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Contract Title:		Ysgol Gyfun Ystalyfera		
Contract No:		T422		
CONSTRUCTION MANAGEMENT PLAN (Incorporating the Construction Phase Plan, Environmental Management Plan & Quality Plan)				
Client:		Principal Designer:		
Neath Port Talbot County Borough Council Civic Centre, Port Talbot, SA13 1PJ.		Lawray Architects Greenmeadow Springs 1 Cae Gwyrdd Tongwynlais Cardiff CF15 7AB		
Principal Contractor:		Architect / Contract Administrator:		
Andrew Scott Limited The Grange Margam Port Talbot SA13 2SP		Lawray Architects, 1 Cae Gwyrdd, Cardiff, CF15 7AB. Natalie Seaton		
Revision & Approval Status:				
Original Plan Drawn By:		Date:	Status	Comments:
Justin Kingdom				
Revision:	Date:	Revised by:	Status:	Comments:
A	08/10/20	Tom Rees	Con	Items in page 4 is now closed



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1	Environmental Management Plan / Spill Response Plan	YES
2	Completed F10 Form	YES
3	Site Plan & Work Phases	YES
4	Site Management & Organisation Chart	YES
5	Existing Site Records	YES
6	Preconstruction Health & Safety Plan	YES
7	Risk Assessments & Method Statements	YES
8	Programmes	YES
9	Site Rules & Induction	YES
10	Toolbox Talks	YES
11	COSHH Assessments & Data Sheets	YES
12	Training Data	YES
13	Audits & Site Inspection Records	YES
14	Emergency Procedure / contacts & Fire plan	YES
15	Other	NO
16	Other	NO
17	Other	NO

Section 1	PROJECT INTRODUCTION AND INTEGRATED MANAGEMENT SYSTEM				
1.1 - Parties to the Project & Contact Details:					
Name:	Address:	Contact Details:		Contact:	Notes:
Client:	Neath Port Talbot County Borough Council Civic Centre, Port Talbot, SA13 1PJ.	Tel:	01639 686571	Julian Davies	
		Fax:			
		Email:	j.j.davies1'npt.gov.uk		
Contract Administrator:	Neath Port Talbot County Borough Council The Quays, Brunel Way, Baglan Energy Park, SA11 2GG.	Tel:	01639 686571	Luke Holloway	
		Fax:			
		Email:	luke.holloway@fgould.com		
Principal Designer:	Lawray Architects Greenmeadow Springs 1 Cae Gwyrdd Tongwynlais Cardiff CF15 7AB	Tel:	02920 528 148	Natalie Seaton	
		Fax:			
		Email:	natalieseaton@lawray.co.uk		

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Principal Contractor:	Andrew Scott Limited The Grange Margam Port Talbot SA13 2SP	Tel:	07966 739506	Tom Rees	
		Fax:			
		Email:	Thomas.rees@andrewscott.co.uk		
Architect:	Lawray Architects, 1 Cae Gwyrdd, Cardiff, CF15 7AB. Natalie Seaton	Tel:	02920 528140	Rhys Edwards	
		Fax:			
		Email:	rhysedwards@lawray.co.uk		
Civils / Structural Engineers:	Bingham Hall Partnership Ltd 5 Ty Nant Court Morganstown Cardiff CF15 8LW	Tel:	02920 488588	David Hopkins	
		Fax:			
		Email:	dth@bhpl.co.uk		
Quantity Surveyor:	Faithful & Gould West Glamorgan House 12 Orchard Street Swansea SA1 5AD	Tel:	01792 633534	Luke Holloway	
		Fax:			
		Email:	luke.holloway@fgould.com		
Mechanical & Electrical Engineer:	SABA Consult 10 Pentrepoeth Road Morrison, Swansea SA6 6AB	Tel:	01792 792323	Phil Mead	
		Fax:			
		Email:	phil@sabaconsult.wales		
Breeam Consultant:	GreenBuild Consult Bocam Park Old Field Road Pencoed Bridgend CF35 5LJ	Tel:	01656 865605	Tom King	
		Fax:			
		Email:	tom.king@greenbuildconsult.co.uk		
Planning Consultant:	Asbri Planning Suite D 1ST Floor, 220 High Street, Swansea SA1 1NW	Tel:	01792 480535	Phil Baxter	
		Fax:			
		Email:	Phil@asbriplanning.co.uk		
Ecologist:	Soltys Brewster Ecology Ltd 4 Strangate House Stanwell Road Penarth CF64 2AA	Tel:	033 00 130012	Matthew Watts	
		Fax:			
		Email:	matthew.watts@soltysbrewster.co.uk		
Acoustic Consultant:	Acoustic Consultants Ltd 194 West Street Bristol BS3 3NB	Tel:	0117 9862956	Blake Lucas	
		Fax:			
		Email:	blake@acoustic-ltd.co.uk		

Detail	Responsibility	Records
1.2 - Introduction:		
It is the intention of Andrew Scott Limited that this project will be executed with the highest regard for Health, Safety, Quality, Welfare, Fire and Environmental matters.		
Arrangements to achieve this are contained in this Construction Management Plan produced by Andrew Scott Ltd as Principal Contractor appointed under the Construction (Design and Management) Regulations 2015 (CDM), who will be responsible for the project safety co-		



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ordination. Compliance with this plan is mandatory and forms part of the company's fully certified Integrated Management System.

This plan is project specific and has taken into consideration all relevant documentation available such as the contract documents and pre tender information

1.3 - Integrated Management System

Implementation of this plan will be achieved by compliance with the Andrew Scott integrated management system which has been fully certified to:

- ISO 9001:2015
- ISO 14001:2015
- OHSAS 18001:2007
- PAS 99:2012

This Plan includes reference to applicable management procedures and forms, policies, Construction Phase Health Plan and addresses all applicable legislation, Regulations and Standards. Compliance with Andrew Scott Ltd standard rules for contractors is obligatory and together with this plan sets out the health, safety, quality and environmental standards to be achieved and the means of continuous improvement by the process of review and where appropriate revision.

1.4 - Links to Andrew Scott Integrated Management System (IMS)

This Construction Management Plan is part of the Andrew Scott Integrated Management System which includes all the necessary process, forms & guidance notes to enable the company to carry out its operations safely and in accordance with applicable current legislation.

The IMS is available electronically and can be easily accessed via the quick links below: Please ensure that you are online and linked to the Andrew Scott Server as the IMS is continually updated to improve its effectiveness.

Important Note: If you do not have a computer or are unable to access the server, please contact the SHEQ Manager on 01639 889800 who will arrange to provide you with printed copies of the relevant sections.

Section:	Quick Link	Information
Full IMS	Andrew Scott Integrated Management System	Full IMS
Site Management Folder	IMS – Section 4: Site Management	Checklists & Records
Policies, Certificates & Corporate Documentation	IMS - Section 2	All Polices & Certificates

Quick Links to Folders for Site Management

Site Management CLIENT SPECIFIC FORMS	..\Site Management CLIENT SPECIFIC FORMS
Site Management FORMS	..\Site Management FORMS
Site Management PROCEDURES	..\Site Management PROCEDURES
Site Management SNAGGING & QA CHECKLISTS	..\Site Management SNAGGING & QA Checklists
Project Register	..\4.2 - Project Register
Plant Inspection Sheets	..\4.3 - Plant Inspection Sheets
Guidance & Toolbox Talks	..\4.4 - Guidance & Toolbox Talks
RAMS & SWI Library	4.5 - Risk Assessment and JMS Library & Safe Work Instructions

Quick Links to HSE Checklist:

Health Safety & Environmental Checklist	FM-SITE-006 - HEALTH, SAFETY AND ENVIRONMENTAL CHECKLIST.
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Quick Links to Project Register Folders:

Section Name:	Link:	Location (If not kept in this register)
Section 1 - Company Notice Board Information	..\\..\\4.2 - Project Register\\Section 1 - Company Notice Board Information	
Section 2 - Project Details	..\\..\\4.2 - Project Register\\Section 2 - Project Details	
Section 3 - Work Equipment & Vehicles	..\\..\\4.2 - Project Register\\Section 3 - Work Equipment	
Section 4 - Scaffolding & Working at Height	..\\..\\4.2 - Project Register\\Section 4 - Scaffolding & Work at Height	
Section 5 - Excavations & Temp works	..\\..\\4.2 - Project Register\\Section 5 - Excavations & Temp works	
Section 6 - Lifting Equipment & Accessories	..\\..\\4.2 - Project Register\\Section 6 - Lifting Equipment & Accessories	
Section 7 - Electrical	..\\..\\4.2 - Project Register\\Section 7 - Electrical	
Section 8 - Fire	..\\..\\4.2 - Project Register\\Section 8 - Fire	
Section 9 - Personal Protective Equipment	..\\..\\4.2 - Project Register\\Section 9 - Personal Protective Equipment	
Section 10 - Health	..\\..\\4.2 - Project Register\\Section 10 - Health	
Section 11 - Training	..\\..\\4.2 - Project Register\\Section 11 - Training	
Section 12 - Accident Reporting	..\\..\\4.2 - Project Register\\Section 12 - Accident Reporting	
Section 13 - Waste & Environmental	..\\..\\4.2 - Project Register\\Section 13 - Waste & Environmental	
Section 14 - Considerate Constructor Reports	..\\..\\4.2 - Project Register\\Section 14 - Considerate Constructor Reports	
Section 15 - Carbon Footprint Data	..\\..\\4.2 - Project Register\\Section 15 - Carbon Footprint Data	
Section 16 - Confined Spaces	..\\..\\4.2 - Project Register\\Section 16 - Confined Spaces	
Section 17 - Young & Vulnerable Persons	..\\..\\4.2 - Project Register\\Section 17 - Young & Vulnerable Persons	
Section 18 - CoSHH	..\\..\\4.2 - Project Register\\Section 18 - CoSHH	
Section 19 - Quality Assurance	..\\..\\4.2 - Project Register\\Section 19 - Quality Assurance	

1.5 - Legal and Other Requirements

The project will meet its legal requirements through compliance with any planning conditions, local authority conditions, Environmental Agency Conditions and relevant legislation. A controlled register of relevant legislation applicable to Andrew Scott Ltd. Is stored electronically at The Grange. This register is reviewed and updated on a regular basis and procedures amended as required. A number of methods are used to track current legislation including training, seminars, updates from regulatory bodies and GE700. (These documents are regularly updated – [Section 2.5 - Corporate Documentation](#))

FM-CORP-001 -
Legislation Register

FM-CORP-002 -
Environmental Aspect
& Impact Register

1.6 - Management Commitment and Company / Project Objectives

The Senior Management shall set out its specific management objectives in their Policies. These policies shall be based on the following general objectives and where possible shall be made measurable:

Andrew Scott Limited objectives are to carry out its business and to complete the Project in a manner which:-

- complies with Contract requirements,
- complies with all relevant legislation,
- meets the specified standards with regard to operations, workmanship and materials, manages risk to people involved with or affected by the Project, safeguards health of people involved with and affected by the Project, minimises impact on and pollution to the environment.



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Achievement of these objectives shall be reviewed on a regular basis throughout the Project by means of the audits, inspections, monitoring of Key Performance Indicators and liaison with the Client or their Agent. The management system shall be amended where necessary to increase controls where there is a recognised failure of achievement.

1.7 - Organisation And Responsibilities

Health, Safety, Quality and the Environment are line management responsibilities and their general control will be exercised through the existing management structure. Within the IMS certain key responsibilities will be appointed in accordance with see [PR SITE 010 Appointed Persons Procedure](#)

The Site Organisation chart for this site is included in Appendix 4, along with a table for safety organisation and arrangements. The Andrew Scott Ltd Project Manager will ensure that this appendix is posted on site notice boards.

Line managers/supervisors general health, safety, quality and environmental responsibilities are generally as detailed in the Andrew Scott integrated health safety and environmental policy. Other responsibilities for control of specific activities are specified in the Andrew Scott Ltd IMS Manual within the health, safety, quality and environmental procedures or as specified within the framework of this plan. The rain water run-off on site during the construction phase will be discharged into a temporary works soak-away. The ground investigations have shown, that the ground is permeable enough to conduct this, monitoring will need to be implemented to avoid silting etc. A lagoon with a bund will be constructed to reduce silt from entering the temporary works soak away. All pumps will be shut off at the end of the working day, at no time will plant be run over night. All runoff from hard standing on site will gravity fall to the soakaway. AT NO TIME WILL ANY RUNOFF LEAVE SITE.

The Andrew Scott Project Manager will arrange for the charts and tables to be regularly updated to accommodate any staff changes or promotion. Each identified person will also be notified of his/her appointment and will be asked to accept the additional responsibilities in writing. Consideration must also be given to provision of suitable deputies for the relevant appointed persons during periods of absenteeism, holidays etc.

The responsibilities and duties common to all staff involved on the Contract are as follows:

- They are familiar with the requirements of the system and that these are integrated into their regular working methods.
- Work carried out under their control is planned, controlled and completed in accordance with the specified requirements, including works undertaken by subcontractors and suppliers.
- Providing clear and unambiguous instructions to staff under their control.
- Monitoring performance and standard of work under their control.
- All incidents of failure to meet requirements are assessed, investigated, reported and appropriate corrective action taken to prevent recurrence
- Providing feedback to senior management on possible improvements to the management system.
- Planning their own work and that of their staff to avoid the need for crisis management.
- Providing concise and accurate reports for management.
- Delegating suitable responsibilities and duties to staff with appropriate qualifications, experience and training.
- Establishing and communicating clear performance standards to staff under their control and regularly measuring actual performance against target.

Providing on the job training to their staff to improve performance



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Section 2

HEALTH & SAFETY MANAGEMENT

Safety record forms and the Accident report (and investigation) forms can be found in the Site Safety Register which will be kept in the site office during the construction period and thereafter with archived documents at Andrew Scott Head Office in Port Talbot.

The Andrew Scott project team organisation chart can be found in Appendix 4 of this document.

During the project, safety management will be intrinsic to every aspect of the design, planning and execution of the works. The Project Manager will undertake consultation and planning, with input invited from representatives of the following:

- The Client
- The Principal Designer
- The Designers
- The Principal Contractor Staff & Supply Chain

Advice on Health & Safety and Environmental Matters can be obtained from the Company SHEQ Manager on:

Tel: 01639 889 800 Fax: 01639 889 829

2.1 - Nature of the Project

2.1.1 - Description of the works

The initial works will be to establish the project office and welfare set up, the erection of hoarding and CCTV cameras. Advanced work of the main demolition and construction works, will be disconnection and reconfiguration of existing site services and drainage, whilst ensuring there is no disruption to the ongoing school operation.

The main works will include asbestos removal (where present), the demolition of the Tawe, Maths and swimming pool buildings. Following demolition works, the construction of the new school block will take place, which will comprise of general teaching rooms, hall, studio, canteen, kitchen, changing rooms and ancillary accommodation.

External works will include, new hard landscaping works to compliment previous construction works and any soft landscaping as required by BREEAM. There is also a requirement for a new astro-turf field and Muga on the adjacent playing fields.

2.1.2 - Location of the works

These works will take place in an existing, live secondary school - Ystalyfera, Swansea SA9 2JJ



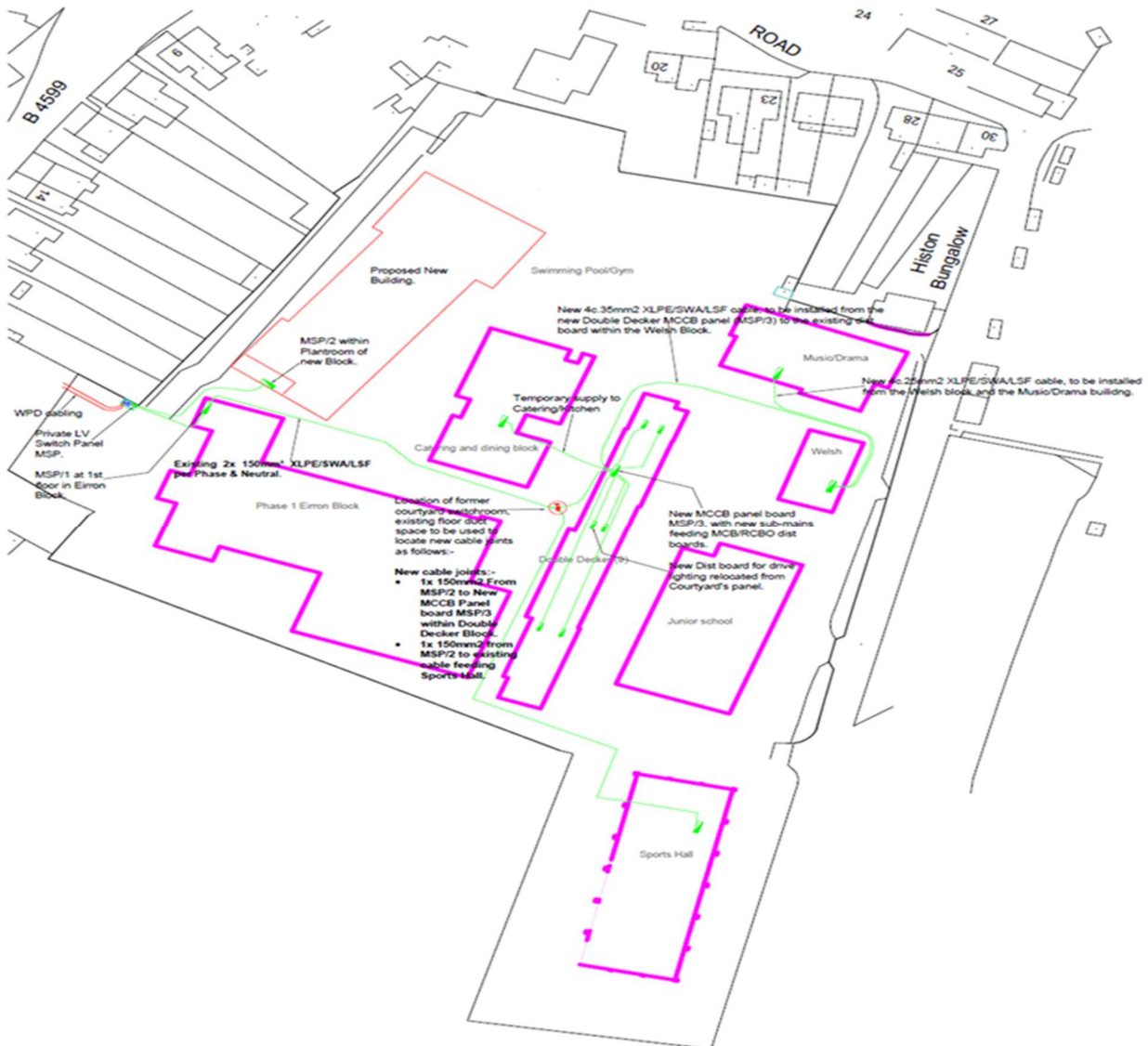
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2.1.3 - Nature of Surrounding Environment



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The surrounding environment is a mixture, consisting of:

- Ystalyfera Rugby club ground.
- The back gardens of residential houses from Ynysdarren Road.
- Ystalyfera spiritualist church.
- A public road – Glan Yr Avon road, and beyond that are the existing school playing fields and access road (shared with a local farmer).
- A river is present between Glan Yr Avon road and the school fields (which will also contain the project welfare set up) known as Glantwrch.
- And the project area is contained within the existing live Ystalyfera school.

2.1.4 - Works Timings (See Also Construction Programme in Appendix 8)

Commencement Date:	26.05.20	Completion Date:	01.03.22
Site Working Hours:	07:30 – 17:00	Contract Duration:	93 Weeks

2.2 - Restrictions That May Affect The Works

Above Ground & Overhead Services:	On approach roads to the school, e.g. St Davids Road, there are services present on telegraph poles, this is the case on various roads in the area. Within the school footprint, there are numerous, unidentified cables strung between all the buildings.
Below Ground Services:	At time of writing this plan, we are awaiting results from ground radar penetration scan (this will be updated when received). From existing utility plans, there are numerous utility services present, please see appendix 5 for specific utility plans.
Local Environment Restrictions:	TBC by client
Others: (SSSI, Client Restrictions etc.)	TBC by client

2.3 - Principal Activities with Risks to Health & Safety – INITIAL WORKS DETAILED ONLY

1	At time of writing, there is worldwide pandemic, namely Covid19.
2	Initial site set up, including modifications carried out to the existing project cabins at Glantwrch.
3	The erection of timber hoarding around the project area within the school.
4	The installation of CCTV cameras and associated cabling works.
5	The excavations of service trench diversions, and associated works.
6	Various disconnections and re-routing of existing utility supplies, e.g. fire alarm, data, water etc.



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2.4 - Risk Assessments & Method Statements

Risk Assessments and Method Statements or Work Instructions will be prepared and approved prior to commencement of ALL site operations

SCHEDULE OF RISK ASSESSMENTS & METHOD STATEMENTS

The list below summarises the Tender Stage Risk Assessments and Method Statements. They are located in Appendix F of this document and will be developed into full construction documents and approved in accordance with Andrew Scott Integrated Management System Requirements prior to operations commencing on site.

Title:	Prepared By:	Date:
Covid19	All companies to produce covid-19 risk assessments.	July 2020
Initial site set-up	ASL	July 2020
Erection of wooden hoarding.	Luke Pearson	July 2020
Installation of CCTV	Shield Security Service Ltd	July 2020
General Site Duties	Luke Pearson	July 2020
Disc Cutting & Road saw	Luke Pearson	July 2020
Driving FT Dumper	Luke Pearson	July 2020
Excavating	Luke Pearson	July 2020



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Control of Construction Dusts	Justin Kingdom	July 2020
Confined Space Entry	Ju	July 2020
The process of safety management involves the identification of potentially hazardous activities and the assessment of the risks attached to them. Risk Assessments form an integral part in the preparation of Method Statements. Risk Assessments / Method Statements must be approved by the nominated person(s) from the Andrew Scott project team prior to operations commencing on site. There will be no exceptions to this rule. All materials used on site will have a COSHH Assessment carried out on them prior to their being brought onto site and all operatives involved will be trained in their safe, storage, use and disposal. Records of COSHH Assessments are kept in Appendix F with the relevant Risk Assessments & Method Statements or in Appendix J of this Health & Safety Plan. Some subcontractors method statements will also have COSHH Data Sheets The following substances are likely to be present on construction sites: • Cement, wet concrete • Fuels • Paints and primers, some containing solvents • Sealant • Sewage, giving rise to Leptospirosis and other gastric complaints • Cleaning materials Sub-contractors' Risk Assessments, Method Statements, and COSHH information will be required from them, vetted, approved and inducted to the workforce by toolbox talks. Copies are kept in Appendix F or J of this Health & Safety Plan. Andrew Scott will ensure that these Risk Assessments and Method Statements are adhered to.		
2.5 - Project Risk Register		
The Risk Register developed during the tender period will be used as the basis for the Project Risk Register which will be updated throughout the Project.		
2.6 - Communication, Co-operation and Consultation – including control of sub-contractors		
The Health & Safety Plan and other health and safety related matters will be formally reviewed prior to commencing work on site.		
Attendance at any site safety meetings will be obligatory for all construction partners. A daily meeting for construction team members will be undertaken to cover the proposed work and the access requirements for the operation of the plant over the following 24hr period. Progress		



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meetings will be undertaken at weekly intervals with all subcontractors and generally at monthly intervals with the client / client representative.

All personnel on working on site must receive a site induction prior to starting on site. Site safety issues will be co-ordinated by the Project Manager or his/her nominated deputy

A team approach to safety will be encouraged with constructive suggestions from all site personnel encouraged at all times. Andrew Scott has adopted the VOICE Scheme (Views of Operatives In the Construction Environment)

All sub-contractor RAMs will be assessed and control measures reviewed as adequate as far as reasonably practicable prior to works commencing on site.

2.7 - Design Management & Coordination – Permanent Design Works

Design works will only be assigned to competent and resourced designers who will be assessed to confirm their ability to comply with the principles set out in Regulations 8 & 9 of the CDM Regulations 2015, and in accordance with ASL procedures for selection and management of external Design Agencies.

The interface between the contractor and the Permanent Works Designer shall be controlled through the Principal Designer via the ASL Project Manager.

The Designer will identify significant hazards and produce a design risk assessment and assess such impact on health, safety and the environment and eliminate or control any residual risk. ASL will be involved in the production of these risk assessments. Where residual risks remain the designer will draw ASL's attention to such issues by notes on drawings and/or inclusion in the Design Risk Registers.

ASL, in execution of the detailed design, will select all materials, construction sequences, principles of structural design etc. appropriate for construction of the works. ASL will ensure that design information provided for construction identifies all potential hazards. Potential hazards include hazards which may arise from materials during construction and in operational use. These hazards shall be communicated to the relevant parties where the hazard cannot be designed out.

Any relevant design information required by the Principal Designer will be forwarded for retention in the project health and safety file (see Section 16).

Note: For Design & Build Contracts, where Andrew Scott Ltd **may** also be nominated as the Principal Designer, this section will be reviewed and additional information added accordingly.

2.8 - Design Management & Coordination – Temporary Works

The chief engineer will appoint temporary works co-ordinator(s). TWC(s) to control the erection, use, maintenance and dismantling of temporary works in accordance with British Standard/HSE requirements, eg BS 5975 : 2008 & A1:2011, C of P Falsework, HS(G)32 Safety in Falsework and ASL Safe Working Procedure PR-SITE-015 - Control of Temporary Works Design and Construction.

The necessity for a detailed safety method statement, verified calculations and designs and pre and post loading checks, will form the central controls of procedures for all defined temporary works required for the execution of the permanent works or temporary structures not directly connected with the permanent works.

There will also be a requirement to complete the relevant permits dependant on the work being undertaken, eg. Permits to Load, Permit to Dismantle.



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All Temporary works will also be required to be entered onto the project Temporary Works Register, and be subjected to regular inspections whilst in place. Inspections shall be of a period of no longer than 7 days between each inspection, and always be repeated following any modification or adverse weather.

2.9 - Management of Design Changes

The Construction (Design & Management) Regulations 2015 state that there must be good communication, co-ordination and co-operation between members of the project team (eg between designers and contractors). This is managed by the Principal Designer, as appointed by the Client.

Any design changes must be agreed with the Lead Designer for the project and any changes confirmed with the Principal Designer, who must coordinate the process. Design changes must not be made in isolation but made with due consideration to other elements of the complete design, and any H&S implications during Construction and for end use.

Each project is unique and the relationships between designers and the Andrew Scott project team will differ depending on project type, size and procurement route.

2.10 - Welfare and First Aid Provision

Welfare Arrangements:

These will include as a minimum:

- Heating facilities for drying clothes
- Drinking water
- Toilet facilities
- Hot water for washing
- A canteen area for meals

Site personnel will be expected to respect these facilities and maintain them in a fit state. Andrew Scott will arrange for regular cleaning of all facilities.

First Aid Arrangements:

A first aid box will be available on site at all times and will be maintained by one of the First Aiders whose names appear on the notice.

The designated site First Aiders are displayed on the site notice boards in the Site Office and Canteen.

See Also: **PR-SITE-010 Appointed Persons – First Aider Section**

2.11 - Emergency Procedures & Fire Plans

ASL shall implement an Emergency procedure for the project to include evacuation plan, evacuation routes, specific rescue plans / requirements (eg confined spaces, working at height, etc) and relevant emergency contact details.

In line with the Regulatory Reform (Fire Safety) Order 2005, a full Fire Plan will also be prepared to display all fire exits and egress routes, fire extinguisher points, muster points, methods of raising the alarm and method of accounting for all ops on site. The plan will also include any requirements for fire wardens / marshals and regular fire drills.

2.12 - Arrangements for Project H&S file

Andrew Scott Ltd will cooperate fully with the appointed Principal Designer in providing the relevant Health & safety, QA, and product installation information as requested by the Principal Designer in a regular and timely fashion, to assist the Principal Designer in completing his role to produce the project H&S file as per the CDM Regulations.



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Information will be transferred electronically or in other mediums as agreed between ASL and the Principal Designer. (Hard copy, Digital memory device, etc).

SECTION 3 - MANAGEMENT OF QUALITY

3.1 - General

ASL shall implement a system of quality control by means of inspection, testing and monitoring. All material and work shall be subject to interim and final inspection or test to check conformity to specification prior to final acceptance in accordance with Procedure

3.2 - Primary Control

The Primary control of QA will be via the implementation of a project specific Quality Plan which will outline all of the required quality control activities for each section of the project. The Quality plan will define which activities are to be undertaken to fulfil the project, the required level and method of testing for each activity, any required interaction with the client (eg Hold points), who will conduct the testing, the method of proof of compliance to the required specifications and any relevant documentation produced from the testing or compliance process.

3.3 - Testing

The testing requirements and frequencies are contained in the specification. A laboratory with UKAS Accreditation for the tests involved will carry out the defined compliance sampling and testing. The Laboratory Materials Manager will:

- Monitor and maintain full records of all inspection/test results;
- Operate an "early warning" system to alert the ASL Operations Director of any failures or low results;

Maintain summaries of all test results and advise on the need to change the inspection/test arrangements.

3.4 - Hold Points

Test & Inspection Plans shall identify "Hold Points" (i.e. Approval Points) where the written authority of a designated person is required to proceed. All parties will be given the opportunity to include their requirements on the Test & Inspection Plans.

Additional Hold Points shall be considered where:

- Safety considerations dictate that a Permit to proceed is required;
- Subsequent inspection would prove difficult or impossible;
- Correction of any defective work or material would prove difficult or expensive;

Environmental, ecological and archaeological constraints have been identified.

3.5 - Information for and selection of Subcontractors & Suppliers

It is company policy that all subcontractors shall subject to approval via submission and review of the Andrew Scott PQQ and supporting evidence (ASL form FM-QS-001). It is recommended that subcontractors are Constructionline andSSIP Accredited wherever possible.

All sub-contractors of the Principal Contractor will be selected using the Andrew Scott process from the Integrated Management System for the selection of sub-contractors. This includes consideration of Safety, Quality and Environmental matters.

Sub-contractors will be fully briefed on the project safety arrangements by the person in charge of the works.

Material suppliers will be required to provide full health and safety information for the safe use, storage and disposal of their products. This will be a condition of the order.



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All plant used on the site will be selected by site management to be suitable for its purpose. In-house plant is regularly maintained in accordance with the Provision and Use of Work Equipment Regulations and the same will be required of any hired-in plant. Similar obligations will be placed on all sub-contractors.

Plant suppliers will be required to provide appropriate test certificates, operating instructions and training where necessary.

3.6 - Defects

Defects identified during the maintenance period will be treated in accordance with procedures agreed between the Contractor, the Designer and the Employer, which will require that the nature and extent of the defect is recorded, all interested parties are involved, the time-scale for remedial work is agreed and the remedied work is re-inspected (or tested if necessary) on satisfactory completion. Certain defects may require the production of controlling documentation such as Method statements. Where necessary, such documentation will be routed for acceptance in the same way as during the construction phase. Where Approvals or Permissions are needed, the requirement would be included in the controlling documentation.

QUALITY CONTROL(Process Control):

IMS KEY PROCESSES	Person Responsible For Maintaining & Updating	Planned Frequency Of Review:	Action By:	Completed
Test & Inspection Plan	Alun Williams	Monthly	AW	Monthly
Activity Checklists	Steve Beynon / Luke Pearson	Weekly	Steve Beynon / Luke Pearson	Weekly
Non-conformance Report	Tom Rees	As Required	Tom Rees	As Required
Document Control	David Williams	As Required	David Williams	As Required
Notes:				

Project Specific KPI's

Internal KPI's	Method Of Measurement	Person Responsible	Action By	Completed
Near Miss/ Safety Observations	Card Submissions	All site workers		
Toolbox Talks	1 per Week	Steve Beynon		
Safety/Process Monitoring	Fortnightly Audit / Weekly Inspection	Andrew Scott H&S Dept		
Energy Usage Monitoring	Monthly Submission	Steve Beynon		
Client KPI's	Method Of Measurement	Person Responsible	Action By	Completed
TBC				

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Project Planning & Monitoring:				
Details Of Planned Meetings / Audits:				
Meeting Type	Frequency			
Internal Planning Meetings (Planner & Site Team)	Fortnightly			
Internal Progress Meetings (Site Management)	Monthly			
Subcontractor Meetings	Weekly			
Formal Progress Meetings (With Client's Team)	Monthly	Progress Reports		
Safety Audits (ASL SHEQ Team)	Fortnightly	Site Inspection Reports		
Internal System Audits (Internal Audit Team)	Quarterly	Internal Audit Reports		
External Audits (HSE / EA / Insurance / Other)	Not Planned			
Process	Frequency			
Construction Programme	Weekly			
Target Programme:	Daily			
Short Term Programme	Daily			
Progress Report	Monthly			
RFI's / CVI's	Daily			
RFI REGISTER	Daily			
Site Progress Monitoring	Weekly			
Notes				
Preparation of Client H&S File				
Andrew Scott Ltd will provide all relevant information to the Principal Designer as appointed by the client, in order for the Principal Designer to prepare the Project Health & Safety File as per CDM Regulations 2015				
The Principal Designer will issue Andrew Scott with a copy a of the Pre-tender H&S package, along with a schedule of the information required to populate the Project H&S file.				
Arrangements need to be made between ASL and the Principal Designer for the collation and collection of the relevant information, the format on which the information is supplied (electronic / paper), and method of information transfer (post / by hand / e-mail). Once information has been formerly passed to the Principal Designer, storage of information becomes his responsibility, although ASL will keep back-up copies in line with the company Document Control procedures.				
Miscellaneous Notes / Additional Project Specific Requirements				



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SECTION 4 - ENVIRONMENTAL MANAGEMENT

IMS Process	Frequency	
Environmental Risk Assessments	At start of project then as required.	
Environmental Management Plan	At start of project then updated as work progresses	
Site Waste Management Plan	At start of project then updated as work progresses	
Emergency Spill Response Plan	At start of project then updated as work progresses	

Duty of Care: Random Checks of Waste Transfer / Consignment Notes

Date	WTN No.	Waste Carrier	Waste Carrier Details: (Lorry Registration No)	Waste Site Location	
July 20	10 to date	Gavin Griffiths	All on the spread sheet	G Griffiths Llangyfelach	Demo waste only.

Major Environmental Risks / Hazards Identified:

1	Contamination of water courses/drainage	7	
2	Waste Control	8	
3	Noise	9	
4	Dust	10	
5	Vibration	11	
6	Traffic	12	

Notes:

APPENDIX 1

ENVIRONMENTAL MANAGEMENT PLAN AND SPILL RESPONSE PLAN

APPENDIX 2
COMPLETED F10 FORM

APPENDIX 3

SITE PLAN & WORK PHASES

APPENDIX 4

**SITE MANAGEMENT AND
ORGANISATION CHART**

APPENDIX 5
EXISTING SITE
SURVEY RECORDS

APPENDIX 6
PRECONSTRUCTION STAGE
HEALTH & SAFETY PLAN

APPENDIX 7

**RISK ASSESSMENTS AND
METHOD STATEMENTS**

APPENDIX 8
PROGRAMME

APPENDIX 9

SITE RULES AND INDUCTION

APPENDIX 10

TOOLBOX TALKS

APPENDIX 11
CoSHH ASESSEMENTS
& DATA SHEETS

APPENDIX 12

TRAINING DATA

APPENDIX 13
**AUDITS & SITE INSPECTION
RECORDS**

APPENDIX 14
**EMERGENCY ARRANGEMENTS
& FIRE PLANS**