Construction Management Plan

Rev C

CLIENT:
Berkeley Homes (West London) Ltd
Chelsea Bridge Wharf
380 Queenstown Road
London
SW8 4PE

PROJECT:
Latchmere House

Latchmere House
Church Road
Richmond/Kingston
TW105HH / KT25NX

Project Name	Latchmere	**Job No**	U073
Site Address		**Regional Operating Company**	
Latchmere House Church Road Richmond / Kingston TW105HH / KT25NX		Berkeley Homes (West London) Ltd	
Site Telephone No	**TBC**	**Site Fax No**	**TBC**

Authorised by (name)	Title	Signature	Date
Daniel Cooper	**Director Responsible for OHS&E**		
Toni Byrne- Price	**Project Director**		
TBC	**Project Manager**		

Copy No.	Issued to:	Location:	
1.	**Berkeley Project Team**	Site Office Latchmere House, Church Road, Richmond / Kingston, TW105HH / KT25NX	
2.	**Client**	Berkeley Homes (West London) Ltd Chelsea Bridge Wharf, 380 Queenstown Road, London SW8 4PE	
3.	**CDM Co-ordinator**	TBC	
4.	**Architect**	MAA	M Allchurch G Southerland
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7.	**Environmental Consultant**	RSK	V Gilbey
8.	**Planning Consultant**	Indigo	M Mainwaring
9.	**Remediation Consultant**	TBC	
10.	**Remediation Contractor**	TBC	
11.	**Trade Contractor**		

Contents

Revision Record

This document has been reviewed and where necessary updated as detailed below.

Re	Date	Purpose	Amendment	Updated By
-				
A	26/8/15	Submission of CMP	N/A	ES/AB
B	22/10/15	Amended following LBR comments	Ecological report / site logistics plan	RM
C	13/11/15	Amended following LBR comments	Site access, construction route	AB
D				
E				
F				
G				

The next review of the Construction Management Plan is due on, or before 3 months after approval.

1.0 Introduction

The purpose of this Construction Management Plan is to outline the specific arrangements relating to the construction and management of the Latchmere project that will be implemented to ensure the safe execution of the works and how environmental issues concerning the project will be managed. The CMP has been submitted to both the London Borough of Richmond and the Royal Borough of Kingston upon Thames for approval.

This is a live document and will be maintained, reviewed and updated by the project team.

This project is known as Latchmere and is due to start in October / November 2015.

2.0 Scope

The plan is applicable to all personnel involved in the works and is relevant under the Section 106 agreements in relation to Planning Permissions 14/12144/FUL (Kingston) APP/L05810/W/14/300 (Richmond).

The works comprise the following:

- The development consists of 73 dwellings through the conversion and extension of Latchmere House to create 7 apartments and the demolition of existing buildings and erection of 66 new houses along with parking for 138 cars, private and public open space.
- The proposed development ranges in height from 2-3 Storeys.

Works will include the erection of protective scaffolds with a monoflex covering, hoarding to the perimeter of the site and public protection and service protection.

Whilst undertaking these works it is our policy to endeavour to:

- Prevent accidents and ill health to our Employees, Trade Contractors, Third Parties and Members of the Public
- Create a positive Health and Safety culture and ensure that Health and Safety is our highest priority
- Consult and communicate to all those involved in the project and listen when feedback is given
- Cause minimal Environmental Impact and Damage

3.0 Considerations

The following existing restrictions have been identified and will be taken into account throughout the works:

Existing Hazard / Consideration / Restriction	Notes / Controls
Working Hours **Monday to Friday 08.00 – 18.00** **Saturday 08.00 – 13.00** **Sunday & Bank Holidays No Work**	Berkeley Homes will enter into a Section 61 Agreement with both Kingston and Richmond. Out of hours & W/E work only in special circumstances & under agreement with the Local Authority.
Adjacent land use is permanently occupied by low to medium density suburban housing.	Residents will be notified of commencement of works by letter / email / newsletter. The Newsletter will be developed and issued monthly to inform of progress and give a monthly look ahead which will highlight any significant works which may impact those living or working in the area. We will seek to create a forum where we can meet monthly with local residents and businesses for them to discuss issues with us face to face. A notice board (typically 1.2m high x 2.4m wide) will be located at the main site entrance and also situated in a prominent position on the hoarding. The board will contain contact details for the Site Manager (name, number & address) along with principal Health & Safety information relating to the project.
Noise	Noisy works will be limited to site working hours. In addition a Section 61 Agreements will be implemented. There may be a number of times where work will be required to be carried out at the weekend – erection of cranes with partial road closures being an example. Notices and applications for these works would be made and submitted.
Access	Vehicular access to the site will continue to be gained from the existing access of Church Road onto Latchmere Close. The existing access has generous visibility splays and therefore can accommodate anticipated vehicular demands. Pedestrian and Vehicle Access will be separated, with a separate access gate and route to the welfare facilities.
Land Use and Ground Conditions	The above ground structures excluding Latchmere House will be demolished. Lister Geotechnical Consultants carried out Ground Investigation Reports based upon both a desktop assessment and site investigation. No significant contamination was encountered. A Phase 1 Habitat Survey was undertaken by RSK Environmental. Both a bat and badger licence are in place. An ecologist will monitor the removal of features which makes the two building (9 & 12) habitable to bats (removal to be carried out by hand). The badger setts were monitored every 3 days for a total of 21 consecutive days to ensure they were clear of badgers, the setts are now closed.

	No evidence of stag beetles however there is some evidence that Badgers may be present in the area. An archaeological investigation has been carried out. There is no evidence suggest any likelihood of archaeological remains. Throughout the works, Berkeley shall liaise with the Ecologists (RSK) and also refer regularly to RSK's Bat Mitigation Report ref 854891 dated October 2015.
Environmental Considerations	A full Waste Management Strategy will be implemented across the whole project. This may be let to a specific waste management contractor or undertaken with directly employed labour. The Waste Management plan will coordinate the storage and disposal of rubbish for each phase of the development. Storage facilities will be centralised wherever possible and disposal coordinated to minimise impacts upon the surrounding area.
Existing Underground Services	Underground services are known to be present on site and within the immediate surrounding highways. A Utilities Assessment was produced and submitted alongside the planning applications. No excavation will be undertaken outside the footprint of the site before specific risk assessments have been undertaken and protection measures agreed with the relevant statutory and highway authority.
On site Traffic and Pedestrian Management	Please refer to Traffic control section later in this plan
Unexploded Ordinance (UXO)	A watching brief is required during all excavation operations although the risk of UXO presence is deemed 'LOW'
Working in proximity to public	Monthly newsletters shall be issued to all local residents and business setting out a list of major works being undertaken. A one month look ahead schedule will be included in this newsletter. Berkeley will also set up regular stakeholder meetings as part of the communication strategy for Latchmere House. A dedicated website is in the process of being updated and then activated.

4.0 Key Team Details

CLIENT:

Company Name	Address	E-mail	Contact Details
Berkeley Homes (West London) Ltd	Chelsea Bridge Wharf, 380 Queenstown Road, London, SW8 4PE		**Office:** 0203 675 1501 **Fax:** **Mobile:** **Emergency:**
Company Name	**Address**	**E-mail**	**Contact Details**

PRINCIPAL CONTRACTOR:

Name	Position	Address including e-mail	Contact No
Toni Byrne-Price	Project Director	Toni.Byrne-Price@berkeleygroup.co.uk	**Office:** 0203 675 1501 **Fax:** **Mobile:** **Emergency:**

5.0 Transport

5.1 Strategic Planning

There are two proposed routes for construction vehicles travelling to and from the site, both routes utilise the existing vehicular access point from Church Road onto Latchmere Close:

- Route 1 South Circular (avoiding Richmond Town Centre)
- Route 2 A3 (avoiding Kingston Town Centre)

Route 1 South Circular

During construction low loaders may be required to access site, however this will only be at limited times during the programme (e.g. delivery of plant equipment). Tracking / Swept path analysis has been carried out at relevant junctions on this route to show a low loader as this will be the largest vehicle required to attend site. Tracking details are as follows:

TK05: This illustrates an 18m low loader vehicle turning at the junction of Upper Richmond Road (A205) and the B353. No kerb amendments will be required at the junction although both lanes on the approaches to the junction would be required to accommodate the swept path of the vehicle. This is the current and long standing situation for any heavy goods vehicle currently turning at the junction. This is common practice on roads and junctions of this type and reflects the historical situation for all heavy goods vehicles entering Latchmere HM Resettlement Prison. It should be noted that the use of low loaders will be infrequent, restricted to limited periods in the programme.

TK04: This illustrates an 18m low loader vehicle travelling along the B353 in both directions through the junction of B353 / Sawyer's Hill and the B353 / B321. There are no potential issues with either manoeuvers as the vehicle only requires its own carriage.

TK03: This illustrates an 18m low loader vehicle entering Church Road from the North Upper Ham Road and departing from Church Road to the North. No kerb amendments are required at the junction to facilitate the manoeuver. Again, a low loader will need to use both sides of the road to turn onto Church Road from the North as would be required for any heavy good vehicle turning at this junction; this is common practice on roads of this type., It is expected that the vehicle will stop and wait for a suitable gap in oncoming traffic before making the turn as with any larger vehicle currently using the highway in this location. This manoeuvre is not an issue for a standard tipper as it only requires its own carriage.

TK08: This illustrates the infrequent occurrence of an 18m low loader making the turn from Church Road into site then the same manoeuvre from site back onto Church Road. For the swept path to be successful there is the potential that the low loader may have to cut the grass verge (a small concrete bollard may need to be removed), this is often standard practice during the construction phase of a site. Any damages caused to the verge or associated kerb will be made good once construction is complete. A standard tipper has no issue with this turn and would not require any amendments to be made.

TK12 / TK13: This illustrates an 18m low loader turning at the junction of Petersham Road River Lane Corner, the swept path demonstrated that the vehicle can perform the manoeuvre whilst leaving sufficient room for a large car to pass. The route to / from Star and Garter Hill and Sandy Lane has also been tracked. The only area where a car would have to give way to one another to pass is to the north of Petersham Road / River Lane Corner junction, this is as per the existing situation for vehicles over 2.5m in width (this includes buses and coaches). As such, vehicle movements would reflect the existing operation of traffic on this road.

Route 2 A3

During construction low loaders may be required to access site however this will only be at limited times during the programme (e.g. delivery of plant equipment). Tracking / Swept path analysis has been carried out at relevant junctions on this route to show a low loader as this will be the largest vehicle required to attend site. Tracking details are as follows:

TK11: This illustrates an 18m low loaded vehicle turning at the junction of A238 (Coombe Lane) onto A308 (Kingston Hill), No kerb amendments are required however during the turn heading towards site the vehicle will require both lanes as is required for all heavy goods vehicles currently turning at this junction, this is common practices on roads of this type.

TK10: This illustrates an 18m low loader vehicle manoeuvring around the roundabout from the A308 onto Park Road; there are no issues with this junction in either direction as the vehicle only requires its own carriage to make the manoeuvre.

TK09: This illustrates an 18m low loader vehicle making the turn from Tudor Drive onto Richmond Road heading North towards site and in the opposite direction when leaving site. In both instances the low loader will require both lanes to perform the manoeuver as is required for all heavy goods vehicles currently turning at the junction, this is common practice on roads / junctions of this type. No kerb amendments are required (a standard tipper will make this manoeuver with no issues). Once on Richmond road the construction traffic will access site from church road (shown in the above TK03 and TK08.

A clear signage strategy will be implemented to ensure that construction traffic utilises the designated routes to minimise the effect on the surrounding road network. HGV movements will be restricted so as to avoid peak traffic flow hours (i.e. from 08.00- 09.00 and 17.00- 19.00). It is anticipated that no more than between 30 - 40 loads per day will be taken off / delivered to site during both the demolition and construction phases. All vehicle movements will be logged throughout the project.

5.2 Site Access & Deliveries

5.2.1 Site Access

Access and egress from site will use the existing vehicular access point from Church Road (see the tracking analysis shown in Appendix 3). A comprehensive condition survey of both the carriageway and verge along Church Road (this includes the proposed overrun at Bainbridge Close) has been carried out by Potter Raper. If any damage is caused by construction traffic then this will be made good on completion of the project.

The largest construction vehicle required will be an 18m low loader, however these will only be needed at certain times during the construction process (e.g. for the delivery of plant). The 18m low loader is approximately 2.5m wide which is only c. 300mm wider than an LGV which are currently permitted to use Church Road. At present HGVs would potentially have to wait at the junction for traffic to clear before turning into Church Road, this will be a similar situation for the construction traffic required. Berkeley have taken professional advice on this and do not see it as an issue going forward. As highlighted above, all deliveries will be scheduled out of peak hours when traffic is lighter to try and take any pressure off of Church Road and the surrounding road networks.

Delivery vehicles will at all times be expected to comply with Department of Transport requirements and relevant Road Traffic Legislation.

All subcontractors and suppliers will be informed of the traffic management plan and this will be confirmed contractually by Berkeley Homes.

Site staff will enter the site via the main hoarding gates (manned by a traffic marshal) and shall park in the allocated parking outside the site welfare compound. Approximately 15-20 car parking spaces will be made available. This number was derived from our construction site at Wimbledon Hill Park, which allocated the same number of parking spaces, despite it being a bigger project, and the number of spaces was deemed acceptable. No on street parking for site personnel was used.

An allocated area of HZ6 has been put aside for contractor parking to facilitate the removal of any construction vehicles from neighbouring streets, in the event contractors do not use public transport. It is envisaged that this area could house up 20-25 cars / vans. This number was derived from other construction sites across the Berkeley Group that had allocated on site construction areas for contractor parking. We believe that an allocation of 20-25 spaces will be more than sufficient.

5.2.2 Site Entrances

All site entrances will be well signed and lit at all times.

In addition during working hours vehicle entrance gates will be manned by a trained Traffic Marshall. The appointed traffic marshal for each access gate shall be responsible for ensuring that the footpaths remain clear at all times from construction traffic and further that before vehicles enter or exit the site it is safe for them to do so without endangering members of the public using the footpaths adjacent to the site.

Traffic Marshall's shall closely monitor the entrance from Church Road onto Latchmere Close to ensure no issues are encountered with local traffic.

In addition they will be responsible for the movement of construction vehicles on site including banking and reversing etc.

5.2.3 Loading, Unloading and Storage

Loading and Unloading operations will generally be carried out via the All-Terrain Forklifts (ATF's). Specific areas will be identified (dependent upon the phase or works and progress thereof- shown in Appendix 1) for the storage of all materials. This will include stockpile areas for materials and waste that are to be removed from site. Other means of loading will include the use of excavator machines and designed skips. A plan showing the designated phase storage areas will be posted at each relevant site entrance and updated throughout the course of the project.
A safe system of work will be assessed, agreed and employed for the unloading of all construction materials and be included in all contractors Risk Assessments and Method Statements.

A facility to enable vehicles wheels to be cleaned will be situated within the site loading area. An appropriate bunding and contamination facility will be provided.

5.2.4 Liaison

Traffic adjacent to the site is the responsibility of Royal Borough of Kingston upon Thames and the London Borough of Richmond Highways / Transport Planning. Contact number is below.

Kingston – 020 8547 5002

Richmond - 020 8891 1411

5.2.5 Environmental Considerations

At all stages of the development the control of nuisance such as noise, dust and air quality will need to be managed. Certain key elements of the development programme will produce more nuisance than others, particularly the groundworks. Control mechanisms that will typically be implemented are as follows;

Dust Suppression: Undertaken through the installation of 'dust bosses' that spray a fine mist of water onto work areas to suppress the dust and/or towed water bowsers with 'fantail' attachments to control dust on site haulage routes.
All haulage vehicles will be netted prior to exiting the site and hand held dust monitoring undertaken at various points around the site perimeter.
If at any point dust levels are higher than the baseline reading taken before works commence, works shall stop and further dust suppression measure put in place.
All dust readings shall be held on site for inspection for the duration of the project.

Noise: Berkeley Homes (West London) Ltd will enter into a Section 61 Agreement with both Kingston and Richmond that defines proposed noise level criteria and the timing of operations likely to produce significant noise levels at surrounding properties.
A baseline noise reading shall be taken for a week (on the green at Latchmere Close) prior to works commencing to use as a baseline reading. During construction works, monitoring will take place from the green on Latchmere Close and a reading taken from a handheld device a minimum of once per day. We will also ensure that all method statements are reviewed with a view to reducing noisy works (e.g. avoid cold cutting works where possible).

Air Quality: Air Quality monitoring will be undertaken during onerous works and if any peaks of poor quality are identified the operations will be temporarily suspended.
In addition to dust created by site activities there is also an impact upon air quality from the volume of construction traffic to/from the site. Wherever possible Berkeley will seek to coordinate deliveries so that overall construction traffic volumes are kept to as low a level as is reasonably practicable. This will include shared loads, off site prefabrication where construction sequence permits and reuse/recycling of materials.

Vibration: Throughout the construction process site based hand held vibration monitoring shall be put in place to ensure residents are not adversely affected by construction activity. Approximately 6Nr monitoring points shall be set up within the site boundary, whilst 1Nr monitoring point shall be set up on Latchmere Green on Latchmere Close.

Recycling: There will be a Site Waste Management Plan (SWMP) in place prior to works starting on site. This identifies how waste will be reduced, reused and recycled on site as well as recording details of all materials that leave the site.

5.2.6 Site Layout Plan

The attached plan (shown in Appendix 1) shows the following (and will be reviewed and updated throughout the life of the project) -

- Site Access / Egress Points
- Site Haulage Routes
- Site Pedestrian Routes
- Welfare Facilities (inc Canteen, Drying Room, Toilet, Shower and First Aid Facilities
- Loading / Unloading and Storage Areas
- Staff and contractor / overflow parking

6.0 Project Specific Health & Safety Risks

6.1 Construction Phase Hazard Identification and Risk Assessment

At least 7 days prior to works starting each Trade Contractor shall be required to identify significant hazards and prepare Risk Assessments and Method Statements for each work activity. These will be reviewed by Berkeley Homes who may require additional provision. Copies of all Trade Contractor Risk Assessments and Method Statements will be maintained within the Project Office.

6.2 Control of Substances Hazardous to Health

Where harmful substances cannot be substituted with less harmful substances, each Trade Contractor will be required to maintain and issue a register containing all harmful substances that they intent to use on this project.
For each hazardous substance or process identified, the Trade Contractor responsible shall produce a task specific COSHH Assessment and issue a Material Data Sheet for the substances. These will be maintained within the project office.

Each COSHH Assessment shall be reviewed by Berkeley Homes. Where possible alternative solutions will be offered to minimise and reduce the risk to health and the environment.

When using Hazardous substances the Trade Contractor must provide evidence that the findings of each COSHH Assessment has been communicated to their operatives and those affected by the use and all operatives are required to sign confirmation that they have read and understood the precautions and Method Statements for that job. Records are to be maintained within the project offices.

Additional attention and control measures shall be given to the use of the following substances / activities to reduce the risks to the health and safety of third parties and other operatives:

6.3 Material Storage and Distribution

Trade contractors must liaise with Berkeley Homes regarding the use, distribution and storage of hazardous substances on site which must follow manufacturers / suppliers instructions / guidance on how to handle and store etc. Where oxidising substances can react or flammable products must be used the preferred option is to only have minimum stocks correctly stored on site but where possible remove the product from site at the end of the working day.

Materials storage will be carried out in accordance with the approved Arboricultural drawings by tree:fabric and will remain clear of any Root Protection Areas. Please see tree:fabric drawing 'Tree Protection & Arboricultural Method Statement – Demolition ref: tf 913s/TPP/301 Rev. A' for further detail.

6.4 LPG – Storage and Use

Where practicable LPG and highly flammable liquids shall be removed from site every night by the contractor using them. Only in extreme situations will LPG or highly flammable liquids be permitted to remain on site overnight and then in correct storage containers away from the buildings, structures and other stored combustible materials. Where LPG and highly flammable liquids must be stored it shall be stored in a secure well ventilated cage away from buildings and project offices, and kept separated from other materials. Additional warning signs will also be put up to warn operatives of the risks. Suitable firefighting equipment must be positioned with LPG storage and where it is used.
When not in use LPG Cylinders shall be kept in their storage areas, this includes empty cylinders.

The use of LPG will be under strict control and subject to agreed Method Statements and Risk Assessments. Empty cylinders must be disposed of by the Trade contractor appropriately.

6.5 Storage of Fuels, Oils and Chemicals

Fuels, oils and chemicals shall be stored away from drains and watercourses, to prevent them from entering the water table through accidental spillage. They will also be stored away from buildings, structures and materials that will burn in well ventilated areas. Consideration of the fire risk will need to be developed in the Project Fire Plan.

In addition all fuels, oils and chemicals will be stored in specific bunded areas (110% of the total volume of the contents) or in double skinned containers which are secure and safe from accidental damage and vandalism, and shall have a spill kit located close to them.

6.6 Waste Control and Disposal

As part of Berkeley Homes Sustainability and Environmental Policies where possible all waste materials should be reduced, re-used, or recycled. Under the Environmental Protection Act, all producers of waste have a 'Duty of Care' to ensure that waste does not escape their control and is dealt with properly.

Each site must have a Site Waste Management Plan (SWMP) in place prior to construction works starting on site. This identifies how waste will be reduced, reused and recycled on site as well as recording details of all materials that leave the site. The materials must be carried by an authorised and

licensed waste carrier who may carry both the General (Controlled) Waste as well as any Hazardous Waste. There is a requirement for waste transfer notes to track the journey of the waste to its final destination whether that is a recycling centre or final disposal. See the Sustainability section of the Berkeley Homes website for more information.

The segregation of waste into different waste streams will, where practicable, assist in recycling

The following authorised and licensed waste carriers will be used on this project:

Waste Removal Contractor – Controlled Waste	Waste Removal Contractor – Hazardous Waste
Tbc	Tbc

The Waste Removal Contractors selected for this project will recycle the majority of the waste produced. All site waste and rubbish will be removed from site on a daily basis.

The supporting documentation for all waste removal shall be retained within the Project Office, this includes:

- **Waste Carrier Licence:** For all waste removal contractors.
- **Waste Management Licence:** For waste transfer stations and the final destination of waste.
- **Controlled Waste Transfer Note:** Required each time non-hazardous waste is removed.
- **Hazardous Waste Consignment Note:** Required each time hazardous waste is removed.

Housekeeping on site will be monitored on a daily basis. Special attention will be given to access / egress routes, and emergency escape routes. These must remain clear and free from materials at all times.

For more details on how the waste will be managed please refer to the project specific Site Waste Management Plan, this will be put in place prior to works staring on site. A project specific site waste management plan will be developed separately to this Construction Management Plan.

6.7 Security Arrangements

To prevent unauthorised access to site the following arrangements will be implemented:

Description
24 hours, 7 day per week security will be maintained on site. This provision may be reviewed from time to time. During the defined working hours vehicle access gates will be controlled with a banksman. Pedestrian access will be controlled at the pedestrian access gate. Access out of working hours will be at the discretion of and by prior arrangement with Berkeley Homes site management. Access will be controlled by a security guard when appropriate arrangements have been made.

6.8 Plant

The following items of plant have been provided for common use, to assist in material delivery and as means of access and egress:

Description
All Terrain Forklift (at specific stages of the construction program & under agreement) 360 degree excavators of various sizes (at specific stages of the construction program & under agreement) Dump trucks (at specific stages of the construction program & under agreement) Concrete crusher (at specific stages of the construction program & under agreement)

These items of plant will only be operated by a trained person i.e. by a person who holds a valid CPCS card or equivalent evidence of training / competence:

A record of all items of plant listed above brought onto site, together with details of their operators, will be maintained and evidence of periodic checks from plant hirers that the plant has been adequately maintained will be obtained and maintained on site.

All plant shall be regularly maintained.

6.9 Lifting Equipment and Lifting Operations

A Site Lifting Plan will be produced for all plant involved in lifting operations

6.10 Temporary Services

The following temporary services will be provided:

Service	Location
Water	Welfare, Site Office & Site
Electric	Welfare, Site Office & Site
Telecommunications	Site Office

All electrical supply installations shall comply with IEE Wiring Regulations and Electricity at Work Regulations.
All portable electrical equipment and tools used on this project shall be 110v, and PAT tested. All electrical equipment will be subject to planned maintenance and inspections by a competent electrician.

Suitable and sufficient lighting will be provided to common and access areas. Where required provision will also be made for Emergency Lighting in case of mains / power failure.

Trade Contractors will be expected to provide additional task lighting if required. Halogen task lighting is not permitted due to the heating effect.

6.11 Scaffolding

6.11.1 Fixed Scaffolding

All fixed scaffolding provided shall be erected, altered or dismantled by trained and experienced persons under competent supervision. The scaffolding company shall be required to issue a handover certificate, to confirm a competent installation. The handover certificate will be kept on site.

From the day of handover, weekly inspections will then be undertaken and recorded by a competent person. Records will be maintained on site. An inspection will also be undertaken and recorded after the scaffold has been adapted and altered. Only competent persons must alter and adapt scaffolding.

6.11.2 Mobile Towers

All Trade Contractors bringing Mobile Scaffold Towers onto site shall ensure that they are:

- Erected by a trained and competent person
- Erected in accordance with the manufacturers' recommendation and Method Statement
- Inspected where required and regularly maintained.

Important: Appropriate step ladders (not Domestic) must only be used for light work and where it is impractical to use a mobile tower and a Risk Assessment shall demonstrate why ladders are the only alternative for the particular task.

7.0 Emergency Procedures

7.1 Emergency Numbers

Emergency telephone numbers will be prominently displayed on the site notice boards, and will be issued to all members of the Project Team.

The following are the emergency service telephone numbers:

Service	Telephone
Fire / Rescue	999
Ambulance	999
Police	999
Local Hospital Address:	Kingston Hospital-A&E Galsworthy Road, Kingston Upon Thames, Surrey KT2 7 020 8546 7711
Other:	

Location map for hospital will be displayed in the site Project Office.

The following Berkeley Homes personnel can be contacted in the event of an accident/ incident / near miss or emergency:

Role	Contact Name	Office Telephone	Mobile Telephone
Senior Site Manager	TBC		
Project Manager	TBC		

7.2 First Aid

The following personnel are qualified first aiders:

Name	Certificate Expiry Date
TBC	

The first aid boxes are located in the project office located in the contractor's compound. A copy of all first aid certificates will be maintained within the project office.

7.4 Environmental Procedures

In case of a spillage, accident or other pollution incident the following actions shall be taken:

The surface water drains will be blocked immediately the spill kit or sand or a similar material will be used to absorb oil and chemical spills. Appropriate PPE must be used by those carrying out the works.

If pollution has been caused to the watercourse, land or air then you should contact your regional OHS&E Advisor and Sustainability Adviser who will assist in determining if any action is necessary.

For further information, please refer to Environmental procedures located in the OHS&E Management System.

8.0 Accident Reporting

All accidents / incidents (no matter how small) that occur on this site including those that occur to trade contractor operatives and visitors shall be recorded within our Accident Book which will be located within the Project Office**.** All near misses no matter how minor shall also be reported and recorded.

It will be a requirement on this Project for all Trade Contractors to report all accidents / incidents to Berkeley Homes and where necessary provide us with a completed copy of the F2508 when there has been a reportable accident or dangerous occurrence.

For further information on detailed Accident Reporting arrangements refer to the Berkeley Homes Safety Management System.

9.0 Construction logistics, cycle safety and work-related road work

The Berkeley Group have signed up to the new construction logistics standards (CLOCS) for all large vehicles (over 3.5T) entering or delivering to our projects.

The CLOCS Standard is a key step to demonstrate the commitment of construction logistics industry organisations to improve road safety throughout the supply chain. The document draws together emerging practice from a number of individual standards, policies and codes of practice, including the Fleet Operators Recognition Scheme (FORS), into one common Work-Related Road Risk standard.

Each requirement of the standard has been developed to reduce the risk of a collision between heavy goods vehicles in the construction sector and vulnerable road users such as cyclists and pedestrians.

In Berkeley West London we believe we will be able to help raise the standards of safety in the construction industry logistics through continued promotion and awareness of CLOCS. We have made contact with all our existing suppliers and contractors to make them aware of the standard and the requirements it places on their vehicles delivering to our projects. All projects have been briefed on the levels of compliance that are expected.

10.0 Welfare

10.1 Welfare Facilities

The following welfare facilities shall be provided by Berkeley Homes:

Facility	Location
Toilets (Male & Female)	Compound
Drying Room	Compound
Canteen Seating Area	Compound
Smoking Area	Compound

All welfare facilities provided will be in accordance with the CDM Regulations.

Locations of the Site Welfare Facilities can be seen on the Site Logistics Layout Plan which can be found in Appendix 1.

If food is prepared for sale in the canteen, the necessary certification shall be displayed on site.

10.2 Maintenance

All welfare facilities shall remain in a good state of repair and cleanliness. A cleaning regime for the site offices and all welfare facilities will be put into place.

Regular daily inspections will be carried out.

11.0 Information & Training of Persons on Site

Induction training shall be provided to everyone wishing to work and visit this project. Refresher induction training shall be provided as site conditions change or if a contractor has not worked on the site for some time (2 month break).

The following tasks have been identified as requiring specific training:

- Demolition Works
- Cable Location
- Management of Contaminated Ground and Excavations
- Asbestos Identification and Removal Works
- Scaffold Management and Inspection
- Work at Height Management and Inspection
- Tower Crane Coordination
- Sustainability and Environmental Awareness

To reinforce the site rules, the requirements of Method Statements and Risk Assessments and to raise the awareness of specific issues, such as Manual Handling and Working at Height, each trade contractor shall be required to provide their operatives with Tool Box Talks. These shall be carried out at least weekly; however in practice a more regular frequency should occur and for high risk trades at least twice weekly would be appropriate. These must be recorded. A register of all Tool Box Talks given shall be maintained and kept within the project office.

Statutory notices and safety awareness posters shall be displayed.

A copy of this Construction Phase Plan, together with the project specific site safety rules shall be formally issued to each Trade Contractor prior to their start on site.

In addition, companies making deliveries on a regular basis to site will be encouraged to participate in the TFL's voluntary Freight Operator Recognition scheme.

Appendix 1- Logistic

Appendix 2- Construction Vehicle Routes

Appendix 3- Tracking Analysis: Route 1

Appendix 4- Tracking Analysis: Route 2