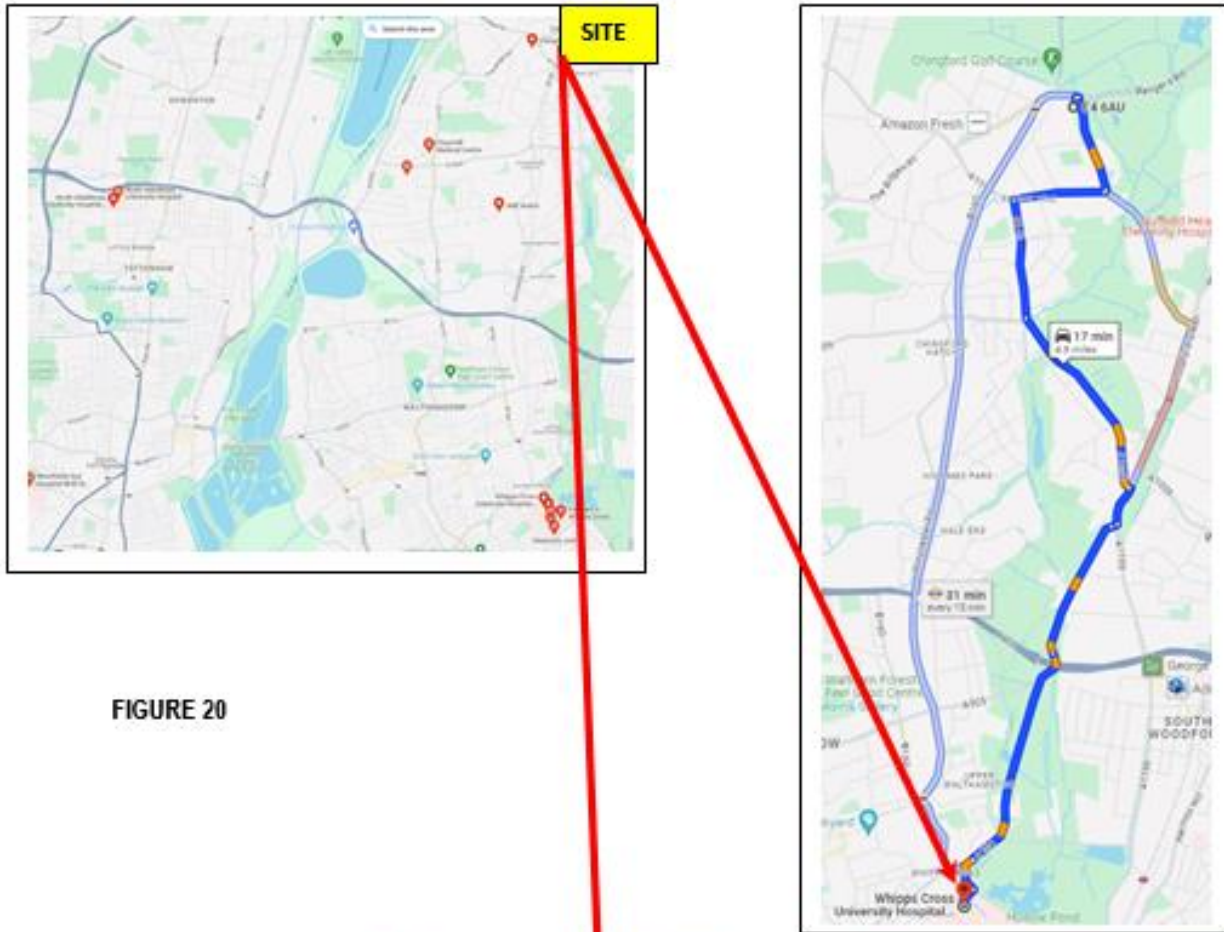


FIGURE 20

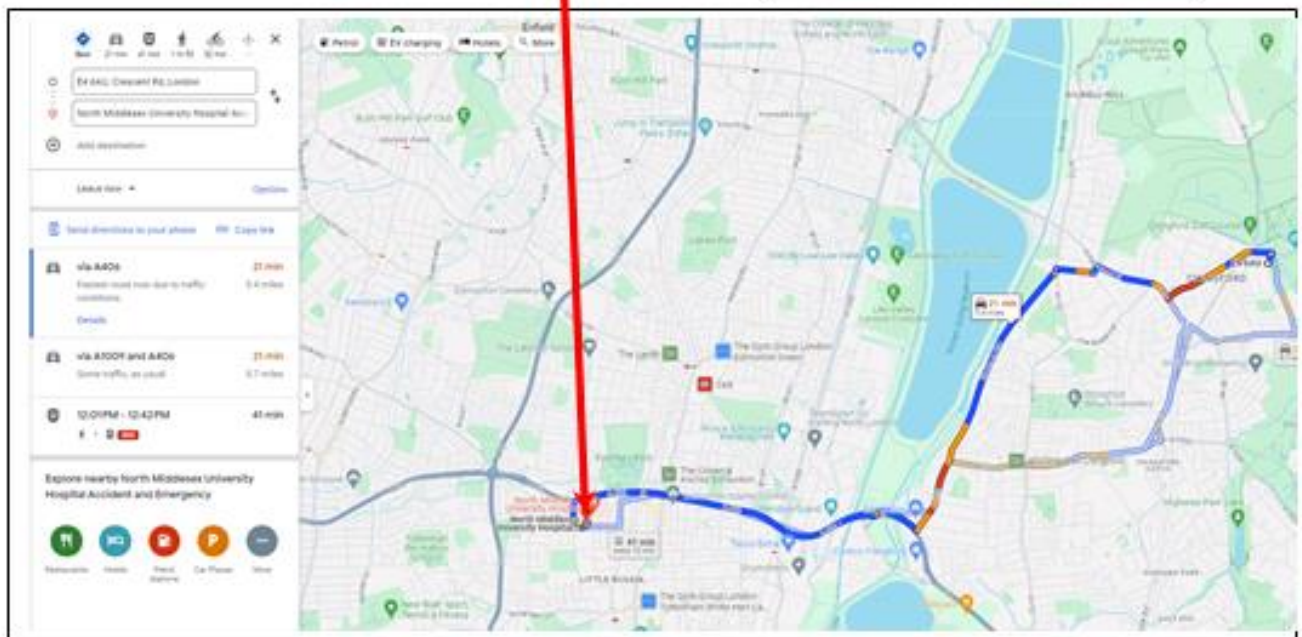


Figure 27: Hospital route plan

## **8.0 ACCIDENT REPORTING/ MAINTENANCE OF REGISTERS**

### **8.1 HEALTH AND SAFETY REGISTERS**

All Health and Safety Registers must be maintained and will include as a minimum;

<b>Document</b>	<b>Location</b>	<b>Responsible</b>
Accident Book	Site Office	Project Manager
Records of Reports and Inspections	Site Office	Project Manager
Daily Site Diary	Site Office	Project Manager
Record of Inductions	Site Office	Project Manager
Hot Work Permits	Site Office	Project Manager

### **8.2 ACCIDENT REPORTING AND INVESTIGATION**

All accidents and dangerous occurrences must be fully investigated, and the findings entered in the accident book immediately following the incident. All reportable accidents must be notified to the Construction Director or Managing Director and to Clients Health & Safety Advisors and Principal Designer by telephone in addition to the statutory duty to inform the relevant office of the Health and Safety Executive. The definition of a reportable incident/accident is set out in section '13 Book 'A' (Legal and Management) 'of the new CITB Safety Notes.

Each contractor is responsible for ensuring that accidents and incidents are reported to the Health and Safety Executive online or appropriate enforcing authority in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013). All accidents that result in personnel time loss or damage to plant or properties (of any nature) will be investigated by the employer or responsible person with full participation and cooperation of any contractors involved. A full report must be compiled with any witness statements and photographs to assist in the final conclusions and recommendations.

Where the responsibility for investigation lies with MILLIE PROPERTIES LTD, this will be carried out by the line management with assistance where necessary from Matrix Risk Management. The report detailing any remedial action will be submitted to MILLIE PROPERTIES LTD Director responsible for safety.

Where the incident is investigated by a contractor, MILLIE PROPERTIES LTD will be given a copy of the investigation report detailing any remedial action.

### **8.3 INTERNAL SAFETY INSPECTIONS**

Following notification to the Clients Health & Safety Advisors of a live project, the Safety Consultants will visit site every fortnight and will be informed of current and planned operations. The Project Manager will escort the Consultant around the project. Following this, the Consultant will leave on site a handwritten / printed copy of his/her findings; this will be signed by the Project Manager as an acceptance of the report. The Project Manager will complete the 'Close-Out' Section of the report and email a copy it to MILLIE PROPERTIES LTD.'s Head Office within 24 hours.

Any hazards that are identified by the Clients H&S Advisors are dealt with immediately and any recommendations they make are implemented as soon as practical – this will be in the form of a direct meeting with the relevant subcontractor or copying the recommendations directly to them. The inspection form incorporates a scoring and sign off procedure, which is monitored by the senior management of MILLIE PROPERTIES LTD.

We attach a copy of the current H&S Advisors inspection form. The H&S Advisor is available for advice at any time. They also provide health and safety update courses at our Head Office for all of our management teams.

The report that the H&S Advisors will provide will be attached to the progress report that falls closest to the inspection date.

Project Name:		Project Manager	
Project Number		Inspection Date	

Item	Criteria	Score
1.0	<b>Safety Signage</b>	10 Points Available
	Form F10 / insurance / safety posters / corporate notices displayed and adequate Site Safety documents / SMS / EMS / bulletin all current, safety wall chart / safety review meetings, weekly workplace inspections.	
2.0	<b>Work Control</b>	20 Points Available
2.1	Method statement and risk assessments not on-site, approved or adequate for the work in progress or proposed.	
2.2	Induction training not carried out or recorded. Regular toolbox talks not being provided HS&E plan reviewed and implemented, maintenance of safety reporting / statutory inspections / hot works.	
3.0	<b>Working Environment</b>	10 Points Available
	<b>Waste Management</b> Site waste management plan - reviewed and implemented, skip segregation / signage silo set-up, transfer notes, are materials tidily stacked, protected, and covered. <b>House Keeping</b> Does the site appear clean and presented? Trailing leads / lighting Noise / dust / fumes / vibration nuisance <b>Access / Egress Routes</b> Are routes free from obstruction, delivery access into buildings, gate control Have separate pedestrian routes been provided where practicable?	
4.0	<b>Work at Height</b>	40 Points Available
4.1	Standing Scaffold	
4.2	Edge Protection / Hole Protection	
4.3	Mobile / Podium Towers / Ladders / Stepladders	
4.4	Access platforms MEWPS	
5.0	<b>Plant and Equipment</b>	10 Points Available
	All lifting operations to include: All types of cranes, all hoists, gin wheels, genie type lifts and all associated lifting equipment (chains / slings / hooks / grabs / forks etc)  Site plant To include: Excavators / forklifts / dumpers / power tools / air tools / cartridge tools / abrasive wheels / hand tools  <b>Fuel Storage</b> Covered, double skin tanks, small fuel quantities, drip trays, hoses	

Item	Criteria	Score
6.0	<b>Public Interfaces</b>	10 Points Available
	Does the hoarding offer good security and protection to the public are public pedestrian routes clear, even and unobstructed, debris netting, warning signs and lighting adequate	
7.0	<b>Use of Personal Protective Equipment</b>	10 Points Available
	Mandatory head protection Mandatory footwear Mandatory high visibility clothing Other PPE required by risk assessment, Method statement or site conditions / rules (eye protection, ear protection, RPE, gloves, overalls, and harnesses) Include training in use of PPE and good condition / inspections	
8.0	<b>Site Establishment / Welfare Arrangements</b>	10 Points Available
	Are eating facilities sufficient and clean, are food preparation staff trained, "blue" first aid kit. Are washing / sanitary / changing facilities sufficient and clean? Is COVID19 compliance met?	
9.0	<b>Services</b> Are all leads, flexes and portable appliances defect free and tested/signage? Is there a valid electrical certificate c/w register? Underground / overhead services identified and protected / signage?  <b>Excavation</b>  <b>Emergency Procedures</b> first aid provision adequate/records sent to H/O? Spill kits provided and workers trained (toolbox talk)?  <b>Health Issues</b> Manual handling-weights known, mechanical aids available and used, training COSHH, HAVs, needle stick, asbestos, dermatitis, COVID19?	10 Points Available
10.0	<b>Fire Prevention</b>	5 Points Available
10.01	Compliance with LPC Code	
10.02	Fire plan, fire points, smoking policy	
11.00	<b>Innovation</b>	5 Points Available
11.01	Innovation or exceptional good practice	

Signed:  
(Safety Advisor)

Agreed:  
Project/Site Manager

SCORE	10	9	8	7	6	5	4	3	2	1
	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	UNSATISFACTORY	MATERIAL BREACH	RISK OF INJURY			

116-140 High level of compliance above standard
86-115: Satisfactory
70-85: Scope for improvement
<70: Major non-conformance / serve non-conformance notice.

Points Scored:	
Sections Applicable	
Available Points	
Score	

**A score of LESS THAN 3 in any category is a major non-compliance and could be subject to disciplinary measures.**

The Project/Site Manger is to take responsibility for the close out of all corrective action(s) identified.  
The Close Out Period will be dependent upon the severity of the non-conformance.





Project				
Date:		Time:		Page of
Ref	Actions	Score	Site Manager's Comments	Date Completed
	Outstanding items from previous report			
General Observations				
Number of Toolbox Talks to date:			Subject for next toolbox talk:	
Average No. of workers on site:			Total No. of workers inducted:	
Total first aid book entries:			Total No. of CSCS card holders:	
Signed	Safety Advisor:			
Received	Site Manager:			
All Items Completed To My Satisfaction	Site Manager:		Date:	
	Contracts Manager:		Date:	
	Safety Adviser:		Date:	

## **9.0 SHARED WELFARE FOR SITE PERSONNEL**

Shared welfare facilities will be provided on site; these will be cleaned and maintained daily. A first aid point will be available in the site manager's office.

## **10.0 INDUCTION AND TRAINING**

### **10.1 INDUCTION**

All site personnel must receive formal instruction based on the contents of this plan and a record of training will be maintained. See appendix C.

### **10.2 TRAINING**

Where specific training is required to use plant, erect a scaffold tower, or carry out a task, records demonstrating completion of such training will be requested and photocopied at the initial safety induction.

Where it is necessary and appropriate, employees may be sent on training courses relevant to the works in hand.

Further training will be carried out on site, typically in the form of regular toolbox talks covering a range of relevant subjects. Additionally, on-site training will be arranged for using any equipment before the worker starts to use it on site.

## **11.0 HEALTH AND SAFETY FILE REQUIREMENTS (CDM 2015)**

The regulations require that the client is provided with a 'Health and Safety File' which is, essentially, the full hand-over package of information which is required by the client for the effective and safe operation and maintenance of the completed and occupied building.

The requirement for the provision of 'health and safety file' information applies only in respect to the works being undertaken. The significant requirements for this project will be the following:

- Coordination by Principal Contractor of full set of "as built drawings" as produced by the Designers and Contractor's Designers.
- Design information for all parts of the project including:
  - basis of design
  - performance data
- Construction methods and sequences.
- O&M Manuals for new installations and modifications to existing installations.
- Details of hazardous materials and substances incorporated into the project.
- Relevant survey information, which may affect health and safety (e.g., asbestos survey report – post decontamination).
- The principal designer, principal contractor, tradesmen, and subcontractors must ensure provision of the above relevant information in accordance with the end users' requirements three weeks prior to handover where possible.

## **12.0 DESIGN INFORMATION**

The Project Manager will be responsible for reviewing and monitoring the design information received. The Project Manager will coordinate the issue of the information and any changes to the Code of Construction Response document.

### **12.1 HANDLING DESIGN CHANGES OR NEW INFORMATION DURING THE PROJECT**

Under the Project Manager's direction design changes or new information received during the project will also be issued to the relevant subcontractors whose works are affected by the changes. If required, the Code of Construction Response document will also be amended to reflect the changes in the scope of works with particular attention to any change or introduction of additional hazards. Consultation and discussion on design changes and new information will take place in accordance with the procedures highlighted in section 3.

**APPENDIX A**

**MILLIE PROPERTIES LTD**

**H&S POLICY STATEMENT**



## **Company Policy for Health and Safety**

The health and safety of our employees is of prime importance to the company and is essential to the efficient operation of its activities.

The responsibility for safety at work rests upon all sectors of management, and the company will ensure that this policy is implemented throughout the organisation. The company will take all reasonably practicable precautions to ensure the health, safety, and welfare at work of all its employees and any others directly or indirectly affected by their work by providing:

- a) A safe working environment by the design, construction, operation and maintenance of all plant, equipment, and facilities.
- b) Safe systems of work, as set out in the CITB Construction Site Safety Notes GE 700, document available on all sites or as defined in agreed method statements for specific activities. This is clearly identified as our **Health & Safety Policy - Arrangements**.
- c) Additional policy information can be found on our intranet site, MILLIE PROPERTIES LTD - Procedures.
- d) Adequate instruction, information, training, and supervision.
- e) Effective facilities for the treatment of injuries that occur at work.
- f) Effective fire prevention, emergency evacuation and fire control procedures, in accordance with the requirements and recommendations of the above Safety Notes document.
- g) Adequate arrangements for consultation between management and employee representatives.
- h) The making of such tests, examinations, samples, and records as are necessary to monitor the working environment.

No Health and Safety Policy can be successful unless it actively involves employees. MILLIE PROPERTIES LTD Limited will seek support from employees by the appointment of Safety Representatives, which include sufficient facilities to carry out this function and will offer conformity to related Safety Representative legislative requirements.

The Directors of MILLIE PROPERTIES LTD Limited are committed to regularly reviewing and developing this policy at least every 6 months.

MILLIE PROPERTIES LTD Limited actively seeks the full cooperation and support of all employees to assist the company in the application of this policy and to promote good practices and compliance with health and safety law.

This policy and its arrangements demonstrate the organisations commitment to providing a safe environment which is without risk to health and offering good standards of welfare facilities. The Directors will endeavour to ensure a fully committed approach to complying with the statements made in this document and will review its effectiveness whenever necessary or appropriate.

The company expects employees to conform to this policy and to comply with the relevant sections of the Health and Safety at Work Act 1974, and to exercise all reasonable care for their own safety and that of others that may be affected by their acts and/or omissions.

The company is committed to pursue best practice in the industry for health and safety and will fully support its staff in this aim.

The overall responsibility for health, safety and welfare of the company and its personnel is vested in the Managing Director, whilst the day-to-day management is the responsibility of the Construction Director.

The company will give full backing to this policy and will support all those who endeavour to carry it out.

Signed *L Webster*  
(Director for Company Health and Safety)

Date: 01/03/2024

**APPENDIX B**  
**METHOD STATEMENTS &**  
**RISK ASSESSMENTS**

**EXAMPLE:**

<b>Main Contractor</b>	Millie Properties Ltd		
<b>Project Title</b>	CRESCENT RD E4 6AU		
<b>Reference No.</b>	Demo Ref: DMS/113-4/mpl/001/010324		REV:00
<b>Document Title</b>			
<p><b>Method Statement for:-</b></p> <p><b>Partial Demolition &amp; 3<sup>rd</sup> floor construction extension</b></p> <p>.....</p>			
<b>ISSUE CONTROL</b>			
<p>This document remains the property <b>MILLIE PROPERTIES LTD</b> and is issued on loan to the person named below (the holder) on the understanding that it shall remain in the safe custody of the holder and be returned to the Projects Manager's on termination of the contract or holder's employment (as applicable).</p> <p>The holder shall be responsible for complying with the instructions that accompany revisions.</p> <p>The Project Manager's or his / her nominee shall only issue revisions. Amendments shall be identified by the revision number and a vertical line in the margin. The controlled copy number shall be entered in red ink</p>			
<b>Controlled Copy No.</b>	03	<b>Issued To</b>	Client: Dhadda Estates Ltd
<b>Controlled Copy No.</b>	02	<b>Issued To</b>	Site
<b>Controlled Copy No.</b>	01	<b>Issued To</b>	File HQ
<b>SIGN</b>	<b>AUTO DIGITAL DMS</b>	<b>AUTO DIGITAL GB</b>	
<b>PRINT</b>	DMS	Name and position of reviewer L. Webster DIRECTOR	Name and position of reviewer
	<b>PREPARED BY</b>	<b>CHECKED BY</b>	<b>APPROVED BY CLIENT</b>
		Dhadda Estates Ltd	
02			
01			
00	01/03/24	First Issue	
<b>REV</b>	<b>DATE</b>	<b>STATUS / DESCRIPTION OF CHANGES</b>	
<b>DOCUMENT NO.</b>	DMS/113-4/mpl/001/010324 REV:00		

		RA-Abrasive Wheels		MD053-30
				Version 1
				1 of 2

Operation/Task:	RA – ABRASIVE WHEELS	Employees at Risk:	Site Operatives.
Location/Area:	Plume of Feathers 282 Plumstead High St SE18 1JT	Other Persons at Risk:	Contractors, visitors.
Assessor:	DMS	Key Responsible Personnel:	Site Managers/Supervisors

Activity	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
Abrasive wheels	Wheel	Operatives being injured by contact with the wheel Operatives or bystanders being injured by disintegration (bursting) of the wheel Abrasive particles causing eye injuries Damage to hearing from exposure to noise Health hazards arising from exposure to dust and abrasive particles Other	5	5	25	Only trained and competent operatives will use abrasive wheel machines. Only trained, certificated and authorised persons will mount abrasive wheels. Suitable abrasive wheels will be selected for each work process. Abrasive wheel machines will not be used unless adequate guards are fitted to contain fragments of bursting wheel. The area in which machine is to be used will be clear and free of obstructions. All operatives and bystanders, where abrasive wheel machines are in use, will wear suitable eye protection. Noise will be reduced to lowest possible level and where action levels are likely to be reached, assessments will be conducted, information given to all persons likely to be affected, and ear protection provided, which must be worn when required. Eye protection to current EN standards must be worn.	2	5	10	• -
	Machine	Hand/Arm Vibration Syndrome (HAVS) Musculo-skeletal disorders	5	5	25	A tool producing high levels of vibration to have anti-vibration handles to reduce the risks Hand/Arm Vibration Syndrome (HAVS). Minimise the time individuals use the equipment i.e. job rotation. A separate COSHH Assessment will be carried out where dust is likely to be a hazard to health and suitable personal protective equipment (PPE) will be provided and worn. Machines, onto which abrasive wheels are to be mounted, will be properly maintained, marked with spindle speed	2	5	10	See RA68 - Vibrating tools.

		RA-Abrasive Wheels		MD053-30
				Version 1
				2 of 2

Operation/Task:	RA – ABRASIVE WHEELS	Employees at Risk:	Site Operatives.
Location/Area:	Plume of Feathers 282 Plumstead High St SE18 1JT	Other Persons at Risk:	Contractors, visitors.
Assessor:	DMS	Key Responsible Personnel:	Site Managers/Supervisors

Activity	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
						and not misused. Only trained and competent operatives will use abrasive wheel machines. Only trained, certificated and authorised persons will mount abrasive wheels. Refer to HSE guidance HS(G) 17 – Safety in the use of abrasive wheel. Refer to the Operator Manual. Use kinetic handling techniques.				
	Fuel	Fire/explosion	5	5	25	Refuel when engine is cool, using a funnel, in an area well away from the work area. Direct spark trail away from combustibles.	2	5	10	• -

The person signing this assessment must check the information above to ensure it is relevant to this operation on this site. Additionally any additional controls measures deemed necessary must be included.

Target Post-Control Rating=10. Some Pre-Control ratings may be less than 10 but further controls are still to be considered.

Assessment Date:	011023	Review Date:	30/09/24	Copies Issued To:	TO CLIENT	Date:	01/10/23
Approved for Issue:	DMS			(For Contract Specific Use)		Date:	
Issue No:	1					Date:	
* Exposure Ratings	1=Highly Unlikely, 2=Unlikely, 3=Possible, 4=Probable, 5=Common, 6=Regular, 7=Continuous						
** Severity Ratings	1=Trivial, 2=Minor, 3=Under '3-day' Injury, 4=Over '3-day' Reportable Injury, 5=Major Injury, 6=Fatality (1 person), 7=Multiple Fatality (2+ persons)						

**APPENDIX C**  
**SITE SAFETY**  
**INDUCTION FORM**

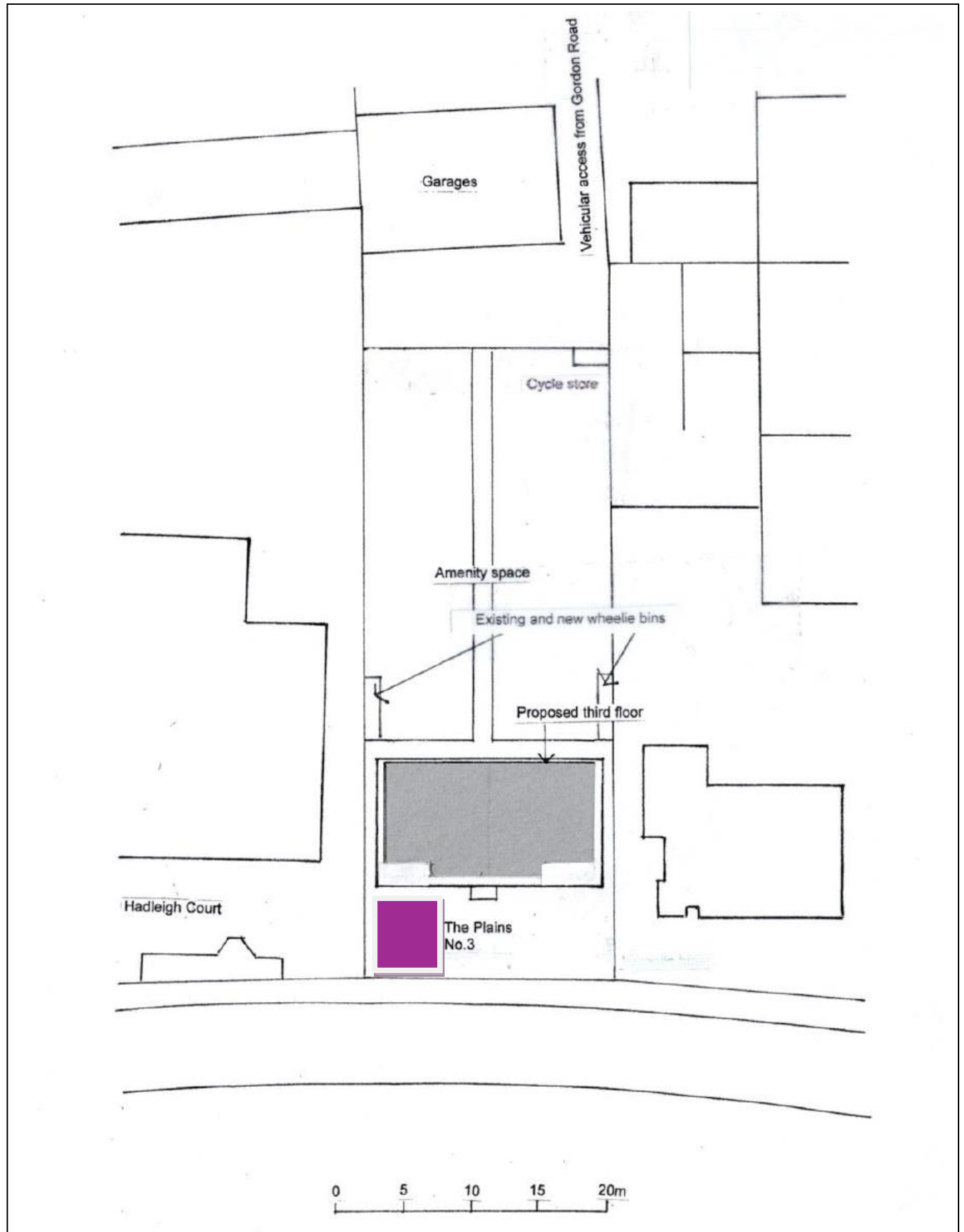


Project Name		CRESCENT RD CHINGFORD E4 6AU	Project Number	DMS/113-4/ MPL-001
No.	Induction Topics			Initial Box when acknowledged
1	<p><b>Description of the Project</b> – New roof extension to construct 3<sup>rd</sup> flr apartments and brick and block frame &amp; internal fitout to roof construction and refurbishment of existing &amp; associated internal and fit out &amp; external landscaping works hard &amp; soft).</p>			
2	<p><b>Signing In</b> - All operatives must sign in and out of the Attendance Book in the Site Offices and not start work without an appropriate Permit to Work in place.</p>			
3	<p><b>Safety Hazards/Risks</b> – The main safety hazards and risks at site will be noted in your company's method statements and risk assessments, as well as in the Principal Contractors 'Construction Phase Health &amp; Safety Plan'. A copy can be obtained from the Site Manager.</p>			
4	<p><b>Method Statements and Risk Assessments</b> - Prior to starting any work operation, you must ensure that you are fully aware of the method statement and risk assessments produced by your company for the operation to be undertaken. Copies of the method statements for all companies working on the site are held in the site office and are available for all operatives to read.</p>			
5	<p><b>Personal Protective Equipment</b> - You will be issued with the appropriate P.P.E before you commence your tasks by your employer and you must wear this equipment when carrying out your work. The wearing of the following P.P.E is compulsory on this project</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hard hat</li> <li><input type="checkbox"/> Safety Boots / Wellingtons (Steel Toe Cap and Mid Sole Protection)</li> <li><input type="checkbox"/> Hi-Vis Waist Coat</li> </ul> <p>Any person not wearing any of the listed P.P.E whilst on site will be issued with a warning letter. If the person is seen again without PPE they will be instructed to leave the site and will not be permitted to return.</p>			
6	<p><b>Interface with Pedestrians</b> – Discuss access and delivery arrangements</p>			
7	<p><b>Working at Height (Mobile Towers)</b> – Mobile towers must only be erected, altered, or dismantled by operatives who have been trained, or are under the direct supervision of someone who is competent to do so. All towers must be properly erected, stable, suitable for their purpose and equipped with toe-boards and guard rails on all working platforms. MILLIE PROPERTIES LTD will tag all Scaffold Towers to show they have been inspected.</p>			
8	<p><b>Working at Height (Ladders)</b> – Ladders are to be used solely for access purposes and are not to be used as a working platform unless a risk assessment has been carried out and accepted by MILLIE PROPERTIES LTD</p> <p>You are not to remove or tamper with access ladders under any circumstances</p> <p>Should a ladder appear unsafe, please inform MILLIE PROPERTIES LTD Manager immediately.</p>			
9	<p><b>Tools</b> - Any electrically operated tools you are to use must be subject to a pre-user inspection. You need to check that the cables are free from damage, which may be exposing live wires. The handles and body casing must be secure and un-damaged. Any faulty equipment must be removed from service and reported to your immediate supervisor. You must also ensure that the equipment you are going to use is suitable for the task operation. If it is not suitable report to your immediate supervisor and request alternative equipment.</p>			

10	<b>Radios &amp; Mobile Phones-</b> Radios including mp3 players are not permitted on this site. If you are seen using a radio, it will be removed from site. Mobile Phones are not to be used inside the building.	
11	<b>Welfare</b> - There are suitable welfare facilities on this project for your use. These are being cleaned on a weekly basis, please help to keep these facilities clean by using the waste bins provided. The toilet facilities are for your use, if you are seen urinating on site, you will be instructed to leave. After any work shift and before taking any meals or tea-breaks you must ensure that you wash your hands and forearms. Soaps and towels are provided; if they are not available ask for a restock from the site manager. NOTE COVID 19 Compliance and wash hands thoroughly for at least 20 seconds and follow on site directives about COVID19 until further notice but although restrictions lifted maintain cautions on site. The consumption of drinks or foods may only be taken in the welfare facilities provided and not in the working areas on site. The use of drugs and or alcohol is not permitted on site.	
12	<b>Smoking</b> – In accordance with current legislation, smoking is not permitted on this project within any area of the building, and only at designated smoking shelter outside the building.	
13	<b>First Aid</b> - A first aider will always be available, and you are asked to make yourself aware of the designated person and contact number. This information will be displayed on the site hoarding, along with contact information. First Aid equipment is available in the site offices.	
14	<b>Accident Reporting</b> - If you have any accident no matter how minor you think it is, report immediately to the first aid point in the site managers office. Cuts may be exposed to chemical / toxins etc and must be treated. When you have been treated, report to the MILLIE PROPERTIES LTD manager when the accident record book will be completed. If you find someone unconscious or trapped etc, do not approach without firstly summing for help and asking for the first aider. Before you approach, think of you own safety i.e., falling objects, live cables, etc. If the person is in a contaminated area, do not approach unless you have the appropriate breathing apparatus and lifesaver kit.	
15	<b>Fire</b> - If you find a fire on site, call for immediate assistance, if the fire is large and or is already spreading clear the immediate area by activating the fire call point / alarm nearby, and leave the building and go to the assembly point in the rear service yard. Do not attempt to extinguish any fire unless you have been trained in the use of a fire extinguisher. Extinguishers have been provided at fire points around the site. Do not abuse these fire points.	
16	<b>Hot Works Permits</b> – Any hot works that could be the source of ignition are to be carried out under a “hot works permit”. These works include welding, brazing, soldering, cutting and any other heat producing processes. The permit is to be obtained from a member of the MILLIE PROPERTIES LTD management team prior to commencing works. Whilst carrying out the hot works a suitable fire extinguisher is to be readily available in case of emergency. After the hot works are complete, a full check of the area is to be carried out to ensure that there is no risk of ignition. The permit is then to be signed off.	
17	<b>Medical Condition</b> - Do you have a medical condition that could affect you or other operatives whilst you are on site? For example – Epilepsy, Asthma, Heart Conditions, Diabetes, or any other condition for which you take medication.	
18	<b>Considerate Constructor/ Consideration for the Neighbours</b> - The site will be operated under the rules of the Considerate Constructor scheme which requires that we set high standards as a Contractor.	
19	<b>CSCS</b> – You are actively encouraged to become CSCS registered and MILLIE PROPERTIES LTD is committed to employing a work force holding a CSCS cards.	
20	<b>Site Tidiness</b> – All areas of the site must be maintained in a clean and tidy condition at all times. Please therefore ensure that you clear your waste materials to the skips on a regular basis and at the end of every shift.	

21	<b>Security</b> – Discuss the signing in regime at site.	
22	<b>Duty of Care</b> - Our aim is to ensure that you go home at the end of every day, but you must help to ensure your own safety. Taking short cuts or risks on site may not only endanger your life but that of your colleagues and workmates.	
	<b>FINAL NOTE - Remember:</b> You have a duty of care to yourself and that of others who may be affected by your undertakings. If you see another person acting in an unsafe manner, stop them and report this to your supervisor or to one of the MILLIE PROPERTIES LTD management team.	

APPENDIX D SITE SET UP OFFICES / CANTEEN / WELFARE etc LAYOUT PLAN



BLOCK PLAN

*To be inserted here*