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<b>Business Unit:</b>	<b>VolkerStevin – VBA</b>		
<b>Contract No.:</b>	<b>C12483</b>	<b>Contract Name:</b>	<b>Lincolnshire Lakes FDS</b>

# 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:

**PREPARED / AUTHORISED BY: Will Davies**

**COPYHOLDER 1: Will Davies**

**COPYHOLDER 2: Mott MacDonald**

<b>Issue no:</b>	12	<b>Date:</b>	May 2016	<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 56	

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# 1. INTRODUCTION

## 1.1 DESCRIPTION OF THE WORKS

### Contract Title

Lincolnshire Lakes FDS

### Description of Works

CDM2015 Reg 6 Schedule 1

The River Trent runs through the villages of Keadby, Burringham, Althorpe and Susworth, west of Scunthorpe in North Lincolnshire. These villages are currently protected from flooding from the river by both hard and soft defences. The works are to improve sections of the exiting defences in this area through a combination of strengthening and filling in low spots in the defence.

The soft defences are earth embankments maintained by the Environment Agency and are generally in good condition. The hard defences comprise of a variety of concrete walls and sheet piled walls that been built in low spots at different times and also as emergency remedial works to the embankment. The hard defences are of variable quality, and subject to varying standards of maintenance. Emergency works sheet pile walls are located to the north of Burringham village.

The objective of the Lincolnshire Lakes Flood Defence Scheme is to:

- Strengthen a 3.5km section of flood protection earth embankments with continuous sheet pile walls and capping beam to a top level of 6.47m OD and 6.10m OD for a 1km section adjacent to a new flood storage area, described below. This piled section is along the east bank of the River Trent from the M180 motorway bridge, through the village of Burringham to the A18 Keadby Bridge to the north of the village. There are two additional sections of older exiting probable sheet pile wall 190m in length, and in these locations, the new sheet pile wall is to be constructed parallel to the existing walls.
- Construct a new capping beam along a 200m length of exiting sheet pile wall recently constructed as emergency works by the Environment Agency. The new capping beam is to tie into the new sheet pile wall capping beams.
- Provide access points across the embankment where the capping beam is above the existing ground level, as required and in agreement with local residents and the Employer.
- Construct scour protection to the river banks, as detailed on the contract drawings, adjacent to the new sheet pile walls.
- A flood storage area is to be created by lowering a section of the embankment to 6.1m OD and strengthen the river side embankment across this flood storage area with sheet piling. Scour protection is to be constructed on the defence embankment along this section.
- Fill in low spots in the existing earth embankments with earthworks. These areas are intermittent and extend from Keadby to Susworth on both the east and west banks of the River Trent. This will also include localised raising of bunds/embankments to provide localised property protection adjacent to the flood storage area.
- Survey exiting flood defence walls to determine their exiting level and condition, and construct works to raise these to the required level of protection. Detailed design will be provided by the Employer following survey works.

A temporary sheet piles storage shall be provided at the agreed NLC storage compound. The yard shall be prepared by clearing the vegetation, civilizing/levelling up the existing ground and constructing a haul road. The sheet piles shall then be transported and offloaded on site using a 50T mobile crane.

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

CDM2015 Reg 6 Schedule 1

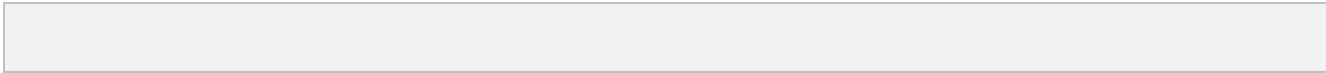
High St, Burringham, Scunthorpe DN17 3NQ (approximate address)

The site runs alongside the River Trent for 3.5km between the M180 motorway bridge over the river and the A18 Keadby bridge.

NLC Storage Compound, Station Road, Scunthorpe, DN15 6RQ – temporary sheet piles storage yard

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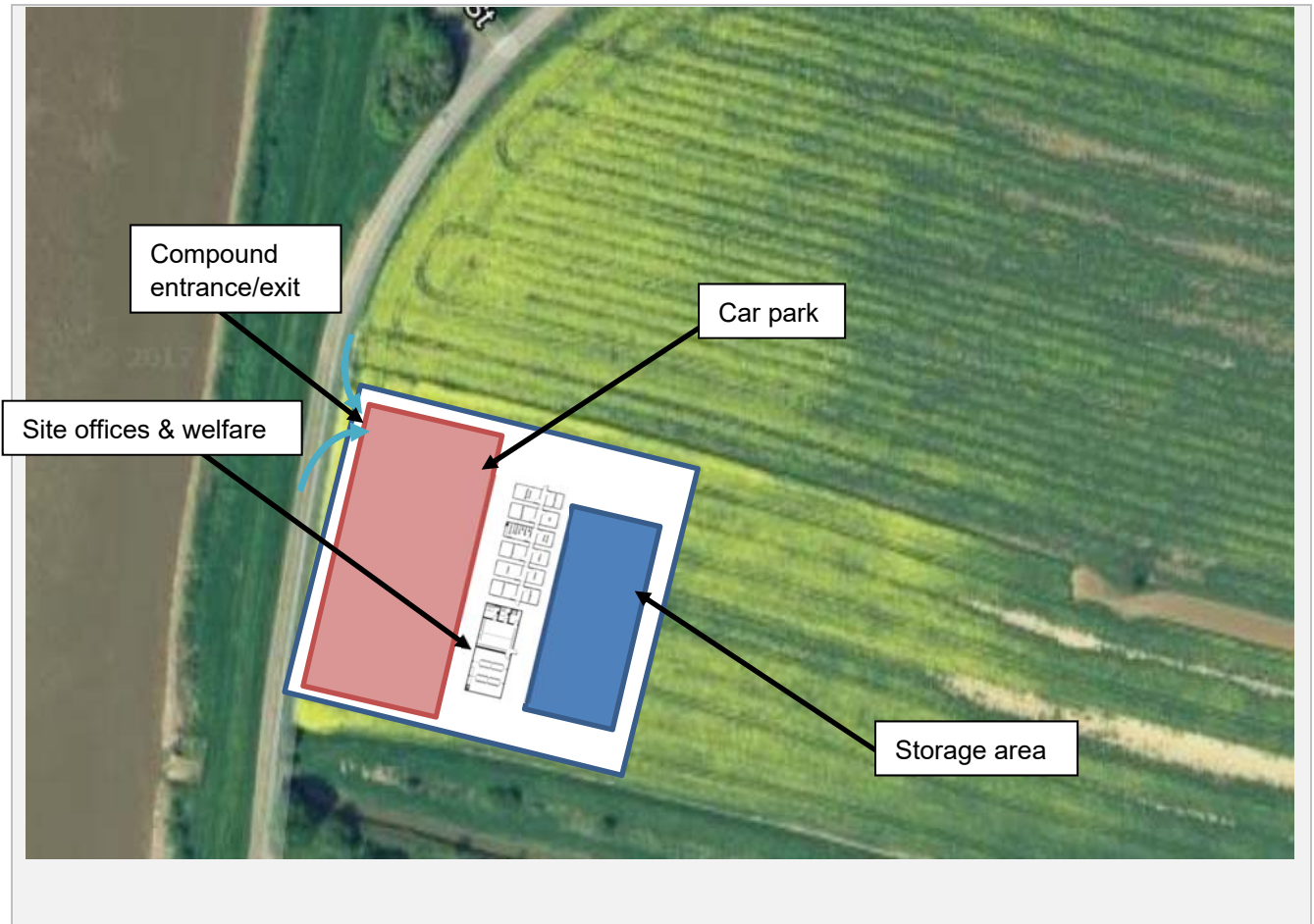


**Site Compound Location and Parking Arrangements**



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✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a



**Programme Details**

CDM2015 Reg 6 Schedule 1

Planned construction phase start date:	23 May 2017 (award)
Time allocated by Client for the construction works:	149 weeks
Planned duration of construction phase:	96 weeks
Proposed completion date:	21 March 2019
Estimated max. number of people on site	40
Planned number of contractors on site	5

**Key Programme Details / Milestones**

CDM2015 Reg 15(2)

Phase	Description
1	1.8km of flood defence strengthening and riverbank works
2	Remaining 1.7km of works

**Working Hours**

CDM2015 Reg 15(2)

Activity Carried Out on	Hours
Monday to Friday	07:30 to 18:00
Saturday and Sunday	Saturday – None Sunday – None
Working Restrictions	None

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# Site Management Plan

**H01-01**

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## Duty Holders

CDM2015 Reg 5

Duty Holder	Company Name and Address	Key Contact Details
Client	North Lincolnshire Council Civic Centre, Ashby Road, Scunthorpe, DN16 1AB	Sean Brennan 01724 296296 Sean.Brennan@northlincs.gov.uk
PD*	Mott MacDonald	TBC
Designer*	Mott MacDonald 4th Floor, Derwent House 150 Arundel Gate Sheffield, S1 2JY	Lee Geddes 0114 2283884 victoria.king@mottmac.com
PC*	VBA JV Ltd The Lancashire Hub Preston City Park Bluebell Way Preston PR2 5PE	Will Davies 01772 708620 will.davies@volkerstevin.co.uk
Contractor*	VolkerGround Engineering The Lancashire Hub Preston City Park Bluebell Way Preston PR2 5PE	Rob Howarth 01772 708620 rob.howarth@volkerstevin.co.uk

\*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*	8 City Walk, Lateral, Leeds, LS11 9AT	0113 283 4200
Environment Agency	8 City Walk, Lateral, Leeds, LS11 9AT	0370 850 6506
Local Authority	North Lincolnshire Council, Civic Centre, Ashby Road, Scunthorpe, DN16 1AB	01724 296296
Network Rail	Alexandra Rd, Scunthorpe DN16 2SF	James Fligg 01724 862 151
Highways England	8 City Walk, Lateral,	Dennis Sakufiwa 0113 2836502

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	Leeds, LS11 9AT	Dennis.Sakufiwa@highwaysengland.co.uk
* 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	N/A
Pre-start Meeting	Before construction phase	4 weekly meeting, weekly conference call
Four Weekly HSE&Q Meeting	Every four weeks	Every 4 weeks
Progress Meeting	Weekly / monthly	Monthly
Close Out / Review Meeting	End of project	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.	VBA	Zero accidents
2.	VBA	Safety shutdown
3.	VBA	Zero defects
4.	VBA	Full disclosure

## Inspection and Monitoring Arrangements

CDM2015 Regs 15(2), 24

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 Advisor
Quality Inspection	Every 4-8 weeks	QMF-77 by Quality Manager

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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, 18001	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. The Site Plan will 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 will 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.
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)

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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 will record all relevant permits, consent and licenses (add additional rows as required).

Type	Issuing Body	Date of Expiry	Additional Comments
Environmental Permit (Flood Risk Activity Permit)	Environment Agency		
Marine Management Organisation (MMO) Licence	MMO		
Listed building consents	Historic England		

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

CDM2015 Reg 12(2)

The following lists will 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:

- The removal of asbestos
- Dealing with contaminated land
- Manual handling
- Work involving chemical or biological substances, particularly where there is a need for health monitoring
- Noise
- Vibration
- Dust, silica
- Lifting (Crane operations)
- Working at height
- Restricted spaces
- Working near water – post and wire fencing shall be installed along the riverside extent of the haul road or works area. This shall be done in sections where work is being carried out on the embankment as a control measure against operatives falling in the river.

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

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✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

- Work on wells, underground earthworks and tunnels
- Work on or near water where there is a risk of drowning – post and wire fencing shall be installed along the riverside extent of the haul road or works area. This shall be done in sections where work is being carried out on the embankment as a control measure against operatives falling in the river.
- Traffic routes and segregation of vehicles and pedestrians
- Storage of materials (particularly hazardous materials) and work equipment

- Significant risks to **the environment** arising from site activities include:
- Noise
  - Dust
  - Water pollution (River Trent)
  - Dewatering
  - Controlled discharges
  - Spillage
  - Emissions (black smoke)
  - Fauna or flora (breeding birds, wintering birds)
  - Waste management
  - Contaminated land
  - Invasive species (Himalayan balsam, giant hogweed)

- Significant **quality** issues or works of particular significance include:
- Work inspection
  - Control of records
  - Storage of materials
  - Piling works
  - Rip rap
  - Gabion baskets & soft engineering works

### 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 will be via return email, and if the SMP is issued in hard copy, the recipient shall 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	Site offices
2	PD	Electronic copy
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.

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

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

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.**

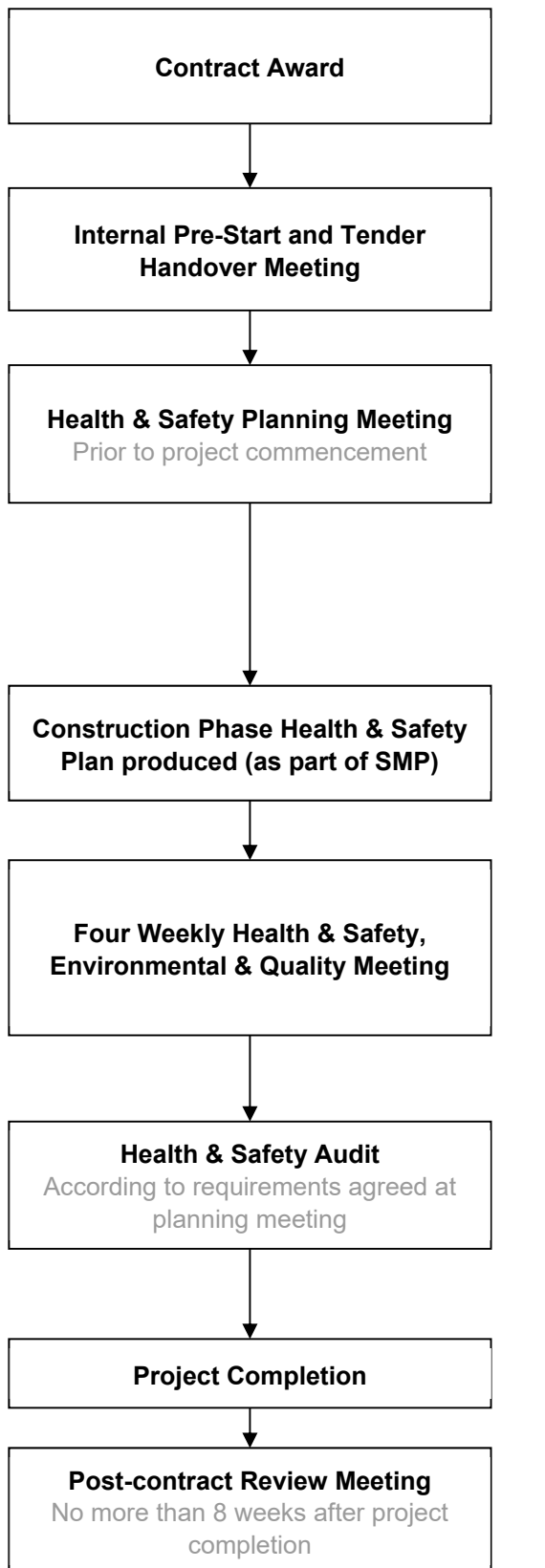
**SMP Revision Record** (add additional rows as required)

Issue No.	Date	Section No.	Subject	Authorised
1	00/00/00	1-6 Inclusive	Issued for use	
2				
3				

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## 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

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## 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 Advisor that has been appointed for this project is

Name:	John Hall
Mobile Number:	07392134196
Email Address:	john.hall@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*.

#### BS OHSAS 18001:2007 registration

All VW UK business units hold registration to BS OHSAS 18001:2007. The certificates can be made available on request.

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## 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*.

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.

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## 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 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.

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## 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 fence panels
2.	Site Compound / Offices	Security cameras and lighting
3.	Materials Storage	Store within site compound
4.	Plant Storage	Security cameras and lighting
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

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*.

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## 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
- 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.

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### 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:

40
----

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):	4	1
Number of WC (min 2 for 25 persons, 1 WC per 25 persons thereafter):	4	1
Number of urinals:	3	0
Number of showers:	1 (shared)	
Number of portable toilets:	2 (shared)	
Type of water supply:	Pumped from bowser	
Equipment for heating food:	Microwave in welfare cabin and site offices	
Equipment for drinks:	Water cooler in welfare cabin and site offices	
Method of heating:	Kettle	
Type of lighting:	Electric	
Cleaning arrangements:	Site cleaner	
Provision of catering facilities:	None	

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**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	50 people / 2 nr
First Aiders	Minimum 1 nr per work area
Appointed Persons	N/A
First Aid Room	Site office

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## 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*

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## 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

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.

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## 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*

### 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:

Will Davies

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**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.

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## PROJECT ENVIRONMENTAL MANAGEMENT



### Key outputs / actions at each stage

- Contract award memo
- Minutes of meeting(s)
  - 'Internal Pre-Start Meeting'
  - 'Tender Handover Document Transmittal'
- EMS-01 *Environmental Planning Meeting Agenda / HSE-60 Health, Safety, Environmental and Quality Planning Meeting Agenda*
- EMS-02 *Environmental Risk Assessment*
- 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 Environmental Management Plan)
- Initial production of EMS-03 *Site Waste Management Plan (SWMP)*
- SWMP to be maintained by Project Team throughout project life
- EMS-07 *Environmental Inspection*
- HSE-07 Weekly Inspection
- Audit report
- Any non-conformance reports or observations
- QMF-02 *Post Project Review and Closeout*
- Completed EMS-03 *SWMP*
- Achievements against objectives

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### 3. ENVIRONMENTAL PLAN

This Plan fulfils the requirements of our environmental policy statement and has been prepared to include any environmental considerations brought to our attention by the Client or their representative. It shall 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.

The development of a project specific Environmental Plan 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 environmental advisor from HSEQS will provide environmental 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 Advisor that has been appointed for this project is

Name:	Nicole Grenier
Mobile Number:	07876 876406
Email Address:	nicole.grenier@volkerstevin.co.uk

#### 3.1 ENVIRONMENTAL STANDARDS

The following list of legislation and best practice guidance—though not exhaustive—will be taken into account during construction activities:

- Environmental Protection Act
- Waste Regulations (England and Wales)
- The Waste Permitting Regulations (England and Wales) Regulations
- Control of Pollution Act
- Guidance for Pollution Prevention (GPP) 5: Works and maintenance in or near water
- Wildlife and Countryside Act
- Planning (Listed Buildings and Conservation Areas) Act
- EA Regulatory Position Statement: Temporary Dewatering from Excavations to Surface Water
- C532 Control of Water Pollution from Construction Sites: Guidance for Consultants and Contractors Institute of Air Quality Management Guidance on the Assessment of Dust from Demolition and Construction Mayor of London The Control of Dust and Emissions During Construction and Demolition Supplementary Planning Guidance, July 2014.
- CIRIA Environmental Good Practice on Site

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

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activities. The site will instigate appropriate mitigation measures to ensure adequate protection and that minimum disturbance is caused

### BS EN ISO 14001:2015 registration

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

## 3.2 PROJECT ENVIRONMENTAL MANAGEMENT

The Lincolnshire Lakes Scheme (“the scheme”) is located within 5km of the Humber Estuary Ramsar, Special Area of Conservation (SAC) and Site of Special Scientific Interest (SSSI) and Special Protection Area (SPA).

The Scheme is not likely to cause significant effects on habitats, breeding birds, bats, otters, or fish.

The Scheme is located within 1km of the following designated historic sites:

- Two Scheduled Monuments: Keadby Lock (MM302) and Flixborough Saxon Nunnery (MM301)
- The Grade I listed Church of St Oswald in Althorpe (MM05)
- 18 Grade II listed structures
- 122 non-designated archaeological assets
- 72 non-designated built heritage assets

However, the Scheme is not likely to cause significant effects on Scheduled Monuments, listed structures, or buried archaeology.

The project environmental risks will be detailed in the EMS-02 Environmental Risk Assessment, and in activity specific risk assessments which will be reviewed and approved for use.

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. They will be briefed via a mandatory induction and a daily briefing sheet (for operatives).

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 this project will be registered with CCS. 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. Records of any correspondence must be stored in folder 13.7 *Considerate Constructors Scheme*.

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

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Neighbour	Type*	Considerations**	Letter Drop
Gunness & Burringham C Of E Primary School	School	Programme piling works outside of school term	Client
Homes adjacent to works in Burringham	Domestic	Disturbance to residents. Noise and vibration of piling works. Site security from rear gardens. Damage to property.	Client
Holly House residential care home, Burringham	Residential care home	Disturbance to residents	Client

\* 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

Connection of services and other ancillary requirements will be completed with care and consideration.

#### Requirements for Site Connections / Arrangements

Connection / Arrangements	Applicable	Approved (include date of approval)
Water	Yes	Water bowser will be used – conversing with Anglian Water regarding a mains connection
Mains Electricity	No	
Generator	Yes	
Gas	No	
Foul - Mains	No	
Foul - Septic tank	Yes	

Approval correspondence must be stored in the subfolders of section 12.0 *Public Authorities* as appropriate. On project completion the area will be returned to pre-existing conditions or according to contract / Client requirements.

### 3.5 OPERATIONAL CONTROL

This section details the project control measures for environmental risks.

#### 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.

- For this Scheme, piling will be undertaken using a high frequency vibratory method which will help to reduce noise and vibration levels. At the North end of the Scheme, opposite the school and adjacent to the Network Rail bridge, piles will be hydraulically installed using a pile press which will further reduce noise and vibration so as to limit the effects on sensitive receptors. At location SE 83827 09640, a property has been identified as a sensitive structure; due to its close proximity to the piling works, pre-augering will be carried out to limit any noise and vibration impacts.
- 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

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- The noise control hierarchy will be implemented - Eliminate > Substitute > Isolate > Control – to minimise the effect of our operations and plant and machinery on neighbours
- Construction working hours are 07:00 to 19:00 on Monday to Friday and 07:00 to 13:00 on Saturday. However, the restriction of tidal movements may dictate alternative working hours for the scour protection works. This may require works from 04:00-22:00 where light allows. Saturday hours may need to extend from 07:00-15:00. No construction works are to be undertaken on Sundays or Bank Holidays
- 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 excessive noise cannot be avoided, screening and acoustic enclosures will be utilised to minimise noise transmission off the construction 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. Form EMS-16 *Environmental Noise Monitoring Record* will be used to record any measurements on a daily or weekly basis where required.
- Nearby sensitive receptors will be given a site contact telephone number; and site will liaise with residents and maintain good rapport

## Light Pollution

Artificial lighting can be a nuisance to people and wildlife. During construction works:

- Lighting will be located in the compound area, site entrances, and along the working platform
- Artificial lighting and hooded spot lights will be directed away from potential suitable habitat along the river and intertidal foreshore; Otters and bats may use the River Trent for commuting and foraging, therefore any lighting will be directed away from those areas that have been identified as being key commuting and foraging corridors for bats (such as the River Trent). Hoods, louvres, and/or cowls shall be used to ensure that light is directed towards working areas only.

## 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. The following control measures will be implemented as a minimum:

- All dust-producing activities will be dampened down using a water bowser, preferably at source
- Dust controls will be planned prior to demolition and maintained during demolition
- 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
- All vehicles will be checked by a gate man, and any muddy plant will be washed down prior to leaving site
- Haul routes will be damped down as required 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
- Visual inspections will be made on a daily basis to determine whether further dust prevention methods will be undertaken
- Nearby sensitive receptors will be given a site contact telephone number; and site will liaise with residents and maintain good rapport

## 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. There will be no burning of waste on site, this is stated Appendix 3 of this plan (Environmental section, item 10).

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- EMS-03 *Site Waste Management Plan* must be completed for all waste and 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

### 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*

### Ecology

Construction can have significant and irreversible effects on species and habitats both on and off site. The site team will manage works to minimise any ecological effects, and where possible enhance the ecological condition of the site.

During an ecological site walkover on 24 January 2018, an ecologist identified four areas of dense willow *Salix* scrub along the River Trent east embankment, within the proposed works area, which had potential for otter *Lutra lutra* holts and resting places (Figure 1). Giant hogweed *Heracleum mantegazzianum* was also recorded across the site. It was identified that provision of Ecological Clerk of Works (ECoW) would be required during vegetation clearance. Another ecologist provided an otter and giant hogweed toolbox talk to site personnel prior to vegetation clearance commencing. The ecologist acted as the ECoW between 30 January and 01 February 2018 inclusive and supervised the removal of the willow scrub to comply with the clearance method as set out in Section 3 of the memo. There were no signs to indicate that otters were active within the works area at the time of ecological supervision. Following the clearance of the four areas of dense willow scrub, the remaining areas of vegetation previously assessed as having negligible potential for otters will not require further ecological supervision. The site agent will notify the ecologist where any new areas of vegetation clearance will be required, so a site walkover can be undertaken to assess otter potential and therefore identify the risks associated with vegetation clearance.

- Protected species identified on site are eels, river and sea lamprey in the River Trent. Any in-channel works to occur within the River Trent shall not take place between October to February inclusive to ensure no effects on migratory eels, river and sea lamprey occur
- Materials and plant will not be stored under the canopy of retained trees
- Tree and shrub pruning is undertaken between 1 October and early 31 March
- No works within the Humber Estuary designated site will take place between November and February
- If active birds nests are present within the Site during the works the nestlings must be allowed to leave the nest before works within the immediate area can proceed. If an active nest is discovered within the site the Supervisor must be notified immediately
- Indian balsam and giant hogweed have been identified on the site. An ecological method statement for preventing the spread of these invasive species will be produced and regular toolbox talks will be provided. Indian balsam will be sprayed with herbicide during growing season and jet wash services will be available on site for plant and people if required to avoid spread of species. Risk assessments will consider the risk of giant hogweed to health

### Ground and Water Pollution

- A Pollution Incident Response Plan (including a drainage plan) will be completed and displayed on site noticeboards

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- Where information on existing ground conditions is not already available, investigations will be undertaken to determine the existing conditions of the site, and any contamination already present
- Details on fuel / oil / chemical storage can be found in section 3.6
- A mock spill drill will be undertaken within two weeks of work commencing
- When pumping anything other than clean uncontaminated rainwater, a settlement tank is to be used to remove suspended solids and if required, hydrocarbons. Overpumping will follow EA RPS for discharges into surface waters or to ground
- Concrete washout will be undertaken into a lined skip and will not take place within 10m of a watercourse or surface / foul drainage. The skip will be signposted and kept in good condition
- Wash waters from any jet washing will not be allowed to enter water courses or drainage
- Controls to prevent uncontrolled runoff into watercourses will be put in place and agreed with the EA where required
- A flood risk activity permit has been applied for and issued by EA for these works and conditions will be abided by
- Conditions and limitations specified in the EPR/JB3151BD Permit Introductory note within Tables S1.1, S1.2 and S1.4 shall be adhered to
- Table S1.1 of the Environmental Permit (No.EPR/JB3151BD) includes a requirement for work to take place only during periods of “low flow”. Following discussion with Paul Goldsmith (Flood and Coastal Risk Management Officer, Environment Agency) it has been clarified that this relates to the occurrence of extreme weather events and is not pertinent to river levels or flow speeds under ‘normal’ conditions.
- The site has been registered with Flood Warning Direct. In the event that a flood alert is received the responsible officer will:
  - notify the site manager, project staff, site operatives and visitors to raise awareness;
  - walk the site to identify whether any action should be taken within the working areas;
  - closely monitor the flood warning notification system.
- In the event that a flood warning is received the responsible officer will:
  - notify the site manager, project staff, site operatives and visitors to raise awareness;
  - no further excavation will be carried out on the embankment;
  - areas where the embankment has been reduced will be reinstated with sandbags, or the pile line will be installed to the point where the embankment has not been reduced, or both as necessary;
  - small tools, equipment and materials will be removed from the riverbank and made safe;
  - arrange for removal of heavy equipment from the ‘wet side’ of the riverbank;
  - advise staff to take appropriate action to minimise the potential for office equipment to be damaged;
  - arrange for any waste containers and skips to be covered
  - arrange for fuel bowsers to be made safe or removed from site if necessary;
  - arrange for generators, power supplies, foul drainage tanks to be made safe;
  - the site and site offices will be closed until the risk has subsided.
- Pre-filled sandbags shall be stored on site to be used in the event of above flooding emergencies.
- MMO has been applied for by North Lincolnshire Council and conditions will be abided by

## Materials

- 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 shall be followed in line with VW UK applicable business unit procedures
- Material stockpiles will be kept away from water wherever possible and will be properly banded/covered to avoid runoff.
- Locally sourced materials will be used preferentially where this is economically feasible.
- Where possible, recycled or secondary aggregates will be used to avoid the use of virgin aggregate.

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### 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.

All fuel, oil and chemical deliveries will be supervised by a responsible person who will be trained to deal with any spillage to prevent a pollution problem occurring.

All fuel, oil and chemicals will be stored on an impervious base within a bunded area and secured. The bund shall have a capacity of 110% of the volume of the products stored within it. All tanks and containers will be kept in a secure compound and be protected from vandalism, and will be clearly marked with their contents. Stores shall be located at least 10m from any watercourse in accordance with Building Regulations in Brief, eighth edition; H2 1.27.

All mobile plant will be refuelled in a designated area on an impermeable surface and away from drains. In case of any spillages there will be a spill response kit available at each refuelling point and within each machine working within the highway corridor. Where it is impractical to refuel within a bunded area, a drip tray will be available to catch any spills caused by over fuelling.

All storage locations must be inspected weekly and recorded on HSE-07.

### 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

EM2-01 *Emergency Preparedness & Incident Response* details the actions to be taken before, during and after an incident. Page 5 (step by step chart) of EM2-01-01 *Pollution Incident Response Plan* shall 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.

Any incidents need to be reported to the environmental advisor immediately and an HSE-31 report will need to be filled out. The client will be notified and receive a copy of this report. Any incidents will also be reported to the EA emergency hotline. A Pollution Awareness toolbox talk will be given to all operatives so they are aware of emergency procedures.

### 3.9 DISSEMINATION OF ENVIRONMENTAL PLANS AND TRAINING

The Project will 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.

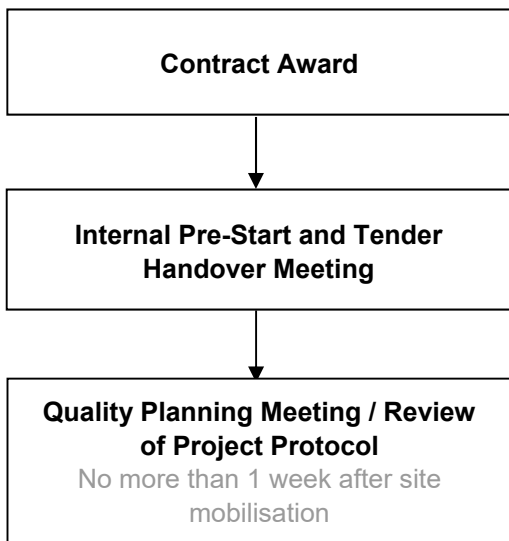
### 3.10 SITE RESTORATION

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.

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## PROJECT QUALITY MANAGEMENT



### Key outputs / actions at each stage

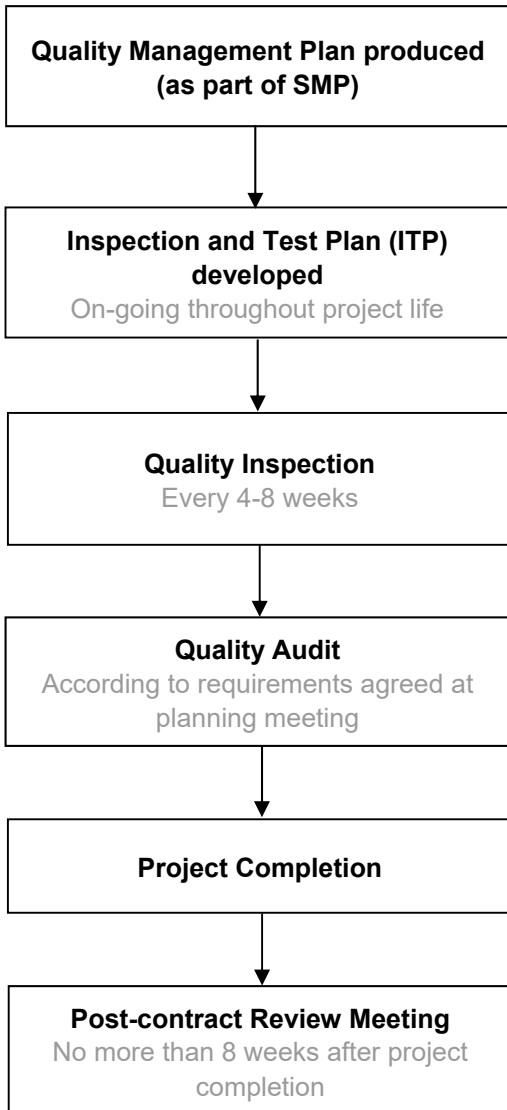
- Contract award memo
- Minutes of meeting(s)
  - 'Internal Pre-Start Meeting'
  - 'Tender Handover Document Transmittal'
- QMF-01 *Quality Planning Meeting Agenda / HSE-60 Health, Safety, Environmental and Quality Planning Meeting Agenda*
- Audit requirements / date(s) agreed

If the project lifecycle is more than 6 months, additional audits are required, date(s) agreed.

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- Site Management Plan (incorporating Quality Management Plan)

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## 4. QUALITY PLAN

This Plan addresses the requirements of BS ISO 10005:2005 *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 9001:2008.

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 Advisor that has been appointed for this project is

Name:	Michael Guth
Mobile Number:	07468470792
Email Address:	michael.guth@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 9001:2008 registration

All VW UK business units hold registration to BS EN ISO 9001:2008. 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.

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.

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#### 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:

*Temporary works only*

#### 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

##### 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.

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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:

### 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) 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
Readymix concrete			
Steel sheet piles			
Rock rolls			
Gabion stone			
Rip rap			
Reinforcing steel			
Gabion baskets & mattresses			
Soft engineering materials			

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.

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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	

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

Asset Type / Name / Reference	Protection Arrangements
House at SE-83827- 09640	Piles will be pre-augured and installed using a leader-rig
Keadby Bridge East	Utilise pile press

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

Name:

**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:

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.

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### 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)

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.

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#### 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:

#### 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.

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#### 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*.

#### 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
Fuel oil	
Steel sheet piles	
Readymix concrete	
Rock rolls	
Gabion stone	
Class 6F2 material	
Rip rap	
Sharp sand	
Reinforcing steel	
Gabion baskets & mattresses	
Soft engineering materials	
Geotextile	
Timber	
Water bar	

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
Fuel oil	Designated storage areas shown on drawings
Steel sheet piles	Just in time deliveries
Readymix concrete	Just in time deliveries
Rock rolls	Designated storage areas shown on drawings

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Gabion stone	Designated storage areas shown on drawings
Class 6F2 material	Just in time deliveries
Rip rap	Designated storage areas shown on drawings
Sharp sand	Designated storage areas shown on drawings
Reinforcing steel	Designated storage areas shown on drawings
Gabion baskets & mattresses	Designated storage areas shown on drawings
Soft engineering materials	Designated storage areas shown on drawings
Geotextile	Designated storage areas shown on drawings
Timber	Designated storage areas shown on drawings
Water bar	Designated storage areas shown on drawings

#### 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.

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## 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).

## 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.

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#### 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.

#### 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)

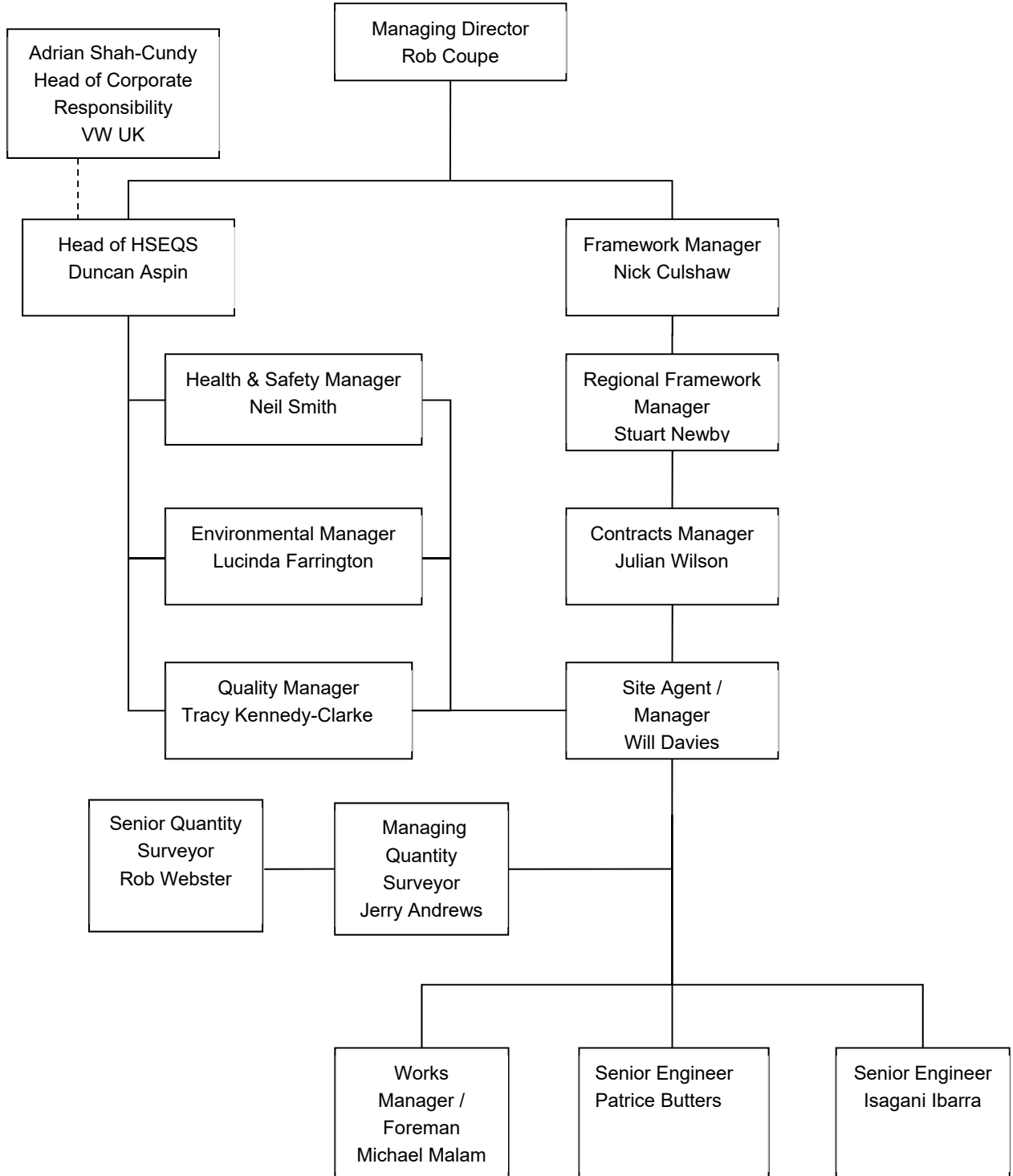
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✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	n/a

## 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.



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## Site Management Plan

**H01-01**

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## Appendix 2 Contract Directory

The following directory should be used only when there is no access to the *External Organisations and Contacts* band on Workspace. It must be regularly reviewed and updated. Add suppliers / Subcontractors / Designers etc., on an on-going basis.

Activity	Name of Organisation	Address	Contact Name	Telephone	Fax	Email
Client	North Lincolnshire Council	Civic Centre, Ashby Road, Scunthorpe, DN16 1AB	Sean Brennan		01724 296296	Sean.Brennan@northlin cs.gov.uk
PD	Mott MacDonald	TBC				
Designer	Mott MacDonald	4th Floor, Derwent House 150 Arundel Gate Sheffield, S1 2JY	Lee Geddes		0114 228388 4	lee.geddes@mottmac.c om
PC	VBA JV Ltd	The Lancashire Hub Preston City Park Bluebell Way Preston PR2 5PE	Will Davies		01772 708620	will.davies@volkerstevin .co.uk
Subcontractor	VolkerGround Engineering	The Lancashire Hub Preston City Park Bluebell Way Preston PR2 5PE	Rob Howarth		01772 708620	rob.howarth@volkerstev in.co.uk

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✓	✓	SMP(Rail)	✓	n/a	✓	✓	✓	✓	✓	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.

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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. No burning of waste shall take place on site.
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.

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✓	✓	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.

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**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.

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## 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

### The key criteria for storage are:

#### Petrol

- The maximum size of the container shall be 10 litres
- The containers shall be suitably constructed and adequately labelled
- Containers shall be stored in the fuel store within the site compound
- Ideally the storage place will be more than 6m from the nearest building, highway or footpath
- Any storage area will be bunded or the fuel store must be leak-proof
- When used remotely on site, to fuel pumps or generators, containers will 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 will be a spill kit on hand in case a spillage occurs
- When diesel is stored on site in small containers they will 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*

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## 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).

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

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

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## 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

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