



Employer's Requirements

Document 2

Health & Safety

For

The Development of a Hotel in the Central Terminal Area, Terminal 2, Heathrow.

Prepared by

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June 2017

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Document Control

Issue	Revised by	Date	Details
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2.			
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1. Introduction

1.1 Objectives

The principal objectives of this Health and Safety Plan are to provide the tendering Principal Contractors with a clear outline of:

- (a) The foreseeable significant health and safety risks associated with the project.
- (b) The health and safety strategy that will be implemented on the project.
- (c) The health and safety rules and requirements that will apply to them.
- (d) To contribute to achieving satisfactory standards in respect to health and safety control throughout the duration of the project.
- (e) Guidance to comply with all specific rules as stipulated within the HAL asset standards if applicable.

1.2 Statement of Health & Safety Standards

To demonstrate our commitment to continued improvement of health and safety standards, the following health and safety goals have been set by the Client for the project:

- (a) Zero enforcement action taken over the duration of the project.
- (b) Achieving a reportable accident incidence rate that is 50% lower than the industry average.
- (c) Undertaking a monthly audit on the application of the health and safety / CDM processes stated in the Health and Safety Plan and promptly closing out any areas for improvement.
- (d) To report to the Client on health and safety on a monthly basis.

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2. Nature of the Project

2.1 Project Location – The site is situated to the west of Terminal 2 adjacent to Cessna Road.

2.2 Scope of Works – Design and Build of a circa 350 bedroom hotel to the west of the MSCP which is connected to Terminal 2, Heathrow.

2.3 Timescales for Completion of the Construction Work

2.3.1 Start Date – Feb 2017

Completion – June 2018

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3. Existing Environment

3.1 Surrounding Land Uses and Related Restrictions

- 3.1.1 The area around the proposed Hotel is bounded by various roads under the control of HAL, and to the east is Terminal 2, Heathrow Airport.
- 3.1.2 Restrictions – There will be various restrictions with the proximity of the Airport. These will be fully detailed within discussions with HAL.

3.2 Existing Structures and Site

- 3.2.1 Structures – Some sub-surface ducts are being retained and the ramp serving the T2 forecourt which crosses the site. For further detailed information refer to drawings contained in Appendix A.
- 3.2.2 Site – Located to the West of the MSCP serving Terminal 2.

3.3 Existing Services

- 3.3.1 Services within the Site – Refer to drawings listed in Document 2A

3.4 Existing Traffic Systems and Restrictions

- 3.4.1 Existing Traffic Systems – The site is bounded by Constellation Way to the north and Cessna Road to the east.

3.5 Ground Conditions

Ground Investigation – The Contractor will carry out the relevant ground investigation surveys.

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The Design

3.6 Significant Hazards or Work Sequences

3.6.1 Noted below are significant hazards or work sequences identified by the Designers that cannot be avoided or designed out and, where appropriate, a broad indication of the precautions assumed for dealing with them.

- (a) The Contractor is to obtain all existing service drawings to identify all existing underground significant hazards before work commences. Sub surface ducts retained to be adequately protected to avoid accidental damage. All work adjacent to known service locations to be managed to avoid any risk of damage and harm to individuals.

Refer to Appendix A for all existing service drawings available.

3.7 Principles of the Structural Design

3.7.1 Noted below are the principles of the structural design and any precautions that might be needed or sequences of assembly that need to be followed during construction.

- (a) To be advised.

3.8 Specific Problems

3.8.1 Noted below are detailed references to specific problems where the Trade Contractors will be required to explain their proposals for managing these problems.

- (a) To be advised

3.9 Materials

Health Hazards Relating to Specified Materials

Noted below are health hazards arising from construction materials where particular precautions are required either because of their nature or the manner of their intended use. These have been identified by the Designers as hazards that cannot be avoided or designed out.

- (a) To be advised

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4. Project Health and Safety Risks

4.1 General Information

All known health and safety risk information for consideration by tendering Principal Contractors is contained in **Appendix A.6** of this document.

It is important that each tendering Principal Contractor reviews and assesses the health and safety risks contained in this register. The associated control measures necessary to mitigating these risks may carry specific and significant cost factors.

The tendering Principal Contractors should review these key risks and ensure, where relevant, that their own risk assessment procedure and their health and safety method statements make adequate provision in identifying the control measures which they will use in respect to minimising those risks which affect them.

Where necessary the tendering Principal Contractors will identify any issues that will require further discussion with the Planning Supervisor and the Designers.

4.2 Continuous Maintenance of the Risk Registers

The risk register will be continuously maintained throughout the life of the project. Designers must continue to provide relevant significant risk information to the Principal Contractor as their design process continues to develop. Their risk information will be maintained in Appendix A.6 of this document.

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5. Site Wide Elements

5.1 Site Access and Egress

Via Cessna Way

5.2 Site Facilities

Location and Requirements for Site Accommodation and Welfare

Site compound.

Location of Unloading, Layout and Storage Areas

Within the confines of the site

Traffic and Pedestrian Route

Via Cosmopolitan Way

Site Security Requirements

Hoarding around construction site

5.3 Emergency Procedures and Requirements

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6. Site Rules

6.1 Client Rules

6.2 Site Working Hours

7. Overlap with the Client's Undertakings

7.1 Consideration of Health and Safety Issues

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8. Continuing Liaison

8.1 Project Team Communication

Insert specific project procedures, meeting schedules, electronic information systems etc.

8.2 Implications of Design Elements

8.2.1 Procedures for considering the health and safety implications of design elements of Trade Contractors.

- (a) The Principal Contractor will ensure that the Principal Designer is advised of the development of **Trade Contractor** design elements and is invited to design meetings and issued with risk information and relevant health and safety related reports.

8.3 Substantial Design or Scope Change

8.3.1 Procedures for dealing with unforeseen eventualities during project execution resulting in substantial design or scope change, and that might affect resources.

- (a) Procedure
 - (i) If substantial design or scope change occurs during the course of the project it should be immediately drawn to the attention of the Client's Project Manager and the Principal Designer
 - (ii) Reassessment of the resource requirement of the Designers and the Principal Contractor would be undertaken to ensure adequate resources are available. The Health and Safety Plan would be reviewed and adapted to address the new situation.

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9. Health and Safety File

9.1 General Notes

9.1.1 The Principal Reference Document for the Health and Safety File will be produced by the Principal Designer and will include the following information supplied by the Principal Contractor:

- (a) A statement of scope of work
- (b) Overview statement of the method of construction
- (c) Specific construction method statements that are relevant to the maintenance, alteration and demolition of the completed structure
- (d) Cleaning and maintenance strategies
- (e) Details of hazardous materials used in the structure
- (f) Residual risk information
- (g) Design criteria for contractor designed elements
- (h) Contractor's reports relevant to the completed structure

9.1.2 Where the design responsibility is the Principal Contractor's they will provide as built drawings for the structure. Under certain contractual arrangements the Principal Contractor is responsible for providing as built drawings for elements they have not designed.

7 sets of full size drawings are to be provided and inserted into clear plastic pockets in ring files (see section 10.1.6 for specification). An electronic copy of all drawings is to be provided in **AutoCAD.dwg** format and scanned .pdf format for line drawings.

9.1.3 The Operation and Maintenance Manuals are to contain information on the significant risks that must be managed when the structure and associated plant is cleaned, maintained, repaired, renovated, refurbished or ultimately demolished.

9.1.4 The Contract and/or the Designers within their Specifications have defined requirements for the Operation and Maintenance Manuals and the as-built drawings. Any such requirements should be complied with, in conjunction with these requirements.

9.1.5 Separate Operation and Maintenance Manuals and as built drawings are required for each structure, and each must be entirely dedicated to the structure for which it is produced. Drawings, plans and all other documents must show only relevant details. System descriptions must apply uniquely to each structure

9.1.6 All Volumes are to be provided within white PVC covered, A4 size, four D-ring files with clear plastic pockets for cover and spine inserts (all inserts will be provided by the Planning Supervisor).

9.1.7 All documentation within the Volumes is to be original, rather than of photocopy or facsimile versions. Manufacturers' literature may be provided as loose pages or as booklets within clear plastic pockets (with expanding gussets, if necessary).

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- 9.1.8 Three months prior to hand-over one draft copy of all documentation will be required for review. The Principal Contractor shall collate this documentation and it should be provided within appropriate files. Completed Volumes should be provided as soon as they are available, but in any event, sufficiently in advance to allow them to be commented upon by the Client, the Designers and the Planning Supervisor prior to the production of final documentation.
- 9.1.9 At hand-over, 7 paper copies of the completed documentation will be required. The Principal Contractor shall collate final documentation and it should be provided within an appropriate number of four D-ring files. By agreement with the Client, one or more of the paper copies may be provided electronically. Text should be in Microsoft Word for Windows format, whilst drawings should be in **AutoCAD.dwg** format, or scanned to .pdf, format for line drawings.

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Appendix A

A.1 List of Drawings/Documents Identifying Existing Services, Site Constraints and HAL Standards

Phase 11 Contaminated Land Assessment	Dated February 2010
T2 Hotel - Scope of Services Diversion and Hotel Service Supply Works	
Utility Services Report – ATK15347	Dated 15.01.2016
Utility Services Report – GDL15193	Dated 29.07.2015
USR_GDL15193 – Survey Report	
Cat Surveys PAS 128	
Survey of Existing Services	GL15193-UUD-RO-200AO-001
Underground Utility Protection	DRG NO XXXX-00-M2-000001
Underground Utility Protection	DRG NO 10000-XX-GA-911000001V1
Firewater Details Sheet 1	10000-XX-DE-800-000009
Firemans Diversion Plan	10000-XX-GA-800-181
Firemans Diversion Long Section	10000-XX-SE-800-000002
Firemans Diversion Long Section	10000-XX-DE-800-000003
Drainage Details	10000-XX-DE-800-000014
Civils Performance Specification	10000-XX-DS-800-000035
Foul Water Outlet Route	10000-XX-GA-862-000074
Drainage Section	10000-XX-SE-800-000004
T2 Hotel – Foul Water Capacity Check Report – Rev 1.0	
T2 Hotel – Foul Water Capacity Check Report – Rev 2.0	
T2 Hotel Electrical Supply Options	
T2 terminal Hotel Supplied From Substation 224	
Potable Water Details	10000-XX-DE-800-000012
Proposed Potable Water Plan	10000-XX-DE-800-000051
Potable Water Capacity Check Report	
T2 Hotel – Surface Water Capacity Check	
Comms Diversions	
Electrical Diversion	
Storm Water Outlet Options	
Summary Geotechnical Review and Recommendation for Ground Investigation By Buro Happold for the MSCP	
Phase II Contaminated Land Assessment MSCP	10000-XX-EC-904-000001 V1.0

HAL Standards

CCTV Survey Process	10000-XX-AM-864-000001
Document Management Procedure	00000-XX-PR-XXX-000004
Document Numbering Standard	00000-XX-PR-XXX-000001
Document Numbering Standard Appendix	00000-XX-PR-XXX-000593
Handover Deliverables	00000-XX-PR-XXX-000808
Handover Deliverable Schedule	00000-XX-PR-XXX-000038
Heathrow Asset Data Integration	10000-XX-AM-XXX-000009
Heathrow Common Language	10000-XX-AM-XXX-000002
Heathrow Common Language Asset Classification Append	10000-XX-AM-XXX-000005
Heathrow Labelling Standard	10000-XX-AM-XXX-000007
Heathrow Labelling Standard Template Files	10000-XX-AM-XXX-000008
Heathrow Partsline Registration Template	Partsline Registration Template
Information Modelling Standard	10000-XX-PR-XXX-000283
Information Modelling Standard - Appendix	10000-XX-PR-XXX-000290
Land, Building and Services Survey Standard	00000-XX-PR-XXX-000683
Manhole Pit Gully Schedule	Manhole Pit Gully Schedule
Survey Request Form	Survey Request Form
Survey Station Location Form	Survey Station Location Form
H+S File Standard Guidance	00000-XX-WP-XXX-000030
HP/13/006 Service Protection Process	00000-XX-PR-XXX-000642
Instructions for Electronic Service Clearance Form	10000-XX-WP-XXX-000843
Survey Clearance Form	Survey Clearance Form
Car Park Asset Standard	10000-XX-AM-700-000001
Heathrow Landside Roads	00000-XX-PR-736-000001
Electronic Distribution	00000-XX-PR-XXX-000548
Testing of Mechanical Services	00000-XX-PR-XXX-000566
CCTV Technical Standards	00000-XX-TD-500-000118
Accessible and Inclusive Airports Asset Standard	10000-XX-AM-200-000001
Public Health and Water Infrastructure	10000-XX-AM-800-000003
Lighting Asset Standard	10000-XX-AM-827-000001
H+S + Environmental Requirements for Suppliers	10000-XX-WP-XXX-001738
Incident Reporting	10000-XX-PR-XXX-000299
Construction Fire Safety Plan Standard	00000-XX-PR-XXX-000395
Acetylene Restrictions	10000-XX-PR-XXX-000298
HSSE-HS-FIR-05-G01 Guidance for Hot Works at Heathrow Airport.	10000-XX-WP-XXX-001247
HSSE-HS-FIR-05-L01 Hot Works Procedure for Heathrow Airport.	10000-XX-WP-XXX-000304
HSSE-HS-FIR-05-L01 Hot Works Application and Authorisation Form	Hot Works Application & App Form

Notification of the Project

A.2 F10 Notification

Initial notification of the project has not been made to the Health and Safety Executive. A copy of the Form F10 will be contained in this appendix.

Notification of Project

Project No:

Notes:

1. This form can be used to notify any project covered by the Construction (Design and Management) Regulations 1994 which will last longer than 30 days or 500 person days. It can also be used to provide additional details that were not available at the time of initial notification of such projects. (Any day on which construction work is carried out (including holidays and weekends) should be counted, even if the work on that day is of short duration. A person day is one individual, including supervisors and specialists, carrying out construction work for one normal working shift.)
2. The form should be completed and sent to the HSE area office covering the site where construction work is to take place. You should send it as soon as possible after the Planning Supervisor is appointed to the project.
3. The form can be used by Contractors working for domestic clients. In this case, only parts 4-8 and 11 need to be filled in.

HSE - For official use only

Client	V	PV	NV	Planning Supervisor	V	PV	NV
Focus serial number				Principal Contractor	V	PV	NV

1. Is this the initial notification of this project or are you providing additional information that was not previously available.

Initial notification. Additional notification.

2. **Client:** name, full address, postcode and telephone number. *(if more than one Client, please attach details on separate sheet.)*

Name:	Telephone Number:
Address:	Contact: Mr
Postcode:	

3. **Planning Supervisor:** name, full address, postcode and telephone number.

Name:	Telephone Number: 020 7554 8000
Address:	Contact: Mr
Postcode:	

4. **Principal Contractor:** *(or contractor when project for a domestic client)* name, full address, postcode and telephone number.

Name:	Telephone Number:
Address:	Contact: Mr
Postcode:	

5. **Address of site:** where construction work is to be carried out.

Address:

Postcode:

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6. **Local Authority:** name of the local government, the district council or the island council within whose district the operations are to be carried out.

London Borough of Hillingdon

7. **Please give your estimates on the following:** Please indicate if estimates are original. ☒ revised. ☐ (tick relevant box.)

a. The planned date for commencement of the construction work.

b. How long the construction work is expected to take (in weeks).

weeks

c. The maximum number of people carrying out construction work on site at any one time.

d. The number of contractors expected to work on site.

8. **Construction work:** give brief details of the type of construction work that will be carried out.

The T2 Hotel will provide Circ 350 bedrooms in a fourteen storey, circa 43 meter tall building.

9. **Contractors:** name, full address and postcode of those who have been chosen to work on the project. (if required, continue on a separate sheet). (Note this information is only required when it is known at the time notification is first made to the HSE. An update is not required.)

Declaration of Planning Supervisor:

10. I hereby declare that (name of organisation) has been appointed as the Planning Supervisor for the project.

Signed by or on behalf of the organisation (print name) **Click here to type text.**

Date **Click here to type text.**

Declaration of Principal Contractor:

11. I hereby declare that **Click here to type text** (name of Principal Contractor) has been appointed as the Principal Contractor for the project.

Signed by or on behalf of the organisation (print name) **Click here to type text.**

Date **Click here to type text.**

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Schedule of Surveys, Investigations and Historical Drawings

A.3 Schedule of Historical Drawings

The following schedule indicates the existing documents and drawings, as provided by the Client and Designers.

Client / Designer	Date & Reference	Description / Details

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A.4 Schedule of Surveys and Investigations

Survey / Investigation	Responsibility	Carried out to date or Current	Required to be Carried Out	Issue Date	Comments
See Document 2A					

CDM Project Directory

A.5 Project Directory

Site Layout Plan

A.6 Plan			
083-L(20) 200	Location Plan / Site Plan		1: 1250
083-L(20) 201	Site Plan as Existing		1: 200
083-L(20) 202	Proposed Site Plan		1: 200

Design Risk Assessments

A.7 Schedule of Design Risk Assessments

The following register provides significant construction phase risk information, as identified by the Designers.

Refer to T2 Design Risk Register document instead of listing it below.

Designer	Date & Reference	Significant Risk Information / Trade Package