

Construction Environmental plan for:

RAF Uxbridge



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SECTION 1 – INTRODUCTION

Cuddy Demolition and Dismantling Limited has been asked to produce a 'Construction and Environmental Management Plan' for the RAF Uxbridge site.

The Construction and Environmental Management Plan has regards to the Framework CEMP prepared by Atkins as well as the other documentation provided at tender stage.

- **Site Location, surrounding**

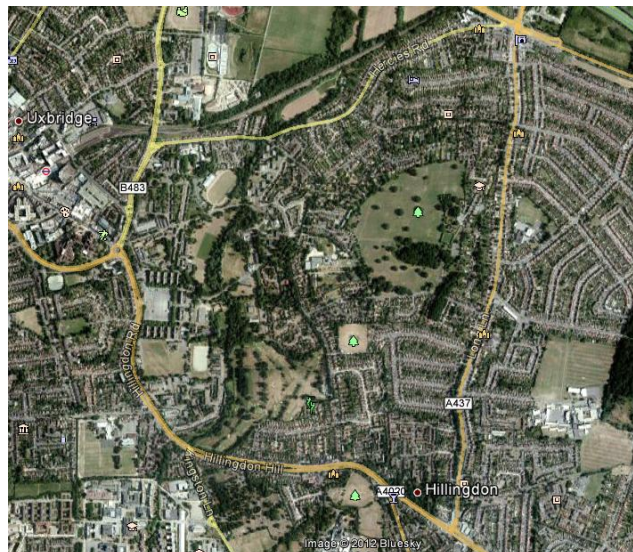
The site is a RAF base located in Uxbridge which is located off Hillingdon Road.

The site is to the west of central London and approx 3.2km from the A40/M40 this is the route which will be used for all parties and will be stated on the traffic management plan. (See traffic route in The Construction Logistic Plan in Appendix A)

To the north of the site there is Uxbridge College and Hillingdon House farm (athletic track) and Uxbridge Lido.

To the northwest of the site is Uxbridge town centre. To the south of the site Uxbridge School, Brunel University and Hillingdon Hospital. To the east of the site off Vine Lane lies the CS Hillingdon International School and the suburban area of Hillingdon Court Park Area of Special Local Character

To the western side of the site lies the A4020 – Hillingdon Road.



The site contains a vast number of buildings and facilities of former military use including accommodation buildings, stores, a rifle range, Hillingdon House and a communication towers.

At least 50% of the site is occupied by recreational facilities including tennis courts, running track and green open space.

The site is separated from north to south by the River Pinn this in turn forms a green corridor and is known as The Green Belt.

Access and egress to the site is off Hillingdon Road

- **Background and historical data**

The site was the former Hillingdon House and estate from this it was then taken over and became the RAF base as it is today.

There are a number of listed buildings these are:-

Hillingdon House	Building	40
Cinema	Building	145

Cuddy Demolition and Dismantling Limited will ensure that no adverse impact will affect the above buildings. In some cases we are working by some of the listed buildings we will implement the correct precautions to ensure that no damage is resulted to the buildings.

- **Future works**

The site is being redeveloped into a residential location. After all the works have taken place the works to redevelop the site to facilitate:-

1400 dwellings – this is to include 77 one bed assisted living retirement apartments.
Theatre which will seat 1200
Café
Office development
Energy Centre
Retail development
Hotel
Primary School
Local Centre
GP Surgery

Including the above buildings the future works will also comprise of the improvements to the access routes, pedestrian links to and from the town centre, car parking locations and the landscaping and servicing facilities

All construction element of the works will be identified and detailed in the Framework Construction Environmental Management Plan and the Logistic Plan

- **Scope of works**

The scope of works to be carried out under this contract is as follows,

Site Possession from Client

Erection of fencing to secure the site and site compound

Setting up of the welfare facilities to comply with CDM regulations

Confirmation that all the services have been disconnected and confirm where services and drainage are within site boundary. Take appropriate measures as necessary to protect.

Provision of new drainage and re-construction of existing roads

Civilise the site to then be handed back over the Client

SECTION 2 – PROJECT TEAMS RESPONSIBILITIES AND ROLES

Management structure and responsibilities

Darren Evans who is the Civil Director will have overall responsibility for safety issues specific to the project. He has the overall responsibility to make arrangements for the control of risk on company sites, programme the works in the most appropriate order and method of working and provide adequate and suitable equipment for the safe execution of the works.

The Contracts Manager will be Gavin Lockyer he will be the Site Supervisor and has responsibility for progress of the works. He will ensure that the project is progressing well, that all personnel on site are fully trained and competent to carry out all the elements of the works. He will also ensure that the environmental performance is adhered to by all personnel on site along with the relevant documentation which is needed on the location to allow the job to proceed.

Juls Davis facilitates the Management of health, safety & welfare at all of the Company sites or workplaces wherever they may be and ensure co-ordination of company safety measures with other contractors, subcontractors, clients and safety representatives on the same project. It is his responsibility to audit compliance with the Company Safety Policy, be conversant with statutory safety regulations. The Site Supervisor will ensure all employees and new starters work to the content of the Health and Safety Plan.

Leighton Hughes is Cuddy Demolition and Dismantling Limited Environmental and Waste Manager. He is responsible for the management and coordination of the environmental measures on the sites.

The Site Supervisor will have joint responsibility for on site operations with the Contracts Manager. He will also be in charge of ensuring that all the personnel on site are given inductions and training when necessary. Maintaining the site: security, welfare, deliveries and on site paperwork. The Site Supervisor will ensure that they have good communication with the surrounding area/community.

Cuddy Demolition and Dismantling Limited will provide a Project Team directory which will be available on site and distributed to the relevant parties in respect of the job.

- **Curriculum Vitae/Project Team Directory**

Please refer to Appendix A to the Curriculum Vitae, for the Project Team Directory please refer to Appendix B

- **Training**

Training is undertaken internally and externally as required. Should insufficiently trained and qualified labour be available locally, Cuddy Demolition and Dismantling Limited will instigate a system of training to provide adequate local labour levels. The local labour will be sourced with agencies and will be at competent level and have the appropriate CSCS or CCDO certificates. All labour used will have a background in construction.

Areas in which training is undertaken include the following:

- Plant operation
- Safety awareness
- Abrasive wheels
- First aid
- Asbestos removal/supervision

- Demolition operative training
- Safety management for managers
- Policy/arrangements
- Manual handling
- Working at height

Site induction

Site inductions will take place on the first day on site of all operatives. The site rules will be conveyed to the operatives during their induction together with fire / emergency procedures and first aid provisions.

Cuddy Demolition and Dismantling Limited will carry out an environmental issues training for all personnel who will be on site during the works. This will be carried out by the Health and Safety Manager – Juls Davis.

A record of all site inductions for work personnel will be kept in the forms and guidance file located in the site office.

All visitors to the site will be subject to a site induction. These inductions will also be kept in the forms and guidance file.

All visitors to the site will be given an induction by the Site Supervisor and will be escorted around site at all times.

Notice board will be visible to all personnel and on this will be the emergency contact numbers of 'out of hours' contacts and the project directory team.

On site training

On site training will be in the format of site induction training, regular toolbox talks and job method statement and risk assessment briefings plus safety meetings and training topics by the safety department.

Welfare facilities and first aid

Welfare facilities will be provided prior to any works commencing in line with the following organisational arrangements. Arrangements will be made for all toilets and welfare facilities to be cleaned and re-stocked on a regular basis

At least one first aider must be present on site at all times and supported by an appointed person where deemed as being required.

SECTION 3 – MANAGEMENT PROCEDURES AND CONTROLS

Regular liaison between the parties on site

A pre-start meeting will be arranged prior to works commencing between all the parties to review the pre-construction information pack and the construction phase plan. Thereafter, communications between all parties involved will be co-ordinated by the contract administrator; these will include regular site meetings to discuss specific aspects of health and safety of the scheme. A copy of the agenda for the meeting is contained within appendix A in the construction Phase Plan and the minutes will constitute the developing construction phase plan.

Cuddy shall display the necessary F10 notifications on the welfare notice board together with a copy of the Company insurance certificate and health and safety poster.

Cuddy must be aware of other projects underway on the larger development. Also Cuddy must liaise with Prosurv Consult Limited, regarding access to their site through the site which is controlled by Prosurv Consult Limited. All Cuddy Employees and associates sub-contractors must sign in and out at the main office on each visit.

Liaison between other parties that may be affected by the works

1. The Client is to notify the relevant local government departments regarding any noise/dust issues that may be caused as a result of the works.
2. The Client will have submitted the relevant Section 80 Notice under the Building Act 1984.
3. The Client will liaise with the Statutory Undertakers to obtain written confirmation of the disconnection of services to the premises (where applicable). This information will be passed to Cuddy on receipt and prior to the commencement of works on site.
4. Continuing liaison with the Client in respect of the health and safety file.
5. A daily hazard book should be used to identify significant hazards on site at any particular time.

Site Waste Management Plan

Cuddy with assistance of the Client or his representative; develop and manage a detailed site waste management plan as defined by the *Site Waste Management Plan Regulations 2008 for the duration of the works*. The emphasis placed upon Cuddy in being proactive as opposed to reactive.

The plan will need to describe a set of waste management estimates, against which Cuddy will compare performance as the project progresses.

Cuddy is responsible for updating the site waste management plan and ensuring compliance and co-operation amongst workers, the Client or his representative will continue to have a role in ensuring the plans effective implementation. Cuddy is responsible for reviewing, revising and refining the plan as necessary, in particular, to ensure that roles and responsibilities are clear as the project progress. We will ensure that adequate security measures are put in place to help avoid waste being disposed of illegally at the site.

The site waste management plan must be updated every 3 months as waste is disposed or, re-used, recycled or otherwise recovered. When waste is removed from site Cuddy will show in the site waste management plan compliance with the waste management licensing, waste duty of care and waste carrier registration regimes.

It is Cuddy's responsibility to classify the wastes generated although it is anticipated that the waste planned for disposal will be classified predominately as non-hazardous waste.

A permit to work procedure is an extension of the job method statement, not a replacement – Cuddy will ensure the area expected to be covered by this system would include but not be restricted to hot work.

When working at height it is important to protect others from hazards of items or objects falling onto them – simple way is by identifying the hazardous zones with hazard tape and barriers.

MEWP's are to be operated by suitably trained qualified and certified operatives (IPAF or equivalent); all operators' certificates of competence be inspected and recorded by Cuddy prior to work commencing. Copies of the relevant equipment certification are to be kept and maintained in the site office. All tasks at height must be carried out by competent contractors with valid CSCS or similar certification.

Cuddy must clearly mark out all areas of fragile material e.g. asbestos cement sheet roofs, skylights, weekend floors ... etc. These areas must be clearly segregated as no go areas until they can be removed or made safe. Cuddy will describe in details how we will control and/or eliminate all the areas that have been identified as containing fragile material.

It is expected that there will be a reasonable amount of vehicle movement, with the removal of demolished material and delivery of plant and equipment. Cuddy will ensure that:

- Deliveries are managed; a 'just in time' basis as to minimise the likelihood of congestion to the car parking facilities and internal road system;
- Vehicles will be marshalled onto the site where materials will be loaded from the designated material storage area in a timely manner;
- Where possible, mechanical means will be employed to minimise exposure to manual handling hazards;
- A banksman must be used where required and that all such persons will be familiar with signals and suitably qualified to CSCS (or equivalent level). Banksman to wear high visibility clothing at all times;
- If required at the site egress – road cleaning measures such as a road sweeper and/or wheel washes will be provided, if necessary;
- The removal of waste from site will incorporate the above controls where applicable;

Cuddy Demolition and Dismantling Limited will limit the amount of vehicle movements during the day to ensure that the surrounding area/residents are not affected. Vehicle movements will be kept to a minimum during the peak periods.

Cuddy D & D will ensure that the movements are kept to a maximum of 40 per day depending on the works being carried out. Cuddy D & D will keep the movements during these times to a minimum. Cuddy D & D are aware of the peak hours as stated below:-

Peak Hours are: - 07.30am – 09.30 am and 16.00 pm – 19.00 pm.

Cuddy D & D will be monitoring the movements and a log to monitor the traffic movements.

Risk assessment and suitable job method statement must be carried out by a competent person before any lifting operations can take place. Any major operations will require a permit-to-work to supplement the job method statement. Any lifting equipment must comply with Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and Provision and Use of Work Equipment Regulations (PUWER) 1998.

Where Cuddy is required to work in voids, we shall have in place a safe system of work in accordance with the requirements and advices as stated in *The Confined Spaces Regulations 1997 – SI 1997/1713*, the associated HSE Approved Code of Practice and Guidance *Safe Work in Confined Spaces 1997* and HSE INDG Series 258 *Safe Work in Confined Spaces 2002*.

Cuddy will be expected to carry out regular assessments of the site during the project regarding working in confined spaces. No work in confined spaces will be carried out until a competent person has carried out a detailed risk assessment and drawn up a job method statement using a permit to work.

Consultation with the workforce

The means by which the workforce will be informed about the risks to their health and safety arising from the environment in which the project is to be carried out and the construction work itself shall be by the following:

Site induction training

Safety meeting

Tool box talks

Risk assessment / job method statement briefing

Exchange of design information

The exchange of design information will be an agenda item within the progress meetings between the duty holders whereby design issues will be discussed and any outstanding information not received by any of the duty holders will be raised.

Handling design changes during the project

Any design changes during the construction phase will be evaluated by the site supervisor for the project. Any work requiring an amended risk assessment / job method statement will cease until the risk assessment / job method statement has been amended by the Supervisor / Contracts Manager / Director and conveyed to all personnel affected.

The selection and control of contractors

A competency assessment will be undertaken prior to appointment of any sub contractor and its employees. All sub contractors engaged to work on the project shall be carefully selected off the Cuddy approved list of sub-contractors and work under a Cuddy permit to work.

Exchange of information between contractors

Health and safety information will be exchanged between the principal contractor and any sub-contractor via the following:

Site induction training, Safety meetings / training, Tool box talks and Risk assessment / job method statement briefing

SECTION 4 – ENVIRONMENTAL MANAGEMENT

• *Environmental Policy Statement*

Cuddy Demolition and Dismantling Limited is a major international contractor providing multi disciplined solutions for asbestos removal, demolition and civil engineering to a UK wide and international client base.

The Company recognises that through its activities it has a direct impact on the environment and is committed to reducing this impact through a structured plan of monitoring and continuous improvement for pollution prevention, waste management, recycling, energy use and effective environmental management.

We will provide a framework for setting and reviewing environmental objectives and targets which will be updated on an ongoing basis to ensure that where possible we will reduce our impact on the environment.

We also maintain a process by which we ensure compliance with all applicable current and pending legal regulation.

Some of our key environmental impacts are:

- Consumption of fuel by company vehicles
- Waste generated through our key business operations
- Use of natural resources at the main offices and our operational sites

To this end the Company has signed up to the Construction Commitments: Halving waste to landfill. Accordingly, the Company aims to reduce by 90%, the rate at which its projects send demolition and excavation waste to landfill relative to a 2008 base line level. This will be continually reviewed to seek further reductions and will be reported annually using the following KPI's:

- Tonnes of waste per £100,000 construction value
- Tonnes of waste to landfill per £100,000 construction value
- % of waste diverted from landfill

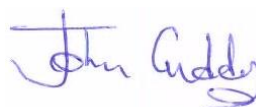
It is also our aim to monitor the use of natural resources at our head offices and to implement changes and improvements to reduce our consumption of these resources and therefore our impact on the environment.

Management will foster environmental awareness in the workforce and create a positive attitude to the environment. The Company will also provide sufficient training on environmental issues and shall communicate this policy to all persons who work for, or on behalf of the Company including sub-contractors.

As part of our continual improvement programme this policy will be subject to review on an annual basis

This policy is available to all interested external parties and the public on request.

Signed:



Name: John Cuddy

Date: 21st March 2012

- ***Environmental aims***

The primary aim of Cuddy Demolition and Dismantling Limited is to be fully committed to carry out its work with proper and genuine concern for the environment through continual improvement. The highest standards of environmental management will be adopted in all company business areas.

The company will endeavour to ensure that none of its work activities have an adverse effect on the environment, surrounding residential areas or natural wildlife habitats. The company will seek to adopt a total 'cradle to grave' assessment and responsibility for its activities.

Cuddy Demolition and Dismantling Limited will ensure that all employees are adequately trained in environmental awareness and that consultation is maintained with employees for implementing control measures.

It is essential that Cuddy Demolition and Dismantling Limited ensure that its day to day operations are compatible with the principles of sustainable development, but that any long term decisions are compatible with these principles.

Investment policy – all medium and long term financial investments should be made with environmental and ethical considerations taken into account. To this end, environmental and ethical investments are preferred to other investments although they must also perform as well as other investments.

- ***Environmental monitoring***

Noise

Control of noise will be in accordance with the requirements of the contract specification.

If the anticipated construction noise levels are higher than the existing surrounding noise levels liaison with the local authorities shall be established.

Cuddy Demolition and Dismantling Limited will ensure that their works contractors select construction plant such as to maintain noise emission as the recommendations set out in BS 5228 'Noise Control on Construction and Open Sites'.

All sites will be subject to 'at source noise monitoring' by the Group Safety Department. The noise reports will be distributed to contract parties as required.

Vibration

Control of vibration will be in accordance with the requirements of the contract specification.

Cuddy Demolition and Dismantling Limited will ensure that the works by their sub contractors shall be planned and undertaken utilising methods to minimise the nuisance caused by vibration.

All work that may result in excessive ground vibration will be assessed prior to operations starting. If required additional ground monitoring may be undertaken to ascertain levels.

Where required liaison will take place with statutory service providers in line with the mitigation and control of vibration.

Dust/air pollution

All works shall be undertaken utilising all necessary and practical measures to avoid creating a dust nuisance.

Control measures shall include:

- No unauthorised or uncontrolled burning on site will be permitted.
- Damping down of dusty materials and unpaved surfaces and roads shall be done when necessary in dry weather.

Precautions shall be taken to limit smoke emissions or fumes from site plant or stored fuel oils. Plant shall be maintained and measures taken to ensure that it is not left running when not in use. Crushing and breaking of concrete shall be suppressed by the use of a water spray.

Controlled waters

Controlled waters include inland freshwaters (relevant river or watercourse, ground waters and waters contained in underground strata).

Cuddy Demolition and Dismantling Limited will advise their works contractors to ensure that all plant on site are regularly serviced and checked for oil and grease leaks.

Cuddy Demolition and Dismantling Limited will also ensure that their works contractors are advised that Wet cement and raw concrete will not be allowed to enter any watercourse and tools and equipment will not be washed in any watercourse.

Any deconstruction operations, which require working within an existing riverbed, shall be subject to detailed planning and temporary works design. Based on the information provided by the employer in the form of the Engineering specification and the Initial Health & Safety plan, a method of deconstruction will be adopted to avoid working within water courses / ground works.

Discharges into controlled waters will only be carried out when the necessary approval has been obtained from the Environment Agency.

Sewers

Discharges into public sewers require the consent from the relevant sewerage undertaker. All discharges on the project into the sewers will only be carried out following consultation with the sewerage undertaker and the formal issue of the necessary paperwork.

The license to discharge will be obtained from the local authority prior to work starting on site.

Archaeology

In reference to the Archaeological Evaluation undertaken by Headland Archaeology (UK) Limited. It states within the potential is high for features relating to the Hillingdon House estate. The formal gardens and parkland surrounding the house quickly disappeared in the 20th century given the ongoing development of RAF Uxbridge.

Buried remains associated with the formal gardens, kitchen garden and parkland surrounding the house are likely to exist below ground, through extent and level of survival are unknown. These may comprise garden features, ditches and building remains.

Specifically the aims of the investigation include:-

- Establishing the presence or absence of archaeological remains within the proposed application site. in particular any evidence of Prehistoric, Roman or medieval activity or settlement associated with the River Pinn;
- Determining the nature, extent, condition, date, character, quality, significance and state of preservation of any archaeological features and deposits affected by the proposed development;
- Assessing the ecofactual and palaeo – environmental potential of archaeological deposits and features within the site and to take samples where deemed appropriate;
- To report on the results of the fieldworks

Archaeology is the study of human history through the excavation of sites and the analysis of physical remains.

Where no other records exist, it is often the only source of information about our previous occupation of an area from the earliest inhabitants many thousands of years ago to more recent times of just a hundred years or so.

It is not only buildings and their foundations but also artefacts such as jewellery, pottery, coins, bones and skeletons that need expert examination before removal and preservation.

- Avoid prosecution: It is illegal to damage some monuments and archaeological structures.
- Avoid environmental harm: Archaeology is an important part of our heritage and valuable and irreplaceable remains can easily be damaged on construction sites.

DO's	DON'T'S
Stop work if you find any archaeology features and immediately contact your manager for instructions	DON'T assume that any artefacts or features uncovered are unimportant
Obey the advice provided by any appointed archaeologist	DON'T remove any 'finds' such as coins, pottery, or bones from the site. It is illegal
	DON'T undertake work adjacent areas of archaeological importance without considering if any damage may be caused • Vibration may cause cracking • Dewatering may cause a preserved feature to settle and crack
	DON'T drive vehicles through protected areas where there are protected boundary walls.

Listed buildings

Whilst any work is being carried out Cuddy will ensure that the adequate protection is implemented. All the necessary signage and fencing will be used.

SECTION 5 GENERAL MANAGEMENT

Safe systems of work

All persons on site must be conversant with and comply with all items contained within. A copy of the site rules is to be issued to each operative during site induction training. A copy of the safe systems of work will be provided with the Construction Phase Plan.

All operatives will be issued with the appropriate PPE and RPE to undertake the relevant tasks. On issue all items will be signed for and the records retained on site for future reference. All operatives shall be responsible for checking the PPE to ensure it is suitable for the purpose intended and daily check will be undertaken by the Site Supervisor and a compliance sheet completed. Any lost or damaged PPE will be reported to Cuddy Site Supervisor immediately and items will be replaced.

General – Outline method of work

The works would be carried out in the sequence shown on the tender programme.

Preliminary works

- Confirm service termination/diversions to the boundary of the site.
- Carry out surveys and coordinate work to services within the boundary which are to remain live.
- Put in place protection works to live services.
- A 1.8m high heras fence line would be set up where necessary, along the site interface. – it is to be noted that where there is no demolition work or groundwork to be carried out other than the felling of trees, it is acceptable to use an above ground specification of fencing (extract from BS5837;2012)
- Construct roadways and co-ordinate all traffic movements, parking etc – if required
- Put in place all temporary access, emergency escapes etc as specified in the contract.

Production and approval of risk assessments and job method statements

Our staff are fully trained in the preparation of risk assessments. The risk assessments and job method statements will be produced by the member of staff who will be most intimately involved with the operation.

The appropriate method of managing and controlling of risks will depend on the operation. They are worked through in site meetings and by means of toolbox talks with the workforce, where applicable, upon finalisation they will formally documented and retained in this section.

Risk assessments and job method statements (in accordance with BS 6187:2000) are maintained within the site file located in the site office and are issued to the client prior to work commencing

Please see below example RAMS these will be site specific to the site once the works have been awarded.

Project specific documents will be issued in advance of the respective activities

- *Site Set Up/Welfare/fencing*

Heras fencing panels are to be delivered to site to act as a exclusion zone fencing to keep unauthorised personnel and members of the public from entering the site and erected as agreed with the Client

Welfare units, toilet and a lockable steel storage unit are to be delivered and lifted into position by Hiab in area agreed with Prosurv Consult Limited

A banksman is to be in attendance at all times to assist the operator

- *Site Clearance*

Excavate top soil and removal of existing features to enable the proposed works to commence.

Cuddy Personnel engaged in this work shall have completed the following and hold a valid CSCS card

- Cuddy / Main Contractor Site Induction.
- Copies of operatives training records are available and kept in the site office for inspection, along with all relevant COSHH, HAV assessments.
- For daily/weekly safety inspection carried out by the site manager / site supervisor please see Cuddy site safety file.

Works undertaken shall comply with the Site Safety Rules for Contractors.

All persons engaged in this work shall be competent and have had the necessary training to undertake the work, with all training records available for inspection.

Prior to commencement, Cuddy are to be in possession of all relevant information, namely:

- Information relating to ground conditions.
- Service Plans
- Permit to dig by Cuddy– Copy to be kept with Machine operator

Contract drawings for site clearance to be thoroughly checked prior to commencing work. Only those items marked on the drawing shall be removed / stored. All other items shall be removed from site and disposed of accordingly.

All vehicular movements to be agreed between nominated Cuddy operative and Client representative. Where required, Cuddy will provide banksmen to control the working area.

All Cuddy employees are to complete the signing in and out book daily within the Cuddy designated area.

All Cuddy employees to wear appropriate PPE whilst on site.

The site boundary will be marked out and heras fencing panels double clipped will be erected around the perimeter of the site.

Before any excavation work is to start, a Permit To Dig must be completed and atmosphere checks to be completed

The 360° excavator operated by a competent person will be used to clear the area around the excavation. A banksman will be used to control movements of mobile plant.

The area of the excavation shall be marked out for the excavator to start. Markings should include the location of underground services. A CAT (Cable Avoidance Tool) scan will be used to locate these services.

Spoil must be placed into a dumper which is close enough for the excavator to place the spoil immediately after excavating. The dumper must then take the spoil to a specified area of the site so that it is kept clean and tidy. All top soil to be kept separate and tipped at the designated area.

For environmental purposes, the spoil heaps shall be “sealed” regularly to assist with the reduction of run-off effects.

If a large excavation is taking place, larger vehicles may be required to remove the spoil from site. If many vehicles are needed, parking areas should be used so that the dumper can be filled, and then drive out of the site with another dumper taking its place.

All plant must keep a safe distance from the edge of open excavations.

When nearing underground services, hand tools should only be used so as not to puncture the services.

If the excavation takes place near a pedestrian area, fencing must be placed around the site as to prevent pedestrians from falling into the excavation. Signs may also be used to draw attention to it.

If there is a risk of water ingress, suitable methods should be in place to prevent water ingress or remove water, e.g. pumping the water out of the excavation.

Designated vehicle routes must be kept away from any excavation as excess loading of the soil around the area can result in the sides collapsing. These routes must be clearly marked by baulks of timber and/or fencing.

After hours, each excavation must be securely covered to prevent any person from falling into the excavation.

Excavation through the highway & footpath will require the trench to be marked out, the tarmac to be cut using a road saw to ensure a neat edge is formed, existing tarmac is to be removed carefully, and excavation to continue as above.

- **Drainage**

Excavate & install any temporary works required, install pipe work, gullys and reinstate as per the specification

Cuddy Personnel engaged in this work shall have completed the following and hold a valid CSCS card

- Cuddy / Main Contractor Site Induction.
- Copies of operatives training records are available and kept in the site office for inspection, along with all relevant COSHH, HAV assessments.
- For daily/weekly safety inspection carried out by the site supervisor please see Cuddy site safety file.

Works undertaken shall comply with the Site Safety Rules for Contractors.

All persons engaged in this work shall be competent and have had the necessary training to undertake the work, with all training records available for inspection.

Prior to commencement, Cuddy are to be in possession of all relevant information, namely:

- Information relating to ground conditions.
- Service Plans
- Permit to dig by Cuddy– Copy to be kept with Machine operator

All vehicular movements to be agreed between nominated Cuddy operative and Client representative.

Where required, Cuddy will provide banksmen to control the working area.

All Cuddy employees are to complete the signing in and out book daily within the Cuddy designated area.

All Cuddy employees to wear appropriate PPE whilst on site.

The site boundary will be marked out and herras fencing panels double clipped will be erected around the perimeter of the site.

Before any excavation work is to start, a Permit To Dig must be completed and atmosphere checks to be completed

The 360° excavator operated by a competent person will be used to clear the area around the excavation. A banksman will be used to control movements of mobile plant.

The area of the excavation shall be marked out for the excavator to start. Markings should include the location of underground services. A CAT (Cable Avoidance Tool) scan will be used to locate these services.

Spoil from the excavation must be placed into a dumper which is close enough for the excavator to place the spoil immediately after excavating. The dumper must then take the spoil to a specified area of the site so that it is kept clean and tidy.

If a large excavation is taking place, larger vehicles may be required to remove the spoil from site. If many vehicles are needed, parking areas should be used so that the dumper can be filled, and then drive out of the site with another dumper taking its place.

All plant must keep a safe distance from the edge of open excavations.

Before entering an excavation, the sides of the excavation must be battered back at a safe angle or sufficient ground support such as shoring or trench boxes must be safely in place.

When nearing underground services, hand tools should only be used so as not to puncture the services.

Adequate edge protection must be provided, including guard rails, toe boards and a ladder tied at the upper end to provide access and egress to the excavation. Access may be needed across the excavation; therefore the access way must be at least 600mm width with adequate toe boards and guard rails.

No person is permitted to be in the excavation when they are in the area of materials being placed in the excavation.

If the excavation takes place near a pedestrian area, fencing must be placed around the site as to prevent pedestrians from falling into the excavation. Signs may also be used to draw attention to it.

If there is a risk of water ingress, suitable methods should be in place to prevent water ingress or remove water, e.g. pumping the water out of the excavation.

Designated vehicle routes must be kept away from any excavation as excess loading of the soil around the area can result in the sides collapsing. These routes must be clearly marked by baulks of timber and/or fencing.

After hours, each excavation must be securely covered to prevent any person from falling into the excavation.

When the trench is completed to the required level, install the pipe bedding material, and insert the pipe, ensuring it is to the correct line and level.

Place pipe surround material as required, and backfill using appropriate fill.

Remove temp works as backfilling process is working its way up using appropriate lifting equipment.

Once pipe installation complete, repeat the above as required.

Excavation through the highway & footpath will require the trench to be marked out, the tarmac to be cut using a road saw to ensure a neat edge is formed, existing tarmac is to be removed carefully, and excavation to continue as above.

Reinstatement of highways and footpaths to be carried out in accordance to the Roads and highway specification.

Summary of Concrete Pipe Weights:

PIPE DIAMETER (mm)	UNIT WEIGHT OF PIPE (KG's)

• *Laying Capping & Sub-base to form Road Construction*

Laying of granular material in the form of capping and sub-base to required levels.

Granular material delivered to site by road wagon, end tipped and levelled by a 360 excavator. Material to be compacted using a roller.

Cuddy Personnel engaged in this work shall have completed the following and hold a valid CSCS card

- Cuddy / Main Contractor Site Induction.
- Copies of operatives training records are available and kept in the site office for inspection, along with all relevant COSHH, HAV assessments.
- For daily/weekly safety inspection carried out by the site manager /site supervisor please see Cuddy site safety file.

Works undertaken shall comply with the Site Safety Rules for Contractors.

All persons engaged in this work shall be competent and have had the necessary training to undertake the work, with all training records available for inspection.

Prior to commencement, Cuddy are to be in possession of all relevant information, namely:

- Information relating to ground conditions.

- Service Plans
- Permit to dig by Cuddy– Copy to be kept with Machine operator

All vehicular movements to be agreed between nominated Cuddy operative and Client representative. Where required, Cuddy will provide banksmen to control the working area.

All Cuddy employees are to complete the signing in and out book daily within the Cuddy designated area.

All Cuddy employees to wear appropriate PPE whilst on site.

All deliveries to site to be controlled by a member of the site management. Delivery vehicles to be directed to the relevant area on site and controlled by a dedicated banksman when on site.

The 360° excavator operated by a competent person will be used to spread the aggregate. A banksman will be used to control movements of mobile plant.

Competent operator to operate the roller.

Levels to be dipped from top of kerb to top of kerb, to ensure that levels are correct.

All plant must keep a safe distance from the edge of open excavations.

Designated vehicle routes must be kept away from any excavation as excess loading of the soil around the area can result in the sides collapsing. These routes must be clearly marked by baulks of timber and/or fencing.

- *Kerb Laying*

Preparation for and installation of kerbs

Cuddy Personnel engaged in this work shall have completed the following and hold a valid CSCS card

- Cuddy Site Induction.
- Copies of operatives training records are available and kept in the site office for inspection, along with all relevant COSHH, HAV assessments.
- For daily/weekly safety inspection carried out by Site Manager / Site Supervisor please see Cuddy site safety file.

Works undertaken shall comply with the Site Safety Rules for Contractors.

All persons engaged in this work shall be competent and have had the necessary training to undertake the work, with all training records available for inspection.

Prior to commencement, Cuddy are to be in possession of all relevant information, namely:

- Information relating to ground conditions.
- Service Plans
- Permit to dig by Cuddy – Copy to be kept with Machine operator
-

All vehicular movements to be agreed between nominated Cuddy operative and Client representative.

Where required, Cuddy will provide banks men to control the working area.

All Cuddy employees are to complete the signing in and out book daily within the Cuddy designated area.

All Cuddy employees to wear appropriate PPE whilst on site.

The site boundary will be marked out and herras fencing panels double clipped will be erected around the perimeter of the site.

The Site Engineer will mark out the location of any existing services in the close vicinity of the work area, prior to driving setting out pins.

All personnel involved in the works must be trained in accordance with this method statement and subsequent risk assessments.

Type and size of kerb to be identified by the site engineer and transported to the workface by telehandler forklift.

Concrete to be run out of the delivery wagon under the supervision / guidance of a banksman. Concrete delivery wagon to wash out at designated washout only.

Kerbs will then be laid to line & level using a mechanical kerb lifter, with final adjustments being made by hand.

The kerbs will then be backed with concrete to the required spec.

If kerbs require a cut, a petrol disc cutter shall be used with a diamond blade attached.

Dust suppression kit will be used with the disc cutter and the operatives shall wear eye defenders, safety goggles and dust mask.

The operatives shall be competent and hold the appropriate certification for abrasive wheels.

The workface will then clean up the area – with no off cuts etc left at the work face.

- **Service Trenches site wide**

Excavate trenches to required line and depths as per construction drawings to allow the installation of services by the utility companies

Cuddy Personnel engaged in this work shall have completed the following and hold a valid CSCS card

- Cuddy / Main Contractor Site Induction.
- Copies of operatives training records are available and kept in the site office for inspection, along with all relevant COSHH, HAV assessments.
- For daily/weekly safety inspection carried out by the site manager /site supervisor please see Cuddy site safety file.

Works undertaken shall comply with the Site Safety Rules for Contractors.

All persons engaged in this work shall be competent and have had the necessary training to undertake the work, with all training records available for inspection.

Prior to commencement, Cuddy are to be in possession of all relevant information, namely:

- Information relating to ground conditions.
- Service Plans
- Permit to dig by Cuddy– Copy to be kept with Machine operator

All vehicular movements to be agreed between nominated Cuddy operative and Client representative. Where required, Cuddy will provide banksmen to control the working area.

All Cuddy employees are to complete the signing in and out book daily within the Cuddy designated area.

All Cuddy employees to wear appropriate PPE whilst on site.

The site boundary will be marked out and herras fencing panels double clipped will be erected around the perimeter of the site.

Before any excavation work is to start, a Permit To Dig must be completed and atmosphere checks to be completed

The 360° excavator operated by a competent person will be used to clear the area around the excavation. A banksman will be used to control movements of mobile plant.

The area of the excavation shall be marked out for the excavator to start. Markings should include the location of underground services. A CAT (Cable Avoidance Tool) scan will be used to locate these services.

Spoil from the excavation must be placed into a dumper which is close enough for the excavator to place the spoil immediately after excavating. The dumper must then take the spoil to a specified area of the site so that it is kept clean and tidy.

If a large excavation is taking place, larger vehicles may be required to remove the spoil from site. If many vehicles are needed, parking areas should be used so that the dumper can be filled, and then drive out of the site with another dumper taking its place.

All plant must keep a safe distance from the edge of open excavations.

Before entering an excavation, the sides of the excavation must be battered back at a safe angle or sufficient ground support such as shoring or trench boxes must be safely in place.

When nearing underground services, hand tools should only be used so as not to puncture the services.

Adequate edge protection must be provided, including guard rails, toe boards and a ladder tied at the upper end to provide access and egress to the excavation. Access may be needed across the excavation; therefore the access way must be at least 600mm width with adequate toe boards and guard rails.

No person is permitted to be in the excavation when they are in the area of materials being placed in the excavation.

If the excavation takes place near a pedestrian area, fencing must be placed around the site as to prevent pedestrians from falling into the excavation. Signs may also be used to draw attention to it.

If there is a risk of water ingress, suitable methods should be in place to prevent water ingress or remove water, e.g. pumping the water out of the excavation.

Designated vehicle routes must be kept away from any excavation as excess loading of the soil around the area can result in the sides collapsing. These routes must be clearly marked by baulks of timber and/or fencing.

After hours, each excavation must be securely covered to prevent any person from falling into the excavation.

- *Footpath Works*

Preparation of footway construction, which includes the placing of fill in layers, compaction, placing of granular sub-base and compaction prior to placing pcc path edgings.

Cuddy Personnel engaged in this work shall have completed the following and hold a valid CSCS card

- Cuddy Site Induction.
- Copies of operatives training records are available and kept in the site office for inspection, along with all relevant COSHH, HAV assessments.
- For daily/weekly safety inspection carried out by Site Manager / Site Supervisor please see Cuddy site safety file.

Works undertaken shall comply with the Site Safety Rules for Contractors.

All persons engaged in this work shall be competent and have had the necessary training to undertake the work, with all training records available for inspection.

Prior to commencement, Cuddy are to be in possession of all relevant information, namely:

- Information relating to ground conditions.
- Service Plans
- Permit to dig by Cuddy – Copy to be kept with Machine operator

All vehicular movements to be agreed between nominated Cuddy operative and Client representative. Where required, Cuddy will provide banks men to control the working area.

All Cuddy employees are to complete the signing in and out book daily within the Cuddy designated area.

All Cuddy employees to wear appropriate PPE whilst on site.

The site boundary will be marked out and herras fencing panels double clipped will be erected around the perimeter of the site.

The Site Engineer will mark out the location of any existing services in the close vicinity of the work area, prior to driving setting out pins.

All personnel involved in the works must be trained in accordance with this method statement and subsequent risk assessments.

Granular fill shall be transported to the workface by a dumper. The operator shall dismount the dumper whilst being loaded. The dumper operator must be competent and certified in the use of the dumper. The granular fill shall be spread by a rubber tracked mini excavator and compacted in layers using a ride on roller – again operators must be competent and trained in its use.

Packs of edgings to be transported to the workface by telehandler forklift.

Concrete to be run out of the delivery wagon under the supervision / guidance of a banksman. Concrete delivery wagon to wash out at designated washout only.

The edgings will then be laid to line & level and any adjustments to line and level made.

The kerbs will then be backed with concrete to the required spec.

If the edgings require a cut, a petrol disc cutter shall be used with a diamond blade attached.

Dust suppression kit will be used with the disc cutter and the operatives shall wear eye defenders, safety goggles and dust mask.

The operatives shall be competent and hold the appropriate certification for abrasive wheels.

The workface will then clean up the area – with no off cuts etc left at the work face.

SECTION 6 – MONITORING AND MEASUREMENTS

Hours of work

The proposed hours of work for this project are:-

08:00 to 18:00hrs Monday to Friday

08:00 to 13:00hrs Saturday

No working on Sundays or public holidays without prior consent to Prosurv Consult Limited.

Site accommodation & compound

The following will be provided for this project:

Site office and meeting room

Welfare facility

Toilet facility

Storage unit

All units will be of a high standard and meet all current guidelines and legislation and will be fit for purpose. The size and number will be dependant upon the workforce. The compound area shall be fenced off from the main works area by a 1.8m high heras fence adequately braced. All routes in and out of the compound will be signed and the appropriate warnings mounted around the compound. Normally a generator will be used for the provision of electricity with all units being connected by competent electricians. Where a mains connector supply is available it shall be used in preference.

Mains water and sewer connections will be used wherever possible, the provision of septic tanks and water bowzers only to be used where there are not mains in the area. The area proposed for the compound is highlighted on the Traffic Management Plan.

Security

The working area is to be bounded by Heras fencing panels with a gated panel access. The gates to the site will remain closed during working hours and will be locked thereafter. Signage will be posted along the boundary warning of the construction activity and instructions given to keep out.

Signage will be placed on the gate showing that authorised personnel only are to enter the site and giving the minimum requirements of PPE. All entrants will complete the site register when entering and leaving the site.

During the works and more so whilst the works are ongoing the boundary fences must be suitable enough to stop flying debris and dust, from a low level, leaving the site and endangering other contractors and visitors e.g. hoarding, heras fencing with screens... etc.

Housekeeping

As with all Cuddy sites, the site will be subject to a site supervisor's safety audit that runs over a weekly period and that includes housekeeping of the site. The site will also be subject to a safety audit by the Cuddy Safety Department, the findings of which are fed into the Cuddy audit database and monitored at the Level 2 and Level 3 safety meetings. Any housekeeping issues will be considered when job method statements are prepared and appropriate action taken.

Complaints and issues raised by public

Cuddy Demolition and Dismantling Limited have a liaison officer and she will deal with all the issues and even complaints raised by the public during the works.

The liaison officer will ensure that the correct procedure is followed with each issues raised and this then will be discussed and a form completed and the necessary actions followed in ensuring this is rectified.

Please refer to Appendix E 'Corrective and Preventive Action form'

Organisational arrangements

For this project the welfare facilities will be provided as follows:	Yes	No
Via the clients existing facilities	✓	
As shared facilities provided by: (state name of supplying contractor)		✓
As non shared facilities provided independently by each contractor as shown below		✓

Welfare facility	Level of provision			Shared	Non shared
Sanitary conveniences	Separate provision for male and female personnel on the following basis:				✓
	Number of persons on site	Number of W.C.s	Number of washing stations		

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN



	1~5	1	1		
	6~25	2	2		
	For every 25 persons above 100 on site an extra WC and washing station is required				
Welfare facility	Level of provision			Shared	Non shared
Drinking water supply	A freely available supply				✓
	Adequate supply of clean cups or beakers				✓
Accommodation for clothing and changing	An adequate size drying room for drying wet clothing, storing of protective clothing, i.e., Wellington boots, overalls and for changing clothing not being used during working hours, will be provided for the expected number to be working on site. Lockers are recommended for the storage of clothes				✓
	The heaters provided for drying clothes will be tubular electric heaters and protected by a mesh guard to prevent direct contact with clothing				✓
	Separate changing facilities are required for men and women				✓
Rest room / area	Facilities will be provided for taking breaks and meal breaks. The facilities must provide shelter from the wind and rain, be heated and fitted with tables and chairs				✓
	All Cuddy facilities are non smoking.				
	Where necessary suitable facilities will be provided for any person at work who is also a pregnant woman or nursing mother.				✓
	A smoking location will also be designated				
	The rest facilities will have a kettle or urn for boiling water and means for preparing food, i.e., electric cooker or microwave oven				✓
	Canteens providing food must comply with the Food Hygiene (General) Regulations 1990. The canteen operator must also register with the local authority.				N/A
Fresh air	Contractors will be required to ensure adequate mechanical ventilation where:				
	1. Areas are not adequately ventilated naturally				✓
	2. Or where excessive levels of unavoidable exhaust fumes from powered plant or process emissions are present				
Temperature and weather protection	Contractors will be required to provide in exposed working environments:				
	1. Adequate means of temporary protection from inclement weather in addition to the provisions identified above				✓
	2. As a minimum, tee shirts and long trousers will be worn during exposure to strong sunlight				

Temperature in offices and areas of sedentary work	In all such areas a minimum temperature of 16°C will be maintained after the first hour of work		✓
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First aid								
Personnel on site	Appointed person	First aider	Nurse or medic	Number of first aid kits	Sets of additional equipment	First aid room	Shared	Non shared
1~20	1	-	-	1	-	-		✓
21 ~ 50	1	1	-	1	1	-		✓

SECTION 7 INCIDENT AND EMERGENCY MEASUREMENTS

Reporting and investigation of accidents, incidents and near misses

Accidents and dangerous occurrences will be reported in accordance with RIDDOR 1995.

Any accident no matter how small must be recorded in a 'data compliant accident book'. Any near miss incident must be recorded and documented. Cuddy must investigate all accidents and near misses to identify the cause of the accident or incident and follow any identified required controls to eliminate reoccurrence.

The CDM-C must be kept up to date with all information and Cuddy's Health and Safety Officer shall undertake a full investigation of each incident and a detailed report will be made available for Client viewing.

Any death, accident or dangerous occurrence as defined in the '*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*', must be reported in the manner prescribed and again the CDM must be advised in a timely fashion enabling corrective action to be taken.

Near misses will be recorded and investigated; all personnel will be made aware of the need to report accidents and near misses when they are inducted on site. Copies of near miss reports and accident investigation reports are included in the forms and guidance file

Fire and emergency procedures

Fire and emergency procedures are contained in the safe systems of work which will be located with the Construction Phase Plan.

Suitable fire and emergency procedures need to be co-ordinated with Prosurv Consult Limited.

Arrangement must be made for the use of the fire hydrant system, the undertaking of which is essential as it is a condition which is met in accordance with Section 80 agreement.

Cuddy shall have an appropriate evacuation plan in place, for all buildings and structures, prior to starting work, for in the event of a fire and/or explosion occurring. The safe exit route will be clearly marked on the walls of each building using spray paint and communicated to every operative involved.

Fire drill for evacuating the site procedure –Cuddy shall carry out a specific site assessment prior to commencement.

Emergency procedures

All operatives will be taken through the emergency and fire procedures as detailed in the safe systems of work. The assembly point will be in front of the welfare cabins, a sign will be completed and displayed to this effect. The alarm will be raised by use of a fog horn. A fire extinguisher sign will be erected detailing information on the fire extinguishers on site. All operatives are familiar with GN021 – emergency spillage and fire plan.

The first aid sign which details the location of the first aid kit names of the first aider/s will be completed for the site and displayed in a prominent position. These procedures are mentioned during the site specific Induction. Any emergencies will be considered when job method statements are prepared and appropriate action taken.

Permit to work

Cuddy operates a bespoke permit to work system for all sub-contractors who work on site. The permits are in triplicate (pink, gold and white) and are uniquely numbered. The pink copy goes to the sub-contractor; the gold copy is displayed on the permit section of the notice board while the white copy remains in the book. All sub contractors employed will have successfully gone through the Cuddy approval of sub-contractors system. Any permit to work requirements will be considered when the sub-contractor's job method statements are prepared

Local emergency contacts specific to the contract

Nearest hospital: **Hillingdon Hospital**
Pield Heath Road
Uxbridge
UB8 3NN
Tel: 01895 238282

In Appendix C there is a route to the hospital from the site this will be on the notice board in the office/welfare cabin.

SECTION 8 SAFETY RISKS

Storage, delivery and removal of materials (incl. waste) and work tools

Proposed number of traffic movements in and out of the site will be no more than 30 a day (30 is the maximum and this is only dependant the work activity being carried out), transport routes and coordinated through our Plant and Transport department

Measures to prevent mud/dirt on highways will be provided on site this will consist of a wheel wash. All vehicles will exit the site via the wheel washings area, these facilities will be available at all times, this unit is self contained tank with the water being recycled

Traffic Management & Access Arrangements'

There will be no queuing on site for entering or exiting the site there is plenty of room on site to allow vehicles to park without blocking the entrance or footpaths.

With reference to adjacent public footpaths and right of way on site (fenced off from the site) where Cuddy Group need to cross into different site areas; pedestrians will be managed by a banks man; all footpaths will be closed via the access gates for short period whilst plant/transport are crossing and

reopen when safe to do so under the control of a designated banksman. Shutting of footpaths will be temporary only while vehicles/plant is crossing, this will be further detailed within the relevant specific JMS

All Construction vehicles will be made aware of designated parking areas on site, they will also be made aware that no vehicles will be allowed to park within any surrounding roads or within prohibit streets and live highways. The construction vehicles when exiting the site will turn left on to Hillingdon Road, then take the A4020, A312 which then allows you to take either the A40 or M4

Cuddy D & D understand the importance of reducing the number of traffic movements so in advance with our Logistic Manager we will minimize the traffic / truck movements during the hours in particular the peak hours.

In respect to the badging system Cuddy D & D's construction vehicles have company logos on them and our sub contractors vehicles will not be allowed beyond the site compound area therefore are no requirements for any badges.

All waste from the process will be stored in containers within the ring fenced area or designated waste recycling area within the contractor's compound.

All material removed from site shall have the appropriate signed consignment notes, a copy of which will be retained on site and subsequently issued to the Client on completion as part of the site waste management plan.

Any waste management issues will be considered when job method statements are prepared and as each task specific job method statement contains an environmental impact risk assessment which identifies not only the potential risks to the environment but the controls to be employed to minimise any risk to an acceptable level.

Cuddy will, with the assistance of the Client or his representative, develop and manage a detailed site waste management plan as defined by the *Site Waste Management Plan Regulations 2008 for the duration of the works*. The emphasis placed upon Cuddy in being proactive as opposed to reactive.

The plan will need to describe a set of waste management estimates, against which Cuddy will compare performance as the project progresses.

Cuddy is responsible for updating the site waste management plan and ensuring compliance and co-operation amongst workers, the Client or his representative will continue to have a role in ensuring the plans effective implementation. Cuddy is responsible for reviewing, revising and refining the plan as necessary, in particular, to ensure that roles and responsibilities are clear as the project progress. We will ensure that adequate security measures are put in place to help avoid waste being disposed of illegally at the site.

The site waste management plan must be updated every 3 months as waste is disposed or, re-used, recycled or otherwise recovered. When waste is removed from site Cuddy will show in the site waste management plan compliance with the waste management licensing, waste duty of care and waste carrier registration regimes.

It is Cuddy's responsibility to classify the wastes generated although it is anticipated that the waste planned for disposal will be classified predominately as non-hazardous waste.

Dealing with services (utilities, etc)

Cuddy Demolition and Dismantling Limited will ensure that prior to any works commencing that all the services certificates are received.

Where necessary Cuddy Demolition and Dismantling Limited will protect any services that are required and this will be discussed with Prosurv Consult Limited.

Accommodation adjacent land

Cuddy Demolition and Dismantling Limited will ensure that good communication between the site and the surrounding and adjacent this adhered to.

Preventing falls (incl. work at height)

All work at height will be in line with GN028 - working at height guidance and policy statement. Any working at height issues will be considered when task specific job method statements are prepared and appropriate action taken. It is envisaged that all work at height early on in the project will be from mobile scaffold towers erected by competent PASMA trained operatives.

Any task that requires roof work MUST be signed off by a Director of Cuddy.

Where a task specific job method statement identifies use of a harness then the job method statement must consider how a person is to be recovered should their harness be deployed. Reliance on the emergency services is not permissible.

When working at height is been undertaken it is important to protect others from hazards of items or objects falling onto them – simple way is by identifying the hazardous zones and establish exclusion zones with Heras fencing and warning signs, controlled by the presence of a banksman.

MEWP's are to be operated by suitably trained qualified and certified operatives (IPAF or equivalent); all operators' certificates of competence to be inspected and recorded by Cuddy prior to work commencing. Copies of the relevant equipment certification are to be kept and maintained in the site office. All tasks at height must be carried out by competent contractors with valid CSCS or similar certification.

Work with or near fragile materials

Cuddy must clearly mark out all areas of fragile material e.g. asbestos cement sheet roofs, skylights, weekend floors ... etc. These areas must be clearly segregated as no go areas until they can be removed or made safe. Cuddy will describe in the task specific job Method Statements how we will control and/or eliminate all the areas that have been identified as containing fragile materials.

Control of lifting operations

Lifting operations will be identified in the task specific job method statement and necessary controls identified and deployed.

Risk assessment and suitable job method statement (lift plan) must be carried out by a competent person (appointed person) before any lifting operations can take place. Any major operations will require a permit to work to supplement the job method statement. Any lifting equipment must comply with Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and Provision and Use of Work Equipment Regulations (PUWER) 1998.

Maintenance of plant and equipment

As stated in the safe systems of work

Mobile lifting plant will be:

- Clearly marked to indicate its safe working load.
- Subject to thorough examination, inspection and testing by a competent person / organisation before first use and every twelve months and a report provided.
- Subject to daily checks by an operator recording the outcome.

- Used, operated and maintained in accordance with the manufacturer's instructions.

Any defects noted by inspections, checks or during use must be reported immediately to stores and corrective action will be taken by the company. If the defect is or could become a danger to persons, the equipment must not be used until rectified.

All reports must be retained for the life of use of the equipment.

Only authorised drivers are permitted to operate mobile lifting plant and must hold a current operator's certificate.

Mobile lifting plant is not permitted on a public highway and must only be used in designated signed areas. When used in pedestrian and vehicular traffic areas, a banksman / lookout must be provided.

Lifting accessories (slings, chains, wire ropes, shackles, eye bolts etc.) will be:

- Clearly marked to indicate their safe working load.
- Subject to a thorough examination, inspection and testing by a competent person / organisation before first use and every six months and a report obtained.
- Subject to checks by an operator recording the outcome.

In all cases any defects highlighted by inspection, checks or during use must be reported immediately to stores and corrective action will be taken by the company. If the defect is or could become danger to persons, the equipment must be taken out of service and not used until rectified.

Checks and inspections will be undertaken and all reports must be retained for the life of use of the equipment.

Cuddy have carded 92% + of their workforce under the CSCS scheme.

The card scheme included are:-

CSCS cards for Asbestos Operatives

CCDO cards for Demolition Operatives

CPCS cards for Plant Operatives

CSCS cards for Managers

Traffic routes and segregation of vehicles and pedestrians

The traffic management plan will be communicated to all people on site via the site induction which is a pre-requisite for anyone entering the site.

All traffic movements will be kept to a minimum during specified peak periods as stated within condition 26 also restrictions for bank holidays and other busy local special events will be taken into consideration if Cuddy Group are informed. The traffic management plan will be revised if and when necessary.

Cuddy D & D will ensure that the truck movements are kept to a maximum of 30 per day (this will be dependant on the activity of work being carried out) these are to be kept to a minimum. The hours are to be within the working times below are the peak hours and Cuddy D & D will keep the movements during these time to a minimum.

Peak Hours – 07.30am – 09.30am and 16.00pm – 19.00pm.

Cuddy Demolition and Dismantling Limited will ensure that all footpaths, pedestrian routes and traffic route used by the public are kept clear and no disruptions occur whilst our works are being carried out.

Storage of materials (particularly hazardous materials) and work tools

All known hazardous substances on the project have been identified and COSHH assessed. The findings from these COSHH assessments are communicated to all that enter site at the site induction. Any substances discovered as work progress is brought to the attention of the Safety Department who undertake and communicate the necessary COSHH assessment, which may in turn be added to the site induction. COSHH is then audited for compliance by the Site Supervisor and Safety Department (See 2.22). Any COSHH be considered when job method statements are prepared and appropriate action taken.

SECTION 2 – HEALTH RISKS

Manual Handling

As stipulated in the site rules all significant manual handling tasks will try to be avoided by utilising mechanical aids where possible. Where this is not possible manual handling tasks will be assessed and all controls brought to the attention of the operatives.

Any manual handling issues will be considered when task specific job method statements are prepared and appropriate action taken.

Reducing noise and vibrations

Noise - Where possible super silenced generators are used. All plant is fitted with silencers where applicable. Potentially hazardous levels of noise can cause incurable hearing damage and noise generally can cause stress and interference with communications. The company will reduce employee's exposure to noise to the lowest level reasonably practicable.

The three action levels of noise are:

First action level	-	80dB (A)
Second action level	-	85dB (A)
Peak action level	-	140dB (A)

Where employees are exposed to noise levels at or above the first action level an assessment will be undertaken by a competent person and any action required will be undertaken.

If the noise level reaches the second or peak action levels, action will be taken to reduce employee exposure.

Note: As a rough guide the first action level is likely to be reached when people speaking normally have difficulty in being heard by someone who is about two metres away.

Noise levels will be considered when job method statements are prepared and appropriate action taken.

Vibration - job method statements and risk assessments will take account of vibration hazards; however, all tools will be hired from hire firms and dampened to reduce vibration levels and account will be taken of hire firms data and recommendations regarding vibration.

All information regarding vibration will be given to operatives prior to work commencement through job method statements / risk assessment familiarisation and toolbox talks.

Operators will also be instructed to take regular breaks, whilst being advised of the contributory factors of cold weather and smoking. Job rotation methods will also be employed in order to prevent the onset of symptoms.

Appendix A

DARREN EVANS

POSITION Civil Engineering Director

QUALIFICATIONS OND – Building & Civil, HNC – Civil Engineering

KEY PROFESSIONAL EXPERIENCE

- Civil Engineering

CURRENT ROLE

Director responsible for management of the Civil Engineering, reports directly to the Managing Director. Duties include responsible for full Commercial, Contractual and Project Control of all Demolition Contracts including Site Safety, Estimating, Proposals, Client Sanction, Planning, Progress Reporting, Purchasing, Labour Resourcing, Scheduling, Quantity Surveying and IT Application.

EXPERTISE

Management of the Civil Engineering division of the Cuddy Group. Experienced in tendering, construction management and client liaison. Prior to be promoted to Director 8 years ago Darren was contracts manager and managed many projects including:

RELEVANT EXPERIENCE

Current: Cuddy Group Civil Engineering Division

Contracts Included:

- Corus Port Talbot, New Concast Number 3 – Scheme comprised heavy Civil Engineering for a new piled building foundations, CAS-OB process, Goliath Rail Tracks, Nitrogen Sphere, New Workshop Facility and Slab Slitters associated with the Continuous Casting Plant
- Cwrt Penrhwtyn, Former Neath Hospital – Groundworks and infrastructure for several housing schemes for Redrow
- Bryn pica Landfill Site – Major earthworks project and 3 phases of landfill Site capping and construction of New Basal Liner
- Cynon Valley Neighbourhood Hospital, Mountain Ash – The construction of RC pile caps, erring beams and concrete floor slab. Deep drainage attenuation cells, outfall, foul & storm drainage Car Parks, Installation of services and the construction of a new road roundabout etc
- Glamorgan Records Office, Leckwith Cardiff – Groundworks and Hand Landscaping package for the £8 million scheme for the new Glamorgan Records Office. Scheme comprises of all works from beams and pile caps through to the construction of the structural slab. Cuddy carried out all associated drainage and had landscaping including access road construction and 2000m3 of various block paving works.
- Machynys, Golf Course, Llanelli – The project included: Construction of RC concrete headwalls together, installation of new pipework, flap valves and grills to the outfall of the Afon Davan and other small water courses within the site, flood alleviation works including the construction of earth retaining bund, New 40,000m3 attenuation pond and associated reinforced tidal out force structure, water storage cell constructed Landscaping and surface works for footpaths

GAVIN LOCKYER

POSITION Civil Engineering Contracts Manager

QUALIFICATIONS BSc (Hons) Project & Construction Management, CSCS, NRSW Supervisor, SMSTS, Member of CIOB, Incorporated Member of the Institute of Building

KEY PROFESSIONAL EXPERIENCE

- Civil Engineering

CURRENT ROLE

As Contracts Manager Gavin is responsible for the co-ordination, supervision and administration to provide the Civil Engineering works for a project, this includes being responsible for the Sub-Contractor. Gavin will ensure no work commences until all documentation required for the works is in on site and correct and the daily site updates take place between himself and the Site Liaison Manager to ensure that as a Liaison Officer he is completely aware of the progress of works.

EXPERTISE

RELEVANT EXPERIENCE

Current: Cuddy Group Civil Engineering Division

Contracts Included:

- Archbishop McGrath School, Bridgend – The scheme consisted of:- Cut/Fill operations to relocate of materials. Pile Caps, ground beams and construction of floor slab
- Bathhouse Redevelopment, Cardigan – Highways and drainage scheme, involves the construction of retaining walls for the highway and plateau bulk earthwork.
- Williamstown Primary School Knotweed Removal – Advance works scheme for the removal of Japanese knotweed throughout the site of the proposed Williamstown Primary School. Excavation of Japanese knotweed, Removal of contaminated material to licensed tip. Excavated the areas of knotweed contaminated and handpicked and sieved the ground so that only the actual plant left site so minimizing tipping and disposal costs.
- Glamorgan Records Office, Cardiff – Groundworks and Hard Landscaping package for the £8million scheme for the new Glamorgan Records Office. Scheme comprises of all works from beams and pile caps through to the construction of the structural slab we carried out all associated drainage and hard landscaping including access road construction and 2000m3 of various block paving works
- CEM Days, Car Showroom, Cardiff – Wrekin undertook works to demolition an existing car showroom in Hadfield Road Cardiff and construct the foundations for a new hire sales showroom together with associated drainage, roadways and car parking. Party wall works were also undertaken to effectively seal the end of an existing building owned by Ryland Honda
- Coastal Footpath, Limeslade Bay, Mumbles, Swansea – A temporary traffic Management system was required in order to remove the existing pedestrian barrier, and to fabricate and erect new pedestrian guardrail and new open box beam safety fencing
- Cowbridge Comprehensive School, Cowbridge – Undertook the Groundworks package on the £11 million redevelopment of Cowbridge Comprehensive School. Cut/Fill Operations to relocate 30,000m2 of materials, construction of pile platform, pile caps, ground beams and construction of 5000m3 floor slab, construction of new playing field including multi use surfaces, demolition and soft strip of existing buildings including Asbestos Removal

LEIGHTON REES

POSITION Project Manager /Site Supervisor

QUALIFICATIONS SMSTS, IIF, CPCS, Behaviour Safety Awareness Training, Street Works, Crane Co-Coordinator, First Aid

KEY PROFESSIONAL EXPERIENCE

- Civil Engineering

CURRENT ROLE

Project Manager on various projects ranging in value from £1 million to £15 million. Leighton has worked in the in all sectors of the industry from schools and hospitals to apartment/office blocks to warehouses. He has experience, office buildings, schools, hospitals, football stadium, retail parks, retail supermarkets, Housing development and large temporary works scheme

EXPERTISE

Worked mostly within the sub contract arm of construction, enjoy working in construction. Very conscientious about safety and meticulous regarding quality. Excellent man management skills. Enjoys liaising with the clients on professional and social levels. Up for the challenge, planning & programming, administrative, construction knowledge, IT, temporary work coordination, organization and safety awareness.

RELEVANT EXPERIENCE

Current: Cuddy Group Civil Engineering Division

None to date due to only started with Cuddy in June 2011

PREVIOUS EXPERIENCE:

Since Graduating from Swansea Institute of Higher Education in 2001 I have been employed directly with established Building & Civil Engineering Contractors in South Wales, initially as a Setting out Engineer.

In the Summer of 2004 I was promoted to Senior Engineer, then progressed to Site Agent in December 2007 by my current employer.

Here are some of the Contracts that I have been involved with:

- **Burry Port Harbour Enhancement – Client: Millennium Coastal Park. August 2001 – April 2002**

£4 M Marine Civil Engineering Project, that involved approximately 260 Meters of sheet piling, tube piles, rock revetments and scour protection. The objective of this was to create a marina environment by impounding the tide with in the tidal Harbour.

- **Garnswllt WWTW – Client: Morrison Construction /Welsh Water (AMP 3) April 2002 – October 2002**

Contract involved the construction of a new 25 meter diameter FST Reinforced concrete structure, associated pipe work and a new Centrifuge building.

- **Trefechan foot / cycle Bridge Aberystwyth – Client Ceredigion County Council. October 2002 – January 2003**

£1M contract to construct a 68 meter span cable stayed bridge, with a central pier and a 23 meter high tower over the River Rheidol. This contract also included almost 300 meters of sheet piling along the existing flood wall.

- **Aberystwyth WWTW: Client –Morrison Construction / Welsh Water September 2003 – June 2004**

This project involved improvement works to the existing plant which included a new RC FST, Associated pipe work, pump bases, storage tanks. This project included working closely alongside the M&E contractor Meica Process to ensure work progressed to achieve targets for commissioning different work packages on time.

- **Lampeter Primary School, Ceredigion. Sub Agent, on £3M contract**

Responsible for site set up and civils work up to DPC, including procurement of the services.

April 2006 – December 2007:

- **Costain Civil Engineering – Senior Engineer on a £15M infrastructure contract for Carmarthenshire County Council, on the Parc Pemberton / Parc Y Scarlets site.**

This Project included treating of mine workings, Japanese Knotweed, service diversions & highway works, new and on-line sections. Day to day duties include Health & Safety, Method statements & Risk Assessments, traffic management planning, Planning & Programming, Material procurement, QA & day to day management of workforce and Sub-contractors, including progress meetings.

- **December 2007 - Present; Alun Griffiths (contractors) Ltd - Site Agent; Employed initially to manage a City Centre paving contract of value £2.5 M.**

This included site clearance of the existing paving elements & street furniture, provision of new drainage, street lighting, paving & street furniture. My responsibilities include the day to day management of directly employed workforce & sub-contractors, procurement of sub-contractors & materials, safety, liaison with shop keepers & traders, programming, Method Statement & Risk Assessment, progress reports & meetings, producing monthly valuations.

Since the completion of that scheme in September 2008 I have been involved in a variety of Civil Engineering schemes, from carriageway reconstruction, bridge deck replacement & roundabout reconfiguration. Many of the projects would run concurrently, resulting in managing in the range of up to 5 projects, which would have a foreman on each project. These projects would range in value from £200,000 to £1M.

LEIGHTON HUGHES

POSITION Waste Manager

QUALIFICATIONS OND – Transport & Mechanical Engineering, HND – Transport Management, WAMITAB, Essential First Aid

CURRENT ROLE

As Waste Manager Leighton Manages the recycling of all assets and waste for projects. Developed relationships with scrap merchants and disposal sites to ensure the optimum re-use, recycling and waste minimisation of material in line with the companies Environmental Procedure. Oversees material stocks and classification Remediation

EXPERTISE

Responsible for the Waste Management of all the company.

RELEVANT EXPERIENCE

Current: Waste Department

Contracts Included:

- Cowbridge Comprehensive School, Cowbridge – Undertook the Groundworks package on the £11 million redevelopment of Cowbridge Comprehensive School. Cut/Fill Operations to relocate 30,000m² of materials, construction of pile platform, pile caps, ground beams and construction of 5000m³ floor slab, construction of new playing field including multi use surfaces, demolition and soft strip of existing buildings including Asbestos Removal
- Williamstown Primary School Knotweed Removal – Advance works scheme for the removal of Japanese knotweed throughout the site of the proposed Williamstown Primary School. Excavation of Japanese knotweed, Removal of contaminated material to licensed tip. Excavated the areas of knotweed contaminated and handpicked and sieved the ground so that only the actual plant left site so minimizing tipping and disposal costs.
- Atomic Weapons Establishment, Burghfield – Upon successful Quality & Environmental audits, we undertook asbestos removal works to various buildings in order to facilitate the site decommission, the works involved the supplying of 20 operative for a period of 6 months
- Crewe International, Electric Maintenance Depot – Project included the removal of sprayed Asbestos from 7 No. Barrel Vaulted Roofs and the Demolition. The works were undertaken in an environment with unique restrictions, in that the site was subject to a 12'3" height access and was sandwiched between 9 rail lines.
- WAG /Opus Consultants- Water Tower RAF St Athan – Demolition by explosives of water tower and tank, which is a reinforced concrete frame construction with brick cladding, approximately 28 m in height, the tower is 13m x13m square. The 12 Reinforced concrete legs are 550mm x 550mm square and 450mm x 450mm square.
- RAF, St Athan – the project involved demolition of thirteen redundant single-storey buildings at MOD St Athan ranging from wooden huts to aircraft hangers together with any ancillary features in a preliminary phase as part of the overall redevelopment of the East Camp Site



Qualifications and
Curriculum Authority

WAMITAB

Waste Management Industry Training and Advisory Board

National Vocational Qualification

Qualification Title:

Level 4 in Waste Management Operations - Managing Transfer Hazardous Waste (4TSH)

Qualification Number:

10026563

**This Certificate is awarded to
Leighton John Hughes**

Awarded: 07/03/2006

Serial No: 11370/4TSH/1

Authorised

Lawrence Strong
Director General, WAMITAB

Ray Burberry
Qualifications Manager, WAMITAB

WAMITAB, Waste Management Industry Training & Advisory Board, Peterbridge House, 3 The Lakes, Northampton, NN4 7HE

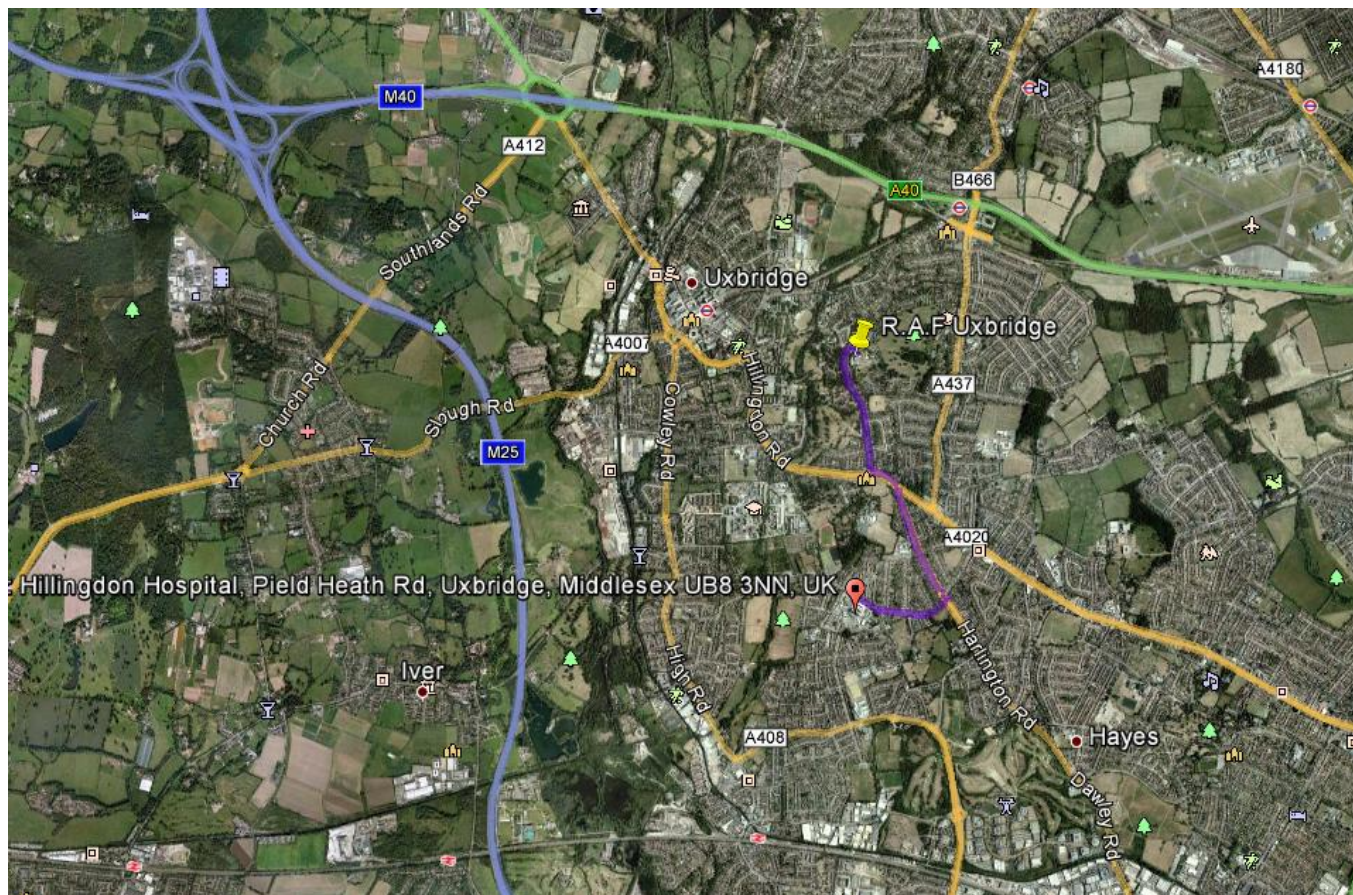
Tel: 01604 231950 Fax: 01604 232457 E mail: info.admin@wamitab.org.uk web: www.wamitab.org.uk

Appendix B

Project directory

Name	Position	Contact detail	Telephone	Mobile	email
Darren Evans	Civil Director	Francis House Tank Farm Road Llandarcy SA10 6EN	01792 321110	07932 064 697	d.evans@cuddy-group.com
Gavin Lockyer	Contracts Manager (Civil)	Francis House Tank Farm Road Llandarcy SA10 6EN	01792 321110	07930 531 186	g.lockyer@cuddy-group.com
Leighton Rees	Site Supervisor	Francis House Tank Farm Road Llandarcy SA10 6EN	01792 321110	07990 743 090	l.rees@cuddy-group.com
Leighton Hughes	Waste and Environmental Manager	Francis House Tank Farm Road Llandarcy SA10 6EN	01792 321110	07917 231 858	l.hughes@cuddy-group.com
Juls Davis	Health and Safety Manager	Francis House Tank Farm Road Llandarcy SA10 6EN	01792 321110	07958 487 097	j.davis@cuddy-group.com

Appendix C



Direction to Hillingdon Hospital from RAF Uxbridge site

Head northeast

Turn left toward Vine Ln

Turn left onto Uxbridge Rd/A4020

Turn right onto Harlington Rd/A437; Go through 1 roundabout

At the roundabout, take the 2nd exit onto Pield Heath Rd; Go through 1 roundabout

Turn left at Crispin Way; Destination will be on the left

Address:

Hillingdon Estates Department

Pield Heath Road
Uxbridge
Middlesex
UB8 3NN

Appendix D

CORRECTIVE AND PREVENTIVE ACTION														
Part A: Analysis			CAR number:											
Report initiator:		Date:												
Report owner:		Source ref:												
Origination:	<table border="1"> <tr> <td>a. Customer complaint</td> <td>b. Public complaint</td> <td>c. Audit / inspection finding</td> </tr> <tr> <td>d. Non conforming product</td> <td>e. Risk assessment finding</td> <td>f. Other</td> </tr> </table>	a. Customer complaint	b. Public complaint	c. Audit / inspection finding	d. Non conforming product	e. Risk assessment finding	f. Other							
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d. Non conforming product	e. Risk assessment finding	f. Other												
Category:	<table border="1"> <tr> <td>1. Non conformance</td> <td>2. Controllable action</td> <td>3. Improvement action</td> </tr> <tr> <td>a. Major</td> <td>a. High risk</td> <td>a. System</td> </tr> <tr> <td>b. Moderate</td> <td>b. Medium risk</td> <td>b. Process</td> </tr> <tr> <td>c. Minor</td> <td>c. Low risk</td> <td>c. Other</td> </tr> </table>	1. Non conformance	2. Controllable action	3. Improvement action	a. Major	a. High risk	a. System	b. Moderate	b. Medium risk	b. Process	c. Minor	c. Low risk	c. Other	
1. Non conformance	2. Controllable action	3. Improvement action												
a. Major	a. High risk	a. System												
b. Moderate	b. Medium risk	b. Process												
c. Minor	c. Low risk	c. Other												
Description:														
Initial response:														
Conclusion:														
Justified? ☐ YES ☐ NO ☐ If NO, return to initiator for closure														

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CORRECTIVE AND PREVENTIVE ACTION					
Part B: Corrective action					
Briefly describe how you intend to remove the immediate problem					
Ref	Corrective action	Resp.	Date due	Verification (effective completion and closeout)	
				Name	Date
C1					
C2					
C3					
C4					
C5					

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CORRECTIVE AND PREVENTIVE ACTION					
Part C: Preventive action					
Briefly describe how you intend to stop the problem happening again					
Ref	Preventive action	Resp.	Date due	Verification (effective completion and closeout)	
				Name	Date
P1					
P2					
P3					
P4					
P5					

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CORRECTIVE AND PREVENTIVE ACTION			
Part D: Corrective and preventive action completion (report owner)			
	Print name	Signature	Date
Report owner:			
Line manager:			
Part E: Closeout (report initiator)			
Actions adequate? ☐ YES ☐ NO ☐ If NO, re-issue to the report owner detailing reasons for rejection below			
The following actions have been completed as a result of issuing this report (if relevant)		The following actions have been completed as a result of issuing this report (if relevant)	
a. Risk assessment revised	☐	a. Problem experience shared	☐
b. Drawings / specs revised	☐	b. Emergency plan revised	☐
c. Feedback to problem reporter	☐	c. Training needs identified	☐
d. Corrective actions completed	☐	d. Procedures / instructions revised	☐
e. Preventive actions completed	☐	e. System changes communicated	☐
System changes		Process changes	
Report closeout (report initiator)			
	Print name	Signature	Date

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