

Project

BD0030
East Street, Reading Student Accommodation

Document

Construction Phase Plan
BD0030-PL-0003
Rev 07

Document Control

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	Title & Company	Name [Print]	Signature	Date
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Approved:				
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Revision History

This document, together with any associated documents, should be reviewed at regular intervals during the project (typically monthly) and whenever there is a significant change to the site conditions such as a change in scope, site area, construction methods being used.

Record the details of any changes made as a result of these reviews in the table below.

Rev:	Date:	Reason for Review:	Nature of Changes:	Prepared by:	Checked by:
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02	26/10/17	Regular review	For Issue	Daniel Caston	Daniel Caston
03	13/03/19	Review of Document	To Incorporate Comments	Dan Wallace	Daniel Caston
04	24-04-19	Review of document	Comments incorporated	Rod Nutbourne	Rod Nutbourne
05	05/07/19 16/07/19	Review of document	Comments incorporated- lifting plan	M. Worth	P. Seamer
06	24/09/19	Personnel Update	Personnel Update	D. Alton	M. Norton
07	3/10/2019	Update to latest information	Update Logistics Plan	M Norton	M Norton

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1. Introduction

This document is the Construction Phase Plan for East Street Reading Student Accommodation Enabling Works and describes the implementation and management of systems by VINCI Construction UK Ltd for the execution of the works.

The plan details the principles of the management of Health and Safety for the project in accordance with The Construction (Design and Management) Regulations 2015.

The document is based on the guidance in the HSE document L153.

The plan details elements pertaining to management of Health, Safety, Environment and Quality in accordance with The Construction (Design and Management) Regulations 2015. The Health and Safety sections are in line with the HSE guidance publication “L153 Managing Health & Safety in Construction”.

This Plan also details elements of the VINCI Construction UK Management System that conform to the requirements of ISO 14001:2004, OHSAS 18001:2007 and ISO 9001:2008, being certified by BSI under Certificate Numbers EMS 61133, OHS 61138 and FS95506 respectively, and all applicable requirements are implemented by VINCI Construction UK at this Project.

Health, Safety, Environmental Protection and Quality Management forms referred to in this document can be obtained from the VINCI Construction UK HS&E and Business Management Systems section of the Intranet.

The systems used for the management of Health and Safety, and Protection of the Environment, include, but not limited to:

- 1) VINCI policies for Safety, Health and the Environment
- 2) Risk Assessments
- 3) Planning Conditions
- 4) Induction Training
- 5) DABS
- 6) Task Control Sheets
- 7) Tool box talks
- 8) Consultation with relevant external bodies
- 9) Selection and control of suitably qualified and trained sub-contractors
- 10) Monitoring of performance
- 11) Permit systems
- 12) Safety and environmental management audits
- 13) Occupational health auditing and checks

NOTE:

The term “Senior Site Representative” is used throughout this document to represent the Site Manager/Project Manager i.e. the Contractor’s Person in Charge of the Works.

2. General

2.1 Schedule of Controlled Copy holders

Copies of this Plan and all subsequent revision issues, modifications and extensions, are issued to the following copyholders:

Copy no.	Name	Title	Transmittal Document No or signature in master copy
1	Mark Norton	Project Manager	
2	Paul Seamer	Contracts Manager	
3			
4			
5			

2.2 Scope of the Plan

This plan applies to: East Street Reading Student Accommodation Enabling Works Project

This document is partly a development of the Pre-Construction information provided by the Client. Its aim is to describe the arrangements for the management of the works and, whilst the CDM legislation on which it is based only relates to health and safety, it also contains requirements in relation to the protection of the environment and the avoidance of pollution

2.3.1 Description and Location of the Works

2.3.1 The scope of the Works:

Is the site set up, Diversion/relocation of existing Sub Station, Installation of Temporary Services/Utilities, associated Groundworks and Basement Construction for the proposed new Student Accommodation Facility.

2.3.2 Location of the Works:

New Century Place and fronting East Street

The address is East Street Reading Berkshire, RG1 4AU

2.3.3 Description of the Project:

The project consists of one site Measuring 0.316 acres and is a redundant car park. There is a small electricity sub-station in the north-east corner of the site which has planning approval to be relocated to a new position adjacent to the site. The enabling works as detailed above in the scope are to be undertaken in preparation for the main site works comprising of a new 135 bed 5 Storey (subject to subsequent planning application) Student Accommodation Facility.

2.3.3.1 Enabling Works

Before the main works start, and during the stage 2 tendering activities there are a number of ‘Enabling works’ that can commence earlier ensuring a meaningful start on site is achieved.

These will include:

- Site accommodation and welfare establishment
- Drainage, water and electrical services
- Surveys
- Demolition of a small bin store
- Relocation of small electricity sub-station
- Procurement of follow on packages

2.3.3.2 Method Statement – Enabling Works

Introduction

During the tender period, we have worked intensely to develop a proposal that reflects the Client’s aspirations and requirements for the East Street Student Accommodation Project. We have reviewed the available Tender information to develop an integrated proposal that not only meets these requirements, but hopefully surpasses them, to give the Client and their team the reassurance that VINCI Construction UK is able to deliver this challenging project in partnership with the Client and Design Team.

The core principles used in developing our proposals are as follows:

- Understanding the individual works elements and possible additional works.
- Partnership approach to the project
- Limitation of site impact on the community
- Site constraints
- Recognition of Operator/End User requirements

With these at the core of our proposals we have provided details of the methodology, processes and implementation proposals that are reflected within our programme and prelims.

Approach to delivery of the project

To ensure the successful delivery of each section, we will establish a Core Team that includes separate supervision for the enabling, new build and structural works and for the internal refurbishment works.

During Stage 2 and initial Enabling Works period we will look to work closely with the Client and Design Team to ensure that all necessary surveys, investigations, asset review and protection/removal/relocation is undertaken so that at the start of the project, works are not unduly delayed.

2.3.3.3 Site accommodation and welfare establishment, hoarding and gates

With the project being split over 2 sections of work, it is important to get the site establishment right from commencement to ensure the smooth running of the project. We have double stacked secure offices/meeting room and WC’s adjacent to the site and welfare/canteen drying room facility in an

underground section, both are adjacent and outside the actual footprint of the site. It is our firm belief that this will provide a first class facility from day 1 for the project team, but more importantly, will ensure no disruption during the works which would be suffered if internal welfare provision was to be considered. For further details, please refer to the Logistics and Traffic Management Plan later in this document.

The current hoarding is of very good quality and will be retained for the construction works period. Additional sections of hoarding will need to be installed to ensure integrity of the site is maintained. We have allowed for adaptations as necessary as works progress, and propose to retain the single door as general pedestrian site access. Any adaptations will maintain the security of the site and protection of the adjacent public spaces.

The hoarding, with the exception of the necessary Health and Safety Construction Notices, will remain but will be painted with VCUK colours and graphics with project information panels inserted onto it.

Within the hoarding, some of the existing controlled gates will be maintained for separate pedestrian access and egress points.

All gates will remain closed unless in use when they will be manned. During the working day a gateman will manage the deliveries and a logistics operative will manage the unloading and distribution of deliveries and traffic movement within the site boundary. For pedestrian access a single door with a digilock will be used to control entry on site with the code only being provided once the operative has received their site induction. A turnstile with finger print access will be used on the main pedestrian entrance. Signage at all gates will identify these requirements and provide contact detail for visitors so they can enter site and report to the site office.

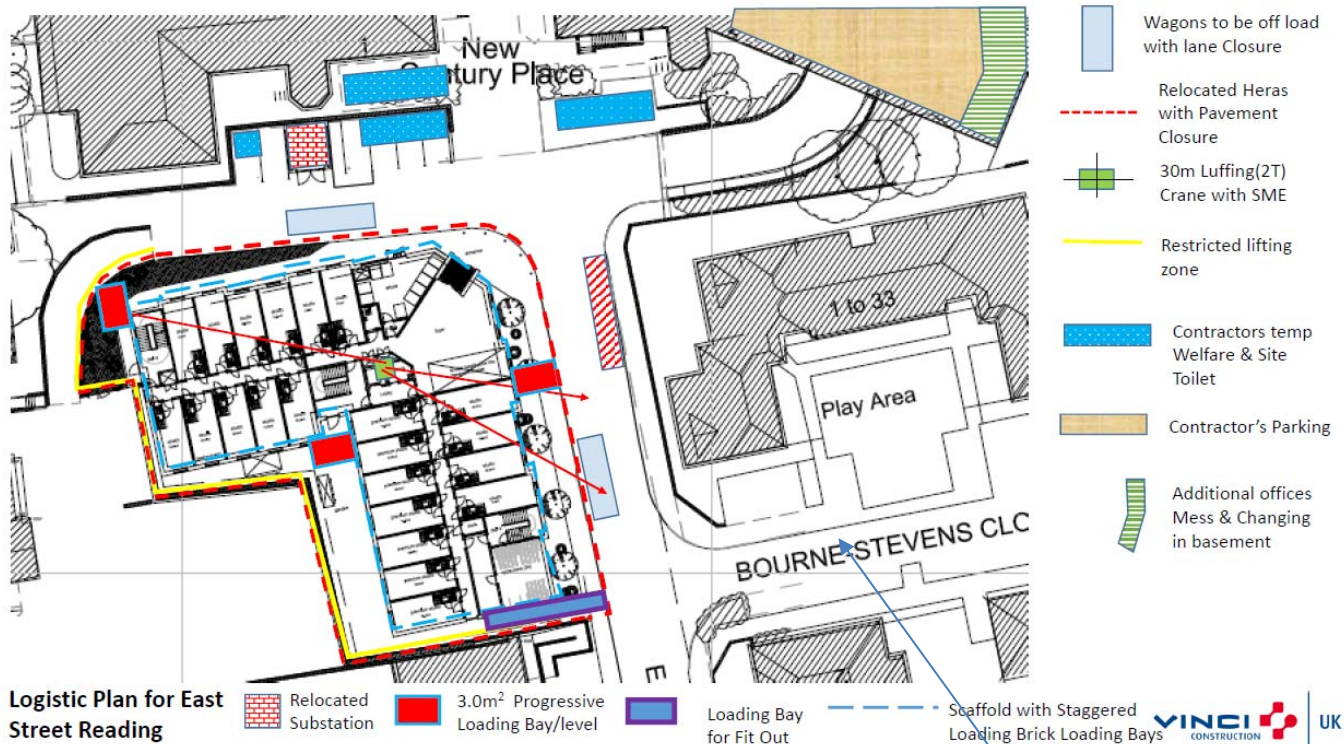
In addition to the main construction hoarding, Herras style fencing, water filled vehicle barriers and pedestrian barriers will be erected to segregate individual works areas as required, for example during demolition and for safe pedestrian walkways.

Offices will be secure low energy double stacked units and bespoke constructed units in the underground section with VINCI branding and located within the forecourt parking area to the West of the main building. The location has been chosen to ensure minimal impact on the external works and drainage including the attenuation tanks.

Within the site establishments the following services will be provided:

- Site offices for the Project Delivery Team
- Drying rooms
- Mess rooms
- Toilets and Shower

A smoking shelter and gate house will also be provided.



2.3.3.4 Temporary drainage, water and electrical services

Site offices and welfare facilities will be provided with the following temporary services:

- Power
- Water
- Telecom/Data
- Drainage

We have allowed for incoming supplies to be metered and connections made from a local substation which will be relocated as part of the enabling works. From here main services will run underground to the site and will be distributed around the site. 110v power will be provided in the form of 10KVa transformers and from here 110v LED lighting and power will be provided. Task Lighting will be provided by sub-contractors as necessary. The use of LED lighting is both more economical and safer than traditional tube or lamp fittings. External and roof areas will be illuminated using fixed LED floodlights to eliminate fire risk

The services for the welfare and external areas will be taken from the same location as the site and the toilet facilities will serviced by a wet waste contractor for the foul . It is envisaged that an early minor works order will be issued to carry out the enabling works prior to the main construction package award and commencement. Although background lighting appears adequate we will fit bulkhead lights to the hoardings in areas that are not well lit to improve public safety.

Now piling
(Contiguous
and Bearing)

2.3.3.5 Surveys and investigations

Whilst we note that several surveys and investigations have been carried out already, there are a few areas that are identified in the tender information as requiring surveys. We will assist the Design Team in identifying the extent and priority of these surveys. These will need to be carried out during the Enabling Works period to ensure there is sufficient information to complete the design to an appropriate level.

2.3.4 **Site logistics**

2.3.4.1 Deliveries

Deliveries to the site will be controlled with the operation of a 'just in time' booking system with bookings scheduled in advance and provided to the VINCI site management. This will be used to control the number and timing of deliveries to site to ensure that the site can run efficiently but ensuring that the surrounding roads, communities and public are not impeded by excessive construction traffic.

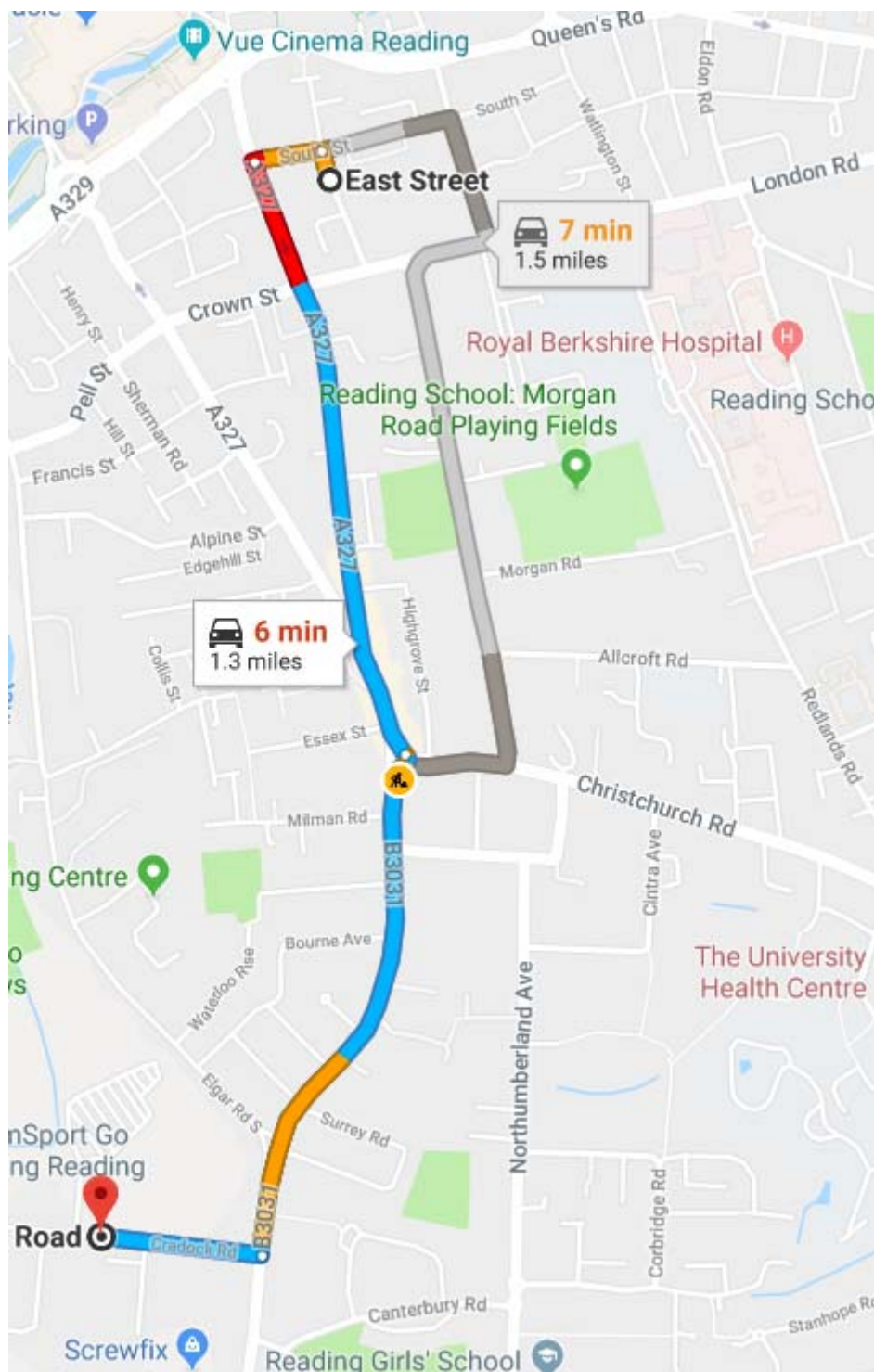
The delivery slots will allow subcontractors to book deliveries a minimum of 24 hours in advance and will ensure that when the delivery arrives there is suitable equipment/resources to receive it.

A copy of the weekly deliveries will be displayed in the site offices and reviewed every morning in the Daily Activity Briefing (DABs) attended by VINCI and sub-contractor's supervisors and at the weekly coordination meetings with specific emphasis being made to highlight and coordinate larger deliveries.

In periods of high activity on site it may be necessary to make use of 'off-site holding area', where vehicles will be held and called in to suit their delivery slot. We have identified a holding area at Craddock Road which will allow vehicles to enter the one way system quite easily to return to site once the site offloading area becomes free.

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During peak periods, we anticipate approx. 20 vehicle movements per day. Large deliveries will be staggered and planned as described elsewhere in this document. Smaller deliveries will be managed daily. Vehicles that cannot be accommodated or arrive outside agreed times will be turned away or asked to wait in the holding area until called to site.

No construction vehicles will be permitted to wait on roads near to the site and will be sent to the holding area as set out above

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*** Documents on the Intranet are "controlled" version. Uncontrolled when printed. ***				

All vehicles will be inspected and washed down with jet washes as necessary to avoid run off onto the public highway. The public highway at the location of the site will be continuously monitored and road sweepers will clean the roads as necessary to avoid any build-up of mud or dust.

Dust generation and dispersal can be a major cause of nuisance and a health risk to the local community. Dry conditions can intensify the risk and as such dust control is paramount to reduce this risk as such VCUK will review and monitor conditions and employ the following methods to reduce the risk of dust.

- Damp down/Dust cannons at source
- Agree method statements and systems of work with subcontractors so that robust and effective dust suppression methods are being employed
- Implement good housekeeping practices site wide including skips.
- Road sweeping and wheel washing.
- Review new technologies as they become available and implement where applicable

When on site a 5 mph speed limit will be enforced to prevent airborne dust and the protection of the workforce.

2.3.4.2 Local Liaison

Being a Considerate Constructor, we take the business of informing and liaising with the local businesses and public seriously. As part of the overall strategy for the project we will, in hand with the Client and Design Team, issue regular project bulletins to keep them informed about the project and forthcoming developments that may affect access around or interface with the site etc.

A member of the project team will be allocated the role of liaison manager and will act as a central point of contact.

The liaison manager will liaise with neighbours to understand how the neighbouring buildings and public operate so that times of particular sensitivity, working hours, and access and delivery times can be understood. This information can then be developed and included within the project plans for the management of the site.

Forms of communication could be (but not exhaustive)

- Newsletter
- Regular meetings
- Social media
- Signage

VCUK endeavours to be proactive in education programmes and will actively engage with local schools to provide site visits where possible. This ethos has already been in place on other VCUK projects and we believe this is a positive way to promote the future of construction and provide a positive educational experience.

2.3.4.3 Noise Control

Due to the proximity of the site, noise concerns must be recognised. The Enabling works will consist generally of noisy works and as such works will only be carried out during working hours of 08:00 – 18:00 Monday -Friday, and 08:00 – 13:00 on Saturday should the need for weekend work be necessary. Noisy works where possible, will be programmed outside sensitive periods identified as part of the liaison process. VCUK will actively consider the employment of noise reductions systems should they be applicable and effective for tasks. Furthermore, through our supply chain and working partnerships we

ensure that the latest machinery and technology are sourced so that Noise reduction, efficiency and quality are always being improved. The external work will be low risk but the demolition and external works will produce higher noise levels. Within the programme of works we will establish the main noise making activities and produce a noise map for each. From this we can establish what activities can be carried out at any given distance from any sensitive locations. By knowing the actual noise of activities and the distance from the boundary, we can work out likely noise, as noise reduces by 6dB at doubling of distance. We then set triggers to just below target levels so we can react before problems occur.

As part of the maintenance regime and legal requirements, plant will be inspected at regular intervals. The use of radios or similar on site are prohibited.

Any issues or complaints pertaining to noise can be recorded to the site manager who's details will be clearly displayed on the site noticeboard and contact information.

2.3.4.4 Waste management and recycling

Detailed proposals for dealing with waste arising from the construction of this project will be included within the environmental management plan.

The site waste management procedures will include

- Re using materials whenever possible to negate the export or import of inert materials
- Reduction of site generated waste through waste minimisation and re cycling initiatives
- All subsoil will be handled and stored carefully to minimise the potential for damage to the soil structure. A detailed method statement will be produced clearly identifying correct soil handling, storage placement and programming requirements to avoid compaction and moving the material in unsuitable weather conditions.
- Appropriate methods of waste disposal linked to a robust waste disposal audit trail.
- Site office waste to be collected in separate containers to maximise the opportunities for recycling e.g. paper, cans, glass. Spray cans will be logged to ensure their return

The above document will be regularly reviewed as the project progresses/condition changes or at regular intervals throughout the project.

2.3.4.5 Summary - Enabling works

To ensure a meaningful start on site and in addition to the VINCI preliminary items (welfare, temporary services etc.) the following subcontract activities will require an early commitment prior to agreement of the contract sum.

- M+E surveys, design and part preliminaries.
- Demolition
- Piling (design and reserve plant as a minimum)
- Groundworks including construction of the basement
- Drainage
- Statutory services installation
- Structural Design
- Steel frame Procurement and follow on trades Procurement

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2.3.4.6 Method Statement – Potential further works

We have considered the possible introduction of further works and included indicative timescales for these in the Tender programme.

2.4 List of parties directly involved in the Works

Type of Contact	Company & Address	Contact Name & Number
Client / Employer / Project Sponsor	Studios Development Reading	Sevi Rixson 07702597301
Employer's Technical Adviser / Architect / Structural Engineer	Turner and Townsend	Stephanie Marshall
CDM	Nationwide	Jon Deering 07840024051
BREEAM	Envision	Charlotte Brewin 07469211996
Building Control	Cook Brown	John Lynch 07521508696
Employers Project Manager	Turner & Townsend	As above
Employer's Financial Adviser / Quantity Surveyor	Turner & Townsend	As above
The Principal Designer	Nationwide	As above
The Principal Contractor	VINCI Construction UK Ltd Astral House Imperial Way Watford WD24 4WW	Mark Norton
The Designer / Architect	GDL Architects	Mark Brown 07891809601
Sub-Contract Activities and Personnel:	A full list of Sub-Contractors is listed in the latest version of the project Sub-Contractors Procurement Schedule.	
Scaffolding		
Temp Services	Wingate Electrical Plc Wingate House, Rutherford Road, Basingstoke, Hampshire, RG24 8QD	Tony Giudice 07557956062
Lifts	Kone	
MEP Services	Norstead - TBC	

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Type of Contact	Company & Address	Contact Name & Number
Groundworks, concrete and drainage	M & O Construction & Civil Engineering	Neil Boreham 07572611585
Steel frame	PAW Structures	Paul Smith 07773317268
Façade/Brickwork	PAW Structures	As above
Roofing	TBC	
Decoration	TBC	

2.5 Contract Documentation

- Principal Conditions of Contract are:

JCT Design and Build 2016 Edition incorporating amendments.

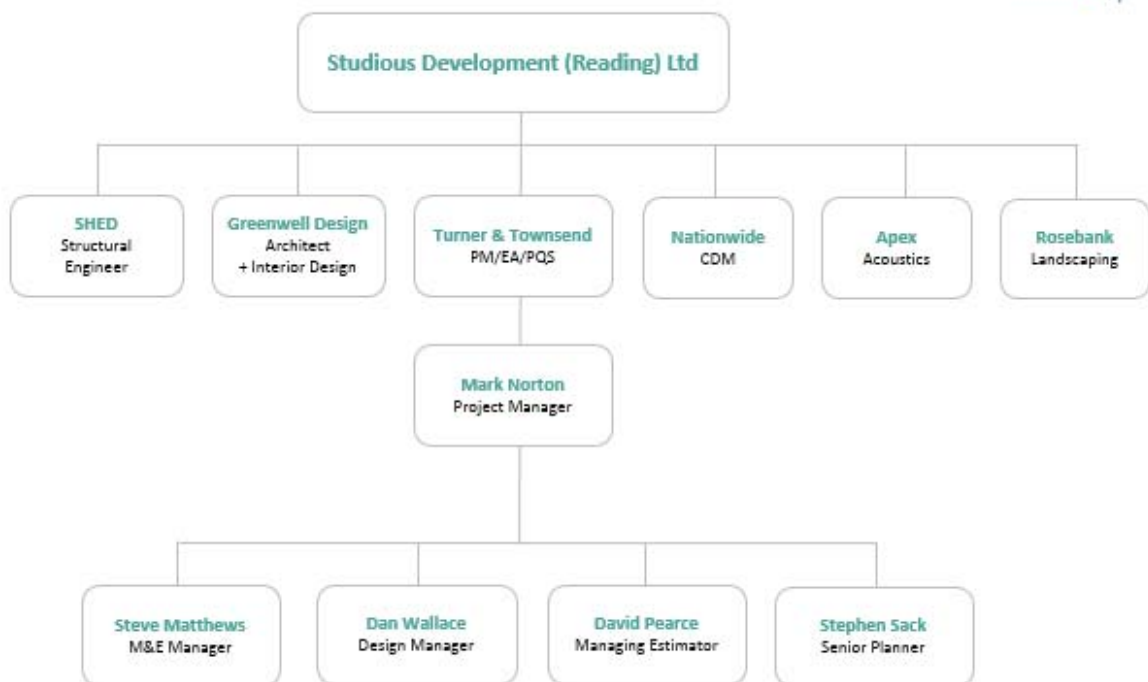
- Proposed start date is: **04/03/2019**
- Contract duration: **20 weeks (Early Works)**
- Contract completion date: **18/08/19**
- List of Contract Documents: As scheduled in Main Contract

3 Project Staff Responsibilities & Organisation

3.1 Project Organogram

Other proposed key members of the Project staff are shown below and details of their additional responsibilities are also shown in Appendix 4 of this plan.

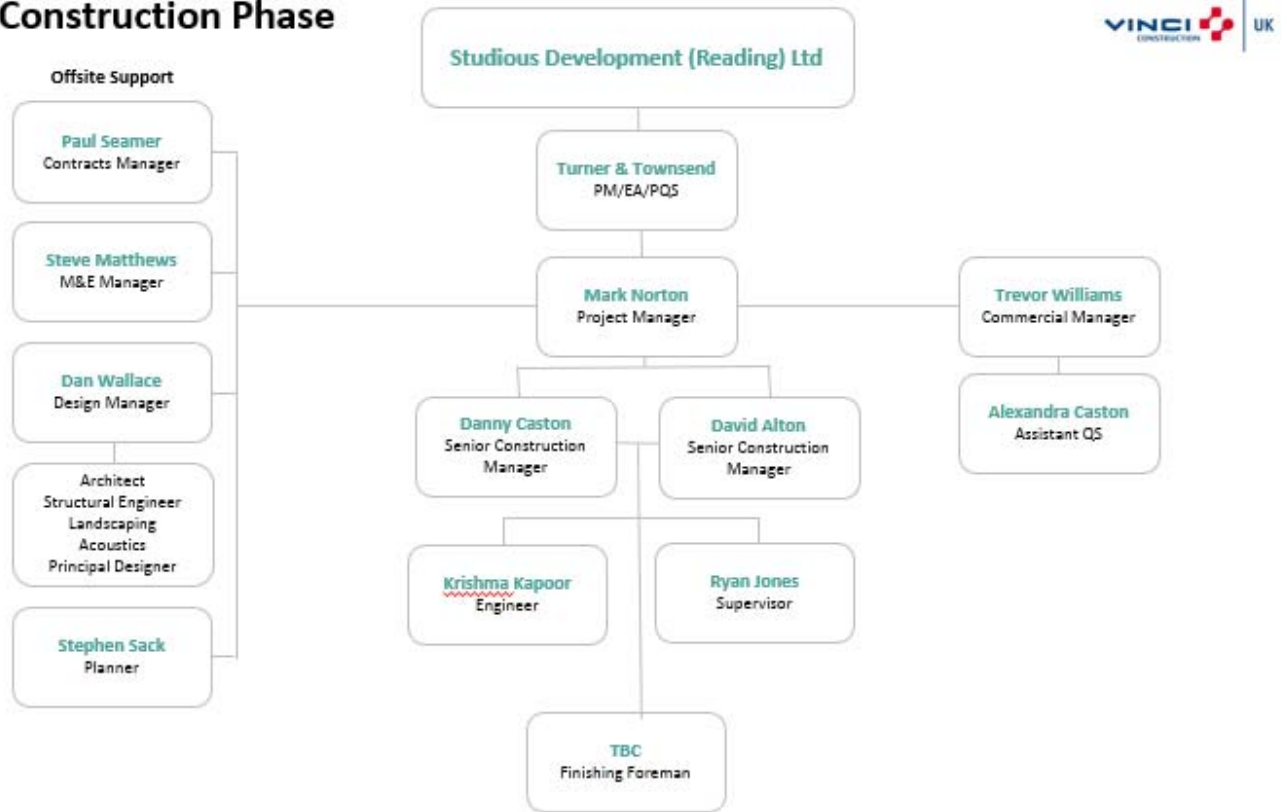
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3.2 Safety Roles & Responsibilities Matrix

At the start of the project, the SSR must ensure that a roles and responsibilities matrix (VB-PMG-FR-XXXX-0007) is completed, identifying all of the key project staff and their responsibilities/duties as designated as part of the plan. The matrix will identify specific health & safety duties which need to be completed onsite.

This will not remove the requirement to brief individual roles and responsibilities in conjunction with the person's job and this will still be required and demonstrated by appointment letters.

3.3 Key Project Team and Health & Safety Responsibilities

The Key Project Team member's health and safety responsibilities are listed below; these are not intended to be an exhaustive list.

3.3.1 Senior Site Representative (SSR)

The SSR is accountable to the Construction Director for implementing the policy and relevant health and safety legislation on contracts allocated to him.

In particular, they will:

- Establish and maintain procedures such that the site, plant, equipment and systems of work are safe and without risk to the health of employees or others who may be affected by employing an Eliminate, Reduce, Isolate and Control (ERIC) philosophy to control measures.
- Allocate responsibilities and provide support to Section Managers
- Ensure that a prestart meeting is held with each supplier to discuss foreseeable hazards and the precautions to be taken.
- Ensure that only designers and suppliers of proven competence are appointed.
- Identify and ensure that all personnel attend training course appropriate to their and the project's needs.
- Monitor the content of safety inspection reports and confirm remedial actions taken.
- Arrange for adequate management and, where relevant, design review at site level.
- Conduct monthly safety tours as a minimum.
- Ensure actions arising from accident investigation are implemented and that lessons learnt are briefed appropriately to the workplace.
- Ensure that health and safety manuals, guidance and procedures are kept up to date and made available for reference to all managers and supervisors on site.
- Ensure that all operations that have the potential to impinge on the clients assets are adequately planned and all relevant approvals have been gained.
- Not report for work in an unfit state through alcohol or drugs and ensure compliance with the projects Drugs & Alcohol Procedure.
- Attend health surveillance when required.
- Embrace the concepts of STEP Up, and set a personal example of safe behaviour.

3.3.2 Management Responsibilities

Part 2 of the Company's Policy document for Health, Safety and the Protection of the Environment details the responsibilities of individual members of the Company's Management structure at all levels. The document contains "core" duties for each individual and the Construction (Design and Management) Regulations responsibilities which are activated in accordance with the Client's requirements as defined in the Contract. Similarly, the Build UK Strategy must be implemented when the Company acts as the Principal Contractor.

The Senior Site Representative, John Christmas, ensures implementation of the Health, Safety, Environmental and Quality Management Systems on site and is ultimately responsible for the managing the processes in connection with matters such as, risk, induction training, other appropriate training, monitoring of competence, procurement and control of subcontractors, control of temporary works, consultation, accident / incident investigation / the avoidance of ill health / the protection of the environment / reporting and Quality issues, etc.

Appendix 4 shows the names of individuals in the organisation relevant to this Project and can be found in this Plan.

3.3.3 Engineering Manager

The Engineering Manager is accountable to the Project Director and is responsible for:

- Ensuring that health and safety design risks are eliminated wherever practical and that any residual risks are communicated to the Section Managers.
- Ensuring the appointment of a suitably qualified and experienced Temporary Works Coordinator.
- Verify that procedures for the control of temporary works are implemented.
- Ensuring that construction methodology does not leave any structural elements in an unstable condition.
- Providing technical advice where required in the preparation of risk assessments and method statements.
- Ensuring that appropriate measures are developed, approved by various stakeholders, installed and monitored to control risks associated with noise, vibration and ground settlement.
- Not report for work in an unfit state through alcohol or drugs and ensure compliance with the projects Drugs & Alcohol Procedure.
- Attend health surveillance when required.
- Embrace the concepts of STEP Up and set a personal example of safe behaviour.

3.3.4 Section Managers

The Section Managers are accountable to the SSR for ensuring that works are planned and undertaken in such a way as to give foremost regard to health and safety.

Where appropriate they will:

- Ensure the site is established to present a safe and professional image.
- Ensure The STEP Up culture is maintained onsite by empowering persons to stop work which is unsafe.
- Ensure that personnel with the appropriate competency are involved in the risk assessment process.

- Confirm by regular monitoring that the policy, procedures and standards are complied with.
- Ensure that all line managers, supervisors and appointees are trained, competent and aware of their responsibilities.
- Implement and monitor project health & safety targets.
- Ensure that all statutory registers, reports, records, certificates, notices, placards and posters are properly maintained and/or displayed.
- Ensure that health and safety records are maintained.
- Arrange for the provision of safety induction training, toolbox talks and task briefings.
- Conduct safety tours / inspections in accordance with the agreed schedule.
- Arrange for the provision of welfare and first aid facilities.
- Assist the SSR to investigate, record and report on all accidents and dangerous occurrences and ensure that remedial measures are taken to avoid recurrence.
- Advise the SSR and Project Health & Safety Manager promptly of visits by the regulatory authorities (HSE, EHO, ORR, Fire Brigade) of any comments or recommendations and of any remedial measures taken.
- In the event of an improvement or prohibition notice being served the senior Project Manager and Project Health & Safety Manager must be informed immediately.
- Ensure that defects noted in safety inspection reports are properly remedied and ensure that observation cards are submitted as appropriate.
- Not report for work in an unfit state through alcohol or drugs and ensure compliance with the projects Drugs & Alcohol Procedure.
- Attend health surveillance when required.
- Embrace the concepts of Beyond Zero and Don't Walk By, and set a personal example of safe behaviour.

3.3.5 Section Engineers/Engineers

Section Engineers and Engineers are accountable through the recognised chain of line management to the Section Manager for implementing the requirements of the policy and all-relevant statutory health and safety requirements.

In particular, they will:

- Make themselves familiar with the H&S Policy and the health and safety procedures and guidance insofar as they relate to their responsibilities on site.
- Ensure that all activities under their control are properly risk assessed, planned, supervised and monitored and that the appropriate precautions are in place.
- Ensure that persons carrying out work under their control receive adequate information and instruction on the safe system of work to be employed.
- Monitor the work under their control to ensure that any unsafe work conditions are promptly remedied or if outside the limit of their authority reported to their immediate manager for action.
- Implement the Permit to Penetrate Procedure, ensuring that all permits have been reviewed by, and signed off by the responsible person and that the operatives have been briefed directly.

- Implement Permit to Work process for high risk activities as defined in the CPP.
- Conduct inspections in accordance with the agreed schedule.
- Not report for work in an unfit state through alcohol or drugs and ensure compliance with the projects Drugs & Alcohol Procedure.
- Attend health surveillance when required.
- Embrace the concepts of STEP Up, and set a personal example of safe behaviour.

3.3.6 Senior Construction Manager, Construction Managers and Supervisors

Senior Construction Manager, Construction Managers and Supervisors are accountable to the SSR for the implementation of the policy.

In particular, they will:

- Ensure the site is established to present a safe and professional image.
- Ensure the security of the works to prevent unauthorised access.
- Supervise the works and ensure all works are carried out by trained and competent persons.
- Ensure that all operatives under their control attend health and safety induction, including suppliers.
- Ensure that all operatives conduct their activities in a safe manner and comply with safety rules and procedures this includes suppliers and the self-employed.
- Verify that persons who operate plant, machinery and equipment are competent and adequately trained.
- Conduct a programme of toolbox talks and RAMS briefings for all operatives under their control.
- Establish and maintain places of work, access and egress that are safe and without risk to health.
- Maintain welfare facilities to the highest standard.
- Encourage operatives to report any positive interventions or near hits and any defects in plant or equipment, leading by example.
- Address any hazards reported or observed and take out of service any defective plant or equipment.
- Ensure that all plant and equipment used on site is safe, free from defect and has the required statutory certification.
- Confirm that all plant operators possess a valid certificate of training for the class of plant to be operated.
- Ensure that an adequate supply of PPE is available, issued and properly used and that the issue is recorded.
- Use disciplinary procedures when appropriate to ensure compliance with health and safety law.
- Ensure that those with health restrictions are allocated appropriate tasks.
- Not report for work in an unfit state through alcohol or drugs and ensure compliance with the projects Drugs & Alcohol Procedure.
- Attend health surveillance when required.

- Embrace the concepts of STEP Up and set a personal example of safe behaviour.

3.3.7 Subcontract Supervisors

Subcontract Supervisors are accountable to their respective VCUK Managers for ensuring that all personnel under their control comply with the site safety rules and procedures.

In particular, they will:

- Act as the Person in Charge of the work gang for individual work groups under their control.
- Work in accordance with the safe systems of work and avoid improvisation which involves unnecessary risk.
- Ensure that the daily work activities are adequately briefed and the daily briefing form completed.
- Ensure that operatives under their control use the correct tools, equipment and PPE for the work being done.
- Report to their immediate supervisor any positive interventions, near misses, unsafe conditions and any defects observed in plant or equipment.
- Pay particular attention to the health and safety of new starters or young person's by providing close supervision and advice.
- Prevent horseplay and abuse of plant and equipment.
- Not report for work in an unfit state through alcohol or drugs and ensure compliance with the projects Drugs & Alcohol Procedure.
- Attend health surveillance when required.
- Embrace the concepts of STEP Up and set a personal example of safe behaviour.

3.3.8 Commercial Team

(Snr Commercial Managers, Commercial Managers, Snr Quantity Surveyors, Quantity Surveyors, Asst Quantity Surveyors)

The commercial team will accept their individual role to support other members of the site team as they strive to provide strong, visible, pro-active leadership in connection with health, safety and environmental protection. This includes ensuring that their work is carried out in a thoroughly professional manner and are engaged and encouraged through a systematic approach and the setting of high standards to ensure that the senior management team's objectives are met.

In particular, they will:

- Assist the production teams to ensure that sub-contractors are selected in accordance with the joint ventures procedures and are competent in respect of health, safety and environmental protection matters associated with the work that he is being engaged with.
- During discussions regarding the point above, use "Guide for Sub Contractors Working with VINCI Construction UK Limited".
- Supply sub-contractors with the "Guide for Sub Contractors and make sure it is used in the correct manner.
- Ensure sub-contractors are made aware of the minimum time allowed for planning and preparation.

- Assist with discussions with sub-contractors to ensure they have allocated sufficient resources for health and safety.
- Not report for work in an unfit state through alcohol or drugs and ensure compliance with the projects Drugs & Alcohol Procedure.
- Embrace the concepts of STEP Up and set a personal example of safe behaviour.

3.3.9 Planning Team

The planning team will accept their individual role to support other members of the site team as they strive to provide strong, visible, pro-active leadership in connection with health, safety and environmental protection. This includes ensuring that their work is carried out in a thoroughly professional manner and are engaged and encouraged through a systematic approach and the setting of high standards to ensure that the senior management team's objectives are met.

In particular, they will:

- Cause detailed consideration to be given to information provided by the client or other relevant parties, perhaps in the form of but not excluded by the pre-construction information provided by the Client. The consideration will give priority to areas where the planning process can eliminate hazards which give rise to risks and reduce risks from remaining hazards. In doing this planner are expected to give priority to collective measures over those that are just individuals. Typical actions that could be taken include planning the works so that one sub-contractor is not obliged to work over another thereby reducing interface issues or sequencing the work so that a particularly busy traffic period is avoided.
- Will liaise with other relevant parties, such as the client's representative or the principal designer to ensure that the aims contained in sub-section above are achieved. This will include co-operating with the person concerned, where appropriate.
- Will promote an interest in and enthusiasm for health, safety and environmental protection to ensure that the Senior Management Teams objectives are met.
- Ensure sub-contractors are made aware of the minimum time allowed for planning and preparation.
- Assist with discussions with sub-contractor to ensure they have allocated sufficient resources for health and safety.
- Not report for work in an unfit state through alcohol or drugs and ensure compliance with the projects Drugs & Alcohol Procedure.
- Attend health surveillance when required.
- Embrace the concepts of STEP Up and set a personal example of safe behaviour.

3.3.10 All Employees

It is the statutory duty of all employees to comply with sections 7 and 8 of the Health and Safety at Work Act 1974; it shall be the duty of every employee while at work:

- To take reasonable care for the safety of themselves and of other persons who may be affected by his acts or omissions at work.
- To co-operate with their employers or any other person to enable them to perform their statutory duties.

- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

All employees must comply with the requirements of this policy and co-operate in efforts to prevent accidents, damage to property, ill health and damage to company reputation.

In particular, they will:

- Read and comply with the Project Rules, Policies and Procedures.
- Follow any information, training and instruction provided.
- Always work in accordance with the risk assessment.
- Behave in a responsible and professional manner at all times.
- Report all Accidents, Incidents, Near Misses and any unsafe conditions to their line manager or Project Health & Safety Manager as appropriate.
- Ensure that any personal injuries are recorded in the project accident book.
- Only use plant and equipment which you are authorised and competent to use, and report any defective plant or equipment immediately.
- Use and maintain any personal protective equipment (PPE) you are provided with, any defective PPE must be replaced.
- Use and respect the welfare facilities provided, report any faults immediately.
- Not report for work in an unfit state through alcohol or drugs and ensure compliance with the projects Drugs & Alcohol Procedure.
- Attend health surveillance when required.
- Embrace the concepts of STEP Up, and set a personal example of safe behaviour.

4 Planning

4.1 Customer Requirements

Employer's Health and Safety Requirements

Does the Contract contain any specific Management requirements? YES

Refer to Contract prelims document and Appendices

Contract Review

The Contract is reviewed at the tender handover meeting held following Contract award, in accordance with the requirements of VINCI Construction UK Quality Management System. The Tender Handover Meeting for this Contract will take place during the Stage 2 Period when the senior management team have worked in parallel with the bid team, pricing and planning the works.

4.2 Project HS&E Objectives

- Waste: Divert from Landfill (90% recycle) / <45t / £1m turnover.
- 100% of Timber used on project to be FSC, PEFC Certified
- Health Agenda embedded on site (dust control, HAVS, manual handling)
- Zero Reportable Environmental Incidents
- CCS score of 40+
- Zero reportable accidents
- Maintain H&S Inspection Score of at least 82%
- 10% local employment from local borough
- 100% of all supervisors to have either SSSTS or SMSTS

Divisional Objectives:



4.3 Extent and Location of Existing Records and Plans

The existing Records and Plans are available here:

K:\LHC\L&S\Tendering\2018 Tenders\DC14779 Reading NCP 3 - East Street\1st Stage\2 Tender Docs (Organised)

- Tender stage Pre Construction Information
- Survey drawings and specific area / works surveys and investigations.
- Photographic condition survey. This requires more detail, with VINCI to arrange with Client
- Existing record drawings.

The probability of finding hidden services both above and below ground is high due to the nature of the building and works carried out over the lifetime of the site. The above ground services have been isolated at source with the main power to the building removed at the switch room intake. Temporary services have been installed and will be adapted to suit the construction works but these will be clearly identified and will not run in hidden voids. The site induction will include information on the location of any known services and any high-risk areas. All persons will be advised to consider services as live unless they are clearly identified. The strip out contractor will work with the appointed M+E contractor to identify and cut all cables as a clear indication that they are dead and safe to remove.

The procedure for the safe working around underground services is described in MSS 06 'Permit to penetrate the ground' which sets out clear responsibilities when working around services. See appendix.

4.4 Restrictions That May Affect the Works

Typical restrictions may include:

(i) Safety Hazards

- Boundaries and access including temporary access
- Traffic movements
- Adjacent land use and Construction activities
- Storage of hazardous materials.
- Location of existing services, electricity, gas, water etc.
- Ground conditions, existing structures, stability.
- Fragile materials

(ii) Health Hazards

- Contaminated Land
- Existing structures/party walls
- The general public

(iii) Environmental Aspects

- An Environmental Impact Assessment which will contain conditions that must be complied with as part of the Contract conditions.
- Control of Pollution Act 1974, Section 61 Consents. – See Planning Condition Working Hours

- The use of surplus material, waste and tipping.
- The containment of water run-off & the protection of watercourses & surface water drains.
- Dust suppression in dry conditions
- The use of fuels, oils and chemicals

5. Implementation and Operation

5.1 Communication

Liaison between the Parties Associated with the Works, Including Members of the Public

CDM 2015 places a duty on the Principal Contractor to ensure co-operation between contractors and all other parties involved in the project. This will be achieved through programme assessment, discussions at the weekly Project meetings, verbal and written communications and the giving of directions, where appropriate. The meetings will also provide a forum for the reviewing of risks, objectives and strategy, along with discussion of initiatives to be implemented on the project.

Liaison Between the Parties Associated with The Works, Including Members of the Public

Under CDM the duty to ensure co-operation between contractors is placed on the Principal Contractor.

This will be achieved through programme assessment, discussions at the Monthly Project meetings, verbal and written communications and the giving of directions, where appropriate. The meetings will also provide a forum for the reviewing of risks, objectives and strategy, along with the brainstorming of initiatives etc.

These matters, in addition to other relevant issues, are also discussed at the site safety consultation meeting which includes members of the workforce. The requirement to instigate and manage the Health and Safety Committee is part of the Build UK Strategy which applies where the Company is the Principal Contractor and there are more than 25 persons employed on the site.

Other information relevant to health, safety and the environment is communicated as follows:

- To the Client and his representative – through daily contact and correspondence with the Client's representative.
- To Designers – as above or through the Person Responsible for the Temporary Works and Design Function.
- To the Principal Designer - through daily contact and correspondence with the Client's representative.
- To other Contractors via the selection process, the relevant sections of the Health and Safety Plan, Health and Safety Consultation / Progress Meetings and both verbal and written communications.
- To site workers via induction training, site rules, recorded team talks, Task control briefings, verbal instructions. This would include representatives from both the unionised and non-unionised sections of the workforce.
- To third parties whose health and safety may be affected by the works via circulars and residents' meetings, as appropriate.

5.2 Consultation with the Workforce

Safety presentations and awards will be conducted with each member of the workforce on no less than a monthly basis. This exercise will be used as an opportunity to discuss HSE & Q performance and events in addition to the progress of the project and any key milestones.

The Build UK Group Strategy requires that the communication routes for the site are published in a formal notice. These relate to “Project, Site team and Individual levels. The routes on this site are as follows:

Project – Induction and Health and Safety Consultation

Workgang – task control sheet briefings

Individual – open door policy.

See the standard Build UK Group form displayed on the site Notice Board which is available from The Way We Work (VC-HAS-FR-XXXX-0011).

Any person wishing to discuss health, safety and environmental issues may at any time approach a member of the Management team. Alternatively, representations can be made at Project meetings. This is spelt out in the induction training and site rules. A poster which describes Build UK Group Strategy and its impact on the workforce is displayed on the site. It includes a right to stop work.

Further environmental guidance will be issued in the form of Environmental Guidance notes. These will include information on relevant environmental legislation and will be published on the company Intranet and disseminated to site via Senior Management

The site team has set up a **Health, Safety and Environment Notice Board**. Legal information, MSS’s and any other relevant information such as the main risks present on the site at a particular time, which must be of current issue will be displayed at this facility.

The requirement to instigate and manage the Health and Safety Committee is part of the Build UK Group Strategy which applies where the VCUK is the Principal Contractor and there are more than 25 persons employed on the site.

5.3 Communication of Safety Leadership

The process for safety leadership and communication is outlined in MSS10. This details the arrangements for this project to meet the requirements of the MSS’s and EMS’s and the general communication of HSE issues to Site Supervisors and the workforce including using the following;

- Induction
- Health and Safety Briefing
- Risk Control Schedule
- Task Briefings
- Close Calls / Positive interventions
- General communications to Supervisors.

Those with responsibility for undertaking specific communication are identified on the project Roles and Responsibilities Matrix.

5.4 Welfare, First Aid and Security

It is fundamental that provide the highest standards of welfare to ensure the VINCI Construction UK culture that a high standard of welfare facility is provided and maintained for the workforce. The welfare provision for this Contract is as follows:

- Toilets
- Washing facilities, including showers,
- Drying room, including accommodation for clothing
- Mess room
- Drinking water
- Facilities for heating food and boiling water
- First Aid Arrangements (Appointed person and first aid box or First aiders)

Security provision included a pedestrian entrance and secure lockable vehicle gates manned during site hours and secured when not in use.

5.5 Risk Control Schedule / Task Briefing Sheets

The Risk Control Schedule (RCS) is prepared by the SSR to identify the controls for the significant risks related to the current activities being carried out on the project. The RCS should will be reviewed as a minimum on a monthly basis or in line with the Construction Programme and incorporate risks identified by Subcontractors.

Task Briefing Sheets will be prepared by the Subcontractor and will describe and contain the expected behaviours relating to the work task. These will be briefed to the workforce by their supervisor prior to the task taking place, and will address the main risks relating to the task.

5.6 Competence, Induction Training and Other Training

Everyone engaged on the project will receive induction training which will be undertaken prior to commencement of work on site and will include the matters contained in the Build UK strategy syllabus. Introduction to the project will be undertaken by the SSR. The full site Induction will be undertaken by a nominated member of the Management team, and recorded in the site records. The workforce's "competence" cards will be checked at this time and the details recorded.

Relevant statutory notices such as "Health and Safety Law" poster, a current version of the Employers Liability Insurance Certificate, Form 10 for the contract etc. will be displayed on the notice board. Other communication media like the hazard board and the 'what you said...what we did' board is displayed at a prominent position on the site.

The SSR will be responsible for developing a training matrix and making arrangements for project specific training. The matrix can be found in the Site Training & Competencies Schedule.

5.7 Site Rules

Site rules will be developed and be specific to the project, a copy of the site rules will be posted on the site Notice Board.

Site rules will be displayed on the site Notice Board, and be highlighted as part of the site induction.

Do's

- Alert Management of anything that is Unsafe on Site
- Wear the Mandatory PPE
- Sign In / Out daily
- Keep work areas tidy and free of obstructions
- Follow the traffic / pedestrian routes
- Comply with the site speed limit 5mph
- Follow your method statement and formally agree any changes
- Report all Accidents or Near Misses

Don'ts

- Work unsafely, take risks or short cuts
- Eat or Drink on site
- Smoke anywhere on site except in designated areas
- Use Bandstands / Trestles at any time for access
- Use Ladders or Steps without a Permit and Risk Assessment
- Interfere with plant or equipment you are not trained to use.
- Be on site under the influence of Drugs or Alcohol.
- Use or operate Plant & Equipment if you are not the correct CPCS card holder
- Use Radios, MP3's and such devices on site.

5.8 Emergency Procedures and Site Fire Management

Emergency procedures are developed to address fire, evacuation, accident, confined space rescue and any other possible emergencies identified by the risk process including environmental emergencies such as water pollution. These procedures are displayed on the Site Notice Boards and will contain information regarding the reporting of emergencies and incidents.

A fire strategy is to be developed as per the requirements of MSS 8, this will include the Fire Plan, Fire Risk Control Schedule and in the case of a high risk project a Fire Engineers Risk Assessment.

All persons employed on the Project will be informed of the emergency procedures through the Induction process.

The list of liaison and emergency names and contact numbers, which will be posted on the Site Notice Board.

The VINCI Construction UK Disaster and Emergency Communication Plan will be displayed in a prominent position on site.

5.9 Traffic Management

Traffic management arrangements for the site compounds are documented in the Project Logistics Plan.

The SSR will ensure that all site personnel are notified of the relevant changes to the plan and effective date via Induction and regular updates.

5.10 Selection and Control of Subcontractors

Initially to ensure that subcontractors working for VCUK have the necessary competency and expertise they must have an SSIP accreditation confirmed through registration with Constructionline.

Site specific matters will be captured through a Sub-Contractor pre start meeting prior to beginning works on site and through continual monitoring by the Project team and the VCUK Safety department.

5.11 The Health & Safety File

A template Health and Safety File and associated guidance note are available in The Way We Work (VB-HAS-PL-XXXX-0001 and VB-HAS-GN-XXXX-0002)

The Principal Designer will provide the format and requirements for the Health and Safety File.

The file must contain information about the current project likely to be needed to ensure Health & Safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

- (a) a brief description of the work carried out;
- (b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (eg surveys or other information concerning asbestos or contaminated land);
- (c) key structural principles (eg bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
- (d) hazardous materials used (eg lead paints and special coatings);
- (e) information regarding the removal or dismantling of installed plant and equipment (eg any special arrangements for lifting such equipment);
- (f) Health & Safety information about equipment provided for cleaning or maintaining the structure;
- (g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services;
- (h) information and as-built drawings of the building, its plant and equipment (eg the means of safe access to and from service voids and fire doors).

During the pre-construction phase, the Principal Designer must prepare a Health & Safety File appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.

The Principal Designer must ensure that the Health & Safety File is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.

During the project, the Principal Contractor must provide the Principal Designer with any information in the Principal Contractor's possession relevant to the Health & Safety File, for inclusion in the Health & Safety File. The information will be collected from each supplier and contractor during their site works period and collated into a draft Health and Safety File for issue to the Principal Designer prior to handover (period as defined within the contract) to allow review and revision prior to Practical Completion. The information will be held on 4 Projects. The gathering, review and overall progress of the H+S file documentation will be included in the Design meeting agenda and reviewed internally throughout the course of the project.

6. Controlling Significant Site Risks

6.1 Divisional Safety Standards

The following risks, relevant to this project are controlled in accordance with the following Minimum Safety Standards (MSS's):

PPE	DSS 1 (VC-HAS-MS-XXXX-0001)
COSHH	DSS 2 (VC-HAS-MS-XXXX-0002)
Working at Height	DSS 3 (VC-HAS-MS-XXXX-0003)
Lifting Operations	DSS 4 (VC-HAS-MS-XXXX-0004)
Permit to Penetrate (Structures)	DSS 5 (VC-HAS-MS-XXXX-0005)
Permit to Dig	DSS 6 (VC-HAS-MS-XXXX-0006)
Management of Asbestos	DSS 6 (VB-HAS-FR-0006-0001)
Fire Safety	DSS 7 (VC-HAS-MS-XXXX-0007)
CDM	DSS 8 (VC-HAS-MS-XXXX-0008)
Consultation	DSS 9 (VC-HAS-MS-XXXX-0009)
PUWER	DSS 10 (VC-HAS-MS-XXXX-0010)
Confined Space	DSS 11 (VC-HAS-MS-XXXX-0011)
Office Safety	DSS 12 (VC-HAS-MS-XXXX-0012)
Risk Management	DSS 13 (VC-HAS-MS-XXXX-0013)
Manual Handling	DSS 14 (VC-HAS-MS-XXXX-0014)
Drug and Alcohol	DSS 15 (VC-HAS-MS-XXXX-0015)
Managing Road Risk	DSS 16 (VC-HAS-MS-XXXX-0016)
Lone and Home working	DSS 17 (VC-HAS-MS-XXXX-0017)
Occupational Health	DSS 18 (VC-HAS-MS-XXXX-0018)
First Aid	DSS 19 (VC-HAS-MS-XXXX-0019)
HAVS	DSS 20 (VC-HAS-MS-XXXX-0020)
Noise	DSS 21 (VC-HAS-MS-XXXX-0021)

Young Persons	DSS 22 (VC-HAS-MS-XXXX-0022)
Food Safety	DSS 23 (VC-HAS-MS-XXXX-0023)
Electricity	DSS 24 (VC-HAS-MS-XXXX-0024)

6.2 Plant and Equipment

The contractor will implement procedures to ensure plant and equipment is free from defect, has the necessary guards in place, that, where appropriate, all statutory tests, examinations and inspections have been carried out and that it is safe for its intended use.

Each item of plant and equipment will be subject to a recorded routine Preventative Maintenance Programme to ensure that it remains safe for use. All subcontractors will be required to carry out similar checks and documentation of the plant for which they are responsible.

Mobile plant and equipment will be operated only by trained and competent personnel and, where relevant, hold a certificate of training achievement (CPCS only for all mobile plant).

Any portable electrical equipment will be 110 volt or lower. Higher voltage equipment may be permitted, but only with specific written consent from the contractor prior to intended use. Items of portable electrical equipment will be subject to Portable Appliance Testing (PAT) and labelled with the last test date.

Semi-automatic quick hitches and fully automatic quick hitches with single pin capture are not permitted for use at any time. Machines with traditionally fixed buckets (i.e. with fixed pin connection) will be allowed on site.

Quick Hitch Devices

Fully automatic double locking quick hitches meeting all relevant European and UK designs standards will only be acceptable if they have the following safety features:

- both front and rear pins of the attachment must be captured by locks such that if the rear lock does not engage the rear pin, or the rear pin becomes disengaged the attachment will be retained on the quick hitch by the front lock.
- the quick hitch must have an automatic mechanical lock to prevent at least one of the pins from becoming disengaged due to hydraulic failure. Reliance on check valves is not acceptable.
- the operator must be able to visually confirm from the cab the correct engagement of the hook and mechanical backup lock. Where the hitch has mechanical locking to both locks, visual confirmation of the engagement of one lock will be acceptable (this will usually be the front lock).
- the pin locks and any backup locking system may only be able to be disengaged when the attachment is in the crowded position.
- audible warnings must be present in the cab whenever the lock is in the release position.
- the hitch controls in the cab must be positioned and designed to prevent unintentional activation and the machine must be fitted with a device that requires a minimum of two independent actions to release either of the two lock.

Operators of any machine fitted with a quick hitch will be responsible for maintaining a safe operating zone around the machine and ensuring that buckets are always changed correctly.

6.3 Other significant risk

The major activities and items that have been identified as high risk, regarding Health, Safety and the Environment are as follows and are covered under the VINCI DSS's: -

- Working at Height
- Manual Handling
- Asbestos
- Temporary Works Management
- Control of Public Interfaces
- Lifting Operations- *Lifting plans will be submitted by our contractors prior to lifts being carried out to enable a qualified AP to sign them off.*
- Plant Movements
- Fire Safety
- Waste Management
- Handling & Storage of Fuel Oil
- COSHH

7. Checking, Investigation and Corrective action

7.1 HS&E Monitoring Arrangements

7.1.1 Site Inspection

All members of the Project Management team have health and safety responsibilities and will accordingly monitor health and safety performance on a daily basis.

7.1.2 Weekly Site Team Inspection

A formal Weekly Site Team Inspection will be completed and recorded on the standard form. This process will be orchestrated by the Senior Site Representative who will monitor the closing out of matters raised. The completed forms remain on site where they are open to inspection by interested parties. This is partially an education process and the obligation to complete this inspection will be rotated around members of the management team.

7.1.3 Safety Advisor Inspection

A programme of inspection by the business unit safety advisors will be undertaken to a programme developed with the SSR, the visits should be programmed to include visits during operations of significant risk

7.1.4 Senior Managers Audit

This audit will be completed in accordance with a programme prepared by the Directors. “Closing out” of issues raised is monitored by the person completing the audit. Audits are reviewed at the regular Management meetings and are approved by the Health, Safety & Environment administration team via Footprint.

7.2 Investigation and Reporting of HS&E incidents.

All Contractors will advise the Principal Contractor of any accidents, diseases, ill health or dangerous occurrences, in addition to significant environmental incidents.

Accidents of any nature will be entered onto Footprint. All Level 1&2 incidents as classified in MSS 16 will require an immediate phone call to the Health & Safety department to advise of the situation. A phone call is not necessary for minor accidents but a call should be made if the accident becomes a Lost Time event.

Accidents, diseases, ill health or dangerous occurrences and near misses will be investigated by the Site Management team if required and to be included on the Progress, Co-ordination and Health & Safety Committee Meeting Agenda.

“RIDDOR” and other high risk incidents will be investigated by the Company’s HS&E Advisors who will prepare an initial 7-day interim report alongside a Hiper where applicable. This will culminate with the completion of the final report which will be followed up to ensure that corrective and preventative actions recommended in the report are completed.

In addition, the Group’s Occupational Health provider carries out screening and monitors occupational and ill health associated with work with the aim of determining prevention strategies, supporting the individuals concerned and encouraging a speedy return to work.

8 Review and Improvement

8.1 Project Review

This Plan will be reviewed throughout the duration of the Contract by the Management team. These reviews shall be carried out at no less than **one month** after the commencement of the Project and then at **regular intervals until completion**.

The review will consider:

- Risk, including the names of the persons exercising control.
- An assessment of the degree of compliance with standards, including corrective action taken to address failings
- The impact on accident data.
- Feedback following a HS&E advisor visit
- Accident and Ill Health Data.
- Environmental Aspects and Impacts
- Programme & Progress
- Design
- Procurement, Subcontractor and Supplier Performance
- Change Control
- CVR & Payments
- Risk & Opportunity
- Client / Stakeholder Satisfaction
- Quality Control and Non Conformance
- Business Responsibility Department Visits / Audits

8.2 Progress Reports with Clients

Progress reports are issued to and meetings held with the Employer's Representative at pre-defined periods. The frequency of these reports / meetings will be Monthly on this Project.

9 Associated Documents

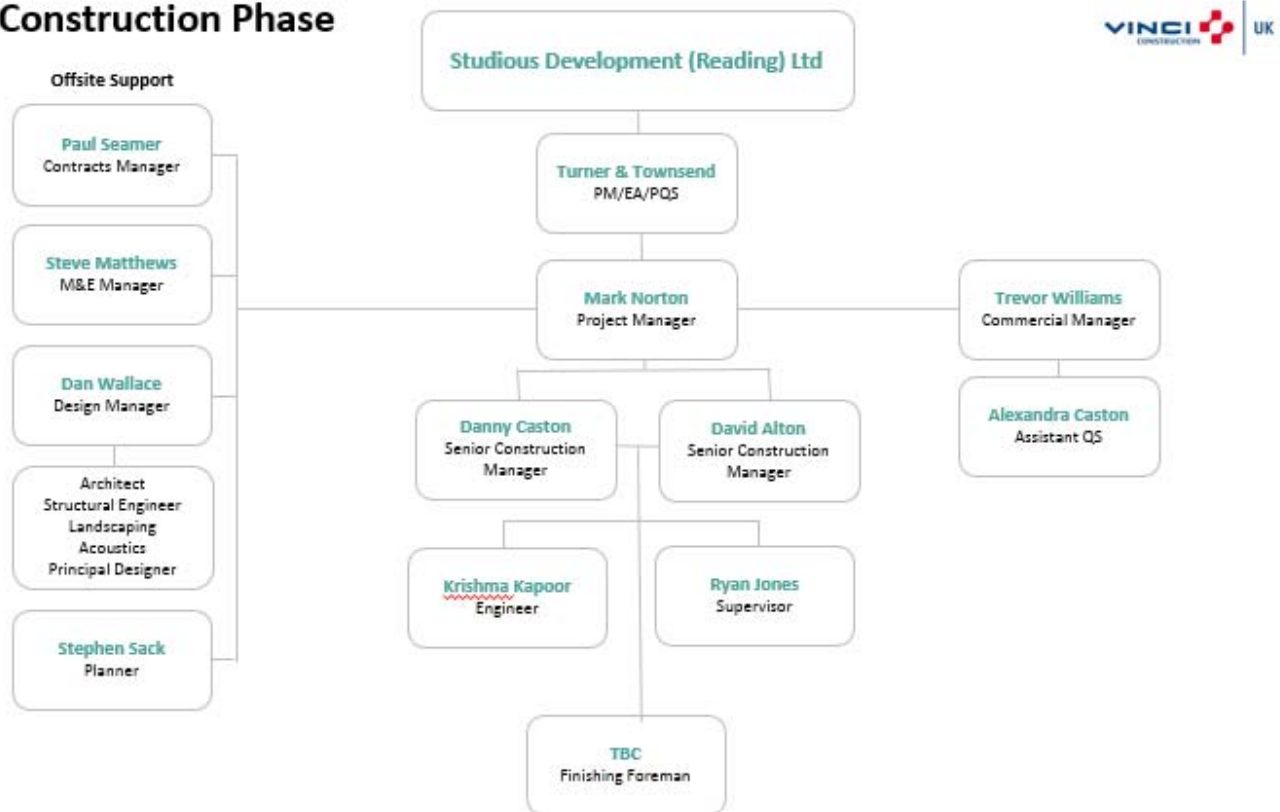
Project Execution Plan	-PL001
Competency Matrix	-MAT-002
Construction Phase Plan	-PL-003
Design Management Plan	-PL-004
Environmental Management Plan	-PL-014
Green Travel Plan	-PL-008
Handover Plan	-PL-013
Information Management Plan	-PL-011
Logistics Plan	-PL-009
Procurement Schedule	-STR-001
Project Organisation Chart	-CHA-001
Quality Plan	-PL-002
Resource Efficiency Management Plan	-PL-006
Risk and Opportunities Register	-REG-001
Roles and Responsibilities Matrix	-MAT-001
Site Waste Management Plan	-PL-007
Stakeholder / Community Management Plan	-PL-012
Fire Plan	-PL-015
Fire Control Schedule	-SCH-001
Risk Control Schedule	-SCH-002

Appendix 1 Risk Control Schedule

The BD0030 risk control schedule is available on the VINCI intranet.

Appendix 2 – Project Management Structure Chart

Construction Phase



Appendix 3 – Communication Plan

Type of Communication	Responsibility (1 st)	Responsibility (2 nd)	Frequency
SSR Induction Introduction	Project Manager	Senior Construction Manager	Daily
Project Induction	Site Managers by Rota	By Rota	Daily
Close Calls/ Positive Interventions	Site Managers	Site Managers	Daily
Risk Schedule	Senior Construction Manager	Site Managers	As required
Task Control Sheets	Senior Construction Manager	Site Managers	As required
RAMS	Senior Construction Manager	Site Managers	As required
Lift Plans	Appointed Person Lift Supervisor		As required
Site Notice Boards	Site Managers	Site Managers	As required
Site Risk Board	Site Managers	Site Managers	Daily
Tool Box Talks	Site Managers	Site Managers	Weekly
Workforce Consultation Meeting	Senior Construction Manager	Project Manager	Monthly
Take a Break for Safety Day	Project Manager	Senior Construction Manager	6 monthly
Supervisor Meeting	Site Managers	Site Managers	As required
Production Meeting	Senior Construction Manager	Project Manager	Weekly

Appendix 4 – Management Responsibilities

The Directorate

The Managing Director of VINCI Construction UK Limited	Chris Hamer
The Divisional Managing Director	Jason Griffiths

Operational Responsibilities

Project Director / Contracts Manager Level	Paul Seamer
Senior Site Representative Level	Mark Norton
Commercial Managers / Quantity Surveyors	Trevor Williams
Construction Managers Level	Daniel Caston
Temporary Work Co-ordinator & Supervisors	David Alton
Engineers and Section Foreman Level	Daniel Caston

The Health, Safety & The Environmental Protection Function

The Group Director, Health, Safety and The Environment	Gary Carvell
Environment Manager	Richard Smith
Health & Safety Adviser	Stuart Curley
The Occupational Health Manager and Advisers	Clarity

Central Services Roles

The Person Responsible for Estimating	David Pearce
The Person Responsible for Design	Dan Wallace
The Person Responsible for Plant	Andrew Thomsett
The Person Responsible for The Learning & Development	Joanne Mercer
The Person Responsible for Purchasing	Barry Lockwood
The Person Responsible for Planning	Stephen Sack

Duties of Employees

See Project Roles and Responsibilities Matrix BD00xx-MAT-001 and appointment memos

Appendix 5 – Site Rules

Site Rules and Standards

DO

- Alert Management of anything that is Unsafe on Site
- Wear the Mandatory PPE
- Sign In / Out daily
- Keep work areas tidy and free of obstructions
- Follow the traffic / pedestrian routes
- Comply with the site speed limit 5mph
- Follow your method statement and formally agree any changes
- Report all Accidents or Near Misses

DON'T

- Work unsafely, take risks or short cuts
- Eat or Drink on site
- Smoke anywhere on site except in designated areas
- Use Bandstands / Trestles at any time for access
- Use Ladders or Steps without a Permit and Risk Assessment
- Interfere with plant or equipment you are not trained to use i.e. scaffold, fire fighting equipment
- Be on site under the influence of Drugs or Alcohol, random testing regime in place!
- Use or operate Plant & Equipment if you are not the correct CPCS card holder
- Use Radios, MP3's and such devices on site.

Appendix 6 – VINCI Minimum Safety Standards (MSS)

The VINCI DSS's are available on the VINCI intranet