



Civils

Construction & Property Solutions

Civils Contracting Limited

3 Archers Park
Branbridges Road
East Peckham
TN12 5HP

**Construction
Environmental
Management Plan**

FOR

**Oxford Airport
LOA Gateway Site
Langford Lane
Kidlington
Oxford
OX5 1RA**

Approvals

Stage	By Whom	Signature	Date
Developed	Steve Gravenell		20.01.2023
Checked	David Bacmeister		
Approved	Dave Toone		

Record of Review

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Introduction

The Plan has been produced in accordance with the Construction (Design and Management) Regulations 2015 which came into effect on 6th April 2015.

Information provided by the Principal Designer, Designers and Client contained in the Pre-Construction information pack has been incorporated into this Construction Environmental Management Plan by Civils Contracting Ltd who are fulfilling the role of Principal Designer and Principal Contractor for the project. The developed plan will be issued to the client and approval will be obtained before work commences on site. This plan will be incorporated into the site safety file where additional Health and Safety information is collated and gathered as project develops further. Information such as Risk Assessments, safe systems of work, method statements, monitoring sheets, inductions etc will be part of the developed plan.

This Construction Environmental Management Plan is further developed in line with the development of the project. This document and further health and safety information relative to the site is collated and placed in the Site Safety Files as detailed above.

These files are collated and maintained on site by the Site Team and as mentioned above, form the development of the Health and safety Plan throughout the length of the project.

The contents of the Construction Environmental Management Plan and the Site Safety Files will be regularly reviewed by the site manager and senior managers to ensure they reflect the project and any work being undertaken within.

This Construction Environmental Management Plan will be issued to all tendering sub-contractors on the project in order to allow them to understand in advance the health and safety requirements particular to Civils Contracting Ltd and this project.

1.0 The Project

1.1 Project Directory

Role	Address	Contact Details
Client	London Oxford Airport Langford Lane Kiddlington Oxford OX5 1RA	Telephone: 01865 290600
Project Manager	Cushman & Wakefield 43-45 Portman Square London W1A 3BG	Telephone: 0207 152 5065 Mobile: 07793 808065 Contact: Andrew King Email: andrew.king@eur.cushwake.com
Client Safety Consultant	Shore Engineering Ltd The Mill Station Road Ardleigh Colchester Essex CO7 7RS	Telephone: 01206 230820 Mobile: 07771 545152 Contact: John Hennessy Email: jhennessy@wemakeshore.co.uk
Principal Designer	Civils Contracting Ltd 3 Archers Park Branbridges Road East Peckham Kent TN12 5HP	Telephone: 01622 878303 Mobile: 07971 790438 Contact: Paul Medhurst Email: paul@civilsLtd.com
Architect	Spratley & Partners 7 Centenary Business Park Station Road Henley-On-Thames Oxfordshire RG9 1DS	Telephone: 01491 411277 Contact: Gregg Thatcher
Civil & Structural Engineers	YES engineering Suite E, Maples Business Centre, 144 Liverpool Road, London, N1 1LA	Telephone: 01732 740195 Contact: +44 (0)207 566 0060
Principal Contractor	Civils Contracting Ltd 3 Archers Park Branbridges Road East Peckham Kent TN12 5HP	Telephone: 01622 878303 Mobile: 07971 790438 Contact: Paul Medhurst Email: paul@civilsLtd.com
Local A&E Hospital	John Radcliffe Hospital Headley Way Headington	Telephone: 0300 3047777

	Oxford Oxfordshire OX3 9DU	

1.2 Project Description and Programme Details

Site Address:

LOA Gateway Site development

Oxford Aviation Services Ltd

Oxford Airport

Langford Lane

Kidlington

Oxford

OX5 1RA

The construction work will include the following work elements: -

- Bulk earth movement
- Ground stabilisation
- Construction of steel frame buildings
- Drainage Works
- Carparking
- Roads & landscaping

For the detailed scope of works and the phased sequencing, the specification documentation, traffic management plans and contract programme should be referred to. In the preparation of this programme we have assessed the information available and how the project will fit with our current workload, and that our main sub-contractors and suppliers to ensure the project will be suitably resourced. During pre-contract negotiations with contractors and suppliers will agree lead-in times for their element work.

Project Duration	36 months
Site Start Date	TBC
Planned Completion	TBC

The normal hours of work are as follows:

Monday to Friday: 07:30 – 17:30hrs

1.3 Principal Contractor Duties

1.3.1 Good management of health and safety on site is crucial to the successful delivery of a construction project. The key duty of Civils Contracting as Principal Contractor is to properly plan, manage and co-ordinate work during the construction phase in order to ensure that the risks are properly controlled.

1.3.2 We will carry out a self-assessment when initially approached about any project to ensure firstly that it is possible to perform the project requirements safely and

secondly that the project is within our capability. This will include analysis of the methods of construction required and our current resources available for the project.

1.3.3 As Principal Contractor we will:

- a. Advise our clients of their duties under the CDM Regulations, ensure that a Principal Designer has been appointed and that an F10 form has been completed and sent to the HSE before work starts. The F10 will be displayed on the site notice board.
- b. Assess whether we are competent to address the health and safety issues likely to be involved in the management of the construction phase
- c. Ensure that the construction phase is properly planned, managed, monitored and coordinate matters relating to health and safety during the construction phase, with adequately resourced, competent site management appropriate to the risk and activity.
- d. Ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on sites.
- e. Ensure that all contractors are issued with the information about the project including a copy of this document and that they need to enable them to carry out their work safely and without risk to health.

2.0 **COMMUNICATION AND MANAGEMENT OF THE WORK**

2.1 **Management Structure and Responsibilities**

The general health and safety responsibilities for individuals are as laid out in the Company's Health and Safety Policy a copy of which is available on site for review.

The project manager will be responsible for the implementation of the health and safety procedures on site, and ensuring that the works are constructed safely with assistance provided by the Directors and Contracts Manager as necessary.

POSITION	NAME	LOCATION	PHONE No.
Managing Director	Paul Medhurst	Head Office Mobile	01622 878303 07971 790438
Contracts Manager	David Bacmeister	Mobile	07866 494809
Estimator	Dave Toone	Mobile	07821 565562
Project Manager	Steve Gravenell	Mobile	07803 406821
Safety Advisor	H&K Safety Services	Office	0330 024 0393

Project Director

- 1) Will actively participate in and support the development of a positive health, safety and environmental culture and aid company efforts to achieve the set objectives.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions and bring to the attention of the managing director any noted defects within the company health and safety policy.
- 5) Be specifically responsible for ensuring the requirements of health, safety and environmental legislation and the requirements of this policy, as far as it relates to construction projects, is implemented and performance monitored.
- 6) Specifically monitor the performance of operatives and contractors under their direction, reprimanding them within company guidelines for breaches of policy or legislative requirements.
- 7) Make representation to the Directors in respect of required resources and ensure allocated resources are suitably used.
- 8) Ensure construction sites are properly set up with adequate welfare and first aid facilities from the first day of use until the last day on site.
- 9) Liaise closely with clients, site management and health and safety professionals on all health, safety and environmental issues.
- 14) Specifically fulfil all applicable requirements of the arrangements section, ensuring deputy provision appointed for any absences and monitoring of any delegated items.
- 15) Comply with company policy when undertaking associated roles (e.g. acting as an estimator / buyer)
- 16) Maintain an open-door access policy

Project Managers and Forepersons

- 1) Will actively participate in and support the development of a positive health, safety and environmental culture and aid company efforts to achieve the set objectives.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions and bring to the attention of the managing director any noted defects within the company health and safety policy.
- 5) Be specifically responsible for ensuring the requirements of health, safety and environmental legislation and the requirements of this policy, as far as it relates to construction projects, is implemented and performance monitored.
- 6) Specifically monitor the performance of operatives and contractors under their direction, reprimanding them within company guidelines for breaches of policy or legislative requirements.
- 7) Specifically fulfil all applicable requirements of the arrangements section, ensuring deputy provision appointed for any absences and monitoring of any delegated items.
- 8) Work in accordance with any training received unless you have reason to believe that the training is not valid in a given situation. In such circumstances seek guidance from line management.
- 9) Consult and co-operate with their line managers and visiting advisors on health, safety and environmental topics as appropriate.

All other employees

- 1) Know, understand and implement policy, standards and rules at all company work locations as applicable to personal work tasks.
- 2) Attend and participate in training and briefing sessions on health, safety and environmental issues in order to maintain an up-to-date awareness of appropriate legislation, codes and guidance notes.
- 3) Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
- 4) Take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.
- 5) Consult and co-operate with their line managers and visiting advisors on health, safety and environmental topics as appropriate.
- 6) Report any incidents, accidents or unsafe conditions to their line manager.
- 7) Do not remove, tamper or interfere with, any items of safety equipment.
- 8) Co-operate with the requirements of this policy and associated safe systems of work.
- 9) Work in accordance with any training received unless you have reason to believe that the training is not valid in a given situation. In such circumstances seek guidance from line management.

2.2 Site Layout and Management

Civils Contracting Ltd will ensure that competent supervision is on site at all times during the project.

At all times there will be full time supervision and first aider on site with a visiting Contracts Director/Manager. Civils Contracting Health & Safety Advisers will undertake site safety inspections at intervals during the contract as described in section 2.5.

The contents of this plan and the company Health, safety and Environmental Policy detail the procedures to be adopted in order to ensure that the health and safety on site is managed to high standards.

2.3 Activities on or Adjacent to the Site during the Works

All work and storage of materials in connection with this project will be contained within the site boundaries. Bulk deliveries of stone/sand etc. will be stored in locations agreed with the Project Manager. Other materials, pipework and small plant will be stored in the site compound or site containers.

2.4 Health and Safety Goals for the Project

Civils Contracting Ltd will ensure that toolbox talks are provided to their employees by the site management during the course of the contract. These are intended to fulfil the following goals:-

- a) Communication with the Client and others by means of regular meetings in order to ensure smooth running of the project and advance warnings of any problems affecting the client or his employees. During these meetings Health and Safety is openly discussed.
- b) Making safety the number one priority by engaging the workforce in day-to-day health and safety management.
- c) Ensure regular Toolbox Talks are provided during the project (Weekly). Suggested topics include the following:-
 - COVID 19
 - Dust
 - Excavation safety and underground services
 - Use of Mobile plant
 - Scaffolding safety
 - Environmental Emergency Control on Site
 - Leptospirosis
 - Work at Height
- d) Aim for zero RIDDORS.

2.5 Health and Safety Monitoring and Review of Performance

Stage 1:

Monitoring of the work on site will initially be undertaken by the Site Manager on a regular basis. The site Health and Safety Monitoring will be carried out during walk rounds and recorded in the daily diary. The monitoring will be carried out to ensure compliance with agreed Risk Assessments and Method Statements. Safety Action Notices can be given to contractors not complying or flouting any site safety rules.

Stage 2:

Safety inspections will be undertaken by the visiting Health, Safety and Environmental advisor H&K Safety Services Ltd. Generally the visits will be at random on a three to four-week cycle but in certain stages throughout the programme the visits will increase. This will depend on the risk rating of the period in the programme.

These visits may also be increased when attending sub-contractor meetings, etc.

Safety Audit Sheets will be completed during the visit and any action that is required will be given timescales to action:

A is immediately

B is within 24 hours

C is within 7 days

Any unsafe actions will result in the work or the whole project being stopped until rectified.

The reverse of the inspection Sheet issued by the Safety Advisor contains a Corrective Action table, which has to be completed by the Site Manager and returned to the Managing Director within 24 hours.

On the return visit by the Safety Advisor all previous items are checked for action.

Stage 3:

Monthly contract review/ design review meetings are held on site at regular times and during these meetings health and safety is one of the topics of discussion. A report is prepared by Civils Contracting Ltd which includes a section on Health and Safety. Regular internal contract review meetings are also held between Civils personnel only and at these, the Health and Safety Plan, Audit Sheets, Monitoring Sheets, Safety Meetings are reviewed. Sub-contractors health and safety performance are also discussed and reviewed. Action points are raised and implemented. The previously mentioned health and safety goals are also reviewed. These meetings can be recorded but may only be a list of action points.

Stage 4:

The senior management in the company will meet with the safety advisor from time to time in order to review overall performance and implement/agree on the action necessary to improve safety. The safety policy will also be reviewed periodically.

2.6 Communication and Liaison between Parties on Site

2.6.1 Consultation with the Workforce

Suggestions and discussion with the workforce will be encouraged on site in the following ways:

- Open door policy for all workers to discuss or express any concerns on health and safety with the Civils Management.
- 'Don't Walk By' principle will be encouraged and peoples' views discussed at Toolbox Talk sessions.
- Safety Meetings will be held regularly on site and will be open, to allow workers to consult with managers. These may simply take the form of an unrecorded discussion.
- Safety notification sheets will be displayed on the notice board for personnel to complete and place on the managers desk should they wish to.

All sub-contractors will be issued with Civils construction programme. Co-ordination meetings will be held on site at least weekly and probably with greater frequency to liaise over the specific tasks that are planned.

2.6.2 Exchange of Design Information between the Involved Parties on Site

The work and the design will take into account that there must be no risk to the public. Hazard and risk analysis from the design consultants have been included in the Pre-Construction Information pack and will be used in the production of the operational Risk Assessments for the elements of work. This information will be given to the contractors or directly employed labour along with the Health and Safety Plan at tender stage.

Any hazards highlighted in the Pre-Construction information pack have been taken into account and have been used to produce the schedule for risk assessments and method statements.

A copy of this plan will be supplied to contractors so that they may produce their own risk assessments and method statements relative to the work being carried out on this project.

Design information will be issued for construction to the site team who will ensure all site personnel are working to this information. A drawing register and register of all documents relating to design information will be kept on at Head Office with a copy held on site.

As Principal Designer, Civils Contracting Ltd, will co-ordinate information relating to designs carried out in house or by our sub-contractors. These designs will be copied to other parties as necessary (comment and approval will be received prior to implementation or work being undertaken). As detailed above, a hazard and risk analysis will be carried out by the designers so that any residual risks are noted for the personnel undertaking the work to consider in their risk assessment and method statements.

2.6.3 Handling of Design Changes during the Project

All design changes received by the site team will be reviewed to identify any increased risks and alterations required to working practices/method statements. If these changes pose additional risks, we will manage the design process identify a means of construction that minimises or eliminates the construction risks.

The work will then be re-assessed and any changes undertaken. This information will then be forwarded to the relevant contractors for them to review their risk assessments prior to carrying out the work.

2.6.4 Selection and Control of Contractors

All new contractors will be issued with the Civils Contracting Ltd standard Health and Safety Vetting Enquiry Form at tender stage. The information and form that is returned will then be forwarded to the safety advisor who will contact the Site manager on the required action to be taken prior to appointment.

A copy of the assessment questionnaire is contained within the Appendix 6 of this document and will be completed by all new contractors appointed by Civils Contracting Ltd. Records of previous assessments of contractors are held at head office.

2.6.5 Exchange of Health and Safety Information between Contractors, Security, Site Induction and On Site Training

All visitors and contractors must sign in at the site office when arriving on site and sign out when leaving site. Contractors' site personnel register is held in the site canteen area and all other visitors will sign the site personnel register held in the Site Managers Office. (See site layout).

All new starters and visitors new to the site must undergo the induction prior to commencing work on site and walk the site to understand the restrictions in place.

All visitors and contractors to site must undergo the site induction prior to carrying out any work. A copy of the Site Induction is attached to this document (Appendix 1) and will be undertaken by the site management. Regular Toolbox Talks will be given to all operatives and supervisors on site. These will take approximately ½ an hour and the subjects will be relevant to the work being undertaken (as detailed in section 2.4). Involvement and feedback from the workforce will be encouraged.

The standard Site Safety Notice boards will be mounted in the site office and canteen area. Emergency contact details will be displayed on the site office should this area be unoccupied at the time of the visit. There will be notices warning personnel of the need to sign in and be inducted before proceeding into the work areas on entry to all work areas.

Safety will be one of the topics for all meetings with the client and contractors. Information will be exchanged at these meetings and an open forum encouraged so that views, suggestions and opinions are tabled.

The assembly point for all contractors will be detailed on the Fire Plan and Traffic Management Plan.

2.7 Welfare Facilities and First Aid

Temporary site accommodation including an office, mess/drying room, store and toilet will be provided and will have as a minimum the facilities for heating food and water, provision of drinking water and allow operatives to sit and eat in a clean and healthy environment.

The drying room will be provided to allow changing of clothing with pegs or hooks and chairs. There will be heating provided so that in the event of clothing becoming wet they can be dried.

The toilet facilities will contain enough urinals and flushing toilets to suit the number of operatives to be employed on site at any one time, in line with industry standards. There will be hot and cold running water and sinks which allow the full forearm to be immersed and washed. Paper towels or hand driers will be provided.

These facilities will be kept in a clean and tidy state at all times.

A trained first aider will be on site at all times when work is being carried out. In addition to this we will obtain information of any contractors personnel that are first aid trained as some of the contractors being used will also provide first aid cover. A First Aid box will be located in the site manager's office along with eye wash facilities.

The first aider will be advised during the site induction and their contact details displayed on the safety notice boards.

2.8 Reporting and Investigating Accidents, Incidents and Near Misses

All RIDDORS will be investigated by the Civils Contracting safety advisors and the company form completed and forwarded to the Managing Director for action and review.

All operatives are encouraged to report all accidents and complete the Accident Book held in the site office. Major accidents and RIDDORS to be made known to the Civils' Head Office during the project if relevant. Incidents and near misses are discussed at meetings.

Any visits by the HSE will be reported immediately to the Client, Principal Designer and our safety advisor.

Any accidents, incidents etc. will be discussed with the client and the project team at the monthly progress meetings or sooner if applicable.

2.9 Risk Assessments and Method Statements

No work will be carried out without a Risk Assessment and Method Statement approved in advance by the Project Manager.

All operatives including sub-contractors will be made aware of and have the information explained that is contained within their company's Risk Assessment and Method Statements prior to carrying out the work. This will be done through the site manager or supervising foreman for the contractor who will inform his workforce of the hazards and control measures for the work plus any COSHH Assessments.

All contractors will be given dates for the return of the health and safety documentation which will be in advance of the work being undertaken. This will allow a period of time to comment on the appropriateness of the documentation.

Sub-contractors will be asked to sign and agree to work to the documentation and will be monitored by the site management against this information.

Any deviation from the agreed method can only be done following agreement with Civils Contracting Ltd site management and an amendment being signed for in the documentation by Civils Contracting Ltd. Work will be stopped if it is not in accordance with the documentation.

2.10 Site Rules and other Restrictions on Contractors or Suppliers Including Access to Those Parts of the Site Occupied by the Client and Others

The site safety rules relating to this site are enclosed within Appendix 1 of this document and will accompany the induction given to all contractors and visitors to site. These rules will also be displayed on the site safety notice boards.

The site rules will detail any access restrictions or areas occupied by the client and any specific procedures should access be required. In all cases visitors and delivery drivers are to report to the site office in the first instance, they are not to access site unless escorted or instructed to do so.

2.11 Fire and Emergency Procedures/ Contacts

A written fire safety plan together with a site layout plan indicating access and egress routes, firefighting equipment points, means of raising the alarm, muster point, and the position of highly flammable materials will be developed and displayed on the notice board and at the fire point locations. This information will be conveyed to all personnel at the site induction.

The Fire Safety Plan shall be reviewed at regular intervals throughout the project's duration

The temporary fire alarms and fire extinguishers will be regularly inspected with results entered into the fire safety log section of the site safety files.

The muster point for all contractor's personnel will be in the Contractors Car Park.

Any hot works undertaken on site will only be permitted following issue of a Hot Works Permit issued by the site manager. Where possible hot works will be avoided.

Fire safety and use of extinguishers will form part of the Toolbox Talks being undertaken.

Details of emergency contacts and procedures will be contained on the safety notice boards.

Details of the requirements and restrictions for issue and signing off the Hot Works permit are contained with the permit. No hot works permit will last longer than one day.

2.12 Rescue Planning

The project involves a variety of different trades and operations and as a result significant emergency situations may include fire, explosion, confined space incident, gas leak, bodily injury, first aid injury, fall from height, unexploded ordnance, fuel/ chemical spill etc.

Therefore details of rescue from workplaces will be included in specific risk assessments and method statements produced by our specialist sub-contractors.

The emergency arrangements will be brought to the attention of all persons at induction to ensure that all personnel on site are aware of the action to be taken in the event of an emergency, whether related to health and safety or environmental matters

The local emergency services will be advised of the location of the site and the method of construction being employed. Access for the emergency services will be as detailed on the site Traffic Management Plan

2.13 Permits to Work and Authorisation Requirements

A Permit to Work will be required for all activities that would be considered high risk, this allows a formalisation of controls designed to ensure a safe system of work is employed. The permit will be issued by the site manager.

For work on this project the site manager will operate and issue the following permits:-

- Temporary Works
- Excavation
- Hot Works
- Electrical Isolation
- Working outside the site boundary
- Permit to dig

Should this list change during the project then site personnel will be informed by means of a toolbox talk session provided by the site manager.

2.14 Site Security

The site will be secure, by the use of Heras style fencing with designated vehicle and pedestrian access points. Gates for vehicle access will be set back to prevent vehicles obstructing the carriageway.

Site offices will be located close to the site entrance with a segregated pedestrian footpath from the parking area to the site canteen/changing rooms.

Only authorised persons are allowed on site. Authorised persons are those who have received a full induction in the project rules for the purpose of working there or those who have received a visitor's induction and are subsequently escorted around the site by a member of staff.

All Civils staff and operatives will constantly monitor that only 'Authorised' persons are on site. Any person identifying unauthorised people on site will be instructed through the project induction process to contact the site manager, who shall take appropriate action to ensure the unauthorised persons leave the site safely.

Arrangements will be in place to ensure that those contacted out of hours, have sufficient resources available and authority to despatch resources in response to a breach of security.

A lockable storage container will be provided for materials and equipment where there is a risk of theft, or where there is a risk of fire / damage caused by unauthorised visitors

All site accommodation will be locked at night and full contact details for operational team will be issued to the client and local fire and rescue service.

2.15 Temporary Works

Temporary works are an "engineered solution" used to support or protect an existing structure or the permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side-slopes of an excavation, or to provide access. The construction of most types of permanent works will require the use of some form of temporary works.

Temporary works is defined in BS5975: 2008 "Code of practice for temporary works procedures and the permissible stress design of falsework" as "(those) parts of the works that allow or enable construction of, protect, support or provide access to, the permanent works and which might or might not remain in place at the completion of the works".

Examples of temporary works include, but are not limited to:

Earthworks - trenches, excavations, temporary slopes and stockpiles. Structures - formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, cofferdams.

Equipment/plant foundations - tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundworks to provide suitable locations for plant erection, e.g. mobile cranes and piling rigs.

Construction Environmental Management Plan

LOA Gateway Site

To control the risks arising from the use of temporary works the following our procedure will be to assess the requirements of the project and implement following measures as appropriate:

- Appointment of a Temporary Works Co-ordinator.
- Preparation of an adequate design brief.
- Completion and maintenance of a temporary works register (Appendix 8)
- Production of a temporary works design (including a design risk assessment and a designer's method statement where appropriate).
- Independent checking of the temporary works design.
- Issue of a design/design check certificate, if appropriate.
- Pre-erection inspection of the temporary works materials and components. Control and supervision of the erection, safe use, maintenance and dismantling of the temporary works.
- Check that the temporary works have been erected in accordance with the design, and issue a formal "permit to load" where necessary.
- Confirm when the permanent works have attained adequate strength to allow dismantling of the temporary works and issue a formal "permit to dismantle" where necessary.

3.0 Environmental Restrictions, Existing on-site Risks and Arrangements for Controlling Significant Risks

3.1 Environmental Restrictions and Control Measures

Due to the site being at a working Airport the prevention of waste escaping from the site is of particular importance. See FOD plan, Appendix 6.

All domestic type waste will be removed from site and disposed of by registered waste carriers into registered landfill sites. Muck away and/or waste vehicles and skips will be netted/covered prior to removal from site. Bulk excavated soils are to remain on site, either spread or stockpiled as instructed by the Project Manager.

Waste skips will be located adjacent the Contractors parking and the exact position to be agreed with the Project Manager.

All waste-leaving site must be accompanied by a WASTE TRANSFER NOTE filled in accurately, with copies to be kept on site.

Hazardous Waste must be accompanied by a Hazardous Waste Consignment Note, with copies kept on site In Scotland Special Waste must be accompanied by a Consignment Note purchased from SEPA.

Transportation of waste must be carried out by an appropriate Registered Waste Carrier. Copy of certificate of Registration to be kept on site.

3.2 Existing Hazardous Materials

There is no known contamination within the area of the site being worked, however the works involves the sorting and stockpiling of materials accumulated over a number of years so contaminants such as asbestos containing materials are likely.

3.3 Working Adjacent to Overhead and Underground Services

The risks associated with existing services, both charted and uncharted is well documented and contact will be avoided wherever possible. All works in and around underground services will be carried out in accordance with HSG 47 Avoiding Danger from Underground Services.

From a review of the PCI, the following services information has been provided:

1. Thames Water Asset Location Search ALS/ALS/24/2018_3789993
2. Southern Testing Preliminary Site Investigation & Risk Assessment Report J12936
3. Scotia Gas Networks Gas Layout NT52893
4. Airport Drainage Layout (Un-numbered document)
5. Runway Drainage Layout (Un-numbered document)

A toolbox talk on Buried Services will be briefed as necessary before excavation works are commenced.

3.4 Preventing Falls

The Work at Height Regulations has no minimum height requirement for work at height.

They include all work activities where there is a need to control a risk of falling a distance liable to cause personal injury. This includes access to and from the place of work, loading/unloading deliveries, working in service/lift risers roof work, excavations, etc. This is regardless of the:

- Work equipment being used.
- The duration the person is at height.
- The height at which the work is performed.

Therefore it is essential that all activities are carefully planned to ensure the risk of falling from height is eliminated, preferably by re-planning the works to avoid the need to work at height. Where this is not possible control measures will be instigated, including but not limited to:

- All working platforms will be fenced if there is a risk of falling.
- All excavations will be protected with netlon fencing, or backfilled as the works progress. Excavations will not be left open and unattended.
- Deeper excavations will be protected by rigid barriers if required
- Any Scaffold erecting will only be undertaken in accordance with the current NASC Guidance.
- When scaffolds are being used then the weekly registers will be completed by the competent person.

Where possible Civils Contracting Ltd will encourage the use of podium steps or mobile scaffold towers in place of steps or ladders. Ladders and steps will not be banned from site but podium steps and mobile scaffold towers will be considered first.

3.5 Work on or Near Fragile Materials

Where ever possible working on fragile surfaces will be avoided.

Any surface from which work at height is to be carried out, or there is a potential to fall through, must be strong and stable enough so that any foreseeable loads or impact placed on top will not lead to collapse.

All work on fragile surfaces will be carried out under a permit to work system.

A specific risk assessment and method statement will be produced before any work on or adjacent to fragile surfaces is undertaken.

On fragile roofs, crawling boards will be provided, being at least 600 mm wide, secured to prevent movement and fitted with handrails and toeboards.

Guardrails or safety netting will be provided. If a risk of falling remains then suitable fall arrest equipment will be used. Edge protection will be provided at all leading edges before work commences, and as work progresses in preference to other means of fall prevention.

Prominent warning notices will be fixed in close proximity to the fragile surface

3.6 Work on Excavations or Work where there are Poor Ground Conditions

Civils Contracting undertake all types of excavations, both shallow and deep, however the principals for planning, assessing and managing the works remain the same, with control measures identified following a specific excavation risk assessment.

The key hazards that will be considered are listed below. However, The Pre Construction Information will also be reviewed when preparing the risk assessment.

- Underground cables and services
- Contaminated land
- Adjacent structures
- Archaeology
- UXO
- Ground conditions
- Collapse of excavation sides Suffocation or explosive gases

- Access and egress from excavation
- Lifting operations
- Falls from height
- Spoil and material storage
- Micro organisms
- Inflow of ground and surface water
- Trees and tree root damage.

All excavation works will be carried out under a permit to work system.

Early contact will be made with the local power supply companies to obtain schematics and drawings re the locations of utilities in and adjacent to the project.

A physical survey will be made of the site and adjacent area with any findings marked on drawings to show all potential services i.e. overhead cables, BT lines, lamp posts, water mains, underground drains etc. The works areas will be scanned with a cable avoidance tool, and the locations of all utility services clearly marked, where there is no clarity as to the services or they are unidentified, they will be treated as high risk service and live. The information obtained will be used in the planning of the works and the production of any risk assessments, method statements and Permits to Work. If unidentified services are discovered, they will be treated as live and protected accordingly.

Any excavations to be carried out in an adopted Highway will be undertaken by approved sub-contractors, following contact with the local highways authority using appropriate barricades, warning signs etc.

All excavations will be provided with adequate supports, these shall be available on site and have been planned during the production of the method statement/risk assessment. No one will enter or work in an unsupported excavation.

The adequacy of the supports will be monitored and any unexpected changes in the ground conditions considered as the works progress. If necessary the works will be stopped and the advice of the suppliers of the ground support sought before the works continue.

Formal inspections will be carried out, prior to work commencing, at the start of each shift and after any event likely to have an effect on the strength or stability of the excavation. Every 7 days the results of inspections will be recorded.

All excavations will be provided with edge protection to prevent persons, materials or vehicles falling in.

3.7 Working Over or Near to Water

Work over or near water is not anticipated, however there is an open ditch/culvert near the airport boundary, which may during periods of sustained wet weather transport water.

To minimise the risk, and to provide a safe place of work, the culvert will be fenced using Heras style fencing and the operatives informed of its location.

Any access to and the requirement for persons to enter the area for surveying/clearance etc will be controlled

Leptospirosis information sheet will also be displayed.

3.8 Control of Site Traffic

The safety of pedestrians or others affected by the works as well as construction operatives will be carefully considered when preparing the traffic management plan.

A traffic management plan will be prepared for the site and will identify segregated routes for pedestrians and vehicles, restricting entry of vehicles into work areas, providing safe areas for vehicles to turn around and identify speed limits, traffic calming measures and traffic controls to reduce the likelihood of vehicles, colliding with persons, structures, plant or other vehicles.

The traffic management plan will also take into account ad hoc / less frequent requirements i.e. emergency vehicle access, siting of storage areas for specific deliveries, siting of re-fuelling areas, concrete washout etc. The topography, gradients, slopes, access restrictions etc. of the site will also be considered during the planning and the hazards these may present will be assessed when the traffic management plan is developed.

The traffic management plan will be reviewed regularly and updated to suit the build process.

A gateman will be appointed to control site traffic.

A banksman will be used to control all reversing vehicles on site.

The Traffic Management Plan will be included in the pre-start meetings and during inductions to ensure contractors plan their operations / mobile plant being used for their works. Records will be kept of all operatives attending inductions and briefings.

Safety zones should be clearly demarcated by warnings signs, cones or a suitable physical barrier, wherever practicable.

Where traffic signs / cones are used they will be installed / positioned using a safe system of work, suitably weighted down to prevent them being blown over in high winds or buffeted from travelling vehicles. Any signs installed on a public highway will be positioned in accordance with the requirements of the Chapter 8 Traffic Signs Manual.

A detailed traffic management plan is attached – see Appendix 2.

3.9 Control of Lifting Operations or Plant and Equipment on Site

All large plant will be fitted with immobilisers. All plant and equipment on site can only be used following the inspection of current certification and maintenance documents. Weekly registers have to be completed for all plant and equipment that present a hazard to the operators or others on site (i.e. cranes, MEWP, excavators, dumpers, forklifts, hoists etc). The weekly register will be held in the site office and must be completed by the operators.

All equipment on site will be isolated at the end of the shift or out of hours.

There will be crane lifts and hiab lifts used to offload and place materials. All lifts will be subject to BS 7121 and by trained and competent personnel.

Users of plant and equipment will only be permitted to proceed following the issue of suitable proof of training and competency to operate the equipment (i.e. CITB CPCS Certificate, RTITB Certificates, etc).

Any lifting operations will only proceed with the issue and approval of Risk Assessments, Method Statements and Lift Plan. A trained slinger/banksman and appointed person will be used for any lifting operations.

Civils Contracting Ltd will be in attendance and monitor and control the Health and Safety during this work.

The lifting plan will be developed in conjunction with the Airport and no cranes or lifting plant over 10m high will be used on site until this is in place.

3.10 Storage of Materials (Particularly Hazardous Materials)

Lockable storage containers will be provided for hazardous materials and equipment where there is a risk of theft, or where there is a risk of fire / damage caused by unauthorised visitors.

Materials will be stored in designated areas, and maintained in a tidy manner.

Hazardous materials will be stored away from environmentally sensitive areas, i.e. moats, lakes, trees etc. in suitable containers.

Clear signage of what the hazardous materials are and any special precautions necessary will be displayed where appropriate.

Inspections of storage areas will take place regularly.

We will ensure hazardous materials are stored in an appropriate manner to prevent environmental contamination to moats, lakes, trees and other environmentally sensitive areas by:

- Using suitably strong tanks, drums and other containers.
- Positioning storage areas at least 10m from a watercourse or surface / foul water drain and 50m from a water abstraction borehole.
- Using a bund or drip tray to catch any oil leaking from a container or its ancillary pipework and equipment.
- Bunds must be sufficient to contain 110% of the maximum contents of the hazardous material container.
- Where more than one container is stored, the bund should be capable of storing 110% of the largest tank or 25% of the total storage capacity, whichever is the greatest.
- The bund base and walls must be impermeable to water and oil and be checked regularly for leaks.
- Using mobile bowsers that are bunded with a 100% capacity of the tank within the bund and are locked shut when not in use.
- Provide suitable, adequate and effective spill response equipment and procedures to mitigate the consequence from any spillage.

A spill kit will be maintained in the storage area.

3.11 Demolition

The demolition or dismantling of a structure/part of a structure, will be planned and carried out in such a manner as to prevent danger and to reduce danger to as low a level as is reasonably practicable.

A comprehensive and detailed risk assessments and method/plan detailing the arrangements for how demolition work will be carried out will be prepared before demolition or dismantling work begins. Where temporary works designs are identified/required, these will be carried out by a suitably qualified engineer.

The following demolition hazards will be considered:

- Structural collapse – partial or total
- Work at height
- Live services
- Falling or flying debris
- Moving plant

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- Fire and arson
- Entrapment
- Confined spaces
- Voids
- Manual handling
- Asbestos
- Noise
- Vibration
- Security and protection of third party
- Exposure to lead, PCB's, harmful dusts including silicosis
- Exposure to biological agents e.g. pigeon and rat droppings
- Environmental e.g. noise, dust and vibration nuisance
- Pollution e.g. water courses, land, air etc
- Ecology e.g. nesting birds, bats, badgers, protected trees, Japanese knotweed
- Heritage e.g. listed buildings, archaeology, conservation areas

A Refurbishment and Demolition Survey will be carried out before any demolitions works commence. If asbestos containing materials are identified these will be removed by specialist contractor in advance.

The following notices will be in place before work commences e.g.:

- Section 80/81 to local authority building control (unless exempt)
- F10 notification to HSE
- Asbestos notification (if required)
- Notification to statutory authorities (if required)
- Party Wall Act (if required)
- Town and Country Planning Act (If required)

Arrangements for isolation of all existing services (gas, electric, water etc.) will be made and prior to any work commencing.

Environmental concerns will also form part of the method statement, particularly where noise and dust are likely. Environmental best practice approaches will be developed and implemented regarding demolition activities such as damping down.

The competency of each operative on site will be checked during the induction process.

Plant and attachments in use should be specific for demolition activities where ever possible.

The demolition area will be clearly signed 'demolition' and fenced / secured to prevent unauthorised access.

The risk assessments for the demolition; method statements, sequence of works etc. will be briefed to operatives with records maintained.

In regard to best practice from an ecological perspective we would expect a nesting bird check to be first undertaken of all buildings and hedgerows (and any trees that have not been heavily pruned) by a suitably qualified ecologist if demolition/ felling is to be completed during March- August, inclusive, and then works to proceed within 24 hours if the all clear is given.

Building 2 – will require a dawn return bat survey on the morning demolition is due to proceed, but only during April-October, inclusive, and in suitable weather conditions.

Works would then proceed under a watching brief.

4.0 Health Risks, including:

4.1 Asbestos

All identified asbestos has been excavated and stored on site. The area will be identified as a No Dig Zone on the site traffic plan.

Should any operatives discover materials that appear to be asbestos during excavation works or as work progresses they are to stop work immediately and report the incident to the Site Manager. The area will be sealed off and advice sort before any further works take place in this area.

4.2 Smoking on Site

There will be no smoking allowed on site. However, a smoking shelter will be provided for use of operatives and will be located adjacent to the site compound.

4.3 Dealing with Contaminated Ground

There is no known contamination within the area of the site being worked as site clearance has taken place, however there is always the possibility of materials being buried over the years so contaminants such as asbestos containing materials are possible.

If any unexpected materials are uncovered, work will stop until the materials have been adequately identified. Examples of such materials include:

- buried drums, tanks, pipework or containers
- soil or water with colour or odour
- non-natural materials and wastes
- other evidence of contamination, i.e. iridescent sheens (like oil or diesel) on soil or water
- Asbestos containing materials

The requirement to stop work and identify potential contaminants will be included in the method statements and site induction so that everyone working on site knows what to do.

Any material disposed of offsite will be in accordance with the Duty of Care and hazardous/special waste regulations.

The area of contamination will be clearly fenced and signed. Pedestrians shall be kept away from the contaminated areas.

All operatives are to wear suitable protective equipment, which will be identified in the risk assessment/method statement.

4.4 Manual Handling

All work Risk Assessments must take account of any manual handling risks and where significant a separate Manual Handling Risk Assessment will be completed.

Wherever possible Civils Contracting Ltd or their sub-contractors will ensure that automation or mechanisation for lifting of materials is the preferred method in order to reduce the risk of Manual Handling injury.

4.5 Use of Hazardous Substances COSHH

Wherever possible we will attempt to either eliminate or substitute any hazardous materials with less hazardous materials (i.e. water based as opposed to solvent based).

Where hazardous materials are specified, a COSHH assessment will be prepared before the products are used on site.

The assessment will cover labelling, storage, use, disposal and environmental protection. Significant risks and subsequent control measures can then be brought to the attention of the workforce during the method statement briefings. This may entail the use of specific secure fire proof containers or bunded storage pallets/ areas, and the use of exclusion zones during application of the product.

A Material Data Sheet (MDS) will be available on site with the COSHH assessments for all proprietary hazardous materials.

We will ensure that sub-contractors complete and attach a specific COSHH Assessment (and MDS Sheet) for any materials that present a hazard to the user to the Risk Assessment completed by contractor. Operatives will be made aware of this information by their supervisor and monitoring will be carried out in compliance with this information.

When there is a need for health monitoring when using a specific product then evidence of this will be required from the contractor prior to commencing work on site.

Work must not proceed without this information.

4.6 Reducing Noise and Vibration

Any power tools that are used that cause vibration will be selected for the lowest emission possible and Civils Contracting Ltd will have procedures in place on site in accordance with the Control of Vibration at Work Regulations to reduce the exposure of operatives to any vibratory tools.

All contractors will be reminded of the need to select equipment and plant that reduces vibration and noise to the lowest achievable level. This is for exposure to personnel.

Contractors will also take into account when completing Risk Assessments that they must reduce noise and vibration exposure by such means as taking regular breaks, reducing the time of use on the equipment, enforce use of PPE for noise and vibration and encourage operatives to keep warm and promote exercise for better circulation in the body.

With noise, contractors must first consider reducing at source and selecting low emission equipment. PPE is a last resort.

When there is a need for health monitoring when carrying out specific work with noise producing plant or equipment or vibratory tools then evidence of this will be required from the contractor prior to commencing work on site.

4.7 Exposure to UV Radiation (From the Sun)

Long periods of time spent working unprotected in the sun can be a significant hazard to the health of the construction worker.

In the short term sunburn can blister your skin, excessive exposure to the sun and working in high temperatures can also lead to heat stroke. In the long term too much sun will

significant increase the chance of damage to your skin, speed up the ageing process and increases the risk of developing skin cancer (melanomas).

To minimise the risks to our workforce, the following simple measures will implemented:

- Avoid sitting in the sun during rest breaks.
- Cover up and keep your shirt on.
- Try to work and take your rest breaks in the shade.
- Take frequent 'water' breaks
- Wear a high factor sunscreen on exposed parts (SPF15 or more)
- Compliance with the local site rules relating to the use of sun protection and the wearing of helmets will be monitored and enforced.
- Operatives will be advised to check your skin for new moles, skin discolouration and any growths. If found seek medical advice.

The welfare facilities will contain supplies of sun barrier cream and this will be detailed in the site induction.

Note: Personnel on site will not be permitted to wear shorts or remove tops at any time. Details of this will be provided to all personnel at the induction.

4.8 Dust

The planned works are normal site works and will generate some dust.

Acknowledging the risk that this can cause to both individuals health and adjacent aircraft, we will ensure our activities do not generate dust, by the following:

- Monitor the wind directions
- Avoid or damp down dusty operations
- Minimise drop heights into haulage vehicles
- Keep to site speed limits
- Clean up or damp down any spillage of dry dusty materials

Construction dust can seriously damage your health and regular breathing over a long time can cause life-changing lung diseases. This is a general term used to describe different dusts that you may find on a construction site. There are three main types:

1. Silica dust – created when working on silica-containing materials like concrete, mortar and sandstone (also known as respirable crystalline silica or RCS);
2. Wood dust – created when working on softwood, hardwood and wood-based products like MDF and plywood;
3. Lower toxicity dusts – created when working on materials containing very little or no silica. The most common include gypsum (eg in plasterboard), limestone, marble and dolomite.

Most of these diseases generally associated with dust, lung cancer; silicosis; chronic obstructive pulmonary disease (COPD) and asthma take a long time to develop. Dust can build up in the lungs and harm them gradually over time. The effects are often not immediately obvious.

PPE (masks FFP3) will be provided where necessary, but will be considered as the last means of protection, prevention of dust will be the first course of action.

4.9 Bacterial Agents - COVID 19/Leptospirosis

Leptospirosis is a serious, sometimes fatal, bacterial infection. It is transmitted to humans by contact with the infected urine of wild or domestic animals – most commonly rat urine (Leptospirosis – Weil's disease). Symptoms start with a flu-like illness with a persistent and severe headache.

The bacteria can get into your body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water, such as in sewers, ditches, ponds and slow-flowing rivers

Good washing facilities will be provided, and the workforce will be encouraged to use them. Where possible gloves will be worn by operatives, cuts and grazes will be covered over and smoking will not be permitted on site.

All operatives will be informed of the risks of Weils disease during the site induction and advised to seek medical advice if symptoms are displayed.

COVID-19 is a highly contagious respiratory disease that can have severe effects on people, especially those who are vulnerable and affects the lungs and airways. Symptoms include a fever, shortness of breath, breathing difficulties, muscle pain, tiredness, and dry persistent cough. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected while working, it can be passed on through families and other contacts. The virus can be spread even if you don't have symptoms

To minimise the risk of COVID-19, we will work in accordance with the Construction Leadership Councils Site Operating Procedures (SOP) version 5 and HSE COVID 19 guidelines for construction and other outdoor work.

In accordance with CLC SOP Version 6, we will:

Eliminate

- Workers who are unwell with symptoms of Covid-19 will be instructed not travel to or attend the workplace
- Temperature check operatives, daily on entrance to site.
- Tasks will be organised to enable them to be done by one person, or by people working two metres apart
- Avoid skin to skin and face to face contact
- One ways systems will be introduced in any restricted areas
- We will consider alternative or additional mechanical aids to reduce worker interface

Site Meetings

- Only absolutely necessary meeting participants will attend
- Attendees should be at least two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible

Reduce

Where the social distancing measures two metres is not possible, risk mitigation could include the following:

- Minimise the frequency and time workers are within two metres of each other
- Minimise the number of workers involved in these tasks
- Workers should work side by side, or facing away from each other, rather than face to face

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- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces
- Workers should wash their hands before and after using any equipment
- Hand sanitiser will be provided in the welfare facilities

Isolate

Keep groups of workers:

- Together in teams e.g. do not change workers within teams
- As small as possible
- Away from other workers where possible

Control

- Consider introducing an enhanced authorisation process
- Provide additional supervision to monitor and manage compliance

PPE

We will not use RPE for Coronavirus (Covid-19) control, this needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE

The Government has advised (section 6.1 of its guidance Working safely during coronavirus (Covid-19) - Construction and other outdoor work) unless you are in a situation where the risk of COVID-19 transmission is very high, the role of PPE in providing additional protection is extremely limited

5.0 The Health and Safety File

5.1 Layout and Format

The Health and Safety File information will be collected and will then be handed over to the Principal Designer for comment prior to issue to the client.

Two hard copies and one electronic copy will be prepared and handed over 2 weeks prior to completion of the project. This document will need to be updated after completion as test and commissioning certificates will need to be inserted.

The following list is indicative of the type of information required

- An index of the contents of the Health & Safety File.
- A Brief 'overview' describing the works carried out.
- Residual hazards and how they have been dealt with (e.g. asbestos survey, contaminated land, buried services, confined spaces).
- Key structural principles incorporated in the design of the structure and safe working loads for floors and roofs.
- Hazardous materials used (e.g. lead paint, pesticides, special coatings).
- Information regarding the removal or dismantling of installed plant and equipment.
- Health & Safety information about equipment provided for cleaning or maintaining of the structure.
- The location, nature and marking of significant services, including underground cables, gas supply equipment and firefighting equipment.
- A fire plan for any fitting out works (fire alarm system, location of fire-fighting equipment and means of escape and compartmentation).
- Information and 'as-built' drawings of the structure and installed services.
- Schedules or sub-contractors, suppliers and manufactures Inc. Contact details.
- Maintenance procedures for the overall structure, and identification of the location of the work.
- Operating and maintenance manuals and information on all services.
- Any other necessary information which might affect health & safety of any person carrying out future construction, cleaning or demolition work, and any persons occupying the building who may be affected by those carrying out works upon it.
- Building Regulations Completion Certificate.
- Sub-contractor warranties and manufacturer's guarantees – where appropriate.
- Electrical completion certificates.
- Test and Commissioning Certificates for Smoke Detection systems, Fire Alarm, pressure vessel tests, lifts, automatic doors, chlorination of water supply etc.

5.2 Arrangements for Collection and Gathering Information

The health and safety file contains information relating to the project which is needed to ensure the health and safety of anyone carrying out future construction or maintenance work on the building or structure.

The principal designer is responsible for preparing the health and safety file and consequently we will pass on to them any relevant health and safety information required.

Appendix 1

Site Induction and Site Rules

Site Induction & Rules:

1. Project Description:

- Demolition
- Bulk earth movement
- Ground stabilisation
- Construction of a new steel frame buildings
- Drainage Works
- Carparking
- Roads & landscaping

2. Specific hazards on this site include:

Please note this site is under 24hr CCTV surveillance

Heavy plant movements.

Excavations.

Craneage.

High Level working.

Live international airport.

3. No - one can work on site without undertaking the Site CDM induction

The following **Personal Protective Equipment** must always be worn



**Safety helmets
must be worn
in this area**



**High visibility
clothing must be
worn in this area**



**Protective footwear
must be worn
in this area**



**LONG SLEEVE
SHIRT AND TROUSERS
MUST BE WORN**

If your RAMS indicate the wearing of **further** PPE to carry out your works, then you will be required to wear it.

By signing the induction register you confirm you have this PPE and that you will wear it always, where required.

4. The site CDM boundary is fenced, special care must be taken when entering and exiting the site as the surrounding area is a heavily industrialised area. Under no circumstances should any operative enter air side environments without explicit authorisation from CCL management and under escort.

Deliveries should be programmed to be between 08:00 and 16:00 where possible. The site management must be notified of deliveries outside of these hours and they will confirm if it acceptable. All delivery drivers must report to the site office before entering the site.

5. Personnel vehicle parking only in designated or approved areas as shown in the site layout drawing.
6. First aid is provided on site. A First Aid Box and Eye Wash station is held within the Site Office. First Aiders names are noted on the list on the canteen site safety board. You must report any accident, however minor. Remember notifying a minor accident may avoid a major one.
7. Welfare facilities are provided for your use. The canteen and toilet must remain clean and tidy always, dustbins have been provided for refuse. Please report any instances of poor hygiene or rubbish at once. Rubbish must be put into correct skip otherwise charges may be incurred. **There is no drinking or eating on site**, you do not know what you are transferring from your hand into your body.
8. Permit issue is controlled by Civils Contracting Ltd (CCL), **NO** work is to be undertaken until the relevant permit is in force and you are signed onto it. If you are unsure about permit issue speak to the site manager or supervisor before commencing work.
9. In an emergency, advise the Site Manager or Supervisor, if unavailable contact the emergency services required using information on the site safety board in the canteen. The site address is at the top of this page.
10. **Hot works will not be permitted without a Hot Works permit.** If you need a Hot Works permit, please speak to the site manager.
11. The works that you are about to carry out will be covered by **a Site-Specific Method Statement and Risk Assessment created by YOUR company. You must have read, understood, and signed these documents prior to you work commencing on site.** All Safe Systems of Working & PPE required by the RAMS must be employed and used. IF your copy is not available for any reason, a copy is held in CCL Site Office if you need to check its contents.
12. **All CITB/CSCS or similar approved training cards need to be witnessed by the Site Manager/Supervisor before you start work**, the information will then be held in the site file.
13. No work or access is permitted outside of the site CDM boundary.
14. Only the use 110-volt or cordless power tools is allowed unless you receive written authorisation prior to attending site for higher voltage equipment. All equipment to be used on site must be Portable Appliance Tested (PAT), this includes new out of the box equipment.
15. A map of the nearest A&E hospital is displayed on the Site Safety Notice board in the canteen.

16. Any rubbish that is created by your works must be cleared away from site as work proceeds. The working area must remain trip-hazard free and tidy always. Do not stockpile any rubbish or refuse, use the correct skip provided. Do not stack rubbish, remove it. Please also note FOD section of induction.
17. Fire extinguishers are located within the cabins on site. They must only be used in an emergency and only if you are trained in the use of them. The correct extinguisher must be used.
18. The following fire procedures must be understood and applied in the event of a fire. Raise alarm, tackle the fire with the extinguishers, if trained to do so. If this cannot be done safely, leave the area. The Muster Point is the site Compound. Do not leave site without being checked off the register.
19. Be aware of plant and machinery movements which may change daily. These changes will be on the site safety boards or notices daily.
20. Stop any unauthorised personnel that stray onto the site and inform the Site Manager at once. All business visitors should be directed to the CCL site office.
21. Never leave valuables unattended. All tools and materials must be secured prior to you leaving the site. CCL accept no liability for stolen or damage caused to items or vehicles.
22. Drinking water is available in the site canteen.
23. The site safety notice board will have a site layout plan for you to study. Shown are the fire extinguisher stations, the evacuation routes and muster points.
24. Should you see or hear of anything that you consider being a potential hazard to anyone on site, notify the Site Manager/Supervisor immediately.
25. Notify the Site Manager if you are currently on any medication or have an ongoing medical condition, which may affect any treatment you receive, this may be relevant in an emergency. Personal information will be treated with confidentiality but will be held on record for emergency purposes only.
26. There is a Site Access Permit sheet in the canteen which must be signed at the beginning and end of your working period to allow you access into the site and assist our site management team in the event of an emergency. Do not sign both in and out columns when you sign in. This will be used in an emergency to check all personnel are safe and accounted for. Relevant site permits will also be held here for signing on and off should it be required.
27. **Mobile phones are only to be used during your breaks**; you are at work in a dangerous environment. If your phone rings, let it go to answerphone, nothing is worth risking yours or another individual's life. The exception to this is site supervisors and then only when it is safe to stop working for the duration of the conversation and standing

- in a safe place. Do not walk around when on the phone. They must not be used at all when working at height or when operating plant. PEDs are prohibited airside
28. Nobody is permitted to work on this site if they are under the influence of drugs or alcohol. If you think this could apply to you do not come to site, as you will be stopped from working and told to go home.
 29. **Radios or similar are not allowed on site.**
 30. Always ensure your working area is safe and provide barriers around work in progress to clearly identify this to others if required.
 31. The normal working hours of the site are 07:30 to 18.00 Monday – Friday 07:30 - 13:00 Saturday, unless by prior agreement with CCL.
 32. Do not adapt, modify, or alter any temporary works on site unless requested to do so by site management and are competent to do so.
 33. All plant must be parked in the plant parking designated areas, including all buckets and attachments at the end of every shift.
 34. Refuelling of plant must take place at the agreed re fuelling station designated within the site layout plan.
 35. The site speed limit is 10 mph.
 36. **LOA general site safety rules:**
 - The landside and airside speed limit are 20 mph, except around aircraft where the speeds should not exceed 10 mph.
 - Park only in designated or approved areas
 - Vehicles and equipment are not to impede access for emergency vehicles
 - There is to be NO smoking inside any building or in airside areas.
 - PEDs are prohibited airside, including mobile phones.
 - Zero tolerance regarding persons under the influence of drugs or alcohol.
 - Persons, airside, are responsible for the control of Foreign Object Debris (FOD), which may endanger aircraft, vehicles, or pedestrians
 - Contractors, once briefed on areas in which they are permitted to work, are to restrict their movement to those areas.
 - High visibility clothing is always to be worn when airside
 - Vehicles must always be subject to escort when airside unless exempted by the Airport manager or Airport Operations Manager (training).
 - A permit to work system will apply – (exceptions OXF HSE PRO 01)
 - Contractors will be expected to undertake their work using suitable and safe equipment and materials to competent and trained staff
 - Contractors are to provide (lit) barriers as necessary to prevent others gaining access to the work areas.

- Contractors are to undertake their work in such a way as to reduce the risk to others as far is reasonably practicable
 - Contractors are expected to wear PPE suitable for the task
 - Contractors are expected to have risk assessments, written systems of work and to follow subsequent safe working procedures suitable for the work
 - Contractors must inform the Oxford Airport Responsible Person if chemicals and dust or their fumes, could affect others in the vicinity.
 - Maintain a good standard of housekeeping to prevent FOD risk to the airside areas.
 - Always remain fully aware of your surroundings
 - Report all injuries, equipment damage and near collisions to a supervisor.
 - Instructions from the Oxford Airport Responsible Person are to be adhered to all times.
 - All work will be carried out to comply with current legislation.
 - Waste disposal documentation will be issued where necessary and all materials will be disposed of correctly and in compliance with the current legislation.
-
- **LOA – ACTION IN EVENT OF ACCIDENT / FIRST AID / EMERGENCY**
In the event of accidents, emergency services can be summoned using internal phones 9-999.
 - Alternatively in the event of fire and/or first aid they are available on +44(0)1865290666

37. LOA airside general airside hazards.

- Aircraft/ helicopter movement:
 1. Contractor's staff struck by aircraft/ helicopter (personal injury or fatality).
 2. Noise and fumes
 3. Taxiway or runway incursion from persons or equipment
 4. Collision between aircraft/helicopter and site vehicles or equipment
 5. FOD (damage to aircraft or personal injury)
 6. Jet blast (personal injury)
- Weather: Working in Low Visibility / adverse conditions
- Emergency response: Contractors on manoeuvring area hinder emergency response
- Services: Contact with buried underground services / Contact with overhead cables
- Fire/explosion
- Environmental hazard (land and water contamination)
- Electrocution from electrical cables or power supplies
- Collision with vehicles
- Hazardous substances
- Collision with vehicles

- Specific Hazards: Asbestos (buildings), Confined Spaces (tanks, etc.), Working at Height (roofs, etc.)

38. F.O.D INDUCTION (Foreign Object Debris)

Everyone will receive FOD instructions as part of the site induction.

FOD can have catastrophic consequences, a zero-tolerance stance is taken on operatives and subcontractors. If in any doubt, please speak to your supervisor or a member of CCL management.

- All personnel to understand about FOD and the dangers it can cause,
- All work areas to utilize a clean as you go routine. The routine then prevents build-up of FOD, thus greatly decreasing the potential for FOD migrating.
- Disposal of FOD, covered skips will be used, these will be placed in the compound and some work areas, to allow easy access for cleaning.
- Food and drink will not be permitted allowed within the work area.
- Only essential vehicles will be allowed on site, doors and windows must remain closed when unattended to avoid the risk of litter.
- Regular FOD walks will be carried out, both to the work areas and the boundary fence.
- If you see any FOD, both inside or outside the boundary, please pick it up or report it to a Civils employee. Anyone found littering/ not clearing up will be warned and possibly removed from site.

39. Covid-19

Due to the recent COVID-19 outbreak, appropriate measure and guidance notes have been put in place to ensure operatives wellbeing.

- All visitors and personnel must partake in a C-19 health questionnaire.
- Daily temperature testing will be carried out.
- All site operations must comply with site operating procedure outlined by the construction leadership council available as part of this induction.
- If feeling unwell, please inform your supervisor by phone and leave site alone immediately. Please do not enter any welfare facilities or come into any further contact with site personnel or members of the airport/public.
- Hand sanitiser is available at all office and welfare locations, please use this before entering.
- Anti-bacterial wipes are available for use on plant and small tools.
- Civils contracting is operating a minium 2m social distancing rule, this includes all welfare and office spaces and must always be adhered to.
- Only CCL magement and supervisors are authorised to enter office space and must always be adhered to.

40. **This document is to be used in conjunction with.**

- 2263. Oxford induction test
- 2263. Oxford COVID-19 Health Questionnaire
- 2263. Oxford Site-Operating-Procedures
- 2263. Oxford Site-Induction-Record
- 2263. Oxford FOD Prevention/debris removal plan

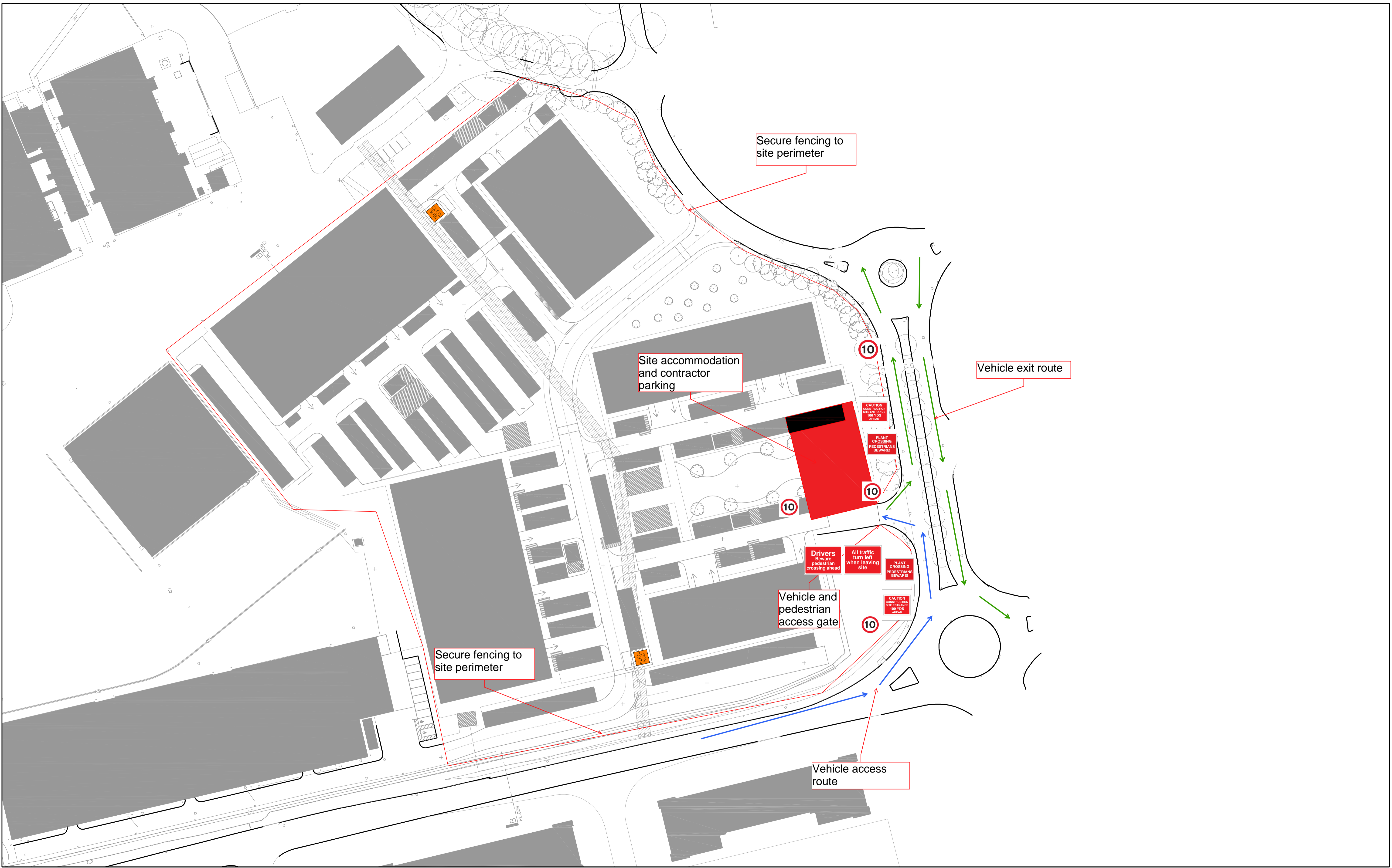
REMEMBER

- **ALWAYS WEAR YOUR PPE**
- **ALWAYS WORK IN ACCORDANCE WITH YOUR RAMS**

BE SAFE AND GO HOME TONIGHT

Appendix 2

Traffic Management Plan/Site Layout



DO NOT SCALE.

Note
 Use figured dimensions only.
 All dimensions are to be checked on site prior to construction or fabrication and any discrepancies reported to the author.
 Copyright : This drawing is not to be re-issued loaned or copied without the prior consent of the author.
 All building materials, components and workmanship to comply with current construction legislation, Building Regulations, Codes of Practice and where appropriate manufacturers recommendations.
 This drawing is to be read in conjunction with all related drawing issues
 Alignment tracked with a Boeing 737BJ2

Revisions											
Rev	Description	Drm	Date	Rev	Description	Drm	Date	Rev	Description	Drm	Date
-	First Issue	SG	20.01.23								

Project
 LOA Gateway site

Drawing Title
 Traffic management plan



Scale NTS	Date Jan 2023
Drawing No 2263-001	Rev --

Appendix 3

Hospital Route

John Radcliffe Hospital
Headley Way, Headington, Oxford, Oxfordshire, OX3 9DU
Tel: 0300 3047777

Suggested routes – 8.2 miles, 18 minutes

OX5 1RA

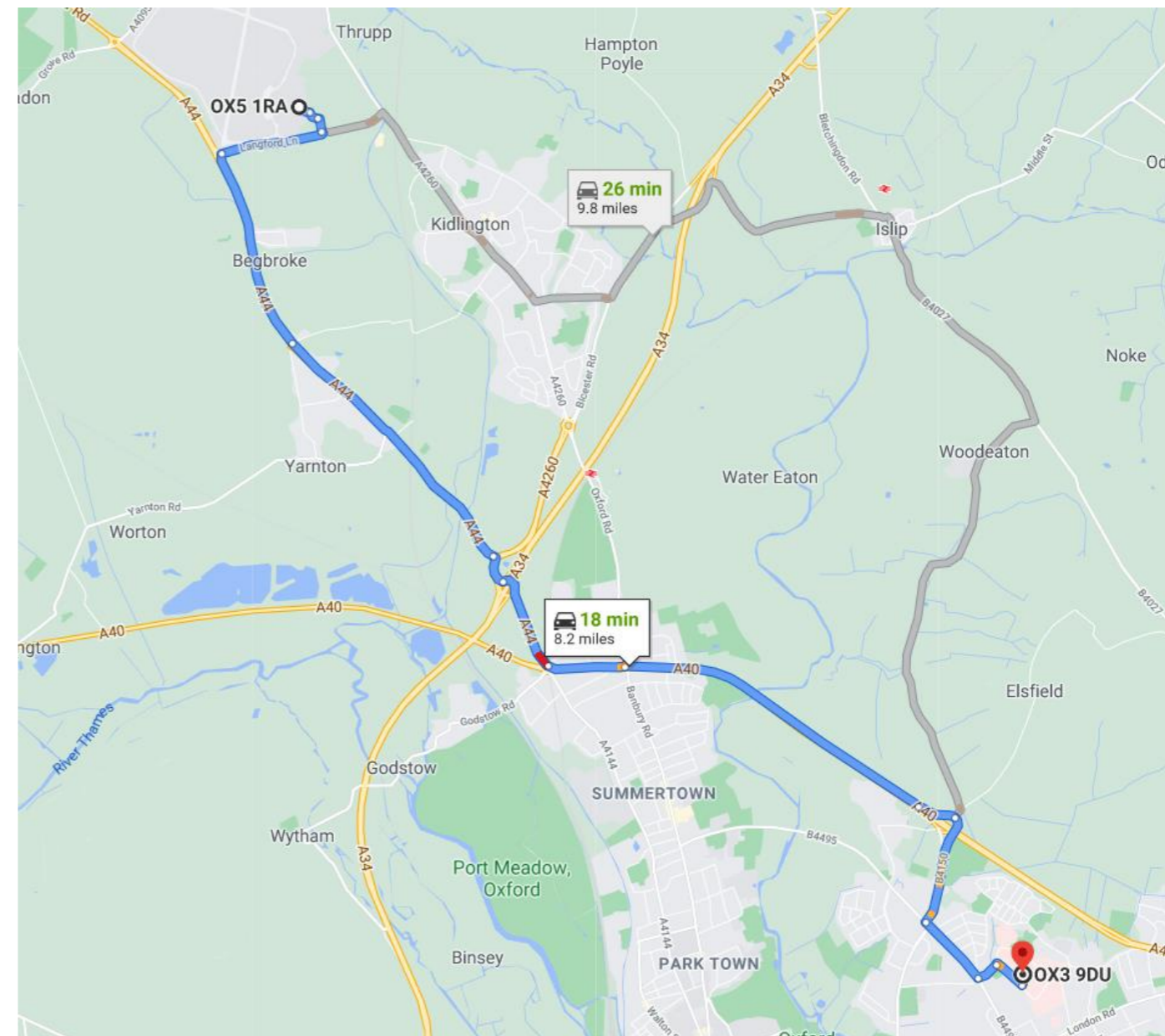
Kidlington

- Take Langford Ln to Woodstock Rd/A44
2 min (0.8 mi)
- Follow Woodstock Rd/A44 and North Way/A40 to Marsh Ln/B4150 in Oxford. Take the exit towards Marston/Elsfield from North Way/A40
10 min (6.0 mi)
- Continue on Marsh Ln/B4150 to your destination in Headington
5 min (1.4 mi)

OX3 9DU

Headington, Oxford

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



Appendix 4

Foreign Object Debris (FOD) Plan

FOREIGN OBJECT DEBRIS (FOD) DEBRIS REMOVAL - PREVENTION PLAN

This Plan applies to the enabling works at London Oxford airport.

1.0 FOD Prevention Training

All personnel with access to FOD sensitive Products/Areas shall receive FOD prevention training, this will be carried out at the induction stage before being allowed to enter the workplace. Personnel will sign the FOD/Induction register prior to commencing work.

2.0 External/Visitor requirements

Visitors will be escorted within the FOD prevention areas, basically the site, in lieu Of training/induction. If visitors are not escorted, then they must receive a FOD briefing or complete the FOD training and Induction. The level of training for visitors Should be the same as workers.

3.0 Boundary Fencing

Prior to commencement on site anti climb Heras fencing will be installed to the boundary of the site, clipped together and wooden stakes driven into the ground and regular intervals to avoid the fencing being affected by the wind. This will all be done under airport escort/security. The fencing will have a low-level wire mesh attached to fully close the gap between the fence and ground, this will avoid the risk of FOD getting under the fencing.

4.0 Housekeeping

Utilize normal 'clean as you go' routines to provide an organized and professional working environment. These routines will be incorporated within the site induction. Work areas will be cleaned prior to, during and after work. The routine prevents accumulation of FOD, and thus greatly decreases the potential for FOD migrating.

5.0 FOD Prevention areas

The complete site will be classed as a FOD Prevention area, Signage will be positioned Around site and when leaving the compounds and car parks to remind personnel to FOD Prevention.

6.0 Disposal of Debris/Packaging/General Waste

Closed skips or covers placed over skips will always be used, skips will be exchanged at regular interval to avoid over spills, skips will be at both the compound and workplace to allow easy access for cleaning.

7.0 Personnel Attire and Personal Items

Proper working attire and control of personal items must be secured or removed to prevent them from becoming FOD. Food and Drink will not be allowed within the work area unless they are limited to designated areas.

8.0 Vehicles

Only essential vehicles will be allowed on site, and doors and windows will remain close to avoid the risk of litter.

9.0 FOD Walks/Litter Picks

Regular FOD walks will be carried out, both to the work areas and the boundary fence.

10.0 Incident Reporting

Incidents involving foreign objects outside the working area will be done by designated supervisors contacting Biggin Hill Control Tower and Security, identifying what the FOD is and where on the Airport it is located.

A full report will be done to identify the root cause and appropriate corrective actions to be taken.

Appendix 5

Temporary Works Register

Temporary Works Register

Temporary Works, defined as “those parts of the work that allows or enables construction of, protection, support or provides access to, the permanent works and which might or might not remain in place at the completion of the works”. Examples of temporary works include but are not limited to:

Earthworks: trenches, excavations, temporary slopes on stockpiles.

Structures: floor cassettes, formwork, false work, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, temporary access stairs, site hoarding & fencing, signage, coffer dams.

Equipment/Plant Foundations: Tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms, ground works to provide suitable locations for plant erection, e.g. mobile cranes and piling rigs.

This form will be used to record **All** temporary works on site; the actual inspection of temporary works will be recorded on a specific form for the work in question. i.e. Scaffold Register, Excavation Inspection Record, Temporary Earth Works Inspection Form.

Project:			Temporary Works Coordinator/Site Manager:			
Ref	Location / Description	Public Risk Y/N	Design Required Y/N	Designer	Inspection Required Y/N	Permit to Load/Strike Y/N
T01						
T02						
T03						
T04						
T05						
T06						
T07						
T08						
T09						

Temporary Works Register

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T10						
T11						
T12						
T13						
T14						
T15						
T16						
T17						
T18						
T19						
T20						

Appendix 6

Contractors Health and Safety Aptitude Questionnaire



Sub-Contractors Health and Safety Questionnaire

Company / Name (state if sole trader)			
Address			
Contact name		Telephone	
Type of work undertaken			

- If you have a current certificate of conformity to a third party health and safety competence assessment within the SSIP (e.g. Acclaim, CHAS, EXOR, SAFEcontractor or SMAS – **note Constructionline alone is not considered an acceptable health and safety competence check**), please provide certification, copies of insurance and sign the declaration overleaf.

DO NOT CONTINUE IF YOU HAVE PROVIDED THE ABOVE EVIDENCE

Please answer all of the questions fully and sign the declaration overleaf.

- Please identify the number of direct employees you have and contractors / self-employed engaged on average at any one time - **Please tick appropriate boxes**

Employed	1 - 4	<input type="checkbox"/>	5 - 10	<input type="checkbox"/>	11 - 20	<input type="checkbox"/>	21 - 50	<input type="checkbox"/>	Above 50	<input type="checkbox"/>
Contractors / S/E	1 - 4	<input type="checkbox"/>	5 - 10	<input type="checkbox"/>	11 - 20	<input type="checkbox"/>	21 - 50	<input type="checkbox"/>	Above 50	<input type="checkbox"/>

- Who provides competent health and safety advice within / to your company?
(If an external company please provide details)

Name:		Position:	
Qualifications:			
External company details: (If applicable)			

- Have you or your company, in the last five years been subject to any of the following?
(Including any current or ongoing, if yes please provide details)

Criminal / civil actions	<input type="checkbox"/>	Fee for intervention	<input type="checkbox"/>	Prohibition notice	<input type="checkbox"/>	Improvement notice	<input type="checkbox"/>
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- What percentage of your staff have CSCS / CPCS or similar?

0%	<input type="checkbox"/>	Less than 25%	<input type="checkbox"/>	25% - 50%	<input type="checkbox"/>	51% - 75%	<input type="checkbox"/>	76% - 99%	<input type="checkbox"/>	100%	<input type="checkbox"/>
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- If you use external labour please indicate how you assess their health and safety competence.

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6) Please indicate how you monitor the health and safety performance of those employed or engaged by you.

7) Please indicate what health and safety training you (sole trader) your management; supervisory staff and employees, have had in the last five years.

8) Please state the number of accidents / incidents you have had over the past three years.

Year	Fatality	Major	Over 7 day	Reportable Diseases	Dangerous Occurrences	Minor (Recorded)	Near Misses

9) Does the company have a health and safety policy? **(Please circle)** **YES** **NO**

10) Please provide brief details of two projects that you have undertaken in the past three years.

11) Please identify which (if any) Trade Associations or Professional Bodies you subscribe to, otherwise state how you obtain up-to-date health and safety information.

CONTRACTOR DECLARATION (Please note you may be asked to provide supporting evidence):

I confirm that the statements provided are true and correct to the best of my knowledge.

NAME	SIGNED	POSITION	DATE
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COMPANY APPROVAL - FOR OFFICE USE ONLY:

ASSESSOR NAME	SIGNED	POSITION	DATE

COMMENTS			
Contractor informed	DATE	Further evidence requested	DATE