

SCHEDULE 8

Part 8 : Quality Plans (Design and Construction)

PROJECT MANAGEMENT

SAFETY, QUALITY & ENVIRONMENTAL PLAN

Company Name: Balfour Beatty Construction Limited
Contract Number: TBA
Contract Title: Stobhill LFPU, Glasgow
Overall Responsibility for Safety: David Weatherston
Overall Responsibility for Quality: David Weatherston
Overall Responsibility for Environment: David Weatherston

Distribution of complete Plan:

Copy No	Name	Position	Location
1	David Weatherston, BBCL	Project Manager	Project Office
1	Cliff Dicker, BBCL	Auditor	Shotts Office
1	George Inglis, Capita Symonds	Planning Supervisor	Glasgow

Plan Prepared by: _____ (Initial Issue) Date: _____
 Safety Advisor Review: _____ (Initial Issue) Date: _____
 Plan Approved by: _____ (Initial Issue) Date: _____
 (Approval by Contract Manager or above)

INDEX AND REVISION SCHEDULE FOR STANDARD APPENDICES AND ADMINISTRATIVE PROCEDURES

Section	Title	Date of Initial Revision
A0	Index & Revision Schedule	
A1	Project Objectives	
A2	Site Policy & Site Establishment	
A3	Organisation Charts	
A4	Schedule of Key Tasks	
A5	Project Records	
A6	Reviews of System & PMP	
P01	Specific Changes from Company Manuals	
P02	Procedure for Requirement for CDM	
P03	Emergency Planning and Response Procedure	
P04	Procedure for Design Control	
P05	Environmental Review Procedure	
P06	Site Rules	
P07	Fire Prevention Plan	
P08	Waste Minimisation and Material Management Plan	
P09		
P10		

DESCRIPTION OF THE PROJECT AND TYPE OF WORK

Scope of Work

Restrictions which may affect the Work

e.g. Access, egress, public interface, working limitations, existing services, previous use of site

This document presents how the company will manage this Project in respect of H&S, Quality & Environment. The Project will be managed in accordance with the Company Management System (H&S Manual, Quality Manual, EMS Manual and the Contract Management Manual) except where notified by this document in appendix P01.

1. OBJECTIVES

- 1.1 The overall objective of the Plan is to ensure that the Project is constructed safely, efficiently and economically, giving due regard to the Environment, all in accordance with the Customer requirements and contract specifications.

2. ORGANISATION AND STAFF RESPONSIBILITIES

- 2.1 The Project and Site organisation charts are shown in A3. These charts demonstrate controls for Safety, Quality & Environment.
- 2.2 Specific responsibilities for Safety & Environmental control are shown in the attached Procedures.
- 2.3 Company Manuals allocate responsibility for most actions to the senior member of staff on the contract, designated "Agent". The term 'Agent' shall mean the most senior member of staff on site.
- 2.4 Many of these actions may be delegated on a day-to-day basis to other members of staff (or agency staff), who should be made aware of the actions and responsibility that is required. Where delegations are made the Agent will ensure that those delegated are competent to carry out the duties required (refer to HS/1/6 and HS/1/7). Responsibility for the completion of the actions remains with the Agent.
- 2.5 It is the responsibility of all employees (including agency staff, sub-contractors suppliers, consultants and visitors) to carry out their duties in respect of HSEQ.

3. SCHEDULE OF KEY TASKS

- 3.1 The schedule of Key Tasks is an HSEQ planning tool. It should be completed by the Agent prior to activities occurring and prior to order placement in order to identify key requirements at SQSES meetings. (Items not included on this schedule shall be detailed on the appropriate SQSES for each Sub-contractor).
- 3.2 Health & Safety – The key activities on the Project that require Risk Assessments and Method statements are identified on this schedule. It shall also include all activities related to work at height and all those conducted directly by BBCL. Consideration shall be given to items on the Project Risk Register, the programme (including additional works) and the competence of those carrying out the activities when determining the key activities.
- 3.3 Inspection and Test – This schedule shall include all those activities and inspection test controls that are key to the delivery of the Project in terms of Quality Control, workmanship and specification compliance.

4. SAFETY

- 4.1 The requirement for risk assessments will be considered prior to commencement of the Project and thereafter prior to each activity. The schedule of key tasks may also be used to make assessment of low risk activities. For all other activities refer to the Health and Safety Manual and GE700.
- 4.2 Records of briefing for staff and operatives on risk and control measures for all activities will be held on site.

5. ENVIRONMENT

- 5.1 The requirements for Environmental control will be considered prior to commencement of the Project and as an ongoing process and will be included as part of the Environmental review procedure P05. All other activities are considered covered in the Environmental Management Systems Manual and other documentation.
- 5.2 Records of briefings for staff and operatives on control measures will be held on site.

6. PROCEDURES

- 6.1 As a minimum, the following administrative procedures will be applied.

P01	Changes from Manual
P02	CDM procedures
P03	Emergency Planning & Response Procedure
P05	Environmental Procedure
P06	Site Rules
P07	Fire Prevention Plan
P08	Waste Minimisation and Material Management Plan

Where design is part of the contract:

P04	Design Control
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Any additional or revised Procedures not covered by the above and not included in the BBCL Management System will be listed in the Index and Revision Schedule A0.

- 6.2 Procedures, Method Statements, Risk Assessments and Check Lists identified in this Plan, are controlled documents. Care must be taken to ensure that only current documents are in use.
- 6.3 Inspection Check Lists are intended to confirm as a minimum, that any work that is to be covered has been checked to ensure that the work complies with specified requirements while it is still accessible. Where subcontractors are not providing Check Lists themselves, check lists will be provided to obtain their confirmation of carrying out the work in compliance with specification, including the need to have this confirmation before the work is covered.

7 MEASURING AND TEST EQUIPMENT

- 7.1 The measuring and test equipment for which calibration is required on arrival and to be tested at stated frequency thereafter is designated in the Calibration Register (CM/2/6/A15).

8 SUBCONTRACTS

- 8.1 If the activity or task is subcontracted, these works will be identified in the SQSES and/or A4 together with dates by which details of the management of the subcontract should be agreed.
- 8.2 Copies of the SQSES forms and back up information to demonstrate the management of the subcontract, including HSEQ matters and key contact details will be contained in the individual subcontract files.

9 RECORDS

- 9.1 Records will be maintained for the contract as listed in A5 to ensure that the requirements of the Client and the Company have been met. These will include records specific to the contract.
- 9.2 Health & Safety files and O&M Manuals shall be prepared in accordance with the Contract and CM/2/7 of the Contract Management Manual.

10 REVIEW

- 10.1 Safety, Environmental and production matters will be reviewed on a weekly basis. Problems encountered in compliance with or achievement of, the procedures for direct work or for sub contract work shall be recorded, e.g. in meeting minutes, in Defect Notices etc. Requirements for the coming week will also be considered to include improvements gained from the review, and noted to staff for action.
- 10.2 The Management Safety Representative will prepare a weekly report on site safety.
- 10.3 The Environmental Co-ordinator will prepare a weekly report on site environmental controls.
- 10.4 The Project Management Plan will be reviewed at least monthly by the Agent to ensure that the objectives and requirements of the Plan are still valid, and are being met. Particular attention will be paid to achieving dates set for the pre-planning of risk assessment and procedures for direct and sub contract works, and to verify the requirements of the Contract for Safety, Environmental issues and the Work specified are being met by the Plan. Problems noted in the weekly review and through Accidents, Incidents and NCRs should be considered with corrective action taken through the Plan to avoid recurrence. The schedule in A6, which is held only in the Master Copy of the Plan, will be completed to confirm that the review has taken place.
- 10.5 To ensure compliance with these requirements, random checks shall be made by senior off-site management to confirm that procedures are being carried out. **Senior management could include the Directors, General Managers, the Contracts Manager, the Safety Adviser, the QA Representative and the EMS Representative.** These checks will also be recorded in A6.

- 10.6 The Health & Safety Advisors will conduct work place audits and inspections fortnightly to verify compliance with requirements and to advise on current and future planned activities.
- 10.7 Formal audits of the System shall be carried out by the HSEQ Department, as required by the General Managers and the HSEQ Director. Audit reports will be submitted to designated senior manager(s).

SITE SAFETY AND ENVIRONMENTAL POLICY

1. The Company Health & Safety Policy and the Company Environmental Policy are fully and completely endorsed as operating on this contract.
2. Nominations for staff with particular responsibility for Safety and Environmental matters are detailed in the Emergency Planning and Response Procedure.
3. General requirements for Site Safety and Environmental issues are published in the "Guide to Site Safety" and "Protecting your Environment", copies of which are handed to every employee on commencement on site.
4. The particular requirements for Safety and Environmental matters on this Project are detailed in the Project Management Plan. Attention should be given to the Emergency Planning and Response Procedure which is on display.
5. The requirements pertaining to the Construction Design and Management Regulations are addressed in P02 of this Plan.
6. Project specific Policy Requirements.

Signed by Agent: _____

SITE ESTABLISHMENT AND SET UP

WELFARE ARRANGEMENTS

BBCL are committed to providing good quality welfare arrangements and facilities in excess of legal requirements and on this Project have provided the undernoted. Refer to the Construction (Health and Welfare) Regulations and section HS/2/4 of the Health and Safety Manual & GE700 for further details.

ESTIMATED NUMBER OF PERSONS ON SITE:

	First 2 Months	Peak	
Staff:	nr	nr	
Direct Operatives:	nr	nr	
Sub-Contract Operatives:	nr	nr	
TOTAL:	nr	nr	
ITEM	DETAILS/No./SIZE	LOCATION	RELOCATED
Messroom	m ²		
Cooking Facility	m ²		
Facility to heat water			
Running Hot/Cold Water			
Drying Room	m ²		
Washing Facilities (Basins sufficient to wash forearms)			
Toilets	nr		
First Aid			
Showers			
Cleaning Provisions			
Maintenance Regime			

Where Sub-Contractors provide their own facilities, they are to comply with the requirements detailed in the Subcontractors Health, Safety, Quality & Environmental Conditions.

The welfare arrangements are explained to all personnel at Induction Training.

SITE ESTABLISHMENT AND SET UP

Detail of offices and welfare facilities etc.

DOCUMENTS TO BE DISPLAYED		Location(s)
1.	<u>Safety</u> BBCL Company Policy * Site Policy (From PMP) * F10 Notification * H&S Law Poster Noise Levels Poster Safety consultation poster Certificate of Liability Insurance BBCL Safety Helmet Rules Current BBCL Safety Action Plan Safety Alerts and Newsletters * Site Rules (from PMP) ** Site Fire Plan (from PMP) ** Site Safety Organisation and Emergency Arrangements Chart ** Emergency Procedure in the event of a dangerous occurrence or injury to Persons (from PMP) * Safety Committee Meeting Minutes	
2.	<u>Environmental</u> BBCL Environmental Policy Policy in a Nutshell Minimum Standards 1-6 inclusive	
3.	<u>Quality</u> BBCL Quality Policy	
	* Project Specific ** To be displayed in key locations on site & in offices Project specific display documents to be added as required	

Note – All Policies are available from InSite/Policy Statements

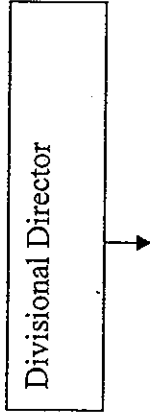
PROJECT ORGANISATION CHART

To include the Company Name, Location and Key Contact of each of the following and how they interact with BBCL

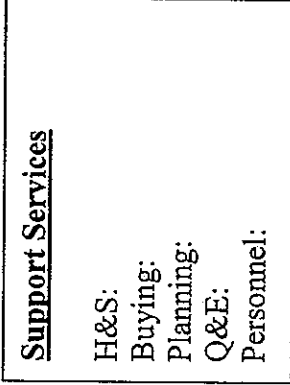
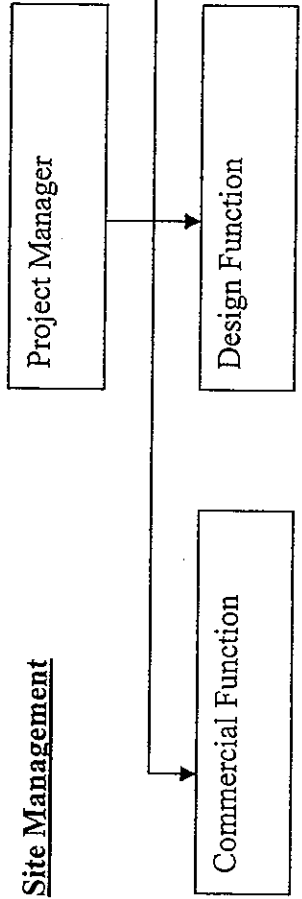
- Client, Designers, Planning Supervisors, Partners etc.

BBCL PROJECT ORGANISATION CHART (To be made Project specific)

Off Site Management



Site Management



Key Subcontractors

Balfour Beatty Constructi

Ref: PMP/ /A4

Page: 1 of 2

Subject: SCHEDULE OF KEY TASKS

A4.1 SCHEDULE OF KEY HEALTH & SAFETY ACTIVITIES

(To include all Work at Height activities)

[illegible]

Subject: SCHEDULE OF KEY TASKS

A4.2 SCHEDULE OF KEY TASKS -- QUALITY CONTROL, INSPECTIONS & HANDOVER

Schedule to cover at a minimum the Building Envelope, M&E, the fire strategy & the handover process. Other inspection requirements to be clearly identified in the SQSES documents.

[illegible]

Defects Snagging	As required	100		BBCL	As required	As required	
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Notes:

1. Generic inspection checklists are available on InSite/Quality/Inspection Checklists
2. Generic trade Quality Control notes are available on InSite/Quality/Quality Control Notes

		<u>Archive</u>	<u>By</u>	<u>Retention Period</u>
A	<u>Pre-Award Documents</u>			
A1	The Enquiry including Pre-Tender H&S Plan			
A2	Tender Preparation Documents			
A3	Pre Tender Correspondence/Documents			
A4	Tender Submission			
A5	Post Tender Pre-Award Correspondence/Documents			
A6	Site Investigation Reports	Y		
B	<u>Contracts</u>			
B1	Main Contract documentation including Employer Requirements	Y		
B2	Subcontract ITPs, Orders & Consultant Agreements	Y		
B3	Supply & Material Requisitions & Orders	Y		
B4	Contract completion documentation	Y		
C	<u>Correspondence with the Client and Representatives</u>			
C1	To/From the client/clients representative	Y		
C2	To/From the Architect	Y		
C3	To/From the Engineer	Y		
C4	To/From the Quantity Surveyor	Y		
C5	To/From the Services Consultant	Y		
C6	To/From Planning Supervisor	Y		
C7	To/From other Consultants	Y		
D	<u>Technical Documents & Change control</u>			
D1	Technical Queries, Requests for Information & information required schedules	Y		
D2	Confirmation of Site Instructions	Y		
D3	Site Instructions to Subcontractors	Y		
D4	Drawing Registers	Y		
D5	Design approval records	Y		
D6	Design change proposals	Y		
D7	Contract Drawings/Sketches	Y		
D8	Contract specifications including CP documentation	Y		
D9	Temporary Works Drawings/Sketches & permits	Y		

		<u>Archive</u>	<u>By</u>	<u>Retention Period</u>
E	<u>Quality Management</u>			
E1	BBCL Project Management Plan	Y		
E2	Inspection and Test records including snagging and completion certificates	Y		
E3	As Built Drawings and Sketches	Y		
E4	Non conformance reports & concessions	Y		
E5	Site survey records	Y		
E6	Instrument & equipment calibration records	Y		
E7	Site diary	Y		
E8	Photographs with Contractual Significance	Y		
E9	Audit and Audit Reports	Y	Q&E Dept	
F	<u>Health and Safety</u>			
F1	Induction records	Y		
F2	SQSES, H&S assessment records and competence records	Y		
F3	Risk Assessments, Method Statement & briefing records	Y		
F4	MSR reports	Y		
F5	Fire Co-ordinator reports	Y		
F6	Hot Work Permits	Y		
F7	Permits to Dig	Y		
F8	CoSHH	Y	Ins. Dept	20 years
F9	Scaffold & Plant inspection registers, certificates & licences etc	Y		
F10	Manual Handling	Y		20 years
F11	Noise & vibration	Y		20 years
F12	HSE & external visits including Statutory Notices	Y		
F13	Accident/Incident Book (including Riddor forms)	Y	Ins. Dept.	12 years
F14	Site Safety committee	Y		
F15	Safety Advisors reports	Y		
F16	Health Surveillance records	Y		40 years
F17	Health & Safety File	Y		
G	<u>Measurement and Payment Records</u>			
G1	Variation Orders	Y		
G2	Delay Correspondence	Y		
G3	General Measurement/Contractual Correspondence	Y		
G4	Day works Returns			
G5	Reconciliations			
G6	Valuation and Measurement			
G7	Monthly Interim Certificates and Claims	Y		
G8	Final Account	Y		
G9	Dilapidation Surveys	Y		

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Ref: PMP/ /A5
Date:

Subject: PROJECT RECORDS

Page: 3 of 4

		<u>Archive</u>	<u>By</u>	<u>Retention Period</u>
H	<u>Reports and Minutes of Meetings</u>			
H1	With Client/Employer	Y		
H2	With Client/Employer's Representatives	Y		
H3	With Design Team	Y		
H4	With Subcontractors	Y		
H5	With Service Authorities			
H6	With Suppliers			
H7	BB Internal (including Start Up & Close Down)	Y		
J	<u>Correspondence within Balfour Beatty Group</u>			
J1	With OPCO			
J2	With Plant Division (Derby and Paisley)			
J3	With other BBCL Divisions			
J4	With other Operating Companies			
J5	Insurance Matters	Y	Ins Dept.	12 years
K	<u>Correspondence with Subcontractors, Suppliers and other Firms</u>			
K1	Nominated Subcontractors/Suppliers	Y		
K2	Domestic Subcontractors/Suppliers (Note keep separate files for each subcontractor)	Y		
K3	Other Firms	Y		
L	<u>Clerical and Accounting Documents</u>			
L1	Rate Amendment Authorisations	Y		
L2	Supplier's & local invoices	Y		
L3	Unused Quotations			
L4	Payrolls & bonus targets	Y		
L5	Weekly Time Sheets (Staff and Operatives)			
L6	Site Cash Statements and Attachments	Y		
L7	Applications for Subsistence Allowance (Operatives)	Y		
L8	Clock On and Off Records	Y		
L9	Record of Subs and Pay-Offs			
L10	Advice Note Books			
L11	Reports on Accidents to Employees	Y	Ins Dept	12 years
L12	"Third Party", "Own Property" and Vehicle Accident Reports	Y	Ins Dept	12 years
L13	VAT Documents	Y		
L14	Termination of Employment and Offer of Transfer (Operatives)	Y		
L15	Plant/Transport Transfer Advice			
L16	Labour Allocation Sheets			

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Ref: PMP/ /A5
Date:

Subject: PROJECT RECORDS

Page: 4 of 4

		<u>Archive</u>	<u>By</u>	<u>Retention Period</u>
L17	Bonus Record and Cost Calculation Sheets			
L18	Employee Redundancy Documentation	Y		
L19	Advice Notes			
M	<u>Reporting</u>			
M1	Progress Reports to BB - PRMs	Y		
M2	Progress Reports to Clients Representative	Y		
M3	Weather Reports			
N	<u>Environmental</u>			
N1	Correspondence with Regulators	Y		
N2	Discharge and Extract Consents	Y		
N3	Environmental incident reports & register	Y	Q&E Dept	
N4	Monitoring Results	Y		
N5	Waste Disposal documentation	Y		
N6	Waste Management and Minimisation Plan			
N7	Timber certification and correspondence	Y		
P	<u>Customer</u>			
P1	Customer feedback information	Y		

Retention Period

- Generally 6 years
- 12 years where the main contact is under seal
- For PFI, LIFT, PRIME, Procure 21 etc. – refer to Divisional Commercial Manager

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Ref: PMP/ /A6
Date:

Subject: REVIEWS OF SYSTEM & PMP

Page: 1 of 1

REVIEWS OF SYSTEM

Date	Coverage of Review (Refer to Section 10 in Requirements)	Action taken/required	Sign & print name and title

Balfour Beatty Constructi

Ref: PMP/ /PO1
Date:

Subject: SPECIFIC CHANGES FROM COMPANY MANUALS

Page: 1 of 1

Procedure for:

Noting any amendments to procedures set down in the Company Manuals & any delegations of Project Manager Responsibilities

	Procedure	Action by	Verification

HEALTH AND SAFETY PLAN REQUIREMENTS

The basic requirements set out in the HSE approved Code of Practice for the contents of a Health & Safety Plan are satisfied in the BBCL system as follows:

The undernoted abbreviations are used throughout.

HS BBCL Health & Safety Manual Reference
PMP Project Management Plan (Health & Safety Plan)
SQSES Subcontractors Quality Safety & Environmental Summary

HSE Approved Code of Practice	For BBCL	For issue to subcontractors
Description of the Project		
Project Description and Programme	PMP 1.2 Objectives	SQSES 1, 13 and Subcontract Order
Details of Client, Planning Supervisor, Designers & Principal Contractors	CM/2/3/A4 Internal Start Up Meeting	N/A
Extent and location of existing records	Pre-tender H & S Plan	Site Rules
Communication and Management of the work		
Management Structure and Responsibilities	PMP/2 Objectives PMP/A3 Staff Org. Chart HS/1/3 Policy Emergency Arrangements Chart	SQSES 3 & 4
Objectives and monitoring regime	PMP/1 HS/1/2 System Précis	Subcontractors Health, Safety, Quality & Environmental Conditions 33
Arrangements for communication and cooperation	HS/1/12 HS Committees	Subcontractors Health, Safety, Quality & Environmental Conditions 35 SQSES 12
Consultation with work force	HS/2/8 Consultation	Subcontractors Health, Safety, Quality & Environmental Conditions 35 Site Rules
Exchange of Design Info	HS/1/4 CDM Regulations	Subcontractors Health, Safety, Quality & Environmental Conditions 8 SQSES 8
Handling design changes	HS/1/4 CDM Regulations	Subcontractors Health, Safety, Quality & Environmental Conditions 58 SQSES 8
Selection and control of contractors	HS/1/5 Subcontractors	Subcontractors Health, Safety, Quality & Environmental Conditions 7 SQSES 1
Exchange of info between contractors	HS/1/12 H S Committees	Subcontractors Health, Safety, Quality & Environmental Conditions 35 SQSES 5
Site induction and training regime	HS/1/7 Training & Competence	Subcontractors Health, Safety, Quality & Environmental Conditions 41 & 6 List of documentation CM/2/4/A9 in S/C order SQSES 28
HSE Approved Code of Practice	For BBCL	For issue to subcontractors

Site Security	HS/9/2 Authorised Visitors	Subcontractors Health, Safety, Quality & Environmental Conditions 16 SQSES 21
Site welfare and first aid arrangements	HS/2/4 Welfare HS/2/5 First Aid Emergency Arrangements Chart PMP/P06 Site Rules	Subcontractors Health, Safety, Quality & Environmental Conditions 45 & 19 SQSES 24 Site Rules
Investigating and reporting accidents and incidents	HS/5/2 Accident Reporting PMP/P06 Site Rules	Subcontractors Health, Safety, Quality & Environmental Conditions 9 Site Rules
Production and Approval of risk assessments and method statements	HS/6 Risk Assessment PMP/A4 Schedule of Key Tasks	Subcontractors Health, Safety, Quality & Environmental Conditions 22 SQSES 5 & 29
Site Rules	HS/1/7 HS Training PMP/P06 Site Rules	Subcontractors Health, Safety, Quality & Environmental Conditions 6 & 41 Site Rules
Fire and Emergency Procedures	HS/2/6 Fire Prevention HS/2/7 Emergency procedures PMP/P03 Emergency Planning PMP/P07 Fire Prevention Plan PMP/P06 Site Rules	Subcontractors Health, Safety, Quality & Environmental Conditions 18 & 15 Site Rules
Arrangements for Controlling Significant Site Risks		
Services	HS/4/6 Avoid danger from underground services PMP/A4 Schedule of Key Tasks Pre-Tender H & S Plan	Subcontractors Health, Safety, Quality & Environmental Conditions 29, 40, 43, 44
Temporary Electrics	HS/4/2 Temporary Electrics	Subcontractors Health, Safety, Quality & Environmental Conditions 40
Work at height	HS/6/9 Work at Height PMP/A4 Schedule of Key Tasks	Subcontractors Health, Safety, Quality & Environmental Conditions 47
Work near fragile materials	HS/6/11 Roofing PMP/A4 Schedule of Key Tasks	Site Rules S/C HSEQ Conditions 32
Control of lifting operations	HS/7/3 Lifting Operations	Subcontractors Health, Safety, Quality & Environmental Conditions 23
Dealing with Services and public utility interface	HS/4/6 Avoid danger from underground services PMP/P06 Site Rules	Subcontractors Health, Safety, Quality & Environmental Conditions 43
Maintenance of Plant and Equipment	HS/7 Plant & Equipment	Subcontractors Health, Safety, Quality & Environmental Conditions 26, 31, 37, 38 & 46 SQSES 18
Ground Conditions	HS/6/8 Excavations Pre-tender H & S Plan	Subcontractors Health, Safety, Quality & Environmental Conditions 17
Traffic Routes and Segregation of Vehicles and Pedestrians	HS/7/2 Vehicle Movement HS/6/14 Public Interface PMP/A1 Schedule of key tasks	Subcontractors Health, Safety, Quality & Environmental Conditions 37 SQSES 20

HSE Approved Code of Practice	For BBCL	For issue to subcontractors
Storage of hazardous materials	HS/6/5 – CoSHH	Subcontractors Health, Safety, Quality & Environmental Conditions 20 SQSES 20
Existing unstable structures	HS/6/16 Temporary Works Pre-tender H & S Plan	Site Rules
Adjacent premises and interfaces	HS/6/14 Work with Public Interface PMP/P05 Environmental Impact on Neighbours	Site Rules
Asbestos	HS/6/23 Asbestos PMP/A4 Schedule of Key Tasks PMP/P06 Site Rules	Subcontractors Health, Safety, Quality & Environmental Conditions 11 Site Rules
Contaminated Land	HS/6/8 Excavations Pre-tender H & S Plan	Subcontractors Health, Safety, Quality & Environmental Conditions 54
Hazardous Substances	HS/6/5 CoSHH	Subcontractors Health, Safety, Quality & Environmental Conditions 20
Manual Handling	HS/6/4 Manual Handling	Subcontractors Health, Safety, Quality & Environmental Conditions 25
Reducing Noise and Vibration	HS/6/3 – Noise HS/8/12 – Vibration PMP/P05 – Environmental Review Procedure	Subcontractors Health, Safety, Quality & Environmental Conditions 3, 27, 56 Site Rules SQSES 5 and 29
The Specific H & S Risks	PMP/A4 Schedule of Key Tasks Pre-tender H & S Plan PMP/P06 Site Rules	Site Rules S/C HSEQ Conditions 22
The Health & Safety Files		
Layout and format	HS./1/4 CDM Regulations	CM/2/7
Arrangements for collection and gathering of information	HS/1/4 CDM Regulations	Subcontractors Health, Safety & Environmental Conditions 6
Storage of information		SQSES 22

If all or part of the H & S Manual is requested by the Client or Planning Supervisor, an uncontrolled copy should be downloaded from the controlled disk held by Divisional Secretaries and issued direct, together with a current copy of Subcontractors Health, Safety & Environmental Conditions.

THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS

Principal Contractor

Responsibility	Action	Verification
1. Receive and appraise the Pre-Tender Health & Safety Plan (previously appraised by Technical Services Dept.)	Agent	Risks incorporated into PMP
2. Implement procedures to assess the competency of prospective contractors	Agent	HS/1/5/A1 & Central Register
3. Include the relevant sections of the Pre-Tender Health and Safety Plan within the tender documentation issued to prospective contractors.	Estimator (or QS if issued from site)	Tender Enquiry
4. Include within the tender submission the health and safety arrangements including those specified in the Pre-Tender Health and Safety Plan	Estimator / EO Planner	Tender Submission
5. Accept the appointment in writing.	Auth. Signatory	Letter
6. If necessary write to the Client re employment conditions of Client's direct contractors	Agent	Letter
7. Complete the relevant section of the F10 and return to the Planning Supervisor	Agent	Copy of F10
8. Prepare a Health & Safety Plan for the Construction Works and submit to the Planning Supervisor	Agent	PMP
9. Issue the relevant sections of the Health and Safety Plan to Contractors	Agent	See SQSES and sub-contracts
10. Apply reasonable controls to ensure that only authorised persons are allowed into site.	Agent	Security arrangements, hoardings, visitors book, induction records
11. Display the Notice as forwarded to the Health and Safety Executive	Agent	F10 to be displayed on notice board
12. Continually develop the Health & Safety Plan	Agent	PMP
13. Manage the project ensuring co-ordination and co-operation of contractors	Agent	PMP, SQSES. S/C meetings etc.
14. Receive and assess for adequacy the Contractors Risk Assessments and associated control procedures	Agent	SQSES, RA/MS file
15. Ensure compliance with designer's duties where either we, or our sub-contractors, are responsible for design.	Agent / Design Coord.	PMP/P04 CM/2/2
16. Liaise and cooperate with the Planning Supervisor as appropriate on ongoing design features.	Agent / Design Team	Minutes / Correspondence
17. Enforce the rules within the Health & Safety Plan	Agent	Reports and audits
18. Implement procedures to ensure that all employees receive suitable instruction and training in the risks and controls associated with their work activities.	Agent	Induction & briefing procedures
19. Establish monitoring procedures on site	Agent	Reports e.g. MSR, FSC etc
20. Establish procedures to ensure the co-ordination of employees views on their health and safety	Agent	Safety Committee, "Open Door" policy.
21. Provide the Planning Supervisor with any relevant information which should be included in the Health & Safety File	Agent	H & S File

1. Introduction

The purpose of this procedure is to ensure that all personnel on site are aware of the action to be taken in the event of an emergency, whether related to safety or environmental matters.

2. Preparation

The BBCL Agent/Project Manager is responsible for preparation of the Procedure. Authorisation should be by the appropriate Line Manager through approval of the PMP. Complete the procedure as follows:-

- Assess the emergency situations most likely to be encountered during the course of the contract by completing the **Site Emergencies Matrix**.
- Stipulate the actions to be taken for those events ticked on the matrix.
- Identify the personnel responsible for carrying out the actions in response to an emergency, include their names on the **Site Safety Organisation and Emergency Arrangements Chart**.
- Ensure all duty holders are made aware of their roles and responsibilities. Details can be found in either the H&S Manuals, the Environmental Manual or the Contract Management Manual.
- Ensure the nominated personnel, the **Emergency Response Team** & the **Deputy Emergency Response Team** are aware of their duties in the event of an Emergency

3. Planning (Control Measures)

Procedures designated to reduce the risk of occurrence of any emergency are detailed elsewhere within the Company's Management System. The principal control measures may be summarised as :

Use of Competent Operatives

Qualified and Competent Supervisors

Regular Training

Method Statements

Contract Risk Assessments

Operative Personal Risk Assessments

Site Rules, briefings and Toolbox Talks

Personal Protective Equipment

Site Environmental Review

Adherence to Health & Safety at Work Act

Adherence to COSHH Regulations

Adherence to the Construction (Design and Management) Regulations

Adherence to Waste Management Regulations

Fire Fighting Equipment

Spill Kits

Regular Review of Health, Safety and Environmental legislation to update system.

4. Operation of the Procedure

The Site Emergencies Matrix is to be copied to all the members of the Emergency Response Team & copies of the Site Safety Organisation and Emergency Arrangements Chart are to be displayed in a location accessible to all Personnel on the Project.

If greater details are required of site proposals to address specific local matters, these should be formalised with the Emergency Response Team briefed on their contents.

The Emergency Response Team and their Deputies shall ensure that they are familiar with the potential emergencies and the responses required should they occur.

5. Emergency Procedure in the Event of a Dangerous Occurrence or Injury to Persons












In the event of a dangerous occurrence or injury to Persons the procedure shown on page 5 attached (& displayed on site) shall be followed.

6. Review

The procedure should be reviewed by the Agent/Project Manager on each occasion that site conditions change and not less frequently than monthly. Senior staff visiting the site may also review the procedure at random intervals. All of the above reviews should be recorded in the Review section of the copy of the Project Management Plan held by the Agent/Project Manager.

The procedure also falls within the scope of the regular inspections carried out by the Company Safety Advisors. Any relevant comments will be noted in their reports.

Finally, the procedure is subject to audit. These audits may be carried out by an internal Auditor, by third parties or by the external certification body. In every case, all relevant comments will be included in the auditor's report.

Site Safety Organisation & Emergency Response Chart					
Contract:				Contract Period:	
MANAGEMENT DUTY HOLDERS		HOLDER	DEPUTY	EMERGENCY RESPONSE TEAM	
Management Safety Representative					
Temporary Works Co-ordinator					
Electrical Safety Co-ordinator					
Manual Handling Co-ordinator					
Lifting Appliances Appointed person					
COSHH Co-ordinator				DEPUTY EMERGENCY RESPONSE TEAM	
Fire Safety Co-ordinator					
Plant Co-ordinator					
Asbestos Co-ordinator					
Environmental Co-ordinator					
FIRST AIDER(S)		SAFETY ADVISER		ALTERNATIVE SAFETY CONTACT	
		Name:		Name:	
		Tel:		Tel:	
KEY LOCATIONS					
 First Aid Kit(s)			 Fire Fighting Kit(s)		
 Telephones			 Doctor		
 Washing Facilities			 Hospital		
 COSHH Register			 Evacuation Signal		
 Spill Kit(s)			 Muster Point		
OPERATIVE & STAFF TRAINING & COMPETENCE RECORDS LOCATION					
Plant		Duty Holders			
Machinery e.g. Abrasive Wheels		CSCS			
REGISTERS/PERMIT HOLDERS					
Scaffolding		Lifting Appliances/Plant			
Excavations		Permit to Dig			
Electrical		Hot Work Permit			
Confined Space Permit		CITB GE700			
Plant Certificates					
Key Telephone Numbers					
Police		Fire Brigade		SEPA / EA	0800 807060
HSE Local Office		Street Lighting		Gas	
Traffic Management		Electricity		Water	
Waste Disposal Contractor		Hazardous Waste Disposal		Spill Clean up Contractor	
Local Env. Health				Ambulance	

Balfour Beatty Construction

Ref: PMP/ /P03
Date:

Subject: EMERGENCY PLANNING AND RESPONSE PROCEDURE

Page: 5 of 5

SITE EMERGENCIES ASSESSMENT, RESPONSE & NOTIFICATION MATRIX

Contract Name	Contract No		NOTIFICATION REQUIRED															
APPLICABLE TO CONTRACT	ASSESSED		RESPONSE REQUIRED										PROBABILITY					
	LOW	HIGH	Evacuate Affected Area	Isolate Affected Area	Access for Emergency Services	Re-route Public or Site Traffic	Deploy spill kits	Contact Waste Disposal Contractor			BBCL Safety Dept.	Contact Manager	Client's Representative	Emergency Services (999)	SEPA/EA	Local Authority	Utilities	Q & E Manager
GENERAL																		
Contact with Live Services																		
Fire																		
Traffic Incident																		
Flood																		
Pollution of Watercourse																		
Spillage of Fuel/Oil																		
Excavation Collapse																		
Confined Space																		
Scaffold Collapse																		
Spillage of Chemicals																		
Release of Gases/Vapours																		
Medical Emergency																		
Protestors																		
Bomb Threat																		
SITE SPECIFIC																		

KEY: ✓ - always required
O - optional, dependent upon severity or location of incident

To complete this form:- Add any site specific events, responses or notifications then add action marks as required. Delete all events that are not considered to be likely emergencies on this contract.
If probability is assessed as HIGH, formal control measures are to be developed, briefed and implemented.

Emergency Procedure in the Event of a Dangerous Occurrence or Injury to Persons

The following procedure is to be followed by Senior Management:

1. Contact the following:
 - Emergency Services
 - Telephone HSEQ Director on 0191 – 266 – 9011 (who will further report as necessary) or
 - Telephone Balfour Beatty Safety Advisor on: (insert telephone no)
 - Notify the HSE as soon as possible by telephone 0845- 300 – 9923
 - The Area Manager and the Contracts Manager
 - The injured person's Employer, if a Subcontractor
2. Post a person at the Site Entrance to direct the emergency services to the accident site.
3. Ensure the area is cleared of non-essential personnel.
4. Seal off the area to prevent unauthorised access and the area from being disturbed.
5. Do not allow the removal of any Plant, Tools, or Equipment etc from the incident area.
6. Keep a record of the events and take photos of the accident area.
7. Ensure details of the injured person and injuries are kept and full details entered into the BBCL Accident Book.
8. Record where the injured person has been taken for treatment.
9. Take names & addresses of any witnesses.
11. On arrival to site, the Incident Manager will take control of the investigation & implement Procedure HS 5/2/A /1 & report all findings to HSEQ Director.
12. Complete BBCL Major Incident Response form HS/5/2/A1 and send to HSEQ dept at Newcastle office.

DISPLAY COPY ON NOTICE BOARDS

1.0 General

The Design procedure for this Project shall be implemented as identified in CM/2/2 of the Contract Management Manual.

2.0 Design Strategy

The specific strategy for this Project in terms of design control is as follows:-

2.1 Design Team Organisation Chart – see attached.

2.2 Design Information Flow Chart – see attached

2.3 Drawing reference and coding system:-

.....
.....
.....

2.4 Design Brief (ERs &CPs) reference numbers:-

.....
.....
.....

2.5 Design Change System:-

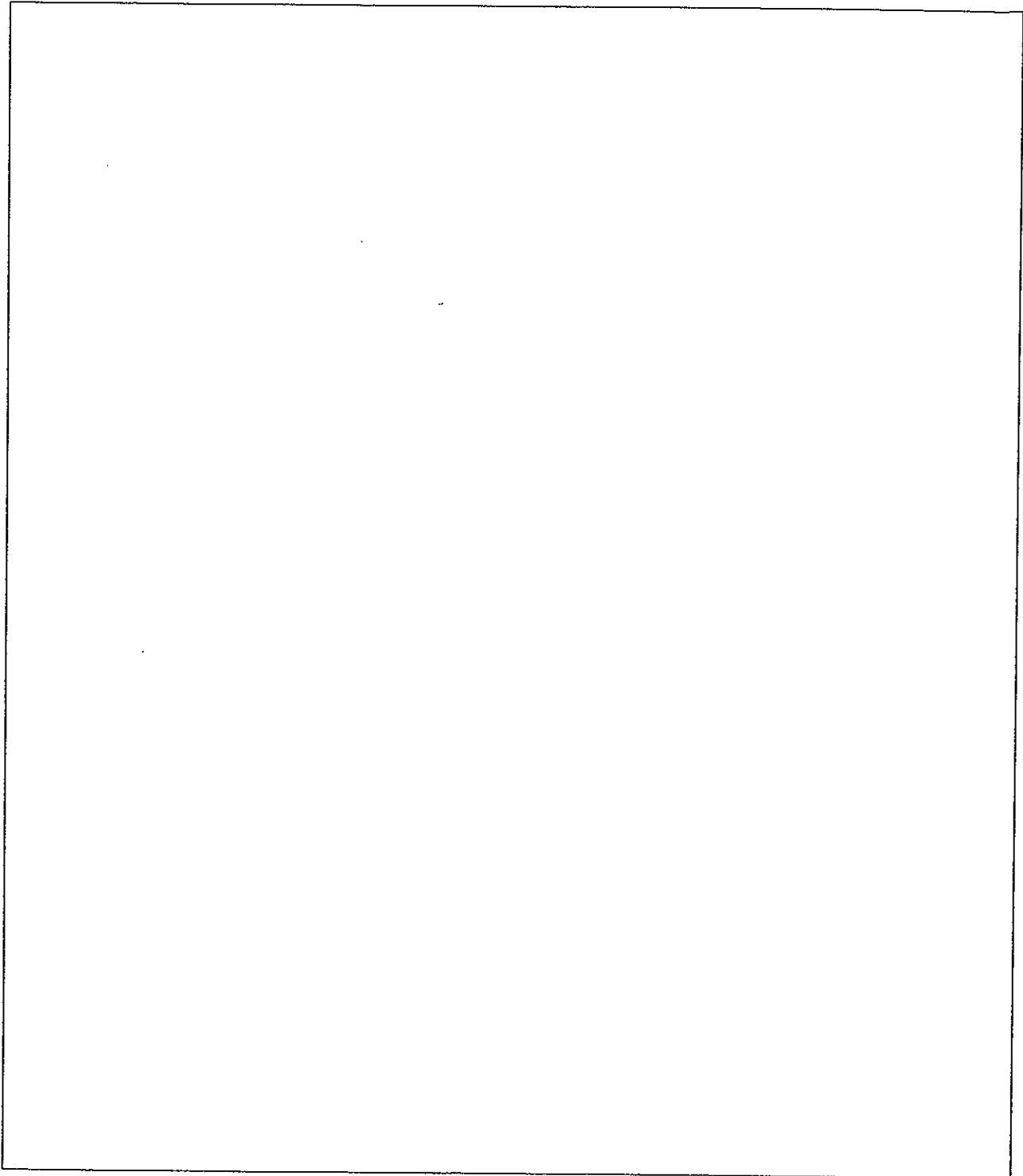
.....
.....
.....

2.6 Project Specific Controls (where they differ from CM/2/2)

.....
.....

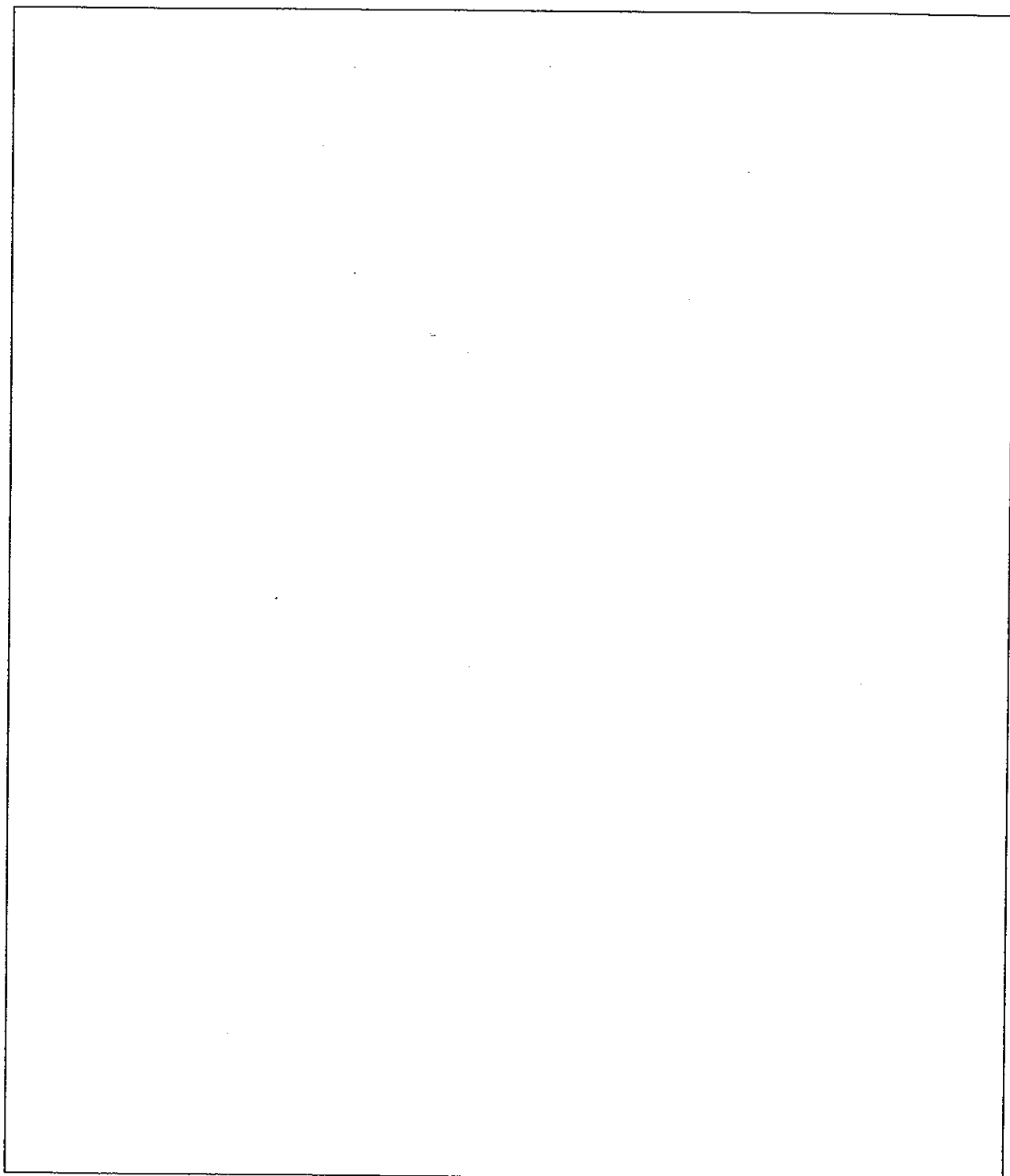
3.0 Design Team Organisation Chart

To include, key interfaces for BBCL, Design Team, Clients Rep, Planning Supervisor and Key Sub-contractors etc:-



4.0 Design Information Flow Chart.

To include the design flow and timescales between BBCL, the Design Team, the Client, the Planning Supervisor and Key Subcontractors as appropriate.



1 Introduction

1.1 This procedure covers :

- ☐ A review of environmental requirements from Contract documents & identified during the Tender & Start Up
- ☐ The identification of construction aspects, inclusive of design, with the potential for significant environmental impacts
- ☐ The control of measures required to mitigate those impacts
- ☐ Any monitoring considered necessary to ensure that control measures are effective

2 Responsibilities

- 2.1 The Agent/Project Manager shall ensure this procedure is prepared and implemented through the PMP.

3 Completion of the matrix

- 3.1 Each Construction Aspect via the matrix to the potential environmental impacts that may arise during the Contract.
- 3.2 The purpose of the matrix is to identify which Environmental Impact Sheets are applicable to the Contract.
- 3.3 Prior to commencement of the Project identify the Construction Aspects applicable and their Potential Environmental Impacts by ticking the appropriate boxes of the matrix.
- 3.4 The Construction Aspect Site Management and Environmental Impacts 1, 2 and 5 will apply to every Project.
- 3.5 The matrix identifies the Environmental Impact sheets to be completed & the Construction Aspects to consider.

Completion of the Environmental Impact Sheets

- 4.1 Mark the "Provisions required" that are applicable and include controls to make Contract specific. Add any specific provisions relevant to the contract.
- 4.2 Record any specific environmental monitoring requirements such as fuel spillage, watercourse inspection, noise etc.
- 4.3 Note that only one of each relevant Environmental Impact Sheets is required for the project.

- 4.4 Where detailed individual method statements are necessary for specific activities or locations these should be clearly referenced from the Impact sheets.

5 Waste Minimisation & Material Management

- 5.1 The aspect sheets shall be used in the development of a Project specific Waste Minimisation & Material Management Plan.

6 Monitoring

- 6.1 Formal weekly monitoring is required to be carried out on each contract as a minimum requirement. Either use the standard sheet held in the EMS Manual or develop Project specific monitoring regimes.

7 Briefings

- 7.1 The Agent is responsible for ensuring that site personnel are briefed as necessary on environmental control measures and method statements. This may be carried out as part of the Site Rules, toolbox talks, or with the safety briefings.

- 7.2 All briefings should be recorded with records retained in the site files.

8 Review

- 8.1 This procedure is reviewed monthly, and where applicable updated, in the PMP to ensure its continuing suitability and effectiveness throughout the remainder of the Contract.

Potential Aspects & Impacts Matrix

Project Name: Contract No:

Construction Aspects		Applicable to Contract	Environmental Impacts						
			1	2	3	4	5	6	7
A	Site management	√	√	√			√		
B	Demolition								
C	External Works								
D	Substructure								
E	Superstructure								
F	Services								
G	Finishes								

Construction Aspects:

- A Site management Site establishment, site access, site boundaries, offices, stores, compound, fences, batching plants, parking, protection of existing features (flora, fauna, archaeological etc), traffic management, plant & resource use, generation of waste etc.
- B Demolition External, internal, soft strip, structural, asbestos removal, buried services, blasting, contaminated land, temporary works, plant use, generation of waste etc.
- C External Works Site fill, earthworks, services, piling, drainage, landscaping, plant & resource use, working near, over or under water, generation of waste etc.
- D Substructure Services, drainage, piling, foundations, plant & resource use, generation of waste etc.
- E Superstructure Concreting, steelwork, brickwork, envelop work, roof works, temporary works, plant use, generation of waste etc.
- F Services Mechanical, Electrical, Public health, plant use, generation of waste etc.
- G Finishes Decorations, sealant, fixtures & fittings, plant use, generation of waste etc

Environmental Impacts

- 1 Impacts on local community, general public, residents, local environment (flora/fauna/archaeology)
- 2 Impacts resulting from sourcing, using &/or disposing of non hazardous materials
- 3 Impacts resulting from sourcing, using &/or disposing of hazardous materials
- 4 Impacts resulting from storage and handling of fuels & oils etc
- 5 Impacts resulting from discharge of water & effluents
- 6 Impacts resulting from emissions to air
- 7 Impacts resulting by generation of noise & vibration

Notes:-
1 Design to be considered for all Aspects where BBCL have Design Responsibility
2 Use the BBCL Environmental Standards 1-6 as guidance

ENVIRONMENTAL IMPACT SHEET 1

Impact on local community, general public, residents & local environment (flora, fauna & archaeology)

PROVISIONS REQUIRED	Y/N	DETAIL THE CONTROLS IMPLEMENTED
Establish working hours	Y	Confirm in all orders. Include in induction
Delivery times, movement of vehicles and parking	Y	
Ensure works do not encroach outwith site boundaries, maintain fences & security	Y	Prepare Site Plan
Stop work on discovery of unexpected flora, fauna or archaeological find	Y	Advise Project Manager
Provide specific control measures for particular species identified in the contract or planning documents.		
Provide measures to protect trees, shrubs, local wild life etc		
Consult with third party regarding specific controls (e.g. EA/SEPA)		
Provide measures to protect archaeology, adjacent buildings		
Liaise with Designers to identify areas where Design can be changed to reduce impact on Environment		
Minimise impact of temporary traffic management.		
Position offices, compounds, plant & floodlights etc to avoid nuisance to local properties.		
Implement consultation with local community.		
Provide suitable pedestrian and disabled routes		
Provide signage, mail drops, newsletters for Site & local community		
Implement Considerate Contractors scheme		
Establish noise/vibration limits		

MONITORING REQUIREMENTS

PARAMETER	FREQUENCY	RECORDS LOCATION	RESPONSIBILITY /COMMENTS
Environmental Inspection	Weekly	N3	Environmental Co-ordinator

ENVIRONMENTAL IMPACT SHEET 2

Impact resulting from sourcing, use &/or disposal of non-hazardous materials

PROVISIONS REQUIRED	Y/N	DETAIL THE CONTROLS IMPLEMENTED
Review key impacts from design and identify/propose potential environmental alterations	Y	
Investigate opportunities for the use of recycled, sustainable or local materials.	Y	Include details in Project specific waste plan
Provide defined & suitable areas for material storage – check supplier/manufacturers instructions	Y	Include details in Project specific waste plan
Provide waste skips/bins at appropriate locations and label where required to designate contents.	Y	Include details in Project specific waste plan
Examine operation to ensure that waste production is minimised.	Y	
Investigate opportunities for recycling.	Y	Include details in Project specific waste management and minimisation plan
Maintain files on all transfers & disposal of waste from the site.	Y	Obtain copies or confirm validity of Waste Carrier and Disposer Licences with EA/SEPA
Implement Timber Procurement Policy	Y	Refer to EMS/A11 for details
Secure & sheet or cover waste skips likely to generate dust or susceptible to vandalism etc		
Identify different waste types for separate storage and disposal.		
Ensure that only non-contaminated materials are used for infilling.		
Ensure that litter is regularly collected and taken off-site for disposal.		
Ensure waste containers are secure and properly covered when required.		
Ensure that hazardous materials are segregated.		
Ensure that run-off water from stockpiles cannot directly enter watercourses.		

MONITORING REQUIREMENTS

PARAMETER	FREQUENCY	RECORDS LOCATION	RESPONSIBILITY /COMMENTS
Environmental Inspection	Weekly	N3	Environmental Co-ordinator

ENVIRONMENTAL IMPACT SHEET 3

Impact resulting from sourcing, use &/or disposal of hazardous materials

PROVISIONS REQUIRED	Y/N	DETAIL THE CONTROLS IMPLEMENTED
Investigate alternatives to the use, production & disposal of hazardous material/waste.	Y	
Maintain CoSHH file & register for all hazardous material occurring on site.	Y	
All hazardous materials to be labelled, stored, handled and disposed of as per COSHH/manufacturer's recommendations.	Y	
Ensure that personnel dealing with hazardous materials have been properly briefed/trained.	Y	
Keep oil and chemical containers in secondary container e.g., drip tray or bunded area, remote from drains or watercourses.	Y	
Protect stored hazardous materials from vandals/accidents by use of appropriate compounds, fences &/or barriers.	Y	
Oil and chemicals must not be left on the site unprotected.	Y	
Ensure appropriate spill clean up materials available near likely points of spillage and contamination.	Y	
Ensure that leaking containers are removed from site immediately and disposed of correctly.	Y	
Report major spillages to Spill clean Contractor & EA/SEPA where there is a risk of land or watercourse pollution.	Y	
Protect sensitive areas from potential spills e.g. storm drains, gullies, streams, rivers, general water courses etc		
Washout from concrete trucks, pumps, etc. to be contained in a defined location.		
Provide special waste containers at appropriate locations and label to designate contents.		
Identify different waste types for separating storage and disposal.		
Ensure special waste containers are secure and properly covered where required.		
Dispose of waste in accordance with Waste Management Regulations.		

MONITORING REQUIREMENTS

PARAMETER	FREQUENCY	RECORDS LOCATION	RESPONSIBILITY /COMMENTS
Spills greater than 5 litres or any spill effecting watercourse	Each occasion	Spill record-file N	Agent
Environmental Inspection	Weekly	N3	Environmental Co-ordinator

ENVIRONMENTAL IMPACT SHEET 4

Impact resulting from storage, handling & use of Fuels and Oils

PROVISIONS REQUIRED	Y/N	DETAIL THE CONTROLS IMPLEMENTED
Nominate site specific fuelling operatives.	Y	
Brief nominated fuelling operatives in fuelling controls & spill clean up techniques. (EMS A10)	Y	
Fuel storage areas to be located away from watercourses e.g. drains, rivers, aquifers etc.	Y	
Fuel tanks to be located on an impervious surface, in a bunded area that has a volume of 110% of the tanks.	Y	
Fuel tank hoses to be fitted with a lockable tap and to be kept within the bunded area.	Y	
Always use funnels during fuelling operations.	Y	
Ensure that fuelling is carried out only by authorised personnel.	Y	
Ensure that where mobile bowsers are used that they are locked when not in use.	Y	
Make fuel/oil storage as vandal/accident resistant as practicable.	Y	
Ensure that fuelling does not take place near sensitive locations.	Y	
Ensure spill kit materials located near any fuelling areas.	Y	
Ensure that leaking containers are removed from site immediately and disposed of correctly.	Y	
Use barrels for fuel storage only as last resort. Use 110% secondary containment, with locks & extract controls.	Y	
Implement specific controls for storage, transporting and disposal of barrels. Do not leave unprotected.	Y	
Static plant to be provided with drip trays and/or positioned away from controlled waters or sensitive areas.	Y	
Report major spillages to Clean up Contractor & EA/ SEPA where there is a risk of land or watercourse pollution.	Y	
Measures to be in place for correct disposal of fuels, oils, contents of fuel bunds, drip trays, etc (see impact 3).		
Fuel to be removed from storage tanks before tanks are transported off site.		
Plant fitters to be briefed on site control measures prior to working on site.		
Designate plant storage & maintain areas & provide measures to negate ground/water pollution.		

MONITORING REQUIREMENTS

PARAMETER	FREQUENCY	RECORDS LOCATION	RESPONSIBILITY /COMMENTS
Oil, chemical or effluent spills greater than 5 litres or any spill effecting watercourse	Each occasion	Spill record-file N	Agent

ENVIRONMENTAL IMPACT SHEET 5

Impact resulting from discharge of Water & Effluents

PROVISIONS REQUIRED	Y/N	DETAIL THE CONTROLS IMPLEMENTED
Identify controlled water on or adjacent to site (e.g. live drains, aquifers, rivers etc.	Y	
Do not pump directly to watercourses without appropriate controls, consents, approvals, licences etc.	Y	
Ensure a mechanism is in place for the recovery of accidental spillage.	Y	
Liaise with EA or SEPA on controls required and/or consents to be obtained. Record meetings, telecons etc.		
Contact water company on permissions, approvals or licences required to discharge water/effluent to foul drains.		
Contact LA on permissions approvals or licences required to discharge water/effluent to surface drains.		
Produce detailed emergency procedures for specific locations.		
Position stockpiles or earthworks to ensure water run off cannot directly enter watercourses. Use bunds		
Do not pump directly to watercourses without appropriate controls, consents, approvals, licences etc.		
Washout from concrete trucks to be contained in a defined location.		
Produce specific controls for on-site batching plant.		
Water from wash down areas to be contained for proper treatment and disposal.		
Proper controls to be in place for any temporary water course diversion.		
Oil absorbent materials and booms to be provided at watercourses during periods of potential contamination.		
Filters to be provided at water pumps to minimise production of silt.		
Ensure that water from temporary offices is disposed of in accordance with proper procedures.		
Ensure that areas of vegetation are stripped only where immediately required for excavation and filling.		
Report major spillages to Spill clean up contractor & EA/ SEPA where there is a risk of watercourse pollution.		

MONITORING REQUIREMENTS

PARAMETER	FREQUENCY	RECORDS LOCATION	RESPONSIBILITY /COMMENTS
Oil, chemical or effluent spills greater than 5 litres or any spill effecting watercourse	Each occasion	Spill record-file N	Agent
Weekly water course monitoring	Each Watercourse	Monitoring file - N	Agent
Environmental Inspection	Weekly	N3	Environmental Co-ordinator

ENVIRONMENTAL IMPACT SHEET 6

Impact resulting from dust & gas emissions to air

PROVISIONS REQUIRED	Y/N	DETAIL THE CONTROLS IMPLEMENTED
Review Contract requirements. Liase with LA & EA/ SEPA on controls to be implemented.	Y	
Minimise cutting, drilling & grinding on site. If used implement dust suppression measures.	Y	
Enforce site speed limits & turn off plant & vehicles when not in use.		
Position haul roads, crushing plants etc away from site boundaries & sensitive areas if possible.		
Use water suppression measures on haul roads in dry conditions.		
Use road brushes to keep highways, hard-standings, etc. free of mud.		
Establish wheel-washing measures.		
Ensure that vehicles transporting materials are close Sheeted where required.		
Implement damping down or covering measures on any stockpiles likely to produce significant dust nuisance.		
Ensure that water suppression is used during cutting operations likely to produce dust.		
Prepare specific controls for operations likely to generate large dust volumes e.g. blasting, demolition, crushing, etc.		
Ensure that areas of vegetation are stripped only when immediately required for excavation or filling.		
Plant and machinery to be maintained on a regular basis and serviced immediately if a problem occurs.		
Consider measures for dust suppression when cleaning out concrete pours. Do not blow out if in sensitive area.		
Implement measures to contain dust and debris within designated areas.		
Implement dust suppression measures during demolition.		
Use enclosed chutes & damp down demolition material		
Implement monitoring regime to ensure control measures correctly implemented.		

MONITORING REQUIREMENTS

PARAMETER	FREQUENCY	RECORDS LOCATION	RESPONSIBILITY /COMMENTS
Environmental Inspection	Weekly	N3	Environmental Co-ordinator

ENVIRONMENTAL IMPACT SHEET 7

Impact resulting from noise and vibration

PROVISIONS REQUIRED	Y/N	DETAIL THE CONTROLS IMPLEMENTED
Confirm Contract or Local conditions for noise/vibration restrictions. Implement site controls accordingly.	Y	
Ensure the quietest available plant and equipment is used.		
Pneumatic percussion tools to be fitted with mufflers or silencers.		
All plant and machinery to be shut down when not in immediate use.		
Locate plant and machinery away from site boundaries and sensitive areas.		
Provide local acoustic barriers.		
Liase with local community, neighbours, residents e.g. maildrop		
Ensure controls are adequate for overnight noise generation (e.g. traffic lights, floodlights, etc.)		
Prepare specific control measures for particularly noisy operations (e.g. blasting or piling)		
Keep plant away from site boundaries if possible.		
Establish background level of noise/vibration.		
Implement noise/vibration-monitoring regime.		

MONITORING REQUIREMENTS

PARAMETER	FREQUENCY	RECORDS LOCATION	RESPONSIBILITY /COMMENTS
Environmental Inspection	Weekly	N3	Environmental Co-ordinator

Contract Name:

Contract Number:

EMPLOYEES AND VISITORS MUST OBSERVE THE FOLLOWING RULES AT ALL TIMES

General Introduction: - Identify Key Members of the Project Team the name of Project Safety advisor and the Planning Supervisor

General Information:

1.0 Site Address & Telephone location: _____

Site layout, boundaries and security measures: _____

Scope of Works: _____

2.0 The following welfare facilities are provided for your use:

- a) Mess hut with facilities for heating food and making a hot drink.
- b) Toilet block and where appropriate a shower unit.
- c) Drying room. Do not place clothes directly above the heaters

3.0 All visitors to site are required to sign the Visitors' book upon arrival.

4.0 Safety helmets, high visibility waistcoat or jacket & protective footwear with steel toecaps and protective mid-sole must be worn at all times on site.

5.0 Any specific PPE required for particular operations (harnesses, gloves, eye goggles, ear defenders etc) must be worn when required.

6.0 Specific method statement/risk assessment briefings are to be attended prior to undertaking any key activities on site. This includes supervision of works, site inspections and persons under 18.

7.0 The accident book is kept: _____
Report all accidents, incidents, damages, ill health & near misses as soon as possible after the event to BBCL Management to record in BBCL Accident Book.

- 8.0 Familiarise yourself with the displayed Site Safety & Emergency Arrangement Chart. It identifies Safety Critical Responsibilities including key contact names & numbers, location of first aid points, fire points, emergency procedures & spill kit locations etc.

Its location is: _____

First Aider Names: _____

- 9.0 Prior to any excavation, hot works or confined space works being authorised, specific permits must be obtained. Refer any potential works requiring permits immediately to BBCL

- 10.0 Prior to using substances that are potentially hazardous to health, CoSHH briefings will be given.

- 11.0 Scaffold can only be erected by qualified persons. i.e. scaffolders & for towers e.g. PASMA. Step ladders are prohibited unless through a BBCL approved Risk Assessment.

- 12.0 If Asbestos is found or suspected, or if there is any doubt after encountering material which may be uncharted asbestos, assume that it is so, stop work & advise BBCL immediately.

- 13.0 Balfour Beatty is committed to a safe & healthy working environment. On this project 3 levels of communication exist. See the displayed Health, Safety & Environmental Consultation Poster.

Your Safety Representative is: _____

Your Safety Committee Member(s) is (are): _____

- 14.0 Sign and retain a copy of the Balfour Beatty Site Safety Guide. Familiarise yourself with displayed docs.

Plant and Tools

- 15.0 Only persons with valid CITB cards (or similar approved) are allowed to operate specified items of plant. Copies of training cards/certificates must be in BBCL's possession prior to plant use.

- 16.0 Statutory periodic checks must be made on all plant and mechanical equipment:

- 17.0 If any plant is defective or unsuitable, do not use it & report immediately to your Supervisor.

- 18.0 All electric tools must be 110V.

- 19.0 All plant to be shut down when not in use

- 20.0 The authorised access for delivery vehicles is from: _____

- 21.0 The traffic and pedestrian routes are as shown on _____

Environmental Information

- 21.0 The 6 BBCL Environmental Standards on display are mandatory.
- 22.0 All fuel & chemical containers are to be stored in a bunded area. Do not store adjacent to watercourses. Mobile bowsers to be double-skinned. Position static plant away from watercourses. Utilise drip trays where there is a pollution risk.
- 23.0 Report any spills to: _____.
- 24.0 Refuelling to be carried out by nominated fuelling operatives only
- 25.0 No burning of any material is permitted on site.
- 26.0 Waste material must be disposed of correctly. Either use skips provided or remove as instructed. All hazardous waste is to be disposed of in the hazardous waste bin. Ensure you keep the Site tidy.
- 27.0 Report any historical artefacts to the site management team. Do not disturb or remove.
- 28.0 Familiarise yourself with the "Balfour Beatty: Protecting Your Environment" guide.

Site Specific Information.

Sheet Number:

[illegible]

PMP/2005/01

FIRE PREVENTION PLAN

1.0 Introduction

The purpose of this plan is to ensure that the Project Specific Fire Prevention & Evacuation Plan are carried out in compliance with HS / 2/ 6/, HS / 2/7 & "The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings undergoing Renovation". The fire plan will include escape routes, fire points, number of fire extinguishers, Muster points & means of raising the alarm.

- 2.0** The fire plan is to be updated at significant stages in the phase of works; any changes are to be agreed with BBCL Safety Advisor, client or user of the building. The plan and any changes will be brought to the attention of all those working on live project, visiting the project or resident on the Project through site induction or briefing sessions.

2.1 Work Package Contractors – Sub Contractors

All sub contractors will be required to comply with Balfour Beatty's procedure for Fire Prevention on Construction Sites. The sub contractor is further required to inform Balfour Beatty staff of the name of their appointed Site Fire Safety Co-ordinator, prior to commencing operations on site and where appropriate submit their Site Fire Safety Plan to Balfour Beatty's Site Fire Safety Co-ordinator.

2.2 Plant Hire

All plant hire companies will ensure that all vehicular plant equipped with a cabin is provided with a suitable fire extinguisher. It is the Plant Hire Company's responsibility to ensure that the extinguisher(s) are maintained and regularly inspected at periods recommended by the extinguisher manufacturer. The Plant Hire Company shall also ensure that any operative is familiar with this requirement and is aware of the precautions required during plant re-fuelling.

- 2.3** On commencement of the works Balfour Beatty will appoint a Site Fire Safety Co-ordinator who will assess the degree of fire risk throughout the contract and update the plan as required. The Fire Safety Co-ordinator will also: -

- (i) Ensure that all procedures, precautionary measures and safety standards, are clearly understood and complied with by all those on this project.
- (ii) Where required ensure that a system using Hot Work permits is established and monitor compliance.
- (iii) Carry out weekly checks of fire fighting equipment and test all alarm and detection devices installed on site.
- (iv) Conduct weekly inspections of escape routes, fire brigade access, fire fighting facilities and work areas.
- (v) Liase with the local fire brigade including arranging site inspections and familiarisation tours.

Maintain a written record of all checks, inspections, tests, fire patrols and fire drill procedures.

FIRE PLAN

CONTRACT:

Ref:	Subject	Action	By:
1	Emergency procedure means of escape	Displayed on Notice Board & operatives briefed at Induction.	FSC
2	Means of escape	Display signage as per layout on fire safety plan / layout.	FSC
3	Assembly Point	Located on marked up drawings. Display signage at assembly point	FSC
4	Extinguishers	Fire points marked up on drawing Fire points signage fixed as drwg, Weekly Inspection of extinguisher Register on extinguishers kept	FSC
5	Alarm	Identify alarm system i.e. hand bell type & display adequate signage	FSC
6	Hot Works	Hot Work Permit system to be implemented see HS/2/6 & HS/2/6/A2	FSC
7	Site specific hazards	Specific work procedures. Fire risk assessment to be carried out. HS 2/6/A3	FSC

FIRE SAFETY CO-ORDINATOR (FSC):

Fire Marshalls:

For further details refer to HS/2/6, A1 and A2

FIRE PLAN			
<u>CONTRACT:</u>			
Ref:	Subject	Action	By:
8	Training	Regular Fire Drills. Training in Use of Extinguishers.	FSC/Safety Adviser
9	Waste	To be cleared daily, not to accumulate in the building	Fire Marshall's
10	Protective Covering of combustible materials	To be as LPS1207 (fire retardant)	FSC
11	Temporary Buildings	Conform to Requirements of HS/2/6/A2	FSC
12	Checks and Inspections	Weekly (see HS/2/6/A1)	FSC
13	Liaison	Provide Site Plans to Fire Brigade and Security showing access/escape routes, temporary facilities, fire points, wet and dry risers, hazardous items.	FSC
14	Plant	Use and Operation in accordance with HS/2/6/A2 * All plant with cabs to have fire extinguishers on board	FSC
FIRE CO-ORDINATOR:			
Fire Marshalls:			

For further details refer to HS/2/6, HS/2/6/A1 and HS/2/6/A2.

Balfour Beatty Constructi

Ref: PMP/ /P07
Date:

Subject: FIRE PREVENTION PLAN

Page: 4 of 6

FIRE PLAN			
<u>CONTRACT:</u>			
Ref:	Subject	Action	By:
15	Electricity and Gas	Installation and testing in accordance with HS/2/6/A2. Non essential electrical equipment to be isolated when work ceases or when not in use. Gas cylinders not to be stored in building. Secure storage	FSC Fire Marshall's FSC
16	LPG	Use and storage in accordance with HS2/6/A2	FSC
17	Arson	Secure hoarding. Secure storage of flammable materials. External security lighting. Fire check end of each day.	PM
18	Temporary Protection	Use flame retardant materials where feasible.	PM
FIRE CO-ORDINATOR: Fire Marshalls:			

For further details refer to HS/2/6. A1 and A2

PMP/2005/01

FIRE ESCAPE ROUTES, ASSEMBLY POINTS, FIRE POINTS, ALARM & SIGNS

Insert sketches :

FIRE CO-ORDINATOR:

Fire Marshalls:

DISPLAY COPY ON NOTICE BOARDS

FIRE PROCEDURE

1. **IF YOU DISCOVER A FIRE, NOTIFY ANY MEMBER OF BALFOUR BEATTY STAFF IMMEDIATELY & RAISE THE ALARM.**

BBCL STAFF MEMBER TO CONTACT THE FOLLOWING:

- . **EMERGENCY SERVICES**
- . **BBCL SAFETY ADVISOR**
- . **THE AREA MANAGER & CONTRACTS MANAGER**

USING APPROPRIATE EXTINGUISHER FROM THE FIRE POINT TRY TO PUT OUT THE FLAMES, IF SAFE TO DO SO.

2. **IF THE FIRE IS OUT OF HAND, ALL PERSONNEL MUST LEAVE VIA FIRE ESCAPES (see attached plan).**

DO NOT PANIC

DO NOT RUN

DO NOT STOP TO COLLECT ANY PERSONNEL BELONGINGS OR TOOLS

3. **ON EVACUATION OF THE BUILDING, ALL PERSONNEL SHOULD PROCEED TO THE DESIGNATED ASSEMBLY POINT. REPORT TO YOUR FIRE WARDEN SO IT IS KNOWN YOU ARE OUT OF THE BUILDINGS.**

4. **REMEMBER YOU MUST STAY AT MEETING POINT AS IT COULD ENDANGER OTHERS WHO MIGHT BE LOOKING FOR YOU.**

5. **THE SITE MANAGEMENT WILL GIVE THE ALL CLEAR TO RETURN TO SITE.**

DISPLAY COPY ON NOTICE BOARDS

WASTE MINIMISATION AND MATERIAL MANAGEMENT PLAN

1. Purpose of the Plan

The objective of this Plan is to minimise construction waste on this Project. As part of the contract strategy on all Balfour Beatty projects our waste hierarchy is as follows:

Prevent ➔ Reduce ➔ Re-use ➔ Recycle

2. Preparing the Plan

At Project commencement identify the following:

- What are the key significant waste products likely to be and who are the Subcontractors we need to effectively manage their waste.
- When are they likely to arise? I.e. at roofing stage packaging, cardboard and insulation waste is produced. At finishing stages debris & rubble is the prominent waste stream.
- What changes & site management arrangements need to be implemented to achieve reduction, re-use and recycling?

3. Waste Streams and Controls

Examples of waste likely to be encountered	Examples of Solutions to minimise waste
Soils, Excavated Materials	a) Re-design to reduce Excavation/Import segregation of Reusable material, b) Re-use muck in landscaping or send to Land Reclamation rather than Landfill c) Ground Remediation/stabilisation
Demolition material	Crush, screen & re-use as structural fill
Timber	Off-site fabrication to reduce waste, segregate for re-use
Concrete	Avoid over ordering
Bricks, Blocks, Masonry	Building to standard sizes, correct storage & distribution
Mortar	Dry mortar silo, reduce coloured mortars
Plasterboard	Adequate protection from weather, Cutting lists, rationalise different types i.e. fire, sound, impact
Packaging, (cardboards & plastic wrapping)	Subcontractor/Supplier Partnerships or Agreements on Waste (i.e. packaging, collection and reuse of own waste)
Water	E.g. recycle wheel wash water, check supply pipes for damage
Insulation materials	Correct storage & correct quantities to workface
Metals	Segregation of waste on site
Ceramic materials	Correct quantities to workface, protect final installation

4. Implementation of Plan

To avoid:

- Damage by mishandling, weather and inadequate storage
- Vandalism and rework
- Over ordering lack of delivery checks
- Lack of recycling opportunities

We need to:-

Design to prevent/minimise waste

- Including conditions for sub-contractors that require implementation of waste minimisation
- Implement procurement/purchasing policies that support waste avoidance
- Manage storage, handling, taking correct quantities to workplace, protection final product
- Encouraging recycling and reusing of materials and products on site
- Induction and promote waste minimisation
- Implement office initiatives for efficient use of energy
- Monitoring/review process to evaluate and modify waste minimisation practices

Include **realistic** targets for reduction based on available data and allocate responsibilities for managing the process. (responsibility can be allocated to BB staff or by agreement allocate subcontractor responsibility. On Design and Build projects responsibility could also be allocated to Designers.

Indicate in the *comments column* the procedure or method to achieve targets, complete with monitoring frequency.

ON-SITE ACTIVITY	Waste Stream to be controlled	Recyclable? Yes / No	% Target Waste	Responsibility	Comment
Earthworks	Excavated Soils	Yes	0%		
Demolition	Rubble, Blocks, Bricks, timber	Yes	0%		
Temporary Works	Timber	Yes	Site Specific		
Brickwork	Bricks/Blocks	Yes	Site Specific		
Partitions	Plasterboard	No	Site Specific		

Balfour Beatty Constructi

Ref: PMP/ /P

Date:

Subject: PROCEDURES

Page:

Procedure for:

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	Procedure	Action by	Verification

Balfour Beatty Constructi

Ref: PMP/ /CL
Date:

Subject: CHECK LIST

Page:

CHECKLIST

Purpose:	
Location:	

	Task	Hold Point	Responsibility	Date	Signature