

# 8.0 Fire Consultant



**Feasibility Fire Strategy Statement**  
TRG-220379-AN-01-101

**Project**  
Feasibility Fire Safety Strategy Advice Note  
West Ham Bus Garage, London

**Client**  
Transport for London  
5 Endeavour Square  
London  
E20 1JN

**Date of Issue**  
28-Mar-23



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Amendments

Issue No.	Date	Author	Reviewer	Comment
Issue 01	28-Mar-23	R. Collins/ S. Bader	J. Lavender	First Issue

Important Information

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- 141885-IBI-WH-00-PL-A-200000 (Revision 1, dated 08/12/2022)
- 141885-IBI-WH-00-PL-A-200001 (Revision 1, dated 08/12/2022)
- 141885-IBI-WH-00-PL-A-200002 (Revision 1, dated 08/12/2022)
- 141885-IBI-WH-00-PL-A-200003 (Revision 1, dated 08/12/2022)
- 141885-IBI-WH-00-PL-A-200004 (Revision 1, dated 08/12/2022)
- 141885-IBI-WH-00-PL-A-200005 (Revision 1, dated 08/12/2022)

## 2. Statutory Controls

### 2.1. The Building Regulations 2010

- 2.1.1. The works proposed are defined as 'building works' and therefore are required to comply with the functional requirements of the Building Regulations 2010 [1].
- 2.1.2. For fire safety, the functional requirements of the Building Regulations are set out under the following headings:

- Requirement B1 – Means of Warning and Escape.
- Requirement B2 – Internal Fire Spread (linings).
- Requirement B3 – Internal Fire Spread (structure).
- Requirement B4 – External Fire Spread.
- Requirement B5 – Access and Facilities for the Fire Service.

- 2.1.3. This Advice Note presents a feasibility fire safety strategy review summarizing findings which should be discussed with the design team and client. An outline fire safety strategy should be developed suitable for a planning application as this document is not considered suitable to support a planning application or Building Regulations approval.
- 2.1.4. The recommendations outlined for the proposed redevelopment are aligned with the guidance of Approved Document B [ADB] Volume 2 (2019 edition incorporating 2020 and 2022 amendments) [2].

### 2.2. Regulation 4(3)

- 2.2.1. As per Regulation 4(3) of the Building Regulations, all building work should be carried out so that, after it has been completed:
- Any building which is extended or to which a material alteration is made; or
  - Any building in, or connection with, which a controlled service or fitting is provided, extended, or materially altered; or
  - Any controlled service or fitting, complies with the applicable requirements of Schedule 1 or, where it did not comply with any such requirement, is no more unsatisfactory in relation to that requirement than before the work was carried out.
- 2.2.2. Regulation 4(3) will be applicable to some aspects of the scheme as works are being carried out to an existing building.

### 2.3. The Regulatory Reform (Fire Safety) Order 2005

- 2.3.1. Responsibility for compliance with the Regulatory Reform (Fire Safety) Order 2005 [3] (FSO) will rest with the "responsible person". In a workplace this will usually be the employer together with persons who may have control of other parts of the premises. In other cases, the person(s) who has control of the premises will be the "responsible person".
- 2.3.2. Where building work and fire protection measures comply with Part B of the current Building Regulations, additional physical measures should not normally be required under the FSO unless high-hazard materials or processes are introduced into the building.

- 2.3.3. The FSO places on the "responsible person" specific duties such as carrying out a fire risk assessment. More detailed guidance is available in a series of Fire Safety Risk Assessment Guides [4] published for HM Government.
- 2.3.4. A fire safety strategy will be developed as the project progresses and will be based on the assumption that the development will be suitably managed. The fire safety strategy should include documenting the basis on which the fire safety design was planned, the type of management organisation envisaged for running the development, and the consequential management responsibilities.

## 2.4. Regulation 38

- 2.4.1. Regulation 38 of the Building Regulations requires fire safety information for new or altered buildings to be passed to the responsible person at completion of the project or on occupation, whichever comes sooner.
- 2.4.2. The aim of this requirement is to provide the responsible person with appropriate information to assist to operate and maintain the building in reasonable safety. This information can therefore assist the responsible person in undertaking a Fire Risk Assessment to meet the requirements of the Regulatory Reform [Fire Safety] Order 2005 (FSO).

## 2.5. Property Protection

- 2.5.1. Property protection is not a requirement of the Building Regulations and therefore is not explicitly considered in this document. However, it should be noted that many of the fire safety provisions will afford some degree of property protection to the development.

## 2.6. The London Plan

- 2.6.1. As the development will be located within London, a planning application will need to address the implications of The London Plan (March 2021) [5]. As stated in The London Plan 2021: "All Development Plan Documents and Neighbourhood Plans have to be 'in general conformity' with the London Plan."
- 2.6.2. Therefore, to be 'in general conformity', at the next stage of the design an outline fire safety strategy should be developed as part of the planning application and to consider the fire safety Policies D12A and D12B of The London Plan.











## A.1. References

A.1.1. The following documents have been referred to throughout this Advice Note:

- [1] HM Government, *Building and Building, England and Wales - Building Regulations 2010*. Her Majesty's Stationery Office (HMSO), 2010.
- [2] HM Government, *Approved Document B - Volume 2: Buildings other than dwellings*, 2019 ed. RIBA Books, 2019.
- [3] HM Government, *Regulatory Reform (Fire Safety) Order 2005*. The Stationery Office Limited, 2005.
- [4] HM Government, *Fire Safety Risk Assessment Guides*. TSO (The Stationery Office), 2006.
- [5] Mayor of London, *The London Plan: The spatial development strategy for Greater London*. Greater London Authority (GLA), 2021.
- [6] HM Government, *Equality Act 2010*. 2010.

## A.2. Architectural drawing mark-ups

A.2.1. The following drawings have been referred to throughout this Advice Note.

**Purpose Groups:** In accordance with standard guidance, the following purpose groups apply to the follow spaces within the TfL demise.

- Any office space would fall under Purpose Group 3, "Office".
- Any processing, or handling spaces would fall under Purpose Group 6, "Industrial".
- Any storage space would fall under Purpose Group 7(a), "Storage".

Office space:  
Industrial/storage:

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Written: RC  
Reviewed: SB/JL

Introduction Page

**Travel Distances:** In accordance with ADB, the following travel distances limits are recommended for each of the spaces within the TfL demise.

- In any office space, where escape is possible only in a single direction, the travel distance should be limited to a maximum of 18m. Where escape is possible in more than one direction, the travel distance should be limited to a maximum of 45m.
- In any industrial or storage space of normal hazard, where escape is possible only in a single direction, the travel distance should be limited to a maximum of 25m. Where escape is possible in more than one direction the travel distance should be limited to a maximum of 45m.
- In any industrial or storage space of higher hazard (i.e., places of fuel storage, or substance likely to spread fire by flowing from one part of the building to another), where escape is possible only in a single direction, the travel distance should be limited to a maximum of 12m. Where escape is possible in more than one direction the travel distance should be limited to a maximum of 25m.

Industrial/storage:  
Single direction travel distance:  
Alternative direction travel distance:



Stairs linking ground floor TfL demise to Stagecoach demise at first floor should be maintained as an alternative means of escape from the first floor. The escape stair should directly to the external at ground floor. Any doors along the escape route should be easily openable in the event of a fire.

Project: West Ham Bus Depot  
Date: 28/03//2023  
File: TRG-220379-SK-01-I01

Roller shutters separating the storage yard from the processing areas have been considered to be closed when assessing the means of escape and travel distances. Extended single direction travel distances of up to 37m (**Extended travel distance a**), exceeds the maximum recommended limit of 25m within ADB. To prevent the extended single direction travel distances (**a-d**), the design team should confirm that the roller shutters will be open during the buildings operational hours, to provide occupants with an alternative means of escape.

Vehicle  
Route

**Extended travel distance (b)** in a single direction.











9.0 High Level Cost Plan



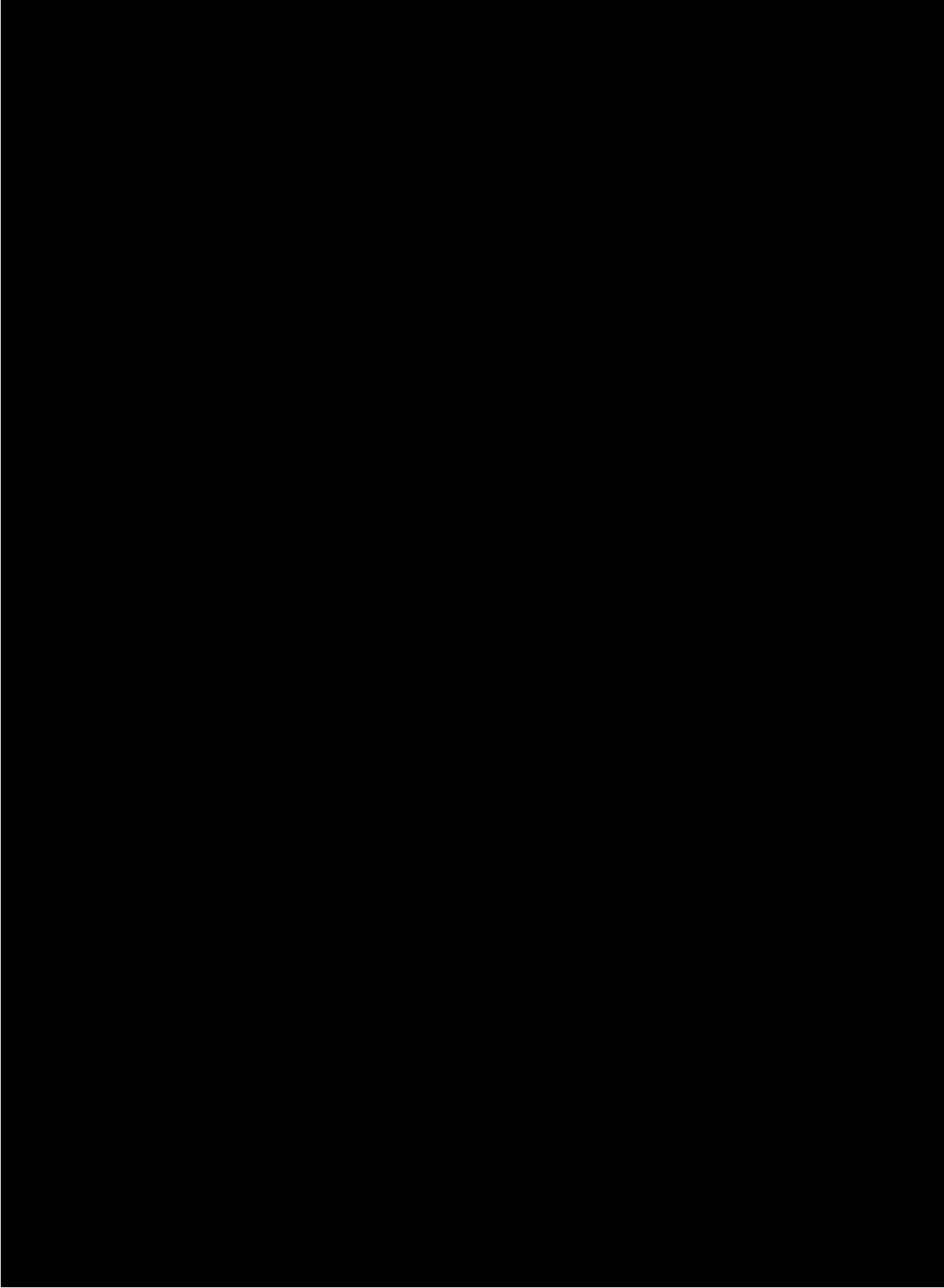
*To be issued under separate cover*

# 10.0 Programme

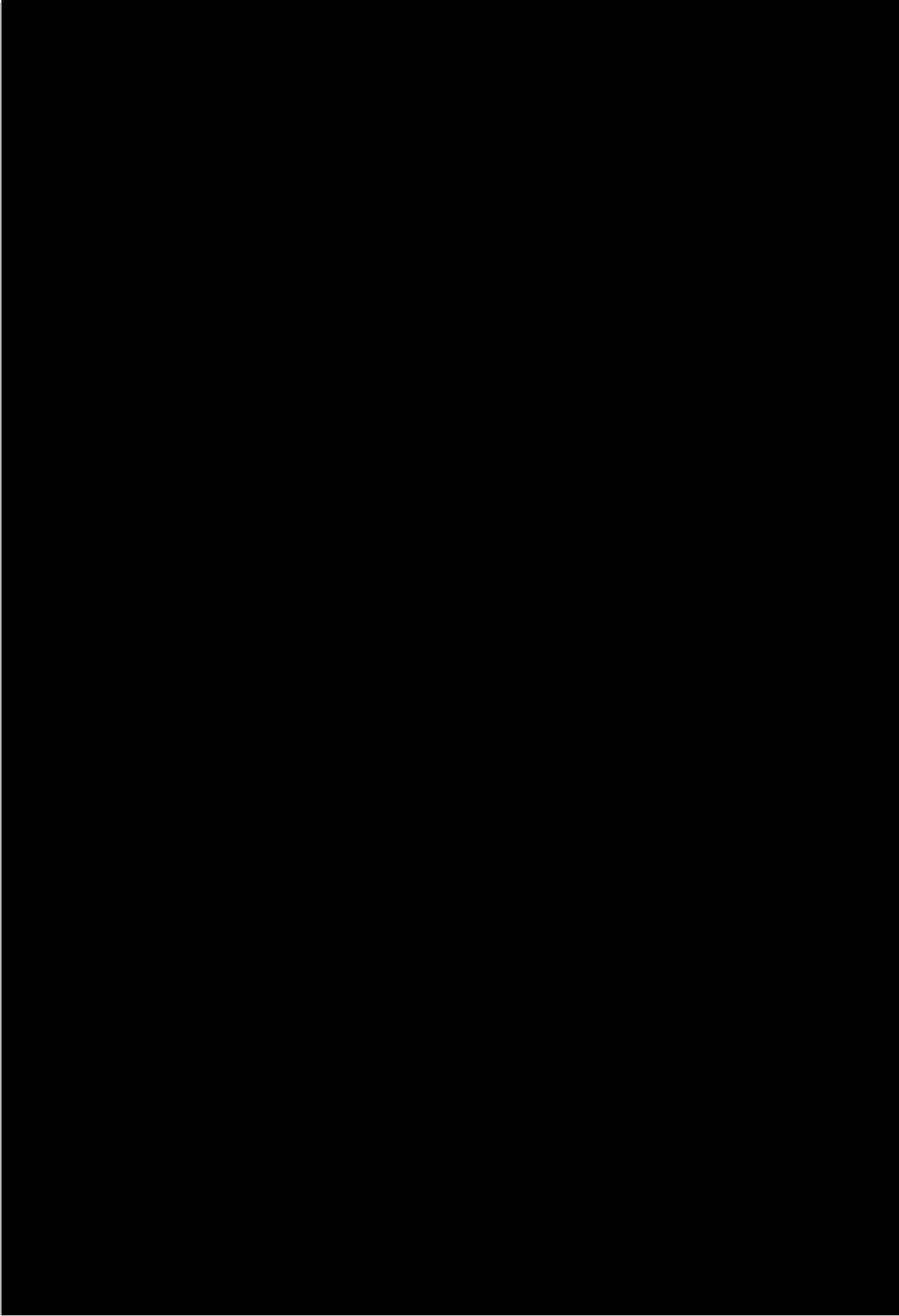


*To be agreed with D&B Contractor*

# APPENDIX A - Architectural Drawings

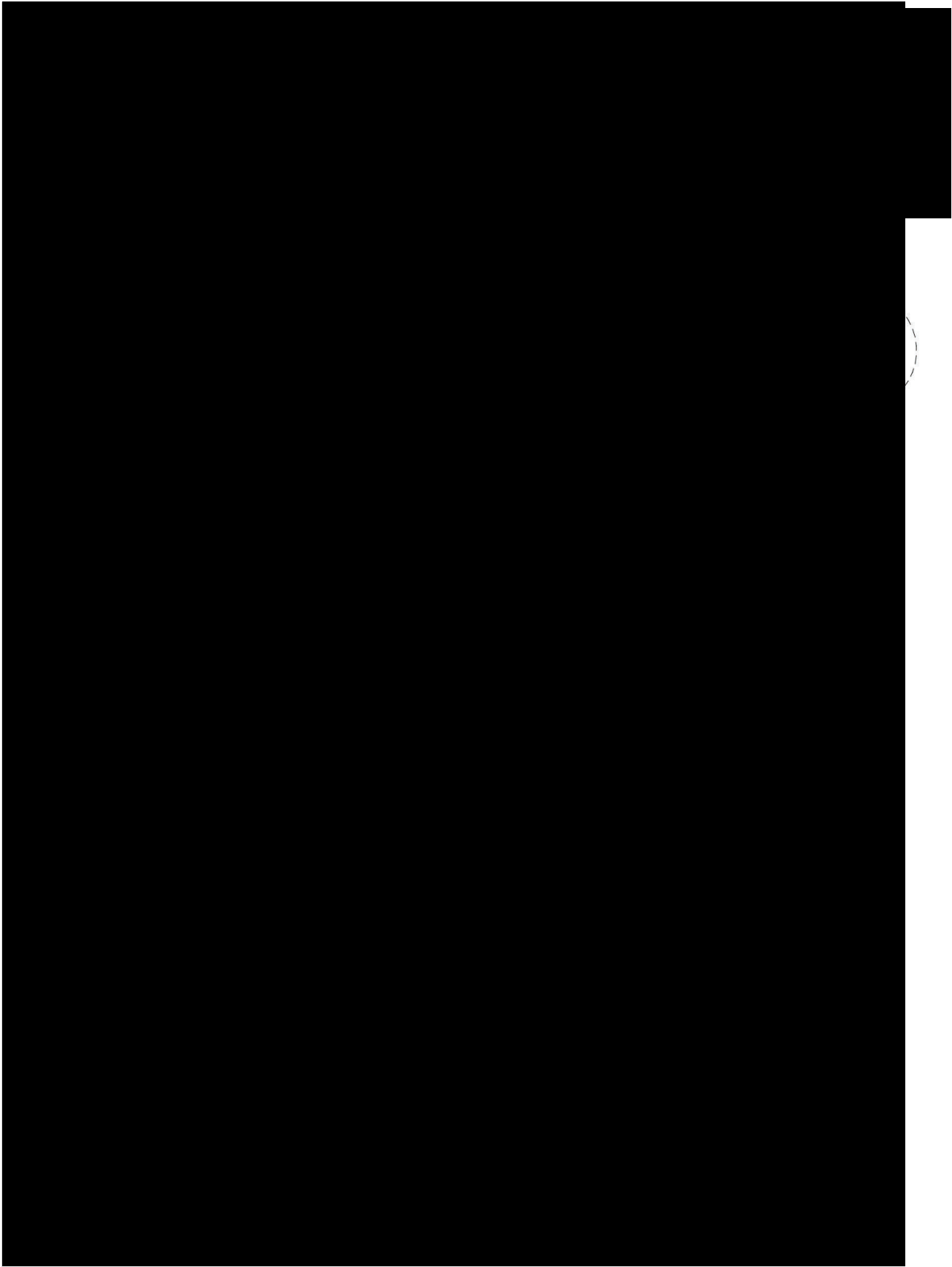


APPENDIX A - Architectural Drawings

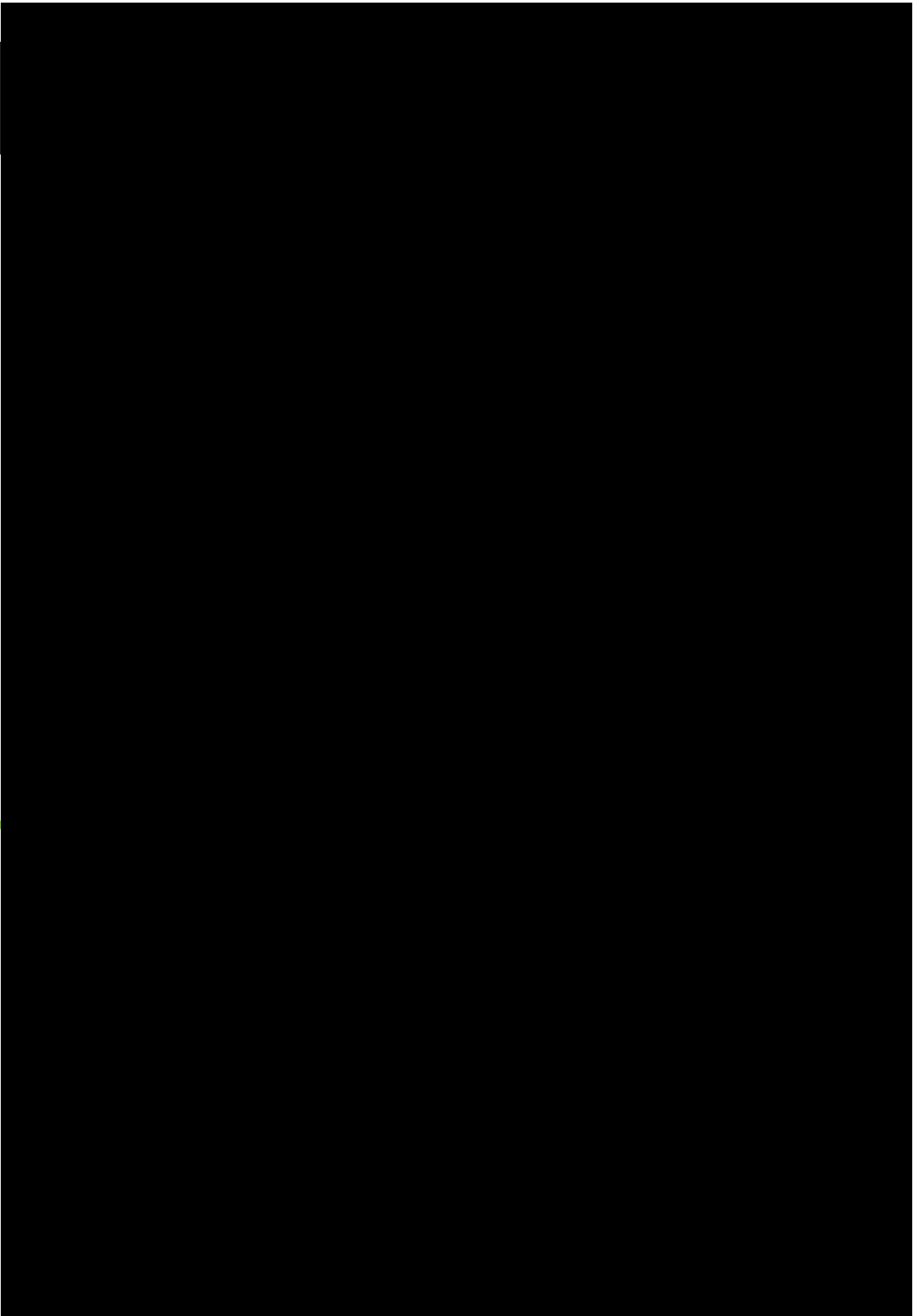


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# APPENDIX A - Architectural Drawings

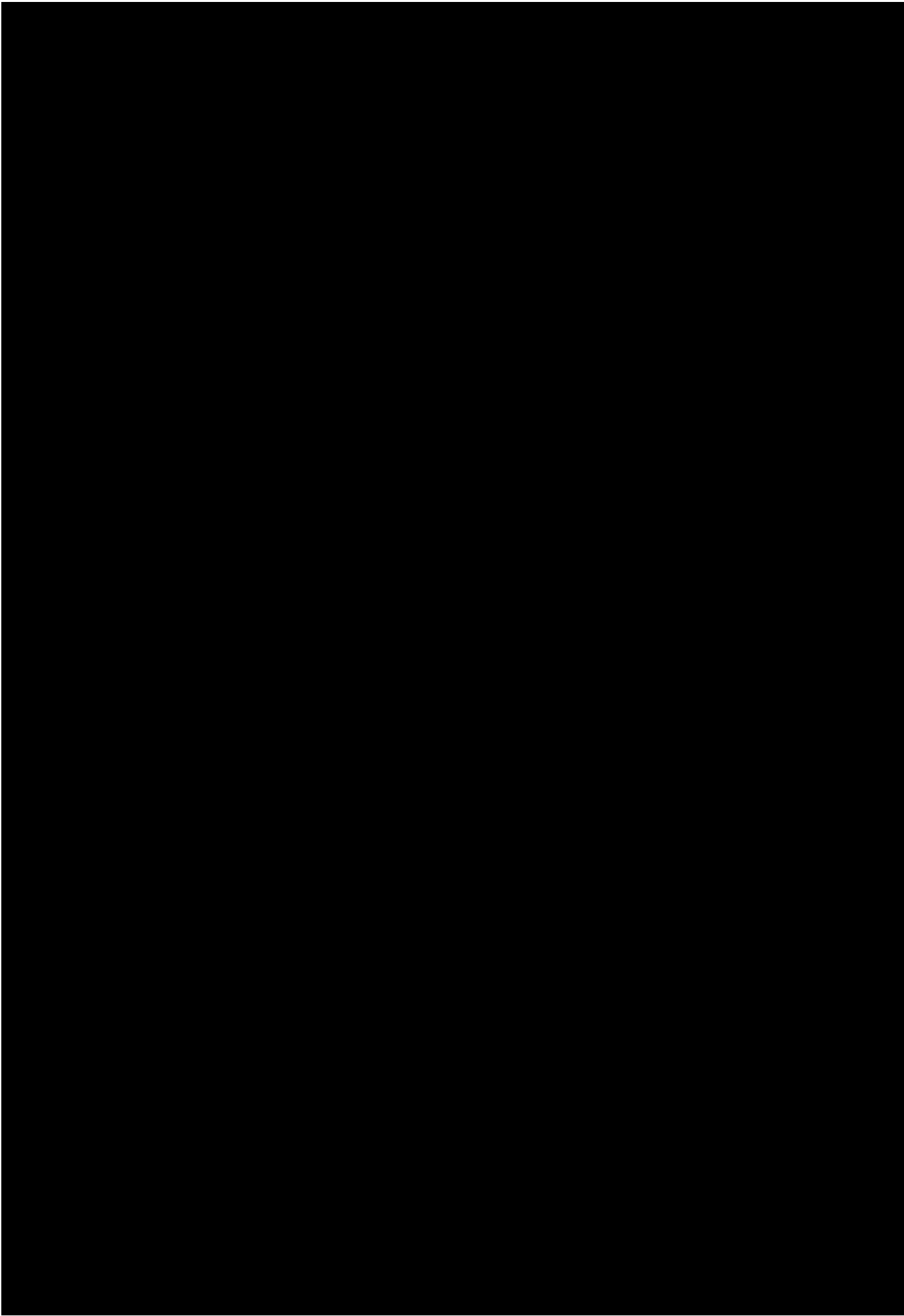


## APPENDIX A - Architectural Drawings

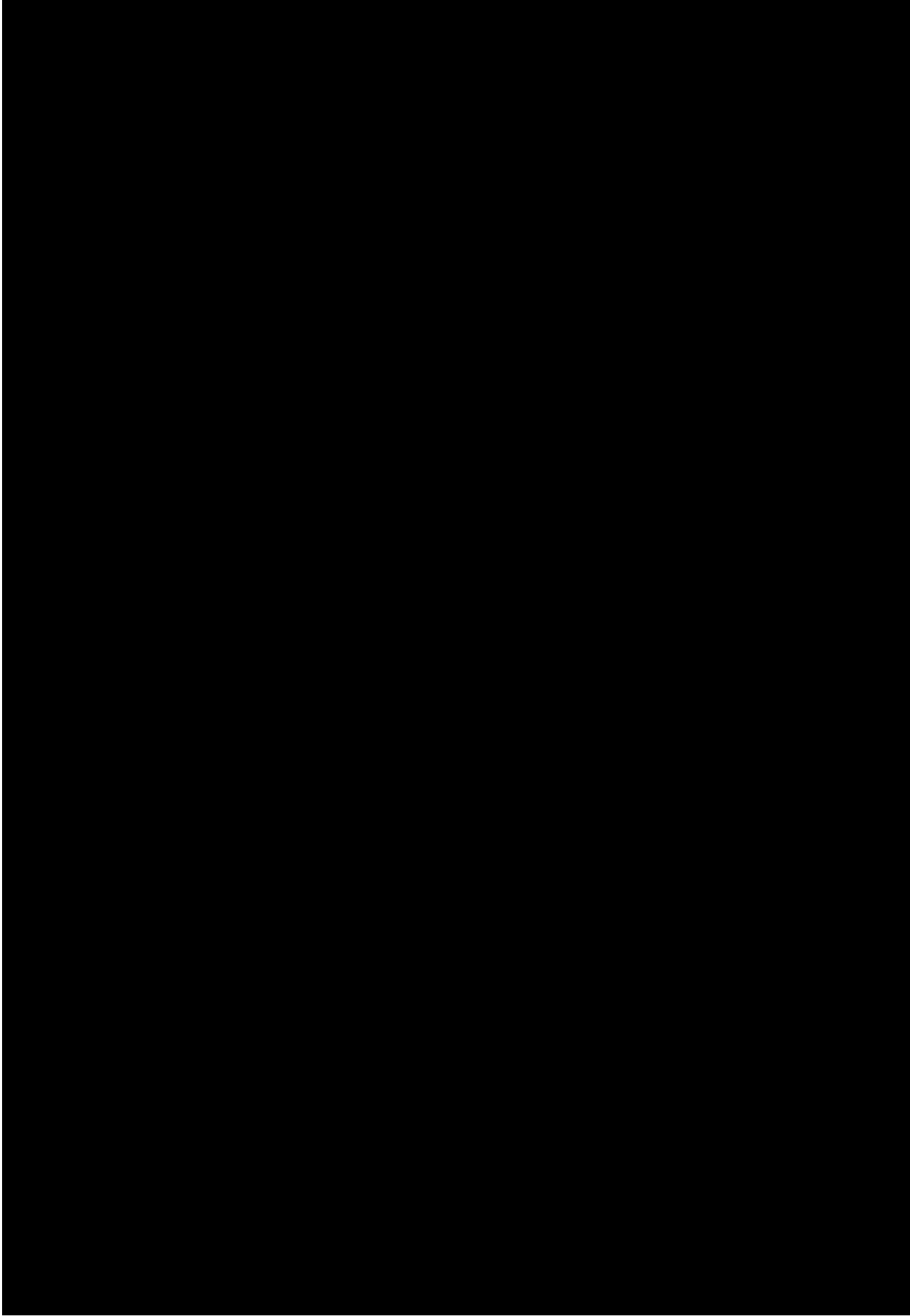




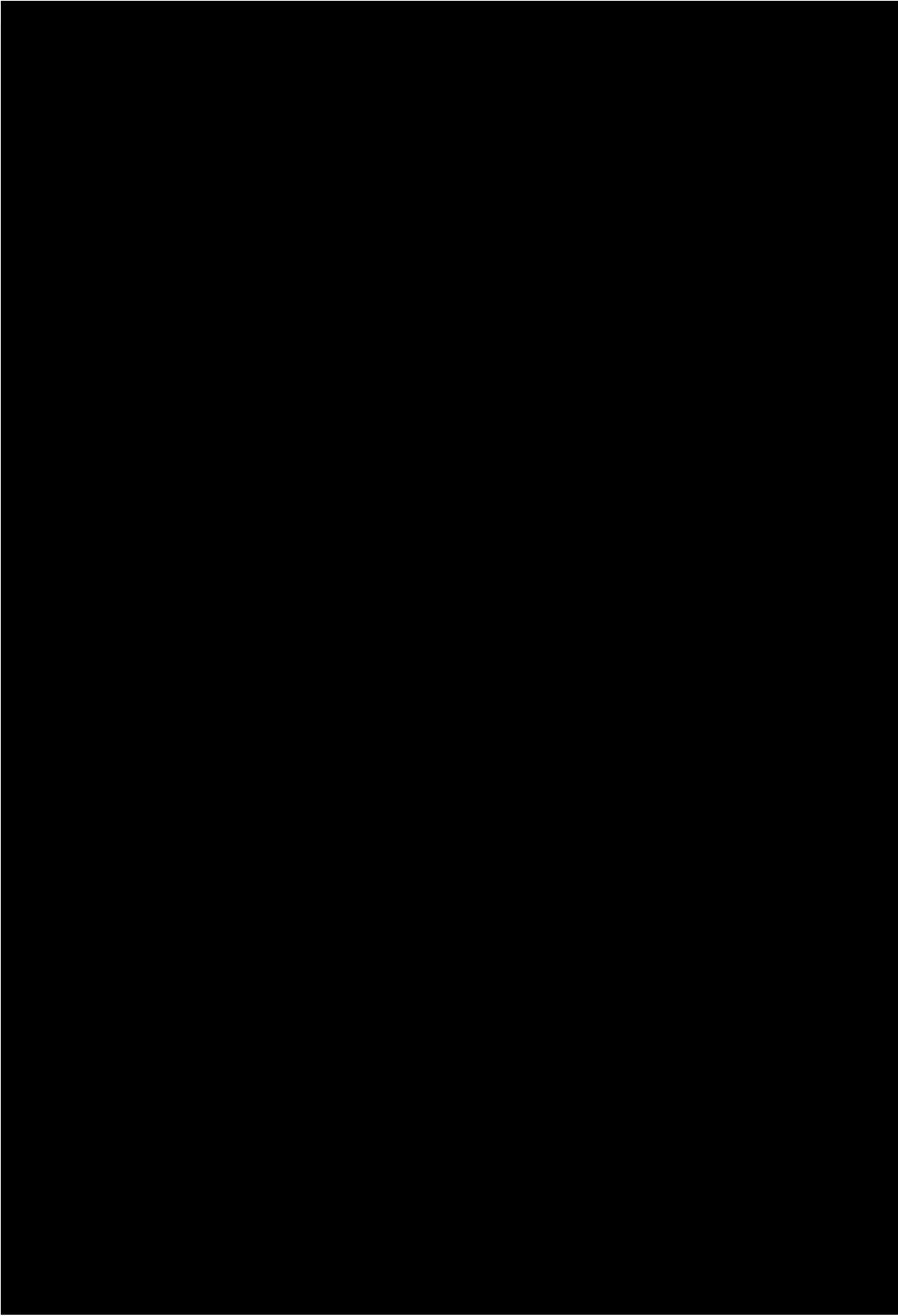
## APPENDIX A - Architectural Drawings



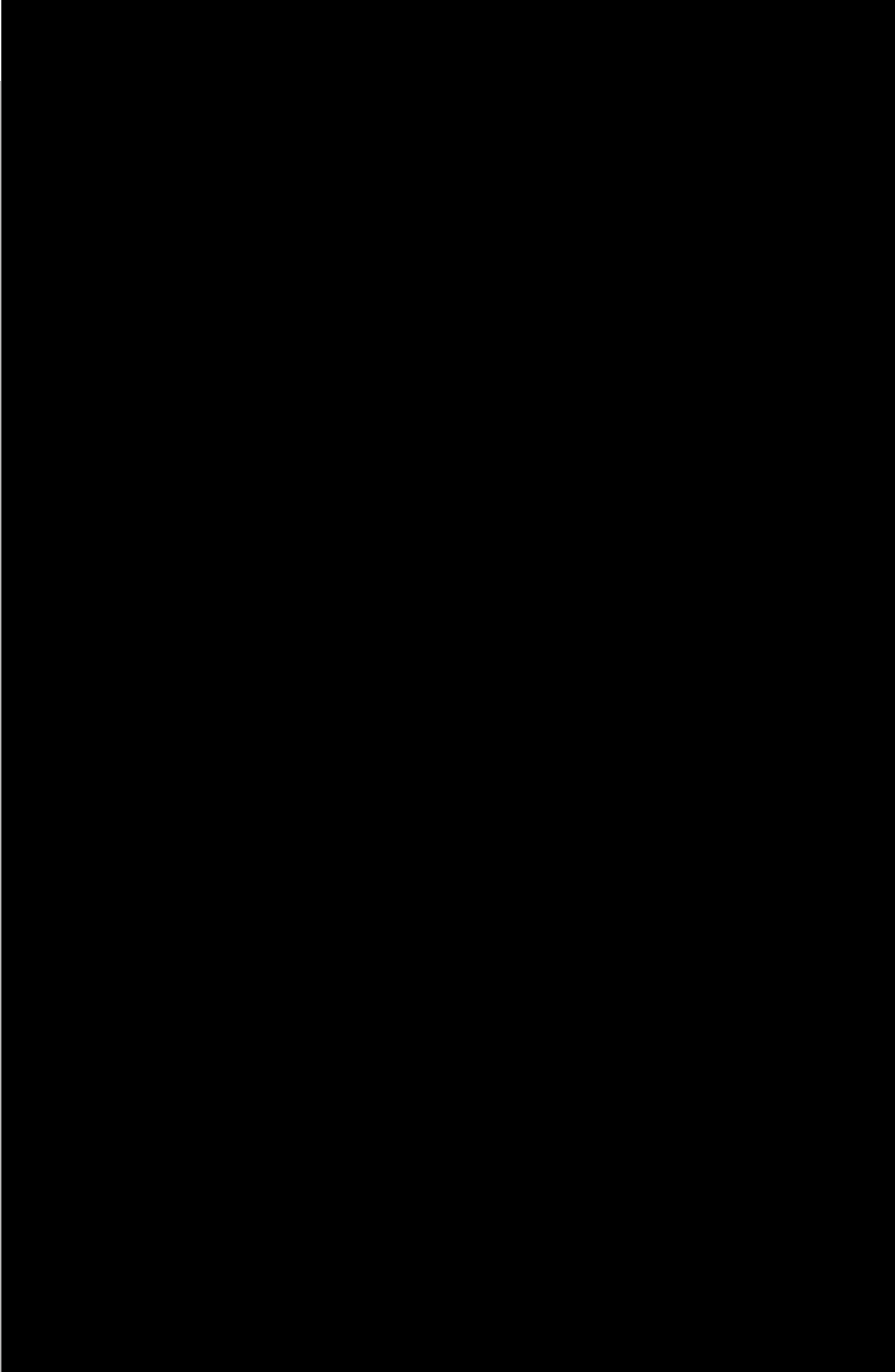
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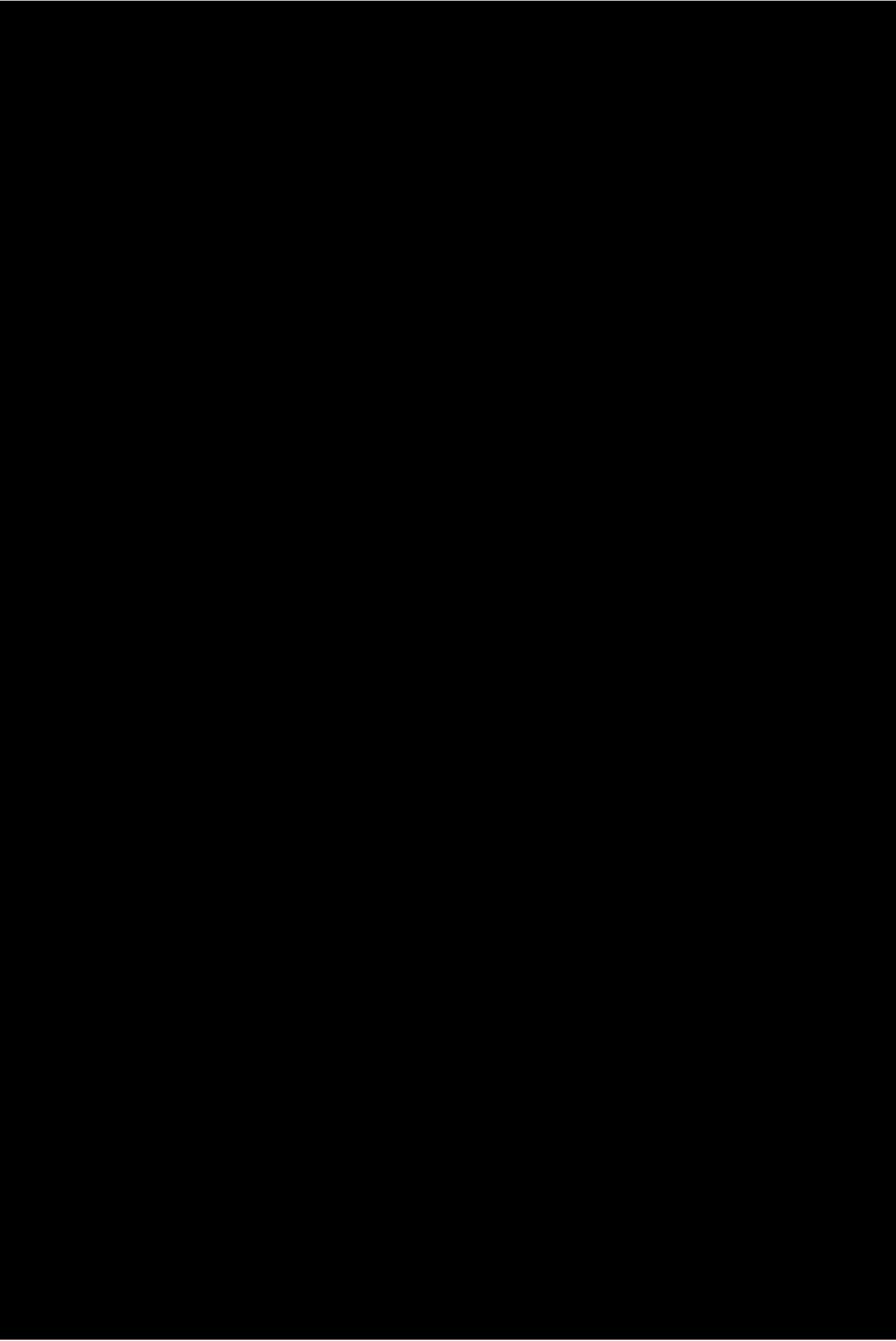
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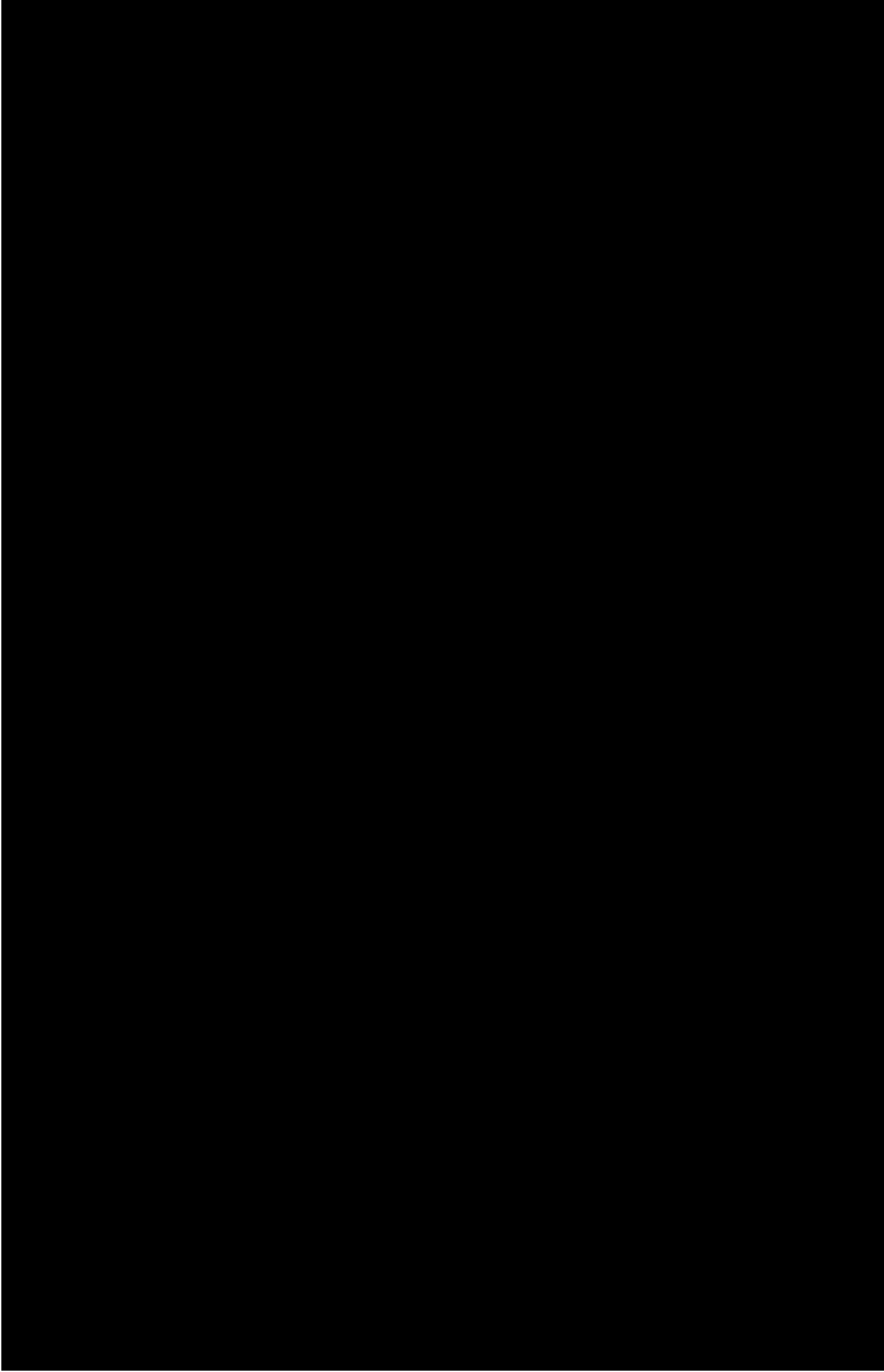
APPENDIX A - Architectural Drawings



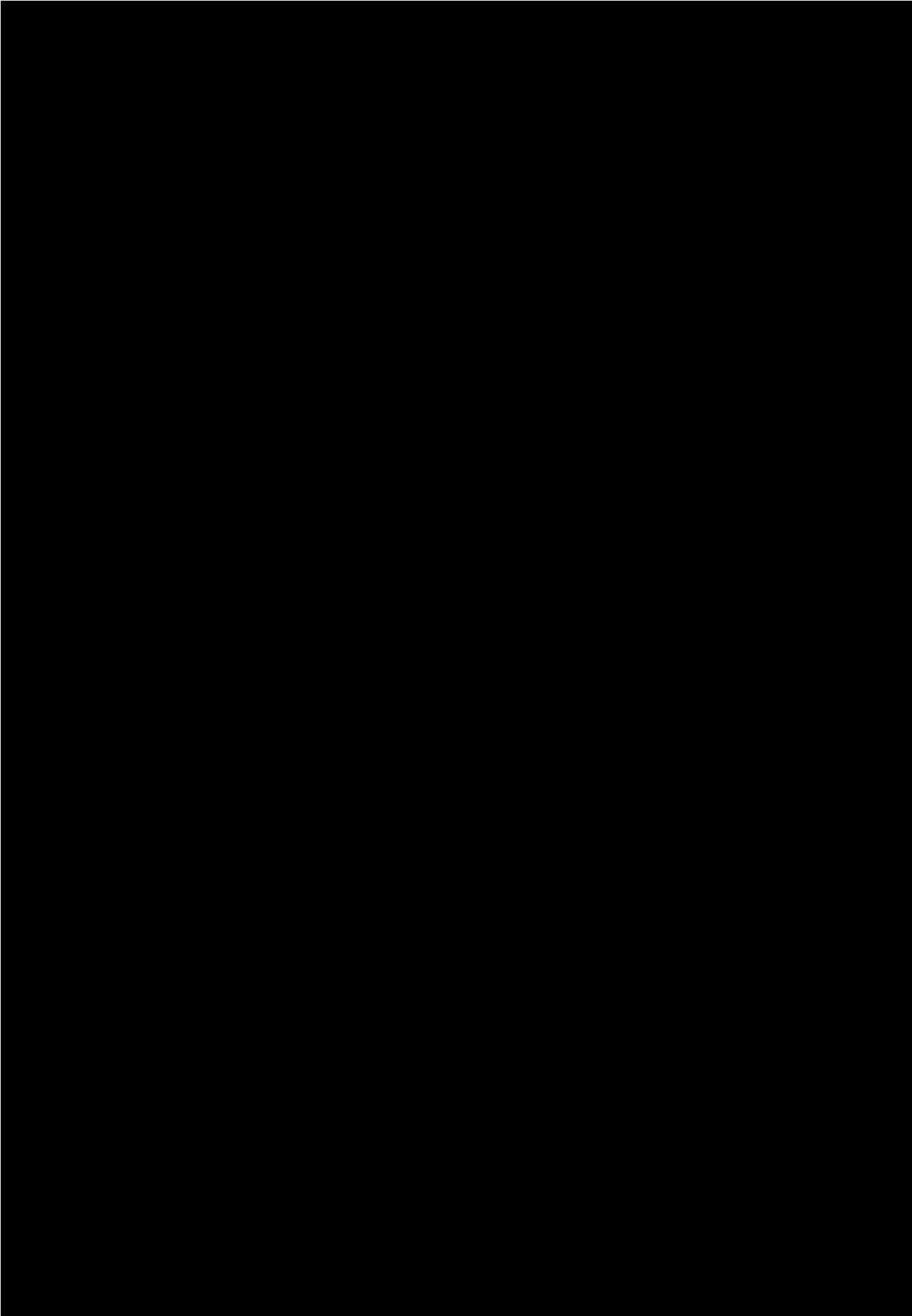
# APPENDIX A - Architectural Drawings



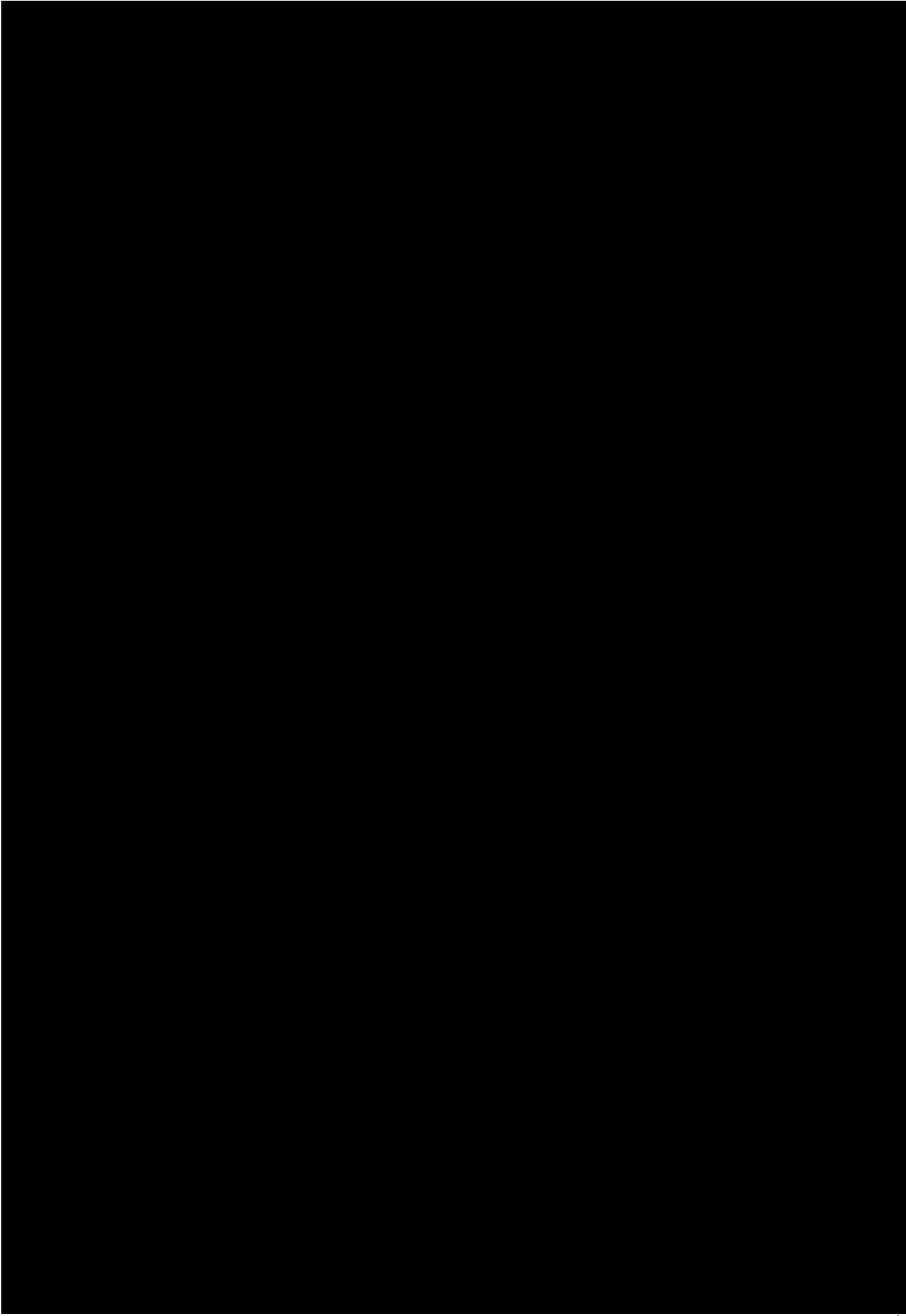
# APPENDIX A - Architectural Drawings



APPENDIX A - Architectural Drawings



# APPENDIX A - Architectural Drawings

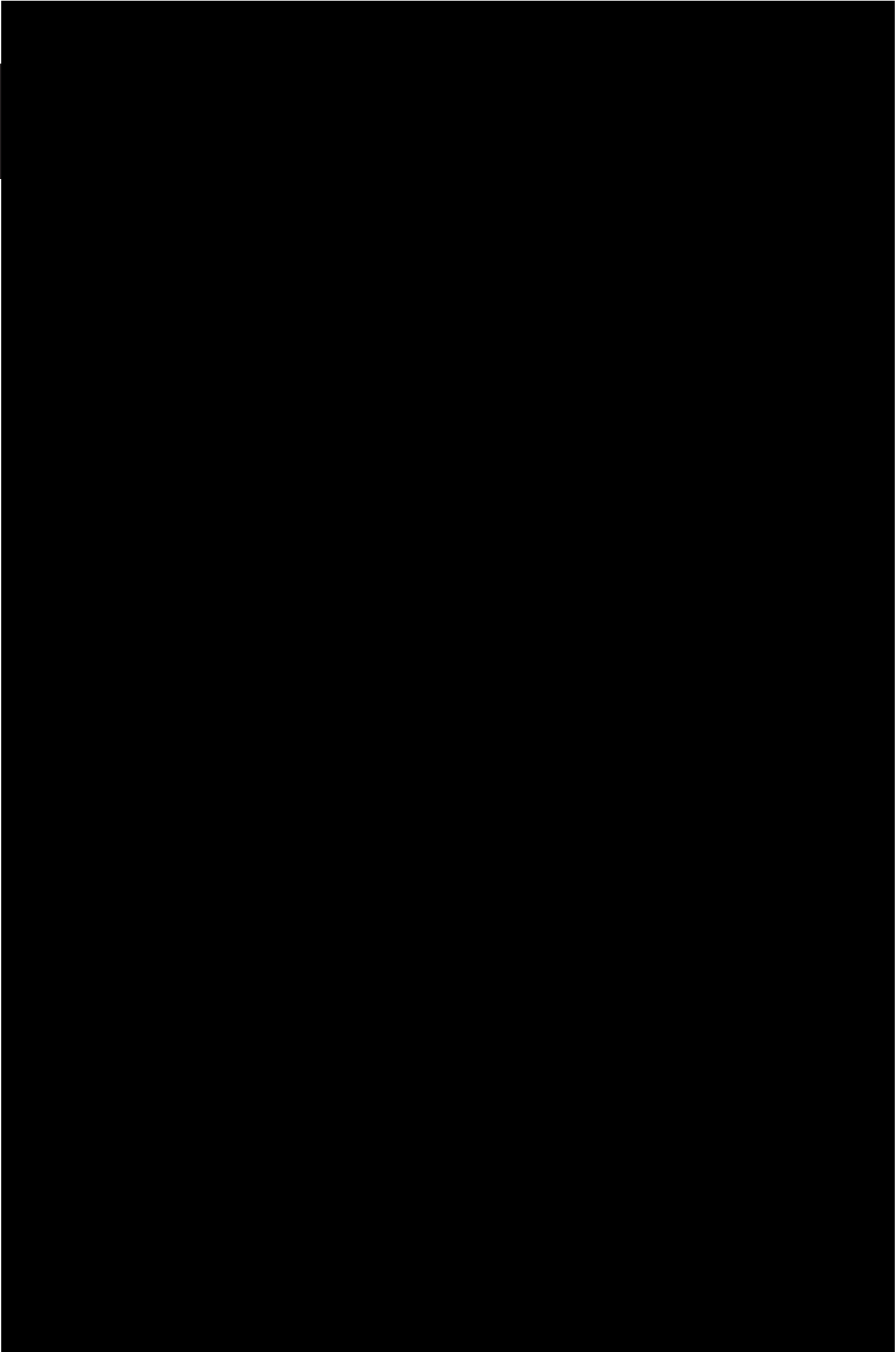




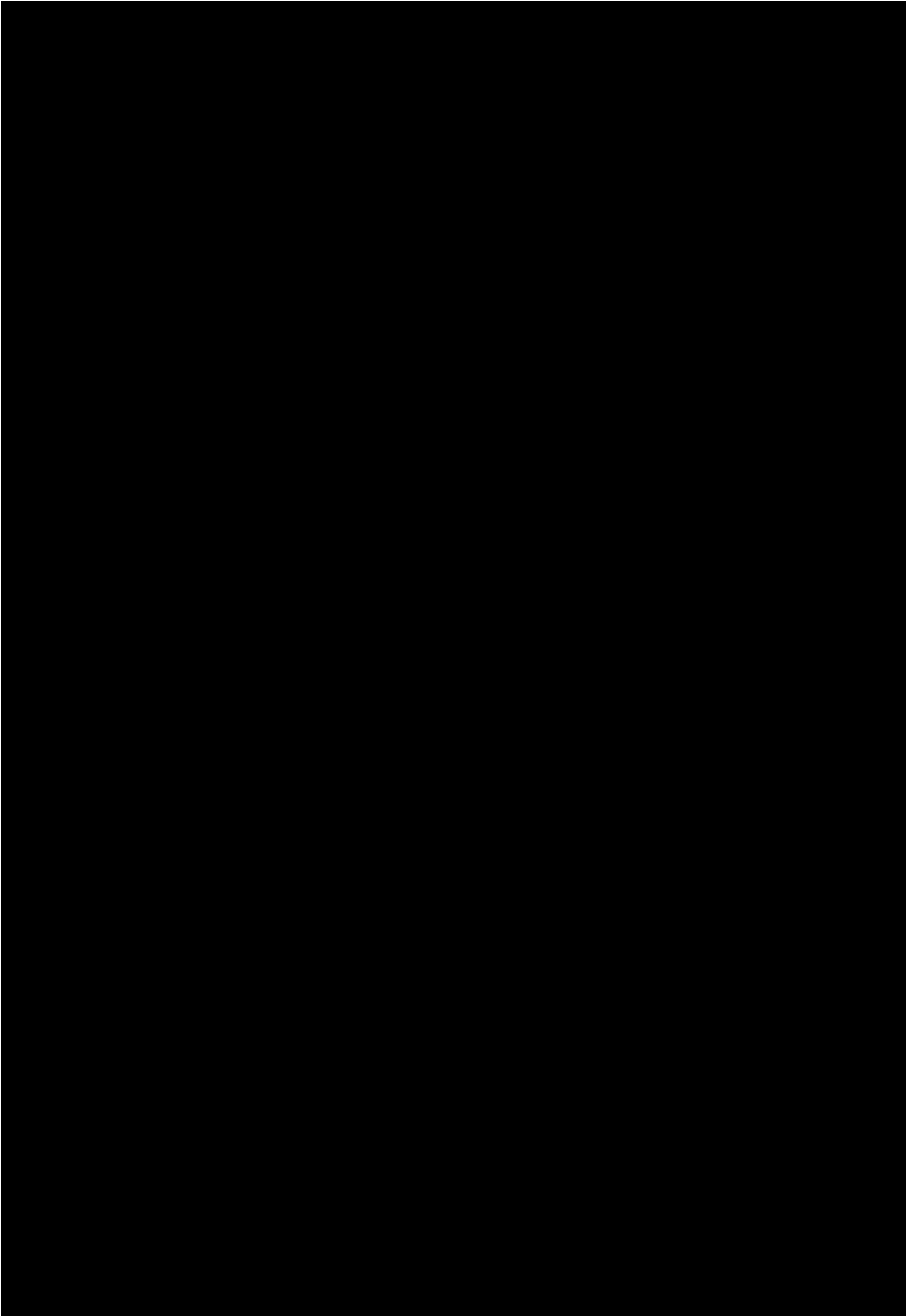
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APPENDIX B - Structural Drawings



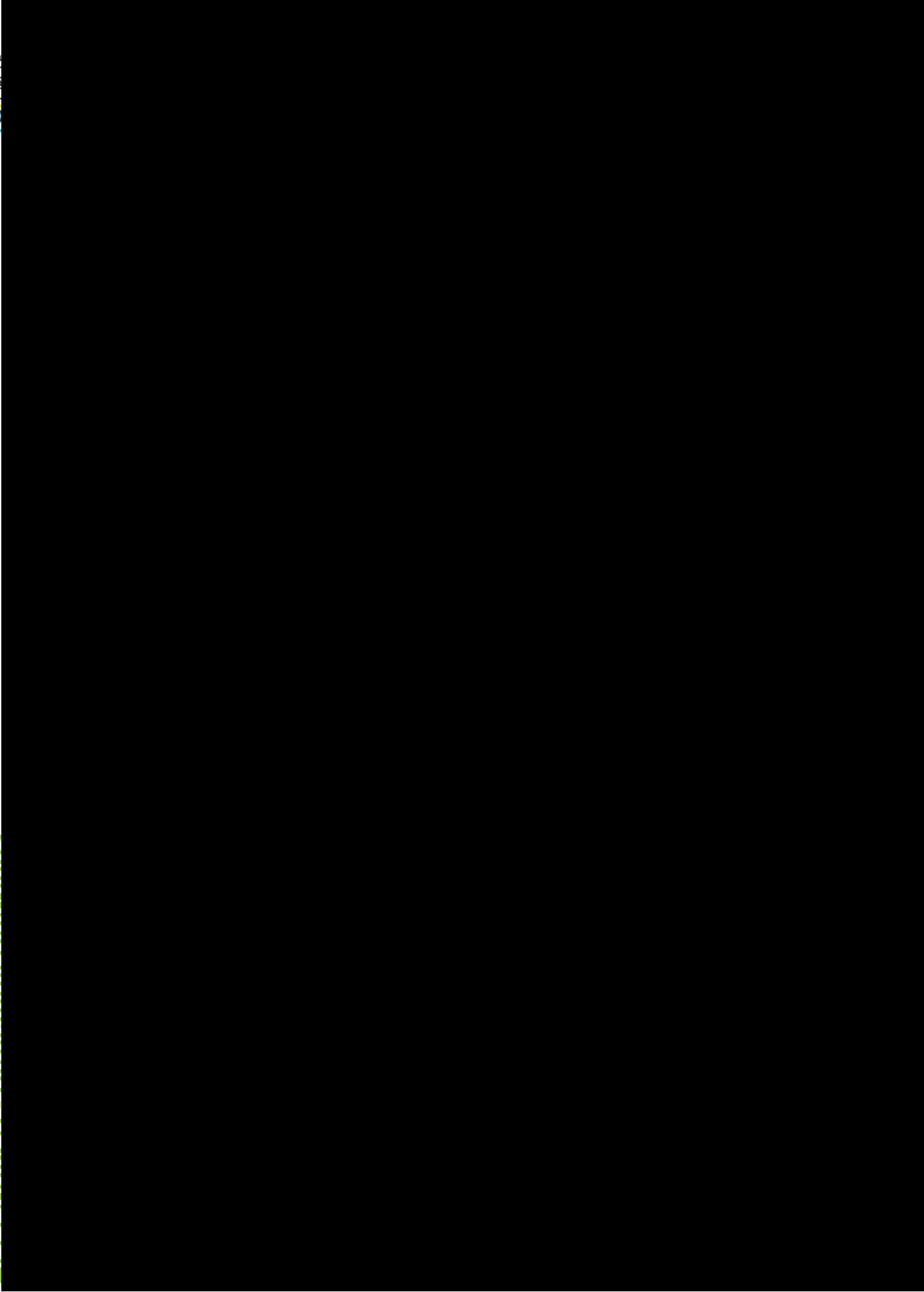
# APPENDIX B - Structural Drawings



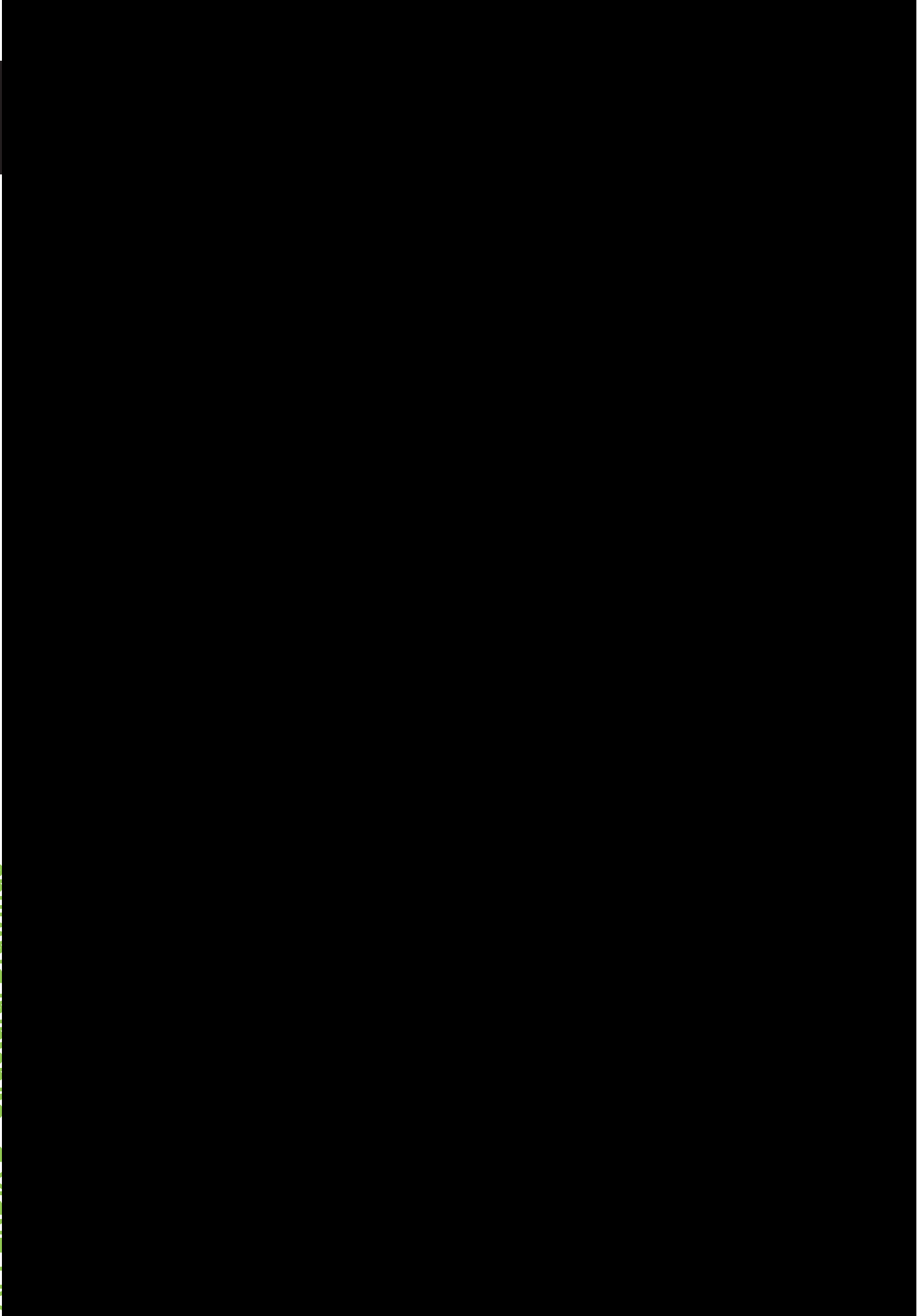
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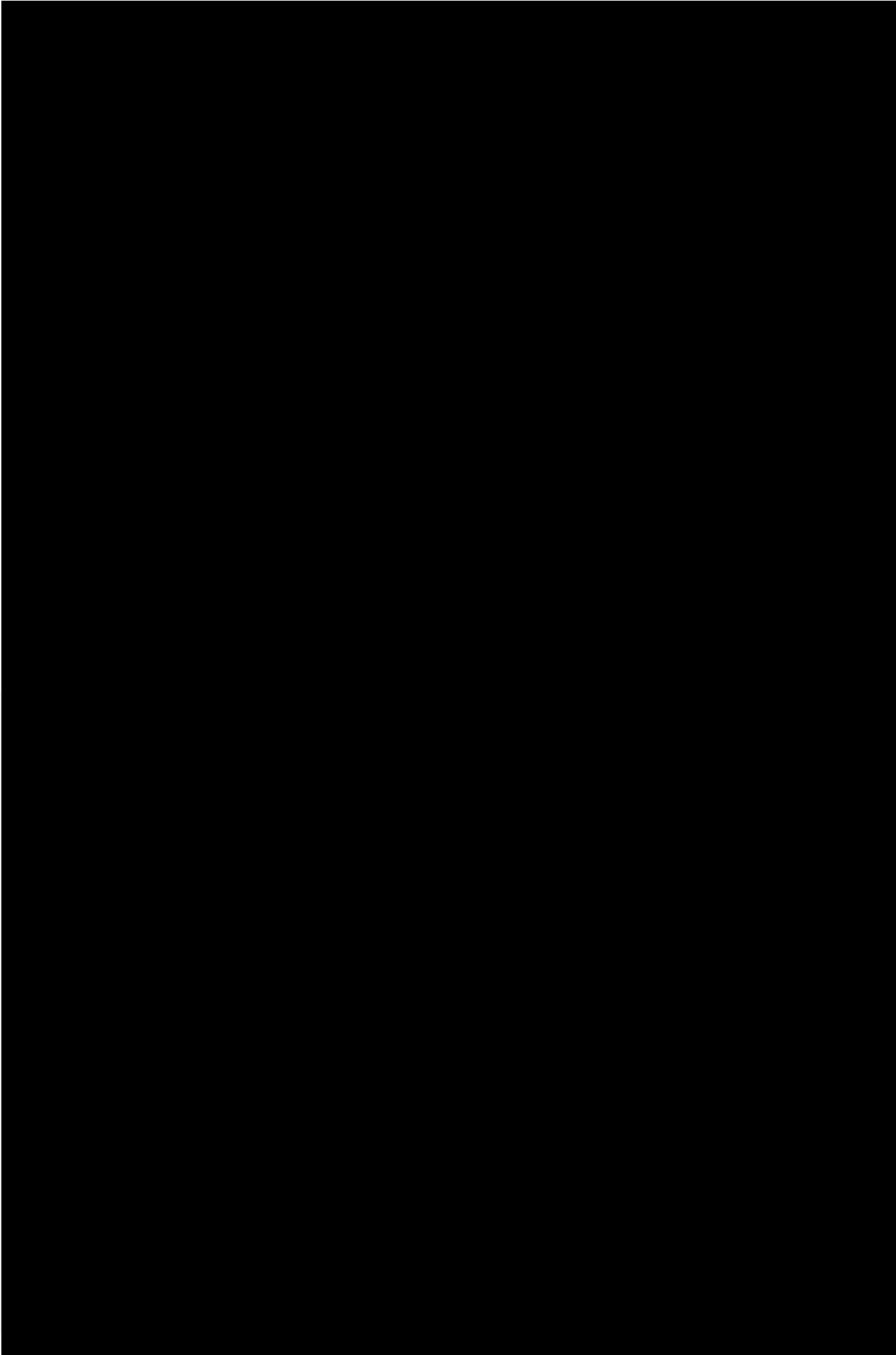
## APPENDIX B - Structural Drawings



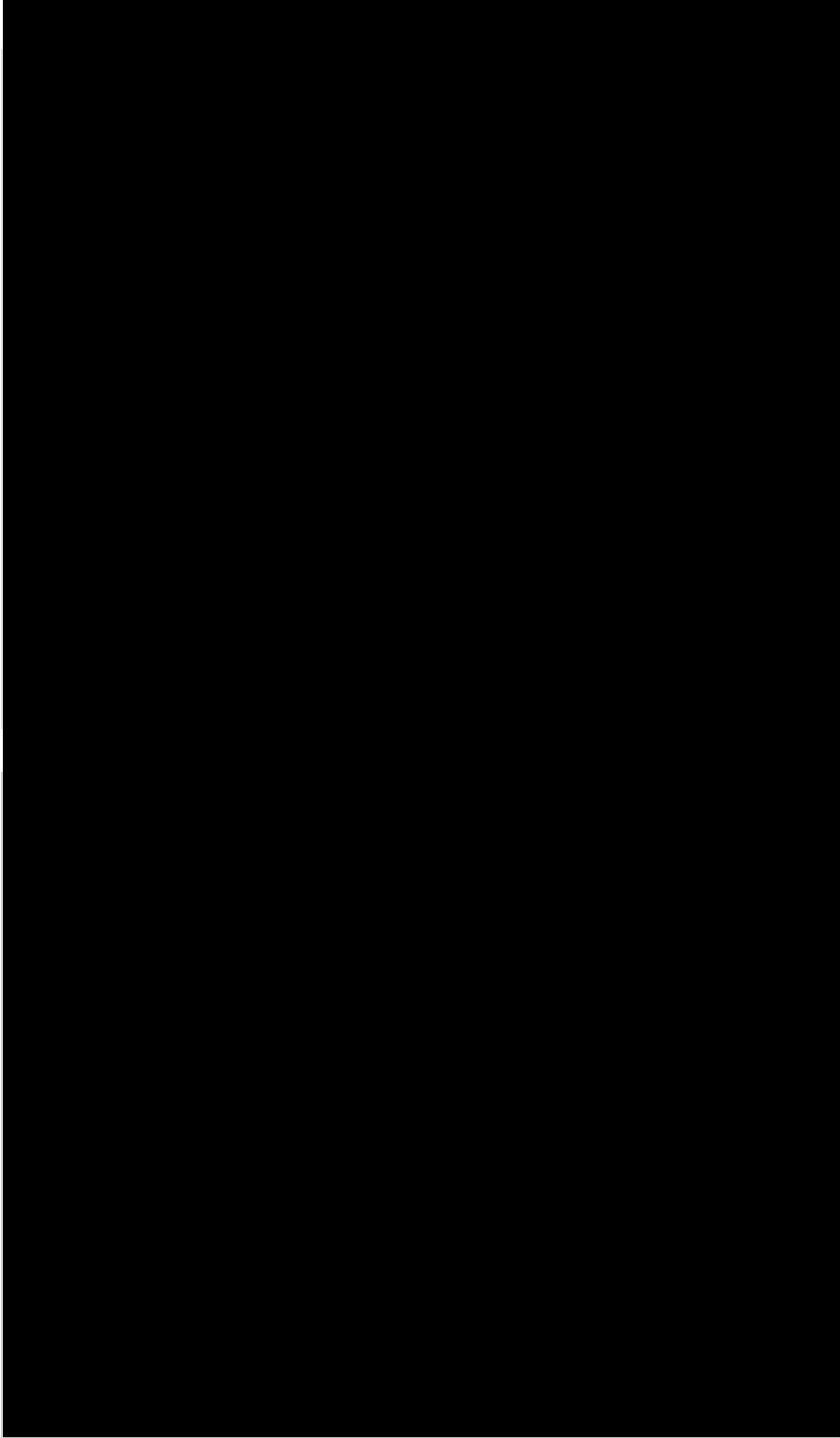
APPENDIX B - Structural Drawings



# APPENDIX C - Existing Building Photographs



# APPENDIX C - Existing Building Photographs

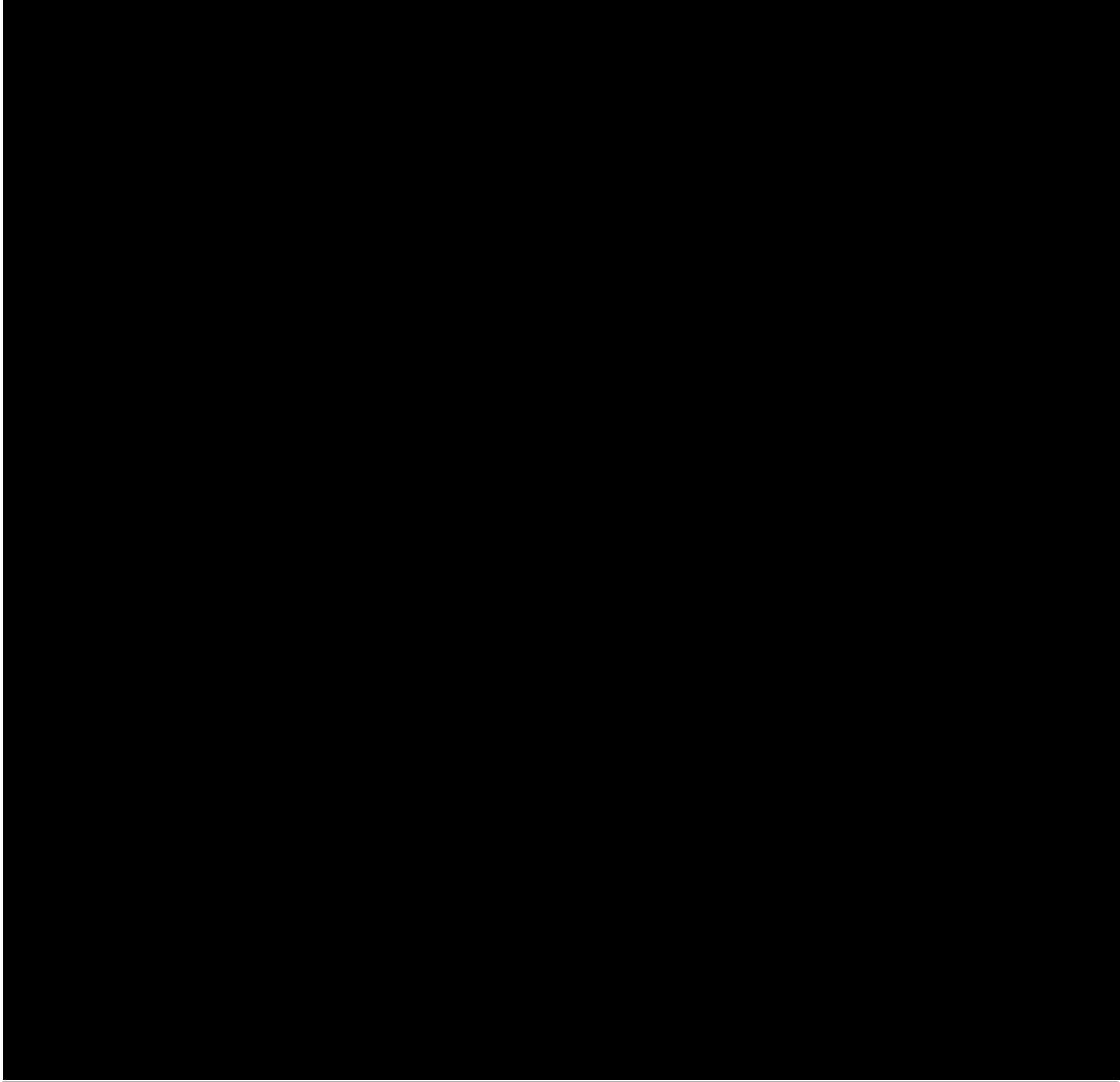


P26

P27 – Toilet & shower block (vacant)



# APPENDIX C - Existing Building Photographs



## APPENDIX D – Bird Netting Report



Bird netting proposals to be updated by TfL contractor as per IBI proposed drawing 141885-IBI-WH-00-PL-A-200008. Works to be undertaken as a direct appointment by TfL.

**APPENDIX 2 - Early Warning s Register (Part 1)**

Refer to WHBG Risk Register - Rev A

PROJECT RISK REGISTER



Project: West Ham Bus Garage

Client: Transport for London  
Date Updated: Friday, May 5, 2023  
Version: Rev A

No.	Risk Category	Risk	INITIAL ASSESSMENT				Owner	Potential Risk Outcome	Proposals / Actions to Mitigate	Target Date for Closure	Date Closed
			Probability	Severity	%	Assessment					
						Score 1 = low 10 = high	Rating	PxS			
R-001	Design	Client change affecting design programme and cost	6	10	60		TfL	Negative programme and cost implications	Identify all stakeholders early. Agree scope of works early in design process and govern by robust change control processes.		
R-002	Design	Tenant required changes, particularly late ones affecting design programme and cost.	6	10	60		TfL	Negative Cost and programme implications	Agree scope of tenant works early in design process and resist exceptional costs.		
R-004	Utilities	Telecoms/data connections, delays and costs for new supplies and back engineering works	8	10	80		TfL	Programme and cost implications	Liaise with TfL/IT/Communications Teams, and Morgan Sindall early in the process.		
R-006	Design	Unforeseen works, defects leading to project delays and additional costs	5	10	50		Design Team	Programme and cost implications	Full technical assessments of the existing building carried out by Morgan Sindall under separate appointment, mitigate issues as they arise. •Regular assessments during soft demolitions and/or strip out.		
R-010	Design	Fire strategy, late redesigns, risk to life - insufficient measures incorporated.	4	10	40		Design Team	Programme and cost implications	•Consult with Building Control and/or Approved Inspector and fire authority. •Consultation with Fire Engineer.		
R-011	Quality	Limited project budget leads to significant reduction in quality.	4	10	40		TfL	Poor quality	Value engineering undertaken throughout the design process		
R-013	Commercial	Costs from market exceed budget allowance, which affects viability	6	10	60		Cost Manager	Scheme not affordable; delay to tender or amend design for viability	Value engineering undertaken throughout the design process		
R-018	Commercial/ Legal	The cost differential between the Contract Prices and the cost plan is too significant to commercially agree.	2	10	20		Cost Manager	Current Price Differential is too high, which could halt the project.	Cost plan developed with Morgan Sindall in conjunction with market testing		
R-019	Construction/ Delivery risk	Long lead items not procured in line with programme requirements.	4	10	40		Morgan Sindall	Programme slip with increased preliminaries cost and potential knock on effect to later trades	Schedule list of known long lead items at an early stage such as structural steel, sanitary fixtures, fencing etc and ensure dialogue with the relevant trades to understand latest constraints.		
R-020	Health and Safety	Failure to comply with CDM Regs	2	10	20		Design Team	Risk of harm	Ensure all dutyholders appointed particularly the Principal Designer and Principal Contractor		
R-022	Third party matters	Failure to gain Building Regulations approvals	2	10	20		Design Team	Programme and cost implications	•Consult with Building Control and/or Approved Inspector at RIBA 4 and construction stage; review any changes to Building Regulations •Consult a Fire Engineer during the design		
R-024	Design	Design does not meet statutory standards	1	10	10		Design Team, Morgan Sindall	Possible rejection of acceptance of either design or building if standards are not met	Contractor to undertake audit of design as secondary measure ensuring compliance and achievability.		

PROJECT RISK REGISTER



Project: West Ham Bus Garage

Client: Transport for London

Date Updated: Friday, May 5, 2023

Version: Rev A

Client: Date Updated: Friday, May 5, 2023 Version: Rev A			INITIAL ASSESSMENT				Owner	Potential Risk Outcome	Proposals / Actions to Mitigate	Target Date for Closure	Date Closed
			Assessment		Risk						
			Score 1 = low 10 = high	Rating							
						PxS					
No.	Risk Category	Risk	Probability	Severity	%						
R-025	Governance	Change in key project personnel potentially slowing design progress, changes in brief and emphasis, loss of knowledge and focus	3	5	15	All	Programme implications	Any planned team changes to be advised asap and suitable personnel introduced to the project with adequate handover arrangements			
R-046	Operation	The LPO team will require a viable lost property system to be fully operational prior to vacating their existing premises.	5	9	45	TfL, Design team	Operational failures for TfL, delay in vacating Pelham Street premises	TfL move management and design team to liaise on exact requirements for roller racking and installation times, so as to fit in with Morgan Sindall's programme.			
R-050	Health and Safety	Temporary works/structures - uncontrolled collapse	6	10	60	Morgan Sindall	Death / Injury	Temporary works plan to be included in CPP			
R-051	Health and Safety	Demolition - collapse of structures	6	10	60		Death / Injury				
R-052	Health and Safety	Fire - Injury from smoke inhalation / burns	6	10	60	Morgan Sindall	Death/Injury	Isolate gas and electrical services before starting work, hot work procedure and permit in place for all work producing a heat source, spark, flame etc, no smoking onsite, fire exit routes maintained including safe routes in stair wells, all visitors are inducted in the site emergency procedures, fire extinguishers located across site - checked on a weekly basis and inspected within the last 12 months, if practical carry out fire extinguisher training. Covered in CPP, site induction, RAMS and toolbox talks, where services penetrate walls/ceilings appropriate fire stopping materials used to seal gaps of at least same fire rating as existing wall/ceiling, carry out works Fire Risk Assessment and ensure sufficient fire stopping is present to stop fire spread.			
R-053	Health and Safety	Slips, trips and falls	6	6	36	Morgan Sindall	Injury	Ensure that operators are briefed on good working practices and maintain a high standard of housekeeping, safe system of work to be followed. To be covered in CPP, site induction and toolbox talks.			
R-054	Health and Safety	Working at height - fall of persons, materials and collapse of equipment	6	10	60	Morgan Sindall	Death/Injury	Design to give adequate working area to reduce the necessity of working from ladders (Work at Height Regs) Locate lights and fittings with easy access for maintenance and repairs, desktop review of prescribed equipment and future maintenance requirements. To be covered in CPP, site induction and toolbox talks.			
R-055	Health and Safety	Exposure to biological agents - Legionella	6	6	36	Morgan Sindall	Long term health issues	Take full cognisance of L8 Approved Code of Practice Legionnaires Disease. The Control of Legionaries Bacteria in Water Systems. L8 details responsibilities of designers, manufacture, importers, suppliers, and installers.			
R-056	Health and Safety	Exposure to biological agents - Covid-19	6	6	36	Morgan Sindall	Long term health issues	The Principal Contractor should detail within the Construction Phase Plan how the risks from hazardous substances, harmful micro-organisms and viruses will be eliminated, reduced, and effectively controlled on site.			

PROJECT RISK REGISTER



Project: West Ham Bus Garage

Client: Transport for London

Date Updated: Friday, May 5, 2023

Version: Rev A

No.	Risk Category	Risk	INITIAL ASSESSMENT				Owner	Potential Risk Outcome	Proposals / Actions to Mitigate	Target Date for Closure	Date Closed
			Assessment	Risk	Score	Rating					
			Probability	Severity	1 = low 10 = high	PxS					
R-057	Health and Safety	Noise and vibration	6	6		36	Morgan Sindall	Long term health issues	Suitable equipment to be specified with low noise and vibration output, reduce length of noisy work, break up noisy activities, select the correct tool for the job, keep equipment and tools serviced and in good working order, ensure tool bits and blades are kept sharp to reduce time using tools. To be covered in CPP, site induction and toolbox talks.		
R-058	Construction	Site Security - unauthorised access, injury to non-authorised persons, damage to works	4	6		24	TfL, Morgan Sindall	Injury, Cost & Programme implications	Overall site perimeter is secured by TfL. MS to ensure outside storage and works areas are appropriately hoarded / secured. To be covered in CPP.		
R-059	Construction	Manual handling large/heavy items	6	8		48	Morgan Sindall	Injury	Identify the main items to lifted including details of size and weight and access routes, use manual handling aids and equipment where possible to avoid manual handling, specify materials that can be handled or design a process by which heavy materials can be moved safely. To be covered in CPP, site induction, RAMS and toolbox talks.		
R-060	Health and Safety	Asbestos	1	1		1	TfL	Long term health issues	The site was constructed post-2000, therefore asbestos is confirmed to not be present.		
R-061	Health and Safety	Exposure to harmful substances causing illness/ environmental contamination	6	6		36	Morgan Sindall	Long term health issues	Avoid use of hazardous materials and substances if possible, substitute harmful substances with less harmful alternatives, display warning signs in work area, ensure adequate ventilation, operatives briefed on control measures required in COSHH risk assessments for products, The Waste Electrical and Electronic Equipment (Amendment) (No.2) Regulations 2013 will be adhered to at all times, correct use of PPE and equipment as stated in risk assessment. Suitable training and RAMS to be provided.		
R-062	Health and Safety	Exposure to respirable crystalline, silica dust causing long term illness and disease	8	8		64	Morgan Sindall	Long term health issues	Reduce onsite cutting and chasing where possible to reduce production of dust, use on-tool dust extraction/ water suppression or damping down surfaces before and during the activity, ensure clear signage warning of cutting materials is displayed in advance of the working area, clear physical segregation of the work taking into account the spread radius of dust from any drilling/cutting equipment or operation. To be covered in CPP, site induction, RAMS and toolbox talks.		
R-063	Health and Safety	Contact with electricity causing burns, electrocution or smoke inhalation from fire during decommissioning of existing supplies/ services	8	10		80	TfL, Morgan Sindall		Ensure overhead power cables are relocated/de-energised or sheathed before work begins onsite, obtain service plans from relevant service provider/authorities/H&S File or competent contractor to trace and identify services - isolating or relocating as necessary before works commence, ensure site emergency procedures include service providers emergency contact information, lock off procedures in place.		

PROJECT RISK REGISTER



Project: West Ham Bus Garage

Client: Transport for London

Date Updated: Friday, May 5, 2023

Version: Rev A

INITIAL ASSESSMENT			
Assessment		Risk	
Score 1 = low 10 = high	Probability	Severity	Rating
			PxS
			%

No.	Risk Category	Risk	Owner	Potential Risk Outcome	Proposals / Actions to Mitigate	Target Date for Closure	Date Closed
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## Record of revisions to Risk Register

**Review Date 17/11/2022**

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**APPENDIX 3 - Site Information (Part 1)**

WHBG - Pre-construction Information Rev A

WHBG Logistics Rev A

201014 West Ham PROPOSED SITE PLAN\_300420 (1)

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## **1.0 INTRODUCTION**

Under the Construction (Design and Management) Regulations 2015 ('CDM 2015'), it is a requirement that clients provide Pre-construction Information ('PCI') as soon as is practicable to every Designer or Contractor appointed, or being considered for appointment, to the project.

Where there is more than one contractor, the Principal Designer should provide advice and help compile this PCI and provide it to the designers and contractors.

The CDM 2015 define PCI as information in the client's possession or which is reasonably obtainable by or on behalf of the client, which is relevant to the construction work and is of an appropriate level of detail and proportionate to the risks involved, including information about:

- The project;
- Planning and management of the project;
- Health and safety hazards, including design and construction hazards and how they will be addressed; and
- Information in any existing health and safety file.

This PCI has been developed from the pre-construction information provided by the Client, Designers and other parties involved with the project, and will be further developed throughout the pre-construction phase. All persons involved with the project will be made aware of the availability of this plan and its contents.

## **2.0 DUTY HOLDERS AND ROLES AND RESPONSIBILITIES**

### **2.1 Duty Holders**

The following are identified as duty holders under CDM 2015:

- Client;
- Principal Designers;
- Designers;
- Principal Contractors; and
- Contractors.

### **2.2 Client's Role and Responsibilities**

The client is required to:

- Ensure that suitable arrangements are made by them for managing a project, including the allocation of sufficient time and other resources.
- Confirm that people and organisations appointed by them have the necessary skills, knowledge and experience to carry out the work in a way that secures health and safety.
- Ensure that the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project.
- Ensure that suitable welfare facilities are provided.
- Provide pre-construction information to every designer and contractor appointed or being considered for appointment.
- Ensure that the contractor or Principal Contractor prepares a Construction Phase Plan before construction begins.
- Where applicable, appoint in writing a Principal Designer and a Principal Contractor as soon as is practicable and before the construction phase begins. (Note that these roles default to the client if no appointments are made).
- Ensure that the Principal Designer prepares a Health and Safety File (for projects involving more than one contractor).

## **2.3 Principal Designer's Role and Responsibilities**

The Principal Designer is required to:

- Plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.
- Take into account the general principles of prevention and, where relevant, the content of any construction phase plan and any health and safety file.
- Identify and eliminate or control, so far as is reasonably practicable, foreseeable health and safety risks.
- Ensure that all designers comply with their duties.
- Ensure that all persons working in relation to the pre-construction phase cooperate with the client, the principal designer and each other.
- Assist the client in the provision of the pre-construction information.
- Liaise with the Principal Contractor for the duration of the Principal Designer's appointment.
- Prepare the Health and Safety File and hand it over to the client at the end of the project, or to the Principal Contractor where the Principal Designer's appointment does not extend to the end of the project.

## **2.4 Designer's Role and Responsibilities**

Designers are required to:

- Confirm that the client is aware of the client's duties under CDM 2015.
- Eliminate hazards and reduce risks during design.
- Provide information about any residual risks to the Principal Designer and ensure that appropriate information is included in the health and safety file.
- Provide sufficient information about the design, construction or maintenance of the structure to adequately assist the client, other designers and contractors.

## **2.5 Principal Contractor's Role and Responsibilities**

A Principal Contractor must be appointed where there is more than one contractor working on a project or where the project is notifiable. The Principal Contractor's duties are as follows:

- Plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.
- Organise cooperation and coordination between contractors.
- Ensure that site inductions are provided.
- Prepare the Construction Phase Plan.
- Ensure that necessary steps have been taken to prevent access by unauthorised persons to the construction



site.

- Ensure that suitable welfare facilities are provided throughout the construction phase.
- Liaise with the Principal Designer for the duration of the Principal Designer's appointment and share with them relevant information.
- Where the Principal Designer's appointment does not extend to the end of the project, hand over the Health and Safety File to the client.

## **2.6 Contractor's Role and Responsibilities**

Contractors are required to:

- Confirm that the client is aware of the client's duties under CDM 2015.
- Plan, manage and monitor their own work and that of their workers.
- Comply with directions given by the Principal Designer and the Principal Contractor (when such appointments apply).
- Prepare the Construction Phase Plan (where there is no Principal Contractor).
- Check that any appointee has, or is in the process of obtaining, the necessary skills, knowledge, training and experience.
- Provide each worker under their control with appropriate supervision, instructions and information.
- Not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- Ensure that suitable welfare facilities are provided.

## **2.7 All Parties**

More generally, CDM 2015 imposes duties as follows on everyone involved in the project to:

- Be able to demonstrate they have the necessary health and safety skills, knowledge and experience to carry out the work.
- Co-operate with others involved with the project or any project on an adjoining site.
- Report instances where they or others are working in a way that puts them or anyone else in danger.
- Where they are required to provide health and safety information or instructions to anyone else, to ensure that this is easy to understand and is provided in a timely manner.

### **3.0 PROJECT DESCRIPTION**

#### **3.1 Location of site**

- West Ham Bus Garage, Stephenson Street, London E16 4SA

West Ham Bus Garage is a large bus maintenance workshop with associated office accommodation. The demise of the site is split between two tenants; Stagecoach and TfL. The west half of the building is demised to Stagecoach and currently occupied, however does not form part of the works area. The east half of the building is demised to TfL, currently unoccupied and forms the works area.

The works are as indicated within the RIBA Stage 2-3 design report, preliminaries, Contractor's proposals and associated documentation.

The site will remain unoccupied during the course of the works.

#### **3.2 Nature of construction work to be carried out**

The works comprise structural alterations to the existing workshop floor to in-fill the maintenance pits and refurbishment of the workshop and office areas to provide accommodation for TfL's Lost Property Office team, including works to the building services and building fabric.

#### **3.3 Timescale for completion of the construction work**

The contractor has issued an indicative programme, including their lead-in time from instruction / contract award, appended to the pre-construction information:

#### **3.4 Use of the structure as a workplace**

The structure will be used as a workplace under the Workplace (Health, Safety and Welfare) Regulations 1992.

3.5 Project Directory

Client

Name: Transport for London  
Address: Windsor House, 42-50 Victoria Street, London SW1H 0TL  
Contact: Paul Waterkamp  
Tel: Paul Waterkamp [REDACTED]  
Email: [REDACTED]

Project Manager

Name: Gleeds Cost Management Limited  
Address: 95 New Cavendish Street  
London  
W1W 6XF  
Contact: Day to day: Brendan Williams  
Lead: Neil Clouden  
Mob: Brendan Williams [REDACTED]  
Email: [REDACTED]

Principal Designer

Name: Arcadis IBI Group  
Address: Fourth Floor, Dantzig Building  
Dantzig Street  
Manchester M4 2AL  
Contact: Christian McCale  
  
Mob: [REDACTED]  
Email: [REDACTED]

Principal Contractor

Name: Morgan Sindall Group  
Address: 10<sup>th</sup> floor, One Eversholt Street  
London NW1 2DN  
Contact: Mark Pike  
  
Mob: [REDACTED]  
Email: [REDACTED]

Further information about the project team is contained in the Preliminaries.

### **3.6 Client's Requirements**

Information is as included within the employer's requirements is as follows:

- Architects drawings and outline specification
- MEP outline specification and drawings
- Structural feasibility report
- Fire Engineer's report
- Pre-construction information and TfL house rules
- Risk Register

## **4.0 EXISTING RECORDS**

### **4.1 Drawings**

The design information includes existing and proposed layout sketches, based on drawings provided to us by Transport for London

### **4.2 Surveys**

The client has confirmed that asbestos is not present in the building. The existing M&E installations will be validated by the contractor separately to the main contract, ahead of works commencement on site.

### **4.3 Previous use of site**

Bus maintenance garage.

### **4.4 Health and Safety Files**

Unknown.

## **5.0 CLIENT'S CONSIDERATIONS AND MANAGEMENT ARRANGEMENTS**

### **5.1 Arrangements for planning and managing construction work**

The arrangements for planning and managing the refurbishment work, and the effort devoted to planning and managing health and safety should be in proportion to the risks and complexity associated with the project i.e. working in occupied premises and working in secure areas, working at night and any noisy demolition works.

The Clients health and safety goals for the project are:

- No recorded accidents and incidents during the contract.
- Managing construction safely especially with regard to protecting the building users from exposure to dust / deleterious materials and any other hazards / dangers etc.

The Principal Contractor will be responsible for developing the Construction Phase Plan ('CPP'). The CPP will provide details of the arrangements for communication, coordination and the dissemination of health and safety information within the construction site. These arrangements will include appropriate site inductions for new personnel on site and visitors to the site.

Further information on the CPP is contained in Section 9.0 of this PCI.

### **5.2 Communication and liaison between client and others**

Communications throughout the project team are to be direct. The Project Manager is to be kept advised of all communications exchanged and information needed by the Project Team and is to be copied in all correspondence. The Principal Contractor is to advise via the construction phase plan, on the following communications for the duration of the works:

- Consultation with the workforce
- Liaison between parties on site
- Exchange of design information between designers, client and contractors.

### **5.3 Security of the Site**

The works are within an operational building. Overall building security is to be maintained by TfL, and liaison with Building Management to ascertain protocols for contractor entry, deliveries and traffic management.

The work areas will need to be secured to prevent unauthorised access where possible. The Principal Contractor must put in place procedures for signing in all personnel on the site.

The Principal Contractor will be required to communicate robust procedures for the security of the site.

## **5.4 Welfare provisions**

The Principal Contractor is responsible for ensuring that suitable welfare facilities are provided on the site in accordance with the 13(4)(c) of the Construction (Design & Management) Regulations 2015. The welfare facilities should make use of the existing site facilities where possible, and be sufficient enough to comply with the requirements of Schedule 2 and are to be provided throughout the construction phase, and these include provisions for:

- Sanitary conveniences (male and female).
- Washing facilities (hot and cold running water, soap, towels).
- Drinking water (and cups).
- Changing rooms and lockers (where special clothing or changing facilities are needed).
- Facilities for rest (tables, seating, kettle, meal preparation and eating area).

The principal contractor's proposals for welfare facilities should be detailed in their CPP and locations set out on a site layout plan.

The Client has confirmed the Principal Contractor can use the existing welfare facilities on site, with additional welfare and costs to be agreed with the client and Project Manager. The Principal Contractor's attention is drawn to the fact that these facilities must be kept in a clean and tidy manner.

## **5.5 Monitoring and review of health and safety performance**

There should be regular progress meetings throughout the duration of the project, which shall include evidence to demonstrate to the Client that suitable monitoring and reviewing of health and safety performance is being implemented, in accordance with the Principal Contractor's CPP.

## **6.0 H&S OF CLIENT END USERS AND EMPLOYEES**

### **6.1 Site Hoarding Requirements**

The overall site perimeter is secured by TfL, however some work areas may need to be segregated from operational areas to ensure the safety of the occupants. These arrangements are to be specified in the Construction Phase Plan.

### **6.2 Site transport arrangements of vehicle movements**

The Principal Contractor will put into place procedures for managing the delivery and removal of materials from the site.

Significant restrictions will be in place on these elements due to security and logistical reasons. A logistics plan will need to be developed and in place in conjunction with the construction phase plan. This plan will be reviewed and updated as necessary by the Principal contractor.

It is further advised to liaise with the local authority for relevant information for potential road closures should a crane or similar be required.

Roads to be kept clean at all times.

One-way traffic system to be used on the site where practicable. Banksman to be used for all reversing of vehicles.

The Principal Contractor must put systems in place to ensure the safety of all vehicles and pedestrians using the car pound.

### **6.3 Client's Permit-to-Work Systems**

An agreement on issue of permit to work will be decided at the pre-start meeting. A permit to work system is to be detailed in the CPP. Particular attention is to be given to 'hot works' considerations.

### **6.4 Existing Fire Precautions and Emergency Procedures**

The Principal Contractor will comply with the requirements of Regulation 32 (Fire detection and fire-fighting) of The Construction (Design and Management) Regulations 2015.

The Principal Contractor will comply with the requirements of Regulation 30 (Emergency Procedures) and Regulation 40 (Emergency routes and exits) of The Construction (Design and Management) Regulations 2015.

Existing fire and emergency precautions must be taken into account where the Contractor's working areas affects current egress routes. All undertaking on site should not affect current fire and emergency strategies.

The Principal Contractor is to plan and maintain fire access routes at all times for emergency vehicles.



The principal contractor must ensure that any necessary contacts with external services are arranged, particularly with regards to first aid, emergency medical care and rescue work.

## **6.5 “No-go” Areas or Other Authorised Requirements**

The Principal Contractor is to ensure that access within the building is only within the areas designated for the refurbishment works. The Principal Contractor will be responsible for their personnel and the subsequent sub-contractors appointed.

## **6.6 Confined Spaces**

None known.

## **6.7 Smoking Restrictions**

No smoking is permitted on-site.

## **6.8 Parking Restrictions**

Main access/ egress routes should be maintained at all times during the sites normal working hours. Existing local parking restrictions apply if vehicles are parked off away from the sites.

## **6.9 Client's rules for contractors**

In addition to the attached 'TfL House Rules' document, the following Client rules will apply:

1. Site works will not commence until the emergency, fire and first aid arrangements have been put in place.
2. Site works will not commence until the appropriate welfare arrangements have been put in place.
3. Construction activities will not be carried out without a documented safe system of working.
4. A documented lifting plan will be in place prior to any lifting activities; this will include arrangements for ensuring that lifting activities will not export any hazards to the areas adjacent to the site.
5. Flammable materials stored on site will be secured in appropriate containers at all times. Stored flammable materials will not be permitted to export any risks into the residential areas adjacent to the site.
6. A high standard of housekeeping will be maintained at all times. Waste will not be permitted to accumulate and will be removed from site at regular intervals. Waste will not be permitted to contaminate the public highway or the residential areas adjacent to the site. The burning of waste and rubbish on site is prohibited. If necessary, housekeeping arrangements will include measures to discourage vermin on site. Contractor to comply with the requirements of the Waste proforma document included with the pre-construction information.
7. The Principal Contractor will put in place suitable arrangements to brief site personnel and visitors to the site about the hazards, safety precautions to be taken and the emergency procedures.
8. A high standard of conduct is required at all times; specifically
  - no horse-play;

- no cat-calling; and
- no use of inappropriate or coarse language in presence of members of the public.

9. Construction personnel will be properly dressed at all times.

10. Illegal drugs and alcohol are not permitted on site, anyone caught bringing these to site will be banned from the site.

## **7.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS**

### **7.1 Boundaries and access including temporary access**

The main entrance is to the front of the property. There are additional entrances to the rear of the building that can be accessed by staff personal.

### **7.2 Restrictions on Deliveries, Waste Collection or Storage**

Principal Contractor to refer to the Building Management regarding restrictions on deliveries, waste collection and storage.

Deliveries and waste disposal must not impede the operations of the neighbouring sites.

### **7.3 Current Use of the Site**

Bus maintenance garage – not currently operational

### **7.4 Previous Use of the Site**

Unknown.

### **7.5 Adjacent land uses**

A mixture of residential and commercial buildings.

### **7.6 Noisy Working Restrictions**

TBC

### **7.7 Existing storage of hazardous materials**

There are no known stored hazardous substances on the site. This is to be confirmed at the pre-start meeting.

### **7.8 Existing services**

Contractors are to ensure that all relevant isolation points, fuse boards, and water stop cocks are located prior to commencement of works.

### **7.9 Ground conditions and contaminated land**

The area around the site is block paved or tarmac and forms the car park and access road. No contamination issues known

#### **7.10 Information about existing structures**

No known information about the existing structures.

#### **7.11 Previous Structural Modifications**

None known.

#### **7.12 Fire Damage, Ground Shrinkage or Movement**

None known.

#### **7.13 Difficulties Relating to Plant and Equipment**

There is limited existing information available from an M&E perspective.

#### **7.14 Asbestos**

An Asbestos Risk Profile (management survey) has been provided by the client, and is included in the tender documents at appendix B. An asbestos survey will be commissioned by the client ahead of works start, and removal of ACMs will be required as part of the works.

During the works, site operatives should remain vigilant for the presence of potential ACMs and should suspect materials be encountered they should be referred to a competent asbestos surveyor for appraisal.

#### **7.15 Health risks from client's activities**

No health risks from the client's activities have been identified.

#### **7.16 Manual handling**

The Contractor should ensure that manual handling training has been undertaken by site operatives. Materials being moved along busy public areas, corridors, car parks, etc, must be escorted by a trained banksman. Where possible materials and equipment must be wheeled to the site rather than carried.

#### **7.17 Working at Height**

Working at height will be required during this project and should be managed in accordance with the Work at Height

Regulations 2005.

All work at height to be risk assessed and control measures put in place to prevent falls from height.

All work at height to be done from safe working platforms with adequate edge protection and fall restrain harnesses as necessary.

## **8.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS**

### **8.1 Significant design assumptions**

It has been assumed that the majority of the works will require a phased approach involving works both within and outside of normal working hours (i.e. evenings and weekends), to be agreed in conjunction with the site staff, as replacement of the windows will require the adjacent room spaces to be vacated for the duration of the works.

A suitable and sufficient phasing plan is to be developed and implemented, ensuring that fire escapes are not compromised and are signed accordingly.

### **8.2 Design co-ordination**

Arrangements to facilitate on-going communication and liaison between all design parties will be established by the principal contractor. Progress meetings are to be held at regular intervals throughout the duration of the project. The meetings will cover developing issues and changes required during the demolition and construction phase.

### **8.3 Significant risks identified during design**

The following significant risks have been identified using the drawings and a site survey: -.

- Restricted site access;
- Carrying out works to an operational building;
- Working at height;
- Asbestos;
- Phasing of works;
- Noise to site occupants;

The following potentially dangerous work sequences have been identified:

- Unloading materials,
- Lifting operations,
- Dust control,
- Working adjacent to public and private properties,
- Traffic control both on and beyond the site,
- Means of escape during construction.

Commonplace site hazards not identified above are considered to be within the expertise of a competent contractor and must be controlled by normal good site management practice.

## **8.4 Materials requiring particular precautions**

The following list of materials has been identified as requiring particular attention or precautions:

- Storage of gas cylinders – fire and explosion;
- Hot works – burns;
- Plumbing works – solvents for welding, naked flames for welding, flux for preparation of joints, rust inhibitors, cleaning solutions within heating, hot and cold-water supplies, comfort cooling system – fumes, fire, skin irritation;
- Working with lead, Handling and cutting of all timber and board materials – splinters, dust, irritation;
- Handling and cutting of materials producing sharp edges – cuts;
- Use of paints – fumes;
- Use of solvents – fumes;
- Use of adhesives, grouts, expanded foam etc – fire, fumes, skin irritation;
- Use of lagging and mechanical tools – shocks, noise, dust, fumes;
- Use of pneumatic tools;
- Use of percussion tools; and
- Use of mortar, concrete, cement, use of powdered materials, generally – dust and skin irritation.

## 9.0 CONSTRUCTION PHASE PLAN

The contractor or, where there is more than one contractor, the Principal Contractor, must draw up or make arrangements for a Construction Phase Plan to be drawn up during the pre-construction phase, and before setting up a construction site. The plan must address health and safety issues as work proceeds. The plan will take into account the pre-construction information provided by the client and should include:

- A description of the project such as key dates and details of key members of the project team.
- The health and safety aims for the project.
- The site rules.
- Arrangements to ensure cooperation between project team members and coordination of their work, e.g. regular site meetings.
- Arrangements for involving workers.
- Site induction.
- Welfare facilities.
- Fire and emergency procedures.
- The control of any specific high risk site matters (including those listed in Schedule 3 to CDM 2015) where they are relevant to the work involved.

The HSE draft guidance states that the plan should not include documents that get in the way of a clear understanding of what is needed to manage the construction phase, such as generic risk assessments, records of how decisions were reached or detailed safety method statements.



## 10.0 THE HEALTH & SAFETY FILE

Please note, an individual site-specific Health and Safety File must be produced for the site as detailed below.

Where a project involves more than one contractor, the Principle Designer must prepare a Health and Safety File and hand it over to the client at the end of the project, or to the Principal Contractor where the Principal Designer's appointment does not extend to the end of the project.

The Health and Safety File is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

- A brief description of the work carried out.
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land).
- Key structural principles (e.g. bracing, sources of substantial stored energy including pre or post-tensioned members) and safe working loads for floors and roofs.
- Hazardous materials used (e.g. lead paints and special coatings).
- Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment).
- Health and safety information about equipment provided for cleaning or maintaining the structure.
- The nature, location and markings of significant services, including underground cables, gas supply equipment, fire-fighting services, etc.
- Information and as-built drawings of the building, its plant and equipment.

The HSE's CDM 2015 guidance says that, as the project progresses, the client must ensure that the Principal Designer regularly updates, reviews and revises the health and safety file to take account of the work and any changes that have occurred.

The client must then retain the file and ensure that it is available to anyone who may need it for as long as it is relevant - normally the lifetime of the building - to enable them to comply with health and safety requirements during any subsequent project. It can be kept electronically, on paper, on film, or in any other durable form.

If a client disposes of their interest in the building, they must provide the file to the individual or organisation who takes on the client duties and ensure that the new client is aware of the nature and purpose of the file. If they sell part of a building, any relevant information in the file must be passed or copied to the new owner. If the client leases out all or part of the building, arrangements should be made for the file to be made available to leaseholders. If the leaseholder acts as a client for a future construction project, the leaseholder and the original client must arrange for the file to be made available to the new Principal Designer.



## TFL- West Ham Bus Garage Logistics Proposal

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## Key Points

### Pedestrian Access

The main entrance to the Overbury site for all operatives and visitors will be via the entrance to the North East of the building currently occupied as Stagecoach's temporary reception.

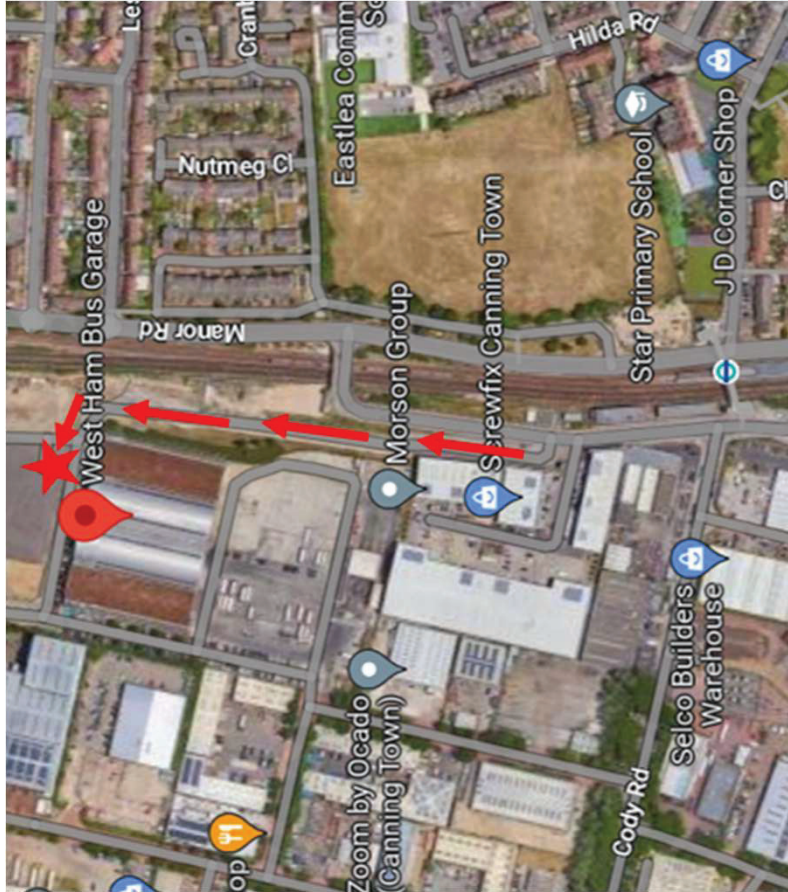
### Vehicles

We propose to use the parking spaces located by the site entrance for Overbury Operatives and Visitors. If required more parking can be allocated to the large compound at the opposite end of the compound. The large compound to the South of the building will be where all deliveries are to be received and stored, along with a dedicated waste/skip area, and overflow carpark if required. This area is only accessible via "North Crescent".

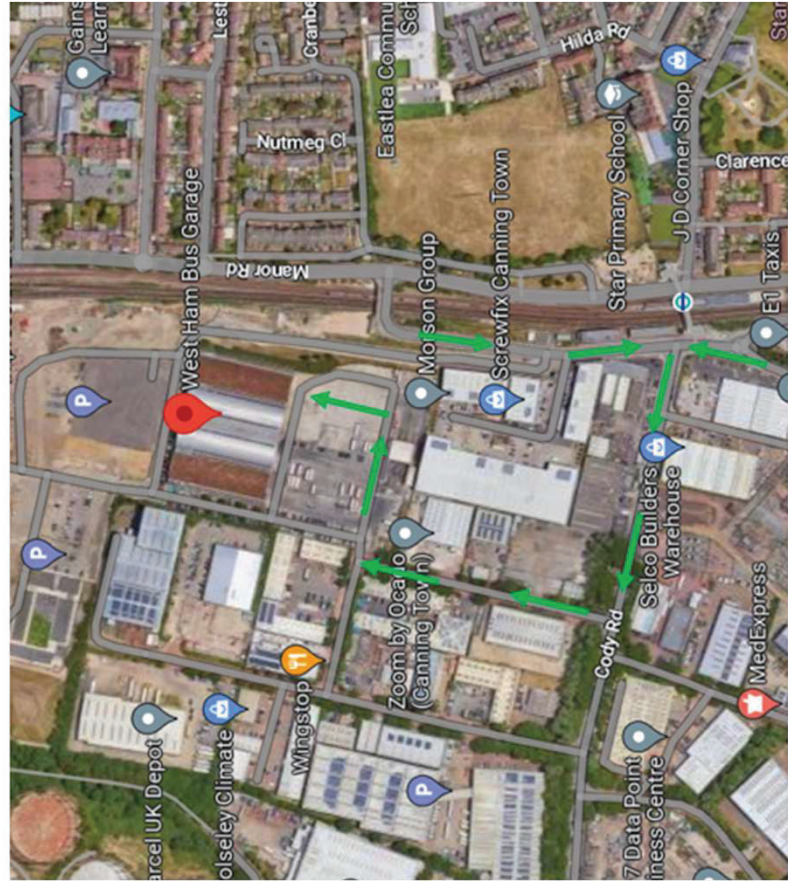
### Internal Site Welfare and Accommodation

We are proposing to utilise a section of the Ground Floor office space, to establish our Welfare facilities, including the use of the existing WC's. The setup can be adapted to suit the site conditions at any time so as not to impact the programme at any point.

Site Access and Egress



Pedestrian Route

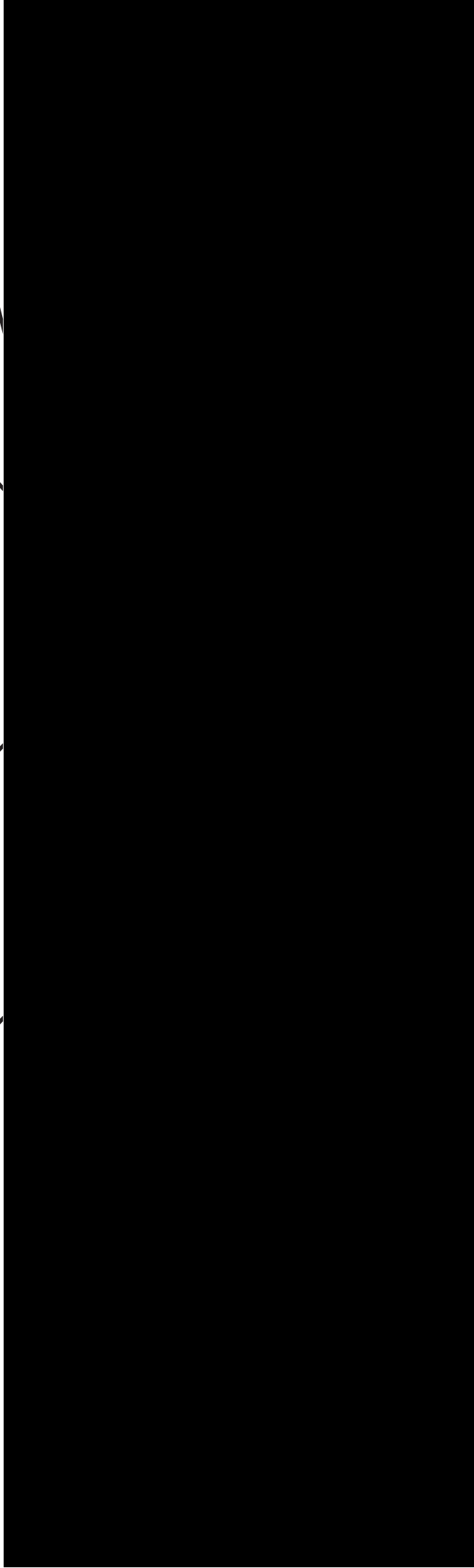


Delivery Route for Vehicles



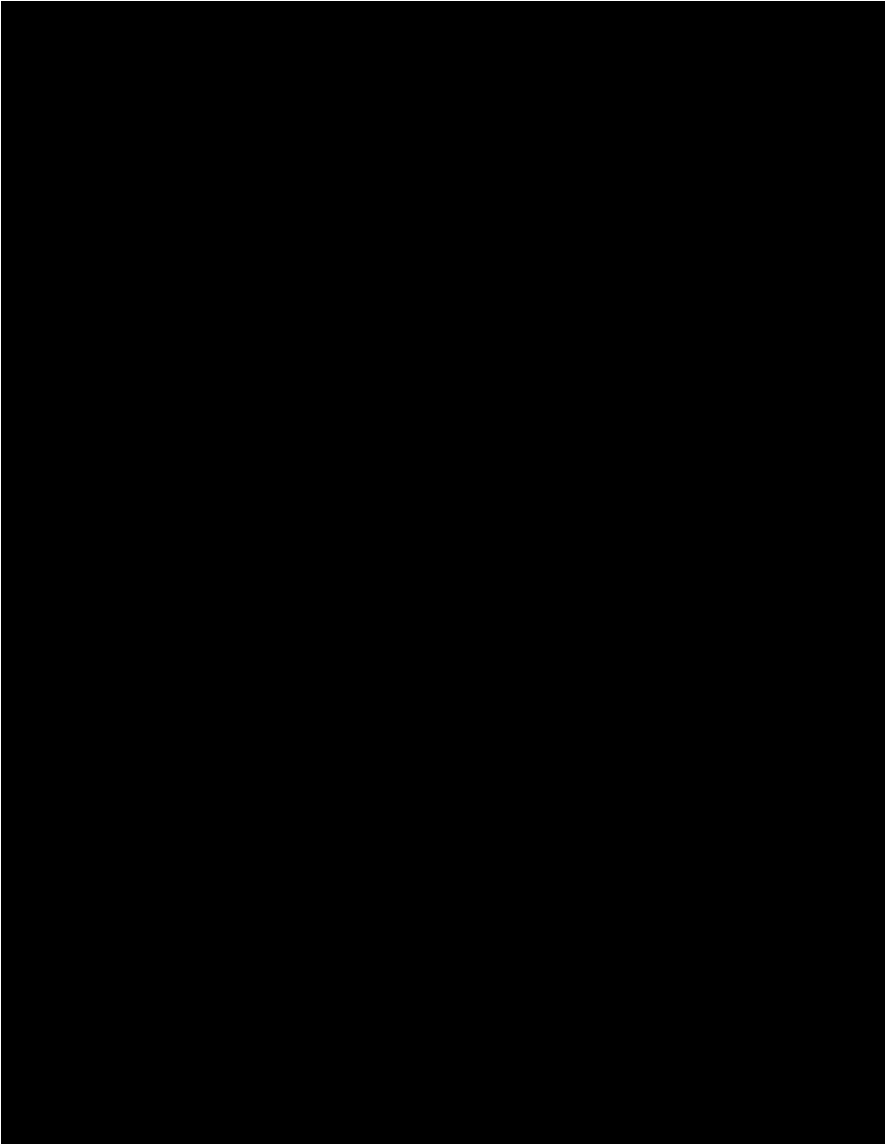
## Internal Site Welfare

Overbury



First Aid

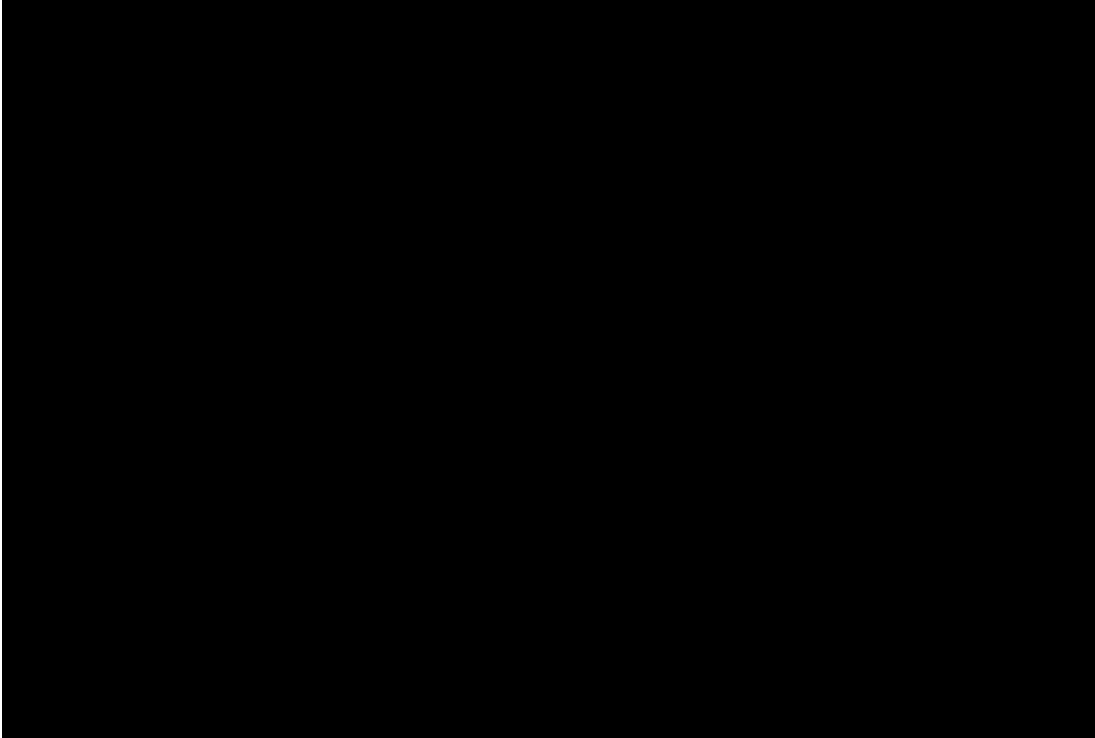
External Compound



-  Site Entrance
-  Parking
-  Waste/Skip Laydown
-  Delivery Entrance
-  Muster Point



# Site Safety



Fire Point



Fire Exit



First Aid



Fire Escape Route



Muster Point



Located within South External Compound

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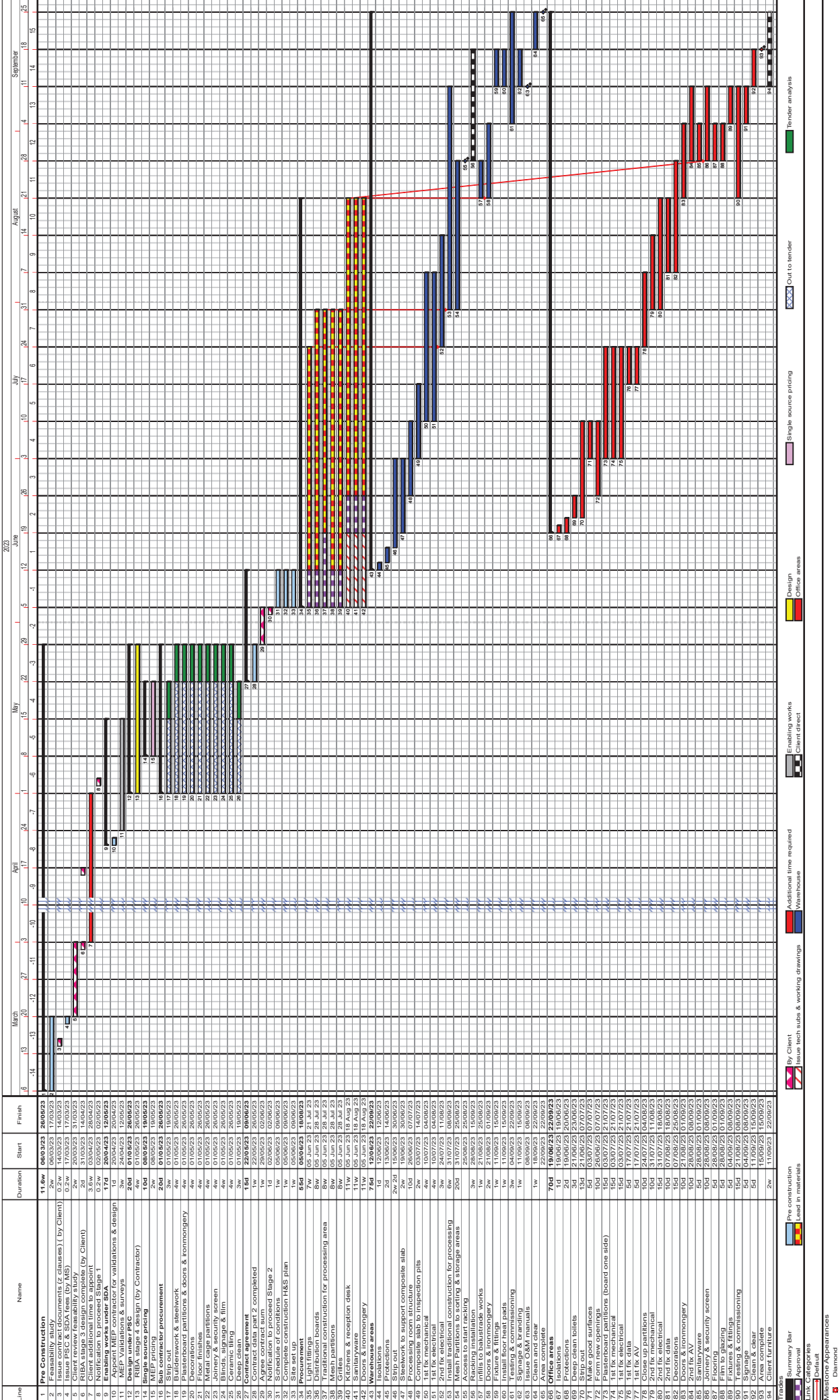
#### **APPENDIX 4 - Activity Schedule**

Stage 1 - TfL\_WestHamBusGarage\_Activity Schedule\_S1



## **APPENDIX 5 - Programme**

Transport for London - updated programme - 20 April amend



OVERBURY plc, The Charlotte Building 17 Gresse Street London W1T 1QL

Prog No. EOS 1949  
Revision No. Rev C

Issue date : 02/03/2023  
Revision date 20/04/2023

Comments :

Author : Mark Pike  
Drawing ref : C:\Users\mark.pike\OneDrive - Morgan Sindal Group plc\Documents\TFL\West Ham Bus Garage - updated 20 April 2023.pp



# AMENDMENTS IN EXECUTION

**THIS PAGE IS RESERVED TO RECORD DOCUMENT AMENDMENTS  
REQUIRED DURING THE DOCUSIGN EXECUTION PROCESS**

Please use this space if amendments are required to the Agreement during the electronic signing of this contract. Using the DocuSign “markup” tool, please record:

- Page number
- Field requiring correction
- The change you require to be made e.g. the correct wording or updated version of an attachment.


Certificate Of Completion

Envelope Id: ECDB5ADF3B074E33B785F8E334293AD1		Status: Completed
Subject: SCAPE MS Delivery Agreement-option A - West Ham Bus Garage		
Source Envelope:		
Document Pages: 296	Signatures: 6	Envelope Originator:
Certificate Pages: 6	Initials: 0	Kate Mackenzie
AutoNav: Enabled		2nd Floor, East West Building
Envelopeld Stamping: Enabled		1 Tollhouse Hill
Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London		Nottingham, Nottinghamshire NG1 5AT
		Kate.Mackenzie@morgansindall.com
		IP Address: 163.116.162.114

Record Tracking

Status: Original	Holder: Kate Mackenzie	Location: DocuSign
8/6/2023   14:22		

Signer Events	Signature	Timestamp
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Kate Mackenzie	Completed	Sent: 8/6/2023   14:33
		Viewed: 8/6/2023   14:57
		Signed: 12/6/2023   15:46
Morgan Sindall	Using IP Address: 163.116.162.116	
Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Mark Pike	Completed	Sent: 12/6/2023   15:46
		Viewed: 12/6/2023   15:51
		Signed: 12/6/2023   15:53
Security Level: Email, Account Authentication (None)	Using IP Address: 163.116.177.33	
Electronic Record and Signature Disclosure: Accepted: 12/6/2023   15:51 ID: 8408776d-3a4c-4569-8012-fac8c2e89afe	Completed	
Matthew Simpson		Sent: 12/6/2023   15:53
		Resent: 12/6/2023   16:09
Senior Category Manager	Using IP Address: 85.115.53.201	Resent: 13/6/2023   15:26
Security Level: Email, Account Authentication (None)		Viewed: 14/6/2023   08:26
		Signed: 14/6/2023   08:35
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Charles Ritchie		Sent: 14/6/2023   08:35
		Viewed: 14/6/2023   10:30
Legal Manager	Signature Adoption: Pre-selected Style Using IP Address: 80.79.222.88	Signed: 14/6/2023   10:31
Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Accepted: 14/6/2023   10:30 ID: f40e007d-93bf-4357-bc03-8f92dde0bbc8		

Signer Events	Signature	Timestamp
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<div>Steven Cullen</div> <div></div> <div>Director of Legal</div> <div>Security Level: Email, Account Authentication (None)</div> <div><b>Electronic Record and Signature Disclosure:</b><div>Accepted: 9/6/2021   13:44</div><div>ID: 4f93a7c6-b01f-4d37-83c2-85cab26a1df7</div></div>	<div></div> <div>Signature Adoption: Pre-selected Style</div> <div>Using IP Address: 163.116.165.113</div>	<div>Sent: 14/6/2023   12:43</div> <div>Viewed: 16/6/2023   10:18</div> <div>Signed: 16/6/2023   10:18</div>
<div>Carolyn Cullen</div> <div></div> <div>Chartered Accountant</div> <div>c/o morgan sindall</div> <div>Security Level: Email, Account Authentication (None)</div> <div><b>Electronic Record and Signature Disclosure:</b><div>Accepted: 16/6/2023   10:20</div><div>ID: 661816f7-09af-4cea-a112-f07bebc0b54f</div></div>	<div></div> <div>Signature Adoption: Drawn on Device</div> <div>Using IP Address: 84.65.172.176</div>	<div>Sent: 16/6/2023   10:20</div> <div>Viewed: 16/6/2023   10:20</div> <div>Signed: 16/6/2023   10:21</div>
<div></div> <div></div> <div>Commercial Director</div> <div>Security Level: Email, Account Authentication (None)</div> <div><b>Electronic Record and Signature Disclosure:</b><div>Accepted: 25/7/2022   12:17</div><div>ID: f863b36d-7a1e-445e-bd91-6297311ff699</div></div>	<div></div> <div>Signature Adoption: Pre-selected Style</div> <div>Using IP Address: 163.116.162.113</div>	<div>Sent: 16/6/2023   10:21</div> <div>Viewed: 16/6/2023   11:27</div> <div>Signed: 16/6/2023   11:39</div>
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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
<b>Carbon Copy Events</b>		
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Rob Cant [REDACTED] Framework Director Morgan Sindall Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 16/6/2023   11:48 Viewed: 16/6/2023   11:49
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Notary Events	Signature	Timestamp
<b>Envelope Summary Events</b>		
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Envelope Updated	Security Checked	12/6/2023   15:46
Envelope Updated	Security Checked	12/6/2023   16:09
Envelope Updated	Security Checked	13/6/2023   15:26
Envelope Updated	Security Checked	13/6/2023   15:26
Envelope Updated	Security Checked	14/6/2023   11:02
Certified Delivered	Security Checked	16/6/2023   11:47
Signing Complete	Security Checked	16/6/2023   11:48
Completed	Security Checked	16/6/2023   11:48
Payment Events	Status	Timestamps
<b>Electronic Record and Signature Disclosure</b>		



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