Lanes Group will use all practicable means to reduce dust emissions, complying with the requirements of the Best Practice Guidance – 'The Control of Dust and Emissions from Construction and Demolition'.

7.7.4 Emissions from Plant or vehicles

There is legislation in place that affects motor vehicles, in particular, The Motor Vehicles (Refilling of Air Conditioning Systems by Service Providers) Regulations 2009.

There is a potential to breach transport legislation. To comply with transport legislation, and in order to minimise particulate or noxious fumes emission, the plant and vehicles will be regularly maintained.

7.7.5 Noise from Plant or vehicles

There could be a potential for plant or vehicles to cause a statutory nuisance of and breach transport legislation for noise. This is covered by The Noise Emissions in the Environment by Equipment for use outdoors (Amendment) Regulations 2001.

Plant and vehicles are provided with silencing equipment to minimise noise and would be located to minimise noise to the neighbourhood.

All silencing equipment is checked as part of the maintenance programme.

We will develop and maintain a Noise and Vibration Management Plan, as part of the contract's Environmental Management Plan, for activities with the potential to generate noise and/or vibration.

We will use the best practicable means to control and limit noise and/or vibration levels so that affected properties, and other sensitive receptors, are protected from excessive or prolonged noise and vibration associated with all activities, using noise suppression equipment and measuring noise values for all relevant works.

Should we anticipate that our works may cause a noise/vibration hazard to local properties or premises, we will issue prior notification to all potentially affected parties, liaising with Transport for London to determine if a Section 61 consent (under the Control of Pollution Act, 1974), or other form of noise agreement will need to be in place prior to commencing works.

7.8 Waste Management

The relevant legislation to the handling of waste is:

- Environmental Protection Act 1990;
- Hazardous Waste (England and Wales) Regulations 2005
- Environmental Protection (Duty of Care) Regulations 1992.

The Company is a Registered Waster Carrier and it is not anticipated that waste collection will be subcontracted.

The waste transfer notes are completed as part of the work scheduling process to ensure that they are adequately completed.

The solid waste is doubled bagged and brought back to the Company's yard, which is exempted from Waste Management Licensing, prior to disposal at a licensed waste facility.

It improbable that any Hazardous Waste will be created as a result of these works, under normal operating parameters, however should there be any, it will be addressed in accordance with Lanes Emergency Preparedness Plan, Appendix 9

Where electrical equipment is disposed of, we will only use a reputable waste handling agent and obtain WEEE certificates under the European regulations. Transport for London will be provided with copies of WEEE certificates on request.

7.9 Pollution Prevention

We will ensure that a Pollution Response Plan is established and provided to Transport for London within one month of the Commencement Date. It will include all necessary pollution response equipment required to reduce risks to as low as reasonably practicable.

As a matter of routine, we will maintain soft and hard copy plans of all drainage assets (including line and level) that detail critical connections, manholes, direction of flow, pipe diameters, intervention points and final discharge points to sewage and rain water for any and all sites where pollution has been identified as a risk.

Within the first year of the contract, where applicable, we will ensure that all manholes, access chambers, grilles, grates, separators, pumping stations and other drainage assets are colour coded and/or labelled for surface water (manholes coded blue) and foul sewer (manholes coded red). This will be maintained until the Expiry Date of the contract with Transport for London.

We will comply with all relevant statutory requirements and Good Industry Practice in relation to contaminated land and will notify Transport for London if any contaminated land or water has been discovered.

7.10 Controlling non-native invasive species

Controlling non-native invasive species is a specialist job outside the scope of these works. If any invasive species are found which prevent access to the work area, works will not commence and the Client will be notified of the location and type of invasive weeds found.

If invasive weeds, which will not be disturbed if works continue and do not prevent works from being carried out are found, the works will be completed and the Client will be notified of the location and type of invasive weeds found.

Invasive weeds will not be disturbed and no attempt will be made to remove any invasive weeds.

Typical non –native invasive weeds are listed below:

- Japanese Knotweed
- Giant Hogweed
- Himalayan Balsam

- Australian Swamp Stonecrop
- Parrot's Feather
- Floating Pennywort.

Personnel involved in these works will be briefed about invasive weeds and the potential hazards.

7.11 Housekeeping

No relevant environmental legislation applies to this aspect.

To ensure that the work site is left tidy and Transport for London property left unaffected the SPC will check the site prior to departure.

7.12 Discharge to Drains

Uncontrolled discharge of waste form drainage cleaning could breach the Water Resources Act 1991 or Water Industry Act 1991.

All liquid waste for this contract will be removed from site using the Company's own vehicle, and the disposal controlled to a licensed treatment facility.

8. Contract personnel and responsibilities

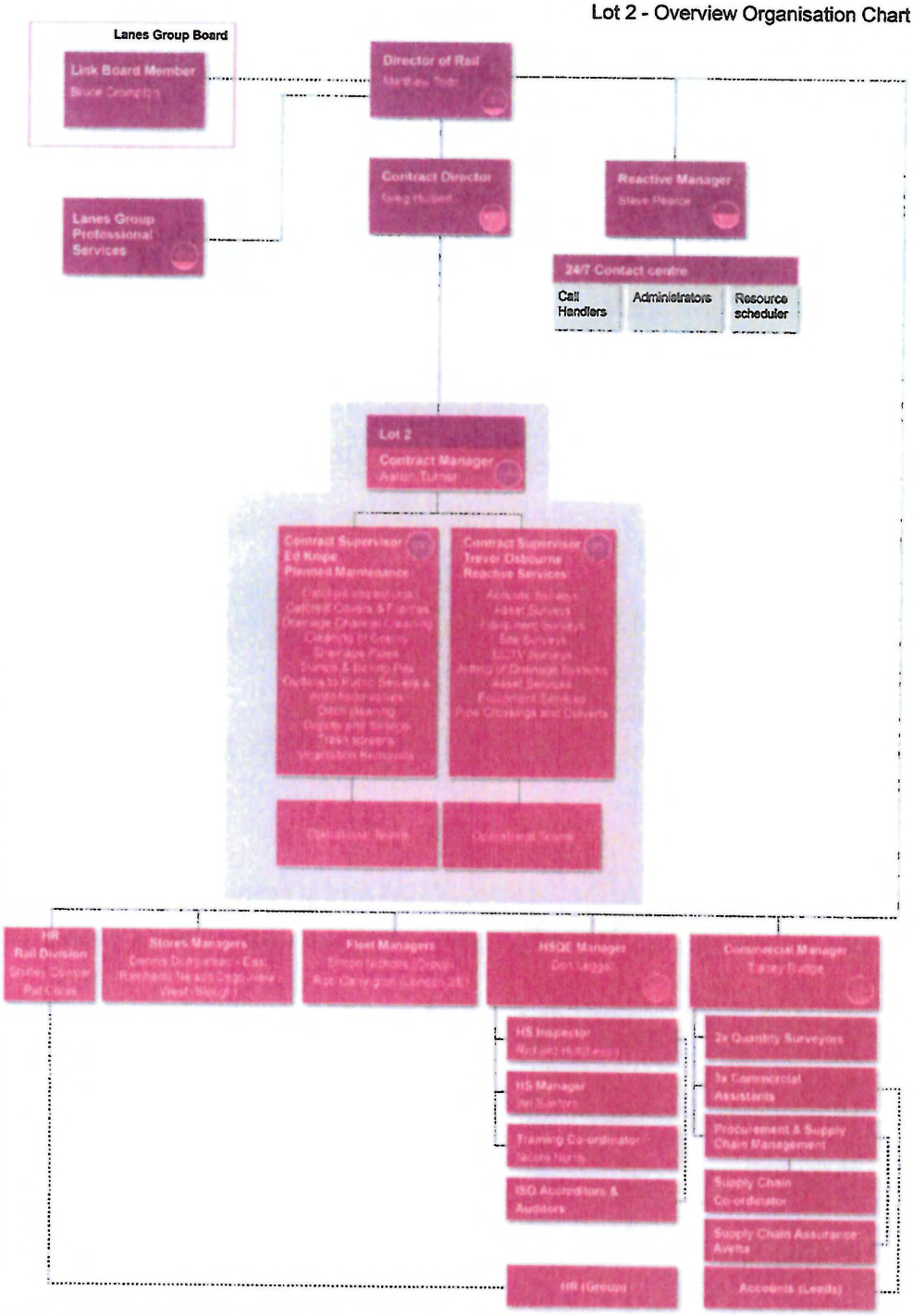
8.1 Lanes Group Rail division Points of Contact

Name	Role	Email	Contact No.
Matthew Todd	Director	Matt.todd@lanesgroup.co.uk	07801 133623
Don Leggat	HSQE Manager	Don.leggat@lanesfordrains.co.uk	07719 347696
Greg Hulbert	Contract Director	Greg.hulbert@lanesgroup.co.uk	07484 676619
Steve Pearce	Reactive Works Manager	Steve.pearce@lanesgroup.co.uk	07841 256069

[redacted]

8.3 Contract management structure

Lot 2 - Overview Organisation Chart



8.4 Director of Rail

The Director of Rail is ultimately responsible for all aspects of the contract, including health, safety and environment. Responsibilities include:

- Holding overall management responsibility for health, safety and environmental matters, including policy reviews
- Providing leadership for the contract
- Ensuring that the health, safety and environmental objectives are set and closely monitored on the contract.
- Ensures there are adequate resources available on the contract to ensure that health, safety and environment requirements of the contract are met.
- Chairing the monthly progress meetings with the management team
- Fostering good client relationships and encourage people to work closely with the Transport for London staff on the contract
- Identifying and implementing areas for improvement.
- Carrying out managerial and administrative staff appraisal and discipline (safety-related matters)
- Reviewing and approving the Client Contract Health, Safety & Environmental Plan.
- Determining procurement strategies with regard to suitability of equipment and materials, (e.g. British/International Standards, CE approval, etc.)
- Assessing whether activities are regulated by CDM
- Reviewing the Health Safety & Environmental Policy
- Carrying out management reviews of the Health, Safety and Environmental Management System.

8.5 Contract Director (Contract Quality Representative)

The Contract Director reports to the Director of Rail and is responsible for the day-to-day running of the contract, including health, safety and environment. Responsiblities include:

- Ensuring that adequate resources are put in place on the contract to achieve the contract health, safety and environmental objectives and deliverables
- Managing the commercial aspects of the contract to ensure that adequate finance is available to obtain the necessary resources
- Ensuring that the health, safety and environmental objectives are closely monitored on the contract and put in place action plans where shortfalls occur
- Ensuring that the information is gathered on a monthly basis for reporting on the contract health, safety and environmental performance
- Ensuring that adequate auditing of the processes and the deliverables takes places
- Reviewing the results of the audits and identify and trends that may be present.
- Reviewing the contract health, safety and environmental quality plan to ensure that is is kept up to date during the life of the contract.

8.6 Performance Manager

The Performance Manager reports into the Division Director and is responsible for:

- Interpreting the scope of works involved
- Estimating the costs associated with the works
- Managing the construction and engineering aspects of the work
- Establishing the quality assurance and other management procedures
- Managing the resources on the contract
- Procuring and managing the materials required for the contract
- Liaising and interfacing with sub-contractors
- Implementing and monitoring of safety and environmental procedures
- Allocating work to the teams
- Managing the KPIs
- Coordinating the planning, production and maintenance schedules for the contract in accordance with the contract requirements
- Reviewing the schedule with the Operations Manager and the DER, determine all logical activity sequencing and resource requirements that are applicable to meet the client's defined KPIs.
- Creating and updating the management of the contract schedule
- Producing weekly, fortnightly and monthly look ahead schedules
- Monthly schedule reporting and measuring actual performance achieved against the activity for planned works
- Fault rectification, KPI measurement and reporting
- AS Fault assessment and reporting
- SDI assessment and reporting
- Scheduling change control management.

8.7 Health, Safety, Quality and Environmental Manager

The Health, Safety, Quality and Environmental Manager reports to the Director of Rail and is responsible for advising management and staff in the requirements of health, safety and the environment. Responsibilities include:

- Carrying out health, safety and environmental audits and inspections
- Identifying training needs of staff and partners
- Delivering health, safety and environmental training and tool box talks
- Attending contract review meeting where input from accounts is required
- Attending Lanes Group's Health & Safety consultative committee with specific focus on safety, health and environment matters
- Investigating health, safety and environmental incidents at work, and implementing any changes necessary
- Coordinating with the Transport for London, and conducting joint investigations of accidents/incidents.

- Reviewing reports of all incidents, accidents and near hits and co-ordinates statutory reporting for RIDDOR 1995
- Advising on CDM related issues
- Regularly reviewing client Contract Plans
- Providing specialist health, safety and environmental advice.
- Undertaking both site and system health, safety and environmental audits.
- Preparing and/or reviewing and approving Method Statements, Risk Assessments and COSHH Assessments.
- Ensuring that requirements relating to relevant new or existing safety and environmental legislation are brought to the attention of the Directors
- Carrying out a safety audit of the depot's Health, Safety & Environmental system at least annually.
- Providing health, safety and environmental audit reports to the Directors, which detail performance and raise current important issues.
- Ensuring that incident investigations are thorough and reviews 'lost time accidents'.
- As the Management Representative, ensuring that the Directors are informed of the performance of the Management System, and any changes required
- Ensuring that there is communication with employees on Management System awareness, its performance, and client requirements.

8.8 Commercial Manager

The Commercial Manager reports to the Director of Rail and is responsible for the day to day running of the office administration team. Responsibilities include:

- Managing the internet related accounts application for payment
- Supervising the authorisation of and issue of purchase orders
- Supervising the pricing of jobs for application/invoicing
- Submitting quotations
- Attending contract review meeting where input from accounts is required
- Dealing with accounts queries from the Client
- Liaising with head office on accounting/administration issues relating to the contract

8.9 Reactive Manager

The Reactive Manager reports to the Director of Rail. Responsibilities include:

- Managing the reactive works and ensures that the resources are in place to meet the KPIs
- Ensuring that audits and inspections on staff and partners are carried out
- Delivering tool box talks
- Identifying training needs for staff and partners
- Attending Lanes Group's Health & Safety Consultative Committee with specific focus on safety, health and environment matters