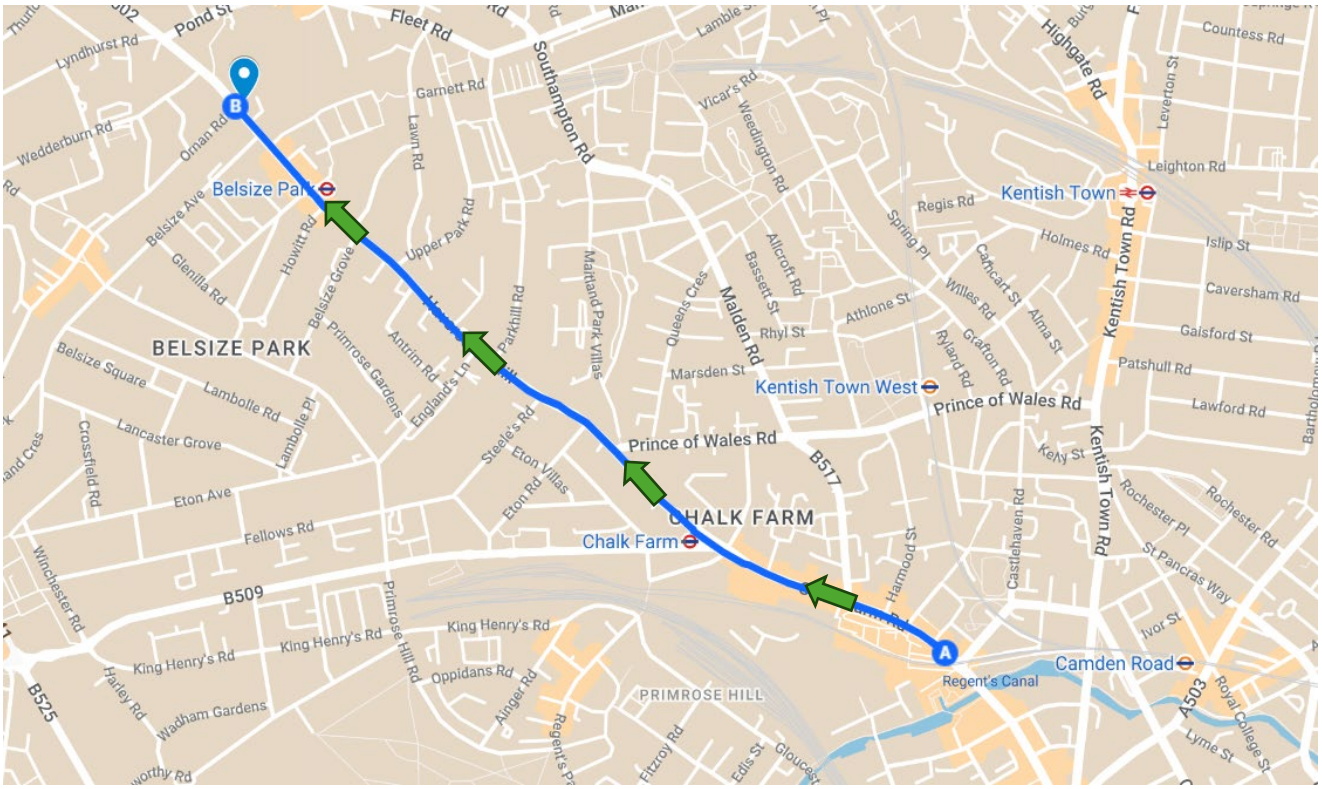
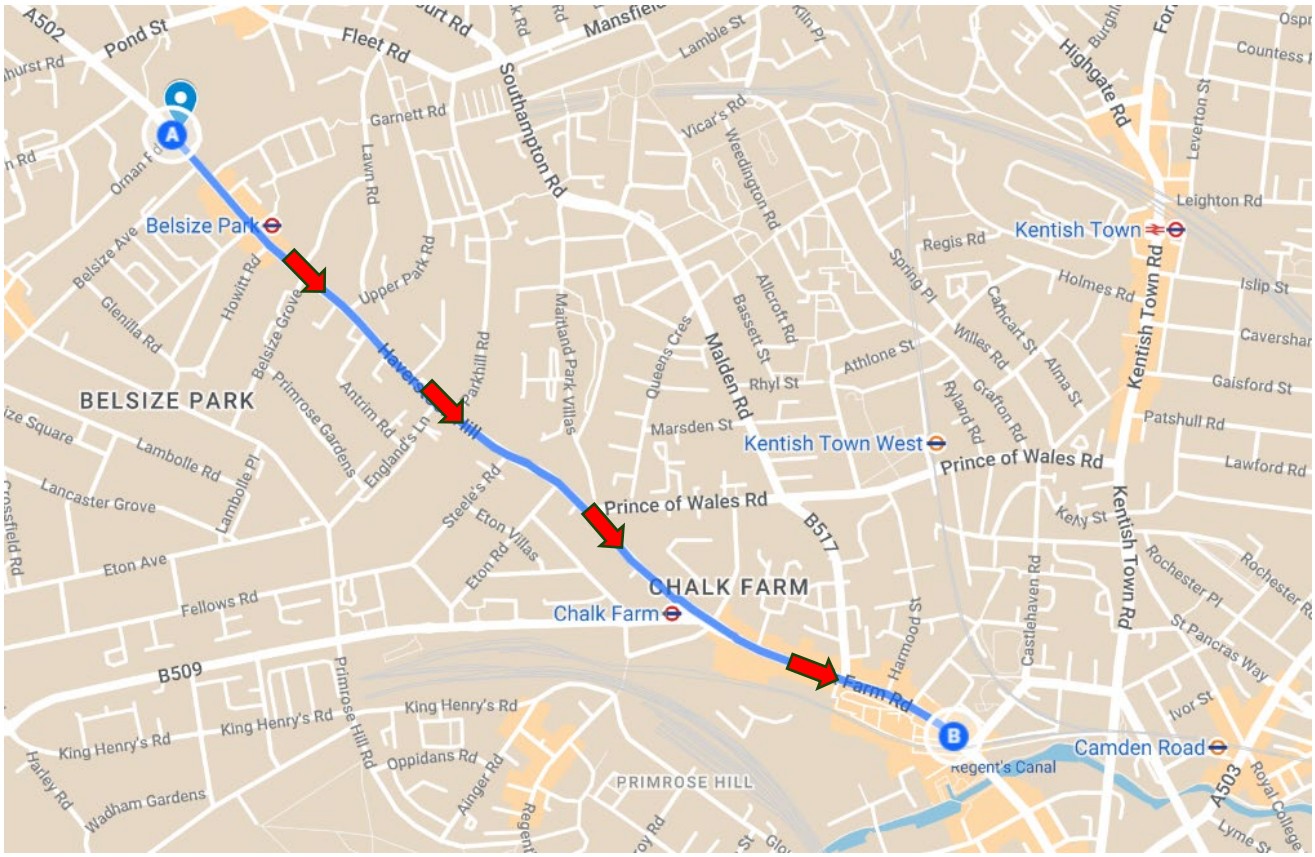
CMP APPENDICES FOR 238 HAVERSTOCK HILL

Appendix A: Vehicle Routes

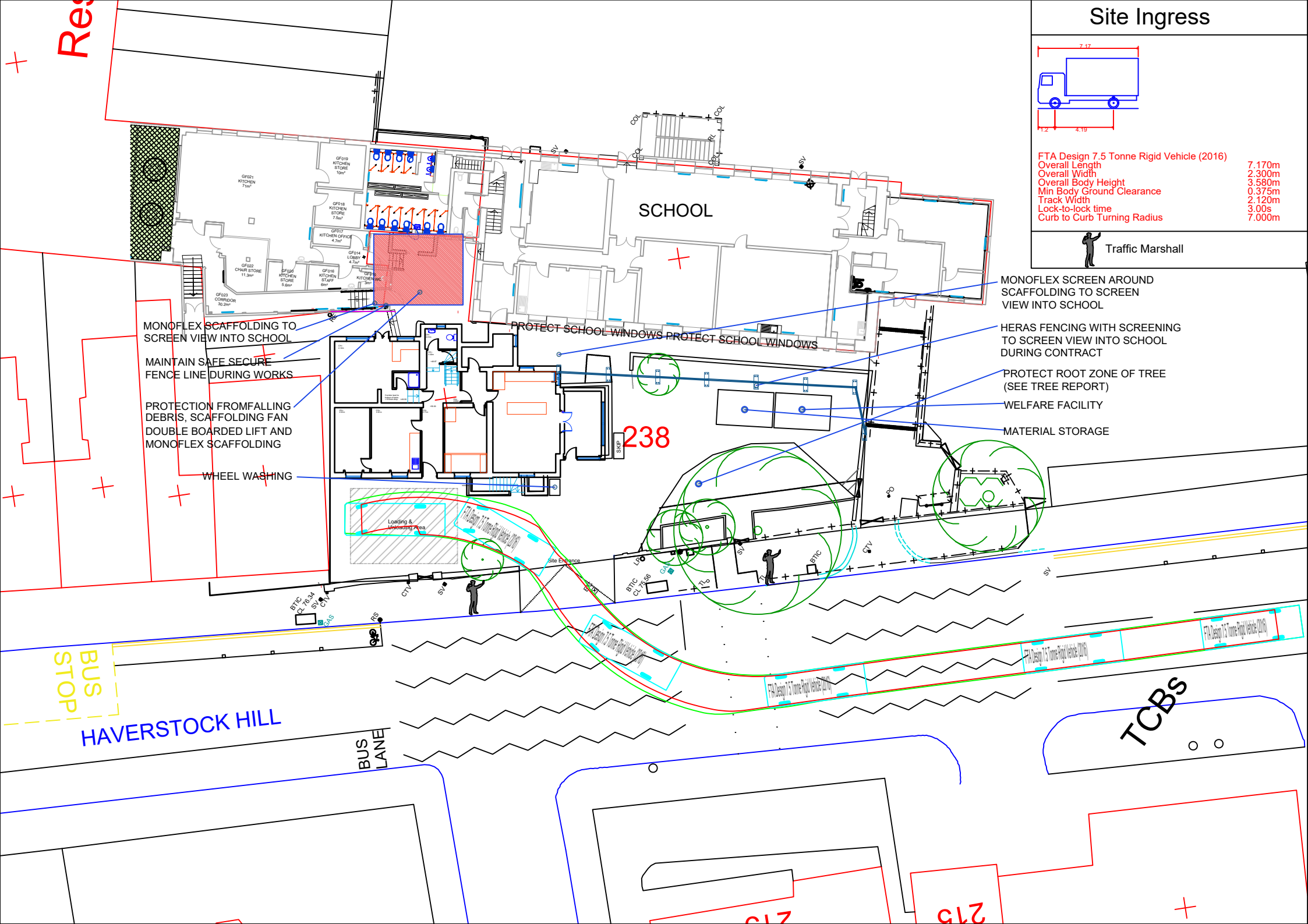
INGRESS ROUTE

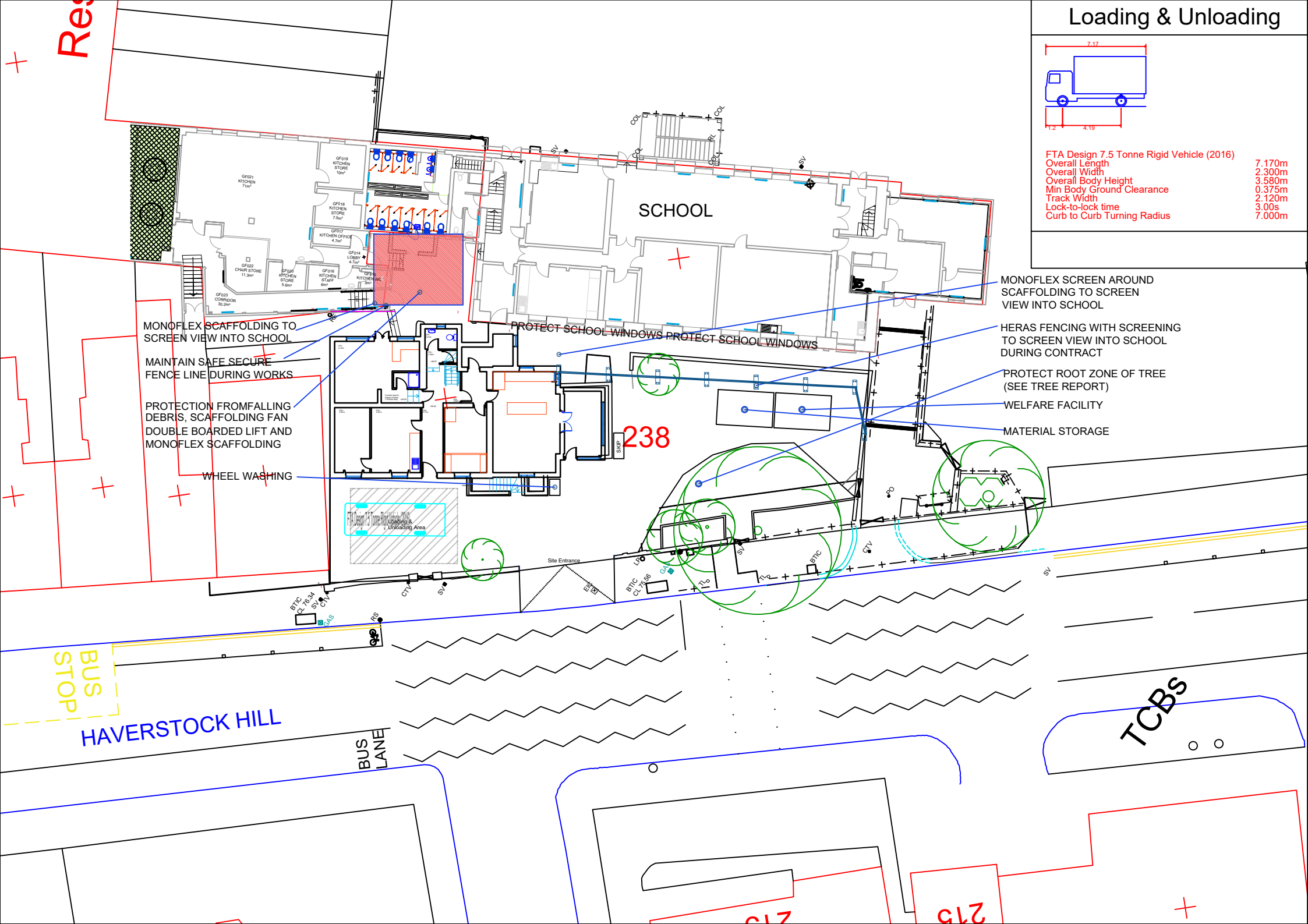


EGRESS ROUTE



Appendix B: SPA Drawings


Site Ingress
7.17
1.2
4.19
FTA Design 7.5 Tonne Rigid Vehicle (2016)
Overall Length 7.170m
Overall Width 2.300m
Overall Body Height 3.580m
Min Body Ground Clearance 0.375m
Track Width 2.120m
Lock-to-lock time 3.00s
Curb to Curb Turning Radius 7.000m
Traffic Marshall
SCHOOL
238
MONOFLEX SCAFFOLDING TO SCREEN VIEW INTO SCHOOL
MAINTAIN SAFE SECURE FENCE LINE DURING WORKS
PROTECTION FROMFALLING DEBRIS, SCAFFOLDING FAN DOUBLE BOARDED LIFT AND MONOFLEX SCAFFOLDING
WHEEL WASHING
PROTECT SCHOOL WINDOWS PROTECT SCHOOL WINDOWS
MONOFLEX SCREEN AROUND SCAFFOLDING TO SCREEN VIEW INTO SCHOOL
HERAS FENCING WITH SCREENING TO SCREEN VIEW INTO SCHOOL DURING CONTRACT
PROTECT ROOT ZONE OF TREE (SEE TREE REPORT)
WELFARE FACILITY
MATERIAL STORAGE
Loading & Unloading Area
Site Entrance
BUS STOP
HAVERSTOCK HILL
BUS LANE
TCBS
215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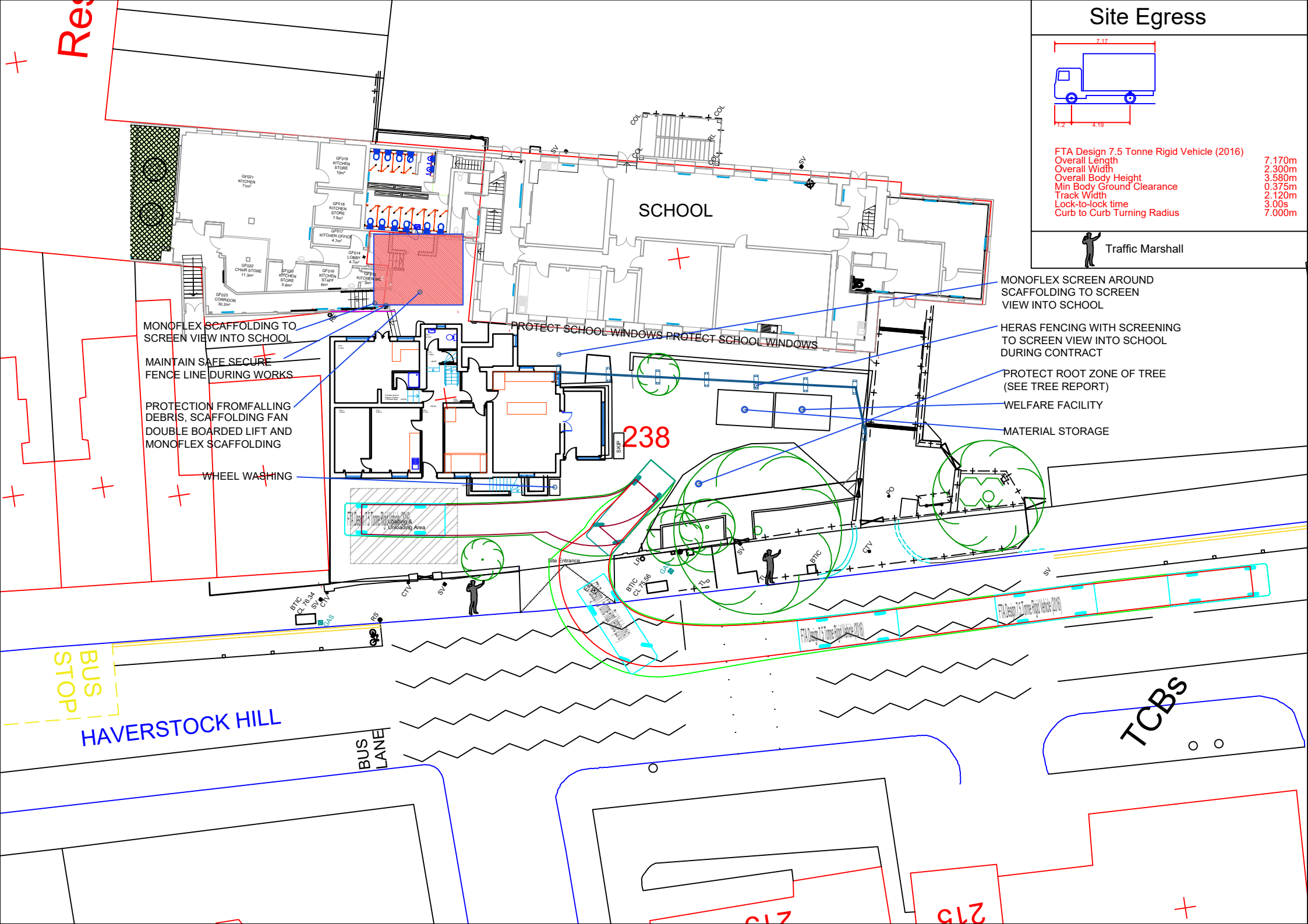
Loading & Unloading Area
Site Entrance
BUS STOP
HAVERSTOCK HILL
BUS LANE
TCBS
215


Site Egress
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Overall Width 2.300m
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Track Width 2.120m
Lock-to-lock time 3.00s
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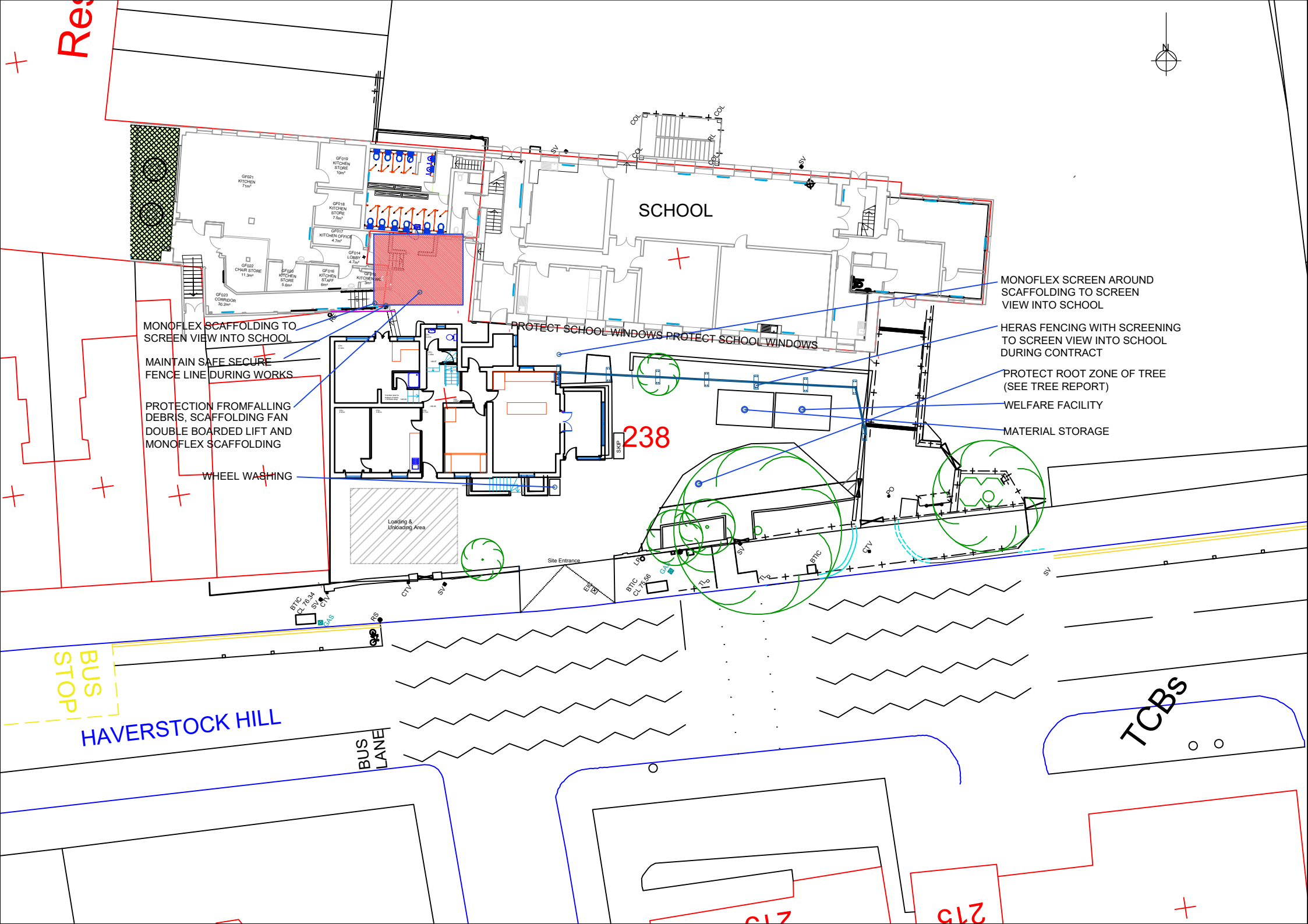
PROTECT ROOT ZONE OF TREE (SEE TREE REPORT)
WELFARE FACILITY
MATERIAL STORAGE
Loading & Unloading Area
Site Entrance
BUS STOP
HAVERSTOCK HILL
BUS LANE
TCBS
215

Appendix C: Site Arrangement


SCHOOL
MONOFLEX SCAFFOLDING TO SCREEN VIEW INTO SCHOOL
MAINTAIN SAFE SECURE FENCE LINE DURING WORKS
PROTECTION FROMFALLING DEBRIS, SCAFFOLDING FAN DOUBLE BOARDED LIFT AND MONOFLEX SCAFFOLDING
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PROTECT ROOT ZONE OF TREE (SEE TREE REPORT)
WELFARE FACILITY
MATERIAL STORAGE
238
Loading & Unloading Area
Site Entrance
HAVERSTOCK HILL
BUS STOP
BUS LANE
TCBS
215

Appendix D: Site Traffic Arrangements

SiteTraffic Arrangement

Traffic Marshall

A crossover will be constructed prior to the works to allow access to site.

SCHOOL

238

MONOFLEX SCAFFOLDING TO SCREEN VIEW INTO SCHOOL

MAINTAIN SAFE SECURE FENCE LINE DURING WORKS

PROTECTION FROMFALLING DEBRIS, SCAFFOLDING FAN DOUBLE BOARDED LIFT AND MONOFLEX SCAFFOLDING

WHEEL WASHING

PROTECT SCHOOL WINDOWS PROTECT SCHOOL WINDOWS

MONOFLEX SCREEN AROUND SCAFFOLDING TO SCREEN VIEW INTO SCHOOL

HERAS FENCING WITH SCREENING TO SCREEN VIEW INTO SCHOOL DURING CONTRACT

PROTECT ROOT ZONE OF TREE (SEE TREE REPORT)

WELFARE FACILITY

MATERIAL STORAGE

Loading & Unloading Area

Site Entrance

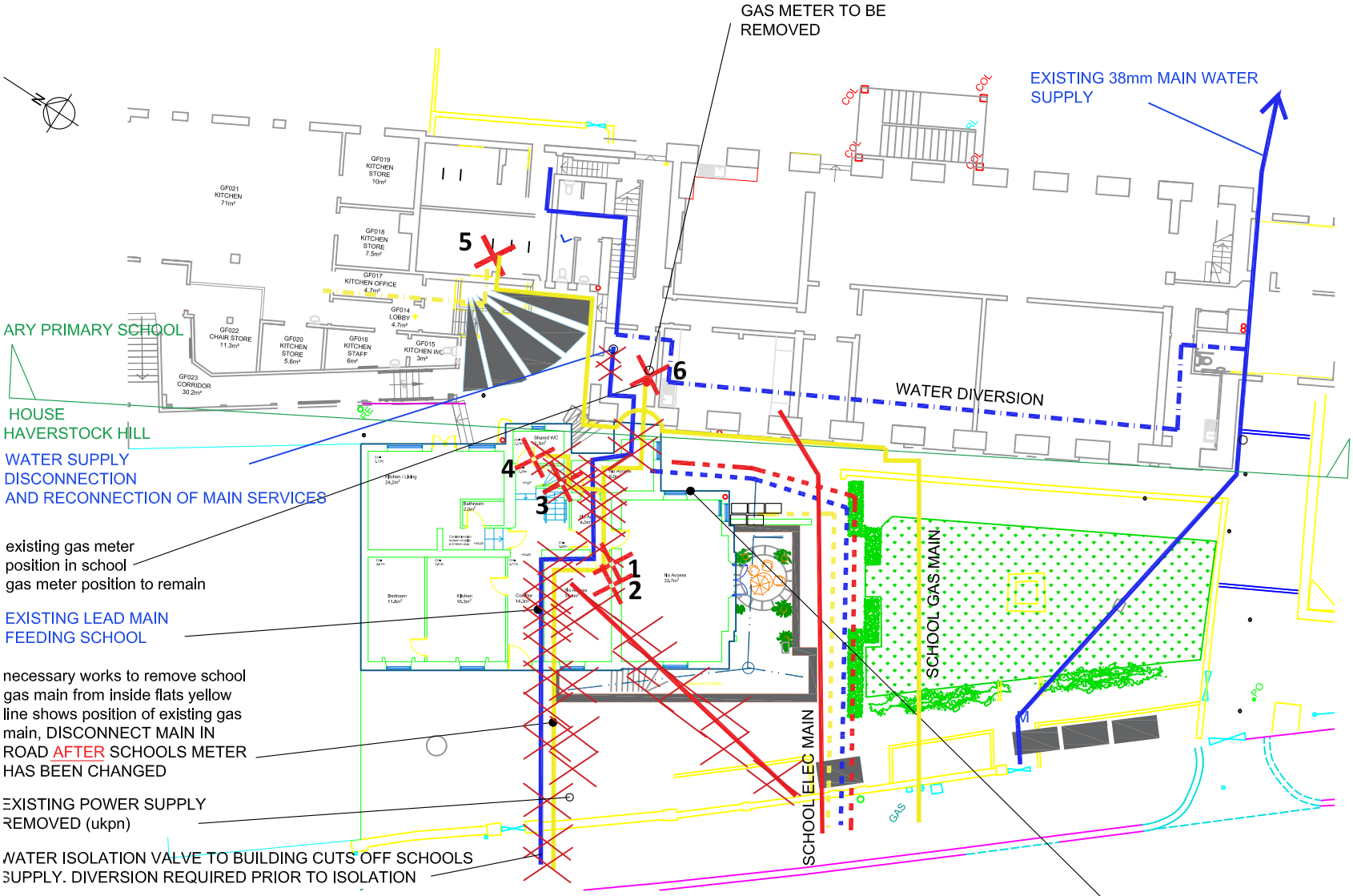
BUS STOP

HAVERSTOCK HILL

BUS LANE

TCBS

Appendix E: Service Drawing



- New gas to feed flats,
- New UKPN power supply
- New Thames Water supply
- EXISTING gas to feed
- EXSITING UKPN power supply
- EXISTING Thames Water supply
- 1 NEW internal water pipework
- NEW internal gas feed
- GAS METER LOCATION AND NUMBER

GAS loads for new SCHOOL meter 5

ROSARY ROMAN CATHOLIC PRIMARY SCHOOL - GAS LOADINGS

Equipment	Model	Area	Room	Power (kW)	Flow Rate (m3/h)
Main Boiler No1	Evomax80	Main School	Boiler Room	80	8.7
Main Boiler No2	Evomax80	Main School	Boiler Room	80	8.7
Main Boiler No3	Evomax80	Main School	Boiler Room	80	8.7
Direct Gas Water Heater No1	Strebel	Main School	Boiler Room	28.5	3.0
Direct Gas Water Heater No1	Strebel	Main School	Boiler Room	28.5	3.0
Cooker Range No1	G3101	Main School	Kitchen	43.8	4.1
Cooker Range No1	G3101	Main School	Kitchen	43.8	4.1
Double Fryer	D11G/451	Main School	Kitchen	17.5	1.9
Combi Oven	Rational M200BG.XXAXX	Main School	Kitchen	80	13.0
			Total:	482.19	55.17
			Add 25% Future expansion	602.74	68.96

TENDER DRAWINGS

238 HAVERSTOCK HILL
BELSIZE PARK
LONDON
NW3 2AE

DIOCESE OF WESTMINSTER

BLOCK PLAN

SERVICES ROUTES AND WORKS

METER SCHEDULE 1 GAS METERS IN HOUSE

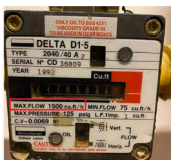
GAS METER 1 (Ground Floor)
ACC. NO: 850059597107
MPRN: 3304831404
ADDRESS: 238 HAVERSTOCK HILL, BASE
SUPPLIER: BRITISH GAS
DISCONNECT

GAS METER 2 (Ground floor)
ACC. NO: 850060360747
MPRN: 1200022482911
ADDRESS: 238 HAVERSTOCK HILL, FLAT 8 SCHOOL HOUSE
SUPPLIER: BRITISH GAS
DISCONNECT

GAS METER 3 (Basement)
ACC. NO: 671141226839
MPRN: 1200022482930
ADDRESS: 238 HAVERSTOCK HILL, BASEMENT
SUPPLIER: EDF
DISCONNECT

GAS METER 4 (Basement)
ACC: NO: UNKOWN
ADDRESS: 238 HAVERSTOCK HILL, BASEMENT
SUPPLIER: UNKOWN
DISCONNECT

METER SCHEDULE 2 GAS METERS IN SCHOOL



SCHOOL BOILER ROOM METER
GAS METER 5
MPRN:73370709
SERIAL NO: CD36809
MAX.FLOW 1500 cu.ft/h
EXISTING ROTARY METER
METER LOAD / hr 602.74 kW
LARGER METER.
1500cu.ft/h Converts to 42m3/hr
WE NEED 68.96m3/hr

NEW METER

GAS METER 6
KITCHEN METER
MPRN:73370810
SERIAL NO: M04080014915D6
DISCONNECT

(REMOVE REDUNDANT PIPE WORK)

METER SCHEDULE 3 NEW GAS METERS TO HOUSE TO FEED 5 NEW FLATS

5 NEW GAS METERS FOR 5 FLATS IN 238 HAVERSTOCK HILL, DOMESTIC LOAD.
SMALL 1 BEDROOM FLATS
Supply hourly quantity 200 (kW)
Annual Quantity (kWh) 90000

(NOTE:POSITION OF NEW WINDOW)

Equipment	Area	Room	Power (kW)	Flow Rate (m3/h)
Combi Boiler	Flat 1	Kitchen	27	2.5
Cooker	Flat 1	Kitchen	10	0.9
			37	3.5
		Total + 20%:	44.4	4.2
		Total All 5 Flats	222	20.76

RIBA Chartered Practice
RICS
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AUGUST 2020 WE

1:250 @ A1 LT

3408/1/PD19

Appendix F: Toolbox Talks

Control of Dust and Fumes

Overview This talk will cover some sources and dangers from dust and fumes, and examples of precautions that can be taken.

Some sources of harmful dust and fumes

1 Cutting, sanding and grinding of some materials with create harmful dust.
2 Welding and gas cutting of metals can create harmful fumes.
3 Heating metals such as lead will create harmful fumes.
4 Work with old lead can expose you to lead oxide dust (white, powdery deposits) which is also harmful
5 Burning off old lead-based paints can also create harmful fumes.
6 Stripping out or other work involving fibrous insulation (such as asbestos or fibreglass insulation) can release harmful dust into the air.

Some health risks from breathing in dust or fumes

1. Silica dust from cutting or scabbling concrete can cause lung disease.
2 Dust from cutting or sanding hardwood can cause nasal cancer.
3 Asbestos dust can cause cancer of the lungs or lining of the chest cavity.
4 Welding fumes can result in ‘metal fume fever’ which has flu like symptoms.
5 Breathing in the fumes from solvents and paint can lead to nausea, drowsiness, headaches and, eventually unconsciousness and death in extreme cases.
6 Investigations are continuing into possible harmful effects of breathing in dust from synthetic insulation materials such as fibreglass matting.

Precautions

1 Where it is possible, the job should be planned to eliminate harmful dust and fumes.
2 If elimination is not possible, harmful dust and fumes must be controlled so that they are not breathed in by anyone.
3 Some tools and plant are fitted with dust extraction and collection devices – if these are available, use them.
4 If your employer has provided portable extraction equipment, use it.
5 It may be necessary for you to wear RPE to protect yourself from the effects of dust or fumes – make sure you know how to use it properly.
6 Consider the effects that your work may be having on other people.

Do you have any questions for me?

associated installations ltd
BUILDING & INTERIOR REFURBISHMENT SPECIALIST

Location / Site Address: _____ **Date:** _____

Name of Person Giving Toolbox Talk: _____ **Job Title:** _____

I acknowledge I have received a toolbox talk in: _____

Name (print)	Signature

This page is to be printed off and signed by all personnel who are/have attended this toolbox talk. The document is to be filed as a hard copy and kept on site.

Control of Noise

Overview This talk will cover: hazards, controlling noise and ear protection.

Hazards

1 Some of the following things used on site can be harmful to your hearing: compressors, breakers, circular saws, concrete mixes, chainsaws, generators, vibrating rollers and excavators.
2 Even if you are not using the noisy piece of equipment, you could be affected by someone using it close by.
3 Look out for noise hazard signs on site and obey them.
4 It's not only on site that you have to remember to protect your hearing but after work also – noisy clubs, hi-fis, etc.

Controlling noise

1 Use a less noisy process if possible.
2 If shouting is necessary in order to be heard, the noise level is high and you should wear ear protectors.
3 Keep compressor covers closed when in use.
4 Ensure breaker mufflers are correctly fitted.

5 Don't keep machinery running unnecessarily.
6 Ensure you don't expose your workmates to your noise.
7 Move the noise source away from the work area or move the work area away from the noise.
8 If possible, shield noise process. Work behind a wall or some other sound-absorbing material.

Ear protection

1 Don't use cotton wool for ear protection, it is not effective.
2 Ensure ear plugs are a good fit and correctly inserted.
3 Regularly clean reusable ear plugs.
4 Use disposable ear plugs once only.
5 Clean your hands before touching all types of ear plugs.

6 Ear defenders should fit the head all round the seal.
7 Ensure that ear defenders are worn the correct way round.
8 Ensure defender seals are always in a serviceable condition.
9 Don't alter pressure of ear defenders by bending the head band.
10 If you have difficulty in wearing ear defenders, report it.

Do you have any questions for me?

Questions for you

REMEMBER: PROTECT YOUR HEARING

□

Name (print)	Signature

This page is to be printed off and signed by all personnel who are/have attended this toolbox talk. The document is to be filed as a hard copy and kept on site.

□

Dust.

Many types of work create dust, particularly within construction and mining industries, but most people encounter dusty environments at work from time to time. There are two types of dust: nuisance, and hazardous.

Importance.

Nuisance dust is just that, a nuisance.
Enough nuisance dust can make breathing difficult, and irritate the nose and throat. It can also get in the eyes and cause visibility issues. Generally, this type of dust makes work uncomfortable, and less safe due to its presence.

Hazardous dust is a dust type that, if inhaled, can cause damage to health, above and beyond irritation.
Certain dust, such as flour dust and some wood dust, is known to cause occupational asthma. Other hazardous dust can cause fatal and debilitating illnesses when inhaled, such as cancer, including asbestos dust and silica dust.

Regulations.

The Health and Safety at Work etc Act 1974 requires employers to provide and maintain safe working conditions without risk to the health of employees, so far as is reasonably practicable.

Guidance.

Good practice:

- Where it is possible, the job should be planned to eliminate harmful dust and fumes
- If elimination is not possible, harmful dust and fumes must be controlled
- Prevent dust spread in the air by damping down or vacuum extraction
- If portable extraction equipment is available, ensure it is working correctly and use it
- Some tools and equipment are fitted with dust extraction and collection devices – if these are available, they must be used
- It may be necessary for you to wear RPE to protect yourself from the effects of dust or fumes – make sure you know how to use it properly
- Always use the correct type of PPE for the job and type of dust exposure
- Consider the effects that your work may be having on other people

If you're having trouble breathing at work due to dust:

- Identify the type of dust
- Assess the risk
- Eliminate or control the dust creation
- Wear suitable PPE
- Undertake further training if required

Questions.

1. What are the two types of dust?
2. Why is dust dangerous?

Summary.

It is not always possible to eliminate dust. If it cannot be eliminated it should be controlled. Control measures such as extraction ventilation, or damping down the material can be implemented to prevent dust exposure and spread.

Appendix G: Community Letter

Liongate Construction

F16, Allia Future Business Centre, Kings Hedges Rd,

Cambridge CB4 2HY

June 2024

238 Haverstock Hill, London, NW3 2AE – Construction Management Plan

Dear Neighbour,

We write on behalf of Associated Installations Ltd in relation to the above site and the forthcoming submission of a Construction Management Plan (CMP) which has been prepared in relation to proposed works to 238 Haverstock Hill.

The CMP will be submitted to The London Borough of Camden and is connected to the recent planning permission at the site (ref: 2021/2737/P), which facilitates:

"A complete refurbishment, with a new roof, cleaned external brickwork, new traditional timber sash windows, and full external redecoration. Additional works involve deepening the basement floor, enlarging the basement lightwell to create a sunken garden, and installing a new staircase, steel bridge, and new windows and doors to the lightwell."

As part of the CMP process, we are undertaking a neighbourhood consultation, and we enclose a copy of the document for your information in the below link.

If you have any comments on the document, we would be grateful if you could return them to us by using the contact form in the below link or via email by 8TH July 2024.

Please scan the QR for the website link.

Kind Regards,

Charlie Abdullah

Director

On behalf of: **Liongate Construction**

Email: info@liongateconstruction.co.uk

Appendix H: Air Quality Attachment

AIR QUALITY DUST RISK ASSESSMENT

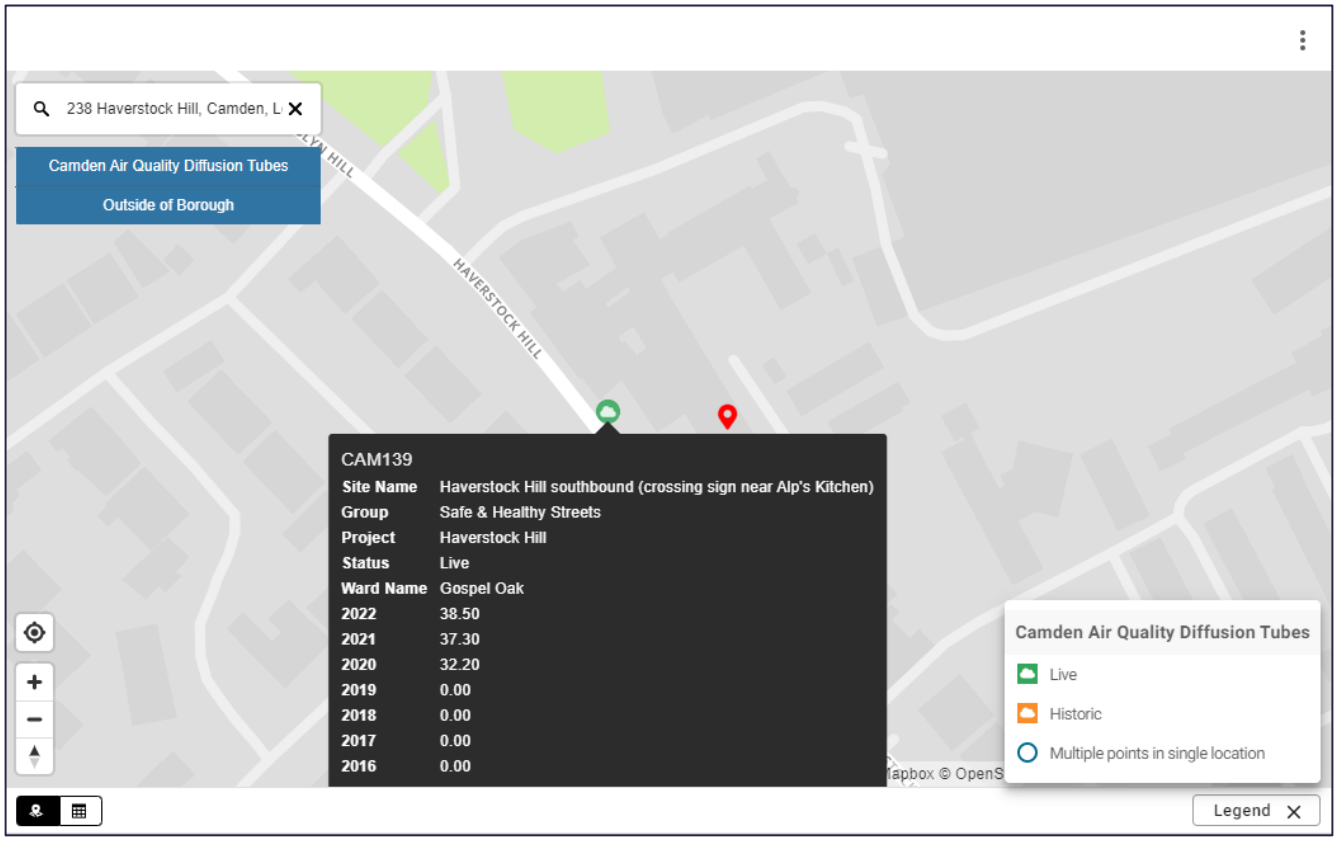
For this assessment, the GLA's 'The Control of Dust and Emissions during Construction and Demolition' guidance has been utilised to conduct a construction dust risk assessment. This guidance offers a structured approach to assess the potential risk of dust generation associated with a development and recommends the necessary level of mitigation. The impact of the proposed development is categorized into one of three levels: 'Low Risk', 'Medium Risk', and 'High Risk'. Depending on the identified risk level, suitable mitigation measures can be implemented to reduce potential dust impacts during the construction phase.

According to the IAQM guidance, dust generated by a standard construction site can have an impact on sensitive human receptors such as nearby residential buildings and schools. These receptors are considered to be affected if they are within 350m of the site boundary or within 50m of the designated haul route (up to a distance of 500m from the site entrance). Dust impacts are likely to occur regardless of the orientation of these receptors to the dust source if they are located within 20m of the site.

Activity	Dust Emission Magnitude
Demolition	Small
Earthworks	Small
Construction	Small
Trackout	Small

- The dust emission magnitude for demolition is ‘Small’, with the total building volume to be demolished less than 20,000m3.
- The dust emission magnitude for earthworks is ‘Small’, with the total site area below 2,500m2.
- The dust emission magnitude for construction is ‘Small’, with the total building volume less than 25,000m3.
- The outward daily peak HGV movements will be below 10 HDV movements in a day, so the dust emission magnitude for trackout has been assigned as ‘Small’.

There is a school within 20m of the site boundary have been identified as having a high sensitivity to dust soiling and potential health impacts.



Above image shows particulate matter (PM) data from the monitor near the site.

Sensitivity of Area	Sensitivity of the surrounding Aera			
	Demolition	Earthworks	Construction	Trackout
Dust Soiling	High	High	High	High
Human Health	High	High	High	High

Potential Impact	Dust Emission Risk			
	Demolition	Earthworks	Construction	Trackout
Dust Soiling	Medium Risk	Low Risk	Low Risk	Low Risk
Human Health	Medium Risk	Low Risk	Low Risk	Low Risk

Based on the information provided, the risk associated with dust soiling and human health during the demolition phase is classified as 'Medium'.

Dust and Emission Control Measures

Mitigation measures appropriate for the proposed development, based on the GLA guidance, are outlined below. After implementing these measures, the impacts of the construction phase on dust soiling and human health are deemed to be insignificant.

Issue	Control Measure
Site Management	• Develop and implement a stakeholder communications plan that includes community engagement before work commences on site. • Develop a Dust Management Plan. • Display the name and contact details of person(s) accountable for air quality pollutant emissions and dust issues on the site boundary. • Display the head or regional office contact information. • Record and respond to all dust and air quality pollutant emissions complaints. • Make complaints log available to the local authority when asked. • Carry out regular site inspections to monitor compliance with air quality and dust control procedures, record inspection results, and make an inspection log available to the local authority when asked. • Increase the frequency of site inspections by those accountable for dust and air quality pollutant emissions issues when activities with a high potential to produce dust and emissions and dust are being carried out, and during prolonged dry or windy conditions. • Record any exceptional incidents that cause dust and air quality pollutant emissions, either on or off the site, and the action taken to resolve the situation is recorded in the logbook.
Preparing and Maintaining the Site	• Plan site layout: machinery and dust causing activities should be located away from receptors. • Erect solid screens or barriers around dust activities or the site boundary that are, at least, as high as any stockpiles on site. • Fully enclosure site or specific operations where there is a high potential for dust production and the site is active for an extensive period. • Avoid site runoff of water or mud.

	• Keep site fencing, barriers and scaffolding clean using wet methods. • Remove materials from site as soon as possible. • Cover, seed or fence stockpiles to prevent wind whipping. • Agree monitoring locations with the Local Authority. • Where possible, commence baseline monitoring at least three months before phase begins. • Put in place real-time dust and air quality pollutant monitors across the site and ensure they are checked regularly. • Install green walls, screens or other green infrastructure to minimise the impact of dust and pollution. (desirable) • Carry out regular dust soiling checks of buildings within 100m of site boundary and cleaning to be provided if necessary. (desirable)
Operating Vehicle/Machinery and Sustainable Travel	• Ensure all on-road vehicles comply with the requirements of the London Low Emission Zone. • Ensure all non-road mobile machinery (NRMM) comply with the standards set within this guidance. • Ensure all vehicles switch off engines when stationary – no idling vehicles. • Avoid the use of diesel or petrol powered generators and use mains electricity or battery powered equipment where possible. • Produce a Construction Logistics Plan to manage the sustainable delivery of goods and materials. • Impose and signpost a maximum-speed-limit of 10mph on surfaced haul routes and work areas (if long haul routes are required these speeds may be increased with suitable additional control measures provided, subject to the approval of the nominated undertaker and with the agreement of the local authority, where appropriate). (desirable)
Operations	• Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction, e.g. suitable local exhaust ventilation systems. • Ensure an adequate water supply on the site for effective dust/particulate matter mitigation (using recycled water where possible).

	• Use enclosed chutes, conveyors and covered skips. • Minimise drop heights from conveyors, loading shovels,hoppers and other loading or handling equipment and use fine water sprays on such equipment wherever appropriate. • Ensure equipment is readily available on site to clean any dry spillages and clean up spillages as soon as reasonably practicable after the event using wet cleaning methods.
Waste Management	• Reuse and recycle waste to reduce dust from waste materials. • Avoid bonfires and burning of waste materials.
Demolition	• Ensure water suppression is used during demolition operations. • Avoid explosive blasting, using appropriate manual or mechanical alternatives. • Bag and remove any biological debris or damp down such material before demolition. • Soft strip inside buildings before demolition (retaining walls and windows in the rest of the building where possible, to provide a screen against dust). (desirable)
Construction	• Avoid scabbling (roughening of concrete surfaces) if possible (desirable) • Ensure sand and other aggregates are stored in bunded areas and are not allowed to dry out, unless this is required for a particular process, in which case ensure that appropriate additional control measures are in place. (desirable)
Trackout	• Regularly use a water-assisted dust sweeper on the access (desirable) • and local roads, as necessary, to remove any material tracked out of the site. (desirable) • Avoid dry sweeping of large areas. (desirable) • Ensure vehicles entering and leaving sites are securely covered to prevent escape of materials during transport. (desirable) • Implement a wheel washing system (with rumble grids to dislodge accumulated dust and mud prior to leaving the site where reasonably practicable). (desirable)

Measures will be put in place to prevent dust from spreading outside of the site in dry periods, including the covering of skips containing soils and/or demolition materials. On site, a wheel wash facility will be provided to ensure no material is tracked onto the highway. This will be kept on site for the duration of the works.

The Site Manager will work closely with the Council's Environmental Health Department and Building Control Department in respect of noise, vibration, and air quality. Additionally, any loose material being transported or stored on site will be sheeted to prevent air quality contamination. All open waste skips and vans will be sheeted.

Appendix A :

Below tables were in consideration of the risk assessments and taken from Control of Dust and Emissions during Construction and Demolition SPG 2014 as mentioned in the planning condition.

TABLE 4.6 RISK OF DUST IMPACTS – DEMOLITION

Sensitivity of Area	Dust Emission Magnitude		
	Large	Medium	Small
High	High Risk	Medium Risk	Medium Risk
Medium	High Risk	Medium Risk	Low Risk
Low	Low Risk	Low Risk	Negligible

TABLE 4.8 RISK OF DUST IMPACTS – CONSTRUCTION

Sensitivity of Area	Dust Emission Magnitude		
	Large	Medium	Small
High	High Risk	Medium Risk	Low Risk
Medium	Medium Risk	Medium Risk	Low Risk
Low	Low Risk	Low Risk	Negligible

TABLE 4.7 RISK OF DUST IMPACTS – EARTHWORKS

Sensitivity of Area	Dust Emission Magnitude		
	Large	Medium	Small
High	High Risk	Medium Risk	Low Risk
Medium	Medium Risk	Medium Risk	Low Risk
Low	Low Risk	Low Risk	Negligible

TABLE 4.9 RISK OF DUST IMPACTS – TRACKOUT

Sensitivity of Area	Dust Emission Magnitude		
	Large	Medium	Small
High	High Risk	Medium Risk	Low Risk
Medium	Medium Risk	Low Risk	Negligible
Low	Low Risk	Low Risk	Negligible

Risk Assessment

Activity	Dust	**Ref**	RA163
Description	Managing and controlling dust in work operations.		
Assessor		**Date**	

Hazard Identification

Hazard	Likelihood	Severity	Risk
Hazardous dust	L **M** H	L M **H**	L M **H**
Nuisance dust	L **M** H	**L** M H	L **M** H
Exposure over limits	**L** M H	L M **H**	L **M** H
Work operations	L **M** H	**L** M H	L **M** H
Vehicles and mobile equipment	**L** M H	**L** M H	**L** M H
Waste removal	**L** M H	**L** M H	**L** M H
Maintenance	**L** M H	L **M** H	L **M** H
Clean up operations	L **M** H	L **M** H	L **M** H
Spread	**L** M H	L **M** H	**L** M H
	L M H	L M H	L M H
	L M H	L M H	L M H
	L M H	L M H	L M H
	L M H	L M H	L M H

People at Risk

- [x] Workers
- [x] Adjacent Workers
- [x] Site Wide Workers
- [ ] Occupants
- [ ] Visitors
- [ ] Members of Public

Controls

Risk	Control Measures
Hazardous dust Exposure to hazardous dust	Hazardous dusts assessed prior to commencing work. COSHH assessment carried out for all identified hazardous dusts. Operatives given information from COSHH assessments on any hazardous dusts. Exposure monitored and controlled. Dust exposure minimised and controlled (see dust exposure through work operations).
Nuisance dust Exposure to nuisance dust	Nuisance dust reduced as far as is practicable. Dust exposure minimised and controlled (see dust exposure through work operations).
Exposure over limits Increased health risk	Hazardous dusts workplace exposure limits (WELs) identified. Exposure controlled to below WELs. Health surveillance in place where necessary as a result of COSHH assessment for the dust type.

Risk	Control Measures
Work operations Dust exposure through work tasks	Dust will be prevented where possible through alternative techniques. Dust suppressed at source or contained to prevent or control exposure. All cutting, grinding and sawing equipment fitted with dust suppression to control dust at source. Extraction (LEV etc) installed for fixed equipment to remove dust from air. Water supply established as necessary for damping down dust at source (dust suppressant). Drop heights minimised in equipment to reduce impact causing dust clouds. Avoid excessive blasting and scabbling of materials. All equipment and controls maintained and regularly inspected to ensure suitable performance and minimise dust exposure. PPE used as additional control measure based on COSHH assessment or levels of dust present. PPE issued and used by operatives including dust masks and RPE to further reduce dust exposure. Respirators and masks used selected to be suitable for the type of dust. All operatives given instruction and information on the dusts present and the control measures in place.
Vehicles and mobile equipment Dust exposure from vehicles	Speed limits enforced on site to reduce dust emissions from temporary traffic route surfaces. Wheel washing carried out prior to leaving site if conditions require.
Waste removal Dust exposure during waste removal	Enclosed chutes and covered skips used. Drop heights minimised. Wet cleaning controlled to avoid contaminating drains and waterways.
Maintenance Dust exposure during maintenance	Do not shake out filters or clothing to remove dust. Filters replaced as necessary. All control measure maintained as required.

Risk	Control Measures
Clean up operations Dust exposure during cleaning	Wet / damp cleaning used to suppress dust during clean up operations. For high hazardous dusts, dry vacuuming by specialist unit (H/M vac) used at source. Dry sweeping of dust forbidden. Do not shake out filters or clothing to remove dust. Cleaning should be undertaken in areas that are adequately ventilated and have the correct equipment available. Welfare facilities provided on site with warm running water. Where risk of dermatitis from dust present, barrier creams and gloves provided. Washing facilities separate from food preparation areas or canteen. All operatives to wash before eating, drinking or taking breaks to prevent accidental ingestion or cross contamination.
Spread Spread of dust to adjacent areas	Enclosures used to prevent dust spread to other areas. Control measures (e.g. LEV and cleaning) monitored and used to prevent spread. Doors, curtains and other barriers or enclosures to be kept closed during operations.

Risk Level

<L	L	M	H	!
Very Low safe to proceed work under standard control measures	**Low** safe to proceed work under additional control measures	**Medium** proceed with caution under additional controls measures	**High** proceed with caution under further controls with supervision	**Very High** unsafe DO NOT proceed - essential further action needed

Further Action

Action Required	Timeframe	By	Date
Ensure adequate supervision is provided and that control measures remain valid for the duration of the works.	Ongoing		
Safe systems of work are provided and issued to all staff and training provided in their use.	1 week Refresh at inductions		
All staff to be trained in the importance and use of correct Personal Protective Equipment and wearing of the correct PPE made a condition of employment.	1 week Refresh at inductions		
Identify type of dusts and levels of exposure by type.	Ongoing		
Carry out COSHH assessments for any hazardous dust present.	Before task starts		

Acknowledgement

Name	Signature	Date

Method Statement

Project			
Activity	Dust Control		
Description	Dust control measures including extraction, suppression, enclosure and PPE.		
Start Date		**Duration**	
Assessor		**Hours of Work**	

Responsibilities

Project Manager	
Supervisor	
Team Size	

Hazards

Hazards Associated With Activity	• Hazardous dust • Nuisance dust • Work operations • Spread • Clean up operations • Waste removal • Maintenance
Site Specific Hazards	• Cutting • Drilling • Scabbling • Mobile plant and equipment

Risk assessments will be carried out for the activity and attached to this method statement, will form part of the induction and must be followed on site.

Work Procedure & Control Measures

The work will be supervised and monitored at all times by a competent supervisor.

All work is to be carried out following the risk assessments, construction phase plan, and other H&S management documents in place.

Site compound and welfare facilities to be set up in an area agreed with the client or existing welfare facilities to be used.

Conflicts with other working groups or work activities operating within the same area are identified, and communication and liaison arrangements to control additional risks are put in place.

The work area is to be securely cordoned off to prevent unauthorised access. Only authorised personnel will be allowed access to the work area. All personnel (including visitors) must sign in on arrival and sign out when leaving the site.

Appropriate signage will be displayed around the work area.

PPE to be worn at all times on site.

Training

Only qualified, certified or otherwise competent personnel will be permitted to undertake the work.

All operatives are given instructions and information on the dust present and the control measures in place.

Operatives are given information from COSHH assessments on any hazardous dust.

All operatives trained in asbestos awareness, silica dust and other types of hazardous dust.

All workers to undertake site induction before commencing work.

Toolbox talks will be carried out at weekly intervals during the works to raise awareness of relevant H&S issues.

Dust Identification

Type of dust present to be assessed before commencing work.

Hazardous dust workplace exposure limits (WELs) identified and exposure controlled to below WELs.

Where asbestos materials may be disturbed, a suitable asbestos survey is carried out and removal works are carried out by licensed operatives under specific risk assessment and method statements for asbestos removal.

COSHH assessments are carried out for all identified hazardous dust.

Risk assessment carried out for dust exposure.

Exposure monitored and controlled.

Nuisance dust reduced as far as is practicable.

Health surveillance is in place for operatives where necessary as a result of COSHH assessment for the dust type.

Work Methods

Drop heights are minimised in equipment to reduce impact causing dust clouds.

Avoid excessive blasting and scabbling of materials.

All equipment and controls are maintained and regularly inspected to ensure suitable performance and minimise dust exposure.

During maintenance of equipment, do not shake out filters or clothing to remove dust. Filters are replaced as necessary.

All control measures are maintained as required.

Speed limits enforced on the site to reduce dust emissions from temporary traffic route surfaces.

Wheel washing is carried out before leaving the site if conditions require.

Enclosed chutes and covered skips are used.

All operatives to wash before eating, drinking or taking breaks to prevent accidental ingestion or cross-contamination.

Water Suppression

Wet or damp down materials and work surfaces before commencing cutting, grinding, drilling or scabbling them, to reduce dust creation.

Water is used to suppress dust at the source and minimise exposure of operatives.

Cutting, drilling and other equipment creating dust to be fitted with water suppression equipment to damp down dust at the source and prevent it from becoming airborne.

Water supply to be established before commencement.

Plan for water run-off and prevent entering or contaminating access routes.

Prevent water run-off from entering natural water sources. Wet cleaning is controlled to avoid contaminating drains and waterways.

Damp down dust before clean-up operations.

Never dry sweep dust contamination to allow dust to become airborne or create dust clouds.

Clean up wet waste before it has a chance to dry out and recreate dust emissions.

Where mobile plant and equipment are used, establish wheel washing facilities to prevent the spread of dust beyond the site or work area.

Extraction

Extraction (LEV etc) installed for fixed equipment to remove dust from the air.

For high hazardous dust, dry vacuuming by a specialist unit (H/M vac) is used at the source.

Follow the instructions in the user manual and only operate the LEV if you are trained to do so. If in doubt, stop work and ask your supervisor.

Carry out daily checks as instructed and trained to do so, including the airflow indicators.

Do not use the LEV if it has a red label or if any faults are showing.

LEV is thoroughly examined and tested annually.

Do not modify or alter the LEV.

Enclosures

Establish a dust enclosure to prevent dust spread beyond the work area or site.

Use enclosures and screens to minimise dust spread.

Only competent and authorised personnel are permitted within the enclosure.

Display signage for any additional PPE required within the enclosure and to warn of dust hazards.

Doors, curtains and other barriers or enclosures to be kept closed during operations.

PPE

Always wear PPE as directed.

Comply with signage.

Within dust enclosures, and exposure zones, operatives are to be provided with suitable RPE or dust masks.

PPE is issued as an additional control measure in addition to the other dust control measures in place, and to further reduce exposure.

PPE must be worn at all times during dust emission activities in case of failure of other controls.

Respirators and masks are selected and provided to be suitable for the type of dust.

Where airborne dust cannot be completely avoided, where suitable goggles to prevent eye irritation.

Where the risk of dermatitis from dust is present, barrier creams and gloves are provided and must be worn.

Harmful Substances

All current legislation and codes of practice regarding chemical/substance usage will be complied with.

Where possible, any hazardous substances are substituted for alternative non-hazardous substances.

COSHH assessments are completed before the use of hazardous substances.

Only those persons who are fully conversant with a chemical/substance will be permitted to use the chemical/substance.

Adequate ventilation will be maintained at all times where hazardous chemicals/substances are used.

When not required for immediate use, chemicals/substances will be kept in suitable closed containers in a secure location, to prevent their unauthorised use.

Workspace

All good practice guidelines regarding the provision of sufficient clear working space will be observed.

Before the commencement of any works, sufficient clear working space (taking into account the nature of the work, the location in which the work is to be undertaken and the needs of any other building/site occupants) will be made available, so far as is reasonably practicable.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work area, to restrict other persons from entering the area.

During the works, attention will be paid at all times to the maintenance of clear working space.

If during the works, the maintenance of clear working space is impracticable, the person undertaking the work will liaise with the site management to resolve the issue.

Housekeeping

All good practice guidelines regarding housekeeping in the workplace will be observed.

All spillages will be immediately cleaned up to prevent any slip hazards.

All work equipment, chemicals and substances will be properly secured when they are not in use, to prevent any unauthorised usage or accidental contact.

During the works, the area will, so far as is reasonably practicable, be kept clean and tidy with clear walkways as appropriate.

Waste Disposal

Vacuum or damp down and collect all waste material.

All current legislation regarding the prevention of environmental contamination (including waste disposal) will be complied with.

Any contaminated or hazardous waste created by the works carried out will be safely contained and disposed of through a specialist company.

Waste must get transferred using a waste transfer note.

Cleaning

After completing the work the area will be left in a clean and tidy condition, and all associated waste shall be removed and properly disposed of.

PPE Requirements

- [x] Safety Boots

- [ ] Hard Hat

- [x] Hi-Viz Clothing

- [x] Gloves

- [ ] Ear Defenders

- [x] Dust Mask

- [x] Eye Protection

- [ ] Harness

- [ ] Full Face Shield

- [ ] Overalls

- [x] RPE

- [ ] Other

Other PPE
Additional PPE is required for certain activities as indicated by specific risk assessments.

Management Arrangements

Monitoring Arrangements
Monitoring of this activity will be carried out using a variety of different means such as: inspections, checklists, meetings, audits, reviews, and employee consultation. The supervisor will carry out regular inspections of the works and highlight any concerns.

First Aid Provision
• Nominated First Aider(s) • First Aid Kit • Accident Book

Welfare Provision
Welfare facilities will be provided within close proximity to the work area. Personnel must not eat, drink or smoke in the work area. Welfare facilities, including rest areas and toilet facilities, will be left as they were found in a clean and tidy manner, and operatives are to ensure that they are reasonably clean and tidy before entering premises.

Emergency Procedures
In the event of an accident notify the first aider immediately, for a major injury call 999 or if in doubt call 111. In the event of a fire sound the alarm and exit the site by the nearest exit, to not attempt to tackle the fire unless you have been trained to do so and it is safe to do so. In the event of discovering a material that you suspect could be asbestos containing, stop work immediately and notify the site manager/supervisor for further instructions.

Completed By

Name	
Signature	
Date	

Acknowledgement

Name	Signature	Date

Appendix I : Mental Health Training Policy

associated installations ltd

BUILDING & INTERIOR
REFURBISHMENT SPECIALIST

Mental Health and Wellbeing Policy

Introduction

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems, and support them once they are at work.

Important aspects of mental health and wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice and support

to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

Policy Statement:

The organisation is committed to the protection and promotion of the mental health and wellbeing of all staff.

The organisation shall continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.

The organisation shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

Policy Aim:

To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

Scope:

This policy will comply with Health and Safety legislation and best practice guidelines.

This policy will be developed in accordance with existing organisational policies and procedures.

This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed as appropriate.

Policy Objectives

To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.

Policy actions:

Reduce discrimination and stigma by increasing awareness and understanding

Complete an employee survey to identify mental health needs

Give employees information on and increase their awareness of mental wellbeing.

Include information about the mental health policy in the staff induction programme.

Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.

Promote the Five Ways to Wellbeing concept

Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.

Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.

Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.

Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.

Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.

Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.

Promote and support opportunities to enhance professional development, identified through the appraisal.

Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

To provide support for employees experiencing mental health difficulties.

Policy actions:

Ensure individuals suffering from mental health problems are treated fairly and consistently.

Manage return to work for those who have experienced mental health problems and

in cases of long-term sickness absence, put in place, where possible, a phased return to work.

Give non judgemental and pro- active support to individual staff that experience mental health problems such as counselling, CBT etc

Ensure employees are aware of the support that can be offered through occupational health department, Employee Assistance Programme (if applicable) or alternatively their own GP, or a counsellor.

Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.

Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

To encourage the employment of people who have experienced mental health problems.

Policy actions:

Show a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.

Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act, and are trained in appropriate interview skills.

Ensure all line managers have information and training about managing mental health in the workplace.

To recognise that workplace stress is a health and safety issue.

Policy actions:

Adopt the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress

Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.

Provide training in good management practices

Provide confidential counselling and adequate resources.

Align with other relevant policies such as physical activity, alcohol and absence management

Communication

All employees will be made aware of the mental wellbeing policy and the facilities available. This will be part of a health at work policy, which will be included in the employee handbook and employee information or induction packs.

The works forum /Health and Safety Committee will take forward the actions from this policy.

Regular updates will be provided to all employees via their line management.

Review and monitoring

Employees participating in any of the mental wellbeing activities will be regularly asked for feedback.

The mental wellbeing activities will be included in an annual 'health at work audit'.

The policy, status updates and evaluation reports will be circulated to management and be available on request through the workplace health champion.

The human resources department (or an individual as appropriate) will be responsible for reviewing the mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives

The policy will be reviewed annually from implementation

Jamie Bell
Managing Director

Review Date : October 2023
Next Review Date : October 2024