

Attachment 2 – Strategic Labour Needs and Training Method Statement

Title: Delivery Against TfL Priorities

Referring to the SLNT Activity Breakdown outlined in Table 1, please describe the activities you will undertake in each of the SLNT areas. This should include further detail for each of the areas detailed below:

- The qualifications and training programmes you have identified;
- Named staff resource you will be deploying to support the activity;
- External funding streams you have identified to support the activity;
- Assumptions made in preparing proposed activities;
- Any input you require from TfL to undertake these activities.

Any areas where you are not proposing to undertake activity should be left blank.

You may use up to [250] words in each of the following boxes.

Apprentice Job Start

Content:

Programmes identified

Currently we offer a number of apprenticeship programmes:

- Track engineering
- IT
- Business administration
- Quantity surveying
- Warehousing and store management.

We intend to support all these programmes throughout this Framework and beyond. We regularly review our programmes, and will be ready for the changes to apprenticeship delivery and funding in 2017.

Resources

Our Group Support Director (GSD) will oversee the delivery of all programmes, ensuring that all targets are met, and that there is Board commitment to their successful delivery. Our Group Support Manager (GSM) will manage our SLNT activities on a day-to-day basis.

Our GSD and GSM are actively involved in our Company's SLNT activities, which have successfully delivered more than four (non-workless) apprentice starts per annum for the last two years.

External funding streams

All our apprenticeship schemes are supported by our external training providers, who manage the external funding streams on our behalf. We are aware of the planned changes to funding from 2017, and will put plans in place to manage these changes.

Invitation to Tender for the Supply of Lump Sum Packaged Works under a Nil Value Framework (Lot 2)

Tenderer ref: 53452

HSE4

QUENSH Menu



F0780 Contract Menu

This Contract Menu must be used in conjunction with Category 1 Standard [S1552](#) "Contract QUENSH Conditions"

Issue No.: A16

MAYOR OF LONDON

Issue date: November 2014

Review date: November 2019



Title: Contract Menu
Number: F0780
Issue no: A16
Issue date: November 2014

Contract Menu

Contract No:	<u>To Be Inserted upon Award</u>
Contract Name	<u>Track Labour – Packaged Works Lot 2</u>
Client:	<u>London Underground</u>
Supplier:	<u>Cleshar Contract Services Ltd</u>

Principal Contractor: Yes ☐ No ☒



Guidance

The menu is a tool which is used by the Client to identify conditions that apply to specific contracts and communicate these conditions to the Supplier.

How to complete the menu

1. The Client evaluates the scope of work and enters 'Y' or 'N' in the 'Identified by the Client' column of the menu against each condition selected as applicable or not applicable to the Contract. In the 'Other documents / comments' column the Client can make references to other documents which are supplementary information which is available although not contained within the QUENSH manual but should be considered by the Supplier when they review the conditions. Copies of any additional documents identified in the menu shall be made available to the Supplier. All documents referenced in the Menu shall be current issue, unless otherwise advised. This column can also be used to communicate information (comments) to the Supplier which may be of use to the Supplier when reviewing the conditions.
2. The Client fills in 'Client menu (Invitation to Tender)' section on the last page of the menu and issues the menu as part of the ITT.
 - (1) The Supplier receives the ITT, evaluates the scope of work and, as a requirement of the tendering process, inserts 'Y' or 'N' in the 'Identified by the Supplier' column of the menu against each condition selected as being applicable. These selections may be different from those identified by the Client. Where the Supplier's selection differs from the Client's selection, a clear explanation of the reason for these differences shall be given by the Supplier. A reference to these explanations shall be put in the 'Reference to explanation' column on the menu.
 - (2) The Supplier representative signs and dates the 'Supplier menu (Tender)' on the last page of the menu and submits it with the tender, for consideration by the Client.
 - (3) Differences in the Client and Supplier menu selections will be discussed and resolved with the Client at subsequent tender review meetings. The agreed final version of the menu selections shall form a mandatory part of the Contract and shall be complied with by all Suppliers and their sub-contractors.
 - (4) The menu shall be subject to project version and document control.

Queries on the menu

Any queries in relation to the Contract QUENSH Conditions selected on the menu are to be referred to the Client representative, see contact details/address on last page of the menu.



Contract menu

Requirements in QUENSH

Applicable requirements identified by Client				Identified by Supplier	
Section	Topic	Other documents / Comments	Y / N	Agreed? Y / N	Reference to explanation
4	Agreement of the applicable QUENSH contract conditions				
5	Supplier's selection of sub-contractors		Y	Y	
6	Identification of Safety Critical Activities		Y	Y	
7	Works Environmental Management		N	N	
8	Emergency Plan		N	N	
9	Method Statements	Labour Supply Only. MS will be supplied by Client. Supplier to comply with MS requirements	Y	Y	See comments
10	Health, Safety and Environment File		N	N	
11	Pre-start health, safety and environment meeting		N	N	
12	Supplier's site induction		Y	Y	See comments
13	Site Person in Charge		Y	Y	
14	Staff requirements		Y		
14.1	Behaviours		Y		
14.1.1	Alcohol and drugs		Y	Y	
14.1.2	Control of hours worked		Y	Y	
14.2	Knowledge		Y		
14.2.1	English language		Y	Y	
14.2.2	Access Card and Worksite Briefing		Y	Y	
14.2.3	Visitors to sites		Y	Y	
14.3	General competence		Y		
14.3.1	Evidencing competence of safety critical staff		Y	Y	
14.3.2	Identification of safety critical staff		Y	Y	
14.3.3	Competent external safety critical personnel		Y	Y	
14.3.4	Training		Y	Y	



Applicable requirements identified by Client				Identified by Supplier	
Section	Topic	Other documents / Comments	Y / N	Agreed? Y / N	Reference to explanation
14.3.5	Asset specific competence		Y	Y	See comments
14.4	Medical requirements		Y	Y	
14.5	Identification of Suppliers staff		Y	Y	
14.6	Clothing		Y	Y	
15	Permits and licences		Y		
15.1	LU specific permits and licences		Y	Y	
15.2	Permits, licences and certificates for Supplier's staff		Y	Y	
16	The Principles of Access		Y		
16.1	Introduction		Y	Y	
16.2	Access to Stations		Y	Y	
16.3	Access to Track		Y	Y	
16.4	Access to depots		Y	Y	
17	Applying for Planned Access	Arrangements to be made by Client	N		
17.1	Introduction		N	N	
18	Applying for Generic Access		N	N	
18.1	Constraints that apply to Generic Access		N	N	
19	Access for fault repair		N	N	
20	Operational Assurance		N	N	
21	Closures and possessions	Arrangements to be made by Client	N		
21.1	Requirements for closures		N	N	
21.2	Requirements for possessions		N	N	
22	Controls at point of access		Y		
22.1	Publication of works		Y	Y	
22.2	Checks at point of access		Y	Y	
22.3	Signing-on with the Station Supervisor - The Station Visitors Record Sheet and Person in Charge Evacuation Register (PICER)		Y	Y	
22.4	Track specific requirements		Y		
22.4.1	Protection Master		Y	Y	



Applicable requirements identified by Client				Identified by Supplier	
Section	Topic	Other documents / Comments	Y / N	Agreed? Y / N	Reference to explanation
22.4.2	Possessions (Possession Master, Technical Officer, Cable Lineman, Signal Operator, etc.)		Y	Y	
23	Removal of supplier's personnel from LU Premises		Y	Y	
24	Incidents		Y	Y	
25	Notification of regulatory concern or action		Y	Y	
26	Confidential Incident Reporting and Analysis System (CIRAS)		Y	Y	
27	Monitoring		Y		
27.1	LU inspections		Y	Y	
27.2	Monitoring the supply chain		Y	Y	
27.3	Health, safety and environmental audits, inspection and tours by the Supplier's personnel		Y	Y	
27.4	Work location inspection and audit		Y	Y	
27.5	Timescales for rectifying non-compliances		Y	Y	
28	Radio transmitters and transceivers		Y	Y	
29	Mobile phones		Y	Y	
30	Knives		Y	Y	
31	Site health, safety and environment committee		Y	Y	
32	Site housekeeping and security		Y	Y	
33	Accidental damage, obstruction or interference with assets		Y	Y	
34	Delivery of materials		Y	Y	
35	Conveyance of loads	Arrangements to be made by the Client. Supplier to comply with arrangements	Y		
35.1	Conveyance of loads on lifts and escalators		Y	Y	
35.2	Conveyance of hazardous materials and substances		Y	Y	
36	Asbestos (non asbestos removal projects)		Y	Y	
37	Working in or near lifts and escalators		N	N	
38	Work on or adjacent to utilities and High Voltage cables (buried services)	Arrangements to be made by the Client. Supplier to comply with arrangements	Y	Y	



Applicable requirements identified by Client				Identified by Supplier	
Section	Topic	Other documents / Comments	Y / N	Agreed? Y / N	Reference to explanation
39	Working on or about the track		Y	Y	
40	Access to electrical sub-stations, working equipment, relay and other secure rooms		N	N	
41	Entering areas with gaseous fire suppression systems		N	N	
42	Fire prevention	Arrangements to be made by the Client. Supplier to comply with arrangements	Y		
42.1	General requirements		Y	Y	
42.2	Temporary fire points		Y	Y	
42.3	Timber		Y	Y	
42.4	Composites		Y	Y	
42.5	Sheeting materials		Y	Y	
42.6	Gas cylinders		Y		
42.6.1	Use of gas cylinders in below ground locations		Y	Y	
42.6.2	Storage of gas cylinders (above ground)		Y	Y	
42.7	Flammable and highly flammable materials		Y		
42.7.1	Use of flammable and highly flammable materials below ground		Y	Y	
42.7.2	Storage of flammable and highly flammable materials below ground		Y	Y	
43	Hot work and fire hazards		N		
43.1	Hot work		N	N	
43.2	Reasonable notice of works		N	N	
43.3	Precautions		N		
43.3.1	Buildings, assets etc.		N	N	
43.3.2	Gas cylinders		N	N	
43.3.3	Gas detection		N	N	
44	Storage	Arrangements to be made by the Client. Supplier to comply with arrangements	Y		
44.1	General requirements for storage		Y	Y	



Applicable requirements identified by Client				Identified by Supplier	
Section	Topic	Other documents / Comments	Y / N	Agreed? Y / N	Reference to explanation
44.2	Trackside storage		Y	Y	
44.3	Hazardous materials and substances		Y	Y	
44.4	Allocation of space on operational property		Y	Y	
45	Plant and equipment		Y	Y	
46	Clearance approvals		Y	Y	
47	Access equipment		Y	Y	
48	Temporary works		Y	Y	
49	Temporary fences and hoardings		Y	Y	
50	Temporary lighting and power supplies	Arrangements to be made by the Client. Supplier to comply with arrangements	Y		
50.1	General requirements		Y	Y	
50.2	Lighting in tunnels and shafts		Y	Y	
51	Screening of lights and positioning		Y	Y	
52	Environmental requirements	Arrangements to be made by the Client. Supplier to comply with arrangements	Y		
52.1	General environmental requirements		Y	Y	
52.2	Environmental nuisance		Y	Y	
52.3	Water		Y	Y	
52.4	Waste management		Y	Y	
52.5	Noise and vibration		Y	Y	See comments
52.6	Archaeology, historical interest and listed buildings		Y	Y	See comments
52.7	Wildlife and Habitats		Y	Y	See comments
52.8	Resource Use		Y	Y	
52.9	Pest control		Y	Y	
52.10	Land and water pollution prevention		Y	Y	
53	Quality requirements	Arrangements to be made by the Client. Supplier to	Y		



Applicable requirements identified by Client					
Section	Topic	Other documents / Comments	Y / N	Identified by Supplier	
		comply with arrangements		Agreed? Y / N	Reference to explanation
53.1	Records		Y	Y	
53.2	Retention period		Y	Y	
53.3	Availability of records for inspection		Y	Y	
53.4	Statistical process control, audit and inspection procedures		Y	Y	See comments
53.5	General quality requirements		Y	Y	
53.6	Quality Plan		Y	Y	See comments
53.7	Testing and inspection		Y	Y	
53.8	Certification of conformity		Y	Y	See comments
53.9	Quarantine		Y	Y	
53.10	Traceability		Y	Y	
53.11	Maintenance and servicing		Y	N	See comments
53.12	Design		Y	Y	See comments
53.13	Computer aided design		Y	Y	
53.14	Asset commissioning and handover		Y	Y	See comments

Other requirements / comments

Roles and responsibilities have changed with CDM15. Implications and responsibilities affected to be discussed and clarified via instructions. Whilst not included in QUENSH we see the provision of welfare (toilets, changing area etc.) as the responsibility of the Principal Contractor.

Menu Ref	Topic	Minor Clarifications
9	Method Statements	<p>There is an outstanding TQ on this clause.</p> <p>These will be issued by the Client and the Client will brief company operatives on it accordingly. Method Statements are to be made available to the company management for review or use in investigations.</p>



Menu Ref	Topic	Minor Clarifications
12	Induction	Via the company induction and site briefing by the PWT. Any specific inductions to be provided by the client.
52.5	Noise and Vibration	Due to the programme restraints on the works some of the requirements, such as Section 61 applications, will best be carried out by the client prior to placing works.
52.6	Archaeology etc	The client is to provide, as required under CDM, details of existing assets, to enable the company to undertake the risk assessments and develop the necessary method statements/ mitigation measures.
52.7	Wildlife	The client is to provide details of existing assets and restrictions, to enable the company to undertake the risk assessments and develop the necessary method statements/ mitigation measures.
53.4	Statistical Process Control etc.	Details of the records to be maintained will be identified via the company Project Plan prepared for the works and covered by the Client via the sign off on the document.
53.6	Quality Plan	The company utilise an integrated document system using a project plan to identify how the contract will be managed. The project plan, in conjunction with our management system and other associated documents, such as method statements, address health, safety, quality and environmental issues.
53.8	Certificate of Conformity	The scope of any certificates is to be discussed and agreed prior to the works.
53.11	Maintenance & Servicing	Not applicable to scope of work.
53.12	Design	If design is required, as part of the package, then the nature and extent of the design and responsibility must be defined, costed and agreed accordingly.
53.14	Asset commissioning and Handover	The scope and extent of documentation required from the company to be defined and agreed for each package.

Invitation to Tender for the Supply of Lump Sum Packaged Works under a Nil Value Framework (Lot 2)

Tenderer ref: 53452

HSE4

Health and Safety Plan



Project Plan
TPS - TRACK MAINTENANCE – LOT 2

Project Plan
Incorporating: the Quality Plan, Construction Health & Safety Plan and the Environmental Plan

Project Name: TPS - TRACK MAINTENANCE – LOT 2	
Client: TfL	Specific Project Plan No: XXXX-XX...XX-Draft

INTERNAL APPROVAL				
01	August 2015	H&S Manager	TBA	Tender Issue
REV	DATE	PRODUCED BY	REVIEWED BY	COMMENTS

CLIENTS ACCEPTANCE		
Name:	Date:	Signatures:

QUENSH DECLARATION STATEMENT
The Project Plan has been developed with reference to the requirements of the Contract QUENSH (A16) Conditions, subject to the agreed contract QUENSH Menu. The purpose of the Project Plan is to give a step-by-step guide as to how quality, health & safety and environmental works will be managed.



OHS 71978

Certified to the Occupational Health & Safety Management System Standard OHSAS 18001:2007



RS 60827

Certified to the Quality Management System Standard BS EN ISO 9001:2008



EMS 632232

Certified to the Environmental Management System Standard BS EN ISO 14001:2004

Project Plan TPS - TRACK MAINTENANCE – LOT 2

1.0 Index

53452 produce a Quality Plan, Construction Health & Safety Plan and an Environmental Plan for every project. These documents all comply with the Clients requirements as detailed within QUENSH.

It has been accepted that these documents may be incorporated into one overall document, called the Project Plan. Please see attached indices for reference purposes.

1.1 Project Plan and Quality Plan Index

1.0	Index	8.0	Operational Control
1.1	Project Plan and Quality Plan Index	8.1	Management System
1.2	Construction Health & Safety Plan Index	8.2	Project Specific Procedures
1.3	Environmental Plan Index	8.3	Procedure/Process Communication
		8.4	Site Controls
2.0	Approval and Review	9.0	Audits
2.1	Approval and Review	9.1	Audits (encompassing quality, environmental, health & safety and welfare issues)
2.2	Distribution		
3.0	Introduction	10.0	Roles and Responsibilities
4.0	Glossary of Terms	10.1	Principal Contractor General Responsibilities
		10.2	Project positions
5.0	Project Particulars	11.0	Training, Awareness and Competence
5.1	Scope of Works	11.1	Additional Training Requirements
5.2	Site Hours	11.2	Training Matrix
5.3	Construction (Design & Management) Regs 2007	11.3	Onsite Training
5.4	Key Contact Organisations	12.0	Incident Reporting and Investigation
5.5	Personnel attached to the project	13.0	Document Control
5.6	Procedures applicable to the project	14.0	Records
5.7	Permit Issue	14.1	Records to be kept
5.8	Inspection & Test Plan	14.2	Archiving
5.9	Project Specific Inspection & Test Plans	15.0	Emergency Preparedness
5.10	Corrective and Preventive Actions	16.0	Certificates, Awards and Policies
5.11	Design Responsibility	17.0	Supporting Information
6.0	Environmental Aspects and Impacts		
6.1	Register of Significant Aspects and Impacts		
6.2	Hazardous Substances or Contaminated Materials		
7.0	Legal and other requirements		
7.1	SYPOL		
7.2	IHS		
7.3	Site Waste Management		

1.2 Construction Health & Safety Plan Index

Index	53452 Project Plan Reference
Project Information	
• Description	5.0 Project Particulars
• Programme	
Procedures and Arrangements	
• Procedures	5.0 Project Particulars
• Organisation	8.0 Operational Control
• Responsibilities	9.0 Audits
• Performance monitoring	10.0 Responsibilities
	11.0 Training, Awareness and Competence
	12.0 Incident Reporting and Investigation
Welfare Arrangements	Method Statement (separate document)
Emergency Procedures	15.0 Emergency Preparedness Emergency Plan (separate document)
Arrangements for Communication	5.0 Project Particulars 8.0 Operational Control 9.0 Audits 12.0 Incident Reporting and Investigation 15.0 Emergency Preparedness Method Statement (separate document) Emergency Plan (separate document)
Distribution	2.0 Approval and Review
Review and Update	2.0 Approval and Review

Project Plan
TPS - TRACK MAINTENANCE – LOT 2

1.3 Environmental Plan Index
Index

53452 Project Plan Reference

Scope of the Environmental Plan	5.0 Project Particulars 6.0 Environmental Aspects and Impacts Method Statement (separate document)
Glossary of Terms	4.0 Glossary of Terms
Environmental Policy Statement	16.0 Certificates, Awards and Policies
Roles and Responsibilities	5.0 Project Particulars 10.0 Responsibilities
Training, Awareness and Competence	11.0 Training, Awareness and Competence
Communication	5.0 Project Particulars 8.0 Operational Control 9.0 Audits 13.0 Document Control Method Statement (separate document) Emergency Plan (separate document)
Aspects and Impacts	6.0 Environmental Aspects and Impacts Method Statement (separate document)
Legal and other Requirements	5.0 Project Particulars 7.0 Legal and other requirements Method Statement (separate document)
Operational Control	5.0 Project Particulars 6.0 Environmental Aspects and Impacts 7.0 Legal and other requirements 8.0 Operational Control 12.0 Incident Reporting and Investigation Method Statement (separate document)
Emergency Preparedness	5.0 Project Particulars 6.0 Environmental Aspects and Impacts 8.0 Operational Control 12.0 Incident Reporting and Investigation 15.0 Emergency Preparedness Method Statement (separate document) Emergency Plan (separate document)
Monitoring and Inspection	5.0 Project Particulars 9.0 Audits Method Statement (separate document)
Incident Reporting and Investigation	9.0 Audits 12.0 Incident Reporting and Investigation Method Statement (separate document)
Audit	9.0 Audits
Records	14.0 Records
Document Control	13.0 Document Control
Environmental Plan Approval and Review	2.0 Approval and Review
Supporting Information	17.0 Supporting Information

Project Plan
TPS - TRACK MAINTENANCE – LOT 2

2.0 Approval and Review

2.1 Approval and Review

The Approval and Review boxes are shown on the cover page of this document. This gives evidence that the Project Plan has been compiled, reviewed and approved by ourselves and the Client.

2.2 Distribution

The approved Project Plan is distributed to the Client and appropriate senior 53452 staff.

3.0 Introduction

3.1 General

The use of a formal documented system is the core control of management operations within 53452 .

The Project Plan is an essential part of that system. It describes how 53452 applies its Management System to the project. It highlights any variations to our standard procedures and explains the reasons for those changes.

53452 is a wholly owned subsidiary of the 53452 Group plc. Our Management System has been designed so it encompasses and is applicable to the works and duties of all 53452 projects. The management system sets out how 53452 comply with legal requirements, ISO Standards, client and other requirements. This is audited by the BSI, RISQS and clients to demonstrate compliance.

The Project Plan has been produced to identify key activities particular to this project in terms of the control of quality, health & safety and environmental issues arising from our works.

In conjunction with any method statement(s) produced, the Project Plan shall be used as the basis for the auditing and surveillance of the project.

The health, safety and environmental procedures stated within this document do not prejudice any Statutory Requirements and/or Guidelines that may be appropriate at any time during the life of the Contract, subject to a review of the methods being employed and any associated costs.

Senior project staff and the HSQE Department shall review the Project Plan at the pre-commencement stage and during the works to ensure that it remains applicable and appropriate to the project. Any required amendments shall be prepared and offered to LUL for information and / or approval purposes.

4.0 Glossary of Terms

53452 :	53452 ----- Limited
LUL:	London Underground Ltd
Environment:	Surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.
Environmental Aspect:	An element of an organisations activities, products or services that can interact with the environment.
Environmental Impact:	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services.
SWMP:	Site Waste Management Plan details the projected type and quantity of waste that may be produced during the works and will give proposals for Re-use, recycling and disposal methods.
SYPOL:	An advisory organisation that identifies health, safety and environmental risks associated with various works undertaken by 53452 .
QUENSH:	LU Quality, Environmental, Safety and Health contract conditions.
HSQE:	Health, Safety, Quality and Environment
RIDDOR:	Reporting of Injuries, Disease and Dangerous Occurrences Regulations
TPS:	Total Package Service
Tfl:	Transport for London
COSHH:	Control of Substances Hazardous to Health Regulations
PPE:	Personal Protective Equipment

Project Plan
TPS - TRACK MAINTENANCE – LOT 2

5.0 Project Particulars

5.1 Scope of Works

The works shall consist of delivering works relating to maintenance, rectification and renewal of track, track drainage and track bed formation to include but not be limited to

- Rail maintenance
- Rail replacement
- Spot sleepering
- Reconditioning works
- Fetting & packing
- Rail stressing
- Conductor rail maintenance & replacement
- Topological surveys
- Points and crossings maintenance
- Rectification of wet beds
- Replacement of geotextile membrane
- Removal of scrap materials
- Track drainage and treatments to deal with wet track
- Compacting new ballast, checking and resetting the track line, level and cant.

The specific requirements, deliverables and programme to be delivered will be defined within the individual scope of each Lump Sum Works Package

5.2 Site Hours

The works are programmed to take place during Engineering Hours. There may be instances where works are required outside these hours. Access in Traffic Hours is very restricted and is subject to advance planning. This shall be accepted by the Client prior to works commencing.

5.3 Construction (Design & Management) Regulations 2015

The Client will perform the role of Principal Contractor in accordance with the CDM Regulations, unless the Company is specifically instructed to perform this role as part of the works package and this has been costed and agreed accordingly.

The production of the CDM Health & Safety File is to be undertaken by the Lead Designer using information provided by 53452 and others.

Project Plan
TPS - TRACK MAINTENANCE – LOT 2

5.4 Key Contact Organisations

Client & Principal Contractor

TfI
Address
TBC

Lead Designer

TfI
Address
TBC

HSE

2nd Floor – Rose Court, Tel: 0207 556 2102
Southwark Bridge,
London, SE1 9HS.

The Railway and Road Inspectorate

One Kemble Street
London Tel: 020 7088 4178
WC2B 4AN Fax: 020 7088 6192

REPORTING SERIOUS RAILWAY INCIDENTS

Monday to Friday, from 09:00 to 17:30 hrs:

ORR HM Railway Inspectorate

Accident Section

Tel: 020 7282 3910

Fax: 020 7282 2118

Outside these hours, weekends and public holidays:

Department for Transport (DfT) Duty Officer on:
020 7944 5445

LU INCIDENT HOTLINE: 0844 292 0292

All HSQE, security, asbestos, crime or vandalism incidents.

THE ENVIRONMENT AGENCY

Emergency Hotline: 0800 807060

FLOODLINE - 0845 988 1188 (24 hour)

THAMES WATER – 0345 200800

ANGLIAN WATER:

Customer Services PO Box 770

Lincoln, LN5 7WX Tel: 08457 145 145

VEOLIA WATER THREE VALLEYS:

Tamblin Way,

Hatfield,

Herts, AL10 9EZ

Tel: 0845 782 3333

RIDDOR

For accident reporting.

Tel: 0845 300 9923

RAIB

Tel: 01332 253 333

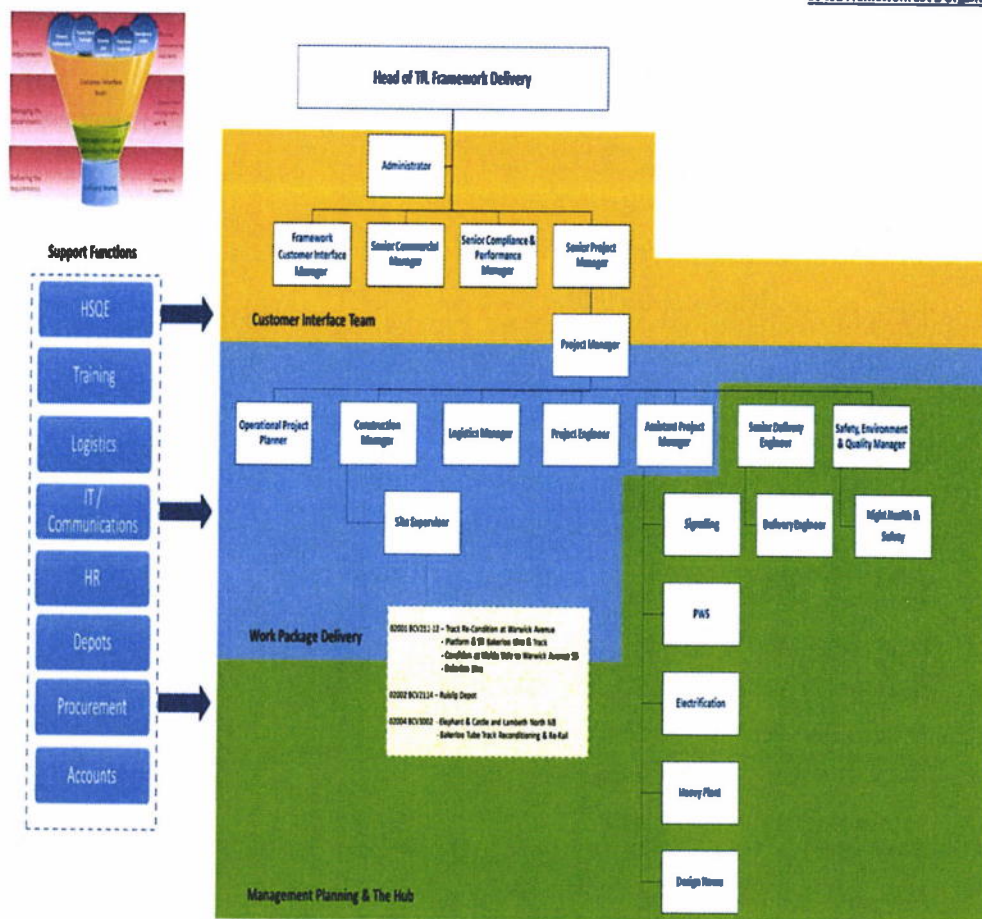
SYPOL

For helpline on COSHH data. Tel: 01296 380 700

**Project Plan
TPS - TRACK MAINTENANCE – LOT 2**

5.5 Personnel attached to the project

53452 Framework Lot 2 Organogram



Deputies:
TBC

Project Plan
TPS - TRACK MAINTENANCE – LOT 2

5.6 Procedures applicable to the project.

The schedule below shows the Management System procedures applicable for this project.

Project Applicable Procedures				
Managing the System		Managing the Works		
HO	100	Preparing & Controlling The System		
HO	101	Audits		
HO	102	Management Reviews		
✓	103	Correspondence and Filing		
HO	P121	Environmental Management		
HO	105	Reference Documents		
HO	106	Archiving		
Managing the Contract				
Tendering:				
HO	200	Tendering & Award of Contract		
Purchasing:				
HO	300	Purchasing		
HO	301	Subcontract Orders		
HO	302	Approved Companies List		
Documentation:				
HO	400	Project Plan		
✓	401	Emergency Plan		
HO	402	Method Statement		
HO	P101	Risk Assessments		
HO	404	COSHH		
✓	405	Notification To Sublet		
✓	406	Client Supplied Items		
✓	407	Programmes		
✓	408	Drawings		
✓	409	Meetings		
✓	410	Reports		
✓	411	Inspections		
✓	412	Anomalies		
✓	413	Completion Certificates		
✓	414	CDM Documents		
HO	415	End Of Contract Report		
HO	416	Customer Feedback		
Quantity Surveying:				
✓	500	Information Control		
HO	501	Financial Reporting		
HO	502	Daywork & Record Sheets		
HO	503	Subcontractor Financial Control		
HO	504	Signature Control List		
HO	Head Office support function			
✓	Project function			
N/A	Not Applicable			
		601	Accidents, Incidents And Near Misses	
		602	Sundry Forms	
		603	Induction & Tool Box Talks	
		604	Fire Prevention And Control	
		605	Personal Protective Equipment (PPE)	
		606	Detonators	
		607	Handling, Storage and Protection	
		608	Asbestos	
		609	Current Rail Indicator Device	
		Managing Heather Park House		
		General:		
		✓	700	Materials Stored In Yard
		HO	701	Calibration & PAT Testing
		HO	702	Computers
		HO	703	Fire Arrangements
		Personnel:		
		HO	800	Staff Appointments
		HO	801	Site Operatives Appointments
		HO	802	Expenses
		HO	803	Holiday / Absence Request
		HO	804	Job Descriptions
		✓	805	Disciplinary and Grievance Procedure
		✓	P103	Drug & Alcohol Testing Procedure
		HO	807	Exit Meeting
		HO	810	Competence Management System
		Training:		
		HO	900	Training
		N/A	901	ITS Ltd. Procedures Manual
		National Rail Works		
		N/A	1000	NR Organisation & Structure
		N/A	1001	Lone Working
		N/A	1002	Selection of Rail Staff
		N/A	1003	Control of Working Hours
		N/A	1004	Work Planning
		N/A	1005	Track Safety Cards
		N/A	1006	Site Safety Arrangements
		N/A	1007	Control of NR Documents
		N/A	1008	Communications
		N/A	1009	Accident Reporting and Investigation
		N/A	1010	Emergency Preparedness
		N/A	P103	Drug & Alcohol Testing
		N/A	1012	Purchasing and Subcontract Orders
		N/A	1013	Refusal to Work
		N/A	1014	Competency Management
		N/A	1015	Risk Management
		N/A	1016	Control of Plant

HO Head Office support function
✓ Project function
N/A Not Applicable

An annual Management Review is undertaken by 53452 and includes the requirements stipulated in the certified standards 9001 14001 and 18001. Senior Management and the Board of Directors Input to the Management Review which includes agreed outputs. The Management Review procedure 102 is followed and reports include:

- 53452 Safety Review
- 53452 Incident Review
- 53452 Site Inspection Review
- 53452 Environmental Review
- 53452 Management Manual Review
- 53452 Policy Statement Review
- 53452 Non Conformance/Customer Complaints Review
- 53452 Approved Company List Review

Contract specific flowcharts and/or procedures will be included within the appendices.

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5.7 Permit Issues

We have included a list of the Permits most likely to be used when undertaking this project. This is to be read in conjunction with the method statement(s).

Works shall not be undertaken without the relevant Permit(s).

All our personnel with the responsibility for issuing permits shall be trained and competent in the element of work to which the Permit refers.

When requested, a copy of the operatives Permit certification shall be forwarded to the Client.

Permit	Requirements	Comments
LUCAS/Sentinel	All personnel prior to access to site.	Mandatory.
Hot Works Permit	Fire Watchman will provide supervision of Hot Works.	Issued by the Client. (14 days notice required).
Storage Licence	To be requested by the 53452 Site Supervisor when details known. To be displayed at storage area.	Issued by the Client.
Record of Isolation (Services)	To be requested by the 53452 Site Supervisor when details known.	Issued by the Client.
Material Movement Licence	To be requested by the 53452 Site Supervisor when details known.	Issued by the Client.
Operational Assurance Notification	To be supplied at project commencement.	Issued by the Client.

5.8 Inspection & Test Plan

The following ITP is the master document that describes the processes to be inspected and tested for all activities throughout the project. Prior to works commencing, individual site specific ITP's may be required.

The works will be inspected and monitored using documents such as checklists, schedules, written records and marked drawings.

The format of the checklists and other records are made project specific and finalised prior to use. The aim is to utilise a number of standard checklists to address the key issues on site. This means the system is straightforward to use and control. Where agreed between the parties, LUL forms may be used in lieu of our standard documents.

Where deemed necessary, the ITP will be updated during the life of the project. Where specific dates of tests and inspections are required these will be scheduled.

Where agreed between the parties, checklists will be submitted to the Client. All checklists and other monitoring records will be held on file and retained by 53452.

Activity	Scope of Inspections		
	Acceptance criteria	Verification documentation	Responsibility
Monitoring work quality.	Specifications. Drawings. Client measurables.	Works checksheet(s). Test certification. Marked up drawings. Engineering Standards.	53452 site staff. Client staff.
Inspection and test requirements (hold, witness, review points).	Client measurables.	Works checksheet(s). Test certification. T002/3 Certs	53452 site staff. Client staff. 53452 site staff
Percentage inspections, sample/random inspections.	Client measurables.	Works checksheet(s). Test certification.	53452 site staff. Client staff.
Equipment test and verification.	Test Certification.	Equipment Test Certificates.	53452 site staff. Yard Manager.
Document control – site documentation.	Referencing system on 53452 key documentation.	53452 Management System.	53452 site staff.
Process and manufacturing data.	Client measurables.	Manufactures details. Certificates of conformity.	53452 site staff. Head office staff.
Manufacturers instructions/ guidelines.	Manufacturers instructions and guidelines.	Manufacturers details. Specific Method Statements.	53452 site staff. H&S Dept.
Managing the works and subcontractor requirements.	Client measurables.	Induction Talks. Toolbox Talks. Programme(s). Works checksheet(s). Specific M. Statements. 53452 project documents.	53452 site staff. H&S Dept. QS Dept. Client staff.
Monitoring the Management System.	53452 documentation.	Audits. Site inspections/visits. On site daily monitoring.	QA Dept. H&S Dept. 53452 site staff. Head office staff.
Monitoring Health and Safety.	53452 documentation. Current Legislation. Client Legislation.	Audits. Site inspections/visits. On site daily monitoring.	QA Dept. H&S Dept. 53452 site staff. Head office staff.
Monitoring the Environmental Management System	53452 documentation. Current Legislation. Client Legislation.	Audits. Site inspections/visits. On site daily monitoring.	QA Dept. H&S Dept. 53452 site staff. Head office staff.

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Handover	53452 documentation. Client measurables.	Financial close-outs. Client Questionnaire. End of Project Reports.	QS Dept. H&S Dept. 53452 site staff. Head office staff.
ITP's relate to activities with a quality, health & safety and environmental impact.			

5.9 Corrective and Preventive Actions

Any Items, materials and activities that are identified as non-conforming to pre-determined standards or criteria shall be immediately put on hold and quarantined. The Management System procedure 412 Anomalies shall be adopted.

5.10 Design Responsibility

53452 have no design liability. Should design be required (temporary works etc), approval from the Client to appoint an Architect or Engineering consultant to undertake design works will be sought. The design information will be forwarded to the Client for approval.

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6.0 Environmental Aspects and Impacts

6.1 Environmental Risk Assessments

53452 have prepared a series of environmental impact assessments. These summarise the twelve major aspects appropriate to the projects undertaken by us.

These twelve assessments were made on the assumption that works will not exceed the criteria of previous/typical projects and are based upon good working practice.

The assessment took into account the following criteria:

- Current legislation.
- Current and previous LUL requirements.
- The 53452 HSQE Policy
- 53452 interpretation of general public concern.
- Industry best practice.
- Potential to cause environmental harm.
- Potential to cause cost implications to the company.

The twelve environmental aspects have been risk classified following a comprehensive review of the individual elements contained within those aspects. The risk ratings (following the implementation of appropriate control measures) are as follows:

- | | | |
|--|------------|-------------|
| 1. Materials used during the construction process. | Classed as | Low risk |
| 2. Materials removed from the site(s) as waste. | Classed as | Low risk |
| 3. Spillages/unauthorised drainage into watercourses. | Classed as | Medium risk |
| 4. Energy use. | Classed as | Low risk |
| 5. Statutory Nuisance (noise, vibration, smoke, lighting, litter). | Classed as | Medium risk |
| 6. Archaeology. | Classed as | Low risk |
| 7. Potential contamination of the construction site. | Classed as | Low risk |
| 8. Working on contaminated land. | Classed as | Medium risk |
| 9. Hazardous materials. | Classed as | Low risk |
| 10. Ecological disturbance (trees, wildlife). | Classed as | Low risk |
| 11. Visual impact. | Classed as | Low risk |
| 12. Emissions and discharges into the atmosphere. | Classed as | Medium risk |

The full and detailed Risk Assessments are available from the HSQE Department for information purposes. These documents can be made available for reference when required.

Prior to the start of the project, these documents shall be reviewed by the HSQE Department and senior project staff to consider whether the assessments require to be updated.

Prior to commencement of work operations, it may be necessary for a specific method statement(s) to be developed to incorporate all identified quality, health and safety and environmental issues. The document(s) shall be issued to the Client for comment/approval.

6.2 Hazardous Substances or Contaminated Materials

Any hazardous substances or contaminated materials arising from the works shall be removed to a licensed waste disposal facility. Prior to removal 53452 shall notify LUL of any hazardous substances and/or materials found.

We shall satisfy ourselves as to the nature of the waste materials and, if requested, demonstrate to LUL, that the materials going off site are stored, transported and disposed of in accordance with all applicable regulations.

We shall supply to LUL, details of the waste disposal tips used and each carrier's Waste Registration Number with the respective Local Authority. If it is determined that the site shall produce and remove over 500kg of hazardous waste from the site, 53452 shall register the site with the Environmental Agency to ensure compliance with the Hazardous Waste Regs 2005 (amended 2009).

Refer to section 7.4 for definitive text on waste identification.

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7.0 Legal and other requirements

7.1 SYPOL

53452 are subscribing members of an independent advisory organisation, and extensively used, the SYPOL system for the identification of health, safety and environmental risks associated with construction works. This enables us to produce, where deemed necessary, comprehensive COSHH assessments for identified risks associated with the works. During this project, the SYPOL system shall be used. COSHH Assessments shall be kept at site throughout the project.

Printed below is a sample page of the SYPOL system.

The screenshot displays the SYPOL system interface. On the left, a sidebar contains navigation links such as 'Search Chosen Assessments', 'Printer Friendly', 'Chosen Assessments Index', 'Choose Option', 'Available Assessments', 'Input Assessments', 'Batch Printing', 'Reset List', 'Create Work Area', 'Edit Work Area', 'View Work Area', 'Work Areas', 'Create Sub Area', 'Sub Areas', 'Labo form', 'Navigate Assessments', 'Logon Details', and 'CURRENT USER'. The main content area is titled 'Chosen Assessments for 355' and shows a table of results. The table has columns for 'Code', 'Trade Name', 'Keyword', and 'Supplier'. The first few rows are:

Code	Trade Name	Keyword	Supplier
32879	STH-L CHAIN OIL	Oil	ANDREA
33022	SPASOR HERBICIDE	Herbicide	RHONE-F
47292	HAIRSPRAY (AEROSOL)	Hair Spray (Aerosol)	WELLA G
67308	GLYPHOSATE	Herbicide	STEFES
84111	GIANT HOGWEED	Specialist	*
72041	TORDON 22K	Herbicide	NOMIX E
74609	JAPANESE KNOTWEED CLEARING	Specialist	NOT APP
88213	NOMIX GARLON 4	Herbicide	NOMIX-E
86306	ROUNDUP	Pesticide	MONSANTO
125432	VIXING GRANULES	Herbicide	NOMIX E

On the right, a detailed view of the assessment for 'STH-L CHAIN OIL' is shown. It includes a header with 'CCS Group Ltd CCS GROUP', 'Main 355', 'Sub', and '32879'. The 'Material/Process' is 'STH-L CHAIN OIL', 'Supplier' is 'ANDREA ST-H, L.M.TED', 'Address' is '384 Avenue', 'Location' is 'Dorchester Park industrial Estate', 'Postcode' is 'Woking, Surrey GU24 0JA', and 'Phone' is '01483 720077'. The 'Hazard' section indicates 'MEDIUM HAZARD' and 'LIQUID'. The 'Safety Data Sheet Reference' is 'C-H P 60 0000000'. The 'Exposure Limit' is 'Mn+2 (as Mn) 0.05 mg/m³ (Mn+2) 0.05 mg/m³'. The 'Details' section states 'Material contains mineral oil - consider skin checks (Page 11)'. The 'Health Risks' section lists 'USED MINERAL OIL MAY CAUSE SKIN CANCER', 'MAY CAUSE ALLERGENIC REACTION IN SENSITIVE INDIVIDUALS', 'MAY CAUSE EYE IRRITATION', 'SKIN - IRRITATION AND DERMATITIS MAY RESULT FROM PROLONGED CONTACT', 'Do not breathe mist', 'When using do not eat, drink or smoke', and 'Avoid contact with skin and eyes'. The 'Spillage' section includes 'VENTILATE AREA', 'DO NOT ALLOW TO ENTER VAPOR DRAIN-DRAINAGE/WATER COURSES', 'WEAR NITRILE GLOVES', 'WEAR EYE PROTECTION - GOGGLES IF SPLASH LIKELY', 'WEAR PROTECTIVE CLOTHING IF WHOLE CONTAINER IS SPILT', 'ABSORB IN SAND OR INERT ABSORBENT MATERIAL', 'COLLECT INTO A CONTAINER, CLOSE LID', and 'DISPOSE OF USING SUITABLE PROCEDURE OR SEEK A QUANTITY'. The 'First Aid' section includes 'INHALATION - REMOVE TO FRESH AIR AND REST', 'AFTER A SIGNIFICANT EXPOSURE CALL FOR MEDICAL ASSISTANCE IMMEDIATELY', 'INGESTION - DO NOT INDUCE VOMITING', 'INGESTION - GIVE PLENTY OF WATER IN SIPS', 'IF FEELING UNWELL CONSULT YOUR DOCTOR IMMEDIATELY', 'EYE - FOR GATE WITH WATER FOR AT LEAST 15 MINUTES', 'SKIN - WASH WITH SOAP/DETERGENT AND RINSE IN TH WATER', and 'IF IRRITATION PERSISTS THEN CONSULT A DOCTOR'.

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7.2 IHS System

53452 are members of the IHS system. This is also an independent advisory service to the building industry. This system supplies and updates all Statutory Regulations and Guidance Documents. This ensures that we have access to the latest Environmental and Health & Safety Regulations etc.

Printed below is a sample page of the IHS system.

The screenshot shows the IHS website interface. On the left, there is a search bar and a list of documents. The main content area displays a detailed view of a document titled "STATUTORY INSTRUMENTS" and "HEALTH AND SAFETY".

Document Details:

- 2002 No. 2677**
- HEALTH AND SAFETY**
- The Control of Substances Hazardous to Health Regulations 2002**
- Made** 24th October 2002
- Laid before Parliament** 31st October 2002
- Coming into force** 21st November 2002

The screenshot shows the Environmental Management website interface. It displays a list of documents related to environmental protection and health and safety.

Document List:

Doc No.	Title	Org.	Published	Info	Favs
1 SI 1990/2635	Environmental Protection - The Environmental Protection Act 1990 (Commencement No. 4) Order 1990	LEGUK	Dec 1990		
2 SI 1990/2565 (C.67)	Environmental Protection - Atomic Energy and Radioactive Substances - The Environmental Protection Act 1990 (Commencement No. 3) Order 1990	LEGUK	Dec 1990		
3 SI 1990/2243 (C.59)	Environmental Protection - The Environmental Protection Act 1990 (Commencement No. 2) Order 1990	LEGUK	Nov 1990		
4 SI 1990/2228 (C.57)	Countywide - The Environmental Protection Act 1990 (Commencement No. 1) Order 1990	LEGUK	Nov 1990		
5 1990 Chapter 43	Environmental Protection Act 1990 Chapter 43	LEGUK	Nov 1990		
6 SI 1990/2276	Environmental Protection - The Statutory Nuisance (Appeals) Regulations 1990	LEGUK	1990		
7 SI 1990/0442	Electricity - Pipe-Lines - The Electricity and Pipe-Line Works (Assessment of Environmental Effects) Regulations 1990	LEGUK	1990		
8 SI 1990/556	Health and Safety - The Control of Asbestos in the Air Regulations 1990	LEGUK	1990		
9 CD 230	Consultation Document 230: A Consultation Document on a Proposed Legislative Reform Order that will allow HSE to make Regulations for the Protection of Animal Health Under the Health and Safety at Work etc. Act 1974 (Responses by: 28/03/2010)	HSE	Feb 2010		
10 SSI 2007/178	Environmental Protection - The Radioactive Contaminated Land (Scotland) Regulations 2007	LEGS	Mar 2007		
11 SI 2007/3371 (V.268)(C.141)	Environmental Protection, Wales - The Clean Neighbourhoods and Environment Act 2005 (Commencement No. 3)(Wales) Order 2007	LEGUK	Nov 2007		