



## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

<b>Business Unit:</b>	<b>VolkerStevin Flood &amp; Coastal</b>		
<b>Contract No.:</b>	<b>C13579</b>	<b>Contract Name:</b>	<b>Preston &amp; South Ribble FRMS</b>

Cover sheet highlighting specific planning conditions as part of  
Condition 10 of the  
**'PLANNING PERMISSION AND LISTED BUILDING CONSENT'**  
document LCC/2021/0002

- a) Arrangements for the parking, turning, loading and unloading of vehicles during the period of construction.....(pg7-8)
- b) Control of noise from construction operations in relation to residential and ecological receptors, and neighboring businesses. ....(pg30-31)
- c) Control of Vibration from the site. ....(pg30-31)
- d) Control of dust from the site. ....(pg31)
- e) Control of mud (including wheel cleaning arrangements) to ensure no mud is tracked onto the public highway. ....(pg31)
- f) surface water drainage and water pollution control measures..... (pg 33-34)
- g) Any artificial site illumination (including proposed hours of use).....(pg8 & 35)
- h) Protection of trees and vegetation to be retained.....(pg34-35)
- i) Pre-works precautionary surveys/inspections for protected and priority species, including (but not limited to) bats, otter and badger.....(pg35)
- j) Protection measures for wildlife features that may be encountered on site (pg32-35 & 37)
- k) Management of construction waste.....(pg32)

<b>Issue no.:</b>	14	<b>Date:</b>	Jan 2020	<b>Parent document:</b>	H01 Guide to Site Management Plan Suite				
<b>Approved for IMS:</b>	IMS Manager	<b>Document owner:</b>	CR Director	<b>Workspace file:</b>	11.1	Page 1 of 72			

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

# Site Management Plan

*This Site Management Plan (SMP) is the property of VolkerWessels UK (VW UK). It has been developed based upon known activities and information available at the time of preparation, in association with the contract documents, including those produced for tender purposes, and is complementary to our Health & Safety, Environment, Quality and Sustainability (HSEQS) Management System.*

*The SMP has been approved by the Project / Site Manager specifically to address the Health & Safety, Environmental and Quality Assurance requirements for this contract, and the general requirements for all construction sites under part 4 of the Construction (Design and Management) Regulations 2015 (CDM 2015).*

*Throughout the SMP where a particular section fulfils the requirements for Construction Phase Plans, including those of CDM 2015 Schedule 3, the reference is shown to the right of subject headings.*

*The Client must provide pre-construction information as soon as practicable to every designer and contractor appointed, or being considered for appointment.*

*For projects with a Principal Designer (PD), the PD must assist the Principal Contractor (PC) in preparing the Construction Phase Plan (this SMP) by providing all information they hold that is relevant to the construction phase including:*

- *Pre-construction information obtained from the Client*
- *Any information relating to foreseeable risks obtained from Designers (Reg 9(3)(b))*

*This SMP must be completed before the construction phase begins (Reg 4(5)(a) Reg 12(1)).*

*Company procedures and documents referred to within this SMP can be found within the IMS Screens on the Landing Zone of Workspace. Any project variations to company procedures and documents shall be detailed within this document.*

*Throughout this document reference will be made to the 'Project' folder structure of Workspace and the corresponding hard copy filing structure.*

**SMP ISSUE NUMBER: 1**

**PREPARED / AUTHORISED BY: Rhys Brindle (Senior Engineer)**

**COPYHOLDER 1: Peter Vickers (Senior Project Manager)**

**COPYHOLDER 2: Steve Yates (Principal Designer)**

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 2 of 72				



# Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

## CONTENTS

<b>1. INTRODUCTION</b> .....	<b>5</b>
1.1 DESCRIPTION OF THE WORKS.....	5
1.2 KEY HEALTH, SAFETY, ENVIRONMENTAL OR QUALITY RISKS CDM2015 Reg 12(2).....	15
1.3 DISTRIBUTION AND AUTHORISATION RECORDS CDM2015 Reg 12(4).....	16
1.4 REVISION AND BRIEFING RECORD CDM2015 Reg 12(4).....	16
<b>2. CONSTRUCTION PHASE HEALTH &amp; SAFETY PLAN CDM2015 Reg 12(2)</b> .....	<b>19</b>
2.1 RESOURCES, ROLES, RESPONSIBILITY, ACCOUNTABILITY AND AUTHORITY.....	19
2.2 LIAISON AND CONSULTATION CDM2015 Regs 8(4), 13(3)(a), 13(5), 14, 15(3)(a).....	21
2.3 THE EXCHANGE OF DESIGN INFORMATION BETWEEN THE CLIENT, PRINCIPAL DESIGNER, DESIGNERS AND CONTRACTORS ON SITE CDM2015 Regs 8, 9(4), 11(2)(a), 11(7), 13(2)(a).....	21
2.4 HANDLING DESIGN CHANGES DURING THE PROJECT CDM2015 Regs 11(7), 11(2)(a), 13(2)(a).....	22
2.5 SELECTION AND CONTROL OF CONTRACTORS CDM2015 Regs 8, 15(7).....	22
2.6 EXCHANGE OF H&S INFORMATION BETWEEN CONTRACTORS CDM2015 Regs 8, 13, 14, 15.....	22
2.7 SITE SECURITY CDM2015 Reg 18.....	23
2.8 SITE INDUCTION CDM2015 Regs 14, 15.....	23
2.9 ON SITE HEALTH AND SAFETY TRAINING CDM2015 Reg 15(7).....	24
2.10 WELFARE FACILITIES AND FIRST AID CDM2015 Reg 4(2)(b), 13(4)(c), 15(11).....	24
2.11 REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS, DANGEROUS OCCURRENCES AND NEAR MISSES.....	28
2.12 HAZARD IDENTIFICATION, RISK ASSESSMENT AND DETERMINING CONTROLS.....	29
2.13 PROJECT SITE RULES CDM2015 Regs 13(4)(a), 15(9)(a).....	29
2.14 FIRE AND EMERGENCY PROCEDURES CDM2015 Reg 15(9)(a).....	30
2.15 THE HEALTH AND SAFETY FILE CDM2015 Regs 4(5)(b), 12(5)-(10).....	31
<b>3. CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN</b> .....	<b>33</b>
3.1 ENVIRONMENTAL STANDARDS.....	33
3.2 PROJECT ENVIRONMENTAL MANAGEMENT.....	35
3.3 CONSIDERATE CONSTRUCTORS SCHEME.....	35
3.4 SITE ACCOMMODATION.....	36
3.5 OPERATIONAL CONTROL.....	37
3.6 STORAGE AND HANDLING OF FUELS, OILS AND CHEMICALS.....	44
3.7 EXTERNAL CONSULTANTS.....	45
3.8 EMERGENCY PROCEDURES.....	45
3.9 DISSEMINATION OF ENVIRONMENTAL PLANS AND TRAINING.....	45
3.10 SITE RESTORATION.....	45
<b>4. QUALITY PLAN</b> .....	<b>48</b>
4.1 MANAGEMENT RESPONSIBILITY.....	48
4.2 QUALITY PLAN AND QUALITY SYSTEM.....	48
4.3 PROJECT APPROACH TO MANAGING QUALITY.....	48
4.4 CONTRACT REVIEW.....	49
4.5 DESIGN CONTROL.....	49
4.6 CONTROL OF DOCUMENTS AND RECORDS.....	51
4.7 PURCHASING.....	51
4.8 CUSTOMER-SUPPLIED PRODUCTS AND CUSTOMER ASSETS (INFRASTRUCTURE).....	52
4.9 PRODUCT IDENTIFICATION AND TRACEABILITY.....	53
4.10 PROCESS CONTROL.....	53
4.11 INSPECTION AND TESTING.....	53
4.12 CONTROL OF INSPECTION, MEASURING AND TEST EQUIPMENT.....	54
4.13 TEMPORARY WORKS.....	55
4.14 CONTROL OF NON-CONFORMING PRODUCT.....	55
4.15 CORRECTIVE AND PREVENTIVE ACTION.....	56
4.16 HANDLING, STORAGE, PACKING, PRESERVATION AND DELIVERY.....	56
4.17 CONTROL OF QUALITY RECORDS AND WORKSPACE.....	56
4.18 INTERNAL AUDITS.....	58
4.19 SERVICING.....	58
4.20 STATISTICAL TECHNIQUES.....	58
4.21 CUSTOMER SATISFACTION AND COMPLAINTS.....	58
4.22 CONTINUAL IMPROVEMENT AND FEEDBACK.....	59
<b>APPENDICIES TO THE SITE MANAGEMENT PLAN</b> .....	<b>59</b>
Appendix 1 Organisation Chart.....	60
Appendix 2 Contract Directory.....	62
Appendix 3 Site Rules.....	63
Appendix 4 Corporate Responsibility Framework of VW UK.....	65
Appendix 5 Standard Risk Assessment Charts (HSE-02 and EMS-02).....	66
Appendix 6 Storage and Handling of Fuels, Oils and Chemicals.....	67
Appendix 7 Inspection and Test Plan Schedule or ITP (QMF-17).....	68
Appendix 8 Temporary Works Register (QMF-94).....	69

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite		
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 3 of 72	



# Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

Appendix 9 Emergency Contact List.....	70
Appendix 10 Miscellaneous .....	71
Appendix 11 Briefing of the Site Management Plan .....	72

<b>Issue no.:</b>	14	<b>Date:</b>	Jan 2020	<b>Parent document:</b>	H01 Guide to Site Management Plan Suite		
<b>Approved for IMS:</b>	IMS Manager	<b>Document owner:</b>	CR Director	<b>Workspace file:</b>	11.1	Page 4 of 72	

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

## 1. INTRODUCTION

### 1.1 DESCRIPTION OF THE WORKS

#### Contract Title

Preston & South Ribble FRMS Area 1 & 2

#### Description of Works

CDM2015 Reg 6 Schedule 1

The Environment Agency, (hereafter referred to as 'EA'), are proposing a Flood Risk Management Scheme to manage the flood risk for the City of Preston over the next 100 years. The Project is known as the Preston & South Ribble Flood Risk Management Scheme (FRMS).

The Preston and South Ribble FRMS comprises work to improve the flood protection to properties in 5 areas of Preston, namely:

1. Riversway and Broadgate,
2. Lower Penwortham,
3. Frenchwood and Walton-Le-Dale along the Ribble,
4. Walton Le Dale along the Darwen,
5. Higher Walton and Samlesbury.

The scheme involves the construction of improved flood defences along River Ribble and River Darwen which include raising of existing embankments, construction of new embankments, the demolition and construction of new hard defences (flood walls) and provision of flood gates adjacent to properties, public highways and watercourses. Identified properties not protected by the scheme will have the provision of demountable Flood Risk Protection (FRP).

Project Objectives: When completed, Areas 1 and 2 in combination with subsequent phases will better protect 4,778 properties of which 517 are businesses and move 1,709 properties from significant flood risk. The Scheme will provide a standard of protection of 1.33% (for year 2080) Annual Exceedance Probability (AEP) to defined areas of the Scheme.

(Only Area 1 & 2 works detailed below – Areas 3,4 & 5 to follow)

The *work* comprises but is not limited to the main elements as summarised below:

#### 1. Area 1 Riversway and Broadgate

- Area 1A consists of a replacement linear flood defence wall along the right bank of the River Ribble between Penwortham New Bridge (Liverpool Road Bridge) and Penwortham Old Bridge.

Proposed flood defences have been designed using pre-cast concrete wall panels sat on an in-situ reinforced concrete base slab, which is supported on Continual Flight Auger (CFA) piles transmitting structural loads to bedrock. The CFA piles are to be located such that they avoid hard clashes with the existing flood defence wall piles located at each existing pillar. The new precast concrete wall panels will be topped with a precast concrete coping stone. The new flood defence wall varies in height between 1.2 and 1.6m.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 5 of 72				

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

Both precast and in-situ reinforced concrete pillars will be provided at termination points of the defence and at intermediate significant changes in direction. Where possible pre-cast concrete wall panels will make the change in direction to avoid a large number of pillars being required, providing a cleaner finish to the defence in the area.

A steel sheet pile seepage cut off has been designed positioned on the dry side of the defence foundation set back from the nearest new CFA piles. For the upstream 70-80m section of Area 1A a new Redi-Rock bank has been designed to replace the existing unstable bank and allow the new defence foundation to be positioned riverward away from existing services running along the Broadgate footpath/cycleway. A compacted clay backfill to the Redi-Rock bank will act as the seepage cut-off for this section, removing the need for steel sheet piles.

- Area 1B consists of a new wall between the Miller Gardens Apartments and Ribble Cottage and a replacement linear flood defence wall along the right bank of the River Ribble between Penwortham Old Bridge and the WCML bridge.

Proposed flood defences have been designed using pre-cast concrete wall panels sat on an in-situ reinforced concrete base slab, which is supported on CFA piles transmitting structural loads to bedrock. The CFA piles are to be located such that they avoid hard clashes with the existing flood defence wall piles located along each existing wall section. The new pre-cast concrete wall panels will be topped with 800mm high glass panels. The flood defence wall varies in height between 1.2 and 2.3m.

Both precast and in-situ reinforced concrete pillars have be provided at termination points of the defence and at intermediate significant changes in direction. Where possible pre-cast concrete wall panels are to make the change in direction to avoid a large number of pillars being required, providing a cleaner finish to the defence in the area.

An approximate length of 245m of new Redi-Rock bank has been designed between the existing disused railway abutment opposite Andy's Bees Meadow and Miller Gardens Apartments, with the defence alignment moved riverward to avoid the need for extensive service diversions.

A further approximate length of 150m of new Redi-Rock bank has been designed between Ribble Cottage and the WCML, with the defence alignment moved riverward to avoid the need for extensive service diversions. A compacted clay backfill to the Redi-Rock banks will act as the seepage cut-off for these sections, removing the need for steel sheet piles.

A section of defence between Miller Gardens Apartments and Ribble Cottage has been designed as sheet pile type with an in-situ reinforced concrete pile cap with pre-cast concrete wall panel attached. The section in front of Miller Gardens Apartments is to have an 800mm high glass panel. The remainder of the section will be full height solid pre-cast concrete wall.

Two floodgates, one positioned at Miller Gardens Apartments and the other adjacent to Ribble Cottage ensure a continuous line of defence, whilst maintaining access through the defence.

- Area 1C consists of two floodgates and a section of flood defence wall across the entrance to Miller Park located on the South Meadow Lane / Riverside residential side of the WCML bridge. The floodgates and defence wall varies in height between 1.3 and 2.5m.

Proposed flood defences have been designed using pre-cast concrete wall panels sat on an in-situ reinforced concrete base slab, which is supported on CFA piles transmitting structural loads to bedrock.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 6 of 72				



## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

The new pre-cast concrete defence wall panels will be full height and will be topped with a precast concrete coping stone.

At the Sea Cadets station (Area 1D), new access gates, slipway resurfacing works and footpath/cycleway realignment is required.

### 2. Area 2 Lower Penwortham.

- Area 2A consists of a new precast concrete flood defence wall (maximum 2.2m high) along the West and South boundary fence lines of Penwortham Methodist Church. Where existing ground levels are higher adjacent to the church entrance new iron railings have been included on the wall to maintain 1800mm security into the allotments. The flood defence wall will run into existing high ground provided by the dis-used railway that runs alongside the Golden Way footpath. A local footpath ramp with a 1 in 12 gradient, intermediate landings and 1400mm high railings will ensure that pedestrian connectivity is maintained along the Golden Way. To facilitate the works, service diversions are required for a 63mm gas service by the *Contractor*. A nearby BT pole with overhead cables will have been diverted and the overheads raised by BT prior to the construction works commencing. Upon completion of the construction works the *Contractor* will reinstate the allotments and land owned by the church in accordance with the landscape plans.
- Area 2A will also include a new road ramp to raise existing road levels at the entrance to Lower Penwortham Methodist Church. The private access road into the church and the adjacent allotments will be raised by approximately 1m. A new footpath ramp between the existing stone abutments of the dis-used railway embankment further along the Golden Way footpath to seal the existing pedestrian footpath leading into Penwortham Residential Park. Existing footpath levels will be raised by approximately 1m, and the footpath will ramp over the flood defence at a 1:12 gradient and 1400mm high railings to ensure compliance with DDA. No service diversions are anticipated in this location. Upon completion of the construction works the *Contractor* will reinstate the adjacent land in accordance with the landscape plans.
- Area 2B consists of the replacement of the existing concrete flood defence wall, with a new precast concrete flood defence wall founded on CFA piles, with glass panels running along Riverside Road from the Cadent Gas Pipe Bridge to Stanley Ave (Upstream end of Riverside Road). The precast concrete wall will provide a parapet height of approximately 1.4m, with an 800mm high glass panel raising the total height of the flood defence to approximately 2.2m. To facilitate the works 33KV electric cables will be diverted by Electricity North West prior to the works commencing. The *Contractor* will be responsible for diverting two street lighting columns, installing new surface water drainage and undertaking local modifications to the combined sewer in Riverside Road. Upon completion of the construction works the *Contractor* will reinstate the highway and associated footpaths.
- Area 2B also includes new precast concrete flood defence wall on CFA piles, along the river bank extending from Riverside Road to Ribble Sidings. Due to limited space in this location (70m length) and poor river bank condition the new flood defences will be constructed on a new river bank extended into the river. A Redi-Rock retaining wall and steel toe pile will be used to retain the front face of this new bank. The existing flood defence embankment will be removed, and any suitable material may be

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 7 of 72				

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

reused to re-landscape the area and as backfill to the Redi-Rock wall. New tarmac footpaths will be constructed maintaining the current footpath connectivity along the river and to Hawkhurst Road. Upon completion of the construction works the *Contractor* will reinstate the adjacent land in accordance with the landscape plans.

- Area 2B will also include the removal of the existing flood defence embankment at Ribble Sidings and construction of a new 3.5m high flood defence embankment with a 3m crest width and 1 in 3 side slopes. The existing riverside footpath (bridleway) route will be maintained with an access ramp over the proposed flood defences. A new habitat area will be created on the dry side of the flood defence embankment with space retained for recreation.
- Area 2C. Partial infill of the Network Rail dis-used underpass with foam concrete and a Redi-Rock retaining wall between the wing walls on the East and West side of the Network Rail West Coast mainline railway.

### S 101 Purpose of the works and outcome required

The City of Preston and South Ribble Borough in Lancashire are subject to significant flood risk, the primary sources of flood risk are fluvial and tidal flooding from the River Ribble, River Darwen and tidal surge propagation from the Ribble estuary. Joint probability has been assessed in relation to the risk of a tidal surge and a significant fluvial flooding event occurring simultaneously, this scenario is considered suitably low to discount the probability. The hydraulic model developed is thus built to represent the flood risk associated with independent fluvial and tidal extreme events.

A surface water assessment has been completed for the study area. No large-scale flood risk (relative to that from fluvial water) is associated with surface water within the study area. Some pockets of residual surface water flood risk do remain and would interact with elements of the proposed flood defences.

Form of Contract NEC 4 ECC Option C

Design responsibilities –

- Temp works
- Glass Panels
- Flood gates

Insert a copy of the programme of works into Appendix 10 *Miscellaneous*.  
See attached

### Site Address (or precise description of its location)

CDM2015 Reg 6 Schedule 1

Area 1A – Volker Stevin Compound 1 (Broadgate Gardens)  
Broadgate,  
Preston PR1 8EB  
What3Words - common.bless.branded

Area 1C - Volker Stevin Compound 2 (Preston Sports Club car park)  
S Meadow Ln,

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 8 of 72				





# Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

Preston  
PR1 8JP  
What3Words - poet.dining.tips

Area 2B – Volker Stevin Compound 3 (Ribble Sidings)  
Margaret Road  
Penwortham,  
Preston PR1 9RA  
What3Words - gates.slices.shut

## Main Site Compound Location and Parking Arrangements

Volker Stevin Office (Odeon Cinema Car Park)  
Port Way,  
Ashton-on-Ribble,  
Preston,  
PR2 2YQ  
What3Words - anyone.forest.dozed

### Programme Details

CDM2015 Reg 6 Schedule 1

Planned construction phase start date:	06/09/2021
Time allocated by Client for the construction works:	100 weeks
Planned duration of construction phase:	100 weeks
Proposed completion date:	26/06/2023
Estimated max. number of people on site	50
Planned number of contractors on site	25

### Key Programme Details / Milestones

CDM2015 Reg 15(2)

Phase	Description
	To be confirmed

### Working Hours

CDM2015 Reg 15(2)

Activity Carried Out on	Hours
Monday to Friday	08:00 - 18:00
Saturday and Sunday	Saturday: 09:00 – 14:00 Sunday: None
Working Restrictions	No work shall be executed outside of these times or on Sundays and Public Holidays without the prior written acceptance of the <i>Project Manager</i> and a minimum notice period of 1 week is required.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite				
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 9 of 72			



## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

	Such acceptance will be influenced by the time of sunset, anticipated noise, odour and artificial light emissions from the works, proximity to property, use of public roads and any other considerations that could cause disturbance to members of the public.
--	--

<b>Issue no.:</b>	14	<b>Date:</b>	Jan 2020	<b>Parent document:</b>	H01 Guide to Site Management Plan Suite					
<b>Approved for IMS:</b>	IMS Manager	<b>Document owner:</b>	CR Director	<b>Workspace file:</b>	11.1	Page 10 of 72				

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VEG	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### Duty Holders

CDM2015 Reg 5

Duty Holder	Company Name and Address	Key Contact Details
Client	Environment Agency	Alison Roberts – 07950 860015 <a href="mailto:Alison.Roberts@environment-agency.gov.uk">Alison.Roberts@environment-agency.gov.uk</a>  Richard Williams - 07557 582783 <a href="mailto:richard.williams2@arcadis.com">richard.williams2@arcadis.com</a>
PD*	Jacobs	Steve Yates – <a href="mailto:Steve.yates@jacobs.com">Steve.yates@jacobs.com</a>
Designer*	Jacobs	Nick Petit - 07753 670 764 <a href="mailto:Nick.petit@jacobs.com">Nick.petit@jacobs.com</a>
PC*	Volker Stevin	Peter Vickers - 07739 037482 <a href="mailto:Peter.vickers@volkerstevin.co.uk">Peter.vickers@volkerstevin.co.uk</a>  Rhys Brindle – 07515 495489 <a href="mailto:Rhys.brindle@volkerstevin.co.uk">Rhys.brindle@volkerstevin.co.uk</a>
Contractor*	TBC	

\*Where there is more than one contractor, or it is reasonably foreseeable that more than one contractor will be working on the project at any one time, the Client must appoint in writing a designer with control over the pre-construction phase as PD, and a contractor as PC, as soon as is practicable, and in any event, before the construction phase begins (CDM 2015 Reg 5).

### Notification

CDM2015 Reg 6

A project is notifiable if the construction work on a site is scheduled to:

- (a) last longer than 30 days and have more than 20 workers working simultaneously at any point in the project; OR
- (b) exceed 500 person days

Where a project is notifiable, the CLIENT must give notice to the HSE (or ORR or ONR) as a soon as practicable before the construction phase begins.

The notice must contain the particular details specified in Schedule 1 of CDM 2015, be clearly displayed in the site office where it can be read by any worker engaged in the construction work, and if necessary, be periodically updated.

### Other Interested Parties

CDM2015 Reg 6

Duty Holder	Organisation Name and Address	Key Contact Details
Health and Safety Executive*	Health and Safety Executive Redgrave Court Merton Road Bootle Merseyside L20 7HS	0300 790 6787
Environment Agency	Lutra House Dodd Way Off Seedlee Road Walton Summit Centre Bamber Bridge Preston Lancashire PR5 8BX	0370 8506506 <a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a>

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 11 of 72				

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

Local Authority	Lancashire County Council County Hall Fishergate Preston Lancashire PR1 8XJ	0300 123 6701 <a href="mailto:enquiries@lancashire.gov.uk">enquiries@lancashire.gov.uk</a>
Local Authority	Preston City Council, Town Hall, Lancaster Rd, Preston PR1 2RL	01772 906900 <a href="mailto:info@preston.gov.uk">info@preston.gov.uk</a>
Local Authority	South Ribble Borough Council Civic Centre West Paddock Leyland Lancashire PR25 1DH	01772 625 625 <a href="mailto:info@southribble.gov.uk">info@southribble.gov.uk</a>

\* or Office of Rail Regulation (ORR)

### Communication with Duty Holders

CDM2015 Reg 14

To ensure full coordination and cooperation between duty holders the following meetings will take place relating to the management of the works prior to and throughout the construction phase.

Meeting Type	Frequency	Requirements for the Project
Pre-design / Project Meeting	Design stage	
Pre-start Meeting	Before construction phase	
Four Weekly HSE&Q Meeting	Every four weeks	
Progress Meeting	Weekly / monthly	Every 4 weeks
Close Out / Review Meeting	End of project	

### Project Goals / Objectives

Setting goals, measuring and benchmarking can yield significant benefits to an organisation. Objectives are prepared and published for VW UK under the Corporate Responsibility programme; the overall objectives of VW UK are contained in Appendix 4.

The following table summarises objectives applicable to the project set by the Client, the Project Team, or other stakeholders (as appropriate). Review of performance to these objectives will be conducted as part of internal audits and progress meetings. (Add additional rows if required).

No.	Set by	Requirements for the Project
1.	Environment Agency (EA)	When completed, Areas 1& 2 in combination with subsequent phases will better protect 4,778 properties of which 517 are businesses and move 1,709 properties from significant flood risk.
2.	Environment Agency (EA)	The Scheme will provide a standard of protection of 1.33% (for year 2080) Annual Exceedance Probability (AEP) to defined areas of the Scheme.
3.		

### Inspection and Monitoring Arrangements

CDM2015 Regs 15(2), 24

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite				
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 12 of 72			

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

Monitoring of site operations will be carried out on a day-to-day basis by site management. Weekly inspections will be conducted by site staff using HSE-07 *Site Safety & Environmental Inspection Record* on a rota basis facilitated by HSE-06 *Weekly Site Safety & Environmental Inspection Rota*. Health & Safety, Environmental and Quality Managers will also carry out regular inspections and audits. Additional inspections will also be carried out by Directors and Senior Managers. Subcontractor performance is used as part of future selection processes, and contributes to the further improvement of supply chain performance through the application of lessons learnt. Investigations will be carried out by site staff, or the relevant manager, of all incidents and complaints whether causing injury, loss, or near miss. Records using HSE-06 and HSE-07 must be stored in folder 13.4 *HSE-06 Register and HSE-07 Inspection*.

Records of accidents / incidents are to be prepared and submitted to the HSEQS department for central processing. Working hours and direct / subcontract personnel numbers are recorded on HSEQS online via Workspace.

The following table summarises the monitoring arrangements in place for this project:

Monitoring Type	When	Method
Site Inspection	Daily	Site tour
HSE&Q inspection	Weekly	HSE-07 by site rep as per HSE-06 rota
Senior Manager Inspection	Monthly	HSE-07B
Subcontractor Review	Monthly / end of package	HSE-05
Four-Weekly Safety Inspection	Every 4 weeks	HSE-04 and HSE-07 by H&S Manager
Environmental Inspection	Every 4-8 weeks	EMS-07 by Environmental Manager
Quality Inspection	Every 4-8 weeks	QMF-77 by Quality Manager
Internal Safety Audit	6-8 weeks then 6 months	Audit report and NCRs
Internal Environmental Audit	6-8 weeks then 6 months	Audit report and NCRs
Internal Quality Audit	4-6 weeks then 6 months	Audit report and NCRs
9001, 14001, 45001	Planned	Registration body, audit report, NCRs
Statutory Inspections	Planned	As required
Site visits by HSE or EA	Generally unplanned	Inspection Report, HSE-47

### Existing Records and Plans Relevant to Health and Safety on Site

CDM2015 Regs 19, 20

The extent and location of existing records and plans that are relevant to Health and Safety on site, including information about existing structures and underground / overhead services (if appropriate), will be uploaded and retained on Workspace with hard copies available as appropriate or on request. This information will be incorporated as appropriate into the site's Safe Systems of Work.

The Quality Plan details additional controls as appropriate to protect customer assets including existing structures.

All practicable steps must be taken, where necessary, to prevent danger to any person to ensure the stability of new or existing structures including those relating to temporary works.

The demolition or dismantling of a structure must be planned and carried out in such a manner as to prevent danger, or where it is not practicable to prevent it, to reduce danger to as low as is reasonably practicable. The arrangements for carrying out such demolition or dismantling must be recorded in writing before the demolition or dismantling work begins.

### Site Plan

CDM2015 Reg 13(4)(a), 17(4)

A Site Plan must be produced and form part of the site induction. A print of a construction drawing would be a starting point for annotation. For large or complex sites it may be necessary to have more than one Site Plan.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 13 of 72		



## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

The Site Plan should be displayed in prominent positions such as notice boards or induction / meeting rooms and must be reviewed during the life of the project and amended accordingly.

The site must, so far as is reasonably practicable, have sufficient working space and be arranged so that it is suitable for any person who is working or who is likely to work there, taking account of any necessary work equipment likely to be used.

The Site Plan should include, but not be restricted to:

1. General site layout
2. Site access / entry points, including access for emergency services
3. Parking areas
4. Vehicle routes / pedestrian walkways
5. Offices
6. Welfare facilities
7. Storage areas, including any lay-down areas
8. Containers on site and their contents
9. Waste storage arrangements
10. Any segregation of working areas e.g. areas under specific subcontractor responsibility
11. Any restricted or special working areas e.g. proximity to neighbours
12. Site drainage system including drain covers, surface water or foul water systems, discharge points, soakaways, oil separators / interceptors, and any shut-off valves. It should also indicate the direction of flow within the drainage system. (Note it is good practice to mark surface water drain covers blue and foul water covers red)
13. Location of the mains water supply stopcock, any sprinkler control valves, and fire hydrants
14. Position of controlled waters e.g. streams, ponds, culverts, spring, borehole, well, aquifer
15. Any potentially sensitive areas of porous or unmade ground
16. Environmentally sensitive areas e.g. nesting bats or birds, badger setts, newt fences, invasive plants
17. Location of pollution prevention materials e.g. spill kits, sand
18. Concrete wash-out point

### Legal and Other Requirements

CDM2015 Reg 13(3)(b)

The project will meet its legal requirements through compliance with any planning, local authority, enforcement agency conditions and to all relevant legislation. Updates will be made available to the Project Team via HSEQS.

Full details of how we manage legal compliance are detailed in procedure H03 *Legislation Compliance*.

Specific requirements as detailed in pre-construction information pack shall be incorporated into this Plan. This includes (where applicable):

- Security arrangements, including the prevention of access by unauthorised persons.
- Access and egress control to site and adjacent properties
- Managing noise and dust from project activities
- Fire precautions safeguarding adjoining properties
- Prohibited areas and special access requirements
- Occupied buildings
- Environmental and ecological restrictions

### Permits, Consents and Licenses

The following table should record all relevant permits, consent and licenses (add additional rows as required).

Type	Issuing Body	Date of Expiry	Additional Comments
MMO – Marine Licence	DEFRA	TBC	Application to be submitted by EA. Required for all works below MHWS
FRAP	EA	TBC	

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite				
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 14 of 72			



## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### 1.2 KEY HEALTH, SAFETY, ENVIRONMENTAL OR QUALITY RISKS

CDM2015 Reg 12(2)

The following lists should be made site specific as applicable, non-applicable items must be deleted. Control measures will be clearly set out in method statements and risk assessments as applicable.

Significant risks to **health** arising from site activities include:

- Dealing with contaminated land
- Manual handling
- Noise
- Vibration
- Dust, silica
- *Leptospirosis*
- *Working with concrete*
- Stress
- Invasive plant species – Giant hogweed near the working areas

Significant risks to **safety** arising from site activities include:

- Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, e.g. during access or egress to the site
- Dealing with services - water, gas, high-pressure pipelines, electricity including overhead power lines, temporary electrical installations
- Accommodating adjacent land users
- Stability of structures, including temporary structures and existing unstable structures
- Falls from height
- Lifting operations
- The maintenance of plant and equipment
- Work on excavations, work where there are poor ground conditions and risk of burial
- Work on or near water where there is a risk of drowning
- Work involving the assembly or dismantling of heavy prefabricated components
- Traffic routes and segregation of vehicles and pedestrians
- Storage of materials (particularly hazardous materials) and work equipment
- Confined Space works
- Piling Operations

Significant risks to **the environment** arising from site activities include:

- Noise
- Dust
- Water pollution – to the River Ribble
- Dewatering
- Controlled discharges
- Spillage
- Emissions (black smoke)
- Fauna or flora (*Protected trees, Otters, etc....*)
- Waste management
- Contaminated land
- Displacement of ecological habitats
- Invasive species

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 15 of 72				

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

Significant **quality** issues or works of particular significance include:

- Storage of materials
- Pre-cast units

### 1.3 DISTRIBUTION AND AUTHORISATION RECORDS

CDM2015 Reg 12(4)

It is the responsibility of the Project / Site Manager to authorise the SMP and to ensure that during the contract period it is reviewed and developed to reflect the contract requirements and works being carried out, including information from Designers, subcontractors and any variations.

The controlled distribution of this SMP is detailed in the table below.

The master SMP will be retained within the *Project* document pool on Workspace. A printed copy - Copy No 1 - will be retained at the site office as the "Master Copy".

Issue of controlled copies can either be completed via email direct to the recipient, via Workspace document distribution, or in hard copy using the issue receipt in the table below.

Acknowledgement of receipt must be obtained from the recipient; if the SMP is issued electronically this should be via return email, and if the SMP is issued in hard copy, the recipient should complete the issue receipt in the table below and return the photocopied page. **This acknowledgement must be retained in Appendix 10 Miscellaneous of the master copy of the SMP and folder 11.1 Site Management Plan (SMP).**

#### SMP Controlled Copyholders (add additional rows if required)

Copy No.	Recipient	Location
1	Project / Site Manager	TBA
2	PD	TBA
3		

Any revisions made to the "Master Copy" shall be issued to all other controlled copyholders. It is then the responsibility of the controlled copyholder to amend their Plan as revisions are received.

The document issue status is as indicated in the table below. Dates and scope of revision are as set out in the revision record table in section 1.4.

#### Controlled Copy Issue Receipt (add additional rows if required)

Copy No.	Recipient	Date Issued	Date Received	Signature*
1	Project / Site Manager	TBA	TBA	
2	PD	TBA	TBA	
3				

\* Only if SMP is issued in hard copy format

### 1.4 REVISION AND BRIEFING RECORD

CDM2015 Reg 12(4)

Minor changes to the SMP (e.g. changing a name on the organisation chart) do not warrant a re-brief of the SMP to the Project Team. These can be recorded below by entering the issue number and AMD, e.g. 1 (AMD).

Major changes, or six subsequent minor changes, do require a full briefing to the Project Team and a new issue number. The SMP and its subsequent revision shall be briefed to all project based staff, and recorded in Appendix 11 *Briefing of the Site Management Plan*. This includes agency personnel to execute its project responsibilities and obligations. It is the responsibility of the Senior Manager on site to ensure updates are communicated and recorded.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 16 of 72				



# Site Management Plan

**H01-01**

VF-B ✓	VF-C ✓	VF-R SMP(Rail)	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-------------------	---------	-----------	---------	---------	----------	---------	---------	------------------------

Records of briefings must be retained in Appendix 11 *Briefing of the Site Management Plan*.

**Note, when uploading revisions to Workspace, ensure that during the upload the issue number is amended to match that of the document itself.**

**SMP Revision Record** (add additional rows as required)

Issue No.	Date	Section No.	Subject	Authorised
1	TBC	1-6 Inclusive	Issued for use	
2				
3				

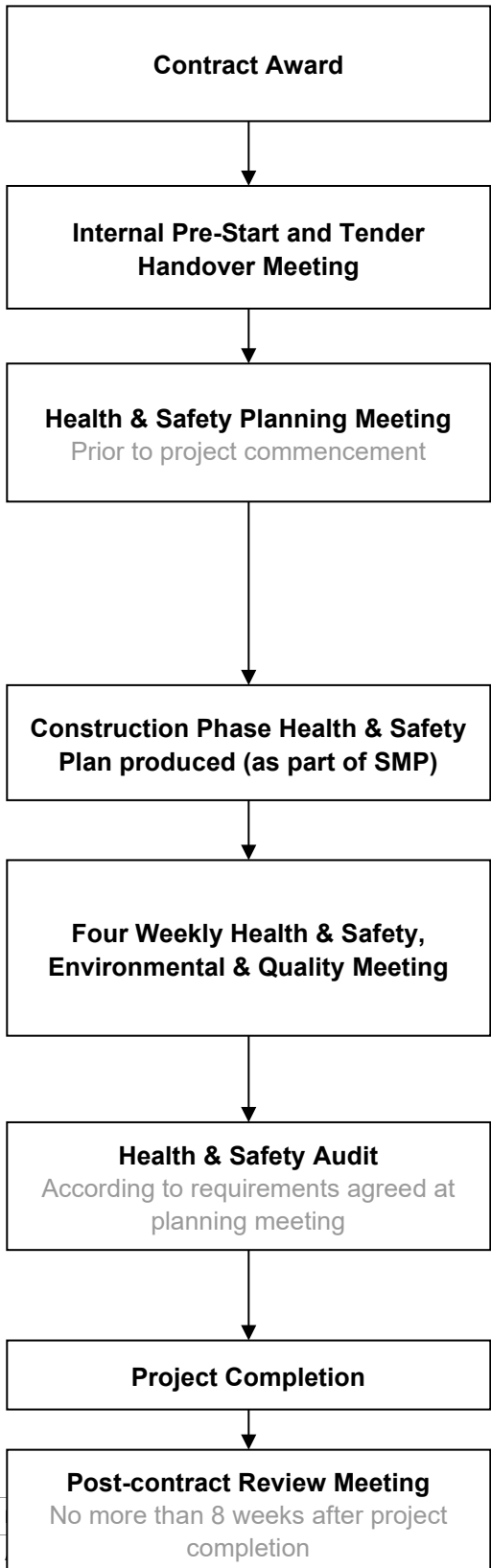
<b>Issue no.:</b>	14	<b>Date:</b>	Jan 2020	<b>Parent document:</b>	H01 Guide to Site Management Plan Suite					
<b>Approved for IMS:</b>	IMS Manager			<b>Document owner:</b>	CR Director	<b>Workspace file:</b>	11.1	Page 17 of 72		

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### PROJECT HEALTH AND SAFETY MANAGEMENT



#### Key outputs / actions at each stage

- Contract award memo, issued companywide
  - Minutes of meeting(s)
    - 'Internal Pre Start Meeting'
    - 'Tender Handover Document Transmittal'
 Both records uploaded to Workspace
  - HSE-01 *Health & Safety Planning Meeting Agenda* / HSE-60 *Health, Safety, Environmental and Quality Planning Meeting Agenda*
  - HSE-02 *Company Standard Risk Assessment*
  - HSE-01 / HSE-60 and HSE-02 uploaded to Workspace
  - Audit requirements / date(s) agreed
- If the project lifecycle is more than 6 months, additional audits are required, date(s) agreed.
- Site Management Plan (incorporating Construction Phase Health & Safety Plan)
  - SMP maintained on Workspace
  - 4 Weekly HSE-04 *Four Weekly Health & Safety, Environmental and Quality Meeting*. Attended by H&S Manager and Project Team. Including HSE-07 *Site Safety and Environmental Inspection Record*
  - 4 Weekly visit by project H&S Manager throughout contract duration
  - Records uploaded to Workspace
  - Audit report
  - Any non-conformance reports or observations agreed timescales and close-outs
  - Audit report and NCRs uploaded to Workspace

Document:  
Responsible owner:



## Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

## 2. CONSTRUCTION PHASE HEALTH & SAFETY PLAN

CDM2015 Reg 12(2)

This “Construction Phase Health & Safety Plan” (hereinafter referred to as the “Health & Safety Plan”) has been prepared based on the requirements of the CDM 2015. It should be read in association with business unit policies and procedures, CIP Construction Health and Safety Manual (found in the Workspace Document Library), and the Pre-construction Information where applicable. Where we have contract design responsibility, specific Health & Safety requirements raised by designer(s) shall be included along with those raised by the PD.

The development of a project specific Health & Safety Plan will flow from the HSE-01 *Health & Safety Planning Meeting Agenda* / HSE-60 *Health, Safety, Environmental and Quality Planning Meeting Agenda* with sections amended, deleted or added as required. Records of HSE-01/ HSE-60 must be stored in folder 11.8.1 *Health and Safety Planning Meeting*.

The SMP describes the arrangements for securing the Health and Safety of everyone carrying out the construction work and all others that may be affected by it. This Health & Safety Plan will be added to, reviewed and updated as the project develops, further design work is completed, information from subcontractors starting work becomes available, unforeseen circumstances or variations to planned circumstances arise, etc. A copy of the Health & Safety Policy is available upon request.

An appointed specialist from HSEQS will provide Health and Safety management guidance to the project. Where necessary, further advice may be sought from VW UK Shared Services or specialist external consultants. Any advice given by specialist external consultants must be ratified by HSEQS.

### The Health and Safety Manager that has been appointed for this project is

Name:	Neil Smith
Mobile Number:	TBC
Email Address:	Neil.smith@volkerstevin.co.uk

### 2.1 RESOURCES, ROLES, RESPONSIBILITY, ACCOUNTABILITY AND AUTHORITY

#### Safety Responsibilities

CDM2015 Reg 8

It is the responsibility of management and supervisory staff to ensure that our Health & Safety Management system is complied with on this project. At the pre-contract safety meeting some project specific safety responsibilities are identified and allocated using HSE-01 *Health & Safety Planning Meeting Agenda* / HSE-60 *Health, Safety, Environmental and Quality Planning Meeting Agenda* (filed in Appendix 10). Whilst the overall responsibility for the safe execution of these works rests with the Project Manager, specific safety roles may be performed by competent nominated persons identified in HSE-33 *Allocation of Responsibilities*. These responsibilities are reviewed at the 4-Weekly Health, Safety and Environmental Meetings. Current responsibilities for this project are summarised in HSE-33. Records of HSE-33 must be stored in folder 11.1 *Site Management Plan*.

#### Allocation of Responsibilities, Signatories and SMP Briefing

CDM2015 Reg 8

Duty holders are specified in section 1.1 above. General duties of employees with respect to Health and Safety are set out in the *Health & Safety Policy and Practice*. Allocation of site specific responsibilities and a record of signatures shall be maintained on HSE-33 as applicable and inserted in to Appendix 10 *Miscellaneous*. Sections 1 to 14 of HSE-33 require allocation of a responsible person to control items such as mail, record sheets, and specific roles e.g. fuel storage coordinator. All those responsible persons, named in sections 1 to 14, must sign section 15 of HSE-33 as a record of their signature and acceptance of responsibilities. Section 16 of HSE-33 allows ‘additional designated scope of authority’ to be recorded. This is to be used where additional names must be recorded e.g. multiple staff signing for deliveries and / or where additional responsibilities have been identified.

All relevant project management staff must be briefed on this SMP (refer to Appendix 1 *Organisation Chart* for guidance), including any subsequent revisions (refer to 1.4 above) and records of the briefings must be retained in Appendix 10 *Miscellaneous*.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 19 of 72				



## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### BS ISO 45001:2018 registration

All VW UK business units hold registration to BS ISO 45001:2018. The certificates can be made available on request.

<b>Issue no.:</b>	14	<b>Date:</b>	Jan 2020	<b>Parent document:</b>	H01 Guide to Site Management Plan Suite					
<b>Approved for IMS:</b>	IMS Manager	<b>Document owner:</b>	CR Director	<b>Workspace file:</b>	11.1	Page 20 of 72				





## Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### 2.2 LIAISON AND CONSULTATION

CDM2015 Regs 8(4), 13(3)(a), 13(5), 14, 15(3)(a)

All duty holders have specific duties under CDM 2015 to make and maintain arrangements to enable effective cooperation and consultation between themselves and workers. Cooperation between contractors for Health and Safety purposes is secured by maintaining regular contact, providing relevant information and holding meetings on site to liaise and discuss programme, interface, overlap and items requiring attention. Liaison will occur throughout the project and will include the following:

Level	Method	People Involved	When
Project	Four Weekly HSE&Q Meetings / Safety Committee / Project Closeout	Management / Workforce / H&S Manager	Four-weekly / planned
Site Team	Toolbox Talks, Task Briefings, Subcontractor Progress Meeting, Subcontractor Supervisor Meeting (HSE-05)	Workforce / Subcontractors	Weekly / daily / planned
Individual	Feedback / Suggestion Boxes / Hazard, Near Miss, Close Call Reporting	Directly with each employee	Open door policy
Stakeholders	Additional Stakeholder Meetings	Emergency services, LA, schools, residents etc.	Pre-construction / planned

In addition to this, arrangements for all people on site to be consulted and contribute to H&S will be provided by:

- Encouraging all site staff to attend Four Weekly Health & Safety, Environmental and Quality meetings (HSE-04)
- Daily contact with employees and their employers
- Items specifically highlighted during subcontractors' progress meetings
- Analysing responses to information posted on the site notice board
- The opportunities during site induction, method statement briefings (HSE-19) and toolbox talks (HSE-20) to take part in the organisation of Health and Safety on site. Records using HSE-20 *Tool Box Talk Register* must be stored in folder 11.11 *Toolbox Talks + Surveillance*
- Site management will liaise with all persons on site, taking account of and coordinating their views
- Encouraging the workforce to elect an employee safety representative

### 2.3 THE EXCHANGE OF DESIGN INFORMATION BETWEEN THE CLIENT, PRINCIPAL DESIGNER, DESIGNERS AND CONTRACTORS ON SITE

CDM2015 Regs 8, 9(4), 11(2)(a), 11(7), 13(2)(a)

Design control, where we hold design responsibility, is executed in accordance with business unit design processes and in accordance with CDM 2015. The designer must avoid foreseeable risks, include adequate information and cooperate with the PD and other Designers.

The designer(s) shall be made aware of the Client's requirements and including the pre-construction information. This will include methods and frequency of communication and relationships with the Client, PD and others where applicable.

During the design phase regular review meetings will be held. These will provide the opportunity to review designer risk assessments, design solutions, construction risks and operational / maintenance issues. As appropriate, design coordination and value engineering meetings will be held involving Designers and contractors as necessary, to fully develop an economic and safe design / construction solution.

The means for communicating across the Project Team, including the Client and their representatives, the PD, Designers, the PC, contractors, workers on site and others whose Health and Safety may be affected, will be by direct verbal contact, memos, letters, instructions, permits to work, notices, drawings, plans and meetings. Contact may also be via telephone, fax, post or email. As design proceeds, including verification, details will be issued to contractors on site for construction and copies retained for inclusion in the Health and Safety File as appropriate.

Cooperation between contractors for Health and Safety purposes is secured by maintaining regular contact, providing relevant information and holding meetings on site to liaise and discuss programme, interface, overlap and items requiring attention. Liaison will occur throughout the project. Key project personnel with duties and responsibilities for the exchange of safety, health and environmental information are contained in HSE-33 *Allocation of Responsibilities* which can be found in Appendix 10 *Miscellaneous*.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 21 of 72				



## Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

The general principles of prevention must be taken into account when deciding design, technical and organisational aspects of planning the various items or stages of work, which are to take place simultaneously or in succession. The Quality Plan (follows in the SMP - Section 4) details the arrangements for design management on this project.

### 2.4 HANDLING DESIGN CHANGES DURING THE PROJECT

CDM2015 Regs 11(7), 11(2)(a), 13(2)(a)

Documents issued during construction, which may impact on the existing design, include drawings, instructions, technical queries and requests for information. Receipt of all such documents is handled in accordance with Q01 *Control of Documents*.

Design changes may affect the Health and Safety risks during construction and / or maintenance and operation. Where the revised design introduces new high risk construction activities the designer is required to provide their Design Risk Assessment. This will be reviewed by the Site Team and may lead to proposals to amend the design to reduce construction risk.

The safety controls for the construction process, namely method statement and risk assessment, will address the 'For Construction' details including design changes where / when applicable. This will require the safe system of work to be reviewed and amended as necessary to reflect design changes during construction. Similarly the Health and Safety File will contain information on the operation / maintenance of the facility as constructed, including design changes as appropriate. This information will be made available to the PD in the format prescribed.

### 2.5 SELECTION AND CONTROL OF CONTRACTORS

CDM2015 Regs 8, 15(7)

#### Subcontractors, Designers

In accordance with the CDM 2015, arrangements will only be made for subcontractors to carry out or manage construction work if we are satisfied that the subcontractor has the appropriate competence and has allocated adequate resources to enable him to comply with the relevant statutory provisions. It is our policy to employ those who are in an approved status on Workspace. This is kept up-to-date through regular feedback from a number of sources, including site management. Those organisations not on Workspace must be assessed in accordance with our supply chain procedures to ensure that we select organisations that are competent who make adequate provision for Health and Safety. The competence of subcontractors is assessed by evaluating their response to our supply chain procedures. Further evaluation is provided by audits. This response to the questionnaire or audit is taken into consideration, together with details of their past performance and pre-appointment interview.

#### Suppliers of Materials

The buying department / site will ensure that when placing orders for materials, the manufacturers / suppliers are instructed to forward to site the relevant safety data sheets and information to support their products.

#### Machinery, Plant, Tools and Equipment

Machinery, plant, tools and equipment supplied for use will be suitably selected, inspected and recorded, used and maintained, with operator training provided when necessary. All machinery, plant, tools and equipment must be used and maintained in accordance with manufacturers and suppliers guidelines and tested, thoroughly examined and inspected in accordance with statutory requirements. Selection will be based on appropriate risk assessment. Relevant maintenance records, examination certificates and operator training records will be provided prior to starting on site. Only authorised persons will be allowed to operate mobile plant, and records maintained using HSE-23 *Permit to Operate Plant* with records stored in folder 11.6 *Permits to Work*.

### 2.6 EXCHANGE OF H&S INFORMATION BETWEEN CONTRACTORS

CDM2015 Regs 8, 13, 14, 15

#### Pre-construction

Prior to construction commencing, a Health & Safety Planning Meeting is held utilising forms HSE-01 / HSE-60 and HSE-02 as an agenda to discuss the formulation of the Health & Safety Plan and its subsequent implementation. The Project / Contract Manager, Site Agent / Manager, Health & Safety Manager, and others will

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 22 of 72				

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

attend as appropriate.

It is stated within the tender enquiry documents that all subcontractors / suppliers must price and carry out their works to meet the requirements of the Health and Safety at Work etc. Act 1974, and in particular the Management of Health and Safety at Work Regulations 1999, CDM 2015, and business unit Health and Safety requirements as a minimum. At the time of tender, subcontractors / suppliers will be notified or made aware of any particular safety requirements or hazards within the Pre-construction information and contract documentation, together with any other relevant Health and Safety information. Pre-start meetings with subcontractors will discuss safe methods of working, safety measures to be taken and to allocate and record health, safety and welfare responsibilities using form HSE-03.

### Construction Phase

All persons entering the site will attend a Site Safety Induction, be issued with a copy of the site rules and will be required to sign to show acceptance. During the Site Safety Induction everyone will be made aware of the site requirements, welfare, first aid and emergency requirements, specific hazards and safety control measures.

Competence checks will be conducted in accordance with procedure H37 *VW UK Accepted Record Schemes and Cards*, which details which schemes and cards we recognise on our work sites.

Toolbox talks and safety alerts will be given on key topics arising during the construction phase.

The Four Weekly Health & Safety, Environmental and Quality Meeting will be the main forum to review the performance against objectives and highlight areas of concern, as well as plan future Health and Safety requirements.

Instructions regarding Health and Safety that require immediate action will be conveyed verbally, followed up in writing when applicable.

Health and Safety will be identified as a specific topic on the agenda for subcontractor progress meetings (HSE-05). Subcontractors will be informed about risks at these meetings. Any revised design information will be issued to the subcontractor using standard management system proformas or others as applicable. The Site Manager may also give further direction and instruction in writing to the subcontractor(s) as and when required.

## 2.7 SITE SECURITY

*CDM2015 Reg 18*

Site security requirements will be fully determined and implemented, safe guarding the working areas for the project site workforce and protection of other third parties. Where necessary in the interests of Health and Safety, so far as is reasonably practicable, and in accordance with the level of risk posed, the site perimeter must be identified by suitable signs and be arranged so that its extent is readily identifiable or be fenced off.

The following measures for the site will be introduced throughout the construction phase with related records stored in folder 10.7 *Security*:

No.	Location	Arrangements
1.	Site Perimeter	Heras fencing and cctv
2.	Site Compound / Offices	Heras fencing, cctv & man patrols where necessary
3.	Materials Storage	Heras fencing and cctv
4.	Plant Storage	Heras fencing and cctv
5.		

## 2.8 SITE INDUCTION

*CDM2015 Regs 14, 15*

### Information

Health and Safety information and statutory notices will be displayed in the site office and in the welfare facilities, along with emergency procedures and the identity of persons in charge.

### Induction

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite				
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 23 of 72			

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

Site specific inductions will be given to all personnel entering site (as appropriate). In particular they will be made aware of the Site Plan, site rules, the extent of the site, ground conditions and access authorisation. This induction will highlight specific safety risks and hazards on site, together with the preventive and protective measures, including permits to work, as well as emphasising each individual's duties with regard to Health and Safety. Relevant parts of the Health & Safety Plan and method statement will be made known. A record will be kept of all inductions carried out.

The induction is not intended to provide general Health and Safety training. A generic template for site induction is available as a PowerPoint presentation via Workspace; this induction must be made site specific.

The subfolders in 11.5 *Site Induction Records* must be used to store induction related records: 11.5.1 *Induction Forms* / 11.5.2 *Site Rules Register + Supervisor Rules* / 11.5.3 *Induction Presentations* / 11.5.4 *HSE-16 Contractor Fitness for Work Record*.

### Subcontractors

Subcontractors' supervisors will be given specific instructions and rules prior to starting work, which will be recorded using form HSE-17 *Site Supervisors Instructions* and stored in folder 2.7 *Site Instructions*.

## 2.9 ON SITE HEALTH AND SAFETY TRAINING

CDM2015 Reg 15(7)

Training will be provided upon recruitment or on being exposed to new or increased risks because of:

- Being transferred
- Change of responsibility
- Introduction of new / change in work equipment
- Introduction of new technology
- Introduction of new / change in system of work

Training will be repeated periodically where appropriate, adapted to take account of new or changed risks and take place during work hours. It may be necessary when working on or adjacent to certain operations to carry out specific training to make site personnel (e.g. managers, operatives) are aware of the additional hazards. This training may be carried out by specialist organisations or may be a tailor-made course run by VW UK.

Toolbox talks will be held on a regular basis. These will generally be carried out by the immediate Line Manager for the operatives concerned. A written record will be kept of all toolbox talks (HSE-20), containing the names of operatives attending and the name of the person giving the talk. Part of the value of these talks is to seek feedback from the workforce about safety hazards faced during their activities.

## 2.10 WELFARE FACILITIES AND FIRST AID

CDM2015 Reg 4(2)(b), 13(4)(c), 15(11)

The Plan shall set out the general principles and intended arrangements for the provision and maintenance of suitable site accommodation including the intended provision of toilets and welfare facilities taking into account any arrangements to make use of existing services or facilities. Detailed specifications need not be set out here but will be included in the specific method statements. Adequate and suitable toilets, washing facilities, rest rooms and changing rooms will be provided at the earliest possible time.

### Sanitary Conveniences, Washing Facilities and Drinking Water

The welfare arrangements will:

- Be readily and safely accessible
- Be kept clean, orderly and be adequately ventilated and lit
- Have a supply of drinking water (clearly marked) and cups
- Have facilities for boiling water and heating food
- Have facilities for eating food etc.
- Have facilities that will be safely maintained
- Have separate toilet, washing and changing facilities for male and female staff, or a lockable door

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 24 of 72		

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

- Not be used for storage of materials or plant
- Only be portable facilities as an interim measure and for remote or short-term work
- Have running water for washing and flushing provided as soon as possible
- Have hand wash basins (sufficient to wash forearms) with hot and cold, or warm water (which must be running water so far as is reasonably practicable) and soap or other means of cleaning, (nailbrushes when required / when working with lead) in the immediate vicinity of every sanitary convenience and in the vicinity of any changing rooms with hand towels or other suitable means of drying
- Include showers where required for health reasons, where work is particularly dirty e.g. during work in contaminated ground, or made available at a readily accessible location
- Have specialist decontamination facilities where identified as necessary for activities such as asbestos removal

Separate washing facilities must be provided for men and women, except where they are provided in a room the door of which is capable of being secured from inside and the facilities in each room are intended to be used by only one person at a time. Separate facilities are not required for facilities provided for washing hands, forearms and the face only.

### Changing Rooms and Lockers

Suitable and sufficient changing rooms must be provided or made available at readily accessible places if a worker has to wear clothing for the purposes of construction work and cannot for reasons of health or propriety, be expected to change elsewhere.

Where necessary for reasons of propriety, there must be separate changing rooms for, or separate use of rooms by, men and women.

Changing rooms must be provided with seating and include, where necessary, facilities for drying any special clothing and any personal clothing or effects.

Suitable and sufficient facilities must, where necessary, be provided or made available at readily accessible places to enable persons to lock away any special clothing which is not taken home, their own clothing which is not worn during working hours, and their personal effects.

### Facilities for Rest

Suitable and sufficient rest rooms or rest areas must be provided or made available at readily accessible places.

Rest rooms and rest areas must:

- Be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work or likely to use them at any one time
- Where necessary, include suitable facilities for any woman at work who is pregnant or who is a nursing mother to rest lying down
- Include suitable arrangements to ensure that meals can be prepared and eaten
- Include the means for boiling water
- Be maintained at an appropriate temperature.

### Welfare Facility Requirements

Estimated maximum number of personnel on site at peak of works is:

50

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 25 of 72		



## Site Management Plan

**H01-01**

VF-B ✓	VF-C ✓	VF-R SMP(Rail)	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-------------------	---------	-----------	---------	---------	----------	---------	---------	------------------------

The project specific welfare facilities provided for this project are detailed below.

Welfare Facility	Male	Female
Number of sinks (min 2 for 25 persons, 1 sink per 25 persons thereafter):	TBA	TBA
Number of WC (min 2 for 25 persons, 1 WC per 25 persons thereafter):	TBA	TBA
Number of urinals:	TBA	TBA
Number of showers:	TBA	TBA
Number of portable toilets:	TBA	TBA
Type of water supply:	Mains	
Equipment for heating food:	Microwave & oven	
Equipment for drinks:	Water cooler & kettle	
Method of heating:	Electric	
Type of lighting:	Motion sensor	
Cleaning arrangements:	Cleaner to be employed	
Provision of catering facilities:	Mess cabins / kitchen	

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 26 of 72		



## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### First Aid

The arrangements and requirements for the supply and identification of suitably equipped and competent first aid personnel throughout the project is set out below. This shall include the provision of first aid equipment and the means by which this will be maintained. The first aid facilities will be inspected on a weekly basis to ensure they are sufficient for the works being undertaken and in good order, any stock requirements will be ordered.

First aid facilities will be kept on site for minor injuries, as well as for the purpose of preserving life and minimising the consequences of injury and illness until help from a medical professional can be obtained. The minimum provision will be a suitably stocked first aid container. Sufficient, suitably qualified persons will be appointed to take charge of first aid arrangements and to cover for absences.

All injuries, however minor, will be entered in the site Accident Book.

### Health & Safety Executive Recommendations on First Aiders in the Workplace

Category of Risk	No. Employed at any Location	Suggested Number of First Aid Personnel
Low Hazard	Less than 25	At least 1 appointed person
Offices	25-50	At least 1 first aider trained in EFAW
Higher Hazard e.g. light engineering, extensive work with dangerous machinery or sharp instruments, construction, or work involving special hazards* such as hydrofluoric acid or confined spaces	Fewer than 5	Appointed person** - At least one
	5-50	At least 1 first aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least 1 first aider trained in FAW for every 50 employed (or part thereof)
* Additional training may be needed for first aiders to deal with injuries resulting from special hazards. The type of injuries that might arise in working with those hazards identified will influence whether the first aider should be trained in Emergency First Aid at Work (EFAW) or First Aid at Work (FAW)		
** Where first aiders are shown to be unnecessary there is still a possibility of an accident or sudden illness, so you should still consider providing qualified first aiders		

**Notices indicating the location of first aid equipment facilities and personnel will be displayed in a prominent position on site.**

### First Aid Arrangements:

Facility	Size / Quantity
First Aid Boxes	TBA
First Aiders	TBA
Appointed Persons	TBA
First Aid Room	TBA

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite				
Approved for IMS:	IMS Manager		Document owner:	CR Director	Workspace file:	11.1	Page 27 of 72		



## Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### 2.11 REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS, DANGEROUS OCCURRENCES AND NEAR MISSES

In the event of an injury, fire or other dangerous occurrence, the incident shall immediately be reported to the site office, where the Project / Site Manager or deputy shall assess further actions required including contacting the Emergency Services (999 or other number dependent on location).

The Site Management Team will report any potential RIDDOR injuries, dangerous occurrences, or utility strikes immediately to their Health & Safety Manager who will provide the level of support and assistance as appropriate to the incident.

Any incident where the injured party is taken to hospital, whether by ambulance or car, must be reported to the Health & Safety Manager immediately, regardless of the potential outcome.

Accident reporting, recording and investigation will be in line with the requirements outlined in **H07 Investigation and Reporting of Accidents, Incidents and Near Misses**. All incidents will be investigated. The investigator and nature of the investigation will depend upon the severity or potential severity.

All injuries must be recorded in the site Accident Book.

For non-RIDDOR reportable accidents a responsible site representative will be nominated to investigate the incident, and a detailed accident report form (HSE-31) shall be completed and forwarded to the relevant Health & Safety Manager within 10 days, together with witness statements, photographs and all other relevant documents as soon as possible. Certain Clients may also require separate forms to be completed.

Where any accident is reportable to the Health and Safety Executive the employer of the injured person will be responsible for ensuring it is reported, a copy of the F2508 will be filed (confidentially) on the site.

Where a contractor does not provide evidence of reporting to the Health and Safety Executive the Project's Operations Management Team will report it directly to the Health and Safety Executive on behalf of the contractor.

Near miss incidents should be reported using HSE-54 *Hazard Observation Close Call Near Miss Report*. Significant near misses will be treated in the same manner as an accident with appropriate investigations undertaken.

Company insurers shall be notified if it is suspected a claim may be made against VW UK. A copy of the claim form should be sent to the HSEQS department in conjunction with the incident report.

In the event of an incident or loss (except motor vehicle loss), C02 *Uninsured Loss Procedure* shall be followed and a notification issued to Contractsure. In response, they will email an internal notification acknowledgement and provide a claim reference number, which must be used on all future correspondence. Photographic evidence should be provided to Contractsure at every opportunity along with the precise location of the incident. All third party correspondence should be passed to Contractsure, unanswered, to enable Contractsure to make their interest known to the Claimant within 48 hours of notification. Contractsure will act on behalf of VW UK and will enter directly into settlement negotiations, if liability attaches.

#### Records

The following folders must be used to store incident and accident records.

- 11.8.3 *Accident Book*
- 11.8.4 *RIDDOR | HSE-31 Accident + Incident Reports*

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 28 of 72		

## Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### 2.12 HAZARD IDENTIFICATION, RISK ASSESSMENT AND DETERMINING CONTROLS

#### Activities with Risks to Health and Safety

CDM2015 Regs 4(2)(a), 9(2), 11(1), 13(1), 15(2)

Activities with risks to Health and Safety are considered at the HSE-01 *Health & Safety Planning Meeting Agenda* / HSE-60 *Health, Safety, Environmental and Quality Planning Meeting Agenda*. Risk assessments detailed in the pre-construction information, together with further risk assessments deemed necessary including those for activities carried out by other contractors, shall be reviewed and approved for use. Safety method statements are prepared for activities with significant risk, and these will be briefed to site operatives and a record kept using HSE-19 *Method Statement Briefings Register*.

All persons attending site, whether visitors, employees or self-employed, will be informed of the risks together with the preventive and protective measures established, so that they understand what they need to do.

The identification and effective management of activities with risks to Health and Safety are planned, organised, controlled, monitored and reviewed at the Four Weekly Health & Safety, Environmental and Quality Meetings.

Assessments and appropriate precautions as required by the COSHH Regulations are carried out and details recorded and maintained in method statements and in site offices.

Noise and manual handling assessments will also be carried out as required and the details maintained in the site offices. Persons affected will be briefed and records kept.

Permit to work systems will be instigated when required and records will be maintained in the site offices.

#### Production and Approval of Risk Assessments and Written Systems of Work Including Method Statements

HSE-08 *Method Statement Risk Assessments Schedule* must be prepared and maintained throughout the construction period identifying the time by which individual method statements complete with risk assessments are required. Method statements and risk assessment must be task focused and site specific.

Detailed method statements must be prepared for all activities with significant risk and they shall address: Risk Assessment (HSE-10), COSHH (HSE-15), Manual Handling (HSE-44), PPE Issue (HSE-36), Noise (HSE-13), Asbestos, Lead and Display Screen Equipment control measures (where applicable).

The review of individual method statements will be recorded on HSE-09 *Method Statement Evaluation Sheet* and the cover sheet of authorised method statements signed accordingly (if applicable). All method statements must be formally authorised by a Senior Manager who has not been involved in the initial production.

The relevant manager / supervisor responsible for the activity, whether performed by VW UK or a subcontractor, is responsible for ensuring that operatives understand and comply with the method statement. Any changes in method must be approved and re-authorised before being acted upon.

#### Records

The following folders must be used to store these records

- 11.3 *Risk Assessment + Method Statements*
- 11.4 *COSHH Assessments*
- 11.8.5 *H&S reports*
- 11.8.9 *Personal Protective Equipment*

### 2.13 PROJECT SITE RULES

CDM2015 Regs 13(4)(a), 15(9)(a)

Site rules are detailed within Appendix 3 of this Plan and will be issued / discussed with all personnel at induction. Evidence of this induction is recorded on HSE-18 *Safety Induction Register* and through the completion of HSE-16 *Fitness for Work*. Site standards actually achieved will be compared with those set for the project at monthly safety meetings.

#### Drugs and Alcohol Policy

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 29 of 72		

## Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

VW UK is committed to maintaining healthy, safe and productive working conditions throughout its activities. We recognise that alcohol and drugs have an impact on an individual's ability to work safely and correctly and as such, aim to provide an environment free from the misuse of drugs and alcohol. The *VolkerWessels UK Drugs and Alcohol Policy* defines our protocols. This policy is designed to ensure safety by placing and enforcing strict limits regarding the misuse of drugs or alcohol. A copy is available upon request.

### 2.14 FIRE AND EMERGENCY PROCEDURES

CDM2015 Reg 15(9)(a)

#### Details of Emergency Services

In the event of a major injury, fire or other dangerous occurrence, the incident shall immediately be reported to the site office, where the Project / Site Manager or deputy shall assess further actions required including contacting the Emergency Services (999 or other number dependent on location).

Details (name, address and telephone number) of the nearest accident and emergency hospital and police station will be posted in a prominent position on site together with a map showing their location. Appendix 9 *Emergency Contact List* provides the template for this information.

#### General Fire Precautions

Fire risk assessment(s) will be carried out and recorded using HSE-12 *Site Fire Plan* to identify control measures required for each of the work areas within the project. A Fire Plan is to be prepared to show fire-fighting equipment, alarms, fire exits, assembly point positions etc. Note, other hazards such as flooding or the risk from asphyxiation or toxic gases will be considered separately.

Means of escape, emergency signs and lighting, fire alarms and fire-fighting equipment will be provided as necessary by Morgan Fire Protection or another approved supplier. Any non-automatic firefighting equipment will be easily accessible, simple to use and indicated by signs. Fire alarm systems, firefighting equipment and escape routes will be checked weekly and recorded in the Fire Plan.

Fire instruction notices will be prominently displayed and made known to all personnel on site during induction, outlining:

- Action to be taken on discovering a fire, including raising the alarm and fire-fighting, if it is safe to do so
- Action to be taken on hearing the alarm
- Location of the assembly point
- Who will be in charge, their deputy and their roles

Fire points containing the appropriate fire extinguishers and signs will be installed in site offices, adjacent to escape routes and at prominent positions adjacent to specific activities such as hot works or HFL / LPG storage.

The following arrangements will be made for the safe storage of HFL, LPG and waste material:

- Only minimum quantities of highly flammable liquids will be allowed on site and these will be securely stored in a lockable, labelled, fireproof container at least 3m away from site offices
- All gas bottles will be securely stored in a vertical position within a ventilated, lockable, labelled store at least 3m away from site offices
- All waste will be stored in skips (covered where necessary) at agreed locations
- All areas will be cleared of flammable and combustible materials on a daily basis

HSE-27 *Hot Works Permit* must be in place before any hot works are undertaken on site. All hot works must cease one hour before works are due to cease on site.

#### Records

The following folders must be used to store these records:

- 11.6 *Permits to Work*
- 11.8.6 *Fire Risk Assessments, Log Books + Fire Plans*

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 30 of 72				



## Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### Business Continuity Plan

In order to minimise the impact of an emergency situation or major incident on the successful execution of the works, a Business Continuity Plan (BCP) shall be prepared and uploaded to Workspace folder 10.6 *Business Continuity Plan*.

The BCP template shall be made site specific and held by:

TBA

### 2.15 THE HEALTH AND SAFETY FILE

CDM2015 Regs 4(5)(b), 12(5)-(10)

During the pre-construction phase, the PD must prepare a Health and 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 PD must ensure that the Health and 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 PC must provide the PD with any necessary information in the PC's possession relevant to the Health and Safety File, for inclusion in the Health and Safety File.

If the PD's appointment concludes before the end of the project, the PD must pass the Health and Safety File to the PC. Where the Health and Safety File is passed to the PC, the PC must ensure that the File is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.

At the end of the project, the PD, or where there is no PD, the PC must pass the Health and Safety File to the Client.

The content and layout of the Health and Safety File will be provided by the PD. Maintaining the Health and Safety File will be a continuous process throughout the project. As elements and / or trades complete their works their contribution to the Health and Safety File will be requested.

The PD will be kept updated by site management of all revisions to the SMP and any information that may be necessary for the compilation of the Health and Safety File, including as-built drawings, operating and maintenance manuals and plans compiled during the construction process. Regular liaison with the PD will ensure that any relevant information is passed on.

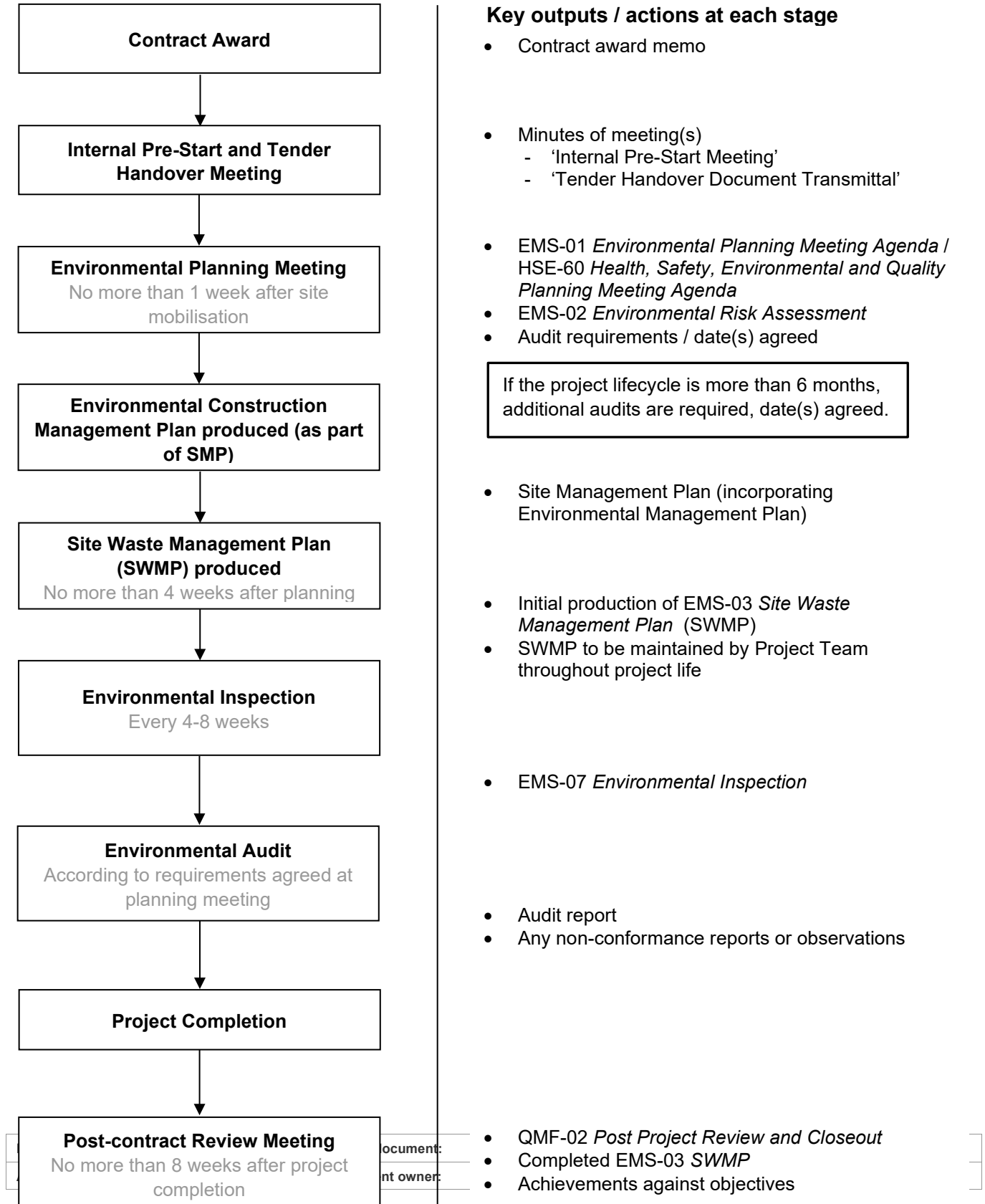
Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 31 of 72		

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### PROJECT CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN







## Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### 3. CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

This Construction Environmental Management Plan (CEMP) fulfils the requirements of our environmental policy statement and has been prepared. It should be read in association with business unit policies and procedures, CIP Environmental Manual (found in the Workspace Document Library), and the pre-construction information where applicable. A variety of documents have been produced regarding the environment and these are referenced throughout this section.

These documents need to be read in conjunction with this section. The main summary document is the Environmental Report (ENV0000009C-JAC-ZZ-00-RP-EN-0005) together with the Environmental Action Plan ENV0000009C-JAC-ZZ-00-RP-EN-0006. which summarises the environmental actions and responsibilities required on site and which will be kept on site and updated regularly.

The development of a project specific CEMP will flow from the EMS-01 *Environmental Planning Meeting Agenda / HSE-60 Health, Safety, Environmental and Quality Planning Meeting Agenda* with sections amended, deleted or added as required. Records of EMS-01 / HSE-60 must be stored in folder 11.9.1 *Environmental Planning Meeting*.

The Project Management Team are responsible for reviewing the proposed work processes and monitoring site activities. The environmental implications of the project's activities will be considered during design reviews, planning meetings, method statement reviews and on site as part of the Health, Safety and Environment inspections.

An appointed specialist from HSEQS will provide environmental management guidance to the project. Where necessary, further advice may be sought from VW UK Shared Services or specialist external consultants. Any advice given by specialist external consultants must be ratified by HSEQS.

#### The Environmental Manager that has been appointed for this project is

Name:	Lucinda Farrington- Parker
Mobile Number:	TBC
Email Address:	Lucinda.farrington-parker@volkerstevin.co.uk

#### 3.1 ENVIRONMENTAL STANDARDS

All sites will:

- Comply with all relevant environmental legislation avoiding prosecutions for the contravention of environmental law and regulations
- Raise environmental awareness throughout the Site Management Team and subcontractors by means of regular environmental tool box talks and awareness sessions
- Implement suitable and sufficient controls to achieve zero pollution incidents (emergency spills, noise / nuisance, water contamination, waste management issues) whilst maintaining an operational work site
- Implement the waste hierarchy: prevent waste where we can; reuse materials until we can't use them again; recycle waste where reasonably practicable; recover waste (e.g. energy recovery); and only dispose of waste if no other options within the hierarchy are possible
- Identify and recognise all designated sites (Sites of Special Scientific Interest, Areas of Outstanding Natural Beauty etc.), listed buildings and protected flora, fauna and wildlife that may potentially be affected by site activities. The site will instigate appropriate mitigation measures to ensure adequate protection and that minimum disturbance is caused.

#### BS EN ISO 14001:2015 registration

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite				
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 33 of 72			



## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

All VW UK business units hold registration to BS EN ISO 14001:2015. The certificates can be made available on request.

<b>Issue no.:</b>	14	<b>Date:</b>	Jan 2020	<b>Parent document:</b>	H01 Guide to Site Management Plan Suite					
<b>Approved for IMS:</b>	IMS Manager	<b>Document owner:</b>	CR Director	<b>Workspace file:</b>	11.1	Page 34 of 72				

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### 3.2 PROJECT ENVIRONMENTAL MANAGEMENT

At the project Environmental Planning Meeting the EMS-02 *Environmental Risk Assessment* is implemented to identify the significant project environmental impacts and aspects. Projects must ensure the significant environmental risks are suitably controlled. EMS-02 must be stored in folder 11.9.2 *Environmental Risk Assessments*.

The common project environmental risks are detailed within section 1.2. Risk Assessments detailed in the pre-construction information, together with further risk assessments deemed necessary including those for activities carried out by other contractors, shall be reviewed and approved for use. The identification and effective management of activities with risks to the environment is planned, organised, controlled, monitored and reviewed at the Four Weekly Health & Safety, Environmental and Quality Meetings.

Method statements are prepared for activities with significant environmental risk, and these will be briefed to site operatives and a record kept using HSE-19 *Method Statement Briefings Register* and stored in folder 11.3 *Risk Assessment + Method Statements*.

All persons attending site, whether visitors, employees or self-employed, will be informed of the risks together with the preventive and protective measures established, so that they understand what they need to do. Drawing ENV000009C- ZZ-ZZ-DR-L-0012 shows the environmental designations.

Environmental permit to work systems to protect environmentally sensitive areas on site (e.g. waterways) will be instigated when required and records will be maintained in the site offices.

VW UK recognises that waste management and storage / handling of fuels are high risk activities and therefore will be managed with the utmost importance.

### 3.3 CONSIDERATE CONSTRUCTORS SCHEME

VW UK are an Associate member of the Considerate Constructors Scheme (CCS). As such all projects (acting in the PC role) over six weeks duration will be registered with CCS, unless advised to the contrary by the Environmental Manager. Compliance with the Scheme's Site Code of Considerate Practice indicates a site is achieving a standard beyond statutory requirements. The five criteria of the CCS code are:

- Enhancing the Appearance
- Respecting the Community
- Protecting the Environment
- Securing Everyone's Safety
- Caring for the Workforce

Project performance against these criteria will be evaluated by an independent assessment by the Considerate Constructors Scheme.

For further information refer to the CCS website: <http://www.considerateconstructorsscheme.org.uk/>

The following table details neighbours in proximity to the project site which require notification of the works (by Client, their rep or the project) and who potentially may be affected by our activities. Include details of any specific considerations e.g. access issues and / or contact details. For domestic properties, houses etc. can be grouped as one entry e.g. 21-45 Acacia Avenue, so individuals do not need to be listed. Records of any correspondence must be stored in folder 13.7 *Considerate Constructors Scheme*.

#### Project Neighbours (add additional rows as required)

Neighbour	Type*	Considerations**	Letter Drop
St Mary's Primary School	School	No construction work in the St Marys Primary School grounds during morning drop off and at finish time.	Yes / No / N/A

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite				
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 35 of 72			

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

Nos 1 - 71 Broadgate	Residential housing		Yes / No / N/A
Nos 1 - 23 Riverside	Residential housing		Yes / No / N/A
Nos 1 – 21 Riverside Rd (South End)	Residential housing		Yes / No / N/A
Allotments	Shared area		Yes / No / N/A
Residents around Ribble Sidings	Residential housing		Yes / No / N/A
Methodist Church	Church		Yes / No / N/A
BAC Sports Ground	Sport Ground		Yes / No / N/A
Preston Sports Club	Sport Ground		Yes / No / N/A
Continental Pub	Business		Yes / No / N/A
Miller Garden Apartments	Residential housing		Yes / No / N/A
The Mini Centre	Business		Yes / No / N/A
Nursery (Leyland Rd)	Nursery		Yes / No / N/A

\* Type - e.g. School / College, Domestic, Industrial, Business / Office

\*\* Considerations - any restrictions on working operations must be detailed within the Working Hours table of section 1.1

### 3.4 SITE ACCOMMODATION

When locating site accommodation, consideration shall be given to minimising visual impact and to providing wastewater discharge to a suitable approved sewer. Where this is not possible, alternative arrangements shall be made for temporary storage and subsequent disposal of sewage via a specialist contractor. This will include an appropriate waste duty of care trail.

Consideration shall also be given to the type of foundation to be used for temporary accommodation, to avoid disruption of the existing environment, where it is not located on an area of proposed hard-standing for incorporation into the contract works. Connection of services and other ancillary requirements will be completed with care and consideration.

On project completion, the area will be returned to pre-existing conditions or according to contract / Client requirements. For Areas 1 & 2, there are to be a total of 3 no satellite compounds (Area 1A, 1C and 2B) and a site office located on the ODEON cinema car park. A minibus will transfer the workforce from the site compound at the ODOEN cinema car park to the various satellite compounds at regular intervals throughout the working day.

#### Requirements for Site Connections / Arrangements

Connection / Arrangements	Applicable	Approved (include date of approval)
Water	Yes	
Mains Electricity	Yes	
Generator	Yes	
Gas	No	
Foul – Mains	Yes	
Foul - Septic tank	Yes	

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 36 of 72		

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

IT	Yes
----	-----

Approval correspondence must be stored in the subfolders of section 12.0 *Public Authorities* as appropriate.

### 3.5 OPERATIONAL CONTROL

This section details the project control measures for those risks identified in section 1.2. Additional project specific control measures must be included under each subsequent section from planning conditions and environmental statements, Client specific pre-construction information, local authority construction codes and similar documentation.

Additional sections should be added where additional site specific risks exist on site, for example, where archaeology is present or suspected.

#### Noise and Vibration

Excessive noise and vibration not only represents a major hazard to site workers, but can annoy neighbours and also disturb wildlife. VW UK will control and limit noise and vibration levels so that affected properties and other sensitive receptors are protected from excessive noise and vibration levels associated with construction activities.

- Best Practical Means (BPM) will be employed which will balance noise and vibration against the works to be completed. The following factors will be considered:
  - Proximity to residents
  - Duration of the works
  - Time of day the works are to be undertaken
  - The engineering practicability and safety
- Working hour restrictions that have been placed on the project will be adhered to. Night time works will only be undertaken where there is no alternative, however, it is anticipated that no night time works will be required.
- The noise control hierarchy will be implemented - Eliminate > Substitute > Isolate > Control – to minimise the effect of our operations and plant and machinery on neighbours
- Where works adjacent to sensitive receptors are unavoidable, the construction method utilised will be chosen to minimise noise and vibration
- Where possible, noise and vibration will be controlled at source
- Plant shall be positioned so that emissions do not cause nuisance to neighbours or sensitive receptors
- Where noise cannot be avoided, screening and acoustic enclosures will be utilised to minimise noise transmission off the construction site. Cut off trenches will be created where excessive vibration is likely to be transmitted off site
- The site layout will be created and maintained to avoid creation of unnecessary noise and vibration, e.g. one way traffic routes created and haul routes regularly inspected and maintained
- Where our works are likely to cause disturbance to neighbours or other sensitive locations noise / vibration monitoring will be carried out to ensure effects are measured. Additional controls will subsequently put in place should any issues arise. Background readings will be undertaken in these circumstances so ongoing monitoring can be assessed against noise levels prior to works commencing.
- In river Piling should be carried out in periods of low water, assuming the piling area will be relatively dry during low water, this will reduce noise attenuation towards the river,
- Vibro-piling should be used as much as possible with impact piling kept to the absolute minimum.
- Piling operations located within the waters to only take place between 16th June and 31st Jan.
- Methodologies for construction will be considered that minimise vibration as far as is reasonably practicable to avoid the need to divert a significant length of service.
- Volker Stevin shall optimise the position of generators and pumps, required to undertake the works, to minimise the level of disturbance to properties and businesses. All potential measures will be taken to reduce noise and dampen vibration throughout the course of the works. Residents whom are affected by the noise shall be notified and all ongoing complaints will be resolved.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 37 of 72		

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

- A trigger level of 65dB for any noise receptors used on the scheme will be applied to identify any works that are producing high levels of noise.

Should vibration measurements be required, which should only happen if complaints are received, equipment will be installed at the property and left to run for several days or for the rest of the activities that have caused the complaint. There is potential for construction noise levels to exceed what is required to trigger the installation of Noise Insulation or Temporary Re-Housing measures. In order to mitigate this, restrictions on the timings of the noisiest works will be implemented. Construction works will not exceed:

- A period of ten or more days in any fifteen consecutive days; or,  
A total number of days exceeding forty in any six consecutive months.

In accordance with good site practice, the following measures should be implemented:

- Noise and vibration control at source: e.g. selection of quiet and low vibration equipment, location of equipment on site, control of working hours and the provision of acoustic enclosures; and,
- Screening: e.g. local screening of equipment or perimeter hoarding.

These periods are related to a specific receptor not to the whole scheme. See also the Construction Noise Report ENV000009C-JAC-ZZ-ZZ-TN-EN-0001.

## Dust

As well as causing a nuisance to neighbours, dust can lead to both health issues to persons on and off site, and can have adverse ecological impacts. Potential sources of emissions must be identified and appropriate controls applied to eliminate or minimise effects on neighbours and other sensitive receptors.

Where possible, dust creating activities will be completed away from sensitive receptors e.g. crushing or cutting of concrete materials. The following control measures will be implemented as a minimum:

- All dust-producing activities will be dampened down, preferably at source
- Dust controls will be planned prior to demolition and maintained during demolition
- Debris netting will be utilised during potentially dusty demolition and construction activities
- Hard standing will be provided as early as possible to provide a running surface for vehicles so that it is easier to control dust emissions
- Wheel wash facilities will be provided where mud is likely to be transported onto the public highway, this will be combined with road sweeping to reduce the possibility of dust even further. Likely locations of wheel wash are areas 1C and 2B satellite compounds.
- Haul routes will be regularly damped down with mobile suppression systems and regularly cleaned
- Maximum speed limits of 5mph on unsurfaced haul routes and work areas and 10mph on surfaced haul routes and work areas will be imposed
- All vehicles carrying loose or potentially dusty material to or from the site are to be fully sheeted
- Drop heights will be minimised from conveyors, loading shovels, hoppers and other loading or handling equipment, additional water suppression will be utilised where possible
- Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction
- Vehicles will be well maintained to minimise release of particulate matter through the exhaust
- Carry out regular inspections to monitor dust levels and the effectiveness of any suppression in use
- Dust monitoring will be carried out where dust is likely to cause potential nuisance or damage to adjacent sensitive receptors. The results of this monitoring will be assessed against background readings to determine any effect of our works on dust levels.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 38 of 72				





## Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### Waste

Waste can have significant effects on the environment. Waste on site will be managed in accordance with the waste hierarchy: Eliminate > Reduce > Reuse > Recycle > Recover > Dispose. Waste management contractors will be selected to help VW UK achieve its goals, increasing reuse and recycling rates, and reducing waste sent to landfill.

- EMS-03 *Site Waste Management Plan* (or the Clients own *Site Waste Management Plan*) must be completed for all waste and non-waste movements and maintained as a live record in folder 11.9.10 *Site Waste Management Plan* (SWMP)
- Where waste is produced, and where possible, reports will be requested to show the actual tonnage of waste produced and the breakdown of how this waste was dealt with, e.g. diversion from landfill rate
- Procedure E04 *Waste Management* provides further detail on managing waste
- Where possible, precast or precut materials to eliminate waste creation on site.

### Waste Storage:

- Waste will be stored to prevent its escape and will not be stored near sensitive receptors
- Hazardous waste will be stored separately from inert and non-hazardous waste, and different hazardous waste will not be co-mingled
- All waste containers will be signed to show the accepted waste stream
- Where feasible, different waste streams will be segregated to aid in maximising reuse and recycling rates

### Waste Disposal:

- Carrier licenses will be obtained and checked for all companies who remove waste from site
- Full environmental permits, exemptions or other evidence will be obtained and checked to ensure that disposal locations can accept the waste type to be sent there, and in the quantity required
- All waste transfer notes / hazardous waste consignment notes are to be checked before signature to ensure all required information is recorded before the waste is removed
- All waste duty of care information and waste movements will be captured in EMS-03 *Site Waste Management Plan*
- Where possible excavated natural material will be used in accordance with CL:AIRE The Definition of Waste: Development Industry Code of Practice. This will ensure that these materials do not get classified as waste and are used in a sustainable manner
- Where feasible, inert waste from demolition and construction will be crushed in line with the WRAP Quality Protocol for the Production of Aggregate from Inert Waste and reused either on site or transported for use at other construction sites
- Procedure E09 *Use of Materials on Projects* gives more detail on the options to be considered on site

### The Hazardous Waste Premises Code for this Project is (if applicable):

Code:	TBC
Expiry Date:	TBC

### Ecology

Construction can have significant and irreversible effects on species and habitats both on and off site. Sites will manage works to minimise any ecological effects, and where possible enhance the ecological condition of the site. An Environmental Action Plan (ENV0000009C-JAC-ZZ-00-RP-EN0006) for the works is appended to this document. See also the verification walkover report (ENV0000009C-JAC-ZZ-00-MO-BD-0001).

- Documentation will be reviewed to ensure sufficient information is available to manage ecological issues, and where necessary, further survey works will be undertaken.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 39 of 72				

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

- Where protected species are identified on site, mitigation requirements of ecology surveys will be briefed to the workforce and fully implemented on site. Ecologists will be utilised to provide a watching brief where works could impact upon protected species. The EA is to appoint an Ecological Clerk of Works.
- Where required works will be programmed in accordance with the guidance provided by CIRIA C567 *Working With Wildlife*, e.g. tree and shrub clearance will be undertaken outside of bird breeding season (March - July).
- Retained vegetation will be fenced off, appropriately signed and unauthorised entry to the area prohibited
- Materials and plant will not be stored under the canopy of retained trees.
- If invasive species are identified after works have begun, works will cease, the area will be fenced off and the Environmental Manager contacted.

Otters, nesting birds, bats, fish and trees are dealt with below. No evidence of badger was recorded during the site visits, pre-commencement check was recommended for badger prior to the construction works (during site mobilisation).

### Invasive Species

It is known that invasive plant species Himalayan Balsam, giant hogweed, and Japanese Knotweed are present along Areas 1 & 2. The relevant control measures will be taken to prevent the spread of each species identified. i.e. removal/burial/treatment/use of control barrier. See Invasive Non-Native Species report ENV000009C-JAC-XX-00-RP-EN0005 and location plan ENV000009C-JAC-ZZ-ZZ-DR-EN0002 CO2.

### Ground and Water Pollution

If works are not planned properly, construction activities have the potential to cause pollution to the land and water environments.

It is an offence to cause or knowingly permit any solid, noxious or polluting material to enter controlled waters unless consent by the EA has been issued.

- Where contaminated arisings need to be stockpiled, these will be placed on and covered by a polythene liner or similar to prevent cross contamination with the underlying ground
- Details on fuel / oil / chemical storage can be found in section 3.6
- The site location must be checked to see whether it falls within an inner or outer source protection zone, appropriate controls will be put in place should this be the case
- Where dewatering of excavations is required, this will be carried out in accordance with the EA position statement *Temporary Water Discharges from Excavations*
- When pumping anything other than clean uncontaminated rainwater, a settlement tank is to be used to remove suspended solids and if required, hydrocarbons
- Fuel / oil and chemical storage along with all refuelling will take place at least 10m away from water courses or surface / foul drainage
- Concrete washout will be undertaken into a lined skip or pit and will not take place within 10m of a watercourse or surface / foul drainage
- Wash waters from wheel washing will not be allowed to enter water courses or drainage

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 40 of 72				

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

- Controls to prevent uncontrolled runoff into watercourses will be put in place and agreed with the EA where required
- Where abstraction of water is required, only 20m<sup>3</sup> per day will be abstracted from surface / ground water. If more water needs to be abstracted, consent will be sought from the EA
- A flood defence consent will be sought from the EA where works are required in, over or within 8m of a main river (16m of a tidal watercourse). Consent will be sought from the Local Authority where works that will affect the flow of ordinary watercourses is required

Volker Stevin shall protect the water environment at all times and will comply with the measures set out in the following former PPG documents:

- PPG1 – General guide to the prevention of water pollution
- PPG5 – Work near or liable to affect the watercourse
- PPG6 – Working at construction and demolition sites
- PPG8 – Storage and Disposal of used oils

The following points will always be complied with:

- Any timing restrictions and working methodology required by the *Client's* fisheries team.
- Requirements for working within water course including use of biodegradable oil.
- Requirements to ensure oil / diesel and concrete do not contaminate the watercourse, such as double walled pipes for concrete pumping, continual monitoring for spillages and refuelling operations away from the watercourse.
- Procedures to ensure bunds and spill kits to be available at all times.
- Methods for settlements of silts out of and disposal of surface water from Site. At no point shall additional water be discharged into the surface water drainage system without prior approval from the *Client*.
- Necessary methods to prevent sediment entering the watercourse.
- Necessary methods of watering translocated turf and plants that does not require local abstraction.
- Necessary methods to prevent additional tipping of fill entering the watercourse.

The works shall be delivered in accordance with the Environment Agency's SHEW CoP manual which is current at the date of contract award.

### Temporary Site Fencing & Gates

Temporary fencing to the Site shall be HERAS type fencing 1800 mm high. For areas requiring high levels of security, post and chain-link fencing 1.8m high shall be used to BS 1722: Part 1. Fencing shall be provided with additional strutting where this is necessary. If requested on the drawings (for example adjacent to dwellings), this shall be faced with a fine gauge green mesh netting to reduce dust intrusion.

Temporary fencing shall be erected as soon as Volker Stevin are granted possession of the site.

Temporary gates shall be provided where shown on the drawings and as required by Volker Stevin to match the associated temporary fencing.

The fencing requirements specified above will be regarded as the minimum standard for security purposes.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 41 of 72		



## Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

A set of keys for all site entrance locks shall be provided to the Project Manager and allow the Client's Operations team emergency access at all times.

### Trees

Consent for tree works has been approved as part of planning permission. Any tree works need to comply with tree works dwgs. ENV000009C-JAC-XX-00-DR-EN-0001/0002 and Arboricultural Impact Assessment ENV000009C-JAC-XX-00-RP-EN-0004. Any additional work will need further approval from the Local Planning Authority and the EA.

No felling/pruning/crown raising and the like of trees shall commence until approved in writing by the Local Planning Authority and the Client. Protection shall be afforded to retained trees for the duration of construction work and changes of ground level within the root protection areas.

Volker Stevin has been advised that trees in the Avenham Conservation Area are afforded the same level of protection as a TPO.

The mature tree at the rear of Lower Penwortham Methodist Church has a Tree Preservation Order. This was included in planning permission; no further consent is required. All trees along the old railway embankment are also protected by a TPO.

The removal and felling of trees is subject to approval and prior agreement with the EA *Project Manager*.

Tree Root Protection Areas, where applicable, extend to 1.5m below the existing ground surface. Work within Root Protection Areas shall be subject to the constraints outlined below.

Tree protection fencing to be in accordance with BS5837 and is to be erected before any work commences in the surrounding area.

The outline of Root Protection Areas shall be visibly marked out on site and in no circumstances shall plant and/or materials be stored within this area.

Excavation within Root Protection Areas shall be by manual means until/unless **Volker Stevin's** Arboriculturist (TBC) has confirmed that no tree roots are present and/or they are protected to the satisfaction of the Arboriculturist.

Exposed tree roots will be protected as per the recommendation from the Arboriculturist and the duration of their exposure will be kept to a minimum.

The EA *Project Manager shall be notified* if there is a clash between the tree roots exposed and construction work. Materials toxic to tree roots (e.g. wet concrete, oils, bitumen...etc) shall not come into contact with tree roots. Nothing shall be attached to trees and nor will they be used as anchorages.

Any damage to tree roots (or other contravention of the above requirements) must be reported to the EA *Supervisor*, including photographs of the damage.

### Nesting Birds

Prior to undertaking work in areas of habitat suitable for nesting birds (trees, shrubs, bridges, gabions) during the bird nesting season Volker Stevin shall submit to the EA *Supervisor* a survey, undertaken by a competent Ornithologist that confirms that nesting birds are not present. Any work subject to survey shall be undertaken within 48 hours of the survey. However, all tree works will be planned outside of bird nesting season. If nesting

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 42 of 72		

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

birds are found to be present then a 5m buffer zone is to be erected around the nests and no works shall commence within the buffer zone until the chicks have fledged.

### Bats

Overall, bat activity within the survey area was generally low. This is likely a result of the relatively high ambient light levels and the urban location are likely to limit the presence of species which are typically associated with more rural habitats. In the context of the habitat requirements of common pipistrelle and the numbers recorded, the potential impacts to this species from the scheme (including affects to the distribution and abundance of bats) are not considered to be significant outside of site level. Impacts to other species from the proposed scheme are considered to be negligible given the very low numbers recorded. (ENV000009C-JAC-ZZ-ZZ-RP-BD-0003)

Therefore no further surveys are required however works should not take place at night. Task lighting must be directed away from the river corridor and have baffles fitted or screening to avoid light spill. Locations for bat boxes and for planting to improve bat foraging have been identified in the Landscape Habitat Environmental Management Plan (ENV000009C-JAC-ZZ-ZZ-RP-0002)

### Otters

Historically there has been evidence to suggest otter activity close to the West Coast Mainline Railway Viaduct and Old Penwortham Bridge. The whole scheme length has been checked and no holts or couches have been identified within 250m of the site. (See ENV000009C-JAC-ZZ-00-MO-BD-0002 updated otter survey). A further check was undertaken on the 3<sup>rd</sup> August 2021 which confirmed these findings.

Where circumstances allow, a board will be placed into excavations to create a temporary ramp to allow otters to exit safely. Whilst no otter holts or couches have been identified within close proximity to the site, the river is frequently used by otters as a foraging and connective link. Otter are largely nocturnal and therefore any construction works at night - time may adversely impact otter movement and foraging success along this stretch of river. To avoid this impact, night time works should be avoided.

### Fish

The conditions of the Marine License are to be adhered to at all times. Weekly inspections of the work area are to be conducted to ensure compliance with the Flood Risk Activity Permit and daily inspection of silt fence around stockpiled material to prevent silt runoff. A fish rescue of any areas to be temporarily de-watered e.g as part of the construction for the Redi Rock, is to be conducted at times specified by the EA. Soft-start measures (i.e. gradual ramping up of power) are recommended for noise generating activities, such as piling, to allow fish to move away from the noise source.

The working window for operations within the waters is June16th – January 31st . See also MCZ assessment (ENV000009C-JAC-XX-RP-EN0002) and WFD assessment (ENV000009C-JAC-XX-00-RP-EN-0001)

### Archaeology/Heritage

A Heritage Statement has been produced (ENV000009C-JAC-XX-00-RP-EN-0003). This identified the main areas of interest being works within or close to

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 43 of 72		



## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

- Avenham Conservation Area,
- Avenham and Miller Parks, a pair of linked historic public parks (heritage assets) sited to the south / south-west of Preston City Centre which are both Grade II\* Registered Parks and Gardens (RPGs).
- The Grade II Listed Viaduct (West Coast Mainline) Over the River Ribble (1218908).
- The Scheduled Monument, Penwortham Old Bridge (1210865; also a Grade II Listed Building)
- Any buried remains associated with the old Penwortham Ferry Crossing

If any archaeological finds are made, work at that point will cease with any artefact left in-situ. The EA PM and EA archaeologist/heritage officer will be informed immediately for advice on what measures will be taken

### Materials

The construction industry is a major consumer of natural resources, this use can be minimised through the consumption of recycled materials, and the effects minimised by using sustainably sourced materials. Also the way materials are used and stored can have an impact where these are damaged and need to be replaced.

- Where possible, recycled or secondary aggregates will be used to avoid the use of virgin aggregate
- Products with a recycled content will be used in preference to those without where possible
- Locally sourced materials will be used preferentially where this is economically feasible
- Where specification allows, the use of cement replacements will be investigated to lower the embodied carbon or concreting operations
- Only timber that is from a demonstrable sustainable source will be used. Delivery tickets will be on file with each line item stating whether it is from an FSC / PEFC source and referencing the chain of custody certificate number. The chain of custody certificate will also be on file showing the list of products covered under the certificate. This should be followed in line with VW UK applicable business unit procedures
- Materials vulnerable to damage through the weather / vehicle movements etc will be stored in designated areas and suitably protected
- Low carbon concrete to be used where possible.
- Where possible 90% recycled steel to be utilised.

### 3.6 STORAGE AND HANDLING OF FUELS, OILS AND CHEMICALS

The storage of fuels and oils is to be strictly in compliance with the Control of Pollution (Oil Storage) (England) Regulations. This applies to all fuel stored on site including that of our subcontractors. For additional guidance see Appendix 6 *Storage and Handling of Fuels, Oils and Chemicals* of this Plan.

Each site must nominate a Fuel Storage Coordinator (as detailed in HSE-33) and all storage locations must be inspected weekly and recorded on HSE-07. All fuel deliveries must be supervised by the Fuel Storage Coordinator(s) for the entire duration of the refuelling operation.

All fuel storage and chemical stores must remain locked when not in use.

All containers / vessels must be of an approved type and clearly marked / labelled.

The storage arrangements for fuels, oils and chemicals are detailed in the table below.

Contractor / Trade	Approx. Quantity	Storage Mechanism / Location	Responsible Person
Diesel	25,000l	Storage bowzers on site for circa 2,000l supplemented with deliveries	TBA
Chemicals & Oils	TBA	All secured within COSHH store	TBA

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite				
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 44 of 72			



## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### 3.7 EXTERNAL CONSULTANTS

The project may at any time enlist the services of external consultants. This may include pre-construction investigations, as well as construction phase support, from ecologists, archaeologists, and waste management specialists. This will be conducted with the direction or support from HSEQS staff through the use of approved supply chain organisations.

### 3.8 EMERGENCY PROCEDURES

EMS-09 *Emergency Spill Procedure* details the actions to be taken before, during and after an incident. Copies of EMS-09 should be attached to fuel bowsers and spill kits. Spill kits must be retained with all static fuel tanks and mobile bowsers and also provided at strategic locations around the site, taking into consideration the nature and volume of works, as well as plant and equipment in use at any given time.

The type, number and content of spill kits must be established at the Environmental Planning Meeting (EMS-01 / HSE-60) and reviewed on a regular basis.

Additional site-specific environmental emergency procedures should be developed in conjunction with the appointed Environmental Manager and contained within Appendix 10 *Miscellaneous* of this Plan.

In the event of an environmental emergency, the following will be implemented: -

- raise the alarm and contact the appropriate site staff and authorities
- locate the pollution control equipment
- deploy pollution control equipment in an appropriate and effective manner so as to contain and limit pollution until such a time as the appropriate authorities arrive on site

Prior to works commencing, a flood emergency plan will be developed and distributed to the site team. Information of the plan is to be included in the site induction.

### 3.9 DISSEMINATION OF ENVIRONMENTAL PLANS AND TRAINING

The Project is to ensure that the existence of this Plan and its provisions are made well known to all personnel on site and any other interested parties. Induction shall address environmental issues, plus other training sessions as needed, including toolbox talks to raise awareness of the environmental issues affecting the site and how they are to be tackled.

### 3.10 SITE RESTORATION

At the end of the contract, those areas of natural habitat affected by construction activities but not permanently lost to development shall be left to regenerate naturally, or be replanted in accordance with the contract requirements. If there is any 'waste' or surplus material after the construction has been completed, it shall be removed from the site, including any potential contaminants, such as cement, concrete, diesel, formwork oils etc.

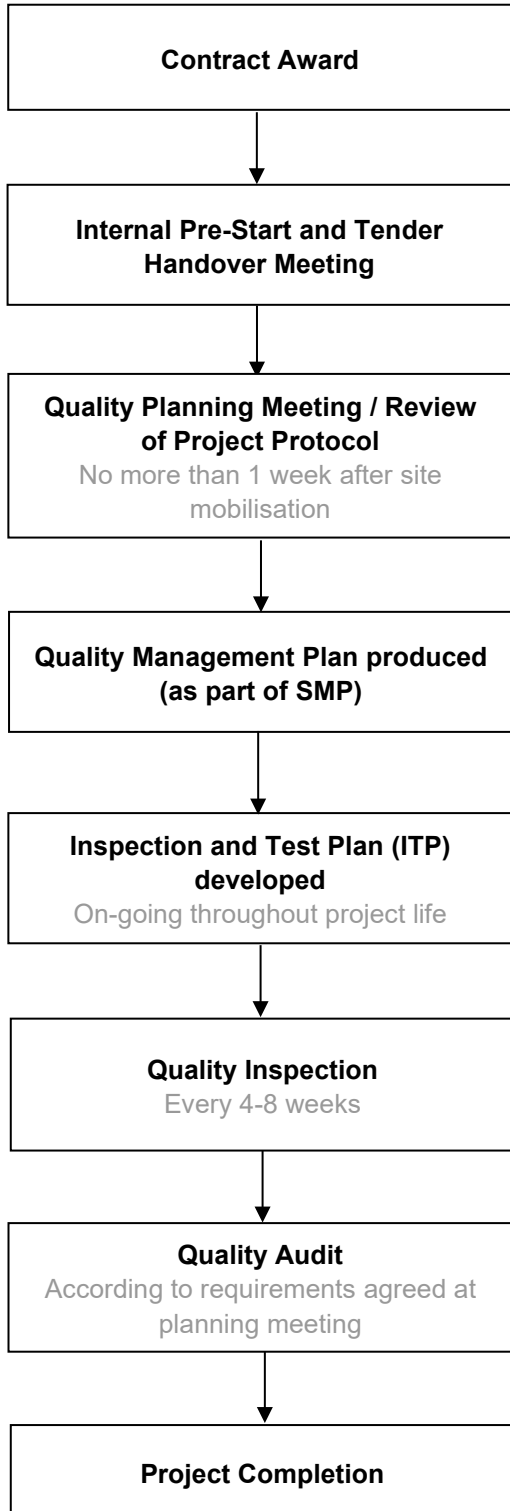
Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 45 of 72		

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### PROJECT QUALITY MANAGEMENT



#### Key outputs / actions at each stage

- Contract award memo
- Minutes of meeting(s)
  - 'Internal Pre-Start Meeting'
  - 'Tender Handover Document Transmittal'
- QMF-01 *Quality Planning Meeting Agenda / HSE-60 Health, Safety, Environmental and Quality Planning Meeting Agenda*
- Audit requirements / date(s) agreed
 

If the project lifecycle is more than 6 months, additional audits are required, date(s) agreed.
- Site Management Plan (incorporating Quality Management Plan)
- ITP to be maintained by Project Team throughout project life, subcontractor input must be sought before each subcontractor starts work on site
- QMF-77 *Quality Inspection*
- Audit report
- Any non-conformance reports or observations

Issue no.:	14	Date:	Jan 2020	Parent document:
Approved for IMS:	IMS Manager	Document owner:		

- QMF-02 *Post Project Review and Closeout*
- Achievements against objectives
- NCR register



## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

**Post-contract Review Meeting**  
 No more than 8 weeks after project completion

<b>Issue no.:</b>	14	<b>Date:</b>	Jan 2020	<b>Parent document:</b>	H01 Guide to Site Management Plan Suite					
<b>Approved for IMS:</b>	IMS Manager	<b>Document owner:</b>	CR Director	<b>Workspace file:</b>	11.1	Page 47 of 72				

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### 4. QUALITY PLAN

This Plan addresses the requirements of BS ISO 10005:2018 *Guidelines for Quality Plans* as supplemented by company requirements, and provides an overview of the arrangements made for quality management on this contract. This is to be used in association with the company's registered Quality Management System (QMS), which complies with the requirements of BS EN ISO 9001:2015.

Initial development of a project specific Quality Plan will flow from the QMF-01 *Quality Planning Meeting Agenda / HSE-60 Health, Safety, Environmental and Quality Planning Meeting Agenda* with sections amended, deleted or added as required. Records of QMF-01 / HSE-60 must be stored in folder 11.10 *Quality Planning Meeting*.

The Project Management Team are responsible for reviewing the proposed work processes and monitoring site activities. The implications of the project's activities will be considered during design reviews, planning meetings, method statement reviews and on site as part of the quality / work inspections.

An appointed specialist from HSEQS will provide quality management guidance to the project. Where necessary, further advice may be sought from VW UK Shared Services or specialist external consultants. Any advice given by specialist external consultants must be ratified by HSEQS.

#### The Quality Manager that has been appointed for this project is

Name:	Tracey Kennedy-Clark
Mobile Number:	TBC
Email Address:	Tracey.kennedy@volkerstevin.co.uk

#### 4.1 MANAGEMENT RESPONSIBILITY

Responsibility for Quality is detailed within the Quality Policy and Practice, together with management responsibilities described in the HSEQS Management System. Details of the site management structure are given in Appendix 1.

It is the Project / Site Manager's responsibility to ensure that the requirements of the Quality Policy and Practice and this Quality Plan are implemented. The Project / Site Manager will delegate responsibilities for quality to members of the Site Management Team through the use of HSE-33 *Allocation of Responsibilities*.

Site inductions will provide operatives with a basic awareness that this project operates a QMS, requiring the team to take pride / care in their work, do it once and do it right and get work inspected at appropriate times.

#### 4.2 QUALITY PLAN AND QUALITY SYSTEM

##### Quality Policy

A copy of the Company's Quality Policy is available on request.

##### Quality Policy and Practice and Project Quality Plan

To meet the requirements of the Client, we apply a quality system in conjunction with other management controls. The Quality Policy and Practice describes the system. Specific Quality Management requirements are detailed within this Quality Plan, or can be found in other sections of the SMP.

##### BS EN ISO 9001:2015 registration

All VW UK business units hold registration to BS EN ISO 9001:2015. The certificates can be made available on request.

#### 4.3 PROJECT APPROACH TO MANAGING QUALITY

Quality is ensured on projects by managing quality as an integral part of our activities. There is a clear focus on managing to ensure Clients' requirements (internal and external) are met.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 48 of 72				

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

The project will implement a self-certification ethos, delivered through the application of the QMS. Inspection, testing and monitoring of the works will be controlled by the members of the Site Management Team who will utilise project Inspection and Test Plans, together with formal records of inspections, checking and surveillance to demonstrate meeting requirements described by the Works Information.

### 4.4 CONTRACT REVIEW

Reviews take place at award of contract, prior to commencing works and at regular intervals (usually monthly progress meetings) during the course of the contract to enable the contract specified requirements to be reviewed. A minuted pre-contract start meeting with the Client and / or their representative will enable conflicts or ambiguities in requirements to be resolved.

Regular minuted Client progress meetings will enable contract review to be performed regularly throughout the contract period.

Amendments to a contract are received in the form of instructions, letters, sketches or drawings from the Client / Client Representative and are controlled in accordance with Q01 *Control of Documents* procedure.

On an on-going basis ambiguities, conflicts and deficiencies in specified requirements are notified to the Client / Client Representative via technical query / request for information, proforma or other correspondence.

### 4.5 DESIGN CONTROL

The purpose of this section is to describe the management and technical processes necessary to deliver compliant design on projects. Project specific arrangements are to be described either within this SMP or Project Design Management Plan (DMP).

Where the scope or complexity of the design management process is too extensive to be described within this section of the SMP, a separate dedicated DMP may be used. Also, certain project Client organisations may require a separate DMP.

The Project Manager will assess whether the complexity of the design process requires a stand-alone DMP.

The DMP will be maintained as a stand-alone document to compliment this SMP. The DMP template is available in the document library on Workspace.

Section 4 *Design Management* of the 'Project' folder structure must be used to store design-related records.

The scope of the design service is as follows:

*Design responsibilities – Clause S300 in the Works Information.*

- Temporary Works
- Flood Gates
- Glass Panels

### Design Control

Where under the terms of the contract we have design management responsibility for the project (permanent and / or temporary works), design will be controlled in accordance with procedure Q10 *Design Management*.

Where we do not have a clear contractual design management responsibility, we must still apply due diligence to ensure the appropriate Health, Safety and Environmental controls are applied throughout the design.

The fundamental requirements towards design management always remain the same. That is, to ensure that certain basic activities are undertaken either directly or by some other organisation within the Project Team, or by combination, in a controlled and efficient manner.

The activities are:

- Fully defining, understanding and upholding the Client's project or appointment brief
- The alignment of design activities and deliverables against a robust design delivery programme

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 49 of 72				



## Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

- Meeting and wherever possible exceeding Client expectations, providing added service value
- Undertaking the activity of design review (including verification and validation as appropriate)
- The proactive management of change / cost control
- The appropriate Health, Safety and Sustainability considerations throughout the design

### Designers

The Designer(s) are detailed in the 'External Organisations' on Workspace and / or Appendix 2 *Contract Directory* of this SMP.

When we appoint Designers, or inherit by way of novation or Client recommendation, the requirements of Q10-01 *Engagement of Design Consultants* must be adhered to.

Furthermore we must ensure:

- That appointed Designers are able to demonstrate the appropriate level of competency and resource to meet their deliverables
- Use of pre-qualifications questionnaire to meet the above
- That the scope of the design is fully allocated and interfaces are identified and addressed
- That the fee proposal from the designer is fully representative of the Scope of Works to be undertaken
- Professional indemnity insurance (including observation of a current insurance certificate) is in line with the main contract condition
- Collateral warranties are provided by the designer and meet requirements stated in the main contract
- Designers are aware and compliant with HSEQS policy and project delivery requirements, and that they may undergo specific HSEQS assessment

All appointed Designers will be asked to display evidence of formal procedures for the satisfactory control of design development, validation, verification, design review, sign-off and approval and document control. Where Designers have BS EN ISO 9001:2015 certification, a copy of the registration certificate is to be obtained.

### Design Review / Liaison with Client

Design meetings between the representative organisations will take place to review the design process. Calculations and drawings will be forwarded to the Client or their representative for comment / approval prior to related construction works taking place.

The Design Manager must ensure that Designers / Design Teams undertake validation within their design review process at appropriate intervals during the development of the design. This is to ensure that design review is not solely focussed on the technical design itself, but that the emerging design continues to fit within the parameters of the brief. Without timely validation, design must by definition continue to put at risk the value of the deliverables. Validation must be a milestone activity clearly indicated within the design programme.

### Project Design Arrangements for this Project

Key arrangements and roles for this project are:

Design Manager / Coordinator:

Chris Hudson (Temp Works)  
TBA (Permanent Works)

Frequency of Design Review Meetings:

TBA

Method of Recording Client Acceptance of Design Solutions:

TBA

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite				
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 50 of 72			



## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### 4.6 CONTROL OF DOCUMENTS AND RECORDS

#### Control of Documents

Details for document and data control are given within procedure Q01 *Control of Documents*.

#### Control of Records

Records will be kept on site and can be accessed via the Project / Site Manager, to demonstrate compliance with the specified requirements. Records will be maintained on Workspace in accordance with the 'Project' folder structure of the Workspace Documents tab. The Project Manager must check the Client's contract documentation to determine the scope and retention of specified records.

#### Client Requirements for Record Retention (add additional rows if required)

Record Type / Name	Retention Period
TBA	

#### Drawing Control

As required in procedure Q01 *Control of Documents*, section 5: *Contract Drawings and Specifications*, the Project Manager will establish and maintain a project process and set of protocols to manage the physical receipt, logging, internal Project Team distribution, and onward distribution to relevant subcontractors, Designers and suppliers, of project drawings, sketches and specifications. This will include both electronic and / or hard copy formats.

All contract drawings, sketches and / or specifications are required to be classified under three distinctly different headings: Purpose, Status and Revision. All documents must have a clearly identifiable purpose and should be physically marked / labelled / stamped to suit.

Where no design responsibility exists the subfolders of 1.10 *Client Drawings, Drawing Register and Issue Records* must be used to store drawing records: 1.10.1 *Drawings* / 1.10.2 *Drawings with comments* / 1.10.3 *Drawing Registers* / 1.10.4 *Issue Records* / 1.10.5 *As-Built Drawing*.

Where the project includes design the subfolders of 4.1 *Design Drawings, Drawing Register and Issue Records* must be used to store drawing records: 4.1.1 *Drawings* / 4.1.2 *Drawings with Comments* / 4.1.3 *Drawing Registers* / 4.1.4 *Issue Records* / 4.1.5 *As-Built Drawing*.

### 4.7 PURCHASING

#### Purchasing Process

Products and services are only provided by approved suppliers and subcontractors who can demonstrate their ability to comply with the specified requirements. A key requirement of this process is the management of procurement via a procurement programme.

#### For this Project the Procurement Programme shall be managed by:

Name:

Beth West

#### Supplier / Subcontractor Evaluation

Suppliers / subcontractors are evaluated as part of the selection process and upon completion of their elements of the project works.

#### Client Approval of Materials / Subcontractors

Details of materials / subcontractors will be submitted for Client approval as detailed within the contract documents. Where there is a contractual requirement or project agreement that materials (including products)

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 51 of 72				

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

and / or proposed use of subcontractors are to be submitted to the Client for approval or acceptance, this activity is to be planned and monitored via use of the table below.

Materials / Subcontractors	Date Submitted to Client	Accepted / Rejected	Date
Pre-cast Units			
Flood Gates			
Glass Panels			
TBA			

Approval / acceptance records must be stored in 1.1 *Employer Correspondence*.

### Samples, Mock-up, Test Panels, Benchmarking

Where these are to be used, the project must develop a strategy to manage their use. This should include the development and maintenance of a schedule of items. QMF-103 *Samples Tracker* may be used to record items, dates, and approval status.

Where appropriate, storage location, duration and protection measures will be agreed with the Clients Representative / Project Manager.

## 4.8 CUSTOMER-SUPPLIED PRODUCTS AND CUSTOMER ASSETS (INFRASTRUCTURE)

Where products are supplied by the Client for incorporation into the works, they will be inspected upon receipt to verify compliance with specification, delivery and testing / certification documentation.

Inspection will be demonstrated by the signature of the delivery documentation, where provided, by a designated signatory. Defective materials will initiate an NCR and Client notification.

Products that are lost, damaged, or otherwise unsuitable for use, are quantified, recorded and reported to the Client.

Compliant material will be stored to prevent deterioration or issued for installation.

### Customer Supplied Product for Incorporation into this Project Comprises:

Product	Any Specific Requirements (Storage / Handling)
None to be supplied	

### Existing Client Assets which are Potentially Vulnerable during the Construction Works are listed below:

Asset Type / Name / Reference	Protection Arrangements
TBA	

### Existing Client Assets will be Protected and Managed by:

Name:

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite				
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 52 of 72			

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### 4.9 PRODUCT IDENTIFICATION AND TRACEABILITY

Contract requirements for product identification and traceability need to be ascertained via the contract review / progress meeting arrangement to ensure appropriate inspection and test arrangements are developed. This requirement if applicable will be detailed within the ITP(s). Where not specified each site shall determine the need for traceability.

Whether or not it is a contract requirement, VW UK applies product identification and traceability to structural / reinforced concrete suppliers for pours in excess of 6m<sup>3</sup>. This is to include records of site slump / flow or compacting factor tests plus 7 and 28 day cube compressive strength records (core compressive strength and beam tensile strength records where applicable).

Traceability shall be achieved by maintaining appropriate “As Built Records”, drawings or other documentation as detailed in the ITP.

### 4.10 PROCESS CONTROL

#### Construction Methods / Instruction

All works will be carried out in accordance with the specified standards and contract documents. The key specification requirements are set out in the contract drawing and:

Document Title:

- Contract Data Parts 1 & 2
- Works Information

All quality critical materials shall be inspected by an authorised signatory as detailed in HSE-33 *Allocation of Responsibilities*.

Detailed method statements shall be prepared where required, and are maintained within the site office.

Wherever required, controlling samples / areas of both material and workmanship shall be established, and site management personnel shall regularly inspect the works during construction, to ensure specified and / or controlling sample criteria are maintained.

#### Subcontractor Pre-start Meetings

Pre-start Meetings shall be held with all subcontractors using HSE-03 *Subcontractor Pre-Start Health & Safety Meeting Agenda*. The ‘Quality Control & Procedures’ section of HSE-03 facilitates the discussion regarding our requirements for quality management of the works. Completed HSE-03 records must be stored in folder 2.8 *Minutes of Meetings*.

### 4.11 INSPECTION AND TESTING

#### Inspection and Test Plan (ITP) Schedule

Where there are multiple ITPs required across disciplines, individual packages or phases of work, the project will generate and maintain an overarching ITP schedule. This schedule will summarise the requirements for the timely preparation and development of ITP(s), and will be maintained in Appendix 7 of this SMP in place of the individual ITPs.

The ITP schedule and subsequent ITPs will be compiled on an ongoing basis to ensure timely subcontractor input as packages are let. The key requirement of each ITP is that it is developed ahead of activities commencing on site.

#### Inspection and Test Plan (ITP)

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 53 of 72		



## Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

Where there is no requirement for an ITP Schedule (see above) a QMF-17 *Inspection and Test Plan* shall be produced and maintained in Appendix 7 of this SMP. A key requirement of the ITP is that it is developed ahead of activities commencing on site.

The ITP will show the packages of work, and detail those stages of these packages subject to inspection and testing. The ITP will also record where packages of work will be subject to subcontractor inspection and testing.

The ITP will address both materials and installation activities supplied / executed by both the Site Management Team and subcontractors.

QMF-17 *Inspection and Test Plan* must be used as the template for ITPs including when a subcontractor's supplied ITP does not meet these requirements of QMF-17.

ITPs must be stored in folder 9.15.1 *ITP's* along with the "live" ITP schedule (if applicable).

### Inspection and Test Records

Inspection of the works shall be recorded as necessary using the proforma identified in the ITP. This includes those activities requiring inspection by the Client, using either Clients systems or a company proforma, such as Examination of Works forms or Work Inspection Sheets (WIS). Joint inspection and tests will address specified stages within the process as appropriate.

Record documents such as drawings, checklists, examination of works forms or correspondence shall be maintained to indicate the inspection and test status of the works and filed with the inspection sheets in folder 9.15.2 *Work Inspection Sheets (WIS)*.

### Materials / Product Compliance and Certification

The bought-in supplies, components and materials are inspected upon delivery and signed for by an authorised signatory. The delivery ticket is checked against the order to confirm that the product supplied complies with what was ordered. Any product found damaged or not as required shall be returned, stored in a designated area, or marked accordingly. Product(s) supplied by manufacturers belonging to a third party accredited quality scheme or certified by third party schemes (e.g. BBA and QSRMC) are not necessarily inspected on receipt for quality, but for quantity and compliance with the purchase order.

Folder 9.15.4 *Material and Product Test Certificates* must be used to store relevant certification.

A failure of material or part of the works to conform to specification during inspection and testing will initiate Q04 *Non Conformance and Corrective Action* with non-conformances filed in folder 9.15.3 *Inspection related nonconformances*.

A final acceptance inspection / test to verify the conformance of the finished product to specified requirements shall be performed in accordance with the ITP.

## 4.12 CONTROL OF INSPECTION, MEASURING AND TEST EQUIPMENT

The site maintains details of measure and testing equipment. The information recorded includes identification, calibration, and date on / off site, together with a full record of calibrations during the course of the contract.

Survey stations and datum used for control will be safeguarded during the course of the works. Laboratory equipment will only be operated by an authorised technician.

All equipment used for measuring and testing will be checked for tolerance in accordance with procedure Q08 *Measure and Test Equipment* and QMF-06 *Plant and Equipment Schedule*. QMF-06 must be stored in folder 11.7.6 *Plant and Equipment Schedule*.

For this project the responsibility for overseeing all inspection, measuring and test equipment (including subcontractors) rests with:

Name:

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 54 of 72				

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### 4.13 TEMPORARY WORKS

#### Management Principles

It is the policy that all subcontractor designed temporary works schemes under our management, shall be issued to the Project Manager (or our approved external consulting engineer) for design review or checking.

All projects shall refer to procedure Q10-02 *Temporary Works* for guidance on policy, process and protocols with regard to the management of temporary works.

Every project shall formally appoint a competent Temporary Works Coordinator using QMF-102 *Assessment & Appointment of Temporary Works Coordinator (TWC)* to record the process.

On large construction sites where temporary works operations are carried out by various trade / subcontractors, each of the subcontractors should appoint an individual as their Temporary Works Supervisor (TWS).

All projects are to establish and maintain a QMF-94 *Temporary Works Register*.

#### Design

As a general requirement, all temporary works designs shall be designed, reviewed, and with subsequent site works inspected and accepted as fit for purpose, by competent persons prior to any loading or unloading of the system.

The service requirement against who undertakes temporary works design, who reviews it and who carries out site checking must be formally confirmed by the Project Manager.

A formal Q10-03 *Temporary Works Design Brief* shall be documented and approved for ALL temporary works.

Only competent and authorised personnel shall carry out temporary design works.

#### Site Management

When temporary works are included within subcontract works, the Site Manager shall ensure that procedure Q10-02 *Temporary Works* is included in the subcontract enquiry and then bound into the subcontract order.

Reporting to the Temporary Works Coordinator the Temporary Works Supervisor shall monitor the site works for any proposed changes to agreed schemes or changed site conditions (including weather) that may affect the performance of the temporary works.

#### Controls

All temporary works shall be managed in compliance with procedure Q10-02 *Temporary Works* and records stored in folder 4.17 *Temporary Works Drawings + Calculations*.

#### Principal Designer

Temporary works provision must be made known to the PD under the principle of coordination and cooperation. (This will be outside any routes of design approval). In addition to this, the Client has a responsibility to ensure the arrangements are suitable for controlling significant risks.

### 4.14 CONTROL OF NON-CONFORMING PRODUCT

Non-conforming materials and workmanship will be recorded and corrected in accordance with Q04 *Non Conformance and Corrective Action*.

Non-Conformance reports shall be raised under the criteria set out within clause 4.4 of Procedure Q04 *Non Conformance and Corrective Action*, using forms QMF-03 *Non Conformance Report* and QMF-04 *Schedule of Non Conformances*, and stored in folder 9.15.3 *Inspection related nonconformances*.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 55 of 72				

## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### 4.15 CORRECTIVE AND PREVENTIVE ACTION

Q04 *Non Conformance and Corrective Action* and Q06 *Preventative Action* detail how non-conformances are reviewed in order to determine the required action.

Q06 *Preventive Action* addresses the potential for errors and elimination of occurrence.

### 4.16 HANDLING, STORAGE, PACKING, PRESERVATION AND DELIVERY

Products supplied by material suppliers and subcontractors will be handled, stored, packed and delivered to ensure that there will be no damage or deterioration. Following delivery, the methods used to handle and store the products will be as recommended by the supplier, and the condition of the product in stock shall be assessed at appropriate intervals.

The key incoming materials on this project, procured directly by VW UK, which are critical to quality, are listed in the table below and will be checked and signed for by a designated signatory, as per HSE-33.

#### Key Incoming Materials (add additional rows as required)

Material / Product	Intended Use
Concrete	Base/CFA Plie
Pre cast concrete units	Flood defence wall
Reinforcement	Base/CFA Pile Reinforcement
Glass Panels	Flood defence wall
Flood Gates	Flood defence
Redi-Rock	Retaining Wall

The company will take all measures to protect the finished parts of the works from damage and deterioration during the period of the contract as required by the specification.

Project / product specific requirements for handling, storage, packing and preservation will be detailed within the method statements held at site.

#### The Storage of Materials on this Project (add additional rows as required)

Material / Product	Storage Arrangements
Concrete	Satellite compound 1,2 or 3
Pre cast concrete units	Satellite compound 1,2 or 3
Reinforcement	Satellite compound 1,2 or 3
Glass Panels	Satellite compound 1,2 or 3
Flood Gates	Satellite compound 1 or 2
Redi-Rock	Satellite compound 1,2 or 3

### 4.17 CONTROL OF QUALITY RECORDS AND WORKSPACE

The control of quality records is described in Q02 *Control of Records*.

In general terms, records are fully maintained on site and in Workspace to demonstrate conformity to the specification and effective operation of the VW UK Management System. In addition to this, records such as drawings, checklists, examination of works forms, test certification etc. and / or related correspondence shall be maintained to indicate the Inspection and Test status of the works.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite				
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 56 of 72			





## Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### Four Tier Approach to Workspace Utilisation

We recognise factors such as project value, duration and location determine staff resources and telecommunication network links, and as a result affect a project's ability to use Workspace and upload records.

The strategy for Workspace utilisation is designed to provide a flexible approach to the electronic record management system available through Workspace, taking these factors into account, by establishing a 4 tier approach to accommodate a range of different site set ups and resourcing levels:

*Tier 1 - Full Workspace implementation including potential access for external users*

*Tier 2 - On-site priority record upload with off-site upload during the construction phase*

*Tier 3 - Off-site upload during the construction phase*

*Tier 4 - Record upload post construction phase*

The tiers enable us to determine which rules are applied to projects on a case-by-case basis, before the project commences, so that Project Teams comply with the agreed record management rules and any monitoring (audit) procedures are aligned to this principle. It is important to note that whichever tier is chosen for the construction phase, the end result is the same, in that all records must be uploaded to Workspace whether it is whilst the project is live or soon after it completes.

### Tier Selection

The first step is to establish which tier or tiers fit the project setup based within guidance document *Workspace Project Implementation Strategy*. The information provided is however just a guide and the Management Team can select from the most relevant tiers, the important step is making the selection and instructing the project lead which record management rules they must follow.

Ideally the selection is made at the tender handover and no later than the quality planning meeting providing the meeting is held before the construction phase commences. The tier selection should be made by the Contract Manager or a more senior member of staff.

The tier selection should remain in place for the duration of the project unless circumstances warrant a change such as long-term disruption in telecommunications. Consideration must be given to mobilisation and demobilisation periods and continuity of record management. Further guidance can be sought from the Quality Manager, to maintain business continuity.

### Hard Copy File Storage

Hard copy files maintained on site must match the file structure of the 'Project' folder structure on Workspace.

### Security Model and Access Restrictions

A record management system must enable access to certain records to be restricted for regulatory, privacy, financial, commercial, security or other operationally sensitive reasons. Each folder of the 'Project' structure in Workspace has a security restriction according to the security level of role groups, as shown on the Q02-01 *Workspace Document Store Project Pool Structure and Security*. For further guidance on security levels please contact ICT.

### Quality Planning Meeting

It is important that we establish systems that are both effective and efficient. Through the implementation of this Workspace strategy, projects will utilise Workspace in line with the resources available on site or regionally, and the communications infrastructure available.

The QMF-01 *Quality Planning Meeting Agenda / HSE-60 Health, Safety, Environmental and Quality Planning Meeting Agenda*, chaired by a Quality Manager, will confirm the protocols are in place on the project to conform to the tier which has been selected. The Quality Manager will also be able to provide additional guidance to the Project Team on Workspace use, its interactions with the QMS, and the transit of records to regional resource (if applicable).

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 57 of 72				



## Site Management Plan

H01-01

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### Monitoring of Records

Tracking the movement and use of records is required to monitor usage for systems maintenance and security, in addition to maintaining an auditable trail of record transactions. Monitoring also helps enable any outstanding actions, retrieval of a records, and to prevent loss of records. Internal inspections / audits will assess compliance of record management according to the tier selection, for example, auditors will seek records from Workspace for tier 1 projects and from hard copy folders for tier 4 projects.

### 4.18 INTERNAL AUDITS

All internal audits will be carried out in accordance with Q03 *Audit*. Audit reports and associated non-conformances must be stored in the subfolders of folder 13.0 *Audits and Inspections*. Refer to section 1.1 for details of inspection and monitoring arrangements.

### 4.19 SERVICING

Servicing requirements for the project or parts of the project shall be identified from the contract documents and, where required, operating manuals etc. shall be supplied.

### 4.20 STATISTICAL TECHNIQUES

Records and test results shall be obtained for analysis, to ensure that the specified criteria are met as required within the contract documents, or as deemed necessary by the Project / Site Manager, for products such as ready mix concrete and fill materials.

### 4.21 CUSTOMER SATISFACTION AND COMPLAINTS

Interested parties are individuals and other entities that add value to the organisation, or are otherwise interested in, or affected by, the activities of the organisation. These can include our customers / Clients, our employees, subcontractors, suppliers, and the communities in which we work. Meeting the needs and expectations of interested parties contributes to the achievement of sustained success by the organisation.

VW UK strives to continually improve the service we provide to our Clients. By acting upon the feedback we receive, this will help us to ensure we meet and exceed our Client's expectations. All sites are required to undertake Client Satisfaction questionnaires (on a monthly basis where appropriate), using QMF-76 *Client Satisfaction Report*. This company form requires Clients to grade their satisfaction level for Product and Service, as well as provide further feedback on elements such as: Quality, Defects, Health and Safety, Environment, Programme and Organisation. Completed QMF-76 *Client Satisfaction Reports* must be stored in folder 11.13 *Customer satisfaction*.

Complaints may be notified by a variety of means (meetings, correspondence, telephone etc.) and all complaints must be investigated. On confirmation of a complaint it must be recorded on form QMF-03 *Non Conformance Report* and managed to conclusion.

Complaints shall be summarised on form QMF-05 *Complaints Log*. It shall be maintained to monitor and demonstrate resolution of third party complaints. Complaints will be reviewed and recorded during HSEQS internal audits. This will identify if any trends are apparent, to review corrective and preventive action, and recommend any further action within the project or companywide.

VW UK, as corporate members of the Considerate Constructors Scheme, will manage third party complaints in accordance with the scheme. The completed QMF-03 *Non-Conformance Report* and QMF-05 *Compliments / Comments / Complaints Log* must be stored in folder 10.5 *Third Party Correspondence (complaints, insurance claims etc.)*.

Should a VW UK project use a Client system / process for dealing with complaints that differs from the above, the Client system / process will supersede these points. The system / process put in place must however be robust enough to meet the requirements of this process.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 58 of 72		



## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

### 4.22 CONTINUAL IMPROVEMENT AND FEEDBACK

Continual improvement of the VW UK system relies on feedback from projects to the HSEQS Team to facilitate appropriate changes. One of the key mechanisms is the QMF-02 *Post Project Review and Closeout Meeting* with significant issues (positive and negative) being issued to the HSEQS Team for wider dissemination (prevention) and system development. This is targeted to occur within eight weeks of project handover / Client acceptance / occupation.

For this project, the Post Project Review and Closeout Meeting is targeted for:

The completed QMF-02 must be stored in folder 11.12 *KPIs and Post Contract Review*.

Recommendations for improvements to this SMP template can be emailed to [CR@volkerwessels.co.uk](mailto:CR@volkerwessels.co.uk)

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 59 of 72		



## Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

## Appendix 1 Organisation Chart

The following chart should be used to summarise the basic structure for the management of the project. The full Project Team must be shown on the internal contacts list of the project record in Workspace.

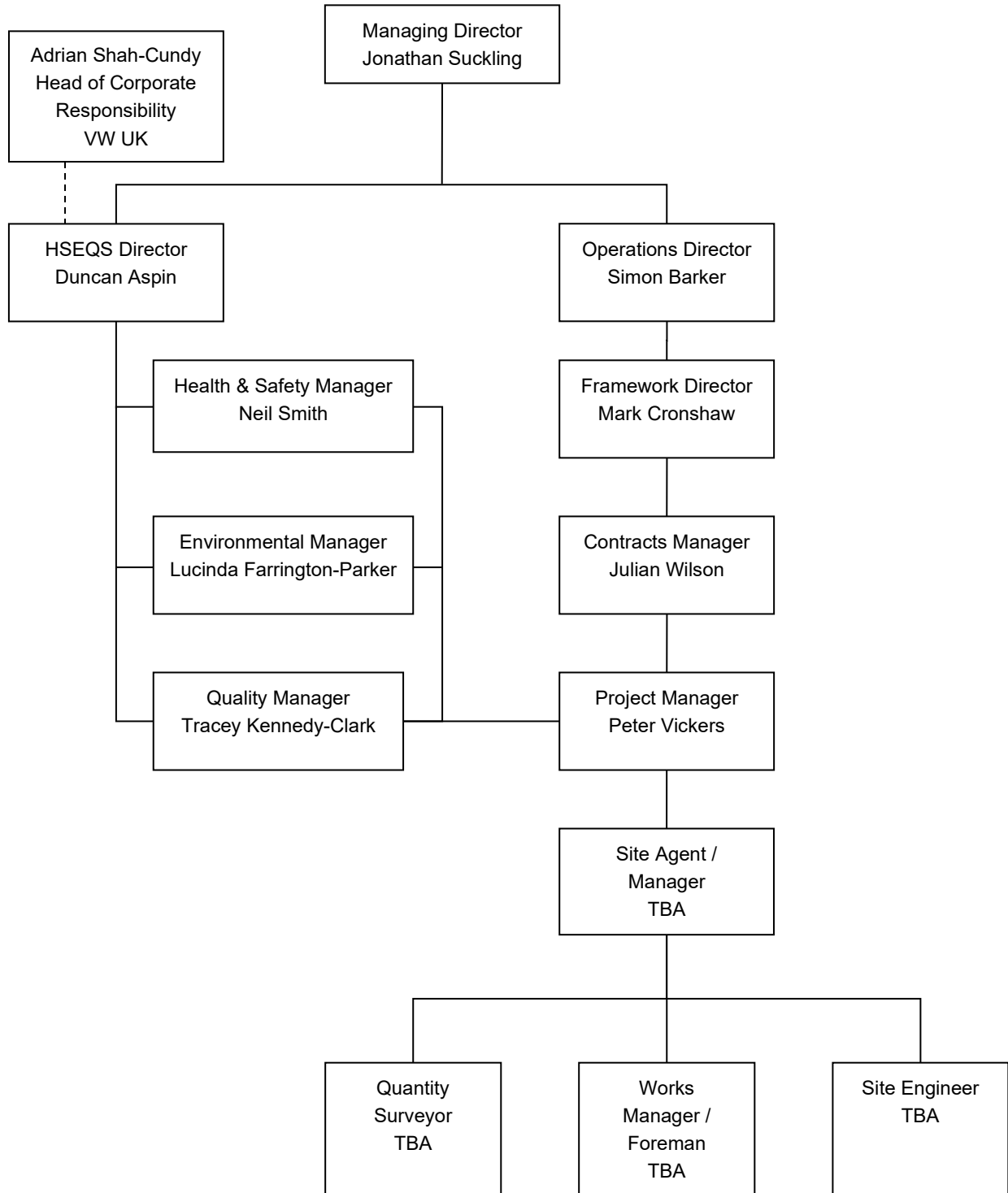
HSE-33 *Allocation of Responsibilities* details the full range of responsibilities assigned to team members.

<b>Issue no.:</b>	14	<b>Date:</b>	Jan 2020	<b>Parent document:</b>	H01 Guide to Site Management Plan Suite				
<b>Approved for IMS:</b>	IMS Manager	<b>Document owner:</b>	CR Director	<b>Workspace file:</b>	11.1	Page 60 of 72			

# Site Management Plan

**H01-01**

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a



Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager	Document owner:	CR Director	Workspace file:	11.1	Page 61 of 72				





VF-B ✓	VF-C ✓	VF-R SMP(Rail)	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-------------------	---------	-----------	---------	---------	----------	---------	---------	------------------------

## Appendix 3 Site Rules

Rules are issued / discussed with all personnel at induction and evidence of this is recorded on HSE-18 *Safety Induction Register*.

The rules outlined below are the absolute minimum; they should be supplemented by any site-specific additions. These may be Client requirements (e.g. PTS on Railways), to address details in the Pre-construction Information or in response to own past experience.

### SITE RULES - HEALTH AND SAFETY

1. All persons having any business on site must attend an induction and receive and understand a copy of the site rules.
2. All persons must report to the site office and sign in before entering the site, and sign out on leaving the site.
3. All persons on site must wear a safety helmet, protective footwear and high visibility clothing at all times (the site offices and welfare facilities are excluded from this rule).
4. Trainers will not be permitted at any time. Visitors shall be made aware regarding protective footwear, but may be exempt if agreed and accompanied by site management.
5. The correct task specific personal protective equipment must be worn at all times, e.g. gloves, goggles, masks, ear defenders etc.
6. Unauthorised personnel must not alter scaffolding.
7. No one is to operate vehicles, plant or machinery, including fitting abrasive wheels and erecting or dismantling scaffolding, unless they are appropriately trained or suitably qualified, e.g. CITB or similar and authorised in writing by site management, (HSE-23 *Permit to Operate Plant*). This is a zero tolerance issue, unauthorised persons operating plant will be removed from site.
8. Excavator operatives who are found to have incorrectly fitted a bucket onto the quick hitch system and not ensured that all associated safety devices are correctly fitted will be removed from site. This is a zero tolerance issue.
9. Failure to wear a suitable harness and lanyard connected to a safe attachment point is a zero tolerance issue.
10. The use of hand held mobile phones while operating plant / vehicles whilst on site is prohibited, except if parked up and the engine switched off.
11. Defective vehicles (including light commercial and HGV), plant or machinery must not be used at any time and the defect(s) should be brought to the attention of the site management immediately.
12. No person under the influence of drugs or alcohol will be permitted to remain on site.
13. Welfare facilities are to be kept clean and tidy at all times.
14. Warning signs must be obeyed at all times.
15. All accidents and dangerous occurrences must be reported to the site office, and all injuries entered in the accident book.
16. All persons must obey the site rules with regard to non-smoking and the provision / use of any smoking areas / facilities.
17. Operatives using any equipment producing a naked flame or sparks must have within arm's reach a suitable fire extinguisher. The operative must also be in the possession of HSE-27 *Hot Works Permit*.
18. A Permit to Work is required for any person entering a confined space.
19. A Permit to Dig is required every time before breaking the ground surface.
20. Only certificated and authorised personnel will be allowed to sling loads or direct cranes.
21. Drivers of all excavators and reversing vehicles must have good all round visibility or be supervised by a banksman.
22. It is incumbent upon all operatives to work in a safe manner and not to endanger themselves or other persons by their actions.
23. Portable electric tools and equipment shall only operate at 110 volt power or lower, and wherever possible use RCD protection.
24. No radios on site.
25. All materials used on site which have a hazard symbol on the container / bag, must have a COSHH Assessment sheet, which should form part of the method statement. We encourage the use of, where possible, materials that are non-hazardous and friendly to the environment.
26. All pedestrian and vehicle control signs must be complied with.
27. No persons are permitted to be underneath any unprotected overhead activities.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 63 of 72		

VF-B ✓	VF-C ✓	VF-R SMP(Rail)	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-------------------	---------	-----------	---------	---------	----------	---------	---------	------------------------

28. No work is to be carried out on the following activities unless a written permit / authorisation has been issued:
- Confined Spaces (HSE-21)
  - Lifting Operations (H55)
  - Plant Operation (HSE-23)
  - Excavation / Breaking Ground (HSE-24)
  - Electrical Intake Rooms (HSE-25)
  - Electrical Works (HSE-26)
  - Hot Works (HSE-27)
  - Ceiling Voids (HSE-28)
  - Temporary Works (HSE-29)
  - Demolition (HSE-40)
  - Rope Access (HSE-41)
  - Permit to Erect, Climb or Dismantle a Tower Crane (HSE-49)
  - Metal Ribbed Decking Permit to Install and Completion Certificate (HSE-50)
  - Tower Crane Operations Guidance (HSE-51)
  - Tower Crane Erection, Climbing and Dismantling Checklist (HSE-52)
  - Steps and Ladders Permit (HSE-53)
29. ADD ADDITIONAL SITE SPECIFICS (CONTINUE DOWN THE PAGE AS NECESSARY)

## SITE RULES - ENVIRONMENTAL

1. Diesel, fuel, oil and chemicals to be stored only in proper designated storage areas. All containers must be returned to designated areas.
2. All diesel deliveries and refuelling is to be carried out with great care to ensure spillages do not occur. Always use drip trays.
3. No water whether surface water or other is to be discharged into any drains or manholes unless authorised by the local Water Authority or Sewerage Undertaker.
4. Any works which are likely to emit excessive noise are to be advised to the Site Manager for instruction prior to proceeding.
5. Waste must not be allowed to accumulate, and must be disposed of in the skips provided.
6. No waste is to be placed outside of site boundary.
7. All hazardous waste, e.g. glue pots, paint tins etc. are to be disposed of in suitable waste bins or removed from site by the subcontractor on site.
8. Where dedicated skips are provided for materials such as metal only, masonry only, timber only etc., these are only to be used for disposal of the respective material, NO mixing of material.
9. For all waste leaving site, copies of waste carrier licences, disposal facility licences and waste transfer notes must be made available to site management.
10. Bonfires are not permitted.
11. All plant, i.e. disc cutters, chasers, skill saws etc. must have dust bags fitted wherever possible or dust extraction equipment to prevent dust pollution of the atmosphere.
12. In the event of any spillage, i.e. diesel, petrol, paint, glue etc. please advise the Site Manager immediately for instruction on the respective cleaning up / emergency procedure.
13. Toolbox talks on environmental issues and how they affect their present work are to be held on a monthly basis.
14. If you have any queries or are in doubt, please contact site management.
15. ADD ADDITIONAL SITE SPECIFICS (CONTINUE DOWN THE PAGE AS NECESSARY)

Note: we encourage the use of, where possible, materials that are non-hazardous and friendly to the environment.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 64 of 72		

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

## Appendix 4 Corporate Responsibility Framework of VW UK



### Corporate Responsibility Framework

#### Marketplace

We are committed to meeting our client's expectations whilst operating our business accountably and striving for excellence in all that we do.

Theme	Action and desired outcome
Awards	It is important that we recognise our achievements through success, praise and award.
Collaborative Relationships	We will improve our accountability through collaborative relationships with our employees, clients, subcontractors, suppliers and the communities in which we work.
Procurement	The purchase of products and services in a socially and environmentally responsible way that delivers value for money and benefits to our clients and communities.
Innovation	Striving for excellence motivates us to improve the way we do things for ourselves, our clients, and our industry.

#### Workplace

As a major employer in the construction industry we take seriously our responsibilities to act in line with appropriate legislation, as well as with our own policies which deal specifically with colleagues and the people we come into contact with. We continue to provide a safe working environment in which employees can continue their personal development and are building a culture in which ethical business practice continues to thrive.

Theme	Action and desired outcome
Diversity	To attract employees and volunteers from all cultures and socio-economic groups, in order to develop and retain the skills and talent needed to meet our business objectives.
Employees	To provide a supportive environment where all our employees have the time and resources to achieve their own ambitions for the good of our clients, the company and themselves
Health, safety and wellbeing	Continually strive to prevent work related injuries and ill-health of our employees and anyone associated with our activities, whilst improving their wellbeing.
Quality	Maintain clearly defined management systems, interfaces and responsibilities that are understood and accepted by all.
Training	To stimulate the learning and development of our employees.

#### Environment

We are aware of the effects that our activities can have on the environment and accept responsibility for future generations by limiting our impact. Through many initiatives we continually strive to be as socially and environmentally responsible as possible, maximising opportunities for enhancement and mitigating adverse impacts on the environment. Our strategy is to maintain a sustainable business by being considerate of the environment, embedding the following themes throughout our activities:

Theme	Action and desired outcome
Biodiversity	We will play our part in the prevention of overall biodiversity loss by protecting and enhancing the ecosystems affected by our activities. Biodiversity is the variety of all life on Earth, including all species of animals and plants and the natural systems that support them.
Carbon	Reduce our carbon emissions year on year by focusing on resource efficiency (energy, waste, water) across our activities, and seeking carbon reductions within our construction operations by increasing the commitment of our supply chain to lower carbon solutions.
Energy	Continually improve the energy efficiency of our activities, goods and services through a more sustainable use of electricity and fuel. This includes the promotion of alternative specifications and technologies to influence energy efficiency in the structures we design and build, and the use of more energy-efficient methods of transportation.
Waste	Reduce the amount of waste we produce from our activities, with a particular focus on the prevention of construction, demolition and excavation waste sent to landfill.
Water	Establish a baseline water consumption for all business units, and report on use against best practice benchmarks. We commit to eliminating the unnecessary and improper use of water (potable and non-potable) in addition to influencing improved water efficiency of the structures we design and build.

#### Community

Our offices and sites work actively to become part of the communities in which they are working. We actively support charities and causes both locally and nationally. Our aim is to add value to our society, inspire others and support colleagues, clients and suppliers in their own efforts to share time, skills and resources in their chosen way.

Theme	Action and desired outcome
Integrity	To ensure that all of our employees are open and honest, our business ethically and morally strong and each of us is accountable.
Society	Respect people and their local environment, be responsive to the communities in which we work.

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite					
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	11.1	Page 65 of 72		

VF-B ✓	VF-C ✓	VF-R SMP(Rail)	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-------------------	---------	-----------	---------	---------	----------	---------	---------	------------------------

**Appendix 5 Standard Risk Assessment Charts (HSE-02 and EMS-02)**

This section contains a copy of the completed risk assessments from the Health & Safety, Environmental and Quality planning meetings. Copies of the completed records must be inserted behind this cover sheet.

<b>Issue no.:</b>	14	<b>Date:</b>	Jan 2020	<b>Parent document:</b>	H01 Guide to Site Management Plan Suite					
<b>Approved for IMS:</b>	IMS Manager			<b>Document owner:</b>	CR Director	<b>Workspace file:</b>	11.1	Page 66 of 72		

VF-B ✓	VF-C ✓	VF-R SMP(Rail)	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-------------------	---------	-----------	---------	---------	----------	---------	---------	------------------------

## Appendix 6 Storage and Handling of Fuels, Oils and Chemicals

The storage of fuels and oils is to be strictly in compliance with the Control of Pollution (Oil Storage) (England) Regulations 2001. This applies to project controlled storage, and that of our subcontractors.

The following text is mandatory minimum guidance but should be supplemented with any relevant site-specific information / controls.

### The key criteria for storage are:

#### Petrol

- The maximum size of the container should be 10 litres
- The containers should be suitably constructed and adequately labelled
- Containers should be stored in the fuel store within the site compound
- Ideally the storage place should be more than 6m from the nearest building, highway or footpath
- Any storage area should be bunded or the fuel store must be leak-proof
- When used remotely on site, to fuel pumps or generators, containers should be placed on a drip tray and a spill kit must be on hand in case of spillage
- Drip trays must be emptied and cleaned on a regular basis

#### Diesel

- Diesel stored in a tanker / bowser shall be clearly labelled and locked when not in use
- All tanks and bowsers must be fully bunded, the bund must have 110% capacity of the fuel stored in the tank
- When a diesel bowser is used on site there should be a spill kit on hand in case a spillage occurs
- When diesel is stored on site in small containers they should be adequately constructed, correctly labelled, and placed on a drip tray to contain any spillage that may occur and protected from impact damage
- Diesel must never be decanted into a container that is not specifically designed to store it

#### Refuelling Procedure

This procedure outlines the steps to be taken when refuelling on site

- No plant or machinery is to be refuelled within 10m of any watercourse / drain without a specific risk assessment and method statement being in place
- Small plant / equipment must be refuelled using a funnel to prevent spillage
- Where possible, all plant must be taken to the main fuel tank for refuelling. For large or stationary plant and equipment a bunded fuel bowser shall be filled from the main tank in order to distribute the fuel
- A spill kit or absorbent granules must be kept adjacent to the main tank, carried with any mobile bowser and kept in the machines to be refuelled. The operative carrying out the refuelling operations shall check this prior to transferring any fuel
- A drip tray / spill mat must be in place before any refuelling takes place
- Bowsers must be equipped with an automatic cut-out mechanism
- All ancillary equipment (hoses / pistols / valves etc.) must be stored within secondary containment
- When not in use, fuel tanks / bowsers must be securely padlocked to prevent accidental / deliberate discharge
- In the event of a spillage, refer to EMS-09 *Emergency Spill Procedure*

Issue no.:	14	Date:	Jan 2020	Parent document:	H01 Guide to Site Management Plan Suite		
Approved for IMS:	IMS Manager		Document owner:	CR Director	Workspace file:	11.1	Page 67 of 72

VF-B ✓	VF-C ✓	VF-R SMP(Rail)	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-------------------	---------	-----------	---------	---------	----------	---------	---------	------------------------

**Appendix 7 Inspection and Test Plan Schedule or ITP (QMF-17)**

This section contains a copy of the completed Inspection and Test Plan schedule (if relevant) or QMF-17 *Inspection and Test Plan* (refer to section 4.11 above).

<b>Issue no.:</b>	14	<b>Date:</b>	Jan 2020	<b>Parent document:</b>	H01 Guide to Site Management Plan Suite					
<b>Approved for IMS:</b>	IMS Manager			<b>Document owner:</b>	CR Director	<b>Workspace file:</b>	11.1	Page 68 of 72		



VF-B ✓	VF-C ✓	VF-R SMP(Rail)	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-------------------	---------	-----------	---------	---------	----------	---------	---------	------------------------

## Appendix 8 Temporary Works Register (QMF-94)

This section contains a copy of the completed QMF-94 *Temporary Works Register*.

<b>Issue no.:</b>	14	<b>Date:</b>	Jan 2020	<b>Parent document:</b>	H01 Guide to Site Management Plan Suite			
<b>Approved for IMS:</b>	IMS Manager		<b>Document owner:</b>	CR Director	<b>Workspace file:</b>	11.1	Page 69 of 72	

VF-B ✓	VF-C ✓	VF-R SMP(Rail)	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-------------------	---------	-----------	---------	---------	----------	---------	---------	------------------------

## Appendix 9 Emergency Contact List

The emergency contact list will be displayed within the site offices and key points around the site.

Organisation	Details	Contact No.
Police (inc. British Transport Police)	Emergency number	999
Fire	Emergency number	999
Ambulance	Emergency number	999
Health & Safety Executive	Incident contact centre (fatalities / specified injuries)	0845 300 9923
Environment Agency	Incident hotline	0800 807060
Emergency spill response	Adler and Allan	0800 592 827
Emergency spill response	CSG Lloyds	0800 5873 133
National Grid Gas (formerly Transco)	24 hour gas emergency number	0800 111 999
UK Power Networks	24 hour emergency / supply loss	0800 783 8866
British Telecom	UK based corporate sector customers	0800 028 5314

<b>Issue no.:</b>	14	<b>Date:</b>	Jan 2020	<b>Parent document:</b>	H01 Guide to Site Management Plan Suite		
<b>Approved for IMS:</b>	IMS Manager	<b>Document owner:</b>	CR Director	<b>Workspace file:</b>	11.1	Page 70 of 72	



