

Chester Road Construction Management plan

Important

Construction work shall not commence until the CDM coordinator and client are satisfied that this construction phase plan has been satisfactorily developed – and have advised us accordingly in writing.

Further guidance & information relating to the construction phase plan and CDM requirements is located within the **ISG**

Construction company management system

Project name	Chester Road Project	Project no	TBD
Project address	2 Chester Road, Camden		
Client name	Camden Council		
Client address	5 Pancras Square, London, N1C 4AG		
Client contact no	TBD		

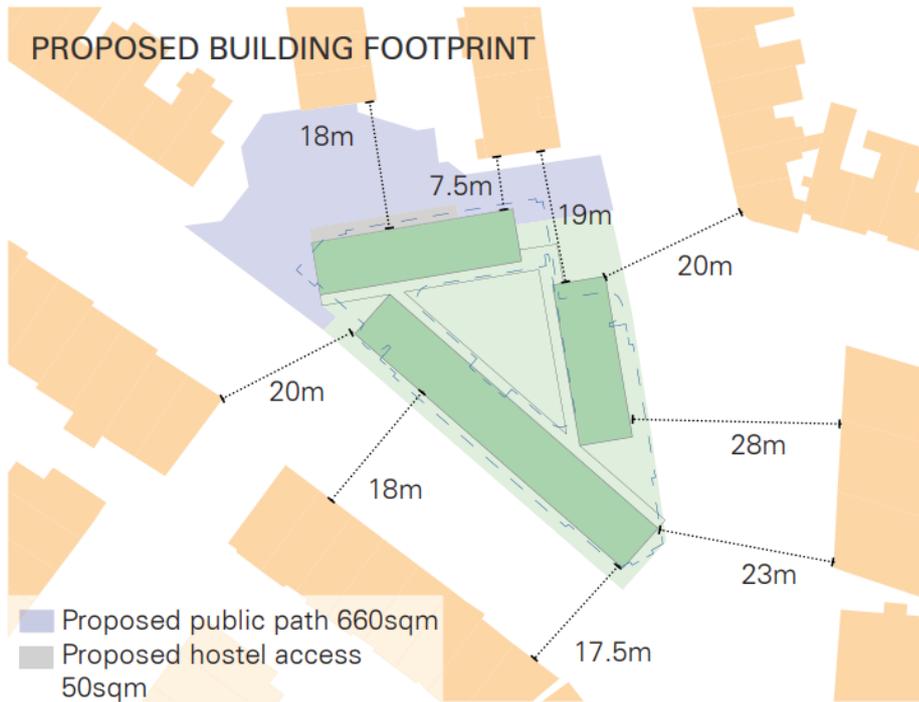
Authorised by	Title	Signature

Revision	Date	Purpose	Amendment	Updated by	Initial
Draft No.1	06/02/23	Draft – Issued for inclusion in Planning Discharge.	First Draft – Pre-Construction Stage	E. Waters / A. Lucas	E. W / A. L
Draft No.2	23/02/23	Draft – Restructured Documentation, Amended to include comments from Camden Council	Second Draft – Pre-Construction Stage	E. Waters	E. W

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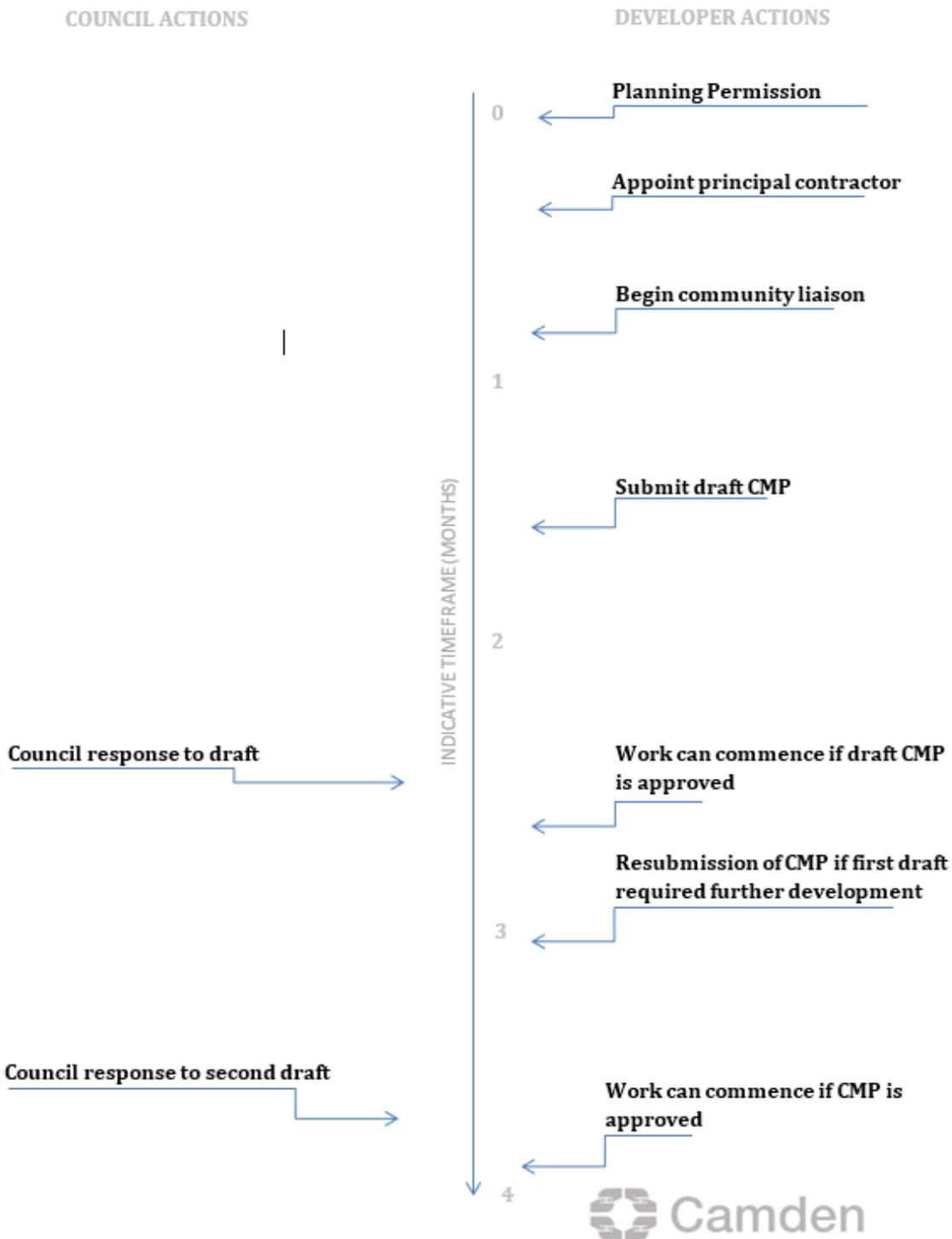


Proposed Ground Floor Plan



1.2 Project programme dates
Start Date: TBD
Completion Date: TBD

Programme TBD



2. Targets

2.1 Common targets

To complete the project works: -

- on time
- to specification
- within budget
- without reportable accidents or environmental incidents
- to ensure that no persons, or the environment, is put at significant risk
- to ensure that all relevant legislation is complied with
- to achieve a “considerate constructors score” of 40 or over
- Target Zero accidents, incidents, defects, environmental incidents.

2.2 Project specific targets (including health, safety, quality and environment)

- 100% CSCS Cards for operatives
- Safe and Secure site
- A CCS score giving ‘Performance Beyond Compliance’
- On time, on budget and defect free
- Exceed community engagement targets

3. Project team and organisation			
3.1 Client and professional team			
Client	Camden Council		
Client	Camden Council		
Name	Mark Hopson		
Address	Camden Council Offices		
Email	mark.hopson@camden.gov.uk		
Contact no	Office	Fax:	Mobile no: 202 7974 2986
Project manager	Airey Miller		
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Email	TBD		
Contact no	Office	Fax	Mobile no
Architect	Walker Simpson Architects		
Name	John Walker		
Address	33 Piccadilly M1 1LQ		
Email	wsa@walkersimpson.com		
Contact no	Office	Fax	Mobile no
M&E consultant	Method Consulting		
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Address	Berkely House, Hunts Rise, Swindon, SN3 4GT		
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Structural engineer	Alan Wood		
Name	Mike Coulman		
Address	341 Beverly Road, Hull, HU5 1LD		
Email	mike.coulman@alanwood.co.uk		
Contact no	Office	Fax	Mobile no
Quantity surveyors	Currie & Brown		
Name	Gavin Ferraris		
Address	40 Holborn Viaduct, London, EC1N 2PB		

Position	Document Controller	
Name	TBD	
Contact Information	Email:	Mobile No:
Address	Aldgate House, 33 Aldgate High Street, London, EC3N 1AG	
Position	Project Health & Safety Supervisor / Co-Ordinator	
Name	TBD	
Contact Information	Email:	Mobile No:
Address	Aldgate House, 33 Aldgate High Street, London, EC3N 1AG	
Position	Fire Safety Co-Ordinator	
Name	TBD	
Contact Information	Email:	Mobile No:
Address	Aldgate House, 33 Aldgate High Street, London, EC3N 1AG	
Position	COSHH Co-Ordinator	
Name	TBD	
Contact Information	Email:	Mobile No:
Address	Aldgate House, 33 Aldgate High Street, London, EC3N 1AG	

Position	Emergency Site Contacts (Available 24/7 on mobile below)	
Name	TBD	
Contact no	TBD	
Position	TBD	
Name	TBD	
Address	TBD	
Contact no	Email:	Mobile No:

4. ISG Staff Organogram

TBD

5. Roles and responsibilities of the project team

The following is a summary of the responsibilities of the entire project team whilst on the Camden Road Project. (Client, ISG and Subcontractors)

5.1 Responsibilities – General	Role
Read and comply with the ISG Health and Safety policy and Company management system.	All members of the project team

5.2 Actions / responsibilities – Pre- construction	Role
Organize / chair project start up meeting	PM
Obtain any tender Health & Safety information such as pre-construction information pack. Prepare and maintain the Construction phase plan.	PM
Identify significant hazards and read the relevant sections within the Company management system. Obtain from the HSQ&E advisor guidance and advice as required.	PM
Once complete, issue the Construction phase plan to project team and all contractors.	PM / QS
Prepare a site logistics plan and transport and traffic management plan	PM / CM
Obtain and display a copy of the F10 addition notification from the CDM Coordinator/ notify other authorities as required	PM
Hazardous waste notification to Environmental Agency	PM / CM / QS
Obtain and display a copy of the Health and Safety policy statement	PM / CM
Obtain and display the current insurance certificate	PM / CM
Contact the service authorities and establish the location of existing services	PM / CM
Prepare a project directory.	PM / CM / DC
Notify third parties e.g., adjacent projects, neighbouring houses, schools, businesses, etc. where necessary.	CM
Plan and arrange site welfare facilities	PM / CM
Plan and arrange temporary services and electrics	PM / CM
Check that the temporary site building(s) complies with the requirements of the code of practice for fire prevention on construction sites.	PM / CM
Ensure a comprehensive fire risk assessment is carried out.	PM / CM / QS
If the project is over £3m, ensure a fire detection system is installed within the project offices	PM / CM / QS
Review and complete project environmental aspects and impacts form	PM
Complete environmental checklist	PM
Complete a site waste management plan	PM

5.3 Actions / responsibilities – Procurement	Role
Ensure that all subcontractors that are put onto the tender list are competent, they have a good Health and Safety record and have passed the pre-qualification procedure and that they have carried out similar work to this project	PM / QS
Review subcontractors Health and Safety questionnaire that was issued with the tender enquiry	HSQEA
Arrange post-tender meetings with all potential subcontractors to discuss Health and Safety considerations	PM / QS
Ensure Health and Safety compliance forms part of the successful subcontractor's contract	PM / QS
Conduct all subcontract pre-start meetings	PM / QS
Supply the appointed subcontractors with a copy of the project Construction phase plan, site rules, meeting agendas and schedule of meeting dates	PM

5.4 Actions / responsibilities – Health & safety planning	Role
Obtain Designers risk assessments were appropriate and issue to the subcontractors	PM
Display emergency telephone numbers on the site notice boards.	CM
Ensure subcontractors have produced method statements and risk assessments prior to any work starting	PM / CM
Ensure all subcontractor method statements and risk assessments are reviewed before work starts and any lifting requirements are passed onto the Appointed Person for review.	PM / CM
Ensure all operatives, staff and members of the professional team attend the project inductions	CM
Ensure all subcontractors have identified hazardous substances and issued the associated COSHH assessment and material data sheets	CM / CC
Review all COSHH assessments	CM / CC
Ensure areas have been allocated for material storage and that precautions and measures are in place for the storage of any hazardous materials	CM / CC / Ganger
Ensure adequate PPE is available for visitors	PM / CM
Ensure major incident plan has been communicated to staff and preventive actions implemented	PM
Ensure transport and traffic management plan implemented and communicated to staff	PM
Ensure lifting operations are planned, always controlled & supervised. That a project lifting procedure is compiled maintained and reviewed.	PM / AP
Ensure that daily co-ordination and weekly review lifting team meetings are held and recorded.	PM / AP
Maintain construction programme and ensure subcontractors are working to the latest programme	PM / CM

5.5 Actions / responsibilities – supervision and co-ordination	Role
Ensure all risk assessments, method statements and COSHH assessments are communicated by the subcontractors to their operatives.	CM
Issue requirements for weekly toolbox talks to subcontractors	CM
Implement red, yellow and green card system	PM / CM
Implement and maintain monthly subcontractor performance league table	PM
Organize, attend and manage the following meetings as detailed in Section 9.2 of this Construction	PM / CM
phase plan.	PM / CM
Carry out daily inspections and review subcontract compliance with method statements and risk assessments	Project team / subcontractors
Where necessary, issue improvement / prohibition notices to subcontractors.	All site staff

5.6 Actions / responsibilities – inspections / records / audits	Role
Ensure welfare facilities are maintained to the required standard.	CM
Obtain and maintain up to date plant registers from all subcontractors	CM
Maintain an up-to-date register of operative training certificates	CM
Maintain and keep up to date the construction phase plan, transport plan, traffic management and major incident plan	PM
Maintain an up-to-date accident book	CM
Complete the company accident report form(s) in the event of a reportable incident.	PM / CM
Investigate reportable accidents/incidents.	HSQEA / PM / CM
Ensure an F2508 is completed and submitted to the HSE for all reportable accidents/incidents.	PM / CM / SA
Notify the HSQ&E department of all reportable accidents/incidents and near misses	PM / CM
Carry out daily inspections of the site boundary and hoardings	CM / Ganger
Carry out daily inspections of all work areas	CM / Ganger
Carry out weekly fire safety checks and inspections	QS
<p>Ensure inspections are carried out on scaffolding:</p> <ul style="list-style-type: none"> • Every 7 days • Before use • After any modification / alteration • After any event that could have affected its stability 	PM / NM / CM / SC

5.7 Actions / responsibilities – Inspections / records / audits (Sub Con.)	Role
Ensure all mobile towers have a 'Scaff Tag', recorded on a plant register and that they are inspected: <ul style="list-style-type: none"> • Every 7 days • Before use, including after and adjustment. • after any event that could have affected stability 	CM / SC
Ensure all hoists and lifts are recorded on a plant register and inspected: <ul style="list-style-type: none"> • Before first use and visual daily check • Weekly by operator • Every 6 months by manufacturer / installer • in accordance with manufacturers recommendations 	CM / SC
Ensure that all lifting equipment is identified and recorded onto the project lifting plan and that inspections are carried out on all lifting equipment and accessories i.e., cranes, slings, chains, eye bolts etc.	PM / AP
<ul style="list-style-type: none"> • in line with the lifting procedure and project lifting plan 	AP
Carry out and record weekly site safety inspections	SC
Carry out inspections on excavations daily prior to work, and after any event that could have affected stability	SC
Inspect confined spaces prior to any works*	Subcontractor
<ul style="list-style-type: none"> • ensure all plant is recorded onto a plant register and that it is inspected before use. • Ensure plant is in accordance with manufacturers recommendations and planned maintenance schedule 	CM / SC
Ensure all electrical equipment is PAT tested and inspected before use and: <ul style="list-style-type: none"> • every 3 months 	Subcontractors/CM
Carry out safety inspections/system checks on the site conditions	HSQE Manager / SCM
Carry out Health and Safety system audits on the implementation of the Company management system	HSQE Manager
Report Health & Safety performance to the client within the project reports and client meetings	PM
Provide the CDM Coordinator with the relevant documentation required for the H&S file.	PM
Chair the project four weekly Health, Safety & Environmental review meeting	PM / CM
Attend the project four weekly Health, Safety & Environment review meeting	Project team

5.9 Roles and responsibilities of the Client team

Throughout the project the client will be responsible for:

- Ensuring that suitable arrangements are made to manage the project safely
- Ensuring that designers and contractors are promptly supplied with information relevant to their purposes
- Ensuring that contractors (Principal Contractors on notifiable projects) are informed of the minimum time to be allowed for planning and preparation before construction commences
- On notifiable projects appointing a CDM Co-Ordinator and a principal contractor, otherwise he will himself be deemed responsible for the duties assigned to those roles
- On notifiable projects ensuring that construction does not commence before a construction phase plan is in place

5.10 Roles and responsibilities of the Design Team

The design team will be responsible for:

- Not commencing work on a project unless the client is aware of his duties
- Avoiding risk to construction workers, cleaners, maintenance workers, and anyone affected by their activities, together with anyone using the structure if it is designed as a workplace
- eliminating hazards, and reducing the risk from remaining hazards, giving priority to collective measures
- providing sufficient information regarding the design to assist the client, the CDM Co-Ordinator, other designers and contractors
- not carrying out design (other than initial design) for a notifiable project unless a CDM coordinator has been appointed
- providing information regarding a notifiable design promptly so that the health and safety file may be prepared and issued on completion of the project
- ensuring that the design considers the requirements of the Workplace Health, Safety Welfare Regulation 1992

5.10 Roles and responsibilities of the Principal Designer

The PD coordinator is responsible for:

- On notifiable projects advising and assist the client and coordinating and liaising with both the designers and the principal contractor.
- Ensuring that the information required from the client is obtained and issued. However, the coordinator will not be required to prepare a formal pre-construction health and safety plan. Information required from the client, designers and others must be included in the package issued to the principal contractor (pre-construction information pack)
- Preparing the health and safety file and passing it on to the client at the end of the construction phase.

5.10 Roles and responsibilities of the Principal Contractor

Throughout the project the P.C will be responsible for:

- For notifiable projects, contractors must not commence work unless they have been provided with the names of the coordinator and principal contractor
- Principal contractors must ensure that every contractor is informed of the minimum time provided for planning and preparing before they commence construction works.
- The principal contractor must ensure that every construction worker is provided with suitable site induction training
- The principal contractor must ensure that his employees have been provided with the necessary information and training, and that other contractors have complied with a similar duty
- The principal contractor is responsible for planning, managing and monitoring the construction works, and for ensuring that the other contractors carry out their duties.
- The principal contractor is responsible for giving access to the relevant parts of the construction phase plan to the other contractors, and for consulting with those contractors before finalizing the relevant parts of the plan
- The principal contractor is required to identify to each contractor the information required for the health and safety file, and to ensure that the information is promptly provided to the coordinator

6. Project establishment / Site set up (Logistics, Welfare and Storage)

The following information is to outline the processes and set ups that will be undertaken on the project. They may be subject to change as the project is progressing, such changes will be reflected within revision descriptions.

PROJECT LAYOUT / MARK UP TBD

6.1 Office, Welfare and storage arrangements	
Project office(s)	TBD
Meeting room	TBD
Canteen	TBD
Drying room	TBD
Toilets / washing	TBD
Heating food	TBD
Electric supplies	TBD
Water supplies	TBD

Note: All temporary electrical supplies to project accommodation are to be checked on a three-monthly basis.

6.2 Arrangements that have been considered

- Separate pedestrians and construction vehicle traffic at or before the project entrance
- Provide “pedestrians only” areas
- Provide “construction vehicles only” area where only designated personnel can enter
- Provide where necessary a trained ‘banksman’
- Provide safe pedestrian routes to and from work locations
- Provide safe construction vehicle routes around the project
- Project address and date
- Location of cabins, welfare etc.
- Provide a plan / drawing of access and egress to the project
- Show local routes/road systems including one-way schemes, car parking etc.
- Specify areas where the project will need to provide traffic control
- Detail speed limits / height and width restrictions
- Parking restrictions
- Other local traffic characteristics: rail crossing, trams, vehicular and pedestrian flow
- Mobilizing / demobilizing of plant
- Deliveries to project / loading / storage areas.
- Vehicle route / area / turning / reversing.
- Signage.
- Overhead / underground services, identified and marked
- Temporary lighting.
- Vehicle maintenance / refuelling areas (with appropriate emergency / environmental considerations)
- Installation of tower crane including associated road closure.
- Engines are not to be left idling this will be managed by the traffic marshal
- We will consider the use of construction consolidation Centre but at present this does not seem feasible

6.3 Project Security

Security assessment and arrangements

The security needs are considered for the project at the planning stage and reviewed throughout the contract. Special attention is made to deter access by children / young adults and to protect the members of the public. All visitors are to be met at the entrance by and ISG / Subcontractor manager and directed to the project office from where access into the construction area is controlled.

6.4 Project security arrangements

Security arrangements for the project boundary are robust hoardings with adequate lighting will be installed along all the external site boundaries if not already secured by party / boundary walls. There will be secure gated access for pedestrians and material deliveries.

6.5 Security arrangements for compound, offices, stores etc

A site security guard will be in place during site working hours at the main entrance to ensure only authorised peoples are entering the premises. There will also be a logistics manager employed who will work alongside the site security and ISG's construction managers to set up and maintain compound, office and storage facilities. (Overnight security measures TBD)

6.6 Security Arrangements plant and equipment

All Plant keys shall be held and locked away by the relevant hirer / owner of plant (Logistics manager for all ISG hired plant and S.C manager for subcontractor plant). All tools and equipment are the responsibility of the owners and should keep their tools locked away within lockable storage containers and tool chests. ISG will work with SCs to provide adequate space for tool and equipment stores.

6.7 Security arrangements for the building/project during construction

All plant and equipment will be securely stored away by the various trades in lockable storage containers and tool chests. ISG management, Logistics manager and security guard to work alongside SCs to inform trades on policies and protection from theft.

6.8 Security systems and devices

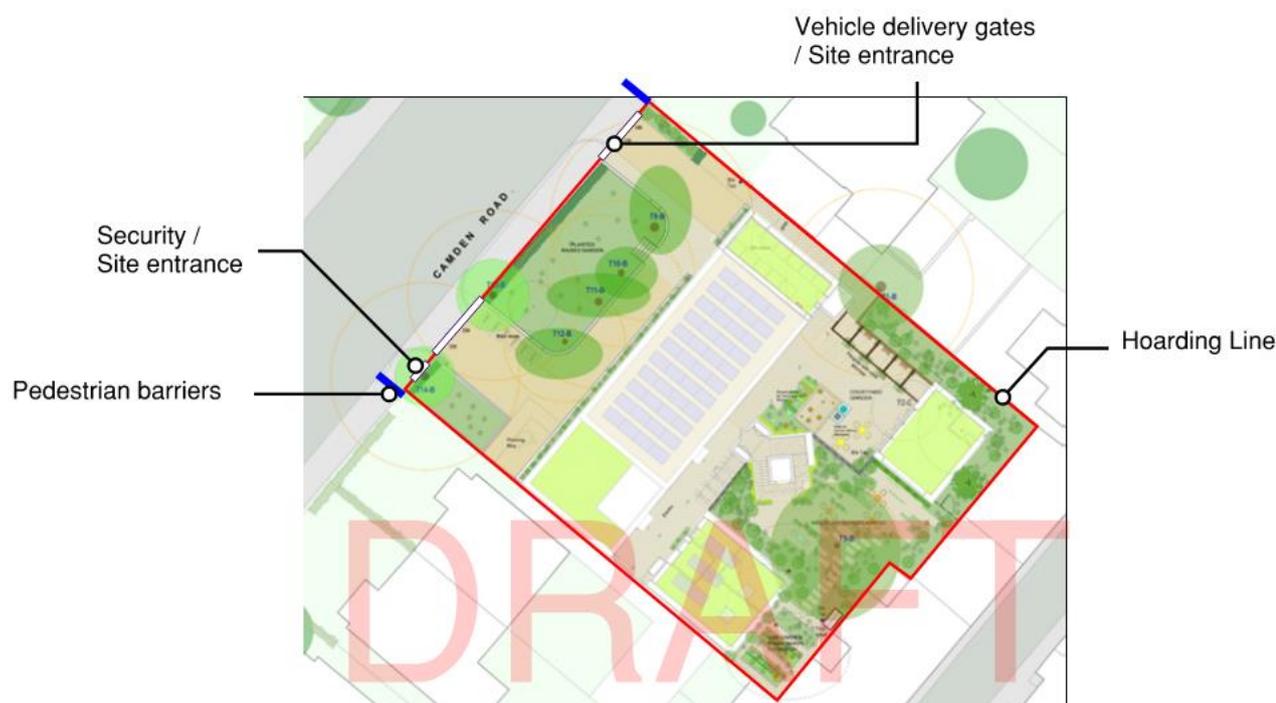
Specifics TBD - The use of FR different forms of biometrics will be investigated with the use of CSCS readers to reduce the risk of untrained / unauthorised persons entering the site. The use of CCTV for the interior of the site boundaries will be investigated and agreed with Camden council prior to decision being made.

A biometric reader and turnstile system will be installed at the entrance to the project, and this will be controlled by a dedicated security guard. Those entering site for trade related works must provide a valid and in date CSCS and scanned at the security desk to prove validation. Everyone coming onto the site will be given a project specific induction and will need to complete a questionnaire to ensure their competency. A copy of the CSCS card shall be held with each induction and both locked away (GDPR)

6.9 Measures to protect the public

Hoarding to be inspected daily and maintained to reduce the ability to access the site. Sensitive approach to high hoarding surrounding the site, located next to residential areas

Due to the nature of the road (A Road potential to be busy), Extra caution to be taken, especially at peak times. Traffic marshals shall be posted outside the site to ensure separation of the public and site activities / deliveries. Barriers shall block pedestrian path at marked locations to prevent pedestrians walking in to the site line of vehicle entrances. (Exacts to be agreed with Camden council)



A designated liaison officer will be employed to communicate with local community. Consideration taken to proximity to Camden School for Girls. Potential risk for children coming in to contact with delivery vehicles. Delivery times to be amended in line with school start and finish times.

6.10 Comments and security problems

None found at this present time – TBD

6.11 Control measures for access

Full details TBC – Additional details to be references within TMP

7. Arrangements for controlling significant project risks

Existing hazards / considerations / restrictions	Notes / controls
Hours of working throughout the project to include all excavation and construction work.	<ul style="list-style-type: none"> As per Camden Councils permitted working hours, Site works will be carried out between 8am to 6pm, Monday to Friday. Noisy works (If relevant) Such as breaking using peckers or kangos, shall only be permitted as long as they are permitted by Isg and Camden Council. A "Consent to work outside of the permitted hours" form shall be filled out and send to Camden council Should any late works need to be carried out Monday to Friday, Saturday works need to be carried and or noisy works to be carried out on a Saturday. Unless required and approved, No Sunday works shall take place.
Adjacent Buildings	Works surrounded by Existing buildings. Works to be carried out in strict accordance with TMP. All noisy works to be kept to a minimum, Plant turned off when not in use, toolbox talks to all site personnel regarding noise sensitivity and neighbours, Liaison officer to keep contact with residents periodically with updates to the project and notices of noisy works.
Noise restrictions	All contractors working on site to keep strictly to the CoPC and to keep to the guidance given in BS 5228 (parts 1,2 and 4). A Noise survey will be undertaken prior to works proceeding and noise levels monitored at the site boundary and levels recorded within CoCP. (Locations of monitors TBD)
Access restrictions	Access on to site from Camden road only. Separated access for delivery vehicles and pedestrians to be implemented and monitored by traffic marshals and security guard.
Present land use and ground conditions	Full soils investigation carried out, limited risk. No contamination has been highlighted. Plan to be implemented for on site pollution prevention.
Environmental Considerations.	Noise, Dust and Vibration – All to be monitored on site. Noted requirements and plan to be set out within CoPC (TBD)
Traffic systems / management to Camden Road	Subject to site specific traffic management plan. TBD
Existing services	TBD by PD / BMS / TSM
Delivery and Removal of Materials	TBD – Site waste management plan to be implemented along side ISG best practices to set standard for waste removal for project. TMP to highlight delivery specifics.
Removal of asbestos	No asbestos reported on site during demo works nor within surveys.

Preventing falls	<p>All working platforms will have ladder access, double guard rails and inside handrails and toe boards.</p> <p>All working at Height activities will be subject to the issue and approval of a detailed RAMS before any works commence. All work at height will be in full compliance with The Work at Height Regulations and will follow the hierarchy of controls.</p>
Control of lifting of operations	<p>All forms of lifts will be controlled by a designated lifting supervisor and banksman. A robust lifting plan shall be developed and maintained throughout the project by a CPCS Appointed Person.</p> <p>TBD</p>
Maintenance of plant and equipment	<p>Daily (visual), weekly, 6 monthly and annual checks will be carried out on all items of plant and equipment and logged to ensure that all is in good working order.</p>
Excavations	<p>Extensive deep excavations will be carried out in a safe working practice. All excavations shall be recorded on a register and inspections in line with our procedure will be completed. Falls into excavations by persons, plant and objects shall be suitably prevented.</p>
Traffic routes and segregation of vehicles and pedestrians	<p>A logistics and Traffic Management Plan will be developed for the initial works on site with a methodical approach to vehicle sizes and types. A site plan is to be set up to include delivery routes, pedestrian routes and any signage and barriers that are required to separate pedestrians from vehicles. Traffic marshals shall be present to protect pedestrians and road users.</p>
Storage of materials (particularly hazardous materials) and work equipment's	<p>Materials will be stored in metal containers at the risk of the Trade Contractors. All hazardous materials will be stored in a designated area, with a spill kit and clear signage warning of the dangers. Flammable substance storage areas shall be clearly located on the fire plan and will be sited to minimize risk.</p> <p>Waste management plan to specify details.</p>
Manual Handling	<p>Lifting assessments to be carried out for all operations so that mechanical lifting can be maximized where possible to avoid the need for manual lifting. Where practicable many items will be reduced to the 20kg limit</p>
Reducing noise and vibrations	<p>Methodology to be adopted to ensure that quiet methods are used for breaking etc. No noisy works carried out beyond the agreed timeframes</p>
Use of hazardous substances	<p>Any Hazardous substances / chemicals are to be kept within a lockable COSHH storage whenever possible. Use of such items must be within the relevant persons RAMS.</p> <p>Suitable overalls, Impervious boots, gauntlets, goggles etc. to be worn during the placing of concrete. In line with COSHH assessments. 5 Point PPE at all times.</p>

8. Subcontract management

8.1 Contractor selection

Contractors will be selected in accordance with ISG's Company management system procedures. Adherence to these procedures will ensure all subcontractors are competent to carry out the particular works based on the information available at time of placing order.

8.2 Contractor co-ordination

Works involving all contractors on site will be incorporated into the contract and short-term programmes. Requirements for interface and segregation of contractors will be identified through risk assessments and incorporated into method statements. Risk assessments/ method statements must be produced by the contractors and reviewed by the project team before the works commence on site. This information will be communicated by means of regular co-ordination meetings on site and during their progress meetings.

8.3 Contractor Control

Control will be implemented through risk assessments and method statements. Risk Assessments and Method Statements must be prepared and reviewed prior to the activity being undertaken on site. Operatives must be briefed on their risk assessments and method statements before commencement of the respective tasks. A record is to be kept of the briefing activity.

8.4 Inductions

All personnel (including visitors or the client's professional team) wishing to access and work on this project must attend the project HS&E induction. On this project there will be 4 types of Induction:

- Full project specific induction – which everyone shall attend
- Project supervisors' induction – which the subcontractors foreman and project managers shall attend
- Lifting team induction which all members of the project lifting team shall attend.
- Visitors' induction – which all visitors shall attend

The full project induction will be given on the following days at 08:00 am: Monday to Friday

The full project specific induction informs all operatives, staff and management of the specific risks associated with this project together with the arrangements in place for Health, Safety and Welfare.

The supervisors' induction is specifically addressed to the project management and foreman and is to complement the full project induction. This communicates to the subcontractor's project management and foreman what we expect from them, how we expect them to behave and set a good example to others.

The project visitor's induction will be given to every visitor that comes on to this project, including our own staff (no matter how senior), any HSE inspectors, any person from the client's team etc. This induction highlights specific risks to any visitor's health and safety whilst they are on this project. The visitor's project induction will be handed to each visitor as they sign in at the security / signing in point.

Note: All visitors to the project will need to be always accompanied when they are not in a clearly designated safe route or area.

9. Co-ordination, communications and co-operation

Co-operation and communication with third parties and the Client will be always be maintained throughout the project lifecycle. Exacts of the process of communication is **TBD**

Meeting	Purpose	Parties Involved	Frequency
Design Team	Co-ordinate design Resolve design issues Monitor information release	Architect	Weekly
		Structural Engineer	
		M&E	
		Landscaping	
Client Progress	Gives client an overall picture of the project including health and safety	Client	Fortnightly
		ISG	
		Client Design Consultants	
Community Liaison	To update the local community representatives on progress made and planned to listen to concerns.	Community Working Group was established and has been meeting during demolition phase. ISG shall ensure this is maintained and continued through to completion of the next stage of this project.	Monthly, or at a frequency agreed with residents and stakeholders once the build is underway.
Subcontractor progress	Review progress against programme Resolve co-ordination issues Discuss key issues incl HSQ&E	ISG / subcontractors	Weekly
Monthly Health & Safety Review	Internal review of the health and safety performance and issues over the past month	ISG project team	Monthly
Monthly Health & Safety Review	Internal review of the health and safety performance and issues over the past month	ISG project team	Monthly
Lifting team daily co-ordination	To ensure co-ordination of contractors using lifting equipment on the project	Project lifting team	Daily
Lifting team daily co-ordination	To ensure co-ordination of contractors using lifting equipment on the project	Project lifting team	Daily
Other near-by construction sites	Ensure deliveries are co ordinated	ISG project team	Weekly

9.1 Toolbox talks

To reinforce project Health, Safety and Environmental issues and the requirements of the Method Statements / Risk Assessments, each subcontractor will be required to carry out Toolbox talks. The Project Leader / Nominated Manager will agree a programme for Toolbox talks with each subcontractor and monitor their compliance.

All Toolboxes talk records will be maintained within the project office.

9.2 Third Party and client considerations

Noise

Noisy works to the existing building line comprising of landscaping and groundworks are in close proximity to local residents. **All contractors working on site to keep strictly to the CoPC and to keep to the guidance given in BS 5228 (parts 1,2 and 4).**

Vibration

Vibration – TBC

Dust

Air Pollution and Dust Control - Noted requirements to be set out in the CoPC. TBC

Social Exclusion

TBC

9.3 Sensitive affected persons

Neighbouring properties along Chester Road and Dartmouth Park Hill

1, 5, 7, 11, 13, 15, 17, 18, 19, 1A, 21, 21B, 23,24, 25, 27, 29, 33A, 35, 37A, 58 - **Chester Road**

72, 74, 76, 78, 82, 84, 87, 92, 90, 91, 94, 98, 100 – **Dartmouth Park Hill**

73, 74, 72, 70, 68, 66, 64, 62, 60, 58, 56, 54 52 – **Bickerton Road**

10. Handling design changes during the project

Contractor's design – temporary –

The following design activity is to be managed by ISG Construction

TBD

Contractor's design – Permanent –

The following design activity is to be managed by ISG Construction

TBD

11. Information and training

Induction training shall be provided to everyone wishing to work and visit this project. Refresher induction training shall be provided as project conditions change.

All trade personnel on site must show proof of adequate training relating to their specific Job prior to starting any works on site. All information shall be recorded and stored in a lockable cupboard.

ISG internal training to take place whenever relevant and subsequently recorded within an ISG training matrix.

The following tasks have been identified as requiring specific training:

Task	Training required
Scaffolding	CISRS
Hoist operator	CPCS
Plant operator	CPCS
Crane operator and banksman	CPCS

Statutory notices and health & safety awareness posters shall be displayed on the hoardings, within the canteen, on Health and Safety Notice boards and within the site Office.

A copy of this Construction phase plan, together with the project specific project safety rules shall be formally issued to each subcontractor prior to their start on the project.

12. First aid and Accident reporting

ISG shall appoint a minimum of two trained first aiders for the project

- The first aiders on Project will identify themselves by wearing a green safety helmet and First Aider High-Vis (Contact information to be displayed on a H&S notice board and noted to all personnel during site induction.
- The first aid boxes are to be kept in the project office and throughout specific site locations.
- A copy of all first aid certificates will be maintained within the project office.

All accidents are to be reported to an ISG manager by the persons directly involved as to determine what has occurred and start a prevention procedure. All reports are recorded and kept on file within the ISG project office. Preventative measures will be put in place, however in the even of a serious injury, ISG will follow the required RIDDOR process as per the HSE requirements.

The Project manager will ensure the project rules are drawn up and displayed in the project office and the canteen. All project staff and operatives will receive a copy of the rules as part of their induction.

Named ISG First Aider	Certificate expiry Date
TBD	
TBD	

12.1 accidents, incidents and near miss reporting

Accidents, incidents and near misses shall be reported to / by the Project manager, in accordance with internal company procedure 304.22. Subcontractors are required to comply with the requirements of this procedure and inform project management of any accident / incident. The project accident book shall be in the project manager's office. All ISG Construction's reportable accidents will be reported to the HSE by the HQSE Director/Manager.

Contact	Name	Contact number
Health & Safety Executive	TBD	TBD
Environment Agency	Camden Environment Services	020 3567 8105
Environmental Clean-up	Camden Environment Services	020 3567 8105
	Thames Water - Report a problem Help Thames Water	N/A
Police	Kentish Town Police Station (MET Police)	999
Fire	Kentish town Fire station (LFB)	999
Hospital	Whittington Hospital	999
Hospital address	18 Magdala Ave, London N19 5NF	020 7272 3070

13. Fire Management

Fire extinguishers shall be located at fire points. Fire points will be located within 30 meters of any point in the building, ideally near fire exits and in corridors. Each fire point shall contain water and a carbon dioxide fire extinguisher.

A fire extinguisher trolley with a rotary alarm will house the fire extinguishers and shall be placed at each fire point, so, if necessary, project operatives can raise the alarm

Each fire point will be numbered and identified with a fire point sign. Each fire extinguisher will also be numbered to correspond with the fire point to where it has been allocated. A missing sign will be placed behind the fire extinguisher trolley, to discourage subcontractors from moving / using our extinguishers.

All extinguishers shall be maintained and inspected weekly. A record of inspections shall be kept.

All fire point locations and fire exits will be clearly identified on laminated project layout plans and displayed on each floor's information board and at the project entrance. The location of the muster point will also be clearly displayed.

Fire point locations, fire exits, and the muster location shall be given to all operatives at the project induction.

For all projects over £3m there shall be a fire detection system within the project and within our project offices that will alert 24hr security guards, a central station or the Fire Brigade.

Where there is a canteen and hot food is prepared a dry powder, extinguisher shall be provided and kept within the kitchen area, together with a fire blanket. Canteen and cooking areas must always have a fire detection system.

Temporary accommodation will be constructed from non-combustible materials and all walls and doors shall achieve 30 mins fire resistance. Where food is cooked in a canteen the walls shall be built to 1 hour fire resistance

Heaters in project offices and welfare facilities must be fixed above floor level have enclosed elements and be fitted with metal guards. Drying racks and coat hooks will be located safely away from heaters.

A project Fire Plan will be developed as the project progresses and this will be updated on a regular basis to suit the sequence of the works and ever-changing site conditions

14. Monitoring and audit

The Nominated Manager shall ensure that performance is monitored on site on an on-going basis, through regular inspections of the site and works in progress, commensurate with the nature of the works and associated risks. ISG also carry out internal audits on H&S and Environmental practices and statuses on a weekly basis.

- Quality inspections will be undertaken in accordance with the Inspection and test plan which will be developed in collaboration with our Sub Contractors.
- Safety / Environmental and Quality inspections will be undertaken on a fortnightly basis (approximately) by the company's HSQ&E Managers and scored inspection sheets prepared. Non-confirming activities will be addressed in a timely fashion.
- The HSQ&E Manager's will visit and inspect the works at any time, either of their own volition or by request.
- Periodic audits to confirm the implementation of Health Safety, Quality and Environmental systems will be carried out in accordance with company procedures.
- Monthly contract review meetings will take place to review all aspects of the project.

- Non-conforming subcontractors or suppliers will be managed via the company's non-conformance processes.

15. Health and safety file

The Health and Safety File will be compiled by the Principal Contractor. This file shall contain:

- F10 & Employers Liability Insurance
- ISG Construction Phase Plan
- Project Fire Plan
- Major Incident Plan
- ISG Site Logistics & Traffic Management Plan
- Pre-Construction Information
- Project Team Competence Matrix

The project team will be responsible for providing such information as is requested by the Principal Contractor.

- Layout and format
- Storage of information
- Arrangement for the collection and gathering of information

16. Environmental Management

See Waste management plan – TBD

Environmental management plan – TBD

Discharge license for the Wheel wash facilities and separation tanks to be applied for if required. – TBD

16.1 Management of fuel (Oil and diesel)

See ISG internal spill control guidance document.

Location	A designated holding area will be made available and controlled by the Logistics Manager / Gate man.
Do not store tanks on the top of containers unless a suitable and sufficient risk assessment has been produced and reviewed by the HSQ&E Manager.	
Tank	Self-bunded with 110% capacity and lockable
Drip protection	Drip trays and bunded areas will be provided.

16.2 Dust, Noise and Vibration monitoring

Full information TBD

17. Community engagement

The following process will be adopted as part of the project community engagement approach:

- Regular newsletters to local neighbours and interested parties.
- Regular review meetings with neighbours.
- Feedback questionnaire
- Dedicated member of staff to liaise with all parties regarding community engagement.
- Notice board for local neighbours
- CCS

Community Activities

Community activities may include a make-over of a community garden, or community centre, donating time, materials or equipment, volunteering at a foodbank, litter picks, making planters for schools. Delivering community activities supports our goal to 'Always care' These things undoubtedly bring benefit to local people and communities. ISG Staff find it rewarding to be able to 'give back' to the communities in which the projects take place. Within the project conditions, A number of community engagement activities will be set, these will be recorded withing our Social Value plan.

18. Social Value

ISG will work alongside the Client and the subcontractors to support and develop the social value plan and requirements for the duration of the project. This plan will support the introduction of work experience, apprenticeships, new jobs, local employment, local community engagement and support.

Section 106 agreement:

TBD

18.1 Educational support

- **Curriculum support** Supporting the progress of students through their curriculum (usually construction-related courses) typically involves talking about specific aspects of construction, such as managing health and safety on site.
- **Other classroom activities** There are a range of activities that can be done with groups of pupils, such as the Tetrahedron Challenge. This and other activities can be found on the 'Go Construct' [website](#). These activities usually require a few materials (eg dry spaghetti and marshmallows) but come with a full set of instructions. They do not require the pupils, or the person delivering the activity, to have any knowledge of construction. By doing these practical activities, such as building towers, the pupils practice skills in teamworking, leadership, communication, etc., so many schools welcome this. Go Construct also has pre-prepared presentations (eg on careers in construction) which can be used to accompany the activity.
- **Careers events** (promoting careers in construction). These can take the form of talks on careers or apprenticeships (eg which can be downloaded from [Go Construct](#)), mock interviews, careers fairs, etc. A word of warning! Young people will often ask you how much you earn. If you feel uncomfortable, it is a good idea to answer with starting salaries for graduates instead. Also, careers **fairs** can be difficult situations as other employers at the fair may have vacancies that they are actively recruiting for. Standing at a careers fair is probably the least value-adding of all the activities and to be avoided unless you have a specific directive and a winning idea about how you are going to engage young people once you are there.
- **Visits** these can either take place at the office or site. Workplace visits add a lot of value to pupils, whose experience is usually limited to home and school/college. A tour of the office or site can give young people an idea of the environment they would like to work in and of the expectations (dress, language, behaviours) that is required. If these visits are due to take place on site, ensure that the individuals have 5-point PPE. It is possible to have an extended safe route or viewing platform - please check with your Health and Safety Advisor. Ensure that the Young Person's Risk Assessment is completed prior to the office or site visit. A presentation of the project will give an overview to students. A template can be requested from Sustainability or Marketing.
- **The Princes Trust** ISG has a corporate partnership with The Princes Trust. The Prince's Trust is a UK-based charity, who believes that every young person should have the chance to embrace exciting opportunities. They help 11 to 30-year-olds, who are unemployed or struggling at school to transform their lives, and many of the young people they help are in, or leaving, care, facing issues such as homelessness or mental health issues, or have been in trouble with the law. They have tailored programmes designed to support young people. Our volunteering involves supporting the Team programme, inspiring young people and teaching them essential employability and soft skills.

18.2 Unemployed persons support

We are committed to helping people develop the employability skills that they require to secure employment. This doesn't mean giving someone a job. (We would count that as 'Jobs Created' or 'New Entrants'.) It means helping them be better able to apply for a job successfully.

We can do this by:

- Holding or supporting
 - CV-writing workshops,
 - mock interviews
 - job search clubs
 - coaching and guidance
- Holding an employment fair or otherwise linking unemployed people and with employers on site
- Organising and/or supporting Sector Based Work Academies (pre-employment courses)
- Volunteering on The Princes Trust TEAM programme for activities relating to CVs, interview skills, etc.
- Employing someone (directly, or through an agency) for less than 4 weeks.

All the activities summarised above (CV writing, mock interviews, etc) can be delivered to young people (up to age 24) and we could record them against the KPI 'Education Activities/ Careers'. The advantage of doing this is that these activities help to support and develop the young peoples within the community with a professional company.

The aim of this KPI is to help get individual out of unemployment. It will normally be clear whether the people benefitting from the activity are young people in education or adults who are unemployed. This KPI is for adults who are unemployed.