



FINSBURY PARK PHASE 2B WORKS

WORKS INFORMATION

WI 900

WORKING WITH THE
EMPLOYER AND OTHERS

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WI 905	Sharing the Working Areas with the <i>Employer</i> and Others
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WI 905**Sharing the Working Areas with the *Employer* and Others (25)****WI 905.1****General Requirements**

- (1) Certain operations not forming part of the *works* may be carried out within or adjacent to the Site by Others under separate arrangements with the *Employer*.
- (2) In addition, certain parts of the project will also be carried out by Others under separate arrangements with the *Employer*. See section WI 905.5 of this Works Information for Others.
- (3) The *Contractor* is responsible for the co-ordination of the *works* with the activities of Others on the Site in respect of programme and technical interfaces. Failure to demonstrate this within the Accepted Programme may give grounds for non-acceptance by the *Project Manager*.
- (4) The *Contractor* exercises the duties of contractor and Principal Contractor in accordance with the CDM Regulations 2015, including in respect of:
 - co-operation with (including access for) Others);
 - ensuring all contractors and Others co-operate on and outside the Site; and
 - ensuring the safety of his workforce and Others.The *Contractor* ensures that the progress of the *works* is not compromised.
- (5) Where the *Contractor* is not the Principal Contractor as set out in the CDM Regulations for a particular area within the Site, the *Contractor* provides all necessary information required by the Principal Contractor for that area in order to ensure the safety of the works, and in order to comply with the CDM Regulations.
- (6) Any communication required under this contract from the *Contractor* to Others is copied simultaneously to the *Project Manager*, unless otherwise stated in the Works Information.

WI 905.2**Station Security**

- (1) The *Contractor* is, wherever practicable, allocated total control over areas within the phasing of the *works* and is responsible for security, but in areas of Station operations, or where access must be gained through the Station operational area, the *Contractor* liaises with and accept instructions from LUL and Network Rail operational staff and security managers or from British Transport Police in its independent policing role.

WI 905.3**London Underground Limited & Network Rail (Station and Train Operator)**

- (1) LUL, and particularly the Station manager, is responsible for the operation of the Underground Station. The Train Operations Manager is responsible for running trains on the Victoria and Piccadilly Lines.
- (2) Govia Thames Link Railways (GTR) is responsible for the operation of Finsbury Park National Rail Station on behalf of Network Rail. The *Contractor* submits his request for access to Network Rail infrastructure to Network Rail via the *Project Manager* for his acceptance.
- (3) The *Contractor* takes all steps to minimise the impact of his construction activities on the Station operations and co-operates with LUL and Govia operational staff in providing safe and alternative routes and access for the travelling public.

- (4) There are interfaces with the Victoria and Piccadilly lines and the East Coast Main Line but where there is an effect or potential effect on safety in train operations and service, such operations and service takes priority over the execution of the *works*. If any of the *works* could have an impact on the operational Underground Network or the operational National Rail Network, the *Contractor* will prepare a risk assessment and an Emergency Preparedness Plan showing what mitigation will be deployed for acceptance by the *Project Manager*.

WI 905.4

Access into the Station and to trackside (LU & Network Rail)

- (1) Access into the Station and to trackside is managed in accordance with WI 1600 Access, which provides for reservation and interface management of all access during Engineering Hours and during disruptive closure. The *Project Manager* shall book access to Network Rail infrastructure at the *Contractor's* request.
- (2) The *Contractor* facilitates LUL's and Network Rail's existing arrangements with other works contractors as described in section WI905.5 of this Works Information. Further details are available on request from the *Project Manager*.
- (3) Access for the workforce to areas within the Site for the purpose of Providing the Works is as described in elsewhere in this Works Information.

WI 905.5

Other works contractors

- (1) Others (including contractors) will be working on the project and around the Site during the construction period. Others include (but are not limited to) the following:

Other	General Description of Works	Area
Thales	Radio and Communications Systems	All of the Site
Network Rail	Owner of infrastructure at Finsbury Park National Rail Station	Finsbury Park National Rail Station
Govia Thames Link Railways	Operator of the Finsbury Park National Rail Station	Finsbury Park National Rail Station
Exterion Media	Advertising	Public Areas within the Site
Initial	Cleaning and sanitary	Toilets and Cleaners Room in and around the Site
City North Developer & Designers	Adjacent Development works	Adjacent to the Site
Survey Associates	Monitoring	All of the Site
TfL Buses	Bus service providers	Around the Site
KONE	Lift Installer	Lift shafts

- (2) The *Contractor* is required to coordinate their design, programme and *works* with these parties, minimise impact, comply with relevant approvals and not damage their assets.
- (3) Additionally, the following operations may require the *Contractor* to share the Site with Others:
 - Geotechnical and other investigations and surveys carried out by Others;
 - Diversion or Protection of Statutory Undertakers' apparatus where the work is performed by Others; and
 Diversion or protection of LU and/or Network Rail cable routes and apparatus, where the work is performed by Others
- (4) The *Contractor* liaises and co-ordinates on programme and technical interface matters with such Other contractors. The *Contractor* co-ordinates the *works* with such Other contractor activities.
- (5) The *Contractor* makes suitable allowances within his programme submitted for acceptance for the interfaces with such contractor activities.

WI 910

Co-operation (25.1)

- (1) The *Contractor* shall obtain from Others or provide to Others, such things as licences, permits, consents, notices and approvals and be mindful of the timing in connection with the *works* they are associated with.
- (2) Some of these applications for licences, permits, consents, notices and approvals may need to be made via the appropriate TfL body, Network Rail and/or TOC/FOC.

WI 915

Coordination

- (1) The *Contractor* shall allow for liaison and co-ordination with Others who may share the Site. For clarity, co-ordination in this context shall also mean the physical logistics at the Site with Others to provide the *works* in keeping with the Accepted Programme, the master project programme and to the total satisfaction of the *Project Manager*.

WI 915.1

Responsibility for Co-ordination

- (1) The *Contractor* co-operates with all parties having health and safety responsibilities on or adjacent to the Site. The *Contractor* , holds regular general co-ordination meetings as specified below, to which the *Project Manager* and Principal Designer] shall be invited. All Others who share and/or adjacent to the Site will be invited as required.
- (2) The *Contractor* regularly liaises with Others as to their actual progress and arranges the delivery schedules for his Equipment, Plant and Materials accordingly.
- (3) Where the *Contractor* is required to use shared areas within or adjacent to the Site the *Contractor* agrees who is to be the Principal Contractor for these parts of the Site and shall ensure that the limits of primacy are clearly delineated.
- (4) The *Contractor* attends coordination meetings chaired by the respective Principal Contractor as agreed for that part of the Site, and provide the necessary assistance to the Principal Contractor to enable him to manage the construction area.

- (5) The *Contractor*, as Principal Contractor, must comply with its co-ordination duties including:
- to organise co-operation between each contractor;
 - to co-ordinate implementation by each contractors of applicable health and safety laws; and
 - to liaise with the Principal Designer for the duration of the *works* and share relevant information with the Principal Designer in accordance with the CDM Regulations 2015.

WI 915.2

Co-ordination Meetings

- (1) In order to be able to co-ordinate the works and the work activities of Others, the *Contractor* arranges three types of co-ordination meetings to which he will convene with the relevant personnel.
- (2) The area(s) of the Site allocated to each contractor during any period of work shall be determined in these meetings.
- a) Four weekly meetings
- During these meetings, after the updating of the Accepted Programme, the *Contractor* draws up a forward works programme and a list of resources (personnel and materials and equipment) to be employed by any contractors working at the relevant area of the Station during the following four weeks.
- b) 2 Weekly meetings – During construction phase only
- During these meetings the *Contractor* draws up detailed coordinated arrangements for access and deliveries of resources for the next 2 weeks and prepares the arrangements for the coordination of the activities for the following two weeks after that.
- c) Daily briefing report – During construction phase only
- As part of the briefing, the *Contractor* draws up a common programme for the works to be performed the next day. This programme includes in particular:
- The schedule of activities to be carried out during normal working hours in areas segregated from Station operations by any contractors working in the relevant area of the Station;
 - The schedule of equipment movements for the Site in respect of any contractors working in the relevant area of the Station;
 - The list of deliveries of Plant and Materials to the Site in respect of any contractors working in the relevant area of the Station;
 - The schedule of activities to be carried out within Engineering Hours occupations of the platforms and other Station areas by any contractors working in the relevant area of the Station.

WI 920

Statutory Undertakers

- (1) The following are classed as Statutory Undertakers (outside the NR and LU site boundaries);
- Electrical

- Gas
- Water
- Sewer
- Telecoms
- Cable Services



FINSBURY PARK PHASE 2B WORKS

WORKS INFORMATION

WI 1000

**SERVICES AND OTHER THINGS TO BE
PROVIDED**

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- WI 1005** **Services and other things for the use of the *Employer*,
Project Manager or Others to be provided by the
Contractor.**
- WI 1010** **Services and other things to be provided by the *Employer***

WI 1005**Services and other things for the use of the *Employer*, *Project Manager* or Others to be provided by the *Contractor* (25.2)****WI 1005.1****Services and things provided *Contractor* to the *Employer***

- (1) The *Contractor* provides, for use by the *Employer* furnishings for 2 people with adequate ventilation, heating and air-conditioning within the Site facility being provided by the *Employer*, (as noted in WI 1010.1), 156 Fonthill Road, Finsbury Park, N4 3HP.
- (2) The *Contractor* provides and maintains the following environmental survey equipment for use by the *Project Manager*:
 - Hand Held noise meter.
 - Digital Camera (at least 10 megapixel resolution)All environmental equipment is to be regularly calibrated by the *Contractor*.
- (3) The *Contractor* allows for the provision of up to 5 sets of PPE as listed below for visitors to the Site. The number of visitors and actual sizes of PPE requirements will be advised to the *Contractor* in appropriate time in advance of the planned visit.
 - Hard hat;
 - Hi Visibility coat;
 - Hi Visibility trousers;
 - Hi Visibility vest;
 - Safety boots and socks;
 - Safety glasses;
 - Gloves;
 - Ear plugs/ear defenders.
- (4) The *Contractor* provides for use of the *Project Manager* and Supervisor the following;
 - 2 x 1m Spirit level
 - 5 x 8m Measuring tape
 - 5 x 3m Measuring tape
 - 1 x Electronic distance measurer
- (5) The *Contractor* will provide all maintenance provisions required to maintain his Site welfare facilities including security staff.

WI 1005.2**Other**

- (1) The *Contractor* ensures that all his site facilities have security, is cleaned daily, and consumables and serviced in respect of waste collection and recycling of waste.
- (2) The *Contractor* liaises with the utility companies to arrange internet and phone connections to all his Site facilities he uses and is responsible for all charges in connection with making use of the services.
- (3) The *Contractor* is responsible for procurement, installation, consumption charges, connections in relation to phone and the internet to his Site facilities.

- (4) The *Contractor* makes his own applications for temporary supplies from the relevant utility undertaker.
- (5) The *Contractor* determines his own demands for power and negotiates accordingly with UK Power Networks for his site facilities.

WI 1005.3

Meter Readings

- (1) The *Project Manager* and the *Contractor* record the meter readings of all station and adjoining service meters, irrespective of whether the service is to be used by the *Contractor* prior to and on Completion of the *works*.

WI 1005.4

Scheme Sign Boards

- (1) All project branding to be applied to the Site hoardings will be provided by TfL and installed by the *Contractor*. The *Contractor* is prohibited from placing any logo or advertising onto the hoardings unless accepted by the *Project Manager*. Site signage, essential for the safe of operation of the site, is permitted and layouts shall be accepted by the *Project Manager*.
- (2) The *Contractor* provides all temporary and permanent passenger station directional signage. The *Contractor* Design's shall be agreed by the *Project Manager* in consultation with the LU signage Team and Customer Information Team. Directional signage shall be in accordance with the LU signs manual and station presentation handbook – good practice guide G371B.
- (3) All station signage, (electrical, fire, door, SID, etc), and their power supplies, required as part of the permanent works is to be provided and installed by the *Contractor*. Customer Information signs; local maps, journey planners, station opening times, night bus information, etc is to be provided by TfL and installed by the *Contractor*. The *Contractor's* Design will allow for all signage provided by both the *Contractor* and TfL.

WI1010

Services and other things to be provided by the *Employer* for use by the *Contractor* (25.2)

WI 1010.1

Services and other things provided by the *Employer*

- (1) The *Employer* provides the following;
 - Site facility at 156 Fonthill Road, Finsbury Park, N4 3HP with space for 7 of the *Contractor's* staff. The *Employer* will remain responsible for the rent, rates, water and power consumption of this Site Facility.
 - The *Employer* makes available to the *Contractor* a welfare compound at 183 Isledon Road, Finsbury Road, N7 7JR. The welfare compound consists of two units with a toilet and seating area. The *Employer* will remain responsible for the hire of the two units, water and power consumption and general maintenance.
 - The *Employer* makes available to the *Contractor* a compound at Stoneyard. The *Contractor* will have space within the Stoneyard depot for the purpose of sitting a minimum of 4 welfare units, with a power and water connection

(assumed to available from the soon to be refurbished building)

WI 1010.2

Free Issue

- (1) The *Employer* does not provide any free issue Materials, Plant or Equipment to the *Contractor*.



FINSBURY PARK PHASE 2B WORKS

WORKS INFORMATION

WI 1100

HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS

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WI 1115	Particular Health, Safety and Environmental Requirements
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WI 1130	Control of Pollution and Environmental Nuisance
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WI1100 Health, Safety and Environmental requirements

WI1100.1 General Health, Safety and Environmental requirements (including Contract QUENSH Conditions)

- (1) The *Contractor* complies with all of the requirements listed in the Contract QUENSH Conditions menu included as Appendix A1100.1.
- (2) The *Contractor* also complies with the London Underground Health, Safety and Environmental Management System Standards as scheduled in London Underground's Standards e-Library containing mandatory Category 1 Standards, guidance documents and template documentation.

The *Contractor* ensures the provision at all times of a suitably qualified and experienced HSE Manager to oversee and direct a sufficiently sized and competent team of HSE professionals to fully implement all the applicable HSE requirements. In particular, the composition of the environmental team shall be tailored to address the specific environmental issues pertinent to the scheme, especially those required to ensure the successful production, submission and approval of the Environmental Statement and associated documentation. The *Contractor* provides curricula vitae for all members of the HSE team in their proposal, and ensures these people (or substitutes with comparable qualifications and experience) are made available to Provide the Works.

WI1110 Contractor's Health, Safety, and Environmental Management systems

- (1) The *Contractor's* Health, Safety and Environmental management arrangements comply with the following requirements;
 - The *Contractor* has an environmental management system that, as a minimum, meets the requirements contained in ISO 14001 or equivalent.
 - The *Contractor* has a health and safety management system that, as a minimum, meets the requirements contained in OHSAS18001, HSG65 or similar.

WI1115 Particular Health, Safety and Environmental requirements

WI1115.1 Health, Safety and Environmental Training

- (1) The *Contractor* ensures the delivery of Health, Safety and Environmental training at all stages of the Project. In particular, training shall be provided early in the programme to raise awareness of how health, safety, environmental and sustainability initiatives can be incorporated into the design and construction phases to maximise performance in these areas and assist with mitigating any associated impacts. Specific training shall also be provided to construction staff to ensure they are aware of the required mitigation measures – which will be detailed in the Construction Phase Plan.

WI1115.2 Site Hazards

- (1) The *Contractor* is to consider the site hazards identified by the *Employer* in association with the works contained in the Pre Construction Information.
- (2) The *Contractor* is to also consider the site hazards that are normally associated with working on a London Underground station and NR Network. These include confined spaces, restricted working heights, asbestos containing materials, buried as well as hidden cables, hazardous materials, uneven surfaces, high and low voltage cables and

rooms, and moving machinery. The *Contractor* is to undertake its own 'site hazard survey' prior to starting works on Site.

WI1115.3 Health, Safety and Environmental Requirements

- (1) The *Contractor* provides the *Project Manager* with all necessary assistance in the preparation of the LUL Mandatory Asset Information Deliverables (MAID) for the work they are undertaking. The *works* are not considered Complete unless the *Project Manager* is in possession of all Health, Safety and Environmental information required to meet the MAID requirements.
- (2) The *Contractor* refers to Works Information Section WI1000 ('Services and Other Things to be provided') for details of facilities to be provided to him for his use, and for those which he is required to provide.
- (3) The *Contractor* is responsible for cleaning, inspecting and maintaining all sanitary conveniences and facilities provided in the Working Areas, whether shared or provided for use by the *Contractor* or *Employer*. This will be to the satisfaction of the Station Supervisor.
- (4) The *Employer* is committed to reducing its environmental impact by working with the *Contractor* to ensure that their products and services meet the environmental requirements of the Responsible Procurement Policy. The *Contractor* makes provision for compliance with the environmental sustainability strategy, for which the principles, objectives, records and environmental performance requirements are set out by the *Employer* in the LU Biodiversity Action Plan and LU Environment Strategy Plans, appended at A1100.2 and A1100.3 respectively:
 - a) LU Biodiversity Action Plan
 - b) LU Environment Strategy
- (5) In addition to (4), the *Employer* has a number of initiatives to promote good Health, Safety and Environmental behaviours in line with World Class HSE Leadership practices set out in the Health, Safety and Environmental Strategy 2011-2014 (Appendix A1100.4). The *Contractor* co-operates with the *Employer* to ensure that such initiatives are implemented as part of the management for executing the *works*.
- (6) The *Contractor* ensures that his staff participates in the HSE initiatives that the *Employer* uses to review and improve HSE performance collectively with the *Employer's* supply chain. This includes the requirement to attend routine HSE committee meetings, briefings and forums, and to cascade, communicate and circulate associated bulletins and notices.

To support the analysis of health and safety performance, the *Contractor* provides the *Project Manager* with the details of the number of hours worked on Site (including for the avoidance of doubt, by Subcontractors and other suppliers) for the work carried out, and the number of personnel involved, in each four week period to be stipulated by the *Project Manager*. This data is to be submitted by Tuesday of Week 1 of the following period and includes for all the *Contractor's* staff and personnel expended on the works used in the working areas since last report. The cumulative report is broken down by management, site level supervision and operatives and included in both the long form period progress report and short form period progress report as described in WI 800. For reporting template, refer Appendix A1100.5.

The *Contractor* also includes the following in the report submitted for each four week period:

- Details of any health, safety or environmental incidents that occurred – including time/ date, how the incident was resolved, the root cause of the incident, any lessons learnt, and the steps taken to prevent a reoccurrence
 - Details of any interaction with health, safety or environmental regulators
 - A summary of the environmental monitoring undertaken – including noise, dust and vibration
 - Details of any health, safety or environmental training that has been provided – including topic and number of attendees
 - Details of any complaints about noise, dust or vibration – including how these were resolved
 - Details of any HSE inspections, PGIs, or HSE audits undertaken, the issues identified, and the status of closing out issues from previous undertakings.
- (7) The *Contractor* shall report at the earliest opportunity, after the situation has been made safe: incidents (events that resulted in harm); near misses/near hits (events that could have resulted in harm); sub-standard conditions (hazards that have the potential to cause an incident); sub-standard acts (behaviours or work methods that have the potential to cause an incident). The Incident Line: 0844 292 0292, is available 24/7 or alternatively London Underground auto phone: 1558.
- (8) In accordance with WI800, the *Contractor* provides the information required to compile the annual TfL Environment Report. Details of which will be provided by the *Project Manager* two weeks after the *starting date*.

WI1115.4 The Construction (Design and Management) Regulations 2015

- (1) The *Employer* is the Client and Principal Designer for the purposes of the CDM Regulations 2015.
- (2) The *Contractor* is appointed as Principal Contractor and/or Principal Designer and/or Designer as required by CDM Regulations 2015.
- (3) Upon request by the *Project Manager*, the *Contractor* must display the *Employer's* F10 Notification in its site office in accordance with Regulation 6(3)(b) of the CDM Regulations 2015.
- (4) The *Contractor* acknowledges the *Employer's* statutory duty to provide a safe and efficient public passenger transport service and the *Contractor* is, at all times during the *works*, to have regard to those statutory duties. The *Contractor* does not, in Providing the Works, in any manner endanger the safety of or interferes with the convenience of the Underground Network or the public and takes all reasonable steps to minimise any disruption to the same.

WI1115.5 Audit Schedule

- (1) The *Contractor's* environmental audits shall be undertaken by a qualified environmental auditor e.g. an Institute of Environmental Management and Assessment (IEMA) registered

environmental auditor.

- (2) The reports completed after all audits shall be forwarded to the *Project Manager*, for information, within two weeks of the audit being carried out. The report shall include details of any identified issues and any proposed corrective actions. The report shall be reviewed during the periodic progress meetings.
- (3) The *Contractor* ensures that the *Project Manager* is notified a minimum of two weeks in advance of any audits that are to be undertaken, so that the *Project Manager* may attend and witness the audit.

WI1115.6 Personal Protective Equipment (PPE) and clothing

- (1) The *Employer* does not have a Personal Protection Equipment (PPE) policy, therefore the *Contractor* assesses and provides the appropriate PPE requirements for use of his personnel and subcontractors as follows;
 - a) The *Contractor* provides PPE free of charge to all personnel, as required and appropriate, for the job task.
 - b) PPE fits the individual and is laundered, maintained and/or replaced to ensure that it remains effective at all time.
 - c) The minimum equipment to be provided is:
 - Hard hat with company branding;
 - Eye protection (safety glasses);
 - Hand protection (gloves);
 - Safety footwear; and
 - High visibility jacket and/or vest with company branding.
 - d) Dependant on the job task function and Site conditions, personnel are also provided as a minimum with:
 - Respiratory protection equipment;
 - Hearing protection;
 - Hot, wet or inclement weather protection.
 - e) The *Contractor* ensures that all PPE is suited to the task on the basis of health risk assessment.
 - f) The *Contractor* ensures that all personnel, Subcontractors, suppliers and visitors wear PPE appropriate to the health risks of each task and demonstrate that health risk control systems are in place.

WI1115.7 Employer's PPE and clothing requirements

- (1) The *Contractor* provides PPE and clothing requirements for use on Site of the *Project Manager*, his staff and other agents involved in the contract. In addition to that summarised in WI 1000 ten (10) sets of the following items are to be provided:
 - Hard hat;
 - Hi visibility coat;
 - Hi visibility vest;

- Safety boots and socks;
- Safety glasses (20 sets of these must be suitable for wearing over glasses);
- Gloves;

Ear plugs/ear defenders.

WI1115.8 Use of equipment, materials or substances hazardous to health

- (1) The *Contractor* gives the *Project Manager* such written notice as the *Project Manager* requires prior to the use under this contract of any equipment, materials or substances that may be hazardous and a risk to the safety, health or welfare of persons or property. The *Contractor* identifies the hazards and provides full details of any precautions to be taken on the use of such equipment or materials.
- (2) The *Contractor* only specifies substances and materials for incorporation in the *works* and incorporate substances and materials;
 - which are in accordance with the relevant Standards and general good building and engineering practice, and
 - which are not in accordance with the guidelines contained in any publication of the Building Council of Offices' "Good Practice in the selection of Construction Materials" current at the time of incorporation of such substances or materials into the *works* provided that this sub-bullet does not apply where an experienced contractor would have judged at the time of the substances or materials being specified that there was no reasonable prospect of them being declared 0 by the scheduled date for their incorporation into the *works*.

WI1115.9 Consumables

- (1) In accordance with the *Employer's* commitment to reducing its' environmental impact through responsible procurement, the *Contractor* is required to use cleaning products and consumables that have minimal environmental impact. The products used by the *Contractor* comply with the European eco-label or equivalent standard, these include:
 - All purpose cleaners
 - Sanitary cleaners
 - Toilet roll and hand towels
 - Soaps

Products which meet the European Eco-label can be found at <http://www.eco-label.com>.

WI1115.10 Fire

- (1) The *Contractor* ensures that all the *works* are compliant with the applicable law, Standards and LUL guidance on fire safety.
- (2) The *Contractor* ensures that regular site inspections include those of the *Contractor's* fire safety arrangements, are recorded and the completed forms are maintained on Site in the appropriate site files.
- (3) The Site Person in Charge (SPC) is the primary point of contact for all issues relating to fire safety on the Site. The SPC ensures that all personnel on Site receive a site briefing prior to work commencing and comply with the contents of specific conditions relative to fire safety on the Site. The SPC coordinates all activities relative to fire related emergency

procedures in accordance with the Emergency Plan.

- (4) In the event of a fire emergency the *Contractor* complies with the requirements of the Emergency Plan in order to ensure a speedy evacuation of the Site and to account for all personnel.
- (5) The *Contractor's* Emergency Plan includes emergency pollution control measures compliant with Environment Agency (EA) guidelines including emergency phone numbers and the method of notifying local authorities and statutory authorities.
- (6) The *Contractor* complies with the requirements of the LFEPA or other relevant fire authority for the provision of Site access points. Where appropriate, the accesses are designed to the requirements of LFEPA Publication: Fire Safety Guidance Note Number 29 "Access for Fire Appliances". The access points must also be suitable for access for ambulances.

WI1115.11 Isolation of fire protection and detection systems

- (1) The *Project Manager* notifies the *Contractor* of the Maintenance Control Centre contact number after the contract start date. The *Contractor* shall refer to section 18 of QUENSH for access for fault repair.
- (2) Engineering Hours isolation of automatic fire prevention and detection equipment is controlled in accordance with Standard Bb229 'Fire precautions – Isolation of automatic fire detection and protection equipment'. The *Contractor* agrees the proposed isolation from the Maintenance Control Centre. Isolations undertaken by the LU Maintainer cannot be guaranteed to be in place at the start and end of Engineering Hours. A one hour allowance for taking and return of these isolations at the beginning and end of the shift shall be included in the *Contractor's* price.
- (3) Traffic Hours isolation of the automatic fire prevention and detection equipment, will be granted in exceptional circumstances only. For Traffic Hours isolation an exemption is required from the LFEPA and is controlled in accordance with LUL Standard Bb229 'Fire precautions – isolation of automatic fire detection and protection equipment' and Bb218 'Fire safety precautions – applications for temporary exemptions'. The *Contractor agrees* the proposed isolation plan to suit method of working with the *Project Manager*. The *Contractor* requests the isolation exemption from Fire Safety Manager, and with the agreement of the Landlord, the isolation of the detection from the Maintenance Control Centre.
- (4) The temporary substitution of smoke detection devices to analogue heat detection devices is controlled in accordance with Cat 2 Metronet Standard MR-S-FR-0010 'substitution of smoke detection devices during temporary works'. This excludes detection to lifts, escalator, and travolator machinery. The *Contractor* agrees the proposed substitution plan to suit his method of working with the *Project Manager*. The *Contractor* makes the substitution application to the Fire Safety Manager and notifies the [LU Maintainer to do the work.
- (5) The cost, for the physical works only, of isolating and/or substituting detection by the LU Maintainer shall be recovered by the *Employer* from the *Contractor*.

WI1115.12 Emergency Plan Procedure

- (1) The fire risk assessment and emergency plan procedures manual is submitted to the *Project Manager* for acceptance three months prior to commencement of any work on

Site.

- (2) The *Contractor* carries out training for key emergency management personnel as required for the effective implementation of the procedures.
- (3) The *Contractor* arranges at least one simulated emergency exercise every six months following commencement of work on Site. This must be co-ordinated with LUL.
- (4) Immediately following an emergency, or following a simulated emergency exercise, the *Contractor* reviews the actions taken, against the requirements set out in the emergency plan procedures manual, and revises the emergency plan procedures manual accordingly. The *Contractor* reviews in full the emergency plan manual procedures at maximum six monthly intervals. Any revisions in the emergency plan procedures manual are submitted to the *Project Manager* for acceptance.

WI1115.13 Occupational Health

WI 1115.13.1 General Requirements

- (1) The *Employer* believes that an exemplary standard of occupational health across the Project is essential in delivering the *Employer's* Health, Safety and Environment Policy commitments and objectives. This can have a positive effect on the *Contractor's* workforce health where actively managed.
- (2) The *Contractor's* occupational health services provider shall work with the *Contractor* to achieve the *Employer's* overall objectives for occupational health in the context of the following four elements of activity:
 - design of structures/ facilities to be built;
 - procurement of Equipment, Plant and Materials to be used;
 - planning of construction work and determining the method of working through risk assessment; and
 - delivery of the works in construction, commissioning and operations

WI1115.13.2 Occupational Health Services

- (1) The following reactive occupational health services are mandatory and shall be provided for each individual engaged by the *Contractor* (including the employees of site based subcontractors and suppliers of any tier):
 - providing first aid and emergency response services to be operated from site based facilities appropriate to each work location;
 - providing a treatment service for those likely to have difficulty accessing medical care locally;
 - testing for drugs and alcohol in individuals in accordance with the requirements of QUENSH and the Works information;
 - providing health questionnaire on commencement for all individuals including site and office based staff;
 - providing specific health appraisals for those referred following evaluation of questionnaires;
 - providing specific health surveillance for those requiring such surveillance under Regulations (defined by risk assessment);
 - providing occupational hygiene services to support and assess ill health prevention management;

- providing the opportunity for annual health checks for operatives, including general health, personal guidance, health promotion, etc. and to include relevant factors for safety critical workers;
- contributing to the effectiveness of attendance management, rehabilitation and return-to-work programmes and support for ill health incidence investigation where necessary; and
- providing health promotion programmes applicable to construction operatives' workplace and lifestyle

WI1115.13.3 Additional occupational health services to be provided

- (1) In addition to the 'Reactive' and 'Preventative' occupational health services detailed above, the following additional occupational health services are to be provided:
 - provision of advice and guidance on occupational health to the *Contractor*;
 - contributing to the development and continuous improvement of the occupational health strategy through cooperation with the *Employer*;
 - providing advice to the *Contractor's* supply chain to assist in compliance with the *Employer's* occupational health standards;
 - ensuring suitable record keeping through a central database; and
 - compiling periodic reports detailing activity and achievements.

WI1115.13.4 Impact of Health on Performance

- (1) The *Contractor* shall implement suitable and sufficient processes to control the impact of health on performance in the areas of fitness for work and health surveillance as described in WI 1115.13.6 below.

WI1115.13.5 Fitness to Work

WI1115.13.5.1 Safety Critical and Non-Safety Critical Workers

- (1) The *Contractor* defines a range of activities as safety critical and identifies other activities that are considered safety critical, and provides and maintains a process to ensure sufficient health arrangements including but not limited to fitness to work. When assessing activities that are safety critical the *Contractor* shall take due cognisance of statutory regulations that define safety critical works (such as The Railways and Other Guided Transport Systems (Safety) Regulations 2006).
- (2) The *Contractor* shall select safety critical workers based on levels of competences, specific hazards or working conditions, including but not limited to: tunnelling, work at height, crane operators and electricians. The *Contractor* shall assess all non-safety critical staff by a paper screening process, which shall be reviewed by the *Contractor's* nominated occupational health provider, and follow up consultations arranged where the assessor deems necessary. This assessment should take place prior to allowing an individual to commence work and it should be repeated annually unless alternative timescales are agreed by the *Project Manager*.
- (3) The *Contractor* shall also ensure occupational health assessments are performed for any worker who has been referred by other means (including self-referral).

WI1115.13.5.2 Periodic Health Assessments

- (1) The *Contractor* shall implement a process that identifies those workers who require periodic assessment due to legal or other occupational health defined requirements. The period and nature of the assessment shall be defined by the *Contractor's* approved

occupational health provider in response to the nature and risks associated with the work that is being carried out and any circumstances of the individual.

WI1115.13.5.3 Health Surveillance

- (1) The *Contractor* shall implement a process that identifies those workers who require periodic assessment due to legal or other occupational health defined requirements. The period and nature of the assessment shall be defined by the Contractors approved occupational health provider in response to the nature and risks associated with the work that is being carried out and any circumstances of the individual.

WI1115.13.6 Employee Wellbeing

- (1) The *Contractor* shall ensure processes are in place that addresses employee wellbeing by raising awareness of both work related and lifestyle health issues through campaigns, lifestyle screening and education. The *Employer's* nominated occupational health service provider shall give leadership and co-ordination in this area.

WI1115.13.6.1 Campaigns and Education

- (1) The *Contractor* shall ensure processes are in place that addresses employee wellbeing by raising awareness of both work related and lifestyle health issues through campaigns, lifestyle screening and education. The *Employer's* nominated occupational health service provider shall give leadership and co-ordination in this area.

WI1115.13.6.2 Lifestyle screening

- (1) The *Contractor's* approved occupational health provider shall make available lifestyle screening to all employees working on the Project to enable early detection and intervention of identified issues. Lifestyle screening is to be made available on an annual basis as a minimum.

WI1115.13.7 First Aid & Medical Arrangements

- (1) The *Contractor* shall make suitable and sufficient arrangements for first aid and medical facilities and assess their requirements based on:
 - the nature of the work and workplace hazards and risks;
 - the size of the organisations;
 - the nature of the workforce;
 - the organisation's history of accidents;
 - the needs of travelling, remote and lone workers;
 - work patterns;
 - the distribution of the workforce;
 - the remoteness of the Site from emergency medical services;
 - employees working on shared or multi-occupied services;
 - annual leave and other absences of first-aiders and appointed persons;
 - first-aid provision for non-employees;
 - arrangements for reporting injuries from first aid to RIDDOR events;
 - first aid and medical facilities to be provided.

WI115.13.8 Welfare Arrangements and Hygiene

- (1) The *Contractor* shall provide quality welfare facilities to support the overall occupational health programme. Welfare facilities must be established and in working order before any works on site commence. All toilet, washing, changing, personal storage and rest areas must be easily accessible and have adequate heating, lighting and ventilation. Facilities may need to be provided at more than one location on a large site to ensure workers have easy access. The *Contractor* shall provide arrangements to ensure good hygiene standards throughout the welfare and office facilities provided. As a minimum the *Contractor* shall ensure that all of the following are provided before the *works* commence:
- Washing facilities (including provision of barrier and after care skin treatments etc);
 - Facilities for storage and drying of work wear;
 - Rest facilities;
 - Designated smoking areas;
 - Drinking water;
 - General maintenance and cleaning; and
 - Welfare vehicles/temporary facilities.

The *Contractor* may use portable toilet/wash facilities on Site where the duration of works does not exceed 7 days.

WI115.13.9 Alcohol and Drugs

- (1) The *Contractor* shall enforce a strict alcohol and drugs policy across the Project that shall apply to all persons (including subcontractors and suppliers of any tier) engaged on the *works*. The policy shall be consistent with the *Employer's* drugs and alcohol policy and shall apply to all persons whether based within the Working Areas or travelling to and from the Working Areas in connection with the *works*.
- (2) No alcohol or drugs shall be brought into or consumed by any person within the Working Areas and associated welfare facilities or delivering Equipment or Plant and Materials, including but not limited to temporary facilities.
- (3) Any person suspected of being under the influence of alcohol and/or drugs shall be refused entry to the Working Areas or required to leave the Working Areas and subject to testing by the *Contractor's* approved occupational health provider.
- (4) The *Project Manager* shall inform police of any person working on the Project who is found or believed to be supplying illegal drugs. The *Contractor* shall provide all required assistance to the *Project Manager* and the police and shall take appropriate measures to exclude any such persons from the Working Areas.
- (5) The *Contractor* shall advise the *Project Manager* of any personnel who are 'safety critical' and are under any form of prescription medication without delay and comply with any direction given.
- (6) The *Contractor* shall ensure that adequate processes are in place to allow the *Employer* and/or the *Project Manager* to undertake "For Cause" drugs and alcohol testing of any operative where it is deemed necessary as part of an investigation.

- (7) The *Contractor* shall implement suitable arrangements to verify compliance with the *Employer's* alcohol & drugs policy including undertaking the necessary alcohol & drug testing and in addition the *Contractor* shall co-operate with the *Employer* who may arrange for the execution of "Random" and/or "For Cause" alcohol and drugs testing.
- (8) For the purposes of this part of the Works Information;
- "For Cause" testing means – A drugs and alcohol test undertaken to identify whether or not drugs or alcohol affected a persons behaviour resulting in acts or omissions which caused, or could have caused an incident or accident or where there is reasonable ground to suspect that a person is in breach of the drugs and alcohol policy.
 - "Random" testing means – A drugs and alcohol test undertaken to determine the effectiveness of the drugs and alcohol policy and to verify compliance at a given date and time. The selection of staff that is required to submit to random testing shall be done in a way that minimises disruption but the *Project Manager* reserves the right to undertake an appropriate level of testing to verify compliance with the *Contractor's* policy.
- (9) For the Random testing programme, the *Contractor* shall perform testing based on the following requirements:
- 10% of non-manual employees annually;
 - 10% of manual employees annually;
 - 10% of lorry drivers; and
 - 10% of Subcontractors', sub-subcontractors' and suppliers' (of any tier) employees annually.
- (10) A positive result will be recorded when the test identifies the presence of a drug for which there is no legitimate medical need or where the level of alcohol exceeds:
- 29 milligrams of alcohol in 100 millilitres of blood; or
 - 13 micrograms of alcohol in 100 millilitres of breath; or
 - 39 milligrams of alcohol in 100 millilitres of urine.
- (11) Refusal to submit to a drugs & alcohol test or evidence that a test sample has been altered or corrupted shall be regarded as a positive result and will require investigation and action.
- (12) Suitable arrangements shall also be provided by the *Contractor* as part of the overall Occupational Health programme to identify and assist those with a alcohol or drug dependency, allowing for rehabilitation and or disciplinary actions where breach of site rules apply.

WI1115.14 Work Related Road Risk

WI1115.14.1 Definitions

- WI1115.14.1** For the purposes of Clauses WI1115.14.2 to WI1115.14.9 (inclusive), the following expressions shall have the following meanings:

“Bronze Accreditation” the minimum level of accreditation within the FORS Standard, the requirements of which are more particularly described at: www.fors-online.com;

“Car-derived Vans” a vehicle based on a car, but with an interior that has been altered for the purpose of carrying larger amounts of goods and/or equipment

“Collision Report” a report detailing all collisions during the previous 12 months involving injuries to persons or fatalities

“Delivery and Servicing Vehicle” a Lorry, a Van or a Car-derived Van

“Driver” any employee of the *Contractor* (including an agency driver), who operates Delivery and Servicing Vehicles on behalf of the *Contractor* to Provide the Works

“DVLA” Driver and Vehicle Licensing Agency

“FORS” the Fleet Operator Recognition Scheme, which is an accreditation scheme for businesses operating van and lorry fleets. It offers impartial, independent advice and guidance to motivate companies to improve their compliance with relevant laws and their environmental, social and economic performance

“FORS Standard” the standard setting out the accreditation requirements for the Fleet Operator Recognition Scheme, a copy of which can be found at: www.fors-online.org.uk

“Gold Accreditation” the highest level of accreditation within the FORS Standard, the requirements of which are more particularly described at: www.fors-online.org.uk

“Lorry” a vehicle with an MAM exceeding 3,500 kilograms;

“MAM” the maximum authorised mass of a vehicle or trailer including the maximum load that can be carried safely while used on the road;

“Side Guards” guards that are fitted between the front and rear axles of a Lorry and that comply with EC Directive 89/297/EEC and the Road Vehicles (Construction and Use) Regulations 1986; and

“Silver Accreditation” the intermediate level of accreditation within the FORS Standard, the requirements of which are more particularly described at: www.fors-online.org.uk

“Van” a vehicle with a MAM not exceeding 3,500 kilograms

WI1115.14.2 Fleet Operator Recognition Scheme Membership

- (1) **2** Where the *Contractor* operates Delivery and Servicing Vehicles to Provide the Works, it shall within 90 days of the Contract Commencement Date:
- (i) (unless already registered) register for FORS or a scheme, which in the reasonable opinion of TfL, is an acceptable substitute to FORS (the “**Alternative Scheme**”); and
 - (ii) (unless already accredited) have attained the standard of Bronze Accreditation (or higher) or the equivalent within the Alternative Scheme and shall maintain the standard of Bronze Accreditation (or equivalent standard within the Alternative Scheme) by way of an annual independent assessment in accordance with the FORS Standard or take such steps as may be required to maintain the equivalent standard within the Alternative Scheme. Alternatively, where the *Contractor* has attained Silver or Gold Accreditation, the maintenance requirements shall be undertaken in accordance with the periods set out in the FORS Standard.

WI1115.14.3 Safety Equipment on Vehicles

- (1) The *Contractor* shall ensure that every Lorry, which it uses to Provide the Works, shall:
 - (i) have Side Guards, unless the *Contractor* can demonstrate to the reasonable satisfaction of TfL that the Lorry will not perform the function for which it was built if Side Guards are fitted;
 - (ii) have front, side and rear blind spots completely eliminated or minimised as far as practical and possible, through the use of fully operational direct and indirect vision aids and driver audible alerts;
 - (iii) have equipment fitted with an audible means of warning other road users of the Lorry's left manoeuvre; and
 - (iv) have prominent signage on the Lorry to warn cyclists and other road users of the dangers of passing the Lorry on the inside and of getting too close to the Lorry.

WI1115.14.4 Driver Licence Checks

- (1) Where the *Contractor* operates Delivery and Servicing Vehicles to Provide the Works the *Contractor* shall ensure that:
 - (i) it has a system in place to ensure all its Drivers hold a valid driving licence for the category of vehicle that they are tasked to drive, along with recording any endorsements, or restrictions on the Drivers licence; and
 - (ii) each of its Drivers engaged to Provide the Works has a driving licence check with the DVLA or such equivalent before that Driver commences work and that the driving licence check with the DVLA or equivalent authority is repeated in accordance with either the following risk scale (in the case of the DVLA issued licences only), or the *Contractor's* risk scale, provided that the *Contractor's* risk scale has been Approved in writing by TfL within the last 12 months:
 - points incurred on a driving licence within 12 months of any check:
 - (a) 0 – 3 points on the driving licence – annual checks;
 - (b) 4 – 8 points on the driving licence – six monthly checks;
 - (c) 9 – 11 points on the driving licence – quarterly checks; or
 - (d) 12 or more points on the driving licence – monthly checks.

WI1115.14.5 Driver Training

- (1) Where the *Contractor* operates Delivery and Servicing Vehicles to Provide the Works the *Contractor* shall ensure that each of its Drivers undergo approved progressive training (to include a mix of theoretical, e-learning, practical and on the job training) and continued professional development to include training covering the safety of vulnerable road users and on-cycle hazard awareness, throughout the Term of the Contract.

WI1115.14.6 Collision Reporting

- (1) Where the *Contractor* operates Delivery and Servicing Vehicles to Provide the Works, the *Contractor* shall:
 - (i) ensure that it has a system in place to capture, investigate and analyse road traffic collisions that results in fatalities, injury or damage to vehicles, persons or property and for

generating Collision Reports; and

(ii) within 15 days of the Commencement Date, provide to TfL a Collision Report. The *Contractor* shall provide to TfL an updated Collision Report within five working days of a written request from TfL.

WI1115.14.7 Self Certification of Compliance

- (1) Where the *Contractor* operates Delivery and Servicing Vehicles to Provide the Works, within 90 days of the Commencement Date, the *Contractor* shall make a written report to TfL detailing its compliance with **Clauses WI1115.14.3, WI1115.14.4 and WI1115.14.5** (the “WRRR Self-certification Report”). The *Contractor* shall provide updates of the WRRR Self-certification Report to TfL on each three month anniversary of its submission of the initial WRRR Self-certification Report.

WI1115.14.8 Obligations of the Contractor Regarding Subcontractors

- (1) The *Contractor* shall ensure that those of its Subcontractors who operate Delivery and Servicing Vehicles to Provide the Works shall:
- (i) comply with Clause **WI1115.14.2**; and
 - (ii) where its Subcontractors operates the following vehicles to Provide the Works shall comply with the corresponding provisions of this Works Information:
 - (a) For Lorries – **Clauses WI1115.14.3, WI1115.14.4, WI1115.14.5 and WI1115.14.6**; and
 - (a) For Vans – **Clauses WI1115.14.4, WI1115.14.5, and WI1115.14.6**,
- as if those sub-contractors were a party to this Contract.

WI1115.14.9 Failure to Comply with Work Related Road Risk Requirements

- (1) Without limiting the effect of any other clause of this Contract relating to termination, if the *Contractor* fails to comply with **Clauses WI1115.14.2, WI1115.14.3, WI1115.14.4, WI1115.14.5, WI1115.14.6, WI1115.14.7 and WI1115.14.8**:
- (i) the *Contractor* has committed a material breach of this Contract; and
 - (ii) TfL may refuse the *Contractor*, its employees, agents and Delivery and Servicing Vehicles entry onto any property that is owned, occupied or managed by TfL for any purpose (including but not limited to deliveries).

WI1120 Construction Phase & Environmental Plans requirements

WI1120.1 Construction Phase & Environmental Plans - General

- (1) The *Contractor* ensures that all Health, Safety and Environment Pre-Construction Information provided by London Underground is considered and addressed in the Construction Phase Plan (CPP) and/or the Environmental Management Plan (EMP) (details of both are set out below). The EMP may be included in the CPP or may be a separate document.
- (2) Works may not commence in the Working Areas before a suitable CPP and EMP are in place and accepted by the *Project Manager*.

As a minimum, the *Contractor* reviews and, as necessary, updates the EMP and CPP every six months to ensure it remains relevant to the forthcoming Works, and that it addresses any changes in legislation, or recommendations coming out of any environmental incidents that may occur on site, or on other TfL worksites. Any revised documentation shall be submitted to the *Project Manager* for review and acceptance.

- (3) The *Project Manager* envisages that the *Contractor* will address the following principles/aspects when maximising the scheme's sustainable performance.

General;

- Use principles that consider the longer term design life of the station and will offer solutions that will remain state of the art.

Climate Change;

- Design to reduce energy use and operational cost of the project in particular the *Contractor* should:
 - Ensure energy efficiency measures(including lighting, HVAC, building management systems etc) are utilised
 - Ensure that the new systems are compatible with the energy system and load requirements at the existing site
 - Undertake an Energy Demand Assessment
 - Factor in whole life cost assessments, including real energy price increases over the life of the station.
- Investigate the feasibility of incorporating renewable or decentralised energy
- Ensure the station is resilient to the climate during its whole design life – e.g. that it includes measures to be resilient to flooding, heat and drought.
- Provide natural ventilation rather than mechanical where possible
- Remove heat from the station rather than mechanical cooling.

WI1120.2 Construction Phase Plan

- (1) The *Contractor* or, if there is one, the Principal Contractor prepares, the Construction Phase Plan (CPP) as required by the CDM Regulations 2015 before commencing any construction activities forming part of the *works*. Further to the Project Manager's acceptance of the initial CPP, subsequent updates are submitted to the Project Manager for review and comment. The *Contractor* responds accordingly to comments raised by the *Project Manager*.

WI1120.3 Environmental Management Plan

- (2) The *Contractor* develops, maintains and updates an Environmental Management Plan to demonstrate how he addresses the contract specific environmental issues throughout the duration of the *works*.
- (3) Prior to works commencing in the Working Areas the Contractor provides to the Project Manager for acceptance an appropriately detailed EMP and project-specific policy describing the systems of work for each part of the works. Details include:
- The environmental management system being operated (including details of any accreditation e.g. ISO 14001)

- Partnership working on environmental matters (regulators, environmental bodies, industry groups/clients/supply chains)
- (4) Identification of the environmental aspects and impacts of the contract and how the Contractor intends to minimise or negate the potential risks
- (5) The *Contractor* develops, maintains and updates an Environmental Management Plan to demonstrate how he addresses the contract specific environmental issues throughout the duration of the *works*.
- (6) The EMP includes, but is not limited, to the following;
- Environmental policy
 - Planning
 - Implementation and operation
 - Checking
 - Management review
 - Emergency planning and response
 - Vehicle management
 - Noise and vibration management
 - Dust and air quality management
 - Archaeology, and protection of Listed Buildings and heritage sites
 - Lighting management
 - Waste and materials management
 - Ecology management
 - Water management including ground water
 - Carbon and energy management
 - Green travel plan
- (6) The *Contractor* ensures that the environmental management system being employed is not restricted to the construction phase, but that it also covers the design phase and outlines the systems that will be employed for ensuring that environmental and sustainability aspects are considered and, where practicable, incorporated into the design.
- (7) As a minimum, the *Contractor* reviews and, as necessary, updates the EMP every six months to ensure it remains relevant to the forthcoming works, and that it addresses any changes in legislation, or recommendations arising from any environmental incidents that may occur on Site, or on other TfL worksites. Any revised documentation shall be submitted to the *Project Manager* for review and acceptance. If the *Project Manager* comments on any aspect of the EMP, requiring a response and/or corrective action, the *Contractor* must respond accordingly allowing sufficient time to obtain *Project Manager's* acceptance prior to commencing on that element of the *works*.

WI1125 Detailed Safe Systems of Work

WI1125.1 Safe systems of work

- (1) a) The *Contractor* is responsible for producing all safe systems of work.

- b) The *Contractor* submits an initial schedule of proposed safe systems of work for use throughout this contract to the *Project Manager* for acceptance at the Contract Date and provides subsequent updates as they develop and as instructed by the *Project Manager*. This schedule should be updated on a fortnightly basis.
- c) The *Contractor* submits for acceptance safe systems of work specifically instructed by the *Project Manager* for review no later than 28 days prior to the commencement of the relevant element of works. This timescale can be reduced to a lesser review time depending upon the risk to LU's operations, assets, infrastructure, environment and reputation – this will be determined by consultation with the *Project Manager* – who ultimately will decide on any revised timescale.
- d) If the *Project Manager* has commented on a proposed safe system of work that requires a response and/or corrective action, the *Contractor* must respond accordingly allowing sufficient time to obtain the *Project Manager's* acceptance prior to commencing the element of the works.
- e) No element of the works commences without a safe system of work for that element of the works being produced by the *Contractor* and accepted and being readily available for review by *Project Manager*.
- f) All safe systems of work and supporting documentation, including any relevant approvals from Others, represent and detail the *Contractor's* planned works and addresses construction sequences, co-ordination with third parties and the relevant control and mitigation measures for identified risks.
- g) With each safe system of work the *Contractor* produces a risk assessment that demonstrates how potential risks resulting from the works have been mitigated to ALARP status and produced in accordance with LUL Standards 1-521 'Safety decision making' and 1-526 'The assessment and management of Health, Safety and Environmental risk'.

WI1125.2 Environmental Aspect and Impact Assessments

- (1) Environmental aspect and impact assessments are carried out by the *Contractor* to identify all potential aspects and their impacts and provide details of the necessary environmental control measures. These are included and reflected in risk identification, control and mitigation measures outlined in safe systems of work for any element of the works.

The environmental aspect and impact assessments are reviewed by the *Contractor* on a minimum of a yearly basis to ensure they, and any associated control and mitigation measures, remain pertinent to the works.

WI1130 Control of Pollution and Environmental Nuisance

WI1130.1 Monitoring

- (1) As necessary, the *Contractor* defines appropriate trigger levels, which, if exceeded, will prompt the *Contractor* to take appropriate action to review, and if necessary, implement action to control/reduce the effects. If fixed monitoring locations are proposed, meters with the facility to be remotely accessed will be used in order to aid the download and interrogation of the data at least once a week. The equipment shall be capable of providing text alerts to the *Contractor's* staff when any proposed trigger levels are

exceeded.

- (2) The *Contractor* employs a trained and competent person to undertake monitoring if required by the *Project Manager* and the *Contractor* complies with any additional measures required by the *Project Manager* including relocation or modification of equipment to reduce noise, vibration, nuisance, light, dust, pollution and disturbance.
- (3) The *Contractor* reports all environmental complaints to the *Project Manager*. Complaints from nearby residents should be reported to the *Project Manager* as soon as reasonably practicable.

WI11130.2 Complaints Handling

- (1) The *Contractor* develops a complaints handling process in discussion with the Project Manager.
- (2) As a minimum, the complaints handling process includes the following:
 - An overview of how the 24 hour (staffed not voicemail) telephone help desk will be operated – including the free-phone number and email address
 - Information on how contact information will be disseminated to the public – such as displaying the free-phone number and email address on hoarding signage
 - Details of how a centralised system will be used for the log, track and close-out complaints
 - Details of the emergency response system that will be employed for dealing with emergency issues – such as suspected breaches of Section 61 consent conditions
 - Details of the emergency response system that will be employed for dealing with emergency issues – such as suspected breaches of Section 61 consent conditions

WI11130.3 Notifications

- (1) The *Contractor* takes a proactive approach to issuing notifications to neighbours and other relevant stakeholders to advise them of any out-of-hours, or works that have the potential to cause disturbance. The *contractor* ensures that the wording of such notifications is agreed with the *Project Manager* before issue, and that the notifications are issued a minimum of 3 days in advance of the works to which they related.
- (2) The *Contractor* also ensures that a monthly update is prepared and issued to all stakeholders to keep them apprised of progress and to advise them of any key items of work that are due to be undertaken.

WI1130.4 Stakeholders engagement

- (1) The *Contractor* supports the Project Manager in relation to any other stakeholder engagement programme that is required. This may include, but not be limited to, the supply of personnel and drawings.

WI1130.5 Noise and Vibration - General

- (1) The *Contractor* uses best practical means to reduce noise and vibration at all times having regard to the provisions of the current / latest edition BS5228 - Code of Practice for Noise and Vibration Control on Construction and Demolition Sites.

- (2) The *Contractor* develops noise and vibration assessment methodologies and criteria for use in the Environmental Impact Assessment. As a minimum, the *Contractor* ensures that the assessment methodologies and criteria used in the design of new operational assets meet the criteria in G1323 – Noise and Vibration Asset Design Guidance (contained in Appendix A1100.6). The contractor proposes justification for using alternative assessment methodologies and criteria if the considers this is necessary of advantageous to the Project. Such deviations are only permitted once the Project Manager has formally accepted the proposals.
- (3) The Contractor remains responsible for agreeing the noise and vibration assessment methodologies and criteria with Stakeholders as part of the pro-active discussions associated with the development and agreement of the EIA Scoping and Methodology Report.

WI1130.6 Dust

- (1) The *Contractor* does not create a dust nuisance and complies with the requirements of the Best Practice Guidance – ‘The control of dust and emissions from construction and demolition’ refer Appendix A1100.7. If the *Project Manager* decides that the *Contractor* is not dealing adequately with the control of dust, the *Project Manager* may instruct the *Contractor* to carry out such additional measures as the *Employer* considers are necessary. Such measures will not be considered a compensation event.

WI1130.7 Lighting

- (1) To minimise the impact of lighting required for the Working Areas during night works, the *Contractor* ensures that, where applicable, lighting designs comply with the provisions of latest edition of BS5489, Code of Practice for the Design of Road Lighting. Further guidance is contained within the Guidance Notes for the Reduction of Light Pollution 2000, published by the Institute of Lighting Engineers or its most recent equivalent.

WI1130.8 Pollution

- (1) The *Contractor* ensures that, where reasonably practicable and appropriate, the Working Area layout(s) and appearance will be designed using the principles of the Environment Agency's ‘Working at construction and demolition sites’ : PPG 6 Pollution Prevention Guidelines including:
 - (a) sites at prominent locations will be screened;
 - (b) all sites will be fully secured;
 - (c) existing features will screen the sites where appropriate;
 - (d) storage sites, fixed plant and machinery equipment and temporary offices will be located to limit environmental impacts, as far as reasonably practicable, having due regard to neighbouring accommodation, as far as allowed by the constraints of each site;
 - (e) security cameras (if required) will be sited and directed so that they do not intrude into occupied residential properties;
 - (f) site plant and facilities will be powered from mains electrical sources wherever practicable.
 - (g) The *Contractor* will display a contact name, telephone number and address, and the Helpline number at appropriate locations on the boundaries of the sites.
 - (h) The extent and height of hoarding or fencing at a particular location will be

selected to maintain effective security and achieve appropriate noise attenuation and visual screening.

- (i) All vehicle access and egress points will have gates positioned such that no gate will be permitted to open out onto the highway. As far as reasonably practicable, gates will be located to allow vehicles to drive clear of any public highway. Where provided for noise control, gates will be of a similar material and construction to the boundary in which they are situated and will be closed except when being used for access.
- (j) disturbance of environmental features such as vegetation and watercourses will be minimised

WI1135 Waste Management and Reporting

WI1135.1 Waste Management

- (1) The *Contractor* complies with the requirements of the principal contractor within the LU 'Waste Management Plan (WMP) (Stages 2-7) PMF Product Description' reference PD0052
- (2) The *Employer* prepares the Waste Management Plan outlining the contract targets and expectations of the principal contractor and designer. The principal contractor develops the WMP for the Construction Phase taking account of all relevant information provided by the *Employer* and designer prior to commencing the *works* on site. The *Contractor* does not commence works on site prior to the *Employer's* acceptance of the WMP.
- (3) The *Employer* prepares the Site Waste Management Plan outlining the contract targets and expectations of the *Principal Contractor* and Designer. The Principal Contractor develops the SWMP for the Construction Phase taking account of all relevant information provided by the *Employer* and Designer prior to commencing the *works* on site. The *Contractor* does not commence works on site prior to the *Employer's* acceptance of the SWMP.
- (4) The *Contractor* implements and updates the Site Waste Management Plan in accordance with the requirements of the Site Waste Management Plan Regulations 2008, maintains records throughout the duration of this contract and makes available these records for review by the *Project Manager* on request. This plan should be subject to review every 6 months.
- (5) The *principal contractor* is responsible for registering any sites falling under the Hazardous Waste (England and Wales) Regulations, 2005.
- (6) The *Principal Contractor* is responsible for registering any sites falling under the Hazardous Waste (England and Wales) Regulations, 2005.
- (7) Unless otherwise stated in this Works Information, and in particular the Site Waste Management Plan, the *Contractor* is responsible for the disposal of rubbish, debris and spoil arising from the *works* as soon as practicably possible. The *Contractor* submits details of the waste removal arrangements to the *Project Manager* for acceptance. The *Contractor* updates the Site Waste Management Plan and maintains records throughout the duration of . The *Contractor* makes available these records for review by the *Project Manager* on request.
- (8) The *Contractor* makes available to the *Employer*, within 3 working days, any waste

management and transfer records upon request of the *Project Manager*.

- (9) The *Contractor* uses the WRAP Net Waste Tool, or similar, to forecast waste, quantify potential reductions in wastage and costs, identify actions to reduce and recover waste and compare forecast and actual waste arising. For more information on the Net Waste Tool, the *Contractor* is recommended to visit the following website
<http://www.wrap.org.uk/nwtool>
- (10) The *Contractor* ensures that waste management and minimisation is an agenda item in all start up and progress meetings. The *Contractor* / Designer ensures a minimum of 15% of total material value of the *works* derives from reused and recycled content. The *Contractor* submits proposals to the *Project Manager* regarding the areas of opportunity to exceed this waste management target figure. The *Contractor* provides detailed explanation and justification to the *Project Manager* for failure to achieve the 20% target figure.
- (11) The *Contractor* ensures their SWMP supports the *Employer's* objective to use materials more efficiently and reduce waste to landfill by reusing and recycling the following target figures by 2017/18;
 - a) 95% of construction, demolition and excavation waste, and
 - b) 85% of commercial and industrial waste.

WI1135.2 Waste Reporting

- (1) The *Contractor* submits a substantiated waste report each period for each of the following elements:-
 - a) *Contractor's* waste data for each of the Key Performance Indicators shown below:
 - Tonnes of waste produced (including hazardous waste in total), and
 - Tonnes of hazardous waste produced (including hazardous waste in total), and
 - percentage of waste reused and recycled, and
 - percentage of proportion of hazardous waste reused and recycled; and
 - details of waste that cannot be demonstrated to have been disposed of correctly
 - tonnes disposed to landfill per £100k of *works* spend; and
 - tonnes recycled per £100k of *works* spend, and
 - tonnes of waste diverted from landfill
 - tonnes of material reused on site
 - tonnes of material reused off site
 - b) The *Contractor* similarly requires his Subcontractors to report on their waste data for the same Key Performance Indicators and include this within the total reported figures, but separately identified within his report.
 - c) The *Contractor* also within each report provides evidence of meeting the following requirements:
 - Recover a minimum of 77% of construction materials, and aim to exceed this

figure (based on TfL target of 95% in 2017-18)

- Recover a minimum of 80% of demolition and strip out materials, and aim to exceed this figure (based on TfL target of 95% in 2017-18)
- Recover a minimum of 90%** of excavation materials, and aim to exceed this figure (based on TfL target of 95% in 2017-18)
- Ensure that at least 20% of total material value derives from reused and recycled content in new build, select the top opportunities to exceed this figure without increasing the cost of materials, and report actual performance.

WI1140 Timber

WI1140.1 Sourcing of Timber

- (1) The *Contractor* is expected to incorporate recycled, reclaimed and sustainably sourced timber into the temporary and permanent works. Usage of these materials will be measured as part of the performance measurement process. Should the *Contractor* propose to use non recycled, reclaimed and sustainably sourced timber within the works then he must obtain the *Project Manager's* written consent prior to starting works.
 - (2) The *Contractor* is to maintain records of all timber deliveries for the purposes of this contract.
 - (3) Sustainably sourced timber used by the *Contractor* must be accredited to meet the Forest Stewardship Council (FSC) or equivalent. Where it is not practicable to use FSC standard accredited timber, the *Employer* will accept timber accredited through other schemes approved by the Central Point of Expertise on Timber (CPET).
 - (4) The *Contractor* submits to the *Project Manager* a substantiated report each period for each of the following Key Performance Indicators in relation to the sourcing of timber:
 - a) Quantity (kg) and value (£) of timber certified as sustainable (Including recycled timber), and
 - b) Quantity (kg) and Value (£) of timber not certified as sustainable.
- (5) All scaffold boards used during the works must be compliance with BS2482 and QUENSH.

WI1145 Mayor's Green Initiatives

WI1145.1 Green Travel Plan

- (1) As part of the *Employer's* green transport initiatives, the *Contractor* submits a 'green travel plan' to the *Project Manager* for acceptance prior to the Contract Date. The plan is developed and updated throughout the contract to primarily encourage *Contractor's* staff to use public transport and outline the measures taken to control nuisance "fly-parking".

WI1150 Energy Saving and Carbon Reduction Requirements

WI1150.1 Energy use and operational reduction

- (1) Where the *Contractor* is responsible for the design;
 - The *Contractor* conducts an Energy Demand Assessment that includes an:

- a) identification of all significant sources of consumption
- b) estimate of the annual energy costs associated with design decisions
- c) annual reduction in energy use will be specified and savings calculated
- The *Contractor* assesses the feasibility of renewable energy options as per current Mayor's London Plan. In situations where design options provide estimated annual savings but increased capital costs, the details are provided to the *Employer* for consideration by means of a variant bid as detailed in the instructions to tenders.

WI1150.2 Reduction in water main consumption

- (1) The *Contractor* estimates the annual water consumption of the proposed asset and proposes the use of water efficient fittings and technology, as standard, in order to reduce water consumption..
As part of water consumption estimates, the *Contractor* identifies all significant sources of consumption, including:
 - a) water use by cooling, heating and hot water systems
 - b) bathroom facilities
 - c) catering facilities and any other processes that require water use

WI1150.3 Control of Vehicle Emissions

- (1) All *Contractor* and Subcontractor vehicles are procured or leased in accordance with the following principles:
 - Consider CO₂, air quality and noise impacts as part of the decision making process when procuring and leasing vehicles.
 - Adopt a technology neutral approach in the procurement and leasing of vehicles.
- (2) All vehicles used for this Contract meet or exceed the following CO₂ limits and European emission standards (Euro Standards) at the commencement of the Contract:
 - Cars - maximum certified CO₂ emissions of 105 g/km and a minimum of Euro V emission standards
 - Vans equal to or less than 1205 kg kerb weight – maximum certified CO₂ emissions of 115 g/km CO₂ and a minimum of Euro V emission standards
 - Vans between 1205 and 1660 kg kerb weight – maximum certified CO₂ emissions of 155 g/km CO₂ and a minimum of Euro V emission standards
 - Vans greater than 1660 kg kerb weight – maximum certified CO₂ emissions of 215 g/km CO₂ and a minimum of Euro V emission standards.
 - Heavy duty vehicles greater than 3500 kg kerb weight – Euro V emission standards.
- (3) All *Contractor's* non-road diesel engines meet or exceed the following emission standards at the commencement of the contract:
 - Non road diesel engines between 19 and 36 kW – Stage 3A European emission standards
 - Non road diesel engines between 37 and 55 kW – Stage 3A European emission standards
 - Non road diesel engines between 56 and 560 kW – Stage 3B European

emission standards.

- (4) If any vehicles or non road diesel engines used on this contract are due for replacement during the period of the contract, the *Contractor* ensures that the replacement vehicle/engine meets or exceeds the European emission standards and CO₂ limits (if applicable) for that year in which it is introduced into the fleet. Standards and the years in which they apply are shown in the tables below. If vehicles/engines to meet the requirements are not available by the specified deadline, then the *Employer* will consider acceptance of an alternative standard proposed by the *Contractor* until such time as those vehicles become available.

European Emission Standards for Road Vehicles

- (5) In line with Mayoral environmental strategies and the *Employer's* commitments to reduce carbon dioxide emissions, the *Contractor* is encouraged to include zero or ultra low carbon vehicles in their fleet such as electric or plug-in hybrid or biomethane vehicles where possible.
- (6) Any necessary recharging/refuelling infrastructure required for low carbon vehicles to be supplied by the *Contractor on Employer premises* would only be permitted subject to the *Employer's* written acceptance and by separate agreement on maintenance, installation and running costs. Where the *Contractor* operates such vehicles, operating experience and data will be shared with the *Employer* on request.
- (7) The *Employer* expects the *Contractor* to select vehicles which meet the highest environmental criteria and will be eligible for a 100% discount from the Congestion Charge. The *Employer* does not accept any claims for reimbursement of Congestion Charges.
- (8) All vehicles used under this contract are operated in such a way to ensure that environmental impacts are reduced as far as reasonably practicable.
- (9) The *Contractor*,
- Ensures vehicles are regularly serviced
 - Ensures all faults or problems are repaired/addressed as soon as practicable
 - Monitors and records vehicle fuel and mileage
- (10) The *Contractor* reports the following information on a quarterly basis. The *Employer* reserves the right to include additional monitoring requirements throughout the Contract period if required.
- Vehicle make and model
 - Vehicle servicing frequency
 - Vehicle fuel (fuel type and litres used)
 - Vehicle mileage
- (11) All driving staff undertake a fuel efficient driver training course within three months of the *starting date*. This also applies to all new driving staff employed throughout the duration of the contract. The training course consists of theoretical training and practical implementation skills and is a minimum duration of one hour.
- The *Contractor* ensures that Subcontractors also undertake fuel efficient driver training. The *Contractor* provides the driver training records to the *Employer* as instructed by the *Project Manager*.

- (1) The *Contractor* ensures that the adverse impacts of Equipment emissions are controlled. Measures to be considered for limiting emissions and avoiding nuisance will include one or more of the following as appropriate and as far as reasonably practicable:
- (i) ensures that the engines of all vehicles and Equipment on site are not left running unnecessarily;
 - (ii) uses low emission vehicles and Equipment fitted with catalysts, diesel particulate filters or similar devices;
 - (iii) uses ultra low sulphur fuels in plant and vehicles;
 - (iv) requires Equipment is well maintained, with routine servicing of Equipment and vehicles to be completed in accordance with the manufacturers recommendations and records maintained for the work undertaken;
 - (v) requires all project vehicles, including off-road vehicles, hold current MOT certificates, where required due to the age of the vehicle, (or tested to an equivalent standard) and that they comply with exhaust emission regulations for their class;
 - (vi) site haul routes and operate Equipment away from potential receptors such as houses, schools and hospitals;
 - (vii) avoid the use of diesel or petrol powered generators and instead use mains electricity or battery powered Equipment;
 - (viii) maximise energy efficiency (this may include using alternative modes of transport, maximising vehicle utilisation by ensuring full loading and efficient routing); and
 - (ix) all commercial road vehicles used in construction must meet the European Emission Standards as stated in section WI1155.4 during the *works*.

WI1155

Police and Traffic Regulations

WI1255.1

Traffic requirements

Traffic should be managed so that the reasonable needs of nearby residents is taken into account in both the planning of traffic movements as well as the implementation of such movements.



FINSBURY PARK PHASE 2B WORKS

WORKS INFORMATION

WI 1200

SUBCONTRACTING

CONTENTS

WI 1205	Restrictions for Subcontracting
WI 1210	Requirements for all Subcontracts
WI 1215	Submission of Subcontract Documentation
WI 1220	Acceptance Procedures
WI 1225	The Subcontract Procurement Plan

WI1205**Restrictions for subcontracting**

- (1) The *Employer* does not consider that there are any particular tasks or work packages that cannot be subcontracted, with the exception of the following;
 - *Contractor's* management of the *works*

WI1210**Requirements for all Subcontracts**

- (1) The following provisions are without prejudice to and without limitation to the requirements for Subcontracts set out elsewhere in this contract.
- (2) The *Contractor* ensures that each subcontract he lets in relation to this contract contains provisions:
 - requiring the proposed Subcontractor (and sub-subcontractors of any tier) to meet the Conditions stated for a Key Date on or before such Key Date and to achieve Completion on or before the Completion Date and to minimise the level of Defined Cost;
 - requiring the proposed Subcontractor (and sub-subcontractors of any tier) to maintain accounts and records and grant audit rights to the *Employer* and its authorised representatives of an equivalent extent and nature to those required by this contract and in particular to meet the requirements in clause Z2.5 of the *conditions of contract*;
 - requiring the proposed Subcontractor (and sub-subcontractors of any tier) to assign to the *Employer* the IPR in all Documents and works created wholly or mainly in connection with the performance of this contract and/or the subcontract;
 - requiring the proposed Subcontractor (and sub-subcontractors of any tier) to grant a non-exclusive, world wide, perpetual, irrevocable, royalty-free licence to the *Employer* to use Background IPR (including the right to grant sub-licences) of an equivalent extent and nature to those required by this contract and in particular to meet the requirements in clause Z2.7.2 of the *conditions of contract*;
 - requiring the Subcontractor (and sub-subcontractors of any tier) to use Corporate IPRs in accordance with and to comply with the requirements of this contract and in particular to meet clause Z2.7.3, of the *conditions of contract*;
 - imposing equivalent obligations of confidentiality on the proposed Subcontractor (and sub-subcontractors of any tier) to those required by this contract and in particular to meet the requirements in clause Z2.9 of the *conditions of contract*;
 - The *Contractor* ensures that Subcontractors (and sub-subcontractors of any tier), agree to and implement the applicable controls specified in the *Contractor's* Quality and Assurance Plan and the identified quality system documentation;
 - imposing equivalent obligations regarding Prohibited Acts and health and safety (including Safety Breaches) as required by this contract on Subcontractors (and sub-subcontractors of any tier) and in particular to meet the requirements of clause Z2.22 of the *conditions of contract*;
 - imposing equivalent obligations regarding crime and disorder on the proposed Subcontractor (and sub-subcontractors of any tier) to those required by this contract and in particular to meet clause Z2.14 of the *conditions of contract*;

- imposing equivalent obligations regarding London Living Wage on the proposed Subcontractor (and sub-subcontractors of any tier) to those required by this contract and in particular to meet clause Z2.15 of the conditions of contract;
- imposing equivalent obligations regarding the Freedom of Information Act on the proposed Subcontractor (and sub-subcontractors of any tier) to those required by this contract and in particular to meet clause Z2.19 of the conditions of contract;
- imposing equivalent obligations regarding criminal record declarations on the proposed Subcontractor (and sub-subcontractors of any tier) to those required by this contract and in particular to meet clause Z2.20 of the conditions of contract;
- in equivalent terms to clause 50.11 of this contract together with an obligation to procure that equivalent provisions are included in sub-subcontracts of any tier;
- requiring the Subcontractor to comply with the provisions of assignment (subject to the inclusion of Secondary Option X22) and novation;
- requiring the Subcontractor to comply with provisions of escrow obligations, (subject to the inclusion of Secondary Option X25);
- imposing equivalent rights to terminate the subcontract and any sub-subcontract in the event that funding of the Project is curtailed (together with equivalent provisions in relation to the amounts due in the event of such termination) to those contained in this contract;
- requiring the Subcontractor to maintain employers liability, and where relevant, motor liability and professional indemnity insurance in accordance with clause 84.5 of the *conditions of contract*;
- requiring the Subcontractor to comply with the *Employer's* claims handling procedure in accordance with clause 87.5 of the *conditions of contract*.

WI1215

Submission of Subcontract Documentation

- (1) The *Contractor* submits to the *Project Manager* for acceptance, a schedule of all sub contracts that the *Contractor* intends to place, or series of subcontracts with the same Subcontractor, together with a copy of the proposed subcontract documentation and such other information as the *Project Manager* may require.
- (2) The *Project Manager* provides the *Contractor* with his written objection (if any) to any such proposed Subcontractor within 4 weeks of submission.
- (3) If the *Project Manager* does not object to any such proposed Subcontractor for a Sub-contract within this period the *Project Manager* is deemed to have accepted the proposed Subcontractor.

WI1220

Acceptance procedures

- (1) The *Contractor* ensures that each of its Subcontractors and sub-subcontractors provide their Defined Cost, including all accounts and records necessary as if they were the main Contractor to the *Employer* as set out in clause 52.2 of the *conditions of contract*.

WI1225

The Subcontract Procurement Plan

- (1) The *Contractor* submits a detailed Subcontractor Procurement Plan to the *Project*

Manager for acceptance prior to the *starting date*.

- (2) The Subcontractor Procurement Plan contains, as a minimum, the *Contractor's* proposal for the following:
- A subcontract procurement policy statement
 - A subcontract procurement quality statement including a commitment to meeting the *Employer's* requirement for best value and responsible procurement,
 - Overall procurement programme detailing when the *Contractor* intends to commence procurement for the parts of the *works* that are to be subcontracted, along with how this fits with the Accepted Programme,
 - A statement detailing which parts of the *works* the *contractor* intends to subcontract along with the reason why,
 - A statement explaining how the *Contractor* intends to pass risk to his Subcontractors and how this transfer meets with requirement of the *Contractor's* Risk Management Plan,
 - A statement explaining how the *Contractor* intends to manage health and safety in his supply chain,
 - The proposed form of contract for each Subcontractor identified in the Subcontractor Procurement Plan,
 - Details of which, in accordance with this Works Information, subcontractors the *Contractor* intends to submit to the *Project Manager* the full subcontract details,
 - How the *Contractor* proposes to meet LU Standard 1-551 'Procuring and managing suppliers and contractors - HS&E requirements'.
 - Estimated contract value for each subcontract.

WI 1225.1

Updating the Subcontract Procurement Plan

- (1) The *Contractor* submits a revised Subcontract Procurement Plan to the *Project Manager* for acceptance
- within the *period for reply* after the *Project Manager* has instructed him to
 - when the *Contractor* chooses to and, in any case,
 - whenever there is a change to the planned Subcontractor Procurement plan by virtue of a change to the programme, additional works identified to be subcontracted or when the Subcontractor Procurement plan is affected by a compensation event.
- (2) The *Contractor* shows on each revised Subcontractor Procurement Plan how the plan has differed from the previous plan.
- (3) A reason for not accepting the revised plan is that it does not contain the information required by this contract and/or it will not allow the *Contractor* to Provide the Works.

WI 1230**Approved Subcontractors**

- (1) The *Contractor* has proposed the use of three subcontractor's who have been accepted by the *Project Manager*. The name of the subcontractor's are;
- Galldris Construction Ltd (Tunnelling)
 - Roger Bullivant Ltd (Piling)
 - Alan Auld Group Ltd (Design)



FINSBURY PARK PHASE 2B WORKS

WORKS INFORMATION

WI 1300

TITLE

CONTENTS

WI 1305 Marking

WI 1310 Materials from excavation and demolition

WI1305 Marking (71.1)

WI1305.1 Marking by the Supervisor

- (1) The *Employer* will not sanction the marking of any Equipment, and Plant and Materials outside the Working Areas under this contract.

WI1310 Materials from excavation and demolition (73.2)

WI1310.1 Disposal of materials from Site

- (1) Redundant Plant and Materials, and Equipment removed by the *Contractor* will be offered to the *Employer* for use as spares and transported to a specified storage facility.
- (2) If the *Project Manager* decides that the redundant Plant and Materials, and Equipment are unsuitable for re-use, then the *Contractor* arranges for the disposal of the assets through the appropriate recycling processes and facilities in keeping with the *Employer's* green policies.
- (3) Prior to removing redundant Plant and Materials and Equipment from the Site, the *Contractor* submits details of the proposed disposal for acceptance of the *Project Manager*. The proposal should include;
 - location of existing materials and equipment for removal
 - programme and resources for disposal
 - marking, recording, evaluation of size, weight, quantities
 - methodology for removal and transportation
 - proposed facilities for re-cycling or disposal and traceability of process
 - likely financial benefit of disposal to *Employer*



FINSBURY PARK PHASE 2B WORKS

WORKS INFORMATION

WI 1500

ACCOUNTS AND RECORDS

CONTENTS

WI 1505	Accounts and Records
WI 1510	Definitions and General Provisions
WI 1515	Records Management
WI 1520	Management Systems Records
WI 1525	Design Records
WI 1530	Construction and Manufacturing Records
WI 1535	Commissioning Records
WI 1540	Operation and Maintenance Records
WI 1545	Records for Assessing the Amount Due
WI 1550	Additional Accounts and Records
WI 1555	Construction Industry Scheme

WI1505

Accounts and Records

- (1) Clause Z2.5 of the *conditions of contract* sets out the minimum records to be retained by the *Contractor* along with the *Employer's* compliance requirements in this respect.

This section of the Works Information sets out the additional records to be retained by the *Contractor* and his Subcontractors.

The *Contractor* is required to retain records in respect of the following:

- (a) documents submitted to provide Assurance and to verify compliance with the Employers Requirements as required by Works Information WI600 and the LUL Standard S1538;
- (b) documents and records to be retained as required by QUENSH;
- (c) records submitted to record progress and contract performance; and
- (d) records required by other parts of the Works Information.

All records to be retained are signed off by a member of the *Contractor's* staff with the appropriate level of authority.

The *Contractor* refines the lists of records to be provided and to be retained in discussion with any relevant Others including asset owners and consenting bodies.

WI1510

General Provisions

- (1) Deliverable Records are issued in hard copy and electronic format in numbers as set out in the QUENSH.
- (2) Deliverable Records drawing files shall be prepared and issued in accordance with the LU CAD Standard S1037.
- (3) *Contractor* Records are issued in electronic and hard copy format in accordance with the QUENSH menu and shall comply with the relevant provisions of Clause 4.2.3 of ISO 9001 with regard to document version control.
- (4) Superseded documents are also considered to be records. The *Contractor* utilises the *Employer's* proformas where available or proposes standard forms for deliverable documents for acceptance by the *Project Manager*.

WI1515

Records Management

- (1) The *Contractor* submits within four weeks of the *starting date*, for acceptance by the *Project Manager*, a procedure for agreement of the records to be provided, and for production and submission of all Deliverable Records.

The dates on which the *Contractor* will prepare and submit the Deliverable Records for review by the *Project Manager* are included in the *Contractor's* programme submitted for acceptance.

Those documents requiring acceptance or approval by the *Employer* and Others (including documents submitted for the *Employer* or ORR Safety Inspectorate non objection) are identified, and submission dates agreed with the *Project Manager* to prevent delays in the execution of the *works*.

Deliverable Records are collated, packaged, indexed and submitted by the *Contractor* in a phased manner to the *Project Manager* for each element, structure, activity or Section as agreed with the *Project Manager*.

Access to Deliverable Records are provided by the *Contractor* to the *Project Manager*, or to third parties nominated by the *Project Manager*, as soon as the records become available.

Access to *Contractor* Records are provided to the *Project Manager*, or to the *Employer* and Others authorised by the *Project Manager*, who is allowed to copy records as required.

WI1520

Management System Records

- (1) In addition to records required in accordance with clause Z2.5 of the *conditions of contract*, the *Contractor* maintains records of the following:
- (2) Deliverable Records
 - Schedule of Deliverable Records and *Contractor* Records
 - Construction Phase Plan
 - *Contractor's* Project Assurance Plan
 - Environmental Management Plan and procedures
 - Waste Management Plan
 - Design Management Plan
 - *Contractor's* management procedures
 - Quality Control Procedures
 - Competence assurance records
 - Other assurance evidence as called up in the accepted *Contractor's* Project Assurance Plan.
 - Risk Management Plan
 - Register of Auditors, including name of each auditor and associated
 - company, qualification and brief details of experience
 - Audit schedules and programme
 - Audit reports
 - Assurance Compliance Submission(s)
 - Certificate of Conformity to EMC Regulations
 - Community and Media Relations Plan
 - Compliance with Crossrail Commitments
 - Required Planning, Heritage, Design and Construction consents
 - Acceptance letters, certificates, records
 - Archaeology Plan
 - Safety documents as required in Works Information WI1100
 - Incident/Accident reports
 - Identification and resolution of system non-conformities/Defects
 - Schedule of work/ programme
 - Daily logs and work plans

- Corrective actions initiated and implemented
- Certificates of competency
- Certificates of conformity to quality management
- BBA certificates (including date of latest successful surveillance/assessment visit)

(3) *Contractor Records*

- Technical and commercial correspondence
- Minutes of meetings
- Records of training

WI1525

Design Records

(1) In addition to records required in accordance with clause Z2.5 of the *conditions of contract*, the *Contractor* maintains records of the following:

(2) Deliverable Records

- As per Pathway and/or Gate Management Plan and:
- Design check certificates (including certificates for Contractor's change)
- Compliance submission (as required)
- Fire Compliance Certificate Bb224
- Technical reports
- Surveys and associated drawings
- Detailed designs and Designer's risk assessments
- Design change records
- Specifications
- Design drawings (including temporary works)
- Design calculations (including temporary works)
- Composite graphical model
- Further documents required for MAID.

(3) *Contractor Records*

- Marked up drawings
- Check prints of drawings, reports and calculations
- Design Risk Management Log

WI1530

Construction and Manufacturing records

(1) In addition to records required in accordance with clause Z2.5 of the *conditions of contract*, the *Contractor* maintains records of the following:

(2) Deliverable Records

- Competitively tendered Subcontractor and supplier evaluations
- As Pathway requirements plus:
- Site Queries
- Construction safe system of works
- Risk assessments
- Inspection & Test Plans and supporting check sheets and inspection/test certificates
- Working drawings
- Acceptance Certificates
- Settlement building and other infrastructure condition and damage
- Reports
- Specifications of installed Plant
- Reports of the final disposition of nonconforming, defective or repaired work
- Geological records, ground investigation records, groundwater level and quality records, ground movement monitoring records, earthworks control records, piling and embedded walling records.
- Live risk register
- Materials testing records
- Records of outstanding work and Defects lists and implementation programmes for Completion
- Staged Completion report
- Further documents required for MAID
- Construction photographs

(3) *Contractor Records*

- Consultant, Subcontractor and supplier correspondence
- Construction diaries
- Inspection and test logs
- Calibration records
- Building settlement/damage logs
- Surveys diaries and records

WI1535

Commissioning Records

- (1) In addition to records required in accordance with clause Z2.5 of the *conditions of contract*, the *Contractor* maintains records of the following:
- (2) Deliverable Records
 - As Pathway requirements plus:

- Details of testing and commissioning activity
- Records of testing and commissioning results
- Records of O&M training
- Acceptance and Completion Certificates
- Third party approvals, where required
- Plant reliability predictions
- Licences and consents
- Snagging Lists.
- Commissioning Plan
- Further documents required by legislation
- Further documents required for MAID

(3) *Contractor Records*

- Inspection and test logs

WI1540

Operation and Maintenance records

(1) In addition to records required in accordance with clause Z2.5 of the *conditions of contract*, the *Contractor* maintains records of the following:

(2) Deliverable Records

- Completion and Consent to Operate Certification Report
- Maintenance Manuals including spares requirements
- Maintenance procedures
- Emergency maintenance procedures
- Inspection procedures
- Maintenance programmes
- Operations manuals
- Records of modifications made to the completed infrastructure or installed Plant
- Reports of failures faults and incidents
- Further documents required for MAID

WI1545

Records for assessing the amount due

(1) In order for the *Project Manager* to assess the amount due, along with his application the *Contractor* submits to the *Project Manager* a summary of Defined Cost to date, broken down into the major resource components of:

- Each main element of the Schedule of Cost Components;
- Subcontractors;
- Bank statement;

- Cash book & analysis;
- Cash book - bank statement reconciliations;
- Other information that the *Project Manager* may require.

The *Project Manager's* assessment of the amount due takes into account the payments the *Contractor* has made which are included on the bank statements. The *Project Manager* may carry out an audit of the *Contractor's* application for payment to verify its accuracy, prior to payment.

For the purposes of assessment of the amount due, the *Contractor* provides details of the values of:-

- Income and source;
- Finance charges;
- Foreign currency transactions;
- Value of VAT paid direct to and received from HM Revenue & Customs;
- Value of VAT paid to others;
- Value of transactions not subject to standard VAT; and
- Disallowed Cost.

The expenditures shown in the summary are reconciled to those stated in the *Contractor's* four weekly report.

WI1550

Additional Accounts and Records;

- (1) In addition to records required in accordance with clause Z2.5 of the *conditions of contract* and elsewhere in the Works Information the *Contractor* maintains records of the following:
- Subcontract documentation and changes thereto;
 - Service order documentation and changes thereto;
 - Invoices and credit notes;
 - Bank Statements;
 - Cash book & analysis;
 - Cash book - bank statement reconciliations;
 - Detailed payroll build-ups and information to support pay entitlements for operatives and staff;
 - Timesheets, allocation sheets and swipe card records;
 - National Insurance contributions build-ups;
 - Subcontract final accounts;
 - Delivery tickets for Plant, Material and Equipment and off hire notices for Equipment; and
 - Any other relevant records that the *Project Manager* may reasonably require to verify any aspect of the *works* or requirement of the contract.

Construction Industry Scheme;

- (1) Where the Construction Industry Scheme applies to any payment made by the *Employer* to the *Contractor* under the contract, the obligations of the *Employer* to make such payment are subject to the provisions and requirements of the Construction Industry Scheme.
- (2) The *Contractor* hereby undertakes that where, in relation to any payment to be made to the *Contractor* under this contract, a certificate of registration for gross payment is required in accordance with the Construction Industry Scheme, he will for the period between the Contract Date and the final date for payment of any amount due under the final assessment:
 - ensure that such a certificate is in place;
 - provide a copy of such certificate to the *Employer* upon receipt of a written request to do so; and
 - will use all reasonable endeavours to ensure that no circumstances will arise whereby HM Revenue and Customs may be entitled to cancel such certificate.
- (3) The *Contractor* further acknowledges and undertakes that if the certificate referred to in sub-clause (2) above, is not in place, or ceases to be in force for any reason during the currency of this contract, he will notify the *Employer* forthwith.
- (4) If at any time between the Contract Date and the final date for payment of any amount due under the final assessment, the *Contractor* does not have a valid certificate of registration for gross payment under the Construction Industry Scheme in place, or if he fails to provide a copy of such certificate when requested by the *Employer*, the *Employer* deducts any tax from payments due to the *Contractor* under the contract at the rate specified by HM Revenue and Customs pursuant to the Construction Industry Scheme before paying the balance to the *Contractor*. The *Employer* accounts to HM Revenue and Customs for any tax so deducted.



FINSBURY PARK PHASE 2B WORKS

WORKS INFORMATION

WI 1600

ACCESS

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WI 1600 Access Arrangements

WI 1600.1 Purpose

- (1) The purpose of this Works Information is to outline the processes and provisions as regards to the securing of access in order to deliver the Works.
- (2) The *Project Manager* will maintain responsibility for gaining acceptance of the planned stairway closures and closure of the cross-passages in line with the Accepted Programme.
- (3) Network Platform 5/6 shall be closed for the construction of the Area 2 lift. during weekends and the closure shall be from 0130 Saturday to 0400 Monday.

WI 1605 Definitions

- (1) The terms used in this section of the Works Information (WI 1600) in regard to access have the following meanings:

Access Subcategories has the meaning defined by Works Information paragraph 215.4.1.j.

Applicant means the *Contractor*

Access Manager: The person designated by the Head of Access as the manager for access requests for particular works and who will act as the single point of contact for all access related matters.

Accepted Access Plan is the latest Access Plan accepted by the *Project Manager* which supersedes previous Accepted Access Plans as attached at Appendix 3.

Access Plan: The access plan prepared by the *Contractor* in accordance with the Access Plan Template.

Access Plan Template: The template provided as Appendix 2 to this section of the Works Information.

Access Visualisation Tool: Provides a graphical overlay on a London Underground 'Harry Beck' map of planned and booked work for a user specified area (Track / Stations) for a user specified time period.

Application to Work Form means the form contained in Appendix 5 to this section of the Works Information

Emergency Access has the meaning defined by Works Information paragraph 215.4.1.f.

Engineering Hours: This term applies to the running line and is described as being when traction current is switched off (as published in the Guide to Switching Current On and Off subject to variance as published in an Engineering Notice) and trains are not running (ref LU Rule Book 17 for the definition of Engineering Hours).

Engineering Notice: A publication produced and circulated within LUL at short notice containing details of engineering works, special current arrangements, engineers' possessions and engineers' trains and similar activities not included in the Traffic Circular.

Engineering Notice Look Ahead: A draft publication produced and circulated by LUL providing a week-view of items that, at that time, are planned to be published on the

Engineering Notice for a specific shift.

Exclusive Access has the meaning defined by Works Information paragraph 215.4.1.d.

General Access has the meaning defined by Works Information paragraph 215.4.1.a.

Head of Access: The person responsible for managing access to the LUL infrastructure for works. This role includes but is not limited to the responsibility for the publication of safety documentation.

Incident Officer: The senior LUL operating officer responsible for managing an incident.

Latest Request Date: The last date an access request can be made in line with a given timescale.

L&E Closures: has the meaning defined by Works Information.

Local Station Access Arrangement Reference Files: The files published by the Head of Access detailing where *works* may potentially be undertaken on Stations in Traffic Hours including details of possible locations for the storage of materials and equipment and Station opening and closing hours.

LUL Rule Book: Are the rule books covering the operation of trains and Stations and accessing the Track.

Major Closure: has the meaning defined by Works Information.

Minor Closure: has the meaning defined by Works Information.

Network Rail means Network Rail Infrastructure Limited company nr 02904587

Network Rail Interface Locations means locations on the LU Network where Network Rail infrastructure interfaces with LU infrastructure including but not limited to the location identified in Appendix 10.

Nightly Engineering Protection Arrangements (NEPA): A publication produced and circulated within LUL at short notice containing details of safety related material for engineering works and engineer's trains and vehicles

Night Tube means the provision a 24 hour revenue service commencing from the Night Tube Start Date.

Night Tube Start Date means the date stated in Appendix 4.

Night Tube Running Period means nominally the period between 21:00hrs Friday night and 06:00hrs Sunday morning

Night Tube Sections means the sections of the Underground Network which provide Night Tube. The applicable sections of the Underground Network are:

- a) The Central Line route between and including Hainault, Loughton and Ealing Broadway stations (no Night Tube outside of this route)
- b) The Jubilee Line entire network
- c) The Northern Line route between and including High Barnet, Edgware and Morden Stations via the Charring Cross Branch (no Night Tube outside of this route)
- d) The Piccadilly Line route between and including Cockfosters and Heathrow Terminal 5 stations (no Night Tube outside of this route)

e) The Victoria Line entire network

Non-Restrictive/Exclusive Access has the meaning defined by Works Information paragraph.

Operational Managers: Are Group Station Managers and Train Operations Managers.

Operational Assurance: An Operational Assurance Notification made to LUL in accordance with the requirements of Standard 1-538 (Assurance).

Pathway: The TfL project planning process.

Pre-Closure Request Meeting: A meeting to discuss the viability of a proposed closure request.

Possession Meeting: A meeting to discuss the viability of a proposed Track possession.

Published: In respect of Restrictive and Exclusive Track access published means the works need to be notified in the Engineering Look Ahead Notice, the Engineering Notice and the Nightly Engineering Protection Arrangements (NEPA) Notice. For Restrictive and Exclusive Stations access published means the works need to be notified in the Station Works Plan.

SABRE: (Site Access Booking for Railway Engineering) The system used to plan access, and any system that may supersede it at any time in the future.

Specialist Protection means all protection arrangements in addition to the *Contractors* SPC (with dual protection qualifications) including but not limited to possession masters; protection resources to implement possession protection arrangements; staff to isolate traction current, technical officers to implement a set of protection arrangements and protection on Network Rail Infrastructure.

Stage Gates: Are the project control gates defined by Pathway and as listed below:

Stage 1 – Outcome definition

Stage 2 – Feasibility

Stage 3 – Concept Design

Stage 4 – Detail Design

Stage 5 - Delivery

Stage 6 – Project Close

Stations: Areas to which LUL Rule Book 10 applies including buildings, equipment or facilities designed to be used by customers to access or leave a train.

Station Works Plan: The general access requests; planned works weekly and planned daily publications circulated by LUL detailing the access arrangements for works planned to be undertaken at all stations.

Restrictive Access has the meaning defined by Works Information.

Track: Areas to which LUL Rule Book 17 applies including Track, tunnels, embankments and other line side infrastructure.

Traffic Circular: The weekly Traffic Circular which contains diverse information such as, infrastructure changes, train service changes, events affecting LUL, notification of restrictions to LU operations and operational communications.

Traffic Hours: This term applies to the running line and is described as being when traction current is switched on (as published in the Guide to Switching Current On and Off subject to variance as published in an Engineering Notice) and trains are

running (ref LU Rule Book 17 for the definition of Traffic Hours).

TransPlant Agreement: the contract for the provision of services for the period 1 January 2013 to 31 March 2018 in respect of which the prevailing plant charges are set out in Appendix 11.

Work Request: Work Request e-Form provided on the *Employers'* access booking portal and which is completed by the Applicant to reflect the Access Plan and requirements for plant and equipment (including engineering trains) and specialist protection.

Working Time: a period of agreed access (including closures) in either Traffic or Engineering Hours.

WI 1610 The Access Plan

(1) The *Contractor* prepares an Access Plan with the objective to maximise the efficient use of the available Working Time and takes account of the following in the access planning process:

- the information provided in the Local Station Access Arrangement Reference Files (the use of any potential storage areas identified by the Local Station Access Arrangement Reference Files remains subject to the *Contractor* obtaining the appropriate storage licences);
- if the *works* can be carried out in Traffic Hours and constructs the Access Plan to achieve the optimisation of Working Time;
- the minimisation of the number and duration of closures;
- the utilisation and extension of existing planned closures;
- the hours/shifts/days in the week required to be worked in order to comply with the Accepted Programme;
- the timescales for booking access and closures;
- the sharing of access with Others and the minimisation of disruption of the work of Others;
- if the productivity of Engineering Hours working can be increased, safely, by completing the clearance of workers, materials tools and equipment tools in Traffic hours and supports plans with Method Statements detailing appropriate measures for the protection of the public.
- the maximisation of working time during Engineering Hours when accessing the Track through a Station (where it is safe to do so, all persons, plant and equipment may be positioned within the Station ready to access the Track immediately on confirmation of traction current being turned off);
- a minimum call back time of 20 (twenty) minutes for Track access before the expiry of each shift of Engineering Hours (to allow for the safe removal of all workers, materials, tools, equipment and the like) unless a shorter period is stated in Appendix 4;
- any limitation on Engineering Hours specific to the *works* stated by the *Employer* in Appendix 4; and.
- the time required for the *Contractor* to ensure the worksite is left clean and

safe.

- Night Tube

(2) The *Contractor* submits an Access Plan to the *Project Manager* for acceptance. Within two weeks of the *Contractor* submitting an Access Plan for acceptance the *Project Manager* either accepts the Access Plan or notifies the *Contractor* of his reasons for not accepting it. A reason for not accepting an Access Plan is that:

- It is not compatible with the Access Plan Template
- It does not take into account the information provided in the Local Station Access Arrangement Reference Files
- It does not optimise the Working Time
- It proposes an excessive number or duration of closures
- It does not adequately make use of existing planned closures
- It is not compatible with the Accepted Programme
- It does not comply with the timescales for booking Access and Closures
- It assumes the use of an existing closure for which an Application to Work Form has not been approved by the Access Manager.
- It assumes an extension to an existing planned closure which has not had the prior approval of the Access Manager
- Requests an access or closure type which is not appropriate for the works.
- It does not adequately provide for the work of Others
- It does not maximise the use of available access
- It does not allow for minimum call back periods or other working constraints detailed by the *Employer*
- It does not provide as a minimum all the information provided in the Access Plan Template
- It does not allow sufficient time for worksites and the Site as a whole to be left clean and safe.
- It does not allow for the operation of Night Tube

The *Contractor* submits a revised Access Plan for acceptance in the following circumstances:

- if the Accepted Access Plan is no longer applicable in all the circumstances;
- when a change is required to align with the Accepted Programme and
- within the *period for reply* after the *Project Manager* has instructed the *Contractor* to do so. For the avoidance of doubt such instruction does not entitle the *Contractor* to apply for a compensation event.

(3) Should the *Contractor* need to work hours additional to those stated in the Accepted Access Plan (within the constraint of the maximum working hours available within the booked access types), the *Contractor* gives at least 5 working days' notice and

obtains the *Project Manager's* prior written acceptance.

- (4) The *Contractor* shall be responsible for checking for clashes (Clash Checking) in respect of access booked by Others and the *Employer* in respect of which the *Employer* has provided the *Contractor* with the Access Visualisation Tool. The *Contractor* shall also monitor the following publications:
- (a) Engineering Look Ahead Notice
 - (b) Engineering Notice
 - (c) Nightly Engineering Protection Arrangements (NEPA)
 - (d) Traffic Circular
 - (e) Station Works Plan

In the event of clashes the *Contractor* shall notify the *Project Manager* and where instructed submit a revised Access Plan for acceptance. The indicative publication timescales (in advance of proposed works) for the above notices are as provided in Appendix 7.

- (5) In the event that the *Contractor* attends the Site and access is not provided by the *Employer* in accordance with the Accepted Access Plan the *Contractor* shall complete the Cancelled or Delayed/Curtailed Access Form contained in Appendix 8.
- (6) Clash Checking, the completion of a Cancelled or Delayed/Curtailed Access Form in full (including the obtaining of all necessary signatures) and the identification of the period access in question on the Accepted Access Plan (with the relevant SABRE number) are all condition precedents in respect of any entitlement to apply for a compensation event.

WI 1610.1 Types of Access

- (1) Summarised below are the types of access that the *Contractor's* Access Plan shall be based upon. In preparing the Access Plan the *Contractor* selects the type of access required for the *works*. The Applicant consults with the Access Manager as to the appropriateness of the selection as set out in the Access Plan. The Access Manager's decision as to the types of access and closures which can be used in the formulation of the Access Plan is final and binding.

a. General Access

General Access is a category of access for undertaking non-exclusive and non-restrictive works on the Underground Network, using all necessary tools and equipment. It is valid for both Station and Track. SABRE numbers may be valid for up to a whole financial year, but can also be issued for shorter time periods to suit work demands.

General Access may be applied for to cover large areas of the Underground Network, for example whole lines, or for more discreet locations or worksites to suit work demands. The Applicant may apply for a number of General Access SABRE numbers, but the Access Manager will aim to limit the proliferation of General Access SABRE numbers for the same or similar work teams, projects, or areas etc.

General Access does not need to be Published.

b. Non-Restrictive/Exclusive Access

Non-Restrictive/Exclusive Access is a category of access for undertaking non-restrictive and non-exclusive works on the Underground Network, using all necessary tools and equipment. It is valid for both Station and Track.

The *Contractor* clearly defines the area covered by a Non-Restrictive/Exclusive Access request and limits the area to the minimum required to deliver the *works*.

Non-Restrictive/Exclusive Access does not need to be Published.

c. Restrictive Access

Restrictive Access is a category of access that places a restriction on what can take place within a particular worksite and where the restriction will apply to all parties attempting to work that particular shift.

The *Contractor* demonstrates that this is the most appropriate form of access and takes account of the impact that the granting of Restrictive Access would have on the network and other work streams. Restrictive Access will not typically be permitted to cover a protracted number of shifts or consecutive shifts, across the same geographical area.

The *Contractor* clearly defines the area covered by a Restrictive Access request and restricts the area to the minimum required to deliver the *works* and avoids unduly impeding the works of Others.

Restrictive Access will need to be Published.

d. Exclusive Access

Exclusive Access is a category of access that prohibits any party not directly involved in the works (for which Exclusive Access has been booked) from working in that worksite.

The *Contractor* demonstrates that this is the most appropriate form of access and takes account of the impact that granting Exclusive Access would have on the Underground Network and other work streams. Exclusive Access will not typically be permitted to cover a protracted number of shifts or consecutive shifts, across the same geographical area.

The *Contractor* clearly defines the area covered by an Exclusive Access request and restricts it to the minimum area required to deliver the works and to avoid unduly impeding the works of others.

Exclusive Access will need to be Published.

e. Emergency Access

Emergency Access is access required to deal with an Incident as defined in Rule Book 2, or is required to rectify the failure of an asset which, if not rectified, would have a material adverse impact on passenger services. Emergency Access takes precedence over any other booking or request as directed by the Incident Officer.

f. Major Closures

A Major Closure can be classified as any planned disruptive work which results in any LU service being unavailable between 0600 and 2100 on a weekday (excluding Bank Holidays).

g. Minor Closures

A Minor Closure can be classified as any planned disruptive work, apart from L&E Closures (defined below) which results in any LUL services being unavailable outside the hours of 0600 and 2100 on a weekday (excluding Bank Holidays) or at any other

time at Weekends and Bank Holidays (including the Night Tube Period for work with the Night Tube Sections).

h. L&E Closures

Lift & Escalator Closures are closures of lifts, escalators, travelators, fixed stairways, routeways or cross-passageways which can be accommodated without requiring a Station or platform to be closed. The Applicant will liaise with the Access Manager to review the impact of the requested L&E Closure in the context of any other concurrent Underground Network closures. Where the Applicant is the *Contractor*, the *Project Manager* may also participate in such liaison.

i. Access Subcategories

Within the above access types there are a number of access subcategories which are used in the booking system. The subcategories are detailed in Appendix 9 hereto and a description of the typical work to which they apply, such a track possession, is also provided in order to assist the Applicant in identifying the type of access applicable to particular works.

- (2) For all closure requests the Applicant attends a Pre-Closure Request Meeting or Possession Meeting with the Access Manager before a Work Request is submitted by the Applicant for approval. Where the Applicant is the *Contractor*, The *Project Manager* may attend such Meetings.
- (3) Where the *Project Manager* and *Contractor* agree a proposed closure has business justification the Applicant confirms with the Access Manager the acceptability of the proposed closure. Where the Access Manager confirms that the proposed closure dates are not acceptable the Applicant will liaise with the Access Manager to identify alternative closures that are as near as possible and equivalent to, the closures originally proposed by the *Contractor*. Where the Applicant is the *Contractor*, the *Project Manager* may also participate in such liaison. The Access Manager's decision as to acceptability of a proposed closure or proposed alternative closures is final and binding.
- (4) The Access Manager may reject proposed closures on; including (without limitation) the grounds that if granted it would unduly limit journey opportunities. By way of guidance, and without limitation, examples of such a limitation of journey opportunities would be:
 - A closure of a central London Station during a seasonal event,
 - A closure of key Station for access to a popular one-off event during the period of the event,
 - A closure of a key branch for access to airport terminals during a peak travel weekend, or
 - A closure on a part of a line when there is a concurrent closure on the only alternate line during an abnormally busy period.
 - Similarly a closure request may be rejected where it is considered that the level of disruption caused is not justifiable given the nature and the scope of the works.

WI 1615 Time Scales for booking Access and Closures

In preparing an Access Plan the *Contractor* makes allowance for the minimum booking periods for the applicable access and closure types, as listed in the following table:

Type	Applicable to:			
	Station Access	Track Access	Working Time in	
			Engineering Hours	Traffic Hours
General Access Non-Restrictive/ Exclusive Access	Yes (14)	Yes (14)	Yes	Yes
Restrictive Access Exclusive Access	Yes (21)	Yes (56)	Yes	Yes
Major Closures	Yes (540)	Yes (540)	No	Yes
Minor Closure	Yes (222)	Yes (222)	No ⁽ⁱⁱ⁾	Yes
L&E Closure	Yes (90)	N/A	Yes	Yes

Notes

- The above table gives the T- date in brackets by which planning must be completed (the Latest Request Date). The *Contractor* must allow for sufficient time for adequate access planning.
- A Minor Closure may be applicable to Engineering Hours if a vehicle is being outstabled. Where no more than two vehicles are being outstabled at any single location the timescale for booking may subject to the agreement of the Access Manager be reduced to 90 days
- A Closure in respect of a depot or siding may be required if the proposed works affects the operational railway

At specific locations the minimum booking period for Closures stated in the above table may be able to be reduced. Where a reduced period applies this is stated in Appendix 4.

The *Contractor* plans access as early as possible and in no event applies for access or closures after the Latest Request Date past.

Where access is required to Network Rail infrastructure at the Network Rail Interface Locations the minimum booking period for all access types is 294 days access except for Major Closures which remains unchanged.

WI 1620 Utilising Existing Closures

The *Contractor* actively seeks to utilise the *Employers* existing closure programme to progress the Works.

The *Contractor* identifies all possible opportunities to use the *Employer's* existing closure programme and provides the information necessary to complete the Application to Work Form. The Applicant completes the Application to Work Form and submits this to the Access Manager and the *Project Manager* for approval. Such Form shall be submitted a minimum of 15 (fifteen) weeks prior to the relevant closure start date. The Applicant attends the planning meetings for the relevant closure and the *Contractor* prepares for submission by the Applicant any information as may be requested by the Access Manager as part of this planning process. Where the Applicant is the *Contractor*, The *Project Manager* may attend such Meetings.

The *Contractor* may also propose an extension to an existing planned closure. The *Project Manager* considers the proposal and where the business benefits more than offsets the increased customer disruption, authorises the Applicant to seek endorsement by the Access Manager. The Access Manager determines whether the request should be taken forward as a formal application and advises the Applicant accordingly. Where such application has been approved by the *Project Manager*, the *Contractor* submits an updated Access Plan, to reflect such application, to the *Project Manager* for approval.

The *Contractor* recognises the level of disruption and limitation of journey opportunities which result from closures and where the *Contractor* plans any change to the scope or type of works to be undertaken under an existing closure, seeks the approval of the *Project Manager* accordingly. The Applicant seeks consent for the change from the Access Manager. The *Contractor* accepts that if the Access Manager or the *Project Manager* considers that changes in scope are such that the business benefit of the works to be carried out is no longer commensurate with the disruption caused, that the closure may be cancelled. For the avoidance of doubt where a closure is cancelled in these circumstances it is not a compensation event and the *Contractor* submits a revised Access Plan for acceptance by the *Project Manager*.

WI 1620.1 Booking and Arranging Access

- (1) The Applicant books and co-ordinates access to the Site with the Access Manager in accordance with the Work Request/SABRE process and the accepted Access Plan. The *Contractor* accepts that access to the Site will be refused without a valid SABRE number and the *Contractor* checks that it is in possession of a valid SABRE number for all access requirements detailed on the accepted Access Plan. If the Contractor is not in possession of the same it advises the *Project Manager* accordingly.
- (2) The *Contractor's* attention is also drawn to the requirements of section WI225.4 Security, in connection with restricted access to the works.
- (3) The *Contractor* complies with the requirements of the use of LUCAS (London Underground Combined Access System) and Sentinel (Network Rail's Access and Competency System), particularly in the context of access control at the point of site entry. The *Contractor* shall note that individuals will be refused access to Sites without a valid LUCAS or Sentinel Card.

Note the *Employer* is phasing out the use of LUCAS cards and is adopting Sentinel as a replacement access and competency control system. On expiry of existing LUCAS cards the *Contractor* shall sponsor its personnel required to work on the *Employers* infrastructure to obtain replacement Sentinel cards if they are not already

a Sentinel card holder.

WI 1625 Training, Certificates, Identity Cards and Entry Permits

- (1) The *Contractor* is responsible for ensuring that all staff and personnel are suitably trained, competent and carry the appropriate and requisite certification for performing the roles required of them in carrying out the *works*.
The Standards, and in particular QUENSH and the Rule Book(s) set out the training and certifications required to be met by the *Contractor*.
- (2) Not used
- (3) The *Contractor* is responsible for arranging, booking, and paying for all requisite medicals, training and certification of its staff and / or personnel. Details of the cost and process for booking LUL arranged training / certification courses are provided by the *Project Manager* at the request of the *Contractor*.
- (4) The *Contractor* allows a minimum of 28 days notice period for all *Employer* provided training and certification courses. This must be included on the programme for acceptance. Any time period less than this cannot be guaranteed, and although efforts may be made to facilitate wherever possible, the *Contractor* does not rely on such reduced time periods being accommodated.
- (5) At the *starting date* of the Contract, the *Contractor* must produce a competency matrix for all *Contractor's* staff or personnel involved in Providing the Works detailing the training, certification and other competency information held on record. The *Contractor* updates the matrix throughout the Contract duration maintaining current records and make available on request of the *Project Manager*

WI 1630 London Underground Access control

- (1) LUCAS (London Underground Combined Access System) Smartcards will not be issued after 01/04/2015. Unexpired cards issued before this date remain valid until they expire or by further notification from the *Employer*
- (2) All *Contractor* personnel require either
 - A valid LUCAS smartcard OR
 - A Sentinel smartcard endorsed with the Industry Common Induction (ICI) competence plus the LU-ICI endorsementin order to access the Site and carry out works on London Underground operational infrastructure.
- (3) The *Contractor* registers to become a Sentinel Sponsor via the Rail Industry Supplier Qualification Scheme (RISQS). Further details can be found at the following Achilles website address (Achilles administer the Scheme on the behalf of RISQS).
- (4) All Sponsors and Sponsored individuals must abide by the Sentinel Scheme Rules, the latest version of these can be found at the following Sentinel website address:
- (5) The Smartcard is specific to an individual and is not transferable

- (6) The *Contractor's* personnel carry their Smartcard at all times when working on operational underground network property and present them to any authorised representative of the *Employer* for inspection when requested to do so. Failure to produce a valid Smartcard, or requisite certification, for inspection may result in the individual being instructed to leave site. A Smartcard is not required when working solely on non-operational underground network property.
- (7) The Smartcard does not entitle the *Contractor's* staff or personnel to any benefits other than permitting access to the Site for the purpose of carrying out *works* during the agreed hours of work. The LUCAS Smartcard remains the property of the *Employer* and is required to be returned immediately upon request.
- (8) Details of required courses and medicals are detailed in QUENSH.
- (9) Exceptions to the Smartcard process;
For certain exceptional access circumstances it may not always be practical or cost effective to enrol the suppliers or Others onto the Sentinel Scheme.
Such scenarios whereby temporary LUA-LU paper certificates are issued would be;
- Specialised contractors requiring limited access
 - Survey work requiring limited access
- If the *Project Manager* decides to permit exceptional access to site or *working areas*, the *Contractor* must obtain the *Project Manager's* written acceptance regarding the personnel and work activities prior to commencement on site.
- (10) Any person attempting to gain access to the site or working areas who is not in possession of a valid LUCAS or Sentinel Smartcard is treated as a visitor. All visitors, except for authorised collection or delivery drivers, are escorted or supervised at all times by an authorised member of staff whilst on site.
The *Contractor* maintains a register of all visitors including:-
- Name;
 - Employer;
 - Nature of business / persons being visited;
 - Time in;
 - Time out;
 - Supervisor/escort name including signature.
- The *Contractor* provides a health and safety site briefing to the visitor who signs a form to confirm that they have received the briefing and understand the site rules and their respective responsibilities as a visitor.
- The *Contractor* issues the visitor a temporary pass that is valid for a maximum 24 hours and the expiry date and time is clearly indicated.
- The *Contractor* ensures the temporary pass is returned when the visitor leaves the site and that a list of lost any passes is maintained.
- Lost electronic visitor passes are de-activated immediately on the *Contractor* being made aware of the loss.

WI 1630.1 London Underground – Access Control

- (1) When booking in and out of the Site, the *Contractor's* staff and personnel report in, record entry and exit, and present their Smartcards when and where required, in accordance with the local access control arrangements.
- (2) Where a Smartcard reader is installed on Site as part of the local access control arrangements, then all *Contractor* staff and personnel as a mandatory requirement swipe their Smartcard on entry and egress from the Site. Any individuals found on site where such a card-reading system is in place who have not followed such a procedure may be instructed to leave site for the duration of the associated shift, regardless of whether they may hold the appropriate Smartcard. The *Employer* takes no responsibility for any abortive costs or impact to schedule of any such instruction to any member of the *Contractor's* staff under such circumstances.

Appendix 1: List of existing planned closures

NOT USED

Appendix 2: Access Plan Template

Please see appendix A 1600.1 for the Access Plan Template.

Appendix 3: Accepted Access Plan

The *Contractor* provides the Access Plan to the *Project Manager* for his Acceptance.

Appendix 4: Limits on the time period of Engineering Hours

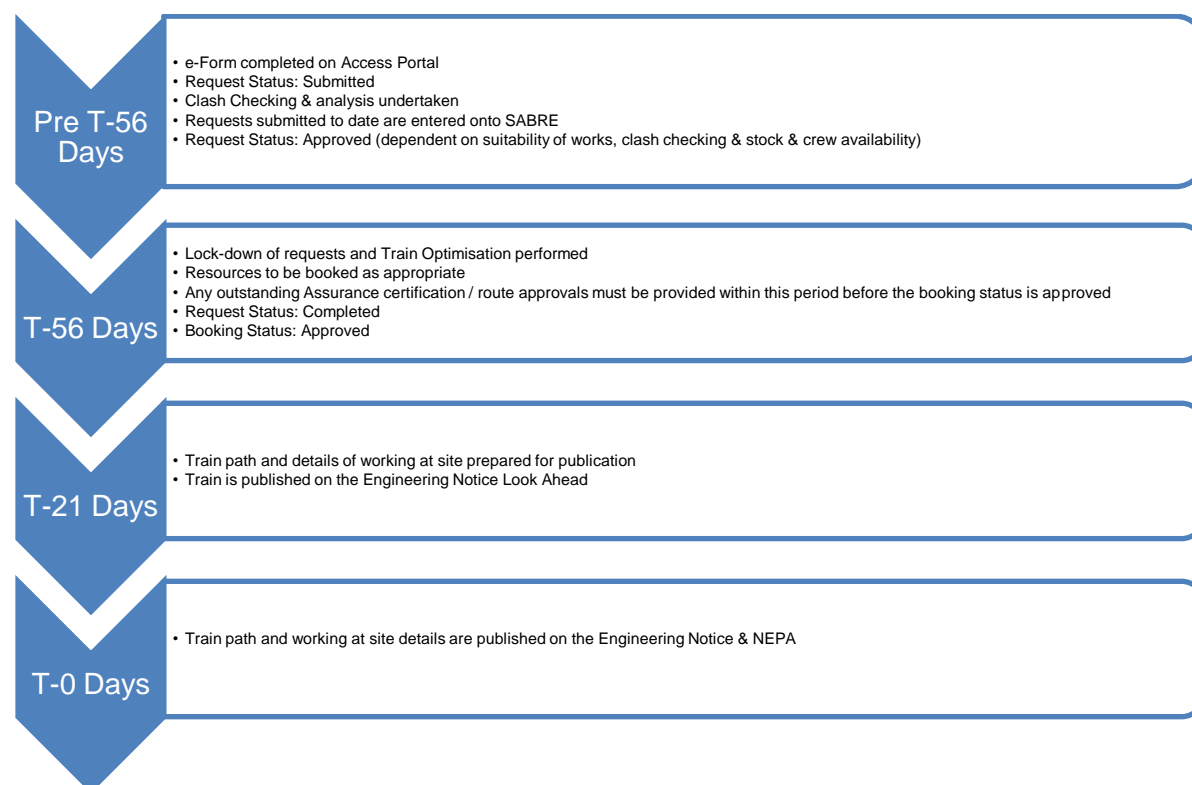
1. The Night Tube Start Date is 12th September 2015
2. Engineering Hours and times are set out in the Appendix A200.1.

Appendix 5 – Application to Work Form

Multi-Worksite Possession Team Application to Work Form						
Date of Application			Week No.		Equivalent Engineering hours shifts	
Date of Possession			Week No.			
Responsible manager for work	Name					
	Organisation			Cost Centre		
	Contact number			E mail:		
Scope of work: Brief Description						
Chainage						
Line(s) Affected		Times Reqd.		Limits		
Worksite Location						
Lines Affected Including EB – WB – IR – OR – NB – SB Limits						
1 No. Form For Each Respective Worksite						
Is it Possible to Pass Engineering Trains through your worksite. Ensure all information is correctly entered.		Yes If Yes, how much notice reqd. to clear site			No If No, enter justification below	
Engineering Trains						
Are Engineering trains working in your worksite		Yes		If Yes, how many and which type:		
		No				
Road Rail Vehicles (RRVs)						
Are EHs Possessions required to Outstable RRVs prior to Closure		Yes		Are EHs Possession required to return RRVs following Closure		Yes
		No				No
Comments						
On Track Plant / machinery						
Are any On Track Plant / machinery Working in your worksite		Yes		If yes ensure you enter all information correctly in the respective boxes below		
		No				
Line(s) Affected		Access		Egress		
Resources						
Are any specific resources required for your worksite		Yes		If yes ensure you enter all information correctly in the respective boxes below		
		No				
Are all staff on site Track Accustomed certificated?		Yes				
		No		If no ensure, adequate time is allocated to clear line(s) of all non cert. staff to allow passage of Engineering train if applicable		
Anticipated No of staff in worksite						
Control measures for access to worksite						
Is station Access required		Yes	No			
Worksite Notification: Date Worksite Notification accessible for review.						

Appendix 6 – Request Lifecycle for a Train or Motorised Vehicle Request

The timescales for booking an engineering train or other mechanised vehicle is described the in following flow chart.



Note: 'T' indicates the Monday of the week that the train or vehicle is booked to work in.

The process at each stage is summarised as follows:

a. Pre T-56 Days

A Work Request for a train can be submitted by a Manager at any time prior to T-56 days. All requests will be made by the Manager comprehensively completing all the requisite screens of the Work Request. The Work Request is the sole means by which TransPlant engineering vehicles can be booked and requested and there is provision on the Work Request to provide specific details as to the make-up of each train (if the consist is known). The Access Manager will assist the Manager as necessary in planning and requesting trains or access for mechanised vehicles.

b. T-56 Days

All planning for engineering trains, train paths or mechanised vehicles must be completed & received by T-56 days, after which train optimisation will be carried out by the Access Manager.

From T-56 days onwards the requested access for an engineering train or mechanised vehicle will be entered onto SABRE and a check for any clashes can be carried out. The Access Manager will update the request's status to 'Completed' if there are no clashes or impediments pertaining to the request at that time. If there is a clash at this stage, the Access Manager will assess whether the clash is likely to be resolvable by the train optimisation process and will work with the Manager to identify potential alternative dates.

c. The Access Manager and Manager will agree the engineering train paths, confirm the engineering train's method of working at site; access and egress to the worksite for mechanised vehicles and/or personnel, and carry out protection planning.

d. The Access Manager will update the Booking status to 'Approved'.

e. T-21 Days

- f. At this time the train path, and details of the train or mechanised vehicle's working at site, will be prepared for publication. These details will be included on the Engineering Notice Look Ahead
- g. T-0 Day of the Works
- h. The Engineering Notice is published with full details of the train or mechanised vehicle's path and it's working at site.

Network Rail Infrastructure

Notwithstanding the timescales stated above, where engineering trains or other mechanised vehicles are required and which need to be positioned on Network Rail infrastructure in order to deliver the *works*, a Work Request for the provision of such vehicles shall be submitted to the Access Manager before T-365. The Access Manager will advise the applicable timescales for confirmation of booking following consultation with Network Rail.

Appendix 7 – Indicative timescales for the publication of Engineering Look Ahead Notice and Engineering Notices

T - 4 weeks							T - 3 weeks							T - 2 weeks							T - 1 week							Work due this week							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
				Closing date for draft ELAN						Draft ELAN published for requesters comments							Closing date for Final ELAN comments 17:00hrs											Planned work, anytime this week							
																							Publication deadline for changes. EN and NEPA						Planned work due to start - EN / NEPA published by 15:00hrs						
																								Publication deadline for changes. EN and NEPA					Planned work due to start - EN / NEPA published by 15:00hrs						
																								Publication deadline for changes. EN and NEPA					Planned work due to start - EN / NEPA published by 15:00hrs						
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																												Publication deadline for changes. EN and NEPA							
																													Publication deadline for changes. EN and NEPA						
																														Planned work due to start - EN / NEPA published by 15:00hrs					
																															Planned work due to start - Engineering Notice / NEPA published by 15:00hrs on Friday				

Notes

ELAN = Engineering Look Ahead Notice

EN = Engineering Notice

NEPA = Nightly Engineering Protection Arrangements

NB. Timings are likely to change over Public Holidays

Appendix 8 – Curtailed or Delayed/Curtailed Access Form

London Underground					
Frustrated Access (Cancelled / Delayed / Curtailed) Form					FAC-001 v1
Directorate:			Upgrade / Asset Group:		
Project / Work Title:			Project Id / Work Order / Job Ref:		
Line: _____			Unique Ref.: _____		
Access Affected: (tick one) Cancelled: <input type="checkbox"/>			Delayed / Curtailed: <input type="checkbox"/>		
Date: (shift start) _____		Day: ____/____/____		Night: (start) ____ - (end) ____/____/____	
Access Authority Details: (must be valid)					
Booking Ref. (1): <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table>			PICER Ref (copy required) _____		
Booking Ref. (2): <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table>			Access Type: TRACK / STATION / OTHER (Circle as applicable)		
<small>All details Mandatory</small>					
Access Location (or Code):			Work Location or Code (+ SB/NB/EB/WB):		
Station Supervisor Name:			Track Current Sections Booked Out (ref required):		
Work to be done (brief details)					
Time Booked on Station:		Time Booked on with TAC:		Call Back Time given by TAC:	
Planned Start time:		Actual Start time:		Planned finish time:	
				Actual finish time:	
				Total Shift or Time Lost:	
Reporters Details: (mandatory)					
Name:		Company		Contact No.	
				Email	
LU Accountable Manager Details:					
Name:		Directorate / delivery Group		Contact No.	
				Email	
Contractors / Sub-Contractors affected: (mandatory)					
Contractor		Ops in work Party (no.)		Contractor	
				Ops in work Party (no.)	
Cause of Lost Time / Shift (mandatory)					
Engineers Train		Train ref. no.		Was train published in ENLA?	
Y/N				If so, which no?	
		Reason for late running (if known)			
Passenger Train		Train ref. no.		Line	
Y/N				Direction (circle one) SB / NB / EB / WB	
		Reason for late running (if known)			
Other Contractor		<input type="checkbox"/> Name			
LU Supervisor		<input type="checkbox"/> Name			
Late Book on TAC		<input type="checkbox"/> Details			
Early call back TAC		<input type="checkbox"/>			
Other		<input type="checkbox"/>			
Signature of station supervisor				Was further investigation completed by DOE / DOME? Y / N	

This form must be faxed to XXXXX or emailed to XXXX

Appendix 9 – Access Subcategories

Station works			
Access Type	Booking Description	Days	Work Type Description
General Access	General Access (non Track)	14	For undertaking the majority of everyday access needs, using relevant tools and materials. Not to be used for works that imposes a restrictive or exclusive requirement on other access users.
Non Restrictive/ Exclusive Access	Non Restrictive/ Exclusive Access (non Track)	14	For undertaking everyday access needs, using relevant tools and materials within a defined area
Restrictive Access	Restrictive - Asbestos Site	21	Only issued to specialist Asbestos contractors registered with LU for asbestos works. Access for asbestos works e.g. removal for which no other parties can be present on grounds of safety.
	Restrictive - Bright Lights	21	For where access introduces the use of additional lighting that could potential impact other access users. Rarely applied.
	Restrictive - Closure Area	21	To define an area of a station subject to a Closure (i.e. taken out of service for the purposes of engineering works).
	Restrictive - Movement of Materials	21	For where access necessitates the movement of materials either through a station that may impact on other access users. May include craning over of materials.
	Restrictive - Noisy Works	21	For where access will result in particularly noisy works that may have an impact on other access users.
	Restrictive - Plant / Chemicals in a confined space	21	For where access introduces the use of plant and chemicals in a confined space . Rarely used.
	Restrictive - Power Cessation- Power Outages Possible	21	For where access will introduce a cessation of power that may impact other access users (e.g. need for temporary supplies/portable lighting).
Exclusive Access	Exclusive – Asbestos Exclusion Zone	21	Only issued to specialist Asbestos contractors registered with LU for asbestos works. Access for asbestos works e.g. removal for which no other parties can be present on grounds of safety.

Track			
Booking Description	Booking Description	Booking Description	Booking Description
General Access	General Access (Track)	14	For undertaking the majority of everyday access needs, using relevant tools and materials. Not to be used for works that imposes a restrictive or exclusive requirement on other access users.
Non Restrictive/ Exclusive Access	Non Restrictive/ Exclusive Access (Track)	14	For undertaking everyday access needs, using relevant tools and materials within a defined area
Restrictive	Restrictive - Allied Track	56	To define an area of track used in conjunction with, or subject to impact from, another access booking e.g. unloading of materials from a train booked under an Exclusive Specified Area.
	Restrictive - Asbestos Site	56	Only issued to specialist Asbestos contractors registered with LU for asbestos works. Access for asbestos works e.g. removal for which no other parties can be present on grounds of safety.
	Restrictive - Bright Lights	56	For where access introduces the use of additional lighting that could potential impact other access users. Rarely applied.
	Restrictive - Closure Area	56	To define an area of the LU railway subject to a Closure (i.e. taken out of service for the purposes of engineering works).
	Restrictive - Motorised Trolley	56	For the operation of a motorised track trolley on the railway.
	Restrictive - Movement of Materials	56	For where access necessitates the movement of materials either on, over or adjacent to the LU railway that may impact on other access users. May include craning over of materials.
	Restrictive - Noisy Works	56	For where access will result in particularly noisy works that may have an impact on other access users.
	Restrictive - Out-stabled Trains	56	To define an area of the LU railway where a service train is stabled (normally in platforms/sidings). May restrict the type of works that can be performed adjacent to this location.
	Restrictive - Plant / Chemicals in a confined space	56	For where access introduces the use of plant and chemicals in a confined space (e.g. platform inverts). Rarely used.

Track			
Booking Description	Booking Description	Booking Description	Booking Description
Restrictive Cont'd	Restrictive - Power Cessation- Power Outages Possible	56	For where access will introduce a cessation of power (e.g. tunnel lighting, supply points) that may impact other access users (e.g. need for temporary supplies/portable lighting).
	Restrictive - Protection Area	56	To define an area of track used as a protecting or 'buffer' zone. Used in conjunction with another Exclusive booking e.g. Specified Area, Possession.
	Restrictive - Sub Station Works	56	Primarily for the use of LU Power teams requiring access to sub stations supplying power to the LU traction current system.
	Restrictive - Wheels Free Zone	56	For works that require the running rails to be free of electrically conducting plant or equipment e.g. trolleys, trains etc. Usually used for works requiring isolation of the signalling circuits e.g. commissioning.
Exclusive	Exclusive	56	For works necessitating sole access of the LU railway, and not more appropriately catered for under other categories herein. Only used sparingly and for short durations due to its restrictive nature on other works.
	Exclusive - Asbestos Exclusion Zone	56	Only issued to specialist Asbestos contractors registered with LU for asbestos works. Access for asbestos works e.g. removal for which no other parties can be present on grounds of safety.
	Exclusive - Current Rail Resistance Measurements	56	Primarily for the use of LU Power teams requiring controlled current measurements of the traction current delivery system.
	Exclusive - Engineers' Current Area	56	For the running of engineering vehicles on live traction current in accordance with the Rule Book.
	Exclusive - Possession	56	For the exclusive control of access to a given area of the railway. Traction current may be on or off. May involve the use of engineering trains, RRVs etc. As defined in the Rule Book
	Exclusive - Running on current, moving according to signals	56	For the running of vehicles on live traction current obeying LU signalling systems (e.g. test trains). Often referred to as 'Cancelled Engineering Hours'. As defined in the Rule Book.

Track			
Booking Description	Booking Description	Booking Description	Booking Description
Exclusive Cont'd	Exclusive - Specified Area	56	For the running of engineering machines e.g. trains, RRVs on the railway. As defined in the Rule Book
	Exclusive - Traction Current Switching During Eng Hrs	56	For access that requires traction current to be switched on and off intermittently during the engineering hours shift. Primarily used in relation to power supply testing/commissioning etc.

Appendix 10 – Network Rail Interface Locations

NOT USED

Appendix 11 – TransPlant Agreement Charges

NOT USED



WORKS INFORMATION

WI 2000

EMPLOYER'S DESIGN INFORMATION

CONTENTS

WI 2005	<i>Employer's Requirements</i>
WI 2010	Passageway 4 Extension CDS
WI 2015	Arup responses to NR DRN for Passageway 4 Extension CDS
WI 2020	LUL Comments for Passageway 4 Extension CDS
WI 2025	Summary of Assumed Ground Conditions
WI 2030	Derivation of canopy Tube Live Load Deflection
WI 2035	Squareworks CDS
WI 2040	Arup responses to NR DRN for Squareworks CDS
WI 2045	LUL Comments for Squareworks CDS
WI 2050	OLE Electrical Form B
WI 2055	Platform 8 Reception Shaft Form 1
WI 2060	Reception Shaft Piling Form 2
WI 2065	Arup responses to NR DRN for Reception Shaft Piling Form 2
WI 2070	Reception Shaft Piling Form 3
WI 2075	Arup responses to NR DRN for Reception Shaft Piling Form 3
WI 2080	Milk Dock Mid-Shaft Form 1
WI 2085	Arup Draft responses to NR DRN for Milk Dock Mid-Shaft Form 1
WI 2090	Milk Dock Demolition Form 2
WI 2095	Connect Equipment Room (CER) Removal Form 1
WI 2100	Preliminary Impact Assessment for NR Assets
WI 2105	Preliminary Impact Assessment for LUL Assets
WI 2110	Kone Lift Tender Layout Drawing Lift 2

WI 2115	T Junction Modifications, Early Works - Compliance Submission for Stage F2
WI 2120	As-built information for Mild Doc and Reception Shaft piling
WI 2125	Updated design information for CER removal
WI 2130	Specification for Instrumentation and Monitoring for London Underground Assets: Main Works Package
WI 2135	T Junction CDS
WI 2140	Finsbury Park Temporary Services Requirements

WI 2005	<i>Employer's Requirements</i>
	(1) Please refer to appendix A2000.1 for all information relating to the <i>Employer's Requirements</i> .
WI 2010	Passageway 4 Extension CDS
	(1) Please refer to appendix A2000.2 for all information relating to the Passageway 4 Extension CDS.
WI 2015	Arup responses to NR DRN for Passageway 4 Extension CDS
	(1) Please refer to appendix A2000.3 for the Arup responses to NR DRN for Passageway 4 Extension CDS.
WI 2020	LUL Comments for Passageway 4 Extension CDS
	(1) Please refer to appendix A2000.4 for all information relating to the LUL Comments for Passageway 4 Extension CDS
WI 2025	Summary of Assumed Ground Conditions
	(1) Please refer to appendix A2000.5 for all information relating to the Summary of Assumed Ground Conditions
WI 2030	Derivation of canopy Tube Live Load Deflection
	(1) Please refer to appendix A2000.6 for all information relating to the Derivation of canopy Tube Live Load Deflection
WI 2035	Squareworks CDS
	(1) Please refer to appendix A2000.7 for all information relating to the Squareworks CDS
WI 2040	Arup responses to NR DRN for Squareworks CDS
	(1) Please refer to appendix A2000.8 for all information relating to the Arup responses to NR DRN for Squareworks CDS
WI 2045	LUL Comments for Squareworks CDS
	(1) Please refer to appendix A2000.9 for all information relating to the LUL Comments for Squareworks CDS
WI 2050	OLE Electrical Form B
	(1) Please refer to appendices A2000.10 for all information relating to the OLE Electrical Form B
WI 2055	Platform 8 Reception Shaft Form 1
	(1) Please refer to appendices A2000.11 for all information relating to the Platform 8 Reception Shaft Form 1
WI 2060	Reception Shaft Piling Form 2
	(1) Please refer to appendices A2000.12 for all information relating to the Reception Shaft Piling Form 2
WI 2065	Arup responses to NR DRN for Reception Shaft Piling Form 2
	(1) Please refer to appendices A2000.13 for all information relating to the Arup responses to NR DRN for Reception Shaft Piling Form 2

WI 2070	Reception Shaft Piling Form 3
	(1) Please refer to appendices A2000.14 for all information relating to the Reception Shaft Piling Form 3
WI 2075	Arup responses to NR DRN for Reception Shaft Piling Form 3
	(1) Please refer to appendices A2000.15 for all information relating to the Arup responses to NR DRN for Reception Shaft Piling Form 3
WI 2080	Milk Dock Mid-Shaft Form 1
	(1) Please refer to appendices A2000.16 for all information relating to the Milk Dock Mid-Shaft Form 1
WI 2085	Arup Draft responses to NR DRN for Milk Dock Mid-Shaft Form 1
	(1) Please refer to appendices A2000.17 for all information relating to the Arup Draft responses to NR DRN for Milk Dock Mid-Shaft Form 1
WI 2090	Milk Dock Demolition Form 2
	(1) Please refer to appendices A2000.18 for all information relating to the Milk Dock Demolition Form 2
WI 2095	Connect Equipment Room (CER) Removal Form 1
	(1) Please refer to appendices A2000.19 for all information relating to the Connect Equipment Room (CER) Removal Form 1
WI 2100	Preliminary Impact Assessment for NR Assets
	(1) Please refer to appendices A2000.20 for all information relating to the Preliminary Impact Assessment for NR Assets
WI 2105	Preliminary Impact Assessment for LUL Assets
	(1) Please refer to appendices A2000.21 for all information relating to the Preliminary Impact Assessment for LUL Assets
WI 2110	Kone Lift Tender Layout Drawing Lift 2
	(1) Please refer to appendices A2000.22 for all information relating to the Kone Lift Tender Layout Drawing Lift 2
WI 2115	T Junction Modifications, Early Works - Compliance Submission for Stage F2
	(1) Please refer to appendices A2000.23 for all information relating to the T Junction Modifications, Early Works - Compliance Submission for Stage F2
WI 2120	As-built information for Mild Doc and Reception Shaft piling
	(1) Please refer to appendices A2000.24 for all information relating to the As-built information for Mild Doc and Reception Shaft piling
WI 2125	Updated design information for CER removal
	(1) Please refer to appendices A2000.25 for all information relating to the Updated design information for CER removal
WI 2130	Specification for Instrumentation and Monitoring for London Underground Assets: Main Works Package

- (1) Please refer to appendices A2000.26 for all information relating to the Specification for Instrumentation and Monitoring for London Underground Assets: Main Works Package

WI 2135

T Junction CDS

- (1) Please refer to appendices A2000.30 for all information relating to the T Junction CDS

WI 2140

Finsbury Park Temporary Services Requirements

- (1) Please refer to appendices A2000.31 for all information relating to the Finsbury Park Temporary Services Requirements.

NOTE: The construction of the Passageway 4 extension shall be up to the NR boundary (in the order of 2.8m from the City North piled wall as per the original CDS)

NOTE ON ADDITIONAL DOCUMENTS: Additional documents WI 2120, WI 2125, WI 2130, WI 2135 & WI 2140 were issued during the tender process and have been incorporated as part of this contract during negotiation. These documents will be issued on a CD post execution of the contract. The *Contractor* has the opportunity to amend the documents in both the list and the CD if they are found to be different to those issued during the tender process.



FINSBURY PARK PHASE 2B WORKS

WORKS INFORMATION

WI 2100

ADDITIONAL INFORMATION

CONTENTS

WI 2105 ADDITIONAL INFORMATION

The following is information which was clarified information issued during the tender process for the Contractor.

Please not this is not a limited list as other information issued during the tender process must also be considered and/or has already been written in to other sections of the Works Information.

- (Q1) In reference to your correspondence FPTC21 (Appendix A2100.1) received on the 24Th November please can you expand on the in regards to the following items:
- Does the enabling contractor remove the footings of the old platform in order to avoid any clashes with the proposed canopy support system for the extension of passageway 4
 - The enabling contractor is to install a temporary cover deck over the disused staircase within the Mill dock platform, which needs to be left in place for a minimum of 12 Months.
 - o Does this mean these stairs are inaccessible during this period?
 - o If so what working loads will the platform are designed too?
 - The enabling contractor is to design and install propping within the disused stair case in order to support the excavation. Does this suggest you are expecting the lift shaft and staircase to be excavated ahead of the mid shaft? Please clarify which excavation it is intending to support.

(A1) (Bullet point 1 answer)

No. The Enabling Contractor is only removing the Milk Dock riser wall to ground Level. The Phase 2B Works Contractor will be required to remove any remaining wall and the associated foundations. Also note as part of the squareworks in the Milk Dock wideway, The Contractor is to be aware that footings have been encountered during the OLE foundation works which are associated with sections of the Milk Dock previously demolished a number of years ago.

(Bullet point 2 part 1 answer)

As described in The Employers Requirements document FPSFA-REP-046, section 4.1, the stair structure, including the walls and cover slab will not be removed by the enabling works contractor. This element of work is part of the Phase 2B works. However, during the removal of this structure, the Contractor is to prevent water ingress into the stair void once the covering planks are removed; the water which could potentially make its way into Passageway 3. The contractor could design the cover to facilitate stair access, however water must be prevented at all times from entering Passageway 3. The covering shall be subject to a signal sighting assessment conducted by a qualified Signal Sighting Chair as part of the Contractor's scope. Note that access can still be gained from passageway 3 by the removal of cladding panels

(Bullet point 2 part 2 answer)

5kPa live loading or 20kN on a 300mm x 300mm square. Should the contractor wish to utilise a low level cover as a working platform for piling, for example, then the cover shall be designed to accommodate the relevant construction loads.

(Bullet point 3 answer)

The Enabling Contractor is not installing any props as they are not demolishing this structure. The propping is part of the Phase 2B works. The excavation and propping of the disused staircase forms part of the excavation for the mid-shaft. There is no expectation that the lift shaft south of the mid shaft is to be excavated ahead of the mid-shaft. Arup's assumed sequence was mid-shaft excavation and passageway 4 construction prior to lift shaft excavation.

(Q2) The CDS for Squareworks states the stairways will be closed during these works in order to re align and complete the lift shaft. Please advise on the following:

- The CDS suggest the closure of the stairs will be undertaken at the same time as closure of the platforms, please confirm if this is the case? Or the extent of the current agreed closures?
- Is it possible to close both staircases within the works for lift 1 and lift 2 or is it envisaged the Lift 1 be completed and then Lift 2 be completed or vice versa.

(A2) For the following should be considered for each scenario:

1. Partial LUL station closure – trains will be stopping, but for passenger exit ONLY. Passageway 2 will be closed and Seven Sisters entrance/exit, but passengers will be able to interchange between the Victoria and Piccadilly Lines via the northbound or southbound cross passageways, and via the spiral staircases to interchange with NR and exit the station via passageway 3; so works to both lift shafts can commence concurrently. During the partial closure, a temporary access will need to be provided via the disused lift shaft 2/791 to allow additional means of exit from the southbound platforms to passageway 3 via the disused section of the station.

2. LUL Station fully open – due to passenger flows, the southbound access stair 1/603 can only close once the new passageway 4 is open, so that lift 1 will be completed first, and passengers will exit the new Western Station entrance. During the southbound stair closure, a temporary access will need to be provided via the disused lift shaft 2/791 to passageway 3. Note that the southbound staircase cannot be shut until the new Western Station Entrance opens and part of passageway 4, including the new and refurbished stair up to passageway 3

WI 2105.2**Working Hours**

- (Q3) For the avoidance of doubt the *Employer* has included the working hours for this contract for use on assessing Compensation Events

- **REDACTED**

WI 2105.3**Other**

- (1) The *Contractor* is to assume that all services on LUL and NR assets will be diverted by others as part of a separate enabling works package, with the exception of the platform linear drainage and canopy drainage on Platform 5/6 and 7/8. The Tenderer is to design and implement his own arrangements to manage these drainage services.
- (2) **REDACTED**
- (3) **REDACTED**
- (4) **REDACTED**
- (5) **REDACTED**
- (6) **REDACTED**

WI 2105.4**Assumptions**

- (1) **REDACTED**
- (2) **REDACTED**
- (3) **REDACTED**
- (4) **REDACTED**
- (5) **REDACTED**