

Site Management Plan

H01-01

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Business Unit:	VolkerFitzpatrick – Airside									
Contract No.:	T33538	Contract Name:	Southampton Airport – Runway Extension (Project Sun)							

Site Management Plan

This Site Management Plan (SMP) is the property of VolkerWessels UK (VW UK). It has been developed based upon known activities and information available at the time of preparation, in association with the contract documents, including those produced for tender purposes, and is complementary to our Health & Safety, Environment, Quality and Sustainability (HSEQS) Management System.

The SMP has been approved by the Project / Site Manager specifically to address the Health & Safety, Environmental and Quality Assurance requirements for this contract, and the general requirements for all construction sites under part 4 of the Construction (Design and Management) Regulations 2015 (CDM 2015).

Throughout the SMP where a particular section fulfils the requirements for Construction Phase Plans, including those of CDM 2015 Schedule 3, the reference is shown to the right of subject headings.

The Client must provide pre-construction information as soon as practicable to every designer and contractor appointed, or being considered for appointment.

For projects with a Principal Designer (PD), the PD must assist the Principal Contractor (PC) in preparing the Construction Phase Plan (this SMP) by providing all information they hold that is relevant to the construction phase including:

- *Pre-construction information obtained from the Client*
- *Any information relating to foreseeable risks obtained from Designers (Reg 9(3)(b))*

This SMP must be completed before the construction phase begins (Reg 4(5)(a) Reg 12(1)).

Company procedures and documents referred to within this SMP can be found within the IMS Screens. Any project variations to company procedures and documents shall be detailed within this document.

Throughout this document reference will be made to the 'Project' folder structure of Workspace and the corresponding hard copy filing structure.

SMP ISSUE NUMBER: Rev 07

PREPARED / AUTHORISED BY: VolkerFitzpatrick – Dan Reynolds

COPYHOLDER 1: Principal Designer - Mott MacDonald

COPYHOLDER 2: SIAL – Mike Weeks

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1. INTRODUCTION

1.1 DESCRIPTION OF THE WORKS

Contract Title

Southampton Airport – Runway Extension (Project Sun)

Description of Works

CDM2015 Reg 6 Schedule 1

Southampton International Airport Ltd (SIAL) has recently announced the 20-year Masterplan for the airport - “Masterplan 2037 - A Vision for Sustainable Growth”, which outlines the development required to improve the region’s air connectivity and growth prospects. A critical component in delivering the Masterplan is a planned 164m extension of the runway.

The current Code 4C runway at 1,723m is among the shortest at UK commercial airports. Low cost operators typically use the 180/189-seater B737/A320 family of jets which cannot operate out of SIAL without incurring significant weight restrictions due to the short runway. The result of these restrictions is a reduction in the number of seats available on the aircraft and a reduction in fuel load and possible destinations.

This project is to deliver a 164m runway extension as part of SIALs 20-year masterplan - “Masterplan 2037 – A Vision for Sustainable Growth’.

The scope of the project will include, inter-alia, the following;

- Extend the runway to the north by 164m to enable operators with A320 and B737 aircraft to access summer sun destinations as far as 1,000nm with reduced payload restrictions.
- Aircraft turning pad
- All ancillary works, including;
 - Blast screen
 - Drainage
 - Lighting
 - Perimeter fence realignment
 - Airside perimeter road and landside access track works.
- SIAL’s intention is that the design will minimise the environmental impact of the works.
- The project will also future proof for later stages of the masterplan
-

Note – the project scope is to include reinstatement of all landscaped areas affected by the works to their original condition. Including site compound area, runway edges, perimeter tracks and airside and landside roads.

The works are to be completed with no impact to live airport operations during the works

Site Address (or precise description of its location)

CDM2015 Reg 6 Schedule 1

Main site address:
Southampton Airport
Southampton
SO18 2NL

Site Compound Location and Parking Arrangements

The site compound is located to the West of the runway – in a landside car park.

Please refer to Site Plan on the following page showing the proposed areas for the site compound area (Storage / Site offices / Logistics / Welfare).

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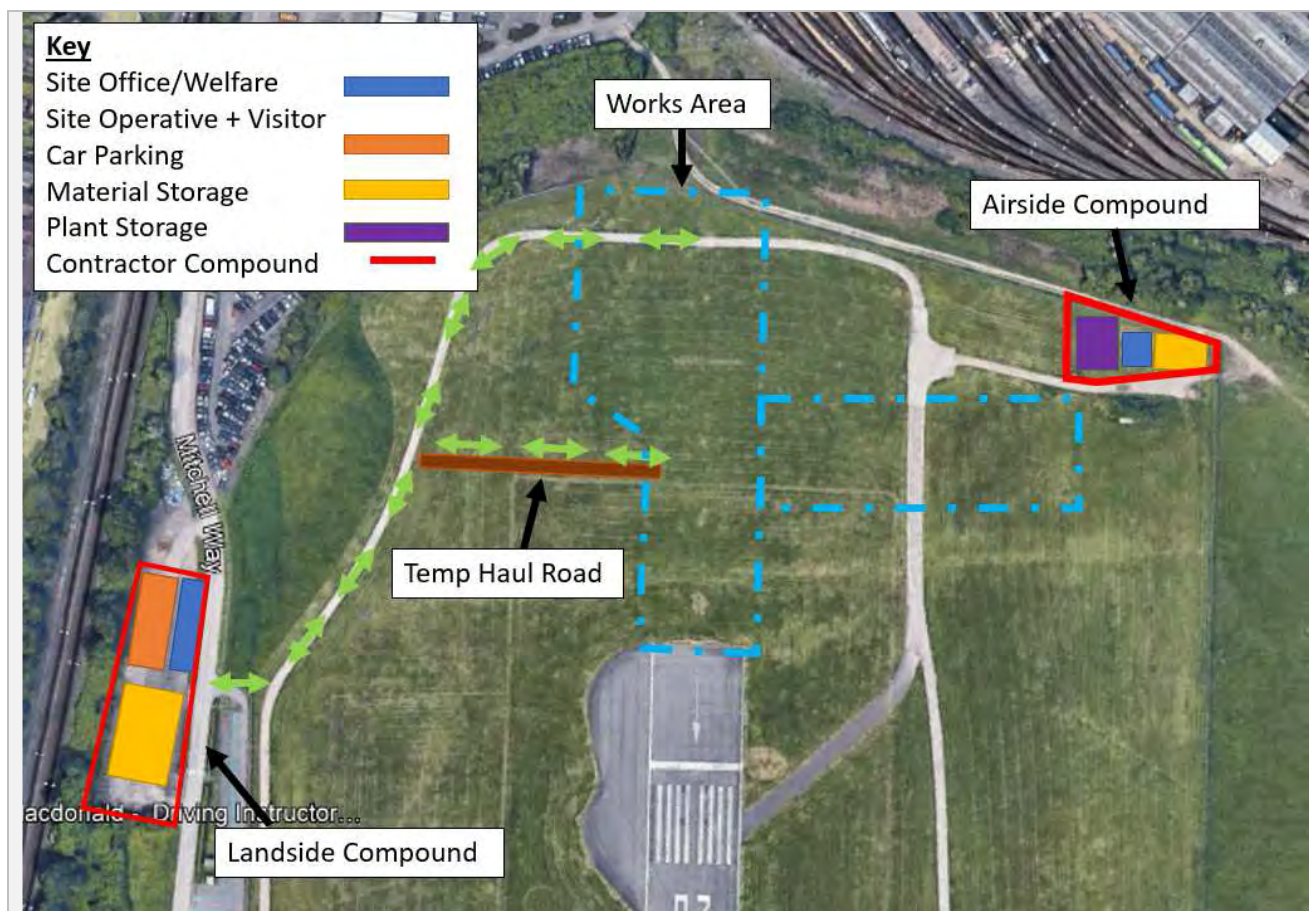


Figure 1 - Overall Site Plan

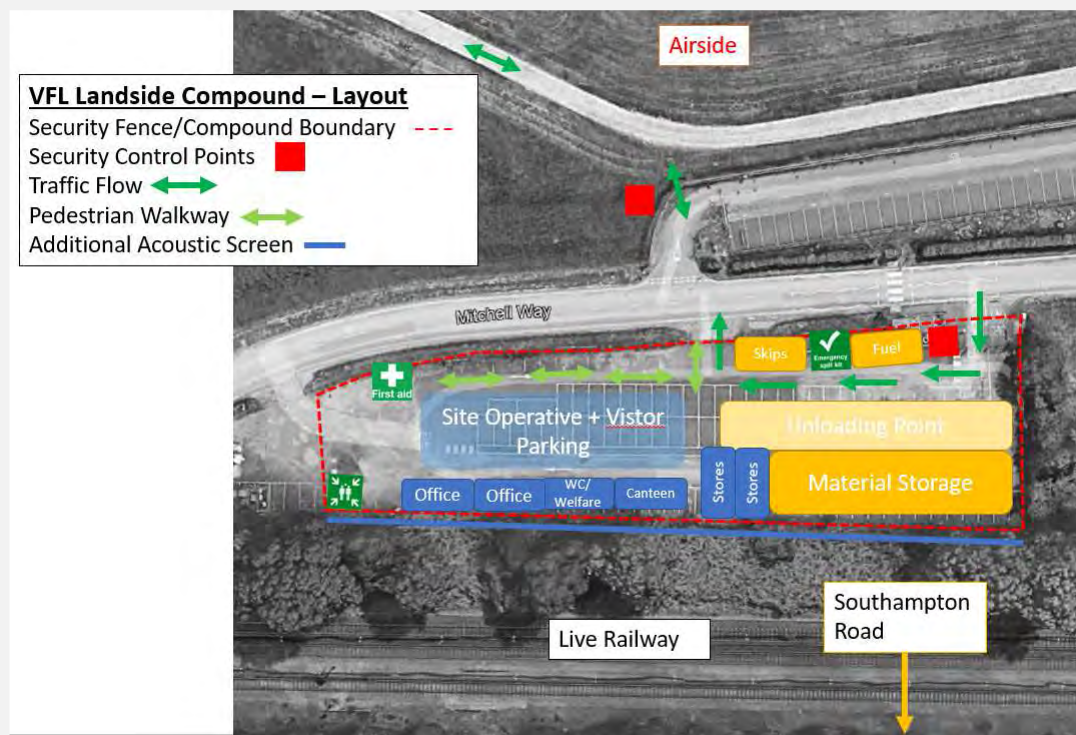


Figure 2 - Landside Contractors Compound Layout

The Landside compound location has been selected to make use of an existing airport car park which is currently unused. This minimised the need to create a new compound/hard standing area which would have

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disrupted the surrounding environment. The location is opposite the access point to the site, which will minimise traffic noise along Mitchell Way.

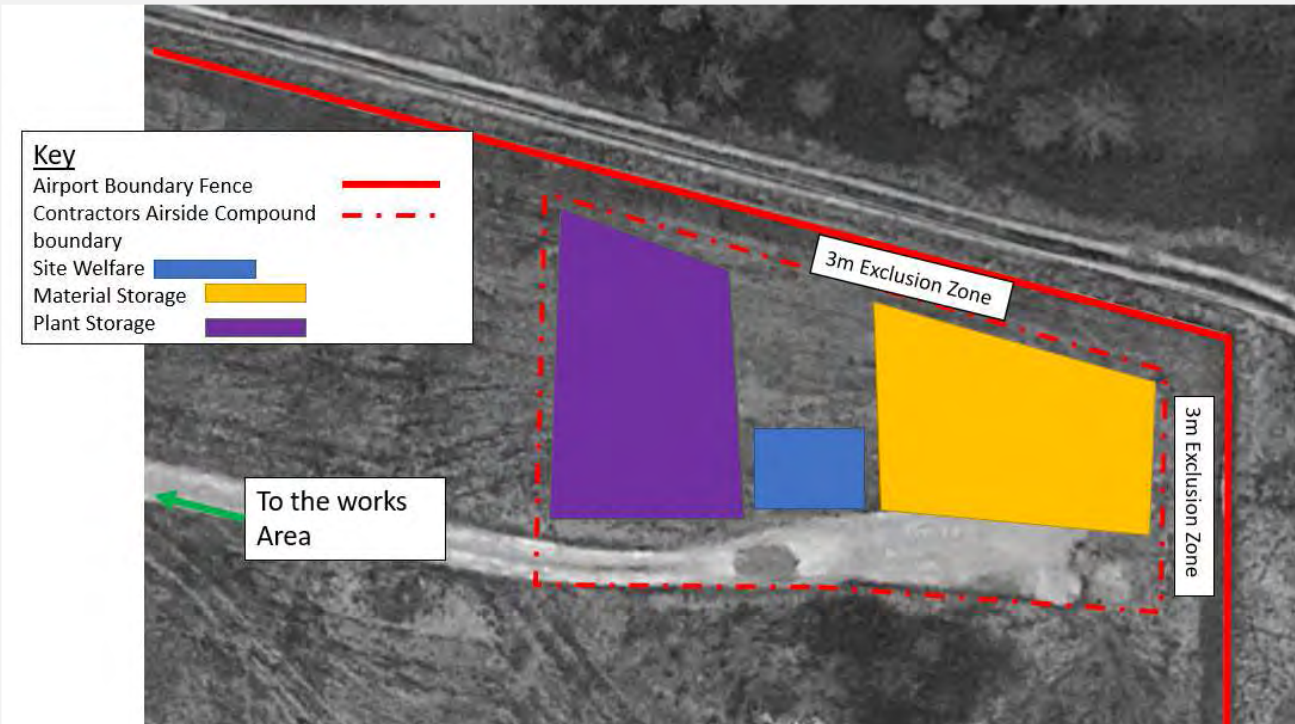


Figure 3 - Airside Contractors Compound Layout

The Airside compound location has been selected as it falls outside of the runway strip requirements which means the height restriction is less – making it more suitable for the parking of larger plant such as 30tn Articulated Dump Trucks (ADTs) and mechanical excavators. The area is also adjacent to the drainage to be installed which minimises the movements of the larger materials between the storage location and the works site. Additionally, the area is close to the main works area which reduces vehicle movements transporting the materials.

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Figure 4 - Delivery to site route

Figures 4 and 5 (above and below) show the traffic routes for deliveries and large goods vehicles to access both the landside and airside compound and also the main works site. The route shown below is the most direct way from the M27 to the site and mitigates any unnecessary large vehicles passing through residential areas. This route will be passed to the drivers/companies prior to attending site to ensure compliance. This route will also ensure that heavy goods vehicles are restricted from travelling through the Air Quality Management Area on the A335 Southampton Road towards Eastleigh. Finger boards will be deployed around the airport to further aid in directing traffic to the site.

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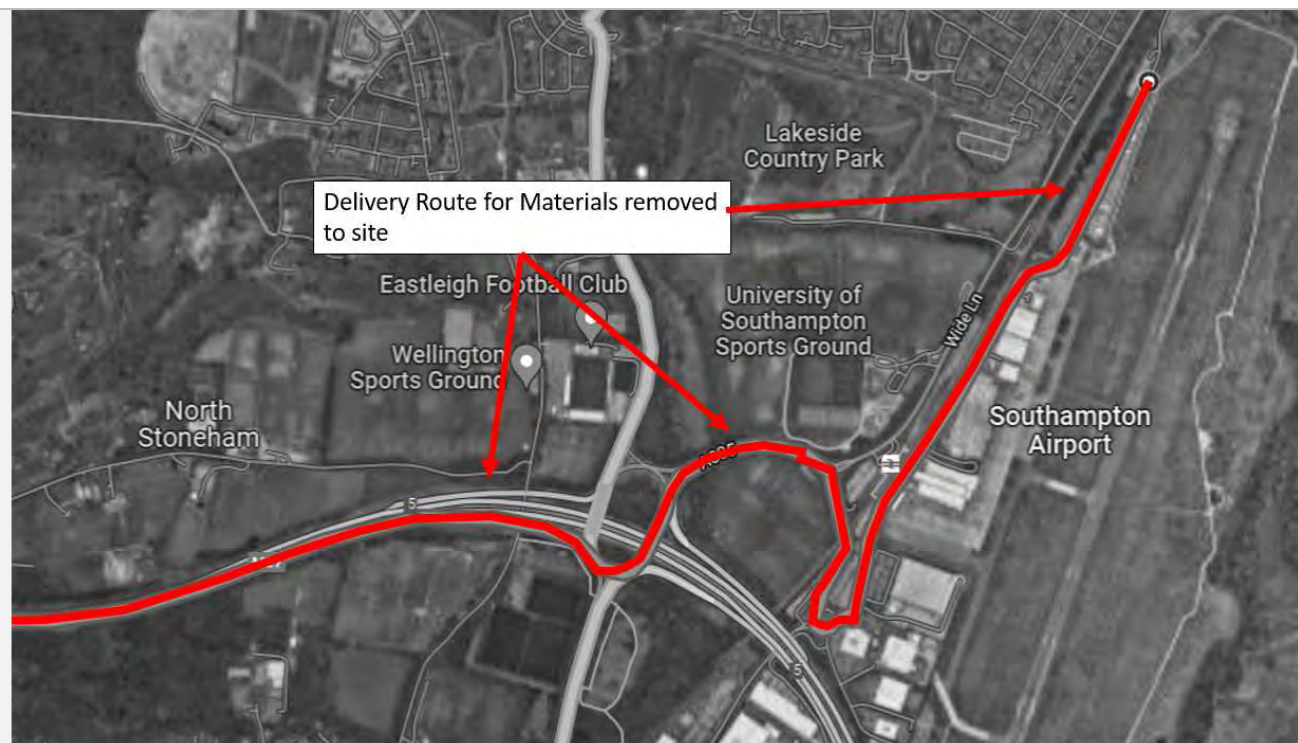


Figure 5 – Materials removed from site route

Programme Details

CDM2015 Reg 6 Schedule 1

Planned construction phase start date:	March 2023
Time allocated by Client for the construction works:	
Planned duration of construction phase:	23 weeks
Proposed completion date:	17 th August 2023
Estimated max. number of people on site	50
Planned number of contractors on site	10

Key Programme Details / Milestones

CDM2015 Reg 15(2)

Phase	Description
30 th January 2023	Site Compound Establishment
30 th Jan – 26 th April	Enabling Works
13 th March – 17 th June	Drainage Upgrade Works
31 st March – 20 th May	Earthworks for Runway Extension
27 th May – 15 th July	Runway Extension Pavement Works
3 rd March - 26 th July	Runway Lighting Upgrade
12 th July – 29 th July	Runway Line Marking + Landscaping
17 th August	Planned Construction Completion

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Working Hours

CDM2015 Reg 15(2)

Activity Carried Out on	Hours
Monday to Saturday	20:00pm – 06:00am (including 00:00-06:00 on Saturday Morning)
Saturday and Sunday	No works to be undertaken
Additional Protocol for night-time working	
Procedure for site handover at the start of each shift	
19.00pm	Indication of daily flight schedule and likely site handover time
19.00pm	Daily briefing (conf call) with operations team. Clarification of key personnel, key activities, specific operational or construction constraints or considerations
20.00pm	Workers arrive on site and prepare for works. In order to maximize efficiency of the programme, it is critical that works can commence immediately after site handover to the Principal Contractor. Which may be earlier than the time stated below
20.00pm	End of airfield operations. Handover of construction area from operations team to principal contractor. Exact handover procedure to be confirmed upon appointment of Principal Contractor.
23.30pm	Planned daily start on site time
23.30pm – 05.00am	Period for construction works
Procedure for site hand-back at the end of each shift	
05.00am	Planned completion of works. All areas to be cleared and prepared for operational use by this time (see 4 - Conditions for daily hand-back of site)
05.30am	Airside operations inspection of work area
06.00am	Formal hand back of site to airside operations team
06.30am	Airfield reopens
08.00am	Daily report issued to SIAL Projects Team

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Duty Holders

CDM2015 Reg 5

Duty Holder	Company Name and Address	Key Contact Details
Client	Southampton Airport Ltd Southampton SO18 2NL	Mike Weeks (Project Manager)
PD*	Mott MacDonald Voyager House 30 Wellesley Rd Croydon CR0 2AD	David Blackstone (07773274028) Stoneham Place, Stoneham Way, Southampton SO50 9NW
Designer*	Mott MacDonald Voyager House 30 Wellesley Rd Croydon CR0 2AD	Phil Roberts (02380628558) Nicolas Choveau (02087742889) Stoneham Place, Stoneham Way, Southampton SO50 9NW
	Blast Deflectors Inc (BDI) 8620 Technology Way Reno, Nevada 89521, USA	Nick Smith nsmith@bdi.aero +44 7736476339
PC*	VolkerFitzpatrick Ltd Hertford Road, Hoddesdon Herts EN11 9BX	Kevin Berry – 07899065064 Operations Director Kevin.berry@volkerfitzpatrick.co.uk Daniel Reynolds – 07876876314 Project Manager Daniel.reynolds@volkerfitzpatrick.co.uk
Contractor*	TBC	

*Where there is more than one contractor, or it is reasonably foreseeable that more than one contractor will be working on the project at any one time, the Client must appoint in writing a designer with control over the pre-construction phase as PD, and a contractor as PC, as soon as is practicable, and in any event, before the construction phase begins (CDM 2015 Reg 5).

Notification

CDM2015 Reg 6

A project is notifiable if the construction work on a site is scheduled to:

- (a) last longer than 30 days and have more than 20 workers working simultaneously at any point in the project; OR
- (b) exceed 500 person days

Where a project is notifiable, the CLIENT must give notice to the HSE (or ORR or ONR) as a soon as practicable before the construction phase begins.

The notice must contain the particular details specified in Schedule 1 of CDM 2015, be clearly displayed in the site office where it can be read by any worker engaged in the construction work, and if necessary, be periodically updated.

Other Interested Parties

CDM2015 Reg 6

Duty Holder	Organisation Name and Address	Key Contact Details
SIAL Airport Control	Southampton Airport Ltd Southampton SO18 2NL	SIAL Airport Control 02380 627 222 Airport Duty Manager 02380 627 133
Health and Safety Executive*	HSE Basingstoke Priestley House Priestley Road Basingstoke RG24 9NW	0300 003 1747

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	Technical support:	0300 003 1747
	Emergency:	0345 300 9923
Environment Agency	Romsey District Office Station Rd, Romsey SO51 7LP	0370 850 6506
Local Authority	Hampshire County Council The Castle, Winchester SO23 8UJ	0300 555 1375
Local Authority	Eastleigh Borough Council Eastleigh House, Upper Market St, Eastleigh SO50 9YN	023 8068 8000
Local Authority	Southampton City Council First Ave, Southampton SO15 0LJ	023 8083 4361

* or Office of Rail Regulation (ORR)

Communication with Duty Holders

CDM2015 Reg 14

To ensure full coordination and cooperation between duty holders the following meetings will take place relating to the management of the works prior to and throughout the construction phase.

Meeting Type	Frequency	Requirements for the Project
Pre-design / Project Meeting	Design stage	Not Applicable
Pre-start Meeting	Before construction phase	January 2023
Four Weekly HSE&Q Meeting	Every four weeks	Joint inspection – Monthly
Progress Meeting	Weekly / monthly	Weekly
Nightly team briefing	All night work	Nightly 21:00pm
Close Out / Review Meeting	End of project	August 2023

Communication with Local Residents

Communication engagement with the local community will be by a community app which was officially launched in January 2023 by VolkerFitzpatrick. The app offers the general public an overview of the project, work details, project details and community involvement initiatives and events. The app also allows people to send in queries and complaints which are reviewed in real time. This App is available for both Android and Apple phones from the App stores, the app will be managed by the airport and contractor to ensure around the clock monitoring and timely information. Several management access log-ins have been provided and can be extended as required through the works.

Developed with external provider, SitePodium, the app has taken six months to build and is a huge step forward in local community engagement. The app will allow the project team to build a stronger network with the local community by providing residents (Wide Lane, Campbell Road, Southampton Road, etc) with a much easier method of communication – one that better suits people's current lifestyles, being mobile and updated instantly. Information put onto the app's "timeline" will include major project milestones and general progress updates. Any public events which maybe of interest and also any works which may be of particular nuisance.

However, to ensure all local residents are informed, a group email address has been set up to distribute information by the airport. Additionally, an initial drop-in session has been organised for January 2023 and an initial letter drop to inform residents of the various communication methods. A phone number will also be provided to report issues to the site team directly.

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7.	CEMP	To avoid any Noise or Dust complaint from the residents
8.	CEMP	To maintain clean and mud free roads around the airport
9.	CEMP	To protect the environment (by way of avoiding contamination, spillages and flooding) which will in turn aid the protection of the local biodiversity.

Inspection and Monitoring Arrangements

CDM2015 Regs 15(2), 24

Monitoring of site operations will be carried out on a day-to-day basis by site management. Weekly inspections will be conducted by site staff using the business unit specific HSE-07 *Site Safety & Environmental Inspection Record* on a rota basis facilitated by HSE-06 *Weekly Site Safety & Environmental Inspection Rota*. Health & Safety, Environmental and Quality Managers will also carry out regular inspections and audits. Additional inspections will also be carried out by Directors and Senior Managers. Subcontractor performance is used as part of future selection processes and contributes to the further improvement of supply chain performance through the application of lessons learnt. Investigations will be carried out by site staff, or the relevant manager, of all incidents and complaints whether causing injury, loss, or close calls. Records using HSE-06 and HSE-07 must be stored in project folder 13.4 *Health and Safety Inspections and Registers*.

Records of accidents / incidents are to be prepared and submitted to the HSEQS department for central processing. Working hours and direct / subcontract personnel numbers are recorded on HSEQS online via Workspace.

The onsite project manager will have a copy of all site inspections/audits and will send a copy of the inspection/audit results to the client if required

The following table summarises the monitoring arrangements in place for this project:

Monitoring Type	When	Method
Site Inspection	Daily	Site tour
HSE&Q inspection	Weekly	HSE-07 by site rep as per HSE-06 rota
Senior Manager Inspection	Monthly	HSE-07B
Subcontractor Review	Monthly / end of package	HSE-05
Four-Weekly Safety Inspection	Every 4 weeks	HSE-04 and HSE-07 by H&S Manager
Environmental Inspection	Every 4-8 weeks	EMS-07 by Environmental Manager
Quality Inspection	Every 4-8 weeks	QMF-77 by Quality Manager
Internal Safety Audit	6-8 weeks then 6 months	Audit report and NCRs
Internal Environmental Audit	6-8 weeks then 6 months	Audit report and NCRs
Internal Quality Audit	4-6 weeks then 6 months	Audit report and NCRs
9001, 14001, 45001	Planned	Registration body, audit report, NCRs
Statutory Inspections	Planned	As required
Site visits by HSE or EA	Generally unplanned	Inspection Report, HSE-47

As part of the weekly HSEQ inspections, carried out by site management, items within the CEMP will be added to ensure compliance and regular review. This will include regular road inspections for soiling by the construction works and checking to ensure deliveries and following the correct routes and all operatives' cars and parked within the compound boundary. The road inspections will be undertaken during each shift; once within 30mins of construction activities commencing to check for spoiling from operative vehicle attending site, once at 0200am the shift mid-point for construction works and at 0500am once the construction vehicles have left site. During the 0200 inspection, should high levels of spoiling be identified then work levels will be decreased and the site sweeper deployed immediately should it not already be present to commence cleaning. Where works are being undertaken during wet weather or other inclement conditions when inspections shall be increased. Works undertaken during inclement weather shall be such to cause minimum disturbance to soils to prevent remediation works. inspections shall be carried out by vehicle and tower lights with the final inspection carried out on foot with additional lighting as weather conditions require.

The waste will be managed using our internal Site Waste Management Plan which records the location of all waste and quantities – whilst recycling will be encourage as part of our site set up. Noise Monitoring will be ongoing throughout the project to ensure noise is kept at an acceptable level with regular reports being checked by the team.

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Existing Records and Plans Relevant to Health and Safety on Site

CDM2015 Regs 19, 20

The extent and location of existing records and plans that are relevant to Health and Safety on site, including information about existing structures and underground / overhead services (if appropriate), will be uploaded and retained on Workspace with hard copies available as appropriate or on request. This information will be incorporated as appropriate into the site's Safe Systems of Work.

The Quality Plan details additional controls as appropriate to protect customer assets including existing structures.

All practicable steps must be taken, where necessary, to prevent danger to any person to ensure the stability of new or existing structures including those relating to temporary works.

Site Plan

CDM2015 Reg 13(4)(a), 17(4)

A Site Plan has been produced and forms part of the site induction. The Site Plan will be displayed in prominent positions such as notice boards, induction / meeting rooms and will be reviewed during the life of the project and amended accordingly.

The site must, so far as reasonably practicable, have sufficient working space and has been arranged so that it is suitable for any person who is working or who is likely to work there, taking account of any necessary work equipment likely to be used.

The Site Plan includes:

1. General site layout
2. Site access / entry points, including access for emergency services
3. Parking areas
4. Vehicle routes / pedestrian walkways
5. Offices
6. Welfare facilities
7. Storage areas, including any lay-down areas
8. Containers on site and their contents
9. Waste storage arrangements
10. Any segregation of working areas e.g. areas under specific subcontractor responsibility
11. Any restricted or special working areas e.g. proximity to neighbours
12. Environmentally sensitive areas e.g. nesting bats or birds, badger setts, newt fences, invasive plants
13. Location of pollution prevention materials e.g. spill kits, sand
14. Concrete wash-out point

The site plans for this project follow the above guidance and located within Section 1.1 of this document. Additionally larger copies have been included within Appendix 9.

Legal and Other Requirements

CDM2015 Reg 13(3)(b)

The project will meet its legal requirements through compliance with any planning, local authority, enforcement agency conditions and to all relevant legislation. Updates will be made available to the Project Team via HSEQS.

Full details of how we manage legal compliance are detailed in procedure H03 *Legislation Compliance*.

Specific requirements as detailed in pre-construction information pack shall be incorporated into this Plan. This includes (where applicable):

- Security arrangements, including the prevention of access by unauthorised persons.
- Access and egress control to site and adjacent properties
- Managing noise and dust from project activities
- Fire precautions safeguarding adjoining properties
- Prohibited areas and special access requirements
- Occupied buildings
- Environmental and ecological restrictions

Permits, Consents and Licenses

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The following table should record all relevant permits, consent and licenses (add additional rows as required).

Type	Issuing Body	Date of Expiry	Additional Comments
Airside works permit	SIAL		Blanket Permit for project duration
Hot works permit	VFL		Blanket permit for project duration
Confined spaces	VFL		When requested
Service clearance	SIAL		Blanket permit for project duration
Permit to dig	VFL		Nightly
Crane permit	SIAL and VFL		When requested
Electrical Works Permit	SIAL		Blanket permit for project duration, isolation of circuits will be arranged with SIAL

1.2 KEY HEALTH, SAFETY, ENVIRONMENTAL OR QUALITY RISKS

CDM2015 Reg 12(2)

The following lists should be made site specific as applicable, non-applicable items must be deleted. Control measures will be clearly set out in method statements and risk assessments as applicable.

Significant risks to **health** arising from site activities include:

- Dealing with contaminated land including asbestos contamination and heavy fuel oils
- Manual handling
- Use of hazardous substances, particularly where there is a need for health monitoring
- Noise (White Noise)
- Vibration
- Dust, silica
- Moving plant
- Night time works
- Working around services
- Concrete burns
- Working with Hot Asphalt (Marshall Asphalt)
- Hand Arm Vibration (HAV)
- Asbestos
- Temperature

Significant risks to **safety** arising from site activities include:

- Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, e.g. during access or egress to the site
- Dealing with services - water, gas, high-pressure pipelines, electricity
- Accommodating adjacent land users (railway depot)
- Falls from height
- Lifting operations
- The maintenance of plant and equipment
- Work on excavations, work where there are poor ground conditions and risk of burial
- Traffic routes and segregation of vehicles and pedestrians
- Storage of materials (particularly hazardous materials) and work equipment
- FOD (Foreign Object Debris)
- Aircraft blast during aircraft manoeuvring
- Driving on the airfield
- Unexploded ordnance survey (UXO)
- Spoil Control (Attracting birds to the airfield)
- Breach of Obstacle Limitation Surfaces (OLS) by high plant
- Disruption to navigational aids including Doppler Very High Frequency Omni Range (DVOR) and Instrument Landing System (ILS)

Significant risks to **the environment** arising from site activities include:

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- Noise – construction operations/equipment and plant
- Dust – caused by construction operations (earthworks/ excavation/ etc)
- Water pollution (*ground water*)
- Dewatering
- Controlled discharges
- Spillage
- Emissions (black smoke)
- Fauna or flora
- Waste management
- Contaminated land

Significant **quality** issues or works of particular significance include:

- Work inspection
- Control of records
- Storage of materials
- Surfacing (to ensure no foreign object debris (FOD) and suitability for trafficking at airport opening)

1.3 DISTRIBUTION AND AUTHORISATION RECORDS

CDM2015 Reg 12(4)

It is the responsibility of the Project / Site Manager to authorise the SMP and to ensure that during the contract period it is reviewed and developed to reflect the contract requirements and works being carried out, including information from Designers, subcontractors and any variations.

The controlled distribution of this SMP is detailed in the table below.

The master SMP will be retained within the *Project* document pool on Workspace. A printed copy - Copy No 1 - will be retained at the site office as the "Master Copy".

Issue of controlled copies can either be completed via email direct to the recipient, via Workspace document distribution, or in hard copy using the issue receipt in the table below.

Acknowledgement of receipt must be obtained from the recipient; if the SMP is issued electronically this should be via return email, and if the SMP is issued in hard copy, the recipient should complete the issue receipt in the table below and return the photocopied page. **This acknowledgement must be retained in Appendix 9 Miscellaneous of the master copy of the SMP and project folder 11.1 Site Management Plan (SMP).**

SMP Controlled Copyholders (add additional rows if required)

Copy No.	Recipient	Location
1	Project / Site Manager	VolkerFitzpatrick Ltd Hertford Rd Hoddesdon Hertfordshire EN11 9BX On Contract Award; Site Compound, Southampton Airport Southampton SO18 2NL
2	PD	Mott MacDonald Voyager House 30 Wellesley Rd Croydon CR0 2AD

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3	Project Manager (Southampton Airport)	Southampton Airport Ltd Southampton SO18 2NL
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Any revisions made to the “Master Copy” shall be issued to all other controlled copyholders. It is then the responsibility of the controlled copyholder to amend their Plan as revisions are received.

The document issue status is as indicated in the table below. Dates and scope of revision are as set out in the revision record table in section 1.4.

Controlled Copy Issue Receipt (add additional rows if required)

Copy No.	Recipient	Date Issued	Date Received	Signature*
1	Project / Site Manager			
2	PD			
3	Project Manager - SIAL			

* Only if SMP is issued in hard copy format

1.4 REVISION AND BRIEFING RECORD

CDM2015 Reg 12(4)

Minor changes to the SMP (e.g. changing a name on the organisation chart) do not warrant a re-brief of the SMP to the Project Team. These can be recorded below by entering the issue number and AMD, e.g. 1 (AMD).

Major changes, or six subsequent minor changes, do require a full briefing to the Project Team and a new issue number. The SMP and its subsequent revision shall be briefed to all project based staff, and recorded in Appendix 10 *Briefing of the Site Management Plan*. This includes agency personnel to execute its project responsibilities and obligations. It is the responsibility of the Senior Manager on site to ensure updates are communicated and recorded.

Records of briefings must be retained in Appendix 10 *Briefing of the Site Management Plan*.

Note, when uploading revisions to Workspace, ensure that during the upload the issue number is amended to match that of the document itself.

SMP Revision Record (add additional rows as required)

Issue No.	Date	Section No.	Subject	Authorised
1	00/00/00	1-6 Inclusive	Issued for use	
2	07-04-2020	1-6 Inclusive	Issued for Information	
3	11-07-2022	1-6 Inclusive	Issued for Information	D Reynolds
4		1-6 Inclusive	Issued for Review	D Reynolds
5		1-6 Inclusive	Issued for Review	D Reynolds
6	03/01/2023	1-6 Inclusive	Issued for Review	D Reynolds
7	27/01/2023	1-6 Inclusive	Issued for LPA submission	D Reynolds

Note: The Construction Environmental Management Plan (CEMP) is contained within the various sections of this document. The provisions of the CEMP have been approved by Eastleigh Borough Council (EBC) as part of planning permission. Any changes to this document must thus be reported to VFL and SIAL project managers in advance and, where these are considered to be material to the planning permission, the changes should be reported to and discussed with the Local Planning Authority, and any necessary amendments to the permission requested and obtained..

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Construction Phase Plan

This Construction Phase Plan (as part of our SMP) is the property of VolkerWessels UK (VW UK). It has been developed based upon known activities and information available at the time of preparation, in association with the contract documents, including those produced for tender purposes, and is complementary to our Health & Safety, Environment, Quality and Sustainability (HSEQS) Management System.

The Construction Phase Plan has been approved by the Project / Site Manager specifically to address the Health & Safety, Environmental and Quality Assurance requirements for this contract, and the general requirements for all construction sites under part 4 of the Construction (Design and Management) Regulations 2015 (CDM 2015).

Throughout the SMP where a particular section fulfils the requirements for Construction Phase Plans, including those of CDM 2015 Schedule 3, the reference is shown to the right of subject headings.

The Client must provide pre-construction information as soon as practicable to every designer and contractor appointed or being considered for appointment.

For projects with a Principal Designer (PD), the PD must assist the Principal Contractor (PC) in preparing the Construction Phase Plan (this SMP) by providing all information they hold that is relevant to the construction phase including:

- *Pre-construction information obtained from the Client*
- *Any information relating to foreseeable risks obtained from Designers (Reg 9(3)(b))*

This SMP must be completed before the construction phase begins (Reg 4(5)(a) Reg 12(1)).

Company procedures and documents referred to within this SMP can be found within the IMS Screens on the Landing Zone of Workspace. Any project variations to company procedures and documents shall be detailed within this document.

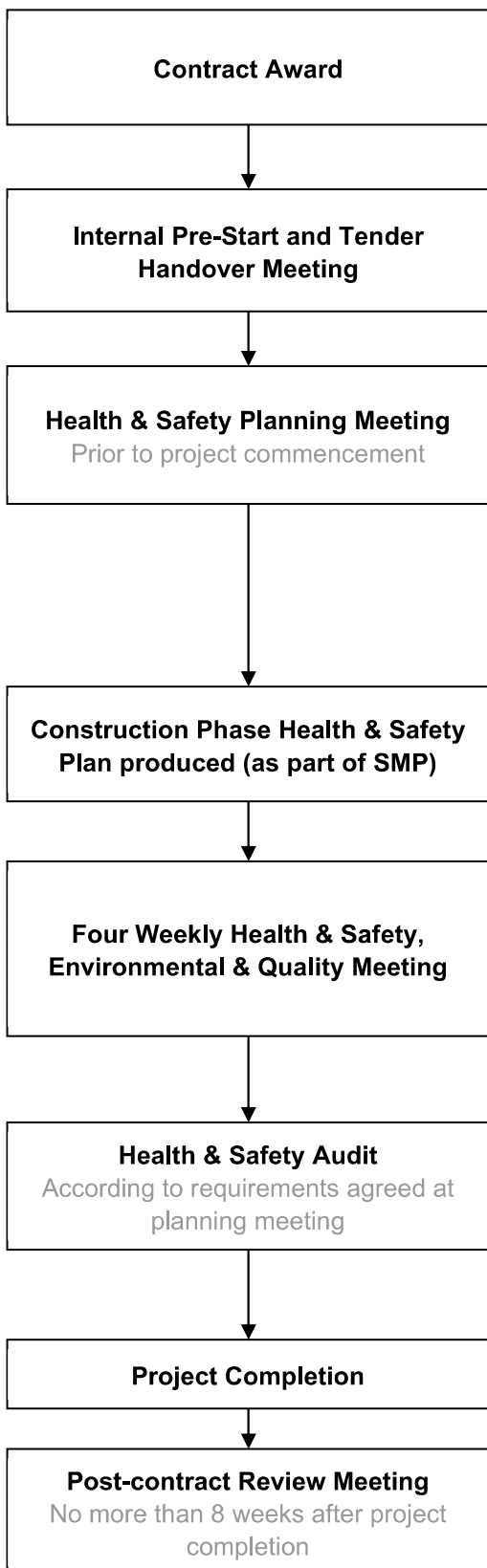
Throughout this document reference will be made to the 'Project' folder structure of Workspace and the corresponding hard copy filing structure.

Construction Phase Plan – ISSUE NUMBER: 1

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✓	✓	R01-03	✓	n/a	✓	✓	✓	✓	✓	n/a

PROJECT HEALTH AND SAFETY MANAGEMENT



Key outputs / actions at each stage

- Contract award memo, issued companywide
- Minutes of meeting(s)
 - 'Internal Pre Start Meeting'
 - 'Tender Handover Document Transmittal'
 Both records uploaded to Workspace
- Relevant HSE-01 / HSE-60 HSEQ Planning Meeting Agenda
- H02-02 / H02-03 Company Standard Risk Assessment
- HSE-01 / HSE-60 and H02-02 / H02-03 uploaded to Workspace
- Audit requirements / date(s) agreed

If the project lifecycle is more than 6 months, additional audits are required, date(s) agreed.

- Site Management Plan (incorporating Construction Phase Health & Safety Plan)
- SMP maintained on Workspace
- 4 Weekly HSE-04 *Four Weekly Health & Safety, Environmental and Quality Meeting*. Attended by H&S Manager and Project Team. Including relevant HSE-07 Site Safety Inspection Record
- 4 Weekly visit by project H&S Manager throughout contract duration
- Records uploaded to Workspace
- Audit report
- Any non-conformance reports or observations agreed timescales and close-outs
- Audit report and NCRs uploaded to Workspace
- QMF-02 *Post Project Review and Closeout* or relevant business unit Q05 Lessons Learnt process.

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2. CONSTRUCTION PHASE HEALTH & SAFETY PLAN

CDM2015 Reg 12(2)

This “Construction Phase Health & Safety Plan” (hereinafter referred to as the “Health & Safety Plan”) has been prepared based on the requirements of the CDM 2015. It should be read in association with business unit policies and procedures, CIP Construction Health and Safety Manual (found in the Workspace Document Library), and the Pre-construction Information where applicable. Where we have contract design responsibility, specific Health & Safety requirements raised by designer(s) shall be included along with those raised by the PD.

The development of a project specific Health & Safety Plan will flow from the HSE-01 *Health & Safety Planning Meeting Agenda* / or relevant HSE-60 *Health, Safety, Environmental and Quality Planning Meeting Agenda* with sections amended, deleted or added as required. Records of HSE-01/ HSE-60 must be stored in folder 11.8.1 *Health and Safety Planning Meeting*.

The SMP describes the arrangements for securing the Health and Safety of everyone carrying out the construction work and all others that may be affected by it. This Health & Safety Plan will be added to, reviewed and updated as the project develops, further design work is completed, information from subcontractors starting work becomes available, unforeseen circumstances or variations to planned circumstances arise, etc. A copy of the Health & Safety Policy is available upon request.

An appointed specialist from HSEQS will provide Health and Safety management guidance to the project. Where necessary, further advice may be sought from VW UK Shared Services or specialist external consultants. Any advice given by specialist external consultants must be ratified by HSEQS.

The Health and Safety Manager that has been appointed for this project is

Name:	Darren Law
Mobile Number:	
Email Address:	Darren.law@volkerfitzpatrick.co.uk

2.1 RESOURCES, ROLES, RESPONSIBILITY, ACCOUNTABILITY AND AUTHORITY

Safety Responsibilities

CDM2015 Reg 8

It is the responsibility of management and supervisory staff to ensure that our Health & Safety Management system is complied with on this project. At the pre-contract safety meeting some project specific safety responsibilities are identified and allocated using HSE-01 *Health & Safety Planning Meeting Agenda* / or relevant HSE-60 *Health, Safety, Environmental and Quality Planning Meeting Agenda* (filed in Appendix 9). Whilst the overall responsibility for the safe execution of these works rests with the Project Manager, specific safety roles may be performed by competent nominated persons identified in H01-04 *Allocation of Responsibilities*. These responsibilities are reviewed at the 4-Weekly Health, Safety and Environmental Meetings. Current responsibilities for this project are summarised in H01-04. Records of H01-04 must be stored in folder 11.1 *Site Management Plan*.

Allocation of Responsibilities, Signatories and SMP Briefing

CDM2015 Reg 8

Duty holders are specified in section 1.1 above. General duties of employees with respect to Health and Safety are set out in the *Health & Safety Policy and Practice*. Allocation of site-specific responsibilities and a record of signatures shall be maintained on H01-04 as applicable and inserted in to Appendix 9 *Miscellaneous*. H01-04 requires allocation of a responsible person to control items such as mail, record sheets, and specific roles e.g. fuel storage coordinator. All those responsible persons must sign H01-04 as a record of their signature and acceptance of responsibilities. H01-04 allows ‘additional designated scope of authority’ to be recorded by entering further rows. This is to be used where additional names must be recorded e.g. multiple staff signing for deliveries and / or where additional responsibilities have been identified.

All relevant project management staff must be briefed on this SMP (refer to Appendix 1 *Organisation Chart* for guidance), including any subsequent revisions (refer to 1.4 above) and records of the briefings must be retained in Appendix 9 *Miscellaneous*.

BS ISO 45001:2018 registration

All VW UK business units hold registration to BS ISO 45001:2018. The certificates can be made available on request.

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2.2 LIAISON AND CONSULTATION

CDM2015 Regs 8(4), 13(3)(a), 13(5), 14, 15(3)(a)

All duty holders have specific duties under CDM 2015 to make and maintain arrangements to enable effective cooperation and consultation between themselves and workers. Cooperation between contractors for Health and Safety purposes is secured by maintaining regular contact, providing relevant information and holding meetings on site to liaise and discuss programme, interface, overlap and items requiring attention. Liaison will occur throughout the project and will include the following:

Level	Method	People Involved	When
Project	Four Weekly HSE&Q Meetings / Safety Committee / Project Closeout	Management / Workforce / H&S Manager	Four-weekly / planned
Site Team	Toolbox Talks, Task Briefings, Subcontractor Progress Meeting, Subcontractor Supervisor Meeting (HSE-05)	Workforce / Subcontractors	Weekly / daily / planned
Individual	Feedback / Suggestion Boxes / Hazard, Close Call Reporting	Directly with each employee	Open door policy
Stakeholders	Additional Stakeholder Meetings	Emergency services, LA, schools, residents etc.	Pre-construction / planned

In addition to this, arrangements for all people on site to be consulted and contribute to H&S will be provided by:

- Encouraging all site staff to attend Four Weekly Health & Safety, Environmental and Quality meetings (HSE-04)
- Daily contact with employees and their employers
- Items specifically highlighted during subcontractors' progress meetings
- Analysing responses to information posted on the site notice board
- The opportunities during site induction, method statement briefings (H02-02 / H02-03) and toolbox talks (HSE-20) to take part in the organisation of Health and Safety on site. Records using HSE-20 *Tool Box Talk Register* must be stored in folder 11.11 *Toolbox Talks + Surveillance*
- Site management will liaise with all persons on site, taking account of and coordinating their views
- Encouraging the workforce to elect an employee safety representative

2.3 THE EXCHANGE OF DESIGN INFORMATION BETWEEN THE CLIENT, PRINCIPAL DESIGNER, DESIGNERS AND CONTRACTORS ON SITE

CDM2015 Regs 8, 9(4), 11(2)(a), 11(7), 13(2)(a)

Design control, where we hold design responsibility, is executed in accordance with business unit design processes and in accordance with CDM 2015. The designer must avoid foreseeable risks, include adequate information and cooperate with the PD and other Designers.

The designer(s) shall be made aware of the Client's requirements and including the pre-construction information. This will include methods and frequency of communication and relationships with the Client, PD and others where applicable.

During the design phase regular review meetings will be held. These will provide the opportunity to review designer risk assessments, design solutions, construction risks and operational / maintenance issues. As appropriate, design coordination and value engineering meetings will be held involving Designers and contractors as necessary, to fully develop an economic and safe design / construction solution.

The means for communicating across the Project Team, including the Client and their representatives, the PD, Designers, the PC, contractors, workers on site and others whose Health and Safety may be affected, will be by direct verbal contact, memos, letters, instructions, permits to work, notices, drawings, plans and meetings. Contact may also be via telephone, fax, post or email. As design proceeds, including verification, details will be issued to contractors on site for construction and copies retained for inclusion in the Health and Safety File as appropriate.

Cooperation between contractors for Health and Safety purposes is secured by maintaining regular contact, providing relevant information and holding meetings on site to liaise and discuss programme, interface, overlap and items requiring attention. Liaison will occur throughout the project. Key project personnel with duties and responsibilities for the exchange of safety, health and environmental information are contained in H01-04 *Allocation of Responsibilities* which can be found in Appendix 9 *Miscellaneous*.

The general principles of prevention must be taken into account when deciding design, technical and organisational aspects of planning the various items or stages of work, which are to take place simultaneously or in succession. The Quality Plan (follows in the SMP - Section 4) details the arrangements for design management on this project.

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2.4 HANDLING DESIGN CHANGES DURING THE PROJECT

CDM2015 Regs 11(7), 11(2)(a), 13(2)(a)

Documents issued during construction, which may impact on the existing design, include drawings, instructions, technical queries and requests for information. Receipt of all such documents is handled in accordance with Q01 *Control of Documents*.

Design changes may affect the Health and Safety risks during construction and / or maintenance and operation. Where the revised design introduces new high risk construction activities the designer is required to provide their Design Risk Assessment. This will be reviewed by the Site Team and may lead to proposals to amend the design to reduce construction risk.

The safety controls for the construction process, namely method statement and risk assessment, will address the 'For Construction' details including design changes where / when applicable. This will require the safe system of work to be reviewed and amended as necessary to reflect design changes during construction. Similarly the Health and Safety File will contain information on the operation / maintenance of the facility as constructed, including design changes as appropriate. This information will be made available to the PD in the format prescribed.

2.5 SELECTION AND CONTROL OF CONTRACTORS

CDM2015 Regs 8, 15(7)

Subcontractors, Designers

In accordance with the CDM 2015, arrangements will only be made for subcontractors to carry out or manage construction work if we are satisfied that the subcontractor has the appropriate competence and has allocated adequate resources to enable him to comply with the relevant statutory provisions. It is our policy to employ those who are in an approved status on Workspace. This is kept up-to-date through regular feedback from a number of sources, including site management. Those organisations not on Workspace must be assessed in accordance with our supply chain procedures to ensure that we select organisations that are competent who make adequate provision for Health and Safety. The competence of subcontractors is assessed by evaluating their response to our supply chain procedures. Further evaluation is provided by audits. This response to the questionnaire or audit is taken into consideration, together with details of their past performance and pre-appointment interview.

Suppliers of Materials

The buying department / site will ensure that when placing orders for materials, the manufacturers / suppliers are instructed to forward to site the relevant safety data sheets and information to support their products.

Machinery, Plant, Tools and Equipment

Machinery, plant, tools and equipment supplied for use will be suitably selected, inspected and recorded, used and maintained, with operator training provided when necessary. All machinery, plant, tools and equipment must be used and maintained in accordance with manufacturers and suppliers guidelines and tested, thoroughly examined and inspected in accordance with statutory requirements. Selection will be based on appropriate risk assessment. Relevant maintenance records, examination certificates and operator training records will be provided prior to starting on site. Only authorised persons will be allowed to operate mobile plant, and records maintained using H09-09 *Permit to Operate Plant* with records stored in folder 11.6 *Permits to Work*.

2.6 EXCHANGE OF H&S INFORMATION BETWEEN CONTRACTORS

CDM2015 Regs 8, 13, 14, 15

Pre-construction

Prior to construction commencing, a Health & Safety Planning Meeting is held utilising forms HSE-01 / relevant HSE-60 and H02 as an agenda to discuss the formulation of the Health & Safety Plan and its subsequent implementation. The Project / Contract Manager, Site Agent / Manager, Health & Safety Manager, and others will attend as appropriate.

It is stated within the tender enquiry documents that all subcontractors / suppliers must price and carry out their works to meet the requirements of the Health and Safety at Work etc. Act 1974, and in particular the Management of Health and Safety at Work Regulations 1999, CDM 2015, and business unit Health and Safety requirements as a minimum. At the time of tender, subcontractors / suppliers will be notified or made aware of any particular safety requirements or hazards within the Pre-construction information and contract documentation, together with any other relevant Health and Safety information. Pre-start meetings with subcontractors will discuss safe methods of working, safety measures to be taken and to allocate and record health, safety and welfare responsibilities using form HSE-03.

Construction Phase

All persons entering the site will attend a Site Safety Induction, be issued with a copy of the site rules and will be

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required to sign to show acceptance. During the Site Safety Induction everyone will be made aware of the site requirements, welfare, first aid and emergency requirements, specific hazards and safety control measures.

Competence checks will be conducted in accordance with procedure H37 VW UK Accepted Record Schemes and Cards, which details which schemes and cards we recognise on our work sites.

Toolbox talks and safety alerts will be given on key topics arising during the construction phase.

The Four Weekly Health & Safety, Environmental and Quality Meeting will be the main forum to review the performance against objectives and highlight areas of concern, as well as plan future Health and Safety requirements.

Instructions regarding Health and Safety that require immediate action will be conveyed verbally, followed up in writing when applicable.

Health and Safety will be identified as a specific topic on the agenda for subcontractor progress meetings (HSE-05). Subcontractors will be informed about risks at these meetings. Any revised design information will be issued to the subcontractor using standard management system proformas or others as applicable. The Site Manager may also give further direction and instruction in writing to the subcontractor(s) as and when required.

2.7 SITE SECURITY

CDM2015 Reg 18

Site security requirements will be fully determined and implemented, safe guarding the working areas for the project site workforce and protection of other third parties. Where necessary in the interests of Health and Safety, so far as is reasonably practicable, and in accordance with the level of risk posed, the site perimeter must be identified by suitable signs and be arranged so that its extent is readily identifiable or be fenced off.

The following measures for the site will be introduced throughout the construction phase with related records stored in folder 10.7 *Security*:

No.	Location	Arrangements
1.	Site Perimeter	Airport Security Fence
2.	Site Compound / Offices	Landside – Will be surround by existing fence or Heras Fence which will be double clipped. The access gates to the compound will be locked when no-one is present.
3.	Materials Storage	Materials will be stored airside where possible or within the landside compound otherwise. High value items should be locked within the containers on site to further increase protection.
4.	Plant Storage	Plant shall be stored at the airside compound/lay down area where possible to increase security. Where plant is unable to be left, it shall be stored within the landside compound where it shall be locked, and keys removed to prevent theft.
5.	Airside works area	All staff to undertake control of contractors and fire training
6.	Airside works	Operatives must be escorted by persons with Southampton airfield driving and be a possession of an in date airside security pass.
7.	Airside works area	RT operatives to control movements outside of site limits

2.8 SITE INDUCTION

CDM2015 Regs 14, 15

Information

Health and Safety information and statutory notices will be displayed in the site office and in the welfare facilities, along with emergency procedures and the identity of persons in charge.

Induction

Site specific inductions will be given to all personnel entering site (as appropriate). In particular they will be made aware of the Site Plan, site rules, the extent of the site, ground conditions and access authorisation. This induction will highlight specific safety risks and hazards on site, together with the preventive and protective measures, including permits to work, as well as emphasising each individual's duties with regard to Health and Safety. Relevant parts of the Health & Safety Plan and method statement will be made known. A record will be kept of all inductions carried out.

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The induction is not intended to provide general Health and Safety training. A generic template for site induction is available as a PowerPoint presentation via Workspace; this induction must be made site specific.

The subfolders in 11.5 *Site Induction Records* must be used to store induction related records: 11.5.1 *Induction Forms* / 11.5.2 *Site Rules Register + Supervisor Rules* / 11.5.3 *Induction Presentations* / 11.5.4 *Fitness for Work Records*.

Subcontractors

Subcontractors' supervisors will be given specific instructions and rules prior to starting work, which will be recorded using form HSE-17 *Site Supervisors Instructions* and stored in folder 2.7 *Site Instructions*.

2.9 ON SITE HEALTH AND SAFETY TRAINING

CDM2015 Reg 15(7)

Training will be provided upon recruitment or on being exposed to new or increased risks because of:

- Being transferred
- Change of responsibility
- Introduction of new / change in work equipment
- Introduction of new technology
- Introduction of new / change in system of work

Training will be repeated periodically where appropriate, adapted to take account of new or changed risks and take place during work hours. It may be necessary when working on or adjacent to certain operations to carry out specific training to make site personnel (e.g. managers, operatives) are aware of the additional hazards. This training may be carried out by specialist organisations or may be a tailor-made course run by VW UK.

Toolbox talks will be held on a regular basis. These will generally be carried out by the immediate Line Manager for the operatives concerned. A written record will be kept of all toolbox talks (HSE-20), containing the names of operatives attending and the name of the person giving the talk. Part of the value of these talks is to seek feedback from the workforce about safety hazards faced during their activities.

2.10 WELFARE FACILITIES AND FIRST AID

CDM2015 Reg 4(2)(b), 13(4)(c), 15(11)

The Plan shall set out the general principles and intended arrangements for the provision and maintenance of suitable site accommodation including the intended provision of toilets and welfare facilities taking into account any arrangements to make use of existing services or facilities. Detailed specifications need not be set out here but will be included in the specific method statements. Adequate and suitable toilets, washing facilities, rest rooms and changing rooms will be provided at the earliest possible time.

Sanitary Conveniences, Washing Facilities and Drinking Water

The welfare arrangements will:

- Be readily and safely accessible
- Be kept clean, orderly and be adequately ventilated and lit
- Have a supply of drinking water (clearly marked) and cups
- Have facilities for boiling water and heating food
- Have facilities for eating food etc.
- Have facilities that will be safely maintained
- Have separate toilet, washing and changing facilities for male and female staff, or a lockable door
- Not be used for storage of materials or plant
- Only be portable facilities as an interim measure and for remote or short-term work
- Have running water for washing and flushing provided as soon as possible
- Have hand wash basins (sufficient to wash forearms) with hot and cold, or warm water (which must be running water so far as is reasonably practicable) and soap or other means of cleaning, (nailbrushes when required / when working with lead) in the immediate vicinity of every sanitary convenience and in the vicinity of any changing rooms with hand towels or other suitable means of drying
- Include showers where required for health reasons, where work is particularly dirty e.g. during work in contaminated ground, or made available at a readily accessible location
- Have specialist decontamination facilities where identified as necessary for activities such as asbestos removal

Separate washing facilities must be provided for men and women, except where they are provided in a room the door of which is capable of being secured from inside and the facilities in each room are intended to be used by only one

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person at a time. Separate facilities are not required for facilities provided for washing hands, forearms and the face only.

Changing Rooms and Lockers

Suitable and sufficient changing rooms must be provided or made available at readily accessible places if a worker has to wear clothing for the purposes of construction work and cannot for reasons of health or propriety, be expected to change elsewhere.

Where necessary for reasons of propriety, there must be separate changing rooms for, or separate use of rooms by, men and women.

Changing rooms must be provided with seating and include, where necessary, facilities for drying any special clothing and any personal clothing or effects.

Suitable and sufficient facilities must, where necessary, be provided or made available at readily accessible places to enable persons to lock away any special clothing which is not taken home, their own clothing which is not worn during working hours, and their personal effects.

Facilities for Rest

Suitable and sufficient rest rooms or rest areas must be provided or made available at readily accessible places.

Rest rooms and rest areas must:

- Be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work or likely to use them at any one time
- Where necessary, include suitable facilities for any woman at work who is pregnant or who is a nursing mother to rest lying down
- Include suitable arrangements to ensure that meals can be prepared and eaten
- Include the means for boiling water
- Be maintained at an appropriate temperature.

Welfare Facility Requirements

Estimated maximum number of personnel on site at peak of works is:

50

The project specific welfare facilities provided for this project are detailed below.

Welfare Facility		Male	Female
Number of sinks (min 2 for 25 persons, 1 sink per 25 persons thereafter):		4	1
Number of WC (min 2 for 25 persons, 1 WC per 25 persons thereafter):		4	1
Number of urinals:		4	0
Number of showers:		1	
Number of portable toilets:		1	
Type of water supply:	Water Tanks		
Equipment for heating food:	Microwaves		
Equipment for drinks:	Cold water dispensers, kettles, boilers		
Method of heating:	Thermostat operated heaters		
Type of lighting:	Fluorescent strip lighting		
Cleaning arrangements:	Daily cleaning operations in place		
Provision of catering facilities:	Kitchen – microwave, fridges		

During Site set up office/compound) all operatives will use Southampton airports welfare facilities. Expected number of operatives required for office/compound set up will not exceed 5 personals. Duration of time not to exceed two weeks

First Aid

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The arrangements and requirements for the supply and identification of suitably equipped and competent first aid personnel throughout the project is set out below. This shall include the provision of first aid equipment and the means by which this will be maintained. The first aid facilities will be inspected on a weekly basis to ensure they are sufficient for the works being undertaken and in good order, any stock requirements will be ordered.

First aid facilities will be kept on site for minor injuries, as well as for the purpose of preserving life and minimising the consequences of injury and illness until help from a medical professional can be obtained. The minimum provision will be a suitably stocked first aid container. Sufficient, suitably qualified persons will be appointed to take charge of first aid arrangements and to cover for absences.

All injuries, however minor, will be entered in the site Accident Book.

Health & Safety Executive Recommendations on First Aiders in the Workplace

Category of Risk	No. Employed at any Location	Suggested Number of First Aid Personnel
Low Hazard	Less than 25	At least 1 appointed person
Offices	25-50	At least 1 first aider trained in EFAW
Higher Hazard e.g. light engineering, extensive work with dangerous machinery or sharp instruments, construction, or work involving special hazards* such as hydrofluoric acid or confined spaces	Fewer than 5	Appointed person** - At least one
	5-50	At least 1 first aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least 1 first aider trained in FAW for every 50 employed (or part thereof)
* Additional training may be needed for first aiders to deal with injuries resulting from special hazards. The type of injuries that might arise in working with those hazards identified will influence whether the first aider should be trained in Emergency First Aid at Work (EFAW) or First Aid at Work (FAW) ** Where first aiders are shown to be unnecessary there is still a possibility of an accident or sudden illness, so you should still consider providing qualified first aiders		

Notices indicating the location of first aid equipment facilities and personnel will be displayed in a prominent position on site.

First Aid Arrangements:

Facility	Size / Quantity
First Aid Boxes	4
First Aiders	2
Appointed Persons	3
First Aid Room	1

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2.11 REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS, DANGEROUS OCCURRENCES AND CLOSE CALLS

In the event of an injury, fire or other dangerous occurrence, the incident shall immediately be reported to the site office, where the Project / Site Manager or deputy shall assess further actions required including contacting the Emergency Services (999 or other number dependent on location).

The Site Management Team will report any potential RIDDOR injuries, dangerous occurrences, or utility strikes immediately to their Health & Safety Manager who will provide the level of support and assistance as appropriate to the incident.

Any incident where the injured party is taken to hospital, whether by ambulance or car, must be reported to the Health & Safety Manager immediately, regardless of the potential outcome and recorded on Airweb.

Accident reporting, recording and investigation will be in line with the requirements outlined in **H07 Investigation and Reporting of Accidents, Incidents and Close Calls**. All incidents will be investigated. The investigator and nature of the investigation will depend upon the severity or potential severity.

All injuries must be recorded in the site Accident Book.

For non-RIDDOR reportable accidents a responsible site representative will be nominated to investigate the incident, and a detailed accident report form (H07-02) shall be completed and forwarded to the relevant Health & Safety Manager within 10 days, together with witness statements, photographs and all other relevant documents as soon as possible. Certain Clients may also require separate forms to be completed.

Where any accident is reportable to the Health and Safety Executive the employer of the injured person will be responsible for ensuring it is reported, a copy of the F2508 will be filed (confidentially) on the site.

Where a contractor does not provide evidence of reporting to the Health and Safety Executive the Project's Operations Management Team will report it directly to the Health and Safety Executive on behalf of the contractor.

Close Call incidents should be reported using the relevant H07-06 *Close Call Report Card*. Significant close calls will be treated in the same manner as an accident with appropriate investigations undertaken.

Company insurers shall be notified if it is suspected a claim may be made against VW UK. A copy of the claim form should be sent to the HSEQS department in conjunction with the incident report.

In the event of an incident or loss (except motor vehicle loss), C02 *Uninsured Loss Procedure / C28 Insurance* shall be followed and a notification issued to AJ Gallagher. In response, they will email an internal notification acknowledgement and provide a claim reference number, which must be used on all future correspondence. Photographic evidence should be provided to AJ Gallagher at every opportunity along with the precise location of the incident. All third-party correspondence should be passed to AJ Gallagher, unanswered, to enable AJ Gallagher to make their interest known to the Claimant within 48 hours of notification. AJ Gallagher will act on behalf of VW UK and will enter directly into settlement negotiations, if liability attaches. Any fatality must be reported to the airport duty manager immediately, SIAL project manager and principal designer lead as soon as possible. Any other RIDDOR should be notified to the three above as soon as possible. A monthly Health and Safety figures and report will be provided to SIAL project manager and principal designer lead at a date to be agreed.

Records

The following folders must be used to store incident and accident records.

- 11.8.3 *Accident Book*
- 11.8.4 *Accident + Incident Reports*

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2.12 HAZARD IDENTIFICATION, RISK ASSESSMENT AND DETERMINING CONTROLS

Activities with Risks to Health and Safety

CDM2015 Regs 4(2)(a), 9(2), 11(1), 13(1), 15(2)

Activities with risks to Health and Safety are considered at the HSE-01 *Health & Safety Planning Meeting Agenda* / relevant HSE-60 *Health, Safety, Environmental and Quality Planning Meeting Agenda*. Risk assessments detailed in the pre-construction information, together with further risk assessments deemed necessary including those for activities carried out by other contractors, shall be reviewed and approved for use. Safety method statements are prepared for activities with significant risk, and these will be briefed to site operatives and a record kept using H02-02 / H02-03 Method Statement Briefings Register.

All persons attending site, whether visitors, employees or self-employed, will be informed of the risks together with the preventive and protective measures established, so that they understand what they need to do.

The identification and effective management of activities with risks to Health and Safety are planned, organised, controlled, monitored and reviewed at the Four Weekly Health & Safety, Environmental and Quality Meetings.

Assessments and appropriate precautions as required by the COSHH Regulations are carried out and details recorded and maintained in method statements and in site offices.

Noise and manual handling assessments will also be carried out as required and the details maintained in the site offices. Persons affected will be briefed and records kept.

Permit to work systems will be instigated when required and records will be maintained in the site offices.

Production and Approval of Risk Assessments and Written Systems of Work Including Method Statements

H02-01 *Risk Assessment and Method Statement Schedule* must be prepared and maintained throughout the construction period identifying the time by which individual method statements complete with risk assessments are required. Method statements and risk assessment must be task focused and site specific.

Detailed method statements must be prepared for all activities with significant risk, and they shall address: Risk Assessment (H02-02 / H02-03), COSHH (H48-01), Manual Handling (HSE-44), PPE Issue (HSE-36), Noise (HSE-13), Asbestos, Lead and Display Screen Equipment control measures (where applicable).

The review of individual method statements will be recorded on H02-04 *Risk Assessment and Method Statement Evaluation* and the cover sheet of authorised method statements signed accordingly (if applicable). All method statements must be formally authorised by a Senior Manager who has not been involved in the initial production.

The relevant manager / supervisor responsible for the activity, whether performed by VW UK or a subcontractor, is responsible for ensuring that operatives understand and comply with the method statement. Any changes in method must be approved and re-authorised before being acted upon.

Records

The following folders must be used to store these records

- 11.3 *Risk Assessment, Method Statements. WPP, TBS*
- 11.4 *COSHH Assessments*
- 11.8.5 *H&S reports*
- 11.8.9 *Personal Protective Equipment*
- Appendix 4

2.13 PROJECT SITE RULES

CDM2015 Regs 13(4)(a), 15(9)(a)

Site rules are detailed within Appendix 3 of this Plan and will be issued / discussed with all personnel at induction. Evidence of this induction is recorded on HSE-18 *Safety Induction Register* and through the completion of H81-02 *Fitness for Work*. Site standards actually achieved will be compared with those set for the project at monthly safety meetings.

Drugs and Alcohol Policy

VW UK is committed to maintaining healthy, safe and productive working conditions throughout its activities. We recognise that alcohol and drugs have an impact on an individual's ability to work safely and correctly and as such, aim to provide an environment free from the misuse of drugs and alcohol. The *VolkerWessels UK Drugs and Alcohol Policy* defines our protocols. This policy is designed to ensure safety by placing and enforcing strict limits regarding the misuse of drugs or alcohol. A copy is available upon request.

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2.14 FIRE AND EMERGENCY PROCEDURES

CDM2015 Reg 15(9)(a)

Details of Emergency Services

In the event of a major injury, fire or other dangerous occurrence, the incident shall immediately be reported to the site office, where the Project / Site Manager or deputy shall assess further actions required including contacting the Emergency Services (222 or 999), Southampton Airport Fire services along with informing Southampton airport project manager (Mike Weeks/John Holden).

Details (name, address and telephone number) of the nearest accident and emergency hospital and police station will be posted in a prominent position on site together with a map showing their location. Appendix 8 *Emergency Contact List* provides the template for this information.

The emergency services will be directed to the landside compound on Mitchell Way. After informing the project manager, they will provide clear and precise instructions to the emergency services. Details will include but not limited to;

Location; Mitchell Way Southampton Airport

Address; VolkerFitzpatrick Compound, Mitchell Way, Southampton Airport

What3words location; song.shut.rotate

Details of the incident and any known medical conditions of the injured party.

General Fire Precautions

Fire risk assessment(s) will be carried out and recorded using HSE-12 *Site Fire Plan* to identify control measures required for each of the work areas within the project. A Fire Plan is to be prepared to show fire-fighting equipment, alarms, fire exits, assembly point positions etc. Note, other hazards such as flooding or the risk from asphyxiation or toxic gases will be considered separately.

Means of escape, emergency signs and lighting, fire alarms and fire-fighting equipment will be provided as necessary by Morgan Fire Protection or another approved supplier. Any non-automatic firefighting equipment will be easily accessible, simple to use and indicated by signs. Fire alarm systems, firefighting equipment and escape routes will be checked weekly and recorded in the Fire Plan.

Fire instruction notices will be prominently displayed and made known to all personnel on site during induction, outlining:

- Action to be taken on discovering a fire, including raising the alarm and fire-fighting, if it is safe to do so
- Action to be taken on hearing the alarm
- Location of the assembly point
- Who will be in charge, their deputy and their roles

Fire points containing the appropriate fire extinguishers and signs will be installed in site offices, adjacent to escape routes and at prominent positions adjacent to specific activities such as hot works or HFL / LPG storage.

The following arrangements will be made for the safe storage of HFL, LPG and waste material:

- Only minimum quantities of highly flammable liquids will be allowed on site and these will be securely stored in a lockable, labelled, fireproof container at least 3m away from site offices
- All gas bottles will be securely stored in a vertical position within a ventilated, lockable, labelled store at least 3m away from site offices
- All waste will be stored in skips (covered where necessary) at agreed locations
- All areas will be cleared of flammable and combustible materials on a daily basis

HSE-27 *Hot Works Permit* must be in place before any hot works are undertaken on site. All hot works must cease one hour before works are due to cease on site.

Records

The following folders must be used to store these records:

- 11.6 *Permits to Work*
- 11.8.6 *Fire Risk Assessments, Log Books + Fire Plans*

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Business Continuity Plan

In order to minimise the impact of an emergency situation or major incident on the successful execution of the works, a Business Continuity Plan (BCP) shall be prepared and uploaded to Workspace folder 10.6 *Business Continuity Plan*.

The BCP template shall be made site specific and held by:

Dan Reynolds

2.15 THE HEALTH AND SAFETY FILE

CDM2015 Regs 4(5)(b), 12(5)-(10)

During the pre-construction phase, the PD must prepare a Health and Safety File appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the Health and Safety of any person.

The PD must ensure that the Health and Safety File is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.

During the project the PC must provide the PD with any necessary information in the PC's possession relevant to the Health and Safety File, for inclusion in the Health and Safety File.

If the PD's appointment concludes before the end of the project, the PD must pass the Health and Safety File to the PC. Where the Health and Safety File is passed to the PC, the PC must ensure that the File is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.

At the end of the project, the PD, or where there is no PD, the PC must pass the Health and Safety File to the Client.

The content and layout of the Health and Safety File will be provided by the PD. Maintaining the Health and Safety File will be a continuous process throughout the project. As elements and / or trades complete their works their contribution to the Health and Safety File will be requested.

The PD will be kept updated by site management of all revisions to the SMP and any information that may be necessary for the compilation of the Health and Safety File, including as-built drawings, operating and maintenance manuals and plans compiled during the construction process. Regular liaison with the PD will ensure that any relevant information is passed on.

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Construction Environmental Management Plan

This Construction environmental Management Plan (as a part of our SMP) is the property of VolkerWessels UK (VW UK). It has been developed based upon known activities and information available at the time of preparation, in association with the contract documents, including those produced for tender purposes, and is complementary to our Health & Safety, Environment, Quality and Sustainability (HSEQS) Management System.

The SMP has been approved by the Project / Site Manager specifically to address the Health & Safety, Environmental and Quality Assurance requirements for this contract, and the general requirements for all construction sites under part 4 of the Construction (Design and Management) Regulations 2015 (CDM 2015).

Throughout the SMP where a particular section fulfils the requirements for Construction Phase Plans, including those of CDM 2015 Schedule 3, the reference is shown to the right of subject headings.

The Client must provide pre-construction information as soon as practicable to every designer and contractor appointed, or being considered for appointment.

For projects with a Principal Designer (PD), the PD must assist the Principal Contractor (PC) in preparing the Construction Phase Plan (this SMP) by providing all information they hold that is relevant to the construction phase including:

- *Pre-construction information obtained from the Client*
- *Any information relating to foreseeable risks obtained from Designers (Reg 9(3)(b))*

This SMP must be completed before the construction phase begins (Reg 4(5)(a) Reg 12(1)).

Company procedures and documents referred to within this SMP can be found within the IMS Screens on the Landing Zone of Workspace. Any project variations to company procedures and documents shall be detailed within this document.

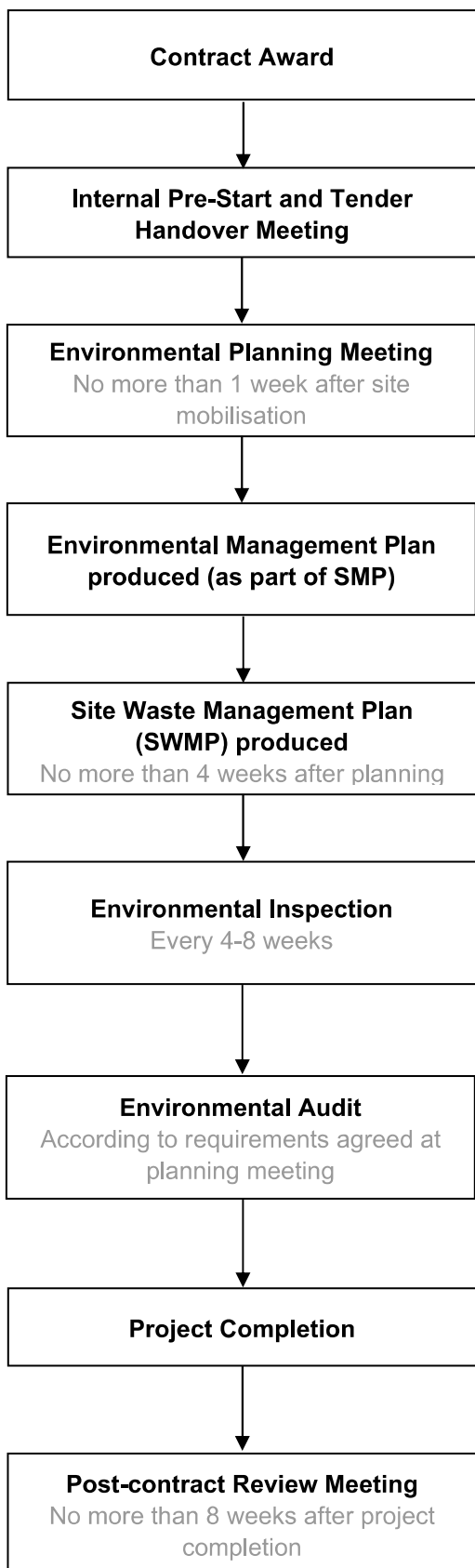
Throughout this document reference will be made to the 'Project' folder structure of Workspace and the corresponding hard copy filing structure.

Construction Environmental Management Plan - ISSUE NUMBER: 1

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PROJECT ENVIRONMENTAL MANAGEMENT



Key outputs / actions at each stage

- Contract award memo
- Minutes of meeting(s)
 - 'Internal Pre-Start Meeting'
 - 'Tender Handover Document Transmittal'
- EMS-01 *Environmental Planning Meeting Agenda* / relevant HSE-60 *Health, Safety, Environmental and Quality Planning Meeting Agenda*
- E01-02 *Environmental Risk Assessment*
- Audit requirements / date(s) agreed

If the project lifecycle is more than 6 months, additional audits are required, date(s) agreed.

- Site Management Plan (incorporating Environmental Management Plan)
- Initial production of E04-01 *Site Waste Management Plan* (SWMP)
- SWMP to be maintained by Project Team throughout project life
- Relevant EMS-07 *Environmental Inspection*
- Audit report
- Any non-conformance reports or observations
- QMF-02 *Post Project Review and Closeout* or relevant business unit Q05 *Lessons Learnt* process.
- Completed E04-01 *SWMP*
- Achievements against objectives

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3. ENVIRONMENTAL PLAN

This Plan fulfils the requirements of our environmental policy statement and has been prepared to include any environmental considerations brought to our attention by the Client or their representative. It should be read in association with business unit policies and procedures, CIP Environmental Manual (found in the Workspace Document Library), and the pre-construction information where applicable.

The development of a project specific Environmental Plan will flow from the EMS-01 *Environmental Planning Meeting Agenda* / relevant HSE-60 *Health, Safety, Environmental and Quality Planning Meeting Agenda* with sections amended, deleted or added as required. Records of EMS-01 / HSE-60 must be stored in folder 11.9.1 *Environmental Planning Meeting*.

The Project Management Team are responsible for reviewing the proposed work processes and monitoring site activities. The environmental implications of the project's activities will be considered during design reviews, planning meetings, method statement reviews and on site as part of the Health, Safety and Environment inspections.

An appointed specialist from HSEQS will provide environmental management guidance to the project. Where necessary, further advice may be sought from VW UK Shared Services or specialist external consultants. Any advice given by specialist external consultants must be ratified by HSEQS.

The Environmental Manager that has been appointed for this project is

Name:	Mark Brookes
Mobile Number:	[REDACTED]
Email Address:	Mark.Brookes@volkerfitzpatrick.co.uk

3.1 ENVIRONMENTAL STANDARDS

All sites will:

- Comply with all relevant environmental legislation avoiding prosecutions for the contravention of environmental law and regulations
- Raise environmental awareness throughout the Site Management Team and subcontractors by means of regular environmental tool box talks and awareness sessions
- Implement suitable and sufficient controls to achieve zero pollution incidents (emergency spills, noise / nuisance, dust, water contamination, waste management issues) whilst maintaining an operational work site
- Implement the waste hierarchy: prevent waste where we can; reuse materials until we can't use them again; recycle waste where reasonably practicable; recover waste (e.g. energy recovery); and only dispose of waste if no other options within the hierarchy are possible
- Identify and recognise all designated sites (Sites of Special Scientific Interest, Areas of Outstanding Natural Beauty etc.), listed buildings and protected flora, fauna and wildlife that may potentially be affected by site activities. The site will instigate appropriate mitigation measures to ensure adequate protection and that minimum disturbance is caused

BS EN ISO 14001:2015 registration

All VW UK business units hold registration to BS EN ISO 14001:2015. The certificates can be made available on request.

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3.2 PROJECT ENVIRONMENTAL MANAGEMENT

At the project Environmental Planning Meeting the E01-02 *Environmental Risk Assessment* is implemented to identify the significant project environmental impacts and aspects. Projects must ensure the significant environmental risks are suitably controlled. E01-02 must be stored in folder 11.9.2 *Environmental Risk Assessments*.

The common project environmental risks are detailed within section 1.2. Risk Assessments detailed in the pre-construction information, together with further risk assessments deemed necessary including those for activities carried out by other contractors, shall be reviewed and approved for use. The identification and effective management of activities with risks to the environment is planned, organised, controlled, monitored and reviewed at the Four Weekly Health & Safety, Environmental and Quality Meetings.

Method statements are prepared for activities with significant environmental risk, and these will be briefed to site operatives and a record kept using H02-02 / H02-03 Method Statement Briefings Register and stored in folder 11.3 *Risk Assessment + Method Statements WPP, TBS*.

All persons attending site, whether visitors, employees or self-employed, will be informed of the risks together with the preventive and protective measures established, so that they understand what they need to do.

Environmental permit to work systems to protect environmentally sensitive areas on site (e.g. waterways) will be instigated when required and records will be maintained in the site offices.

VW UK recognises that waste management and storage / handling of fuels are high risk activities and therefore will be managed with the utmost importance.

3.3 CONSIDERATE CONSTRUCTORS SCHEME

VW UK are an Associate member of the Considerate Constructors Scheme (CCS). As such all projects (acting in the PC role) over six weeks duration will be registered with CCS, unless advised to the contrary by the Environmental Manager. Compliance with the Scheme's Site Code of Considerate Practice indicates a site is achieving a standard beyond statutory requirements and also indicate that managing/mitigating the risks identified within the planning conditions. The five criteria of the CCS code are:

- Care about Appearance
- Respect the Community
- Protect the Environment
- Care about Safety
- Value their Workforce

Project performance against these criteria will be evaluated by an independent assessment by the Considerate Constructors Scheme.

For further information refer to the CCS website: <http://www.considerateconstructorsscheme.org.uk/>

The following table details neighbours in proximity to the project site which require notification of the works (by Client, their rep or the project) and who potentially may be affected by our activities. Include details of any specific considerations e.g. access issues and / or contact details. For domestic properties, houses etc. can be grouped as one entry e.g. 21-45 Acacia Avenue, so individuals do not need to be listed. Records of any correspondence must be stored in folder 13.7 *Considerate Constructors Scheme*.

Project Neighbours (add additional rows as required)

Neighbour	Type*	Considerations**	Communication Method
SIAL Stakeholders	Airport Ops	Project Notification Meeting Stakeholders /	N/A
<u>SIAL Project Stakeholders – Support and Technical</u> - Safety – Liz Brindle - Environment - Amy Le Vieux - Procurement – Andrew Taylor - Commercial – Chris Garside - Engineering – Martyn Coombes - Asset Management – Steve Longley		Project Notification/ Meeting Stakeholders	SIAL Stakeholder Meetings

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- Asset Integration – Natasha Longley - Programme Office Assistant – Jess Burridge - Head of Planning & Development – Steve Thurston		
SIAL Project Stakeholders – Airside Operations - Operations Director – Steve Szalay - Airside Operations Manager – Daniel Riggs - Fire Service Manager – Darren Nield - Airside Assurance – Nigel Spence - Security Delivery Manager – Leah Mehlin - Airport Duty Manager – ADM Team - National Air Traffic Services – NATS Team	Project Notification/ Stakeholder Meetings	SIAL Stakeholder Meetings
External Project Stakeholders - Rail Depot – Adjacent Business - Campbell Road Residents – General Public - Wide Lane Residents – General Public - Southampton Road Residents – General Public - Doncaster Road Residents – General Public - South Street Residents – General Public - High Street Residents – General Public	Construction Noise/ Project Update	Methods as detailed in the Communication Strategy

Project Neighbours can be identified as per the map below, additionally a list of address has been provided in Appendix 9;



Figure 7 - Red Hatch indicates Project Neighbours

3.4 SITE ACCOMMODATION

The location of the site accommodation is shown in the site plans contained within Section 1.1 of this document and also larger copies are contained within Appendix 9. Consideration was given to their location, to ensure that there was minimal visual impact. Suitable services were also considered along with their locations. The car park lights will provide a small surplus power supply to assist in recharging the hybrid battery for the welfare set up to minimise the use of a diesel generator. This will also be supplemented by the use of solar panels. Placing the welfare units on the east side of the park will also help to mitigate noise travelling across to the residents on Southampton Road.

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Due to there being no suitable sewer connection point available, the offices will operate on temporary storage tanks and emptied by a specialist contractor – with all waste tickets kept on record as part of our duty of care obligations.

Due to the car park having a solid surface, this will minimise the foundation requirements. The ground has the required bearing capacity from previous knowledge and as such only paving slabs will be required to ensure the cabins are level. This will minimise the disruption to the existing environment, this is aided by the fact the car park is already a paved area in comparison to other locations on site which would require stripping topsoil and importing stone to create such an area.

On project completion the area will be returned to pre-existing conditions or according to contract / Client requirements.

Requirements for Site Connections / Arrangements

Connection / Arrangements	Applicable	Approved (include date of approval)
Water	Yes / No	Mains Water to be provided to the site by the airport
Mains Electricity	Yes / No	Power may be available from adjacent street lights – power to be assessed and used where possible
Generator	Yes / No	Temp. generator will be required for main offices/welfare This will be supplementing a hybrid battery system with solar panels.
Gas	Yes / No	Not required
Foul - Mains	Yes / No	Not available
Foul - Septic tank	Yes / No	Foul will be via septic tank to be emptied
Other	Yes / No	Internet Connection will be via wireless 4/5g network

Approval correspondence must be stored in the subfolders of section 12.0 *Public Authorities* as appropriate.

3.5 OPERATIONAL CONTROL

This section details the project control measures for those risks identified in section 1.2. Additional project specific control measures must be included under each subsequent section from planning conditions and environmental statements, Client specific pre-construction information, local authority construction codes and similar documentation.

Additional sections should be added where additional site-specific risks exist on site, for example, where archaeology is present or suspected.

Noise and Vibration

Excessive noise and vibration not only represent a major hazard to site workers but can annoy neighbours and also disturb wildlife. VW UK will control and limit noise and vibration levels so that affected properties and other sensitive receptors are protected from excessive noise and vibration levels associated with construction activities.

- Best Practical Means (BPM) will be employed which will balance noise and vibration against the works to be completed. The following factors will be considered:
 - Proximity to residents
 - Duration of the works
 - Time of day the works are to be undertaken
 - The engineering practicability and safety
- Working hour restrictions that have been placed on the project will be adhered to. Night time works will only be undertaken where there is no alternative. Noisy night time works will be undertaken with extra vigilance to avoid inadvertent excessive noise
- The noise control hierarchy will be implemented - Eliminate > Substitute > Isolate > Control – to minimise the effect of our operations and plant and machinery on neighbours
- Where works adjacent to sensitive receptors are unavoidable, the construction method utilised will be chosen to minimise noise and vibration
- Where possible, noise and vibration will be controlled at source
- Plant will be fitted with broadband reversing alarms rather than conventional higher pitch alarms
- Plant and Equipment will be shut down when not in use
- Materials will be managed to reduce double handling and in ways to minimise noise
- Semi-static equipment will be screened in the line of sight of project neighbours

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- All staff will receive as part of their site induction, a briefing on how their role is to confirm to the BPM contained within the Section 61 application.
- The site layout will be created and maintained to avoid creation of unnecessary noise and vibration, e.g. one way traffic routes created and haul routes regularly inspected and maintained
- The site as part of this submission will present a section 61 notice (copy included in Appendix 9) to ensure that noise levels are adhered to. The section 61 provides details of the construction methodologies and also the mitigation measures which will be in place to limit the nuisance noise. This will be monitored by the appointed noise consultant, Ricardo, along with the project teams.
- Where our works are likely to cause disturbance to neighbours or other sensitive locations noise / vibration monitoring will be carried out to ensure effects are measured. Additional controls will subsequently put in place should any issues arise. Background readings will be undertaken in these circumstances so ongoing monitoring can be assessed against noise levels prior to works commencing

The closest noise sensitive receptors to the construction works are to the north and west of the airport, on Campbell Road, Wide Lane and Southampton Road respectively. Using the baseline noise monitoring results at these locations undertaken 18th – 20th January 2023, baseline noise levels and significance threshold levels have been determined (contained within the table below).

Receptor Location	1 (Campbell Road)	2 (Campbell road)	3 (Campbell road)	4 (Southampton Road)	5 (Doncaster Road)	6 (Chestnut Avenue)
Lowest Ambient (Night) nLAeq,1hr	50	44	40	59	46	59
Significance Threshold Laeq,1hr	53	47	43	62	49	62

Modelling of the predicted construction noise using the methodology described in BS5228-1, and taking the shortest distance from the nearest work location to each receptor. Additionally, an indication of the significance of the potential impact of the predicted noise levels was obtained using the method described in BS5228 Annex E3.3. This states that noise levels generated by construction activities are deemed to be significant if the total noise (pre-construction ambient plus construction noise) exceeds the pre-construction ambient noise by 5 dB or more, subject to a lower cut-off value of 45 dB Laeq, from construction noise alone, for the night-time period.

This methodology, has highlighted a month period where the construction noise is considered significant at location 2 only, and 1 week at location 3. It is determined that the exceedance is not considered likely to cause major disturbance to residents. During this period VolkerFitzpatrick and the site team will pay special attention to the mitigation measures and the BPM requirements. Full details can be found within the section 61 application contained with Appendix 9.

Dust

As well as causing a nuisance to neighbours, dust can lead to both health issues to persons on and off site, and can have adverse ecological impacts. Potential sources of emissions must be identified and appropriate controls applied to eliminate or minimise effects on neighbours and other sensitive receptors. The nature of the ground conditions at the site, with its slightly sandy silty clay topsoil and underlain river terrace deposits have the potential to be a source of dust once exposed and the works progress.

Where possible, dust creating activities will be completed away from sensitive receptors e.g. crushing or cutting of concrete materials. The following control measures will be implemented as a minimum:

- All dust-producing activities will be dampened down, preferably at source
- Dust controls will be planned prior to demolition and maintained during demolition
- Debris netting will be utilised during potentially dusty demolition and construction activities
- Hard standing will be provided as early as possible to provide a running surface for vehicles so that it is easier to control dust emissions

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- Wheel wash facilities will be provided where mud is likely to be transported onto the public highway, this will be combined with road sweeping to reduce the possibility of dust even further. To prevent the soiling of the public highway the mechanical road sweeper will be deployed along Mitchell Way at require intervals (2/3 times per shift) along with construction site managers to carry out regular inspections throughout the works. Should any soiling of roads go past the limits of Mitchell Way, then the road sweeper shall be deployed further to correct. Note; closest public highway is circa 1km from the site access point, private road utilised directly outside of site access.
- Proposed wheel wash facilities will be;

	
First option will be a manual wheel wash facility located at the entrance/exit point to the site. This will allow for local control and not all vehicles will require washing can be used avoid to mitigate water and noise pollution.	Back up solution – should the first solution not provide adequate wheel washing, then the site team will look to deploy a drive through wheel wash system as per the above. The disadvantage to this system is that it can generate more noise and also will need to be placed on a newly created hardstanding adjacent to the exit point which will increase ecological disturbance.

- Haul routes will be regularly damped down with mobile suppression systems and regularly cleaned
- Maximum speed limits of 5mph on unsurfaced haul routes and work areas and 10mph on surfaced haul routes and work areas will be imposed
- All vehicles carrying loose or potentially dusty material to or from the site are to be fully sheeted
- Drop heights will be minimised from conveyors, loading shovels, hoppers and other loading or handling equipment, additional water suppression will be utilised where possible
- Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction
- Vehicles will be well maintained to minimise release of particulate matter through the exhaust
- Carry out regular inspections to monitor dust levels and the effectiveness of any suppression in use
- Dust monitoring will be carried out in accordance with condition 4 set out by the Local Planning Authority (LPA). Full details of the proposed dust monitoring are provided in Appendix 9. This will include a baseline boundary dust monitoring survey, a monitoring plan which will include the provision for members of the public to report dust events and a submission to the LPA of the baseline results along with regular measurements during the construction and remedial actions which will be used should a dust event occur.

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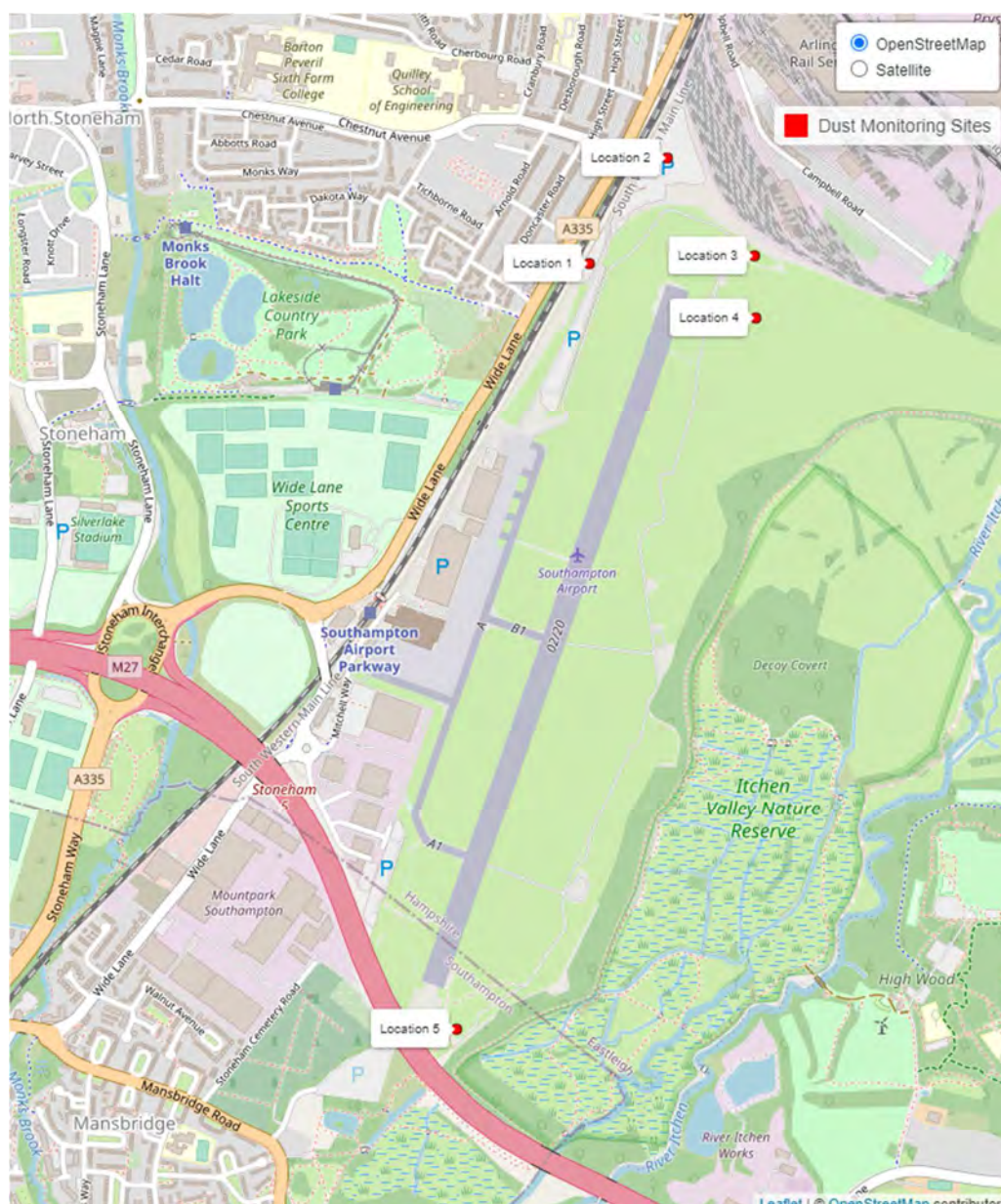


Figure 8 - Proposed Dust Monitoring Locations (Subject to confirm of fixed power supply)

The four proposed northerly monitoring locations (1-4) are targeted at areas of construction likely to generate most dust and nearest sensitive receptors. The proposed southerly monitoring location (5) provides a 'control' location up wind of the prevailing south westerly wind direction. Monitoring will be undertaken by VFL's appointed consultants; Ricardo Energy & Environment who have supported the site team in other elements of the CEMP requirements. VFL propose that results can be summarised and submitted monthly. The equipment being used can send an email alert to the site team should a high particulate concentration be detected. This will allow the site team to identify the cause of the event and implement mitigation measures suitable.

Waste

Waste can have significant effects on the environment. Waste on site will be managed in accordance with the waste hierarchy: Eliminate > Reduce > Reuse > Recycle > Recover > Dispose. Waste management contractors will be selected to help VW UK achieve its goals, increasing reuse and recycling rates, and reducing waste sent to landfill.

- E04-01 *Site Waste Management Plan* (or the Clients own *Site Waste Management Plan*) must be completed for all waste and non-waste movements and maintained as a live record in folder 11.9.10 *Site Waste Management Plan* (SWMP)

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- Where waste is produced, and where possible, reports will be requested to show the actual tonnage of waste produced and the breakdown of how this waste was dealt with, e.g. diversion from landfill rate
- Procedure E04 *Waste Management* provides further detail on managing waste
- Where possible, precast or precut materials to eliminate waste creation on site

Waste Storage:

- Waste will be stored to prevent its escape and will not be stored near sensitive receptors
- Hazardous waste will be stored separately from inert and non-hazardous waste, and different hazardous waste will not be co-mingled
- All waste containers will be signed to show the accepted waste stream
- Where feasible, different waste streams will be segregated to aid in maximising reuse and recycling rates

Waste Disposal:

- Carrier licenses will be obtained and checked for all companies who remove waste from site
- Full environmental permits, exemptions or other evidence will be obtained and checked to ensure that disposal locations can accept the waste type to be sent there, and in the quantity required
- All waste transfer notes / hazardous waste consignment notes are to be checked before signature to ensure all required information is recorded before the waste is removed
- All waste duty of care information and waste movements will be captured in E04-01 *Site Waste Management Plan*
- Where possible excavated natural material will be used in accordance with CL:AIRE The Definition of Waste: Development Industry Code of Practice. This will ensure that these materials do not get classified as waste and are used in a sustainable manner
- Where feasible, inert waste from demolition and construction will be crushed in line with the WRAP Quality Protocol for the Production of Aggregate from Inert Waste and reused either on site or transported for use at other construction sites
- Procedure E09 *Use of Materials on Projects* gives more detail on the options to be considered on site

The Hazardous Waste Premises Code for this Project is (if applicable):

Code:	Not Advised at present
Expiry Date:	

Ecology

Construction can have significant and irreversible effects on species and habitats both on and off site. Sites will manage works to minimise any ecological effects, and where possible enhance the ecological condition of the site.

- Documentation will be reviewed to ensure sufficient information is available to manage ecological issues, and where necessary, further survey works will be undertaken
- Where protected species are identified on site, mitigation requirements of ecology surveys will be briefed to the workforce and fully implemented on site
- Ecologists will be utilised to provide a watching brief where works could impact upon protected species, particularly areas to the north of the runway where the new blast screen is to be installed, which has local habitat suitable for reptiles and small mammals.
- Where possible works will be programmed in accordance with the guidance provided by CIRIA C567 *Working With Wildlife*, e.g. tree and shrub clearance will be undertaken where possible outside of bird breeding season (March - September). Where works will be undertaken between March and September, an Ecological Clerk of Works will be present as a watching brief and will undertake a full investigation of the area prior to commencement. Should there be any nesting birds, then works will not commence.
- Retained vegetation will be fenced off, appropriately signed and unauthorised entry to the area prohibited
- Materials and plant will not be stored under the canopy of retained trees
- Excavations will be covered at the end of each work shift to ensure no entrapment of wildlife and checked by the ECoW. For excavations that cannot be covered, a means of escape (ramp) will be provided)
- If invasive species are identified after works have begun, works will cease, the area will be fenced off and the Environmental Manager contacted
- Further guidance can be obtained from our term order ecology consultants

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- LED Tower lights will be used on the project and will set up at the start of every work shift so that the lights will be avoiding sensitive area (e.g. residential and woodland areas). In this case lighting will be set up facing southwards (M27 motorway)

Designated Sites

Potential impacts on designated sites with regards to contamination and changes in the quantity, flow and quality of water will be avoided through the implementation of measures identified in the Construction Environmental Management Plan to include procedures in the event of environmental accidents such as the use of spill kits, incorporating a suitable buffer zone to exclude any storage of potentially polluting materials near water bodies or potential pathways to water bodies, and the sensitive handling, storage and removal of substrates to avoid destruction of retained habitats suitable for wildlife including scrub and rough grassland.

Birds

While the local bird assemblage is unlikely to be significantly affected by the proposed development a precautionary approach will still be undertaken during any vegetation clearance work. Harm or death to nesting birds and their eggs and dependent young will be avoided by timing clearance of potential breeding habitat outside of the breeding season, which is from March to mid-September inclusive, where possible. Where vegetation clearance work during this period is required, this will need to be immediately preceded by a check for evidence of nesting birds by a suitably experienced ecologist (unless otherwise informed by the ecologist). Should an active nest be found, work in the vicinity of the nest will stop and the nest protected in situ until any dependent young have fledged the nest.

Hazel Dormouse

Although based on survey evidence it is highly unlikely that the proposed development will result in any significant negative effects on Hazel Dormouse populations, as Hazel Dormice have been recorded within the south-east of the wider airport site a precautionary approach will be undertaken to ensure that harm to Hazel Dormice is avoided in the very unlikely event individuals are encountered during vegetation clearance works. Only small and fragmented areas of scrub are proposed for removal so the risk of harm to Hazel Dormice is low.

Phased vegetation clearance will avoid harm to individual Hazel Dormice. This is a tried and tested technique that involves taking out small amounts of vegetation (no more than 50m²) on successive days. Such clearance will be completed using hand tools and will be combined with thorough searches for nests by a licensed and experienced Hazel Dormouse ecologist. A two-stage process will be used where vegetation will initially be cut down to 20cm above ground-level over the winter months to avoid impacts on nesting birds (November to February inclusive). To avoid disturbance to any hibernating Hazel Dormice, a thorough search for hibernating Hazel Dormice by a licensed and experienced Hazel Dormouse ecologist will be conducted prior to vegetation clearance works. If required, the scrub and tree belt stumps can then be completely removed between May to late September/early October under the supervision by a suitably qualified ecologist (to also avoid impacts on reptiles). Should Hazel Dormice or nests be encountered during vegetation clearance, then works will cease immediately and Natural England contacted to agree how to proceed.

Reptiles

Given the relatively small areas of confirmed suitable reptile habitat to be lost to development, phased habitat manipulation followed by a destructive search supervised by a suitably experienced ecologist of targeted areas will be appropriate mitigation to prevent risk of injury/killing to reptiles. This will occur within the active period for reptiles (March/April to September/October inclusive, depending on weather conditions). As part of the destructive search, any reptiles found will be moved to a pre-identified receptor area which is outside of the development areas and has been enhanced for reptiles. This receptor area will be along the eastern boundary of the Site.

Ecological Clerk of Works

In line with the Condition 3n set out by the LPA – the site team have appointed Ricardo Energy & Environment as a Consultant to provide an Ecological Clerk of Works (ECOW). Ricardo have been appointed based on their knowledge having undertaken recent ecological surveys on adjacent land as part as another scheme so are best suited to undertaking this work and having worked for the Airport on previous occasions.

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The ECoW will be appointed and named specifically prior to the commencement of the works. As part of the scope of the ECoW they will provide ecological toolbox talks to the site team and the start of the shift and outline the required precautionary working methods. They will also check for the presence of protected species during the works, observe the effectiveness of the mitigation measures implemented in relation to the ecological receptors. On completion of the works, the ECoW will provide a written report to summarise the construction activities observed, the precautionary working methods employed, and anything encountered as part of the works. these reports can be issued to the LPA as evidence that the condition was discharged in the correct manner.

Pollution Prevention

If works are not planned properly, construction activities have the potential to cause pollution to the land and water environments.

It is an offence to cause or knowingly permit any solid, noxious or polluting material to enter controlled waters unless consent by the EA has been issued.

- The Phase II Land Quality Report concluded that the site contained low risk to receptors and a specific remediation strategy was not required.
- As per recommendations of the Phase II Land Quality Report a Watching Brief will be undertaken during excavation works (through the drainage and earthwork phases) by a suitably experienced contaminated land specialist. Should unexpected contaminated material be identified during excavations works will be halted and the Council informed, which the nature and extent of the contamination is determined.
- Areas of known contamination will be fenced off and access only made available to authorised persons
- Where contaminated arisings need to be stockpiled, these will be placed on and covered by a polythene liner or similar to prevent cross contamination with the underlying ground
- The site location must be checked to see whether it falls within an inner or outer source protection zone, appropriate controls will be put in place should this be the case
- Where dewatering of excavations is required, this will be carried out in accordance with the EA position statement *Temporary Water Discharges from Excavations*
- When pumping anything other than clean uncontaminated rainwater, a settlement tank is to be used to remove suspended solids and if required, hydrocarbons. The settlement tank will be placed adjacent to the source of the contaminated rainwater and will be bunded to ensure no further contamination. Where possible this water will be discharged into the existing surface water network. Prior to discharge the water will be checked to ensure free of hydrocarbons and suspended solids. If not suitable for discharge, then the site team will arrange for a specialist waste company to remove the water to a licensed facility.
- Fuel / oil and chemical storage along with all refuelling will take place at least 10m away from water courses or surface / foul drainage
- Concrete washout will be undertaken into a lined skip or pit and will not take place within 10m of a watercourse or surface / foul drainage
- Wash waters from wheel washing will not be allowed to enter water courses. Where a jet wash option is used a local lined drainage trench will be used and water removed by the on-site sweeper to the licenced tip. Where a larger drive through units are utilised, the water will be changed and removed via a tanker to a licenced tip.
- Controls to prevent uncontrolled runoff into watercourses will be put in place and agreed with the EA where required
- Where abstraction of water is required, only 20m³ per day will be abstracted from surface / ground water. If more water needs to be abstracted, consent will be sought from the EA

Water

- Construction sequencing will ensure that the outfall/soakaway will be constructed prior to main works – allowing for excess water to be diverted through the new drainage system. The new drainage system has been designed to replicate the green field run off rate for the new pavement area. The infiltration tank and overall system will be installed first, along with the water interceptor. Once this network is installed, any requirement to over-pump ground water/rainwater etc encountered during the construction phase can be diverted through this system. This will capture and contain the volume of water minimising overland flooding whilst allowing a slow infiltration rate back to ground. “silt socks” and filters will be placed over the end of pumps to reduce the contaminants within the water being discharged.

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Table 1 - Site water discharge methodologies/equipment

	
Larger settlement tanks – for treating hydrocarbon and silt contamination prior to discharge	Small excavation dewatering tools – “silt sock” to capture hydrocarbons and silts prior to greenfield discharge or discharge to existing surface water systems.

Through the use of this equipment, this will mitigate any surface water flooding. All excavations will be closed at the end of each shift as part of the compliance requirements for the continued operation of the airfield. This will reduce the locations where rainfall can pond and collect. Care will be undertaken through the earthworks strategy to remove any local ponding points currently in-situ and the final level design ensures there is no ponding locations. All drainage infrastructure will be constructed prior to the commencement of the new “hard” pavement surfaces which will pose the biggest risk to any surface water flooding.

Materials

The construction industry is a major consumer of natural resources, this use can be minimised through the consumption of recycled materials, and the effects minimised by using sustainably sourced materials. Also, the way materials are used and stored can have an impact where these are damaged and need to be replaced.

- Where possible, recycled or secondary aggregates will be used to avoid the use of virgin aggregate
- Products with a recycled content will be used in preference to those without where possible
- Locally sourced materials will be used preferentially where this is economically feasible
- Where specification allows, the use of cement replacements will be investigated to lower the embodied carbon or concreting operations
- Only timber that is from a demonstrable sustainable source will be used. Delivery tickets will be on file with each line item stating whether it is from an FSC / PEFC source and referencing the chain of custody certificate number. The chain of custody certificate will also be on file showing the list of products covered under the certificate. This should be followed in line with VW UK applicable business unit procedures
- Materials vulnerable to damage through the weather / vehicle movements etc will be stored in designated areas and suitably protected

3.6 STORAGE AND HANDLING OF FUELS, OILS AND CHEMICALS

The storage of fuels and oils is to be strictly in compliance with the Control of Pollution (Oil Storage) (England) Regulations. This applies to all fuel stored on site including that of our subcontractors. For additional guidance see Appendix 5 *Storage and Handling of Fuels, Oils and Chemicals* of this Plan.

Each site must nominate a Fuel Storage Coordinator (as detailed in H01-04 *Allocation of Responsibilities*) and all storage locations must be inspected weekly and recorded on the relevant HSE-07. All fuel deliveries must be supervised by the Fuel Storage Coordinator(s) for the entire duration of the refuelling operation.

All fuel storage and chemical stores must remain locked when not in use.

All containers / vessels must be of an approved type and clearly marked / labelled.

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The storage arrangements for fuels, oils and chemicals are detailed in the table below.

Contractor / Trade	Approx. Quantity	Storage Mechanism / Location	Responsible Person
VolkerFitzpatrick	5,000 Litre	Bunded Fuel Bowser (Stored in the main compound)	VFL Works Manager

3.7 EXTERNAL CONSULTANTS

The project may at any time enlist the services of external consultants. This may include pre-construction investigations, as well as construction phase support, from ecologists, archaeologists, and waste management specialists. This will be conducted with the direction or support from HSEQS staff through the use of approved supply chain organisations.

3.8 EMERGENCY PROCEDURES

E03-G01 *Emergency Spill Procedure Guidance* details the actions to be taken before, during and after an incident. Copies of EMS-09 should be attached to fuel bowzers and spill kits. Spill kits must be retained with all static fuel tanks and mobile bowzers and also provided at strategic locations around the site, taking into consideration the nature and volume of works, as well as plant and equipment in use at any given time.

The type, number and content of spill kits must be established at the Environmental Planning Meeting (EMS-01 / relevant HSE-60) and reviewed on a regular basis.

The Emergency Spill Procedure Guidance document has been included within Appendix 9 *Miscellaneous* of this Plan.

3.9 DISSEMINATION OF ENVIRONMENTAL PLANS AND TRAINING

The Project is to ensure that the existence of this Plan and its provisions are made well known to all personnel on site and any other interested parties. Induction shall address environmental issues, plus other training sessions as needed, including toolbox talks to raise awareness of the environmental issues affecting the site and how they are to be tackled.

3.10 SITE RESTORATION

At the end of the contract, those areas of natural habitat affected by construction activities but not permanently lost to development shall be left to regenerate naturally, or be replanted in accordance with the contract requirements. If there is any 'waste' or surplus material after the construction has been completed, it shall be removed from the site, including any potential contaminants, such as cement, concrete, diesel, formwork oils etc.

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Construction Quality Management Plan

This Construction Quality Management Plan (as a part of our SMP) is the property of VolkerWessels UK (VW UK). It has been developed based upon known activities and information available at the time of preparation, in association with the contract documents, including those produced for tender purposes, and is complementary to our Health & Safety, Environment, Quality and Sustainability (HSEQS) Management System.

The SMP has been approved by the Project / Site Manager specifically to address the Health & Safety, Environmental and Quality Assurance requirements for this contract, and the general requirements for all construction sites under part 4 of the Construction (Design and Management) Regulations 2015 (CDM 2015).

Throughout the SMP where a particular section fulfils the requirements for Construction Phase Plans, including those of CDM 2015 Schedule 3, the reference is shown to the right of subject headings.

The Client must provide pre-construction information as soon as practicable to every designer and contractor appointed, or being considered for appointment.

For projects with a Principal Designer (PD), the PD must assist the Principal Contractor (PC) in preparing the Construction Phase Plan (this SMP) by providing all information they hold that is relevant to the construction phase including:

- *Pre-construction information obtained from the Client*
- *Any information relating to foreseeable risks obtained from Designers (Reg 9(3)(b))*

This SMP must be completed before the construction phase begins (Reg 4(5)(a) Reg 12(1)).

Company procedures and documents referred to within this SMP can be found within the IMS Screens on the Landing Zone of Workspace. Any project variations to company procedures and documents shall be detailed within this document.

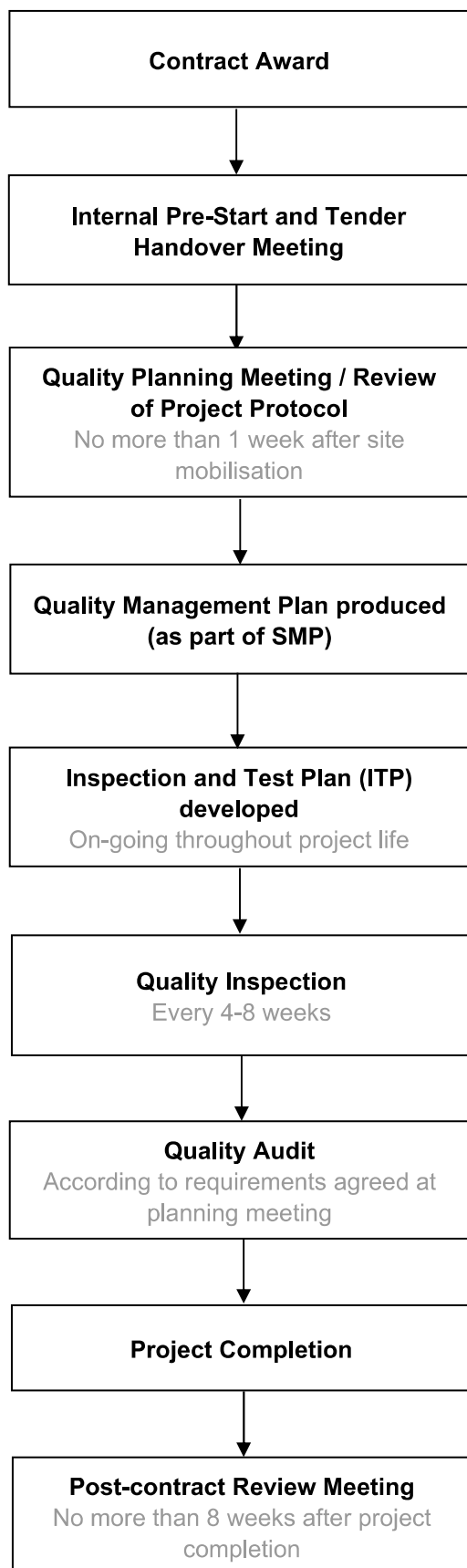
Throughout this document reference will be made to the 'Project' folder structure of Workspace and the corresponding hard copy filing structure.

Construction Site Plan– Construction Quality Management Plan: ISSUE NUMBER: 1

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PROJECT QUALITY MANAGEMENT



Key outputs / actions at each stage

- Contract award memo
- Minutes of meeting(s)
 - 'Internal Pre-Start Meeting'
 - 'Tender Handover Document Transmittal'
- QMF-01 *Quality Planning Meeting Agenda* / relevant HSE-60 *Health, Safety, Environmental and Quality Planning Meeting Agenda* / Q02-VF *Quality Planning Meeting*
- Audit requirements / date(s) agreed

If the project lifecycle is more than 6 months, additional audits are required, date(s) agreed.
- Site Management Plan (incorporating Quality Management Plan)
- ITP to be maintained by Project Team throughout project life, subcontractor input must be sought before each subcontractor starts work on site
- Relevant QMF-77 *Quality Inspection*
- Audit report
- Any non-conformance reports or observations
- QMF-02 *Post Project Review and Closeout* or relevant business unit Q05 *Lessons Learnt* process.
- Achievements against objectives
- NCR register

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4. QUALITY PLAN

This Plan addresses the requirements of BS ISO 10005:2018 *Guidelines for Quality Plans* as supplemented by company requirements and provides an overview of the arrangements made for quality management on this contract. This is to be used in association with the company's registered Quality Management System (QMS), which complies with the requirements of BS EN ISO 9001:2015.

Initial development of a project specific Quality Plan will flow from the QMF-01 *Quality Planning Meeting Agenda* / relevant HSE-60 *Health, Safety, Environmental and Quality Planning Meeting Agenda* / Q02-VF *Quality Planning Meeting* with sections amended, deleted or added as required. Records of QMF-01 / HSE-60 / Q02-VF must be stored in folder 11.10 *Quality Planning Meeting*.

The Project Management Team are responsible for reviewing the proposed work processes and monitoring site activities. The implications of the project's activities will be considered during design reviews, planning meetings, method statement reviews and on site as part of the quality / work inspections.

An appointed specialist from HSEQS will provide quality management guidance to the project. Where necessary, further advice may be sought from VW UK Shared Services or specialist external consultants. Any advice given by specialist external consultants must be ratified by HSEQS.

The Quality Manager that has been appointed for this project is

Name:	Steve Leahy
Mobile Number:	
Email Address:	Steve.leahy@volkerfitzpatrick.co.uk

4.1 MANAGEMENT RESPONSIBILITY

Responsibility for Quality is detailed within the Quality Policy and Practice, together with management responsibilities described in the HSEQS Management System. Details of the site management structure are given in Appendix 1.

It is the Project / Site Manager's responsibility to ensure that the requirements of the Quality Policy and Practice and this Quality Plan are implemented. The Project / Site Manager will delegate responsibilities for quality to members of the Site Management Team through the use of H01-04 *Allocation of Responsibilities*.

Site inductions will provide operatives with a basic awareness that this project operates a QMS, requiring the team to take pride / care in their work, do it once and do it right and get work inspected at appropriate times.

4.2 QUALITY PLAN AND QUALITY SYSTEM

Quality Policy

A copy of the Company's Quality Policy is available on request.

Quality Policy and Practice and Project Quality Plan

To meet the requirements of the Client, we apply a quality system in conjunction with other management controls. The Quality Policy and Practice describes the system. Specific Quality Management requirements are detailed within this Quality Plan or can be found in other sections of the SMP.

BS EN ISO 9001:2015 registration

All VW UK business units hold registration to BS EN ISO 9001:2015. The certificates can be made available on request.

4.3 PROJECT APPROACH TO MANAGING QUALITY

Quality is ensured on projects by managing quality as an integral part of our activities. There is a clear focus on managing to ensure Clients' requirements (internal and external) are met.

The project will implement a self-certification ethos, delivered through the application of the QMS. Inspection, testing and monitoring of the works will be controlled by the members of the Site Management Team who will utilise project Inspection and Test Plans, together with formal records of inspections, checking and surveillance to demonstrate meeting requirements described by the Works Information.

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4.4 CONTRACT REVIEW

Reviews take place at award of contract, prior to commencing works and at regular intervals (usually monthly progress meetings) during the course of the contract to enable the contract specified requirements to be reviewed.

A minuted pre-contract start meeting with the Client and / or their representative will enable conflicts or ambiguities in requirements to be resolved.

Regular minuted Client progress meetings will enable contract review to be performed regularly throughout the contract period.

Amendments to a contract are received in the form of instructions, letters, sketches or drawings from the Client / Client Representative and are controlled in accordance with Q01 *Control of Documents* procedure.

On an on-going basis ambiguities, conflicts and deficiencies in specified requirements are notified to the Client / Client Representative via technical query / request for information, proforma or other correspondence.

4.5 DESIGN CONTROL

The purpose of this section is to describe the management and technical processes necessary to deliver compliant design on projects. Project specific arrangements are to be described either within this SMP or Project Design Management Plan (DMP).

Where the scope or complexity of the design management process is too extensive to be described within this section of the SMP, a separate dedicated DMP may be used. Also, certain project Client organisations may require a separate DMP.

The Project Manager will assess whether the complexity of the design process requires a stand-alone DMP.

The DMP will be maintained as a stand-alone document to compliment this SMP. The DMP template is available in the document library on Workspace.

Section 4 *Design Management* of the 'Project' folder structure must be used to store design-related records.

The scope of the design service is as follows:

- Precast Electrical Chambers
- Blast Screens
- Drainage Interceptor

Design Control

Where under the terms of the contract we have design management responsibility for the project (permanent and / or temporary works), design will be controlled in accordance with procedure Q10 *Design Management* / Q10-VFB *Design Management* / Q26 *Design Management*.

Where we do not have a clear contractual design management responsibility, we must still apply due diligence to ensure the appropriate Health, Safety and Environmental controls are applied throughout the design.

The fundamental requirements towards design management always remain the same. That is, to ensure that certain basic activities are undertaken either directly or by some other organisation within the Project Team, or by combination, in a controlled and efficient manner.

The activities are:

- Fully defining, understanding and upholding the Client's project or appointment brief
- The alignment of design activities and deliverables against a robust design delivery programme
- Meeting and wherever possible exceeding Client expectations, providing added service value
- Undertaking the activity of design review (including verification and validation as appropriate)
- The proactive management of change / cost control
- The appropriate Health, Safety and Sustainability considerations throughout the design

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Site Management Plan

H01-01

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Designers

The Designer(s) are detailed in the 'External Organisations' on Workspace and / or Appendix 2 *Contract Directory* of this SMP.

When we appoint Designers, or inherit by way of novation or Client recommendation, the requirements of Q10-G01 *Engagement of Design Consultants* / Q10-PM02-G01-VFB *Engagement of Design Consultants* must be adhered to.

Furthermore, we must ensure:

- That appointed Designers are able to demonstrate the appropriate level of competency and resource to meet their deliverables
- Use of pre-qualifications questionnaire to meet the above
- That the scope of the design is fully allocated and interfaces are identified and addressed
- That the fee proposal from the designer is fully representative of the Scope of Works to be undertaken
- Professional indemnity insurance (including observation of a current insurance certificate) is in line with the main contract condition
- Collateral warranties are provided by the designer and meet requirements stated in the main contract
- Designers are aware and compliant with HSEQS policy and project delivery requirements, and that they may undergo specific HSEQS assessment

All appointed Designers will be asked to display evidence of formal procedures for the satisfactory control of design development, validation, verification, design review, sign-off and approval and document control. Where Designers have BS EN ISO 9001:2015 certification, a copy of the registration certificate is to be obtained.

Design Review / Liaison with Client

Design meetings between the representative organisations will take place to review the design process. Calculations and drawings will be forwarded to the Client or their representative for comment / approval prior to related construction works taking place.

The Design Manager must ensure that Designers / Design Teams undertake validation within their design review process at appropriate intervals during the development of the design. This is to ensure that design review is not solely focussed on the technical design itself, but that the emerging design continues to fit within the parameters of the brief. Without timely validation, design must by definition continue to put at risk the value of the deliverables. Validation must be a milestone activity clearly indicated within the design programme.

Project Design Arrangements for this Project

Key arrangements and roles for this project are:

Design Manager / Coordinator:

Frequency of Design Review Meetings:

Method of Recording Client Acceptance of Design Solutions:

Southampton International Airport Ltd (SIAL)
N/A
N / A (Issue of Approved for construction drawings, schedules etc)

4.6 CONTROL OF DOCUMENTS AND RECORDS

Control of Documents

Details for document and data control are given within procedure Q01 *Control of Documents*.

Control of Records

Records will be kept on site and can be accessed via the Project / Site Manager, to demonstrate compliance with the specified requirements. Records will be maintained on Workspace in accordance with the 'Project' folder structure of the Workspace Documents tab. The Project Manager must check the Client's contract documentation to determine the scope and retention of specified records.

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Client Requirements for Record Retention (add additional rows if required)

Record Type / Name	Retention Period

Drawing Control

As required in procedure Q01 *Control of Documents*, the Project Manager will establish and maintain a project process and set of protocols to manage the physical receipt, logging, internal Project Team distribution, and onward distribution to relevant subcontractors, Designers and suppliers, of project drawings, sketches and specifications. This will include both electronic and / or hard copy formats.

All contract drawings, sketches and / or specifications are required to be classified under three distinctly different headings: Purpose, Status and Revision. All documents must have a clearly identifiable purpose and should be physically marked / labelled / stamped to suit.

Where no design responsibility exists the subfolders of 1.10 *Client Drawings, Drawing Register and Issue Records* must be used to store drawing records: 1.10.1 *Drawings* / 1.10.2 *Drawings with comments* / 1.10.3 *Drawing Registers* / 1.10.4 *Issue Records* / 1.10.5 *As-Built Drawing*.

Where the project includes design the subfolders of 4.1 *Design Drawings, Drawing Register and Issue Records* must be used to store drawing records: 4.1.1 *Drawings* / 4.1.2 *Drawings with Comments* / 4.1.3 *Drawing Registers* / 4.1.4 *Issue Records* / 4.1.5 *As-Built Drawing*.

4.7 PURCHASING

Purchasing Process

Products and services are only provided by approved suppliers and subcontractors who can demonstrate their ability to comply with the specified requirements. A key requirement of this process is the management of procurement via a procurement programme.

For this Project the Procurement Programme shall be managed by:

Name: Gary Coles (VFL Head of Procurement)

Supplier / Subcontractor Evaluation

Suppliers / subcontractors are evaluated as part of the selection process and upon completion of their elements of the project works.

Client Approval of Materials / Subcontractors

Details of materials / subcontractors will be submitted for Client approval as detailed within the contract documents. Where there is a contractual requirement or project agreement that materials (including products) and / or proposed use of subcontractors are to be submitted to the Client for approval or acceptance, this activity is to be planned and monitored via use of the table below.

Materials / Subcontractors	Date Submitted to Client	Accepted / Rejected	Date
Marshall Asphalt (Binder and Surface Course)			
SMA Asphalt			
DL Concrete			
Structural Concrete			
Earthworks / Granular Sub-Base			
Line marking paint			
Aeronautical Ground Lighting (AGL)			
Ducting			
Pavement Quality Concrete Infills			
Drainage			

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