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1 INTRODUCTION

This outline construction method statement covers all activities relating to installation and dismantling of the Lee Valley Basketball Games Time Training Venue for the London 2012 Olympic and Paralympic Games, comprising two indoor basketball courts including adjacent welfare facilities to accommodate 4 teams as well as a hospitality and press lounge, office space, storage, catering, waste management and an access road with parking lots. The venue will be fully equipped with appropriate services like electricity, IT, heating as well as fresh and foul water.

The Client:
Olympic Delivery Authority (ODA)
23rd floor, One Churchill Place
Canary Wharf
London E14 5LN

The Clients Project Manager:
Capita Symonds
1 Procter Street
London, WC1V 6DW

The CDM Manager:
Richard Kelly Associates
388 London Road
Headington
Oxford OX3 8DW

The Principal Contractor:
Nüssli (Switzerland) Ltd
Hauptstrasse 36
8536 Hüttwilen
Switzerland

Main Contractors:

Road and Ground Works:	tbd
Tent Structure:	Neptunus Ltd The Old Rectory, Main Street Glenfield, Leicestershire LE3 8DG
Internal fittings	tbd
Sports Flooring	Hamberger Flooring GmbH & Co. KG HARO SPORTS P.O.Box 100353 D-83003 Rosenheim Germany
MEP	tbd
Generators	tbd
HVAC	tbd

The key activities are identified to be

1. Fencing and site setup
2. Welfare facilities
3. Road- and ground works including landscaping
4. Transport & logistics, material offloading and storage
5. Installation of tent structures
6. Interior fittings (walls, flooring) including sanitary appliances, etc
7. Electrical installations (Small Power)
8. Plumbing, piping and other sanitary installations
9. Installation of air handling units including all ductwork
10. Installation and commissioning of generators
11. Installation and commissioning of LV distribution
12. Installation of sports floor to courts
13. Maintenance (not part of this document)
14. Venue dismantle

This construction methodology shall be read in conjunction with Drawings

6909-TPVLTT-A-DSP-0001 rev.P03, 0002 rev.P03, 0004 rev. P03, 0005 rev.P03, 0006 rev. P03
6909-TPV-LTT-A-DPL-0003 rev.P02, 0004 rev.P02,
6909-TPV-LTT-A-DSP-0002 rev.P05, 0003 rev.P04, 0007 rev.P04
6909-TPV-LTT-A-DPL-0001 rev.P04, 0002 rev.P03
6909-TPV-LTT-A-DSE-0001 rev.P05, 0002 rev.P05, 0003 rev.P03

These drawings are supplemented by the Erection Programme - Rev 07, showing the planned activities from start to completion in Appendix A

The site plan is shown in Appendix B.

2 CONSTRUCTION PROGRAMME

2.1 Construction Period

The erection period is 01/03/2012 to 31/05/2011
The dismantling and reinstatement period is 11/09/2012 to 15/10/2012

2.2 Main working Hours

Main working hours are to be Monday to Friday 08.00 – 18.00 and Saturday 08.00 - 13.00 as instructed by the planning authority, depending on daylight hours with any restrictions imposed from the Section 61 Noise restrictions taken into account.

Deliveries are to be Monday to Friday 07.30 – 12.00 and Saturday 07.30 – 12.00.

2.3 Programme Overview

The general construction sequence for the works will be as follows:

- Fencing off entire construction site with custom 2.4m high security fence
- Landscaping, access road works, building of foundations and buried services
- Erection of adjacent smaller tent structure followed by main tent structures (courts)
- Internal finishes (walls, flooring) subsequently following the completion of the structures
- M&E services will be installed subsequently to internal finishes starting with lighting and electricity, water, sanitary, communications, air handling units with ducting and generators

- Installation of sports flooring to courts

3 ENVIRONMENTAL CONSIDERATIONS

It is recognised that due to the character of the location and the close proximity of nature reserves there are significant environmental matters to consider and manage effectively during the construction process. These will be given the highest attention. A section on environmental considerations has been included to identify the principal aspects affecting the construction work.

We also recognise the neighbourhood is a residential area The safe and quiet management of the works is essential and critical in a project of this nature. The contractor's Health and Safety and environmental proposals and safe system of work will be set out and detailed in the work specific method statements and risk assessments for each activity.

We will use best practicable means to adapt to the ODA Code of Construction Practice December 2007 and the Environmental report produced for this project. We will also ensure compliance with the measures for protection of flora and fauna as detailed in section 4 of the Ecology Report, dated January 2012, produced for this project.

The following Environmental matters are important to the construction activity and shall be given thorough consideration and full and effective controls put into place before commencing with construction of the above ground works;

- Protection of surrounding nature and river
- Control of noise from plant and equipment;
- Control and disposal of waste;
- Tidiness and appearance of the site working area;
- Appearance and standard of public segregation and working area barriers;
- Fuelling of static plant and equipment;
- Oil and fuel leakage from plant and equipment;
- Provision and use of spill kits for accidental spillages;
- Use of electric driven equipment where practical instead of diesel engine to minimise exhaust fumes;
- Dust control methods
- Working hours;
- Storage of materials;
- Car parking restrictions.

In order to minimise potential impact on bats reported in close proximity to the site, the works are being carried out without any site lighting

Prior to any works on site, a toolbox talk will be given to all individuals working on the site as part of their standard health and safety and site induction talk. This will ensure that all workers are aware of the sensitive nature of the local area and the location of the boundary of the Site of Special Scientific Interest (SSSI).

4 TRAFFIC AND PEDESTRIAN MANAGEMENT

The site is to the rear of the Lee Valley Ice Centre in the Leyton Marsh which is situated approximately 2 miles to the north west of the Olympic Park.
The site is bound by the Lee Navigation to the west, the Lee Valley Ice Centre to the south, a public footway to the east and open space and a line of trees to the north. The land and Ice Centre are owned by the Lee Valley Regional Park Authority (LVRPA).

There is an informal footway across the site, running from east to west. The track that runs along the west of the site (Sandy Lane) provides access to Springfield Marina (Walthamstow Marshes) to the north of the site and this

access route will be maintained. This main access is at the same time the single vehicle route to the site. Works over the access route will be managed so that pedestrian and vehicle traffic (especially emergency services) will be able to access the marina at all times.

The entrance to the site is via the car park of the Ice Centre. Two height barriers are installed in front of the car park. At the entrance to Leyton Marsh there is an electronic entrance gate. This gate will be marshalled to avoid inappropriate vehicles entering the site and the height barriers will be managed to allow lorries to enter the site when required but closed at other times.
Plant required to access the site includes, excavators, bulldozer and other small earth moving equipment to prepare the hard stand areas, lorries, mobile cranes and forklifts to handle the temporary structure and generators, etc.

Vehicular traffic and pedestrians will be segregated where possible and appropriate safety signage shall be used to direct pedestrians and vehicles as works progress. All vehicles must observe the site speed limit and comply with all warning signs. Vehicles must be directed by a banksman when reversing.

Drawings showing methods of construction traffic management in more detail are shown in Appendix C

5 EXISTING SITE RECORDS AND PLANS

A Thames Water trunk sewer cuts across the site and the existing manhole located in the centre of the site will be used for a temporary connection to the foul drainage. With the sewer being a minimum of 2m deep below ground no special means of protection are needed. However everyone on site will be informed of the existence of the trunk sewer during induction and with earth works being carried out in an engineer's presence, the risk of damaging the sewer will be minimised.
The position and depth of the existing telecommunication line crossing the site will be verified by carefully excavating at three different positions. Once determined it will be clearly marked and any works near it will be subject to a permit to work system.

Most trees on the site lie a substantial distance from the building works, and are not going to be affected by the construction. However there is one tree of amenity value located in the south west corner of the site that lies immediately to the south of the proposed exit road and needs to be protected during construction works.

A topographical and incoming services survey of the site has been completed and they can be found in Appendix F.

6 SITE SECURITY

It is imperative that stringent security measures are employed on the site in order to prevent unauthorised access to persons not involved with the project and to provide site safety to those who are. The perimeter of the site will be delineated by erecting a Heras type security fencing. Lockable security gates will be put in place within the permiter fencing, an entrance gate at the north-west end and an exit gate at the south end. Traffic will travel in one direction only and on exiting will turn back into the main haul road. The exit gate will also be used as separate entrance for pedestrians which will grant continuous access to the welfare facilities.

All persons entering and leaving the site will be required to log their movements in a signing in and out book; each sub-contractor will be required to carry this out for their operatives and visitors on the project. This record will be used in the event of an emergency situation when the safety of persons on the site must be accounted for. The record book will also ensure that all persons have vacated the site at the end of the day.

Each sub-contractor working on the site will provide their own security measures for storage of their materials and tools, these will be in the form of containers and tool boxes and sufficient space will be made available for these units.

A dedicated gate man will be employed to control access / egress to site during working hours and there is going to be site security present on site outside of working hours once there is more than the excavation plant on site.

7 WASTE DISPOSAL

Waste storage facilities will be in the form of skips provided by the appointed waste contractor. These skips will as a minimum, include general waste and metal. All waste disposal will be controlled through waste disposal tickets.

Waste producers licence is not requested. However Nussli will ensure that the appointed waste carrier will have the relevant licences and documents for the arising and to follow legal requirement / duty of care for the disposal. Should any materials be identified for reuse the Waste and Resources Action Programme (WRAP) procedure will be followed.

8 SITE INDUCTION

All personnel working on site will attend the Nussli site specific induction This will be an all-encompassing induction held at the site offices at Leyton Marsh and will cover:

- Overview of the project
- Site rules
- Emergency procedures
- Key site staff
- Access arrangements to the site
- Emergency arrangements
- Welfare – hygiene – safety
- Vehicular movements
- Third party interfaces
- Services or underground structures/obstructions
- Contamination (UXO, Lead)
- Environmental and ecology issues
- Accident, incident, near miss reporting.

There will be a notice board erected at the works site access point. This will contain site specific details such as safety alerts, identifying the first aiders and site supervisor, site rules, emergency procedure and traffic management procedure specific to the site.

There will also be a notice board with information for the general public detailing the work taking place, expected time and apologising for any inconvenience caused.

Everyone working on the work site will also be briefed on the relevant activity (see also 11 Toolbox talks). Activity plans and any changes to the health and safety arrangements will be picked up and discussed at the Daily Activity Briefings.
All staff will be briefed on the Construction Health and Safety Plan during site induction and a copy will be placed on the site notice board for reference.

9 SAFETY DOCUMENTS

This outline construction method statement forms part of the documentation used to manage the project.
Work specific risk assessments will be produced for all relevant work activities. Prior to commencing work, all personnel involved in the work activity will be briefed on the method statement and will have to sign to acknowledge that they understand the risk and control measure associated with the work.

As part of these briefings verification questions will get asked by the briefer to ensure that those being briefed fully understand what they have been briefed on.

Signed method statements will be kept on site.

10 WELFARE

The main welfare and canteen will be located along the southeast corner of the site next to the proposed plant area (see Appendix G, Site Set-up). Four modular units comprising of a toilet block, a canteen, a drying room and site office including space for security staff will form the main welfare unit. The canteen will have running water, a kettle, microwave and seating.

H&S documentation will be pinned up in these welfare facilities including:

- H&S law poster
- F 10 Notification
- Nussli Insurances
- First Aid arrangements
- Emergency Route
- Organogram
- Safety Alerts.

11 TOOLBOX TALKS AND SAFETY BRIEFINGS

All site personnel will receive regular toolbox talks (TBT) containing relevant safety information. This will be recorded on a record form.
All site operatives will attend a daily task briefing prior to commencing work each day. The briefing will be conducted by the relevant discipline's foremen. The daily task briefing will detail the tasks and hazards/risks for the activities for the day.
As works progress the site specific Activity Plan will contain information relating to COSHH materials. This will be in the form of Hazard Data sheets and Hazard Risk Assessments. The control measures include – alternatives, PPE, material storage, usage, application etc. Associated Hazards and Residual risks will also be identified and assessed.

The daily task briefing will be a two way meeting where all members of the team are encouraged to discuss safety issues.

Ecology measures will be included within the toolbox talk as set out at Appendix K.

12 Personal Protective Equipment (PPE)

The mandatory PPE for the site is:

Hard hat, safety boots and hi-viz vest /shirt.

Additional specific PPE for special task or using plant and equipment will be outlined in the detailed method statement. These are likely to include the following:

Gloves, glasses (light eye protection), dust masks, hearing protection, safety harness /lanyard

13 Unexploded Ordnance

The risk of discovering unexploded ordnance is classified as may exist. The gross level of ferrous contamination found across the site during a non-intrusive site investigation is consistent and renders the data unworkable thus making it impossible to discern items of UXO from the background clutter. Therefore all intrusive works will be supervised by a suitably qualified Explosive Ordnance (EO) Engineer and his responsibilities will include the following:

- The provision of EO Awareness briefings (TBT) to all ground workers
- Supervision (watch and brief) of all excavations to positively identify any suspicious objects thus minimising down time for false alarms
- The orchestration of the safe disposal of a positively identified item of UXO (via the police and military)

14 PERMITS

The following permits are required:

- Planning permission
- Section 61 consent
- Waste producers licence (Waste carrier)
- Permit to dig

15 EMERGENCY PROCEDURES

The first aiders are identified on the organisation chart and on the site safety notice board. Additionally, first aiders are identified during the task briefing conducted each morning prior to commencing works. The first aid kit will be included within the welfare facilities. The size and number will be regularly assessed depending on the number of men on site but as a minimum the kit will contain the following:

- First aider leaflet
- 20 individually wrapped sterile adhesive dressings
- 2 sterile eye pads
- 4 triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium individually wrapped sterile unmedicated wound dressings
- 2 large individually wrapped sterile unmedicated wound dressings
- One pair of disposable gloves

The nearest hospital is the Homerton University Hospital

Homerton University Hospital
Homerton Row
London E9 6SR

+44 (0)20 8510 5793
In the London Borough of Hackney. A map is contained in Appendix H of this document.

16 QUALITY ASSURANCE

All works will be constructed in accordance with the design drawings and specification.

Nussli has implemented and maintains a management system which fulfils the requirements of ISO 9001:2008

standard. NUSSLI Group and each respective company within the NUSSLI Group operate in accordance with the procedures as set out in the quality management documents in order to ensure delivery of the highest quality, services provided therein, project implementation and quality assurance.

In order to ensure product quality, delivery of project within the pre-defined budget and to adhere to the stipulated time constraints Nussli takes a comprehensive approach towards Quality Assurance to implement the various controlling tools. The Nussli Quality Management Strategy is provided in Appendix J.

The health and safety file will commence immediately with red lined drawings produced in line with constructed works.

17 INTERFACE

LVRPA:
Apart from the need to cross the car parking of the Lee Valley Ice Centre to access the site there is the need of directing BT lines and Water connections from the mains to the site. In order to minimise impact of the temporary water and telecommunications installation all connections shall be made above ground.

General Public and Site Neighbours:
Noise level during construction shall not exceed an average of 75 dB over one hour by more than 1 db at the façade of any noise sensitive premises.
Noise from all external plant, machinery and other equipment shall not exceed a level of 10dBA below the lowest recorded background noise levels, measured at 1m from the nearest noise sensitive residential façade

Silenced plant will be used wherever possible and noise - as well as dust monitoring will be undertaken as required.

18 CONTAMINATION ISSUES

A site investigation report was conducted and a report compiled which has been submitted to ODA. No visual signs of contamination were present.

Should contaminated ground be identified, works will stop in that area and a survey will be carried out by a competent person to identify the nature of the contamination and then suitable control measures will be implemented to manage the contamination risks.

19 LOGISTICS PLANNING

This document identifies the principal materials being used and the management proposals to ensure the material is available close to the site and in sufficient time so as to maintain continuity and meet key programme dates.

19.1 Deliveries

The delivery times are planned during the morning prior to start of public sessions at the Ice Centre.

Material deliveries will be managed in a "Just In Time" basis wherever possible. This is to reduce storage requirements and maximise the available working area. Material will be delivered to site directly without requirement of a temporary storage. All lorry movements on site will be controlled by a banksman.

Work specific Risk Assessments shall be produced to identify potential hazards, their corresponding risks and how these risks will be mitigated and controlled. Deliveries will be directed into a designated unloading area.
Lorry transport delivery drivers will be fully briefed regarding vehicle access to the site. A delivery driver information sheet shall be produced that provides project specific Health and Safety information and this shall be issued to the drivers to supplement their general briefing. A draft example of this is provided in Appendix E.

Site working and delivery hours are set out under 2 Construction programme and comply with the project requirements.

19.2 Material Offloading

It is recognised that vehicle deliveries onto the site and offloading of materials must be managed and controlled safely and properly.

Offloading operations will be carried out by either mobile crane, forklift or HIAB depending on the type of material being handled. Appropriate Lift Plans will be developed for all Lifting Operations. CPCS/CSCS certificated operators and LOLER certificated equipment and lifting accessories will be used.

Tool box talks and regular Method Statement and Environmental briefings will be held to reinforce and communicate the general safe systems of work being used to undertake the work.

20 HEALTH & SAFETY

As a principal contractor NUSSLI shall manage all health and safety related issues and provide all necessary means to ensure the site to be a safe place to work. NUSSLI employs a Site health and safety officer and implements a health & safety management and control system applying to everybody working, visiting or for any other reason attending the site. All applicable regulations and laws shall be met. All subcontracted parties shall prior to start of works provide documents to prove their compliance with the CDM regulations and the Health & Safety at work act 1974. Their works shall be subject to detailed risk assessments and method statements as well as any other procedures which may be required in order to keep the site as a safe place to work. NUSSLI will ensure that all handed in documents will be assessed and approved by the responsible health and safety officer.

Subcontractors are to prove competence of their staff. Every site attendant must at least hold a valid CSCS-Card.

Welfare Facilities: On site, including a canteen and toilets

A separate Construction Health and Safety plan will follow.

21 DUST CONTROL METHODS

The Contractor will comply with the provisions of the Health and Safety at Work Act 1974, the Environmental Protection Act 1990, the Environment Act 1995 and the Clean Air Act 1993, and the regulations made there under, including the Control of Substances Hazardous to Health Regulations (SI 2002/2677).

The contractor will ensure that control of dust impacts are planned, with the techniques used in line with the Best Practice Guidance (BPG), The Control of Dust and Emissions from Construction and Demolition, published by the GLA and London Councils in November 2006 and the Building Research Establishments publications, Controlling particles, vapours and noise pollution from construction sites (2003).

Standard Procedures:

- Minimise dust generating activities
- Use water dust suppressant bowser
- Cover or fence stockpiles to prevent wind whipping
- Spoil bunds to be sealed, monitored and managed at all times
- Dust monitoring dust monitors to be set up at various locations on site
- Dust to be managed at source, work areas to be damped down

22 CONSTRUCTION METHODOLOGY

22.1 Fencing

Subcontractors awarded:
tbd

Start date:
1st March 2012

Duration:
5 days

Drawing reference:
6909-TPV-LVP-A-DSP-0002 Rev.05

Description of works:
Approx. 500lm of Heras type fence with galvanized unpainted panels to bound the site in a square shape. Internal to close off the waste storage will be set up at a later stage of the project. Also depending on the clients security needs it might be that at a later stage a 2.4m high security fence (Type B) will be installed in the same location that the construction fence is being installed.

Environmental impact:
None significant, noise level shall not exceed an average of 75 dB over one hour by more than 1 dB at the facade of any noise sensitive premises. Refuelling of plant to be carried out in a designated and protected area.

Associated Risks:
Injuries from Plant movement, Manual Handling

Proposed installation method:
Construction fence:
Four corners of the fenced area will be marked. Fence to be delivered and offloaded in designated area. Once the footings are distributed around the perimeter fence panels will be installed manually and couplers, stabilisers, etc. will be attached. Vehicle gate to be installed at entrance and exit of working site.

Security fence:
Guided fork truck setting out counterweights and fencing panels subsequently. Operatives to lift of elements from the fork truck manually. A risk assessment and detailed method statement has to be submitted by the awarded subcontractor as well as a lifting plan. Parallel works on site have to be considered (road works). Working area to be blocked with fencing pins and rope guard by security staff.

Proposed No. of workforce:
5 (four operatives, one fork truck driver, supervisor included).

Proposed plant:
Lorry, Forktruck / Telehandler

22.2 Modular accommodation (Welfare)

Subcontractor awarded:
tbd

Start date:
5th March 2012

Duration:
3 days

Plan reference:
"Site Temporary Facilities.pdf"

Description of works:
For site welfare and storage purpose there will be 6 modular units comprising a toilet block, a canteen, a drying room, the site office including space for security staff and two storage containers.

Environmental impact:
Noise level shall not exceed an average of 75 dB over one hour by more than 1 dB at the facade of any noise sensitive premises. Accommodation will apply pressure to the top soil of the ground and cause minor harm. Grassed area underneath accommodation to wither and to be considered for reinstatement. Refilling toilet tank can lead to minor spillages. Ground over potential area of impact to be protected.

Associated risk:
Injuries due to falls from height (slinging container to hiab), plant movement, lifting operations.

Proposed installation method:
Modular units to come on a trailer equipped with a hiab crane. Operator and signaller/slinger to guide unit into position. Toilet unit to be self-supplying and to receive power from a small generator or the canteen units built-in generator. Installation of appropriate ground protection where fuel or other liquids are handled. Detailed RAMS and COSHH assessment required as well as detailed lifting plan for offloading equipment.

Proposed No. of workforce:
2 (operator/driver, slinger/signaller)

Proposed Plant:
Hiab

22.3 Road works, landscaping, foundations, foul drainage

Subcontractor awarded:
tbd

Start date:
5th March

Duration:
3 Months

Plan reference:
353/AL(0)700 Rev.U

Description of works:
The top soil of the area affected by the road and the tent structures will be removed and piled in a designated area on site so it can be reused afterwards. It will be temporarily replaced by a compacted bed of Type 1 to serve as foundation to the construction on top. The temporary access road will consist of recyclable asphalt.

However, the nearby gravel path alongside the river Lee will be fully integrated into the venue access concept to minimise the needed amount of asphalt used.

Environmental impact:
Noise level during construction shall not exceed an average of 75 dB over one hour by more than 1 dB at the facade of any noise sensitive premises.
Potential impact to grassland mitigated due to temporary character and complete reinstatement of the area. Where topsoil needs to be removed, the existing topsoil will be stored on site and replaced in situ. The existing topsoil will be stored following current best practice for the height of any storage mounds. That way topsoil can be reused for reinstatement afterwards whereas building a temporary access road on top of it would be damaging the topsoil to such extent that it would have to be replaced.
Topsoil removed from the area of rough grassland will be stored separately from that from the amenity grassland area. After the buildings and hardstanding have been removed the topsoil will be re-spread and reseeded. A mixture of native grassland species will be used. A suitable mixture will be agreed in advance with the LVRPA, so that an appropriate balance can be reached between taking opportunities to enhance plant species diversity through using a species-rich seed mixture and creating new grassland of similar appearance to the existing mown vegetation and so that any enhancement can be taken into account in the future management of the grassland

Associated risk:
Injuries relating to road works, Plant movement, material skipping, hot asphalt, dust, digging, etc.
Risk of unexploded ordnance

Proposed installation method:
An ecologist will be present during vegetation clearance in the rough grassland area and close to the river. The ecologist would check for evidence of invasive plants prior to the start of works. The ecologist would also check for reptiles and amphibians and be available to provide advice during vegetation clearance.

Area of work will be fenced off temporarily if final fence is not yet installed to provide safe working space and prevent unauthorised people accessing construction site. Once the area to be excavated is set out by an engineer and marked on the surface removal of topsoil will be carried out to the correct level with the use of a rotating laser. The excavated topsoil will be tipped away from the working area and piled in a designated area on site following best practice for the height of storage mound. Topsoil and material below shall be separated and stored in different locations. Thickness of layer of topsoil is approx.10-15cm but this is to be checked continuously on site.
During all excavation works a qualified and trained person for removal of unexploded ordnance will be present and can check any suspicious occurrence during works.

Extra excavation will be taken in the positions of the drainage and backfilled once ducts have been positioned and accurately levelled to the specifications given on the engineers drawings. Special care needs to be taken once the

ducts are positioned and trenches backfilled when compression of sub-base is undertaken so that none of the pipework is being damaged.

Sub-base material will be brought to site by lorries, and spread and levelled in layers. As soon as possible thereafter each layer is to be compacted. After compaction immediately before overlaying, the sub-base surface must be uniformly well closed and free from loose material, cracks, ruts or hollows.

Reasonably practicable measures will be put in place to avoid/limit and mitigate the deposition of mud and other debris on the parking space and highway. These measures will include cleaning of hard-standing at appropriate interval with mechanical road sweepers. Facility for wheel washing shall be positioned at the exit point of the site and vehicles leaving will be checked and cleaned if necessary.

A more detailed methodology needs to be assessed and confirmed by the awarded subcontractor, with special precaution regarding the potential risk of road works prior to start on site.

Nussli will implement a permit to work system for all excavation works near Thames Water sewer and in vicinity of the existing telecommunication lines crossing the site.

Proposed No. of workforce:
15 (including drivers, foremen, etc.)

Proposed Plant:
Excavator, Roller / Compactor, Bulldozer, Lorry, Back pusher

22.4 Tent Structures

Subcontractor awarded:
Neptunus UK Ltd

Start Date:
26th March 2012

Duration:
15 days

Plan reference:
6909-TPV-LVP-A-DSP-0002 Rev.P05
6909-TPV-LTT-A-DEL-0001 Rev.P05
6909-TPV-LTT-A-DEL-0002 Rev.P05
6909-TPV-LTT-A-DEL-0003 Rev.P05

Description of works:
The main courts are enclosed by two "Evolution"-type halls manufactured and supplied by the subcontractor. Dimensions: 25m x 40m. They consist of a bespoke substructure (floor) to comply with the requirements for the fields of play (FoP) and to integrate the foundations set out by the road works contractor as well as a superstructure comprising an aluminium frame, sandwich panel walls and an air cushion roof. The two halls stand side by side with an internal gap of approx. 1.2m providing space for the main sewage inlet.
Main access to the two field of play structures will take place from the west side through an adjacent smaller tent structure directly attached to the shorter sides of the two halls.

Environmental impact:
Noise level shall not exceed an average of 75 dB over one hour by more than 1 dB at the façade of any noise sensitive premises.
Rainwater to be disposed via external drainage into soakaway points distributed on the northeast and northwese side of the structure.

Associated risks:
Plant movement, manual handling, materials or objects falling from loads, slips or trips on exposed surfaces, adverse weather conditions, Underground services

Proposed Installation method:
Woks will start with the Ancillary Structure in front of the car park. As this structure needs most of the internal fitting works it is of importance to have this structure installed as soon as possible in order to start with partition walls and MEP installations.
All structures have their own dedicated build and dismantle method statements and the processes stated therein will be adhered to for every build.

Works will commence with laying out the floor from one corner at a predetermined and marked position. This takes approximately one day and once the entire cassette floor is laid out the structure will be erected.

Once the ancillary structure is fully erected the works for the Evolution structures will start with the tent for Court 1. The steel sub-structure will be levelled and positioned and laminated wooden beams for flooring are brought in place with forklifts. While flooring is being installed the delivery of the structure will take place and material will be stored in a designated area thus minimizing interference between works on the evolution structure and internal fittings.
With the flooring in place installation of columns and roof structure will follow. The roof system is assembled at ground level and hoisted into position by a self-erecting system which significantly reduces the need to work at height. The structure will then be closed by putting the prefabricated wall panels in place and installing doors, etc.

The second structure will then be installed in the same way as the previous one.

Proposed No. of workforce:
15 (including drivers, foremen, etc.)

Proposed Plant:
Lorries, Forklift

22.5 Internal Finishes (including sanitary equipment)

Subcontractor awarded:
tbd

Start Date:
2nd April

Duration:
2months

Plan reference:
6909-TPV-LTT-A-DPL-0002 Rev.P05

Description of works:
Flooring: Ancillary structure to be equipped with a basic layer of plywood as a climate barrier. Areas other than sanitary facilities receive a black vinyl which can easily be removed in order to reuse the plywood. Sanitary areas to be equipped with different type of vinyl on top of an additional layer of plywood. That way the necessary height difference for the shower falls can be achieved.
The timber floors for the training courts are described further below in a separate section.

Internal walls and ceilings will be a stud wall construction finished with an environment friendly board made of straw that can be fully recycled. Generally they will be left untreated in order to maximise amount of boards that can be reused afterwards..

Environmental Impact:
Potential noise will be significantly reduced due to the fact that these works are being carried out inside the building. They shall however not exceed the previously stated allowable levels. Accumulating waste will be segregated and subject to a waste management plan. Materials used will be of low risk to health and environment and supplied from sustainable resources.

Associated risks:
Manual handling, Hot works, Electricity, Hand tools, Working at height

Proposed installation method:
The interior works will start with the installation of the stud walls and associated finishes. Wall panels to arrive on site with pre-applied finishes where needed. As most of the wall finishes are going to be left untreated this does only apply to panels used for wet areas.

Once walls are installed the installation of the finished floor as well as doors can start. Also water piping, electrical conduits and HVAC installations can be installed at that stage. All piping and wiring shall be run on high level in the space between the top of the stud walls and the ceiling of the tent structure. Service connections to the ultimate consumer shall then be wall mounted in order to minimise interfaces and to expedite installation time.
Due to the fact that different subcontractors are going to be working simultaneously works are to be coordinated in co-operation with the appointed companies and detailed sequence of work shall be shown in a more detailed programme.

Floor finish is going to be vinyl throughout and will be taped to the wooden subfloor so all ply boards can be reused afterwards. Only in shower areas the vinyl will be glued to the board to provide a water sealed surface with the necessary slope for water run-off.

Sanitary finishes, fittings, rails and other associated installations will be carried out once all piping has been installed and equipment can be connected. Last operation will be the installation of the suspended ceiling wherever required.

Wherever hot-works should occur, which is quite unlikely, a permit to work system will be established.

Proposed No. of workforce:
30

Proposed Plant:
Lorries for delivery, hand tools, Mobile Elevation Work Platform (MEWP)

22.6 MEP installations

Subcontractor awarded:
tbd

Start Date:
2nd April

Duration:
2 months

Plan reference:
8253 E-001 to 8253 E-501 and
8253 M-001 to 8253 M-603

Description of works:
Small power:
Small power installation as shown on the drawings and as specified herein The circuit arrangements and termination details are generally detailed on the scheme drawings but the Subcontractor shall confirm exact locations and mounting heights with the Architect / Engineer for all outlets prior to installation.

For the field of play structures all wiring accessories shall be metal clad with cabling installed within surface fixed galvanised steel conduits. Electrical services shall not be fixed to the structural walls.
In the ancillary structure all wiring accessories shall be white faced with red rocker switches. Electrical services shall not be fixed to the structural walls. Generally a flush and concealed installation is required throughout.

DDA electrical services will be installed as shown on the drawings. A centralised emergency call alarm system has been proposed with the indicator panel located in the Security Room.

A comprehensive fire alarm system shall be provided. The system shall be of the conventional type and shall include zonal indication. New manual call points and sounder/beacons shall be provided in accordance with the design parameters. The system shall comply in full to category M in accordance with BS 5839.

Telephone system equipment including the PABX, switch unit and telecom distribution point will be supplied as well as the necessary installations for telecommunications.

Environmental impact:
None

Associated Risks:
Injuries from Plant movement, Lifting operations, Electricity, Manual handling, Working at height

Proposed installation method:
The venue lighting and fire alarm systems and also the internal plumbing shall be installed at the earliest opportunity once the stud walls are substantially advanced and safe access is available. There will be an overlap with the HVAC services and internal fittings operation. This installation work shall be closely co-ordinated to ensure all works are carried out safely.

The services installation work will be adequately resourced to meet the programme requirements.

Testing and commissioning of all MEP installations will be carried out as work progresses.

22.7 Air Handling Units

Subcontractor awarded:
tbd

Start Date:
2nd April

Duration:
30days

Plan reference:
8253 M-101
8253 M-102
8253 M-201
8253 M-202
8253 M-203

Description of works:
Basketball Courts:
Both courts will be ventilated/conditioned by the provision of 2 no. air handling units per court.

The plant will be located at the north-east end of the site and supply air via a ducted system to the spaces.

All external ductwork will be galvanised sheet metal in accordance with the Code DW 144 and rise to high level before entering the enclosure. The internal distribution will be via a proprietary 'air sock' providing even distribution throughout the courts. The product is to be 'Fibretec' with high velocity nozzles. The system will be supported with the roof structure by the manufacturer's suspension system.

The 4 no. air handling units will be installed on the type 1 base and supplied with chilled water from a central plant located within the adjacent plant zone. The AHU's will contain an electric heater in the event of any trimming-out of air temperature or low ambient evenings.

Control of the spaces will be via a space-mounted sensor controlling the chilled water valve on each air handling unit. The chilled water will be generated via an air cooled chiller (or multiple) located in the plant zone mounted on a concrete base. The chiller(s) will be self-contained complete with all control systems.

Changing Area:
A similar system will be employed for the changing/facilities area. A single air handling unit will be employed, located at the south-east end of the building. However, the entire distribution system will be galvanised ductwork with connections into each room.
Extract air will be removed from all toilet and changing areas with the remaining areas receiving supply with the extract air passing through the ceiling, and recirculated back to the plant.
The control of the air handling unit will be via a space sensor located in the general corridor.

The air handling unit will again be supplied with chilled water from the main plant.

Environmental impact:
Noise

Associated Risks:
Injuries from Plant movement, Lifting operations, Electricity, Manual handling, Working at height

Proposed installation method:
Deliver the equipment as set out in the equipment schedule by lorry to the site. Using a crane fitted to the lorry, carry out the final positioning of the equipment to pre-agreed locations.
Run and connect all pipe-work as required. Electrical wiring and connections to be supplied and connected by the

LV distribution supplier.

Locate Flow and expansion tanks and fill the water systems. Start pumps and check for correct flow rates. Connect control cabling as required.
Power-up all electrical circuits and test at equipment for correct phase rotation and voltage, isolate, awaiting final commissioning of the system. Start the air handling units and run chillers at maximum load available and log running conditions.
Commission the complete system in all running conditions. Check all controls and safety devices for correct operation.

22.8 LV Supply

Subcontractor awarded:
tbd

Start Date:
2nd April

Duration:
2 Months

Plan reference:
8253 E-001, 101, 102, 103, 104, 201, 202, 203, 204, 301, 401, 501,

Description of works:
LV Supply:
The site shall have both an essential and non-essential LV supply, provided via diesel powered generators.

1 no. 500 kVA generator shall be provided to serve the HVAC equipment and general lighting and power throughout the Site. The generator shall have timed control and shall be backed-up by another 500 kVA transformer providing full load support should repair or maintenance be required. The Generators shall be connected to an automatic main failure panel (MFP) to ensure immediate changeover.

In addition 1 no. 30kVA generator shall be provided to serve the essential services and Security Office. The generator shall be backed-up by another 30 kVA transformer providing full load support should repair or maintenance be required. The Generator shall run 24 hours a day, seven days a week. The Generators shall be connected to an automatic main failure panel (MFP) to ensure immediate changeover.

Environmental impact:
Air-Pollution, Noise
Noise from all external plant, machinery and other equipment shall not exceed a level of 10dBA below the lowest recorded background noise levels, measured at 1m from the nearest noise sensitive residential façade

Associated Risks:
Injuries from Plant movement, Lifting operations, Electricity, Hazardous substances

Proposed installation method:
The Generators and associated fuel tank shall be delivered to site where they will either be unloaded by forklift or directly from the cargo area if delivered on a lorry with HIAB and positioned inside the plant compound. All material will be positioned to fit into surroundings as neatly and unobtrusively as possible and all units and equipment shall be put in place with due consideration for appearance so that they will not clash or interfere with other units, equipment or services.

However, final locations and exact positions of equipment shall be approved by the design team on the Electrical Contractor's working drawings.

The contents and volume of storage tanks, bowsers and other containers will be clearly marked. Deliveries will be authorised by Site Management and have to be supervised by a designated person.
Receiving points will be clearly marked with the appropriate product name. Loading and unloading areas will be designated, marked areas. Spill kits will be available at all times.

Storage tanks will typically be fitted with a contents indicator to prevent overfilling. Fuel may only be stored in secure bunded containers.

Fuel tank and generator are to be commissioned and tested on site before cabling and wiring is being connected by others.

22.9 LV Distribution

Subcontractor awarded:
tbd

Start Date:
2nd April

Duration:
2 months

Plan reference:
8253 E-401

Description of works:
Field of Play:
Each Field of Play shall be provided with its own 3-phase MCB/RCBO distribution board. The supply for these boards shall be derived from the site's panelboard located in the GRP Electrical Switchroom. The sub-mains cabling shall be installed below ground in plastic RIDGIDUCTs where run externally between buildings. Where run below the building the cabling shall be laid on the ground surface.

Ancillary Area:
The ancillary areas shall be served via 2 no. 3-phase MCB/RCBO distribution boards. One shall serve the non-essential supplies and another shall serve the Security Room and all essential services. The supply for the non-essential DB shall be derived from the site's panelboard located in the GRP Electrical Switchroom. The sub-mains cabling shall be installed below ground in plastic RIDGIDUCTs where run externally between buildings. The cabling shall be laid on the ground surface where run below the raised building. The supply for the essential DB shall be derived from the 30kVA transformer located in the external plant area. The sub-mains cabling shall be installed below ground in plastic RIDGIDUCTs where run externally between buildings. The cabling shall be laid on the ground surface where run below the raised building.

General:
Multi-function metering, providing measurement of volts, amps, kW, kVA, maximum demand, power factor, etc, as necessary, in order to comply with the Building Regulations will be provided. Lighting and power shall be separately metered. All major loads shall also be metered as per the LV schematic drawing. Lighting circuits, typically type C MCBs, and small power circuits, typically type B MCBs/RCBOs, shall be rated at 9kA minimum, as protective devices, unless specifically noted otherwise. A framed distribution board schedule shall be fixed alongside each distribution board.

Environmental impact:
None

Associated Risks:
Injuries from Plant movement, Lifting operations, Electricity, Manual Handling

Proposed installation method:
The Distribution boards as well as the GRP Switchroom shall be delivered to site where they will either be unloaded by forklift or directly from the loading bed if delivered on a lorry with HIAB and positioned inside the plant compound. All material will be positioned to fit into surroundings as neatly and unobtrusively as possible and all units and equipment shall be put in place with due consideration for appearance so that they will not clash or interfere with other units, equipment or services.

However, final locations and exact positions of equipment shall be approved by the design team on the Electrical Contractor's working drawings.

22.10 Field of Play

Subcontractor awarded:
Hamberger Flooring GmbH & Co. KG

Start Date:
21st May 2012

Duration:
2-3 days

Plan reference:
6909-TPV-LVP-A-DPL-0004

Description of works:
A portable floor system that provides easy alignment and quick assembly is going to be used for the two basketball courts. Prefabricated panels made of varnished wood are interlocked and fixed with spring clips.
The panels (either 2.14m x 1.07m or 1.07m x 1.07m) are supplied ready for use and include the playing surface finish and a substructure made of plywood.

Environmental impact:
None

Associated Risks:
Manual handling

Proposed installation method:
After setting out the exact position of the field of play the installation starts with laying out an elastic underlay. Sheets of rubber foam, each measuring 2,20 m x 1,50 m will be set out in such direction that joints of underlay and wooden panels stagger at least 50cm thus providing better and more uniform performance.

Once the underlay is in place the setting out of the wooden panels on top starts. Panels will be brought to the working area on pallets by jack lifts and then handled manually. As all line-markings, etc. are pre-applied and each panel has a designated position all will be clearly numbered in order to expedite installation Perimeter panels have a groove cut on the outer side to incorporate the aluminium profile of the reducer trim. But with all panels clearly marked and numbered it is clear where each element is to be installed.
The first two panels are being laid on the floor and the first one is going to be positioned. Each panel features a plywood guide that leads the panel into the right position. While one person should stand on the first panel to keep it in position the second person pushes the two together. When panels are flush they need to be connected and fixed with a spring clip using a special fastening tool.
That way the floor is being laid out row by row starting on one long side and only when all panels are installed the reducer trims along the perimeter panels will be installed.

23 APPENDIX A – PROGRAMME

24 APPENDIX B – SITE PLAN

25 APPENDIX C – TRAFFIC MANAGEMENT DRAWINGS

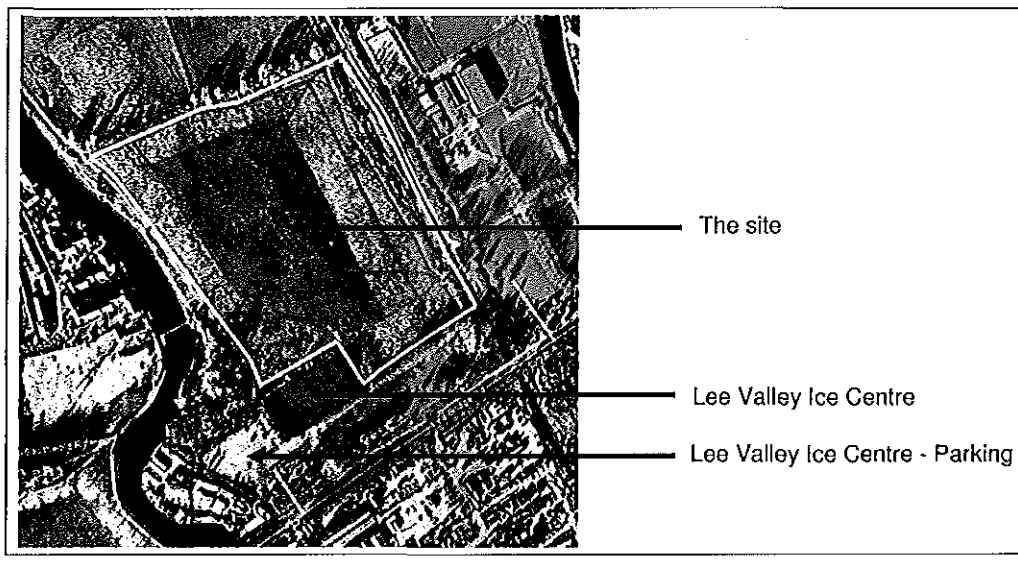
26 APPENDIX D – DELIVERY MANAGEMENT PROPOSALS & LOGISTICS

Management of material suppliers and matters affecting the supply of materials;

- There are approximately 5 Nr lorry deliveries of fencing, concrete blocks and associated plant and equipment
- Amount of lorry deliveries of groundwork plant and equipment and necessary backfill of type 1 are to be defined in more detail
- There are approximately 30 Nr lorry deliveries of tent structure and associated plant and equipment
  The components for the tent structure shall be supplied from our subcontractor Neptunus. Parts not already manufactured and available in the UK will be produced either in Holland or within the UK where possible and then road transported to London and delivered to site in accordance with the construction programme. Neptunus might be considering their premises in Leicestershire as a holding area for the material before delivering it to site to suit the installation programme.
- Air-handling units shall be provided from the "shelve" of the subcontractor. They are generally providing hire material throughout the UK and delivery from the warehouse just in time will be arranged.
- Generators and cabling equipment are supplied from the UK on hire basis and shall come directly to site on a single trailer vehicle.
- Interior fittings such as wall
- Sports flooring will be delivered directly to the site from our supplier that is located in southern Germany.
- The transport route into Waltham Forest and Lea Bridge Raod will vary depending on the direction each supplier is travelling from. Each supplier shall liaise with roads department in good time and well ahead of delivery to site to establish the most appropriate route. This route will depend on roadworks happening at this time.
- Wide or abnormal loads will not be necessary.
- A Construction Transport Management Plan will be produced and implemented. The plan will include the requirements for the management of construction traffic and of construction workforce to show how deliveries and movement of materials around the site will be managed.
- Materials will be unloaded and moved around the site by tele-handler or forklift
- A specific delivery offloading plan will be produced as part of the contractor's obligation towards complying with Health and Safety requirements.
- Reasonably practicable measures will be put in place to avoid/limit and mitigate the deposition of mud and other debris on the parking space and highway. These measures will include cleaning of hard-standing at appropriate interval with mechanical road sweepers. Facility for wheel washing shall be positioned at the exit point of the site and vehicles leaving will be checked and cleaned if necessary.

27 APPENDIX E – DELIVERY DRIVER INFORMATION SHEET

Temporary Basketball Training Venue - Behind Lee Valley Ice Centre, Leyton E10 7QL	Information for Delivery Drivers (Draft)	Access Route to Site: TBC by Sub-Contractor



Do not enter the site with your vehicle without permission.

Contact Construction Manager (Kassim Anaz XXX) to be safely escorted onto the site.

Please observe the speed limit of 10mph when entering the Lee Valley Ice Centre parking space.

General Site Safety

- Obey all site notices, regulations and instructions given by the contractor's Agent.
- Vehicles shall park on the parking until called forward and escorted onto site.
- Site Delivery Hours are 07.30 – 18.30 Mon – Fri
- Beware of moving plant, vehicles other contractor's personnel and the general public.
- Material shall be unloaded by the contractor's trained and competent slinger/signaller.
- Drivers should not leave their cabins during loading and lifting operations.
- Lorry engines will be switched off when vehicles are stationary
- Vehicles must not reverse without a banksman in attendance.

Personal Protective Equipment
Hard hats, safety boots, and reflective clothing must be worn on site at all times
Other PPE to be worn as instructed.

Accidents
All accidents, near miss incidents or dangerous occurrences must be reported to the Project Manager.

!!! IF IN DOUBT ASK !!!

To the Supplier or Haulage Contractor:

Please give this site delivery information sheet to all drivers delivering materials to this site and provide written confirmation to Nussli that this information shall be strictly adhered to. An additional safety briefing will be held with all lorry drivers at the haulage contractors depot in advance of bringing deliveries to site.

To the Driver:

Please sign and date this sheet confirming you understand the site requirements and make it available for inspection every time you arrive on site.

Driver's Signature: _____

Date: _____

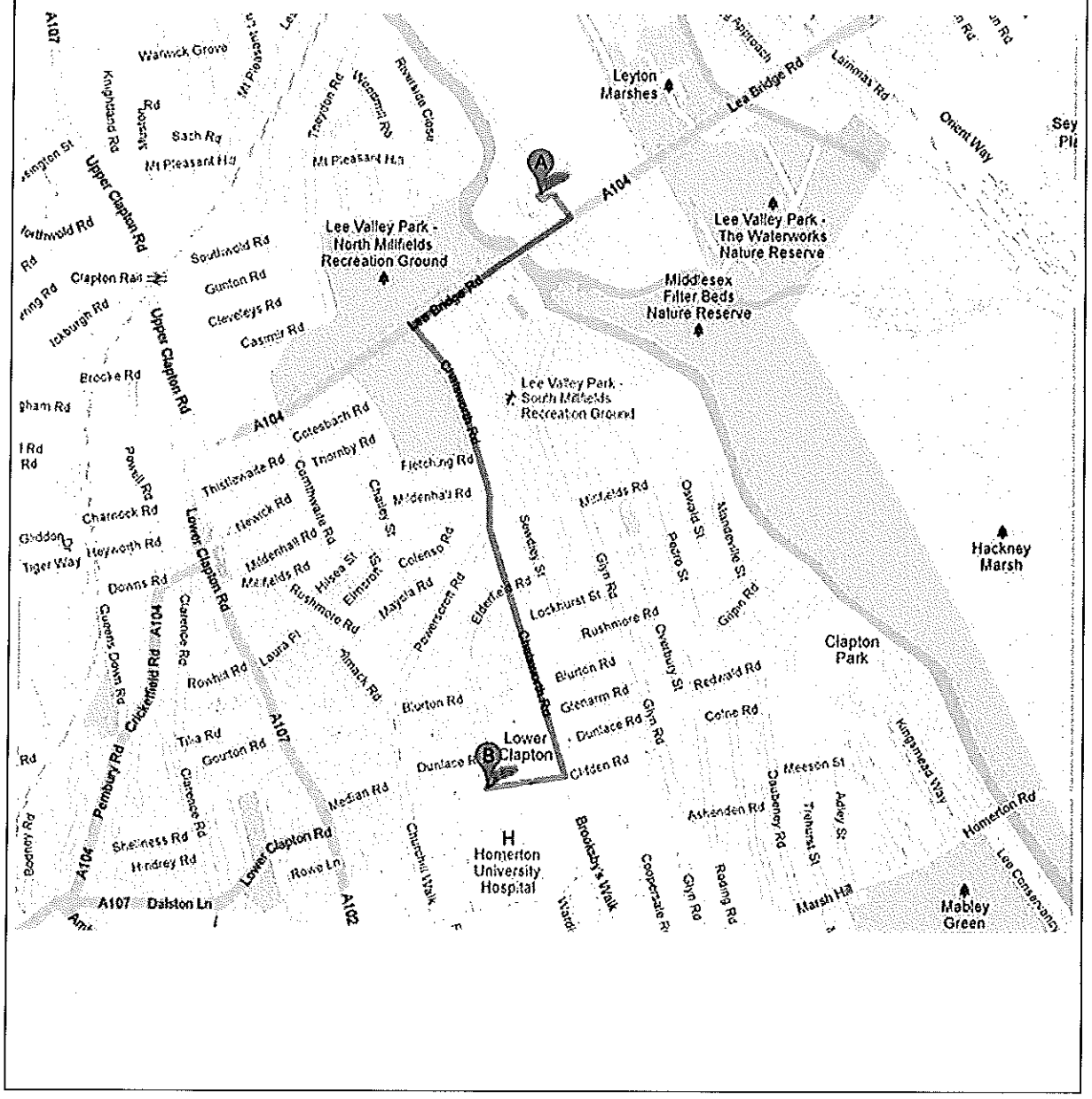
28 APPENDIX F – TOPOGRAPHICAL & INCOMING SERVICES SURVEY

29 APPENDIX G – SITE SET-UP

30 APPENDIX H – NEAREST HOSPITAL

Homerton University Hospital
Homerton Row
London
E9 6SR

+44 (0)20 8510 5793

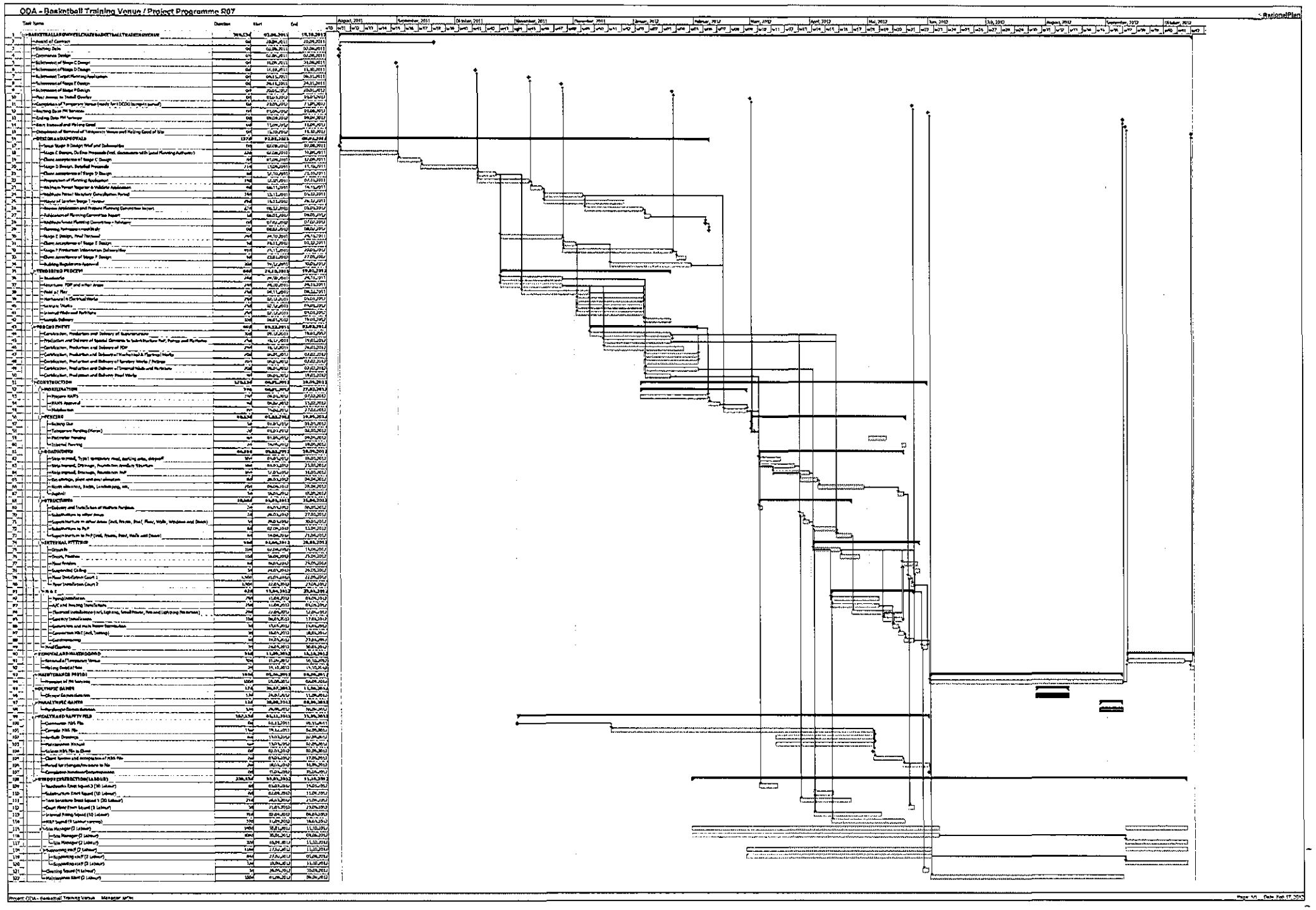


31 APPENDIX J – QUALITY MANAGEMENT

31 APPENDIX K – Ecology Toolbox Talk

22 APPENDIX A – PROGRAMME

ODA - Basketball Training Venue / Project Programme R07



23 APPENDIX B – SITE PLAN

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NOTES:

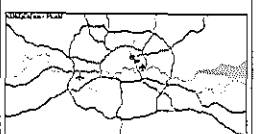
1.

KEY

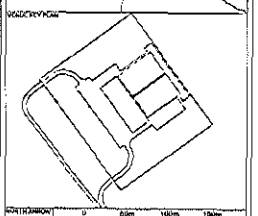
——— Application Boundary

– – – Vehicle Movement

LOCATION PLAN



ROAD PLAN



NORTH RAMSON

0 50m 100m 150m

A1@1:1500

0 25m 50m 75m

A3@1:3000

P03	1 OF PLANNING APPROVAL	MUL	MUL	07.11.11
P02	STAGE D DRAWS	MUL	MUL	07.10.11
P01	STAGE C DESIGN	MUL	MUL	11.09.11
Rev	Description	Drawn	Chkd	Date

Safety, Health and Environment Information

In accordance with the Regulations it takes reasonable arrangements with the issues of such information in this drawing, or any risks remaining to items need to minimise it.

Construction	a) To be included at the stage
	b)
	c)
Demolition / Dismantling / Demolition (if known)	a) To be included at the stage
	b)
	c)

For information relating to Use, Cleaning and Maintenance see the Health and Safety File. It is assumed that all temps will be carried out by a competent contractor whilst, when appropriate, to an approved method statement.

Client

PREPARED BY
NUSSLI (Switzerland) Ltd
ON BEHALF OF THE ODA

Drawing Title

SITE LOCATION PLAN - 1:3000
VENUE LOCATION

Project Title

Basketball Temporary Training Venue

Drawn	Checked	Authorised
MUL	MUL	CS

Date	Scale	Size
07.11.2011	1:3000	A3

Purpose of Drawing: FOR PLANNING APPROVAL

Phase: 3

Drawing No.: 8909-TPV-LVP-A-DSP-0001

Sheet: 00

Rev.: P03

24 APPENDIX C – TRAFFIC MANAGEMENT DRAWINGS

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INITIAL TURN AROUND POINT

VEHICLE STOP POINT ALL VEHICLES TO BE ESCORTED FROM THIS POINT ACCROSS CARPARK

LEA BRIDGE ROAD

ICE CENTRE CARPARK

VEHICLE STOP POINT ALL VEHICLES TO BE ESCORTED FROM THIS POINT TO EXIT

NOTES:

1.

KEY

Application Boundary

Vehicle Movement

Rev	Description	Drawn	Check	Date
P04	PLANNING AMENDMENT	MUL	MUL	17.01.12
P03	FOR PLANNING APPROVAL	MUL	MUL	07.11.11
P02	STAGE D DESIGN	MUL	MUL	07.10.11
P01	STAGE C DESIGN	MUL	MUL	11.05.11
Rev	Description	Drawn	Check	Date

Safety, Health and Environmental Information

In addition to the hazards / risks normally associated with the types of work undertaken on this drawing, other than indicated below, see Environmental Statement.

Construction

Use, maintenance and cleaning

Demolition (Future)

For information relating to Use, Cleaning and Maintenance see the Health and Safety File. It is assumed that all work is self contained risk by competent persons for working, where appropriate, to an approved method statement.

Consultant

PREPARED BY
NUSSLI (Switzerland) Ltd
ON BEHALF OF THE ODA

Drawing Title

TRAFFIC MANAGEMENT
DRAWING
OVERVIEW

Project Title

Basketball Temporary Training Venue

Drawn	Checked	Approved
MUL	MUL	CS
Date	Scale	Size
17.01.2012	1:1250	A3
Purpose of Drawing		Phase
FOR PLANNING APPROVAL		3
Drawing No.	Sheet	Rev.
0909-TPV-LVP-A-DSP-0001	00	P09

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NOTES

1.

VEHICLE TURN AROUND AREA

VEHICLE ENTRANCE / EXIT ROUTE

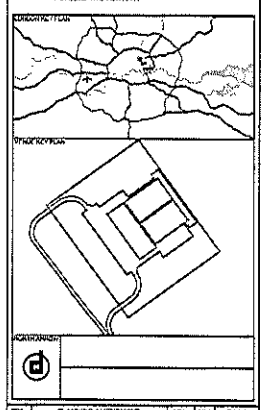
CONTRACTOR PARKING

PEDESTRIAN ENTRANCE / EXIT

KEY

Application Boundary

Vehicle Movement



P04	PLANNING AMENDMENT	MUL	MUL	17.01.12
P03	FOR PLANNING APPROVAL	MUL	MUL	07.11.11
P02	STAGE D DESIGN	MUL	MUL	07.10.11
P01	STAGE C DESIGN	MUL	MUL	11.09.11
Rev.	Description	Drawn	Check	Date

Safety, Health and Environment Information

In addition to the hazards / risks reasonably associated with the types of work contained on this drawing, which (for example) could include:

Construction	[illegible]
Dismantling / Demolition (Future)	[illegible]

For permissions relating to Use, Cleaning and Maintenance see the Health and Safety File. It is assumed that all work will be carried out by a competent contractor working, where appropriate, to an approved method statement.

Client

PREPARED BY
NUSSLI (Switzerland) Ltd
ON BEHALF OF THE ODA

Drawing Title

TRAFFIC MANAGEMENT
DRAWING
PHASE 1

Project Title: Basketball Temporary Training Venue		
Drawn: MUL	Checked: MUL	Approved: CS
Date: 17.01.2012	Scale: 1:750	Size: A3
Purpose of Drawing: FOR PLANNING APPROVAL		Phase: 3
Drawing No.: 6909-TPV-LVP-A-DSP-0001	Sheet: 00	Rev.: P09

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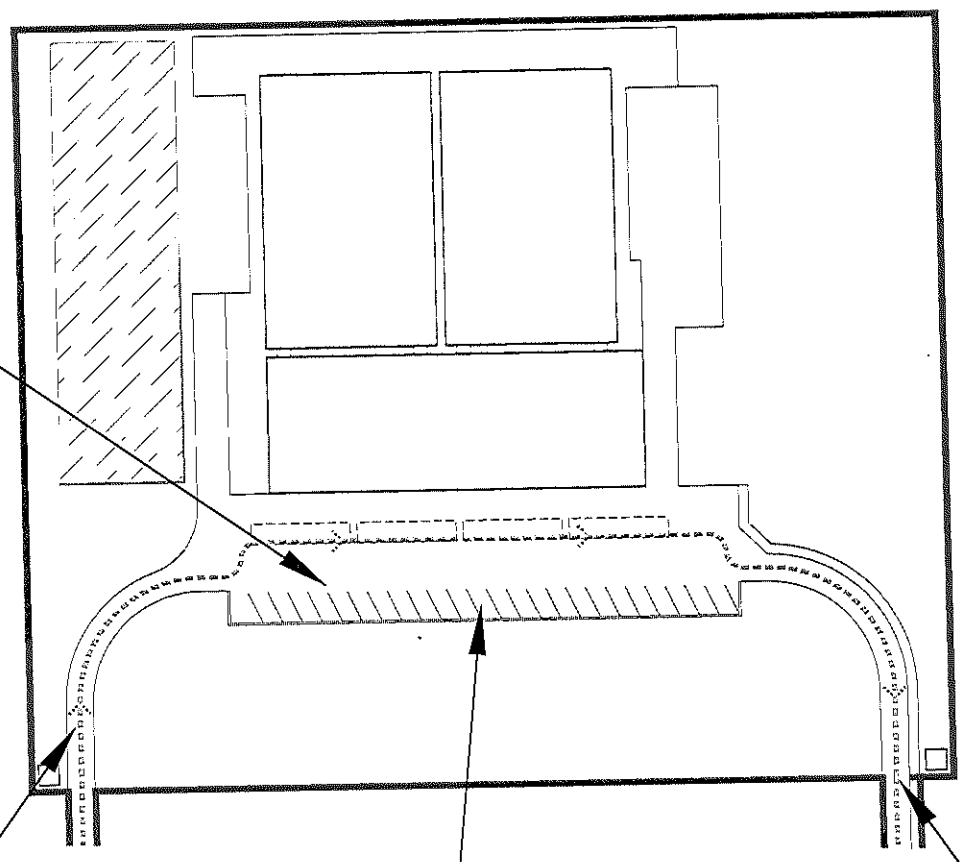
NOTE:

1.

KEY

——— Application Boundary

– – – Vehicle Movement



VEHICLE TURN AROUND AREA

VEHICLE ENTRANCE / EXIT ROUTE

CONTRACTOR PARKING

PEDESTRIAN ENTRANCE / EXIT

P08	PLANNING AMENDMENT	MUL	MUL	17.01.12
P07	FOR PLANNING APPROVAL	MUL	MUL	09.11.11
P06	STAGE D DEMOLITION	MUL	MUL	07.10.11
P05	STAGE D DEMOLITION	MUL	MUL	11.05.11
Rev	Description	Drawn	Check	Date

Safety, Health and Environment Information

In addition to the General / Risks normally encountered with the types of work undertaken on this drawing, apart from reasonably foreseeable, and unavoidable,

Construction	i.e. risks anticipated on site include: (a) (b) (c)
Maintenance / Demolition (future)	i.e. risks anticipated on site include: (a) (b) (c)

For information relating to User, Cleaning and Maintenance see the Health and Safety File. It is assumed that all lawful current duties of competent persons and bodies, where applicable, to an additional overleaf statement.

Drawn

PREPARED BY
NUSSLI (Switzerland) Ltd
ON BEHALF OF THE ODA

Drawing Title

TRAFFIC MANAGEMENT
DRAWING
PHASE 2

Project Title

Basketball Temporary Training Venue

Drawn	Checked	Approved
MUL	MUL	CS
Date: 17.01.2012	Scale: 1:750	Size: A3
Purpose of Drawing: FOR PLANNING APPROVAL		Phase: 3

Drawing No. 6909-TPV-LVP-A-DSP-0001 | Sheet: 00 | Rev: P09

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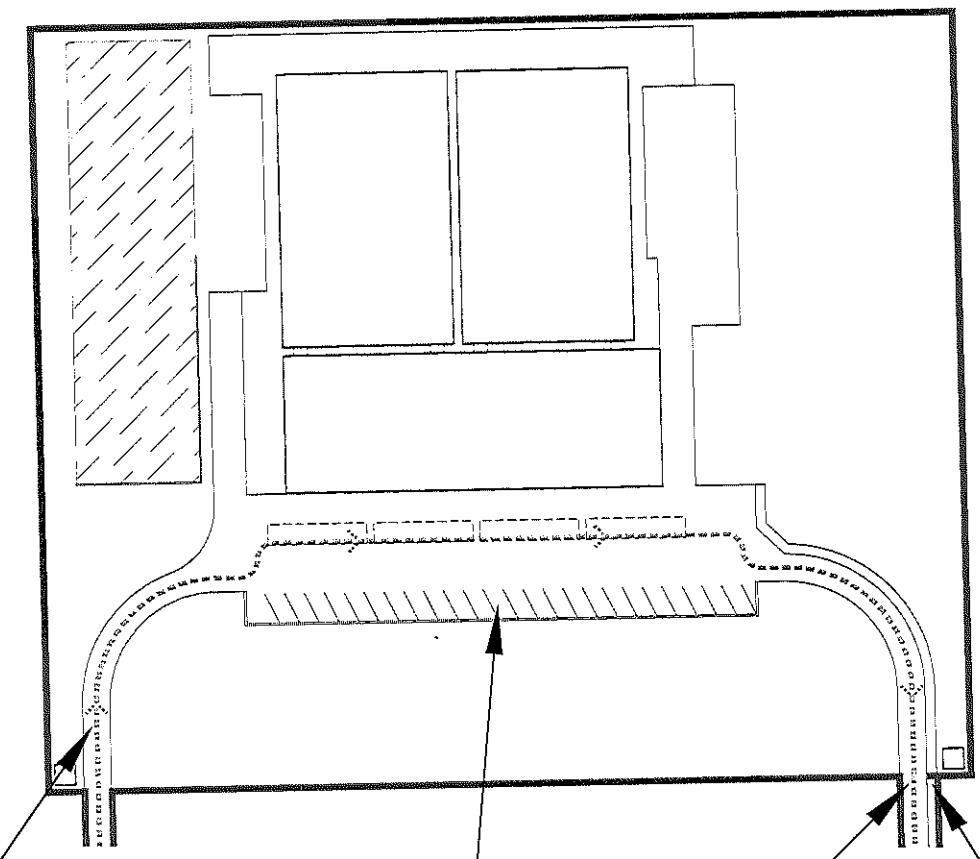


VEHICLE ENTRANCE ROUTE

CONTRACTOR PARKING

VEHICLE EXIT ROUTE

SEGREGATED PEDESTRIAN ENTRANCE / EXIT

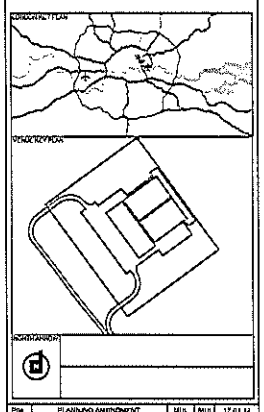
NOTES

1.

KEY

—— Application Boundary

- - - Vehicle Movement



Rev				
P09	PLANNING AMENDMENT	MUL	MUL	17.01.12
P01	FOR PLANNING APPROVAL	MUL	MUL	07.11.11
P04	STAGE D DESIGN	MUL	MUL	07.10.11
P03	STAGE C DESIGN	MUL	MUL	11.05.11
Rev	Description	Drawn	Check	Date

Safety, Health and Environmental Information

In addition to the hazards / risks normally associated with the types of work, activities and equipment listed (but not limited to), your assessment of:

Construction — not assessed at this stage

Dismantling / Demolition (Future) — not assessed at this stage

For information relating to Use, Cleaning and Maintenance see the Health and Safety File. It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement.

Consultant

PREPARED BY
NUSSLI (Switzerland) Ltd
ON BEHALF OF THE ODA

Drawing Title

TRAFFIC MANAGEMENT DRAWING
PHASE 3

Project Title

Basketball Temporary Training Venue

Drawn	Checked	Approved
MUL	MUL	CS
Date: 17.01.2012	Scale: 1:750	Size: A0

Purpose of Drawing: FOR PLANNING APPROVAL — Phase: 3

Drawing No.: 6909-TPV-LVP-A-DSP-0001 — Sheet: 00 — Rev: P09

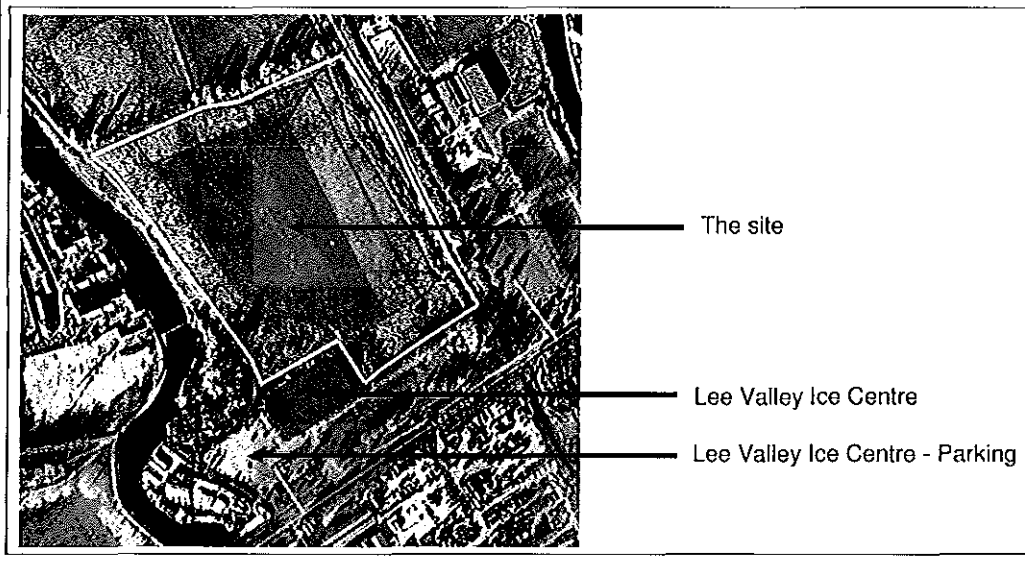
25 APPENDIX D – DELIVERY MANAGEMENT PROPOSALS & LOGISTICS

Management of material suppliers and matters affecting the supply of materials;

- There are approximately 5 Nr lorry deliveries of fencing, concrete blocks and associated plant and equipment
- Amount of lorry deliveries of groundwork plant and equipment and necessary backfill of type 1 are to be defined in more detail
- There are approximately 30 Nr lorry deliveries of tent structure and associated plant and equipment
  The components for the tent structure shall be supplied from our subcontractor Neptunus. Parts not already manufactured and available in the UK will be produced either in Holland or within the UK where possible and then road transported to London and delivered to site in accordance with the construction programme. Neptunus might be considering their premises in Leicestershire as a holding area for the material before delivering it to site to suit the installation programme.
- Air-handling units shall be provided from the "shelve" of the subcontractor. They are generally providing hire material throughout the UK and delivery from the warehouse just in time will be arranged.
- Generators and cabling equipment are supplied from the UK on hire basis and shall come directly to site on a single trailer vehicle.
- Interior fittings such as wall
- Sports flooring will be delivered directly to the site from our supplier that is located in southern Germany.
- The transport route into Waltham Forest and Lea Bridge Raod will vary depending on the direction each supplier is travelling from. Each supplier shall liaise with roads department in good time and well ahead of delivery to site to establish the most appropriate route. This route will depend on roadworks happening at this time.
- Wide or abnormal loads will not be necessary.
- A Construction Transport Management Plan will be produced and implemented. The plan will include the requirements for the management of construction traffic and of construction workforce to show how deliveries and movement of materials around the site will be managed.
- Materials will be unloaded and moved around the site by tele-handler or forklift
- A specific delivery offloading plan will be produced as part of the contractor's obligation towards complying with Health and Safety requirements.
- Reasonably practicable measures will be put in place to avoid/limit and mitigate the deposition of mud and other debris on the parking space and highway. These measures will include cleaning of hard-standing at appropriate interval with mechanical road sweepers. Facility for wheel washing shall be positioned at the exit point of the site and vehicles leaving will be checked and cleaned if necessary.

26 APPENDIX E – DELIVERY DRIVER INFORMATION SHEET

Temporary Basketball Training Venue - Behind Lee Valley Ice Centre, Leyton E10 7QL	**Information for Delivery Drivers (Draft)**	**Access Route to Site: TBC by Sub-Contractor**



Do not enter the site with your vehicle without permission.

Contact Construction Manager (Kassim Anaz XXX) to be safely escorted onto the site.

Please observe the speed limit of 10mph when entering the Lee Valley Ice Centre parking space.

General Site Safety

- Obey all site notices, regulations and instructions given by the contractor's Agent.
- Vehicles shall park on the parking until called forward and escorted onto site.
- Site Delivery Hours are 07.30 – 18.30 Mon – Fri
- Beware of moving plant, vehicles other contractor's personnel and the general public.
- Material shall be unloaded by the contractor's trained and competent slinger/signaller.
- Drivers should not leave their cabins during loading and lifting operations.
- Lorry engines will be switched off when vehicles are stationary
- Vehicles must not reverse without a banksman in attendance.

Personal Protective Equipment
Hard hats, safety boots, and reflective clothing must be worn on site at all times
Other PPE to be worn as instructed.

Accidents
All accidents, near miss incidents or dangerous occurrences must be reported to the Project Manager.

!!! IF IN DOUBT ASK !!!

To the Supplier or Haulage Contractor:

Please give this site delivery information sheet to all drivers delivering materials to this site and provide written confirmation to Nussli that this information shall be strictly adhered to. An additional safety briefing will be held with all lorry drivers at the haulage contractors depot in advance of bringing deliveries to site.

To the Driver:

Please sign and date this sheet confirming you understand the site requirements and make it available for inspection every time you arrive on site.

Driver's Signature: _____

Date: _____

27 APPENDIX F – TOPOGRAPHICAL & INCOMING SERVICES SURVEY

TRAFFORD GROVE
A12
TRAFFORD GROVE
TRAFFORD GROVE
TRAFFORD GROVE

Notes :

1. BASED AND LOCATED AND SCALED ON GROUNDWORK DATUM, OBTAINED FROM THE MASTERMAP GPS RESTRAINT.
2. All levels are in metres above Ordnance Datum (Newlyn) and were obtained by surface connection only and related to ground and spot heights.
3. Trees and other vegetation are shown diagrammatically as accurately as possible but should be cross checked by physical means.

Coordinate Table

Station	Description	Easting	Northing	Level
	Road Nail	539,573.112	184,777.045	6.782
P	Road Nail	539,799.891	184,744.788	6.866
Q	Road Nail	539,826.557	184,743.256	7.248
R	Road Nail	539,851.768	184,778.515	7.668
S	Road Nail	539,691.240	184,868.446	6.167
T	Road Nail	539,476.688	184,947.631	6.174
T	Road Nail	539,456.119	184,929.837	6.267
B	Peg	539,613.826	184,894.326	7.048
B	Peg	539,639.676	184,896.958	7.268
10	Peg	539,727.764	184,946.687	6.928
11	Road Nail	539,773.371	184,923.219	6.948
12	Road Nail	539,799.864	184,896.168	7.778
13	Road Nail	539,813.243	184,876.625	7.871
13A	Road Nail	539,806.885	184,829.826	7.826
14	Road Nail	539,827.161	184,876.917	7.951

KEY

SERVICE LEGEND

GAUTIONARY NOTES

N

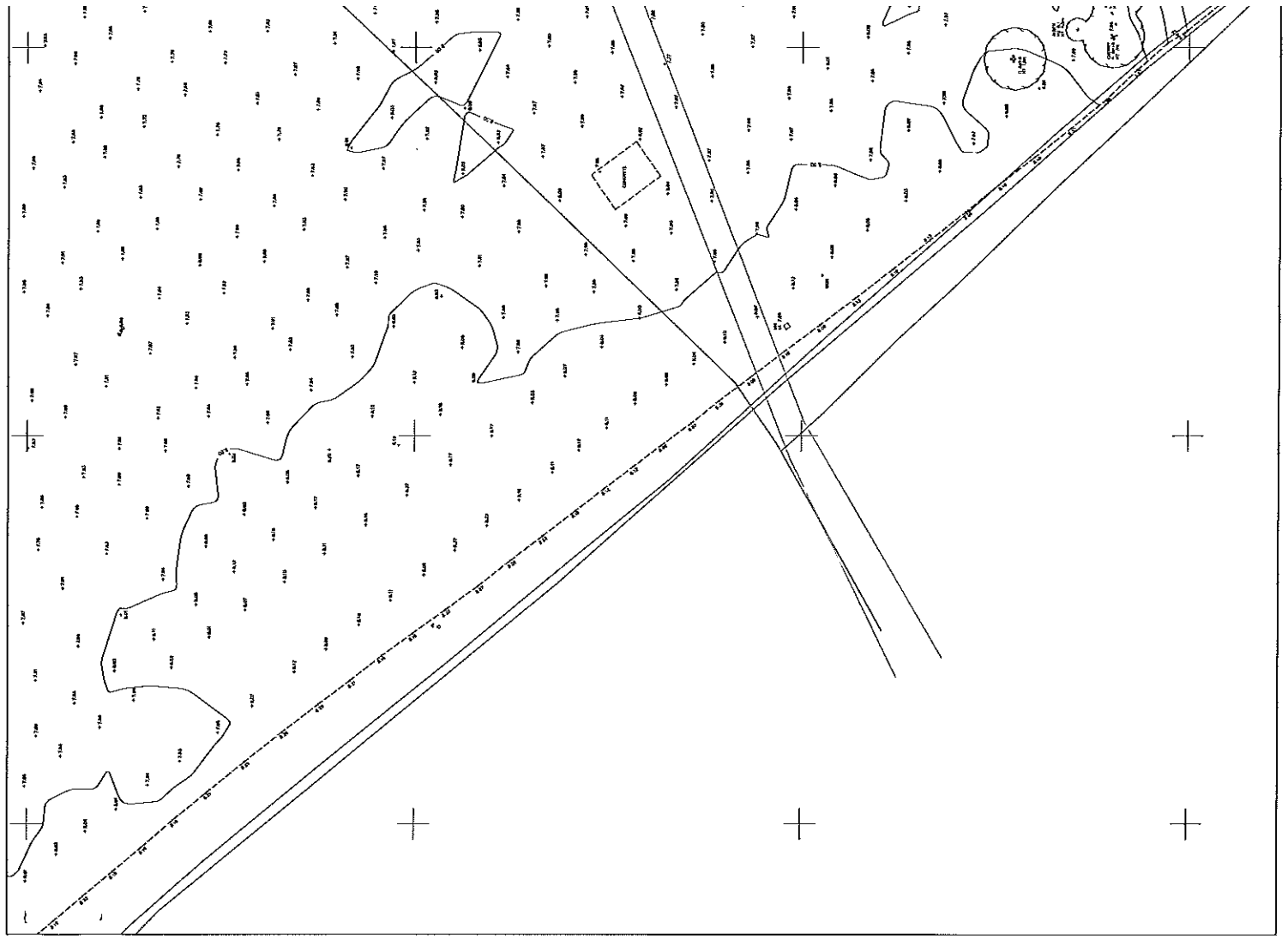
mksurveys

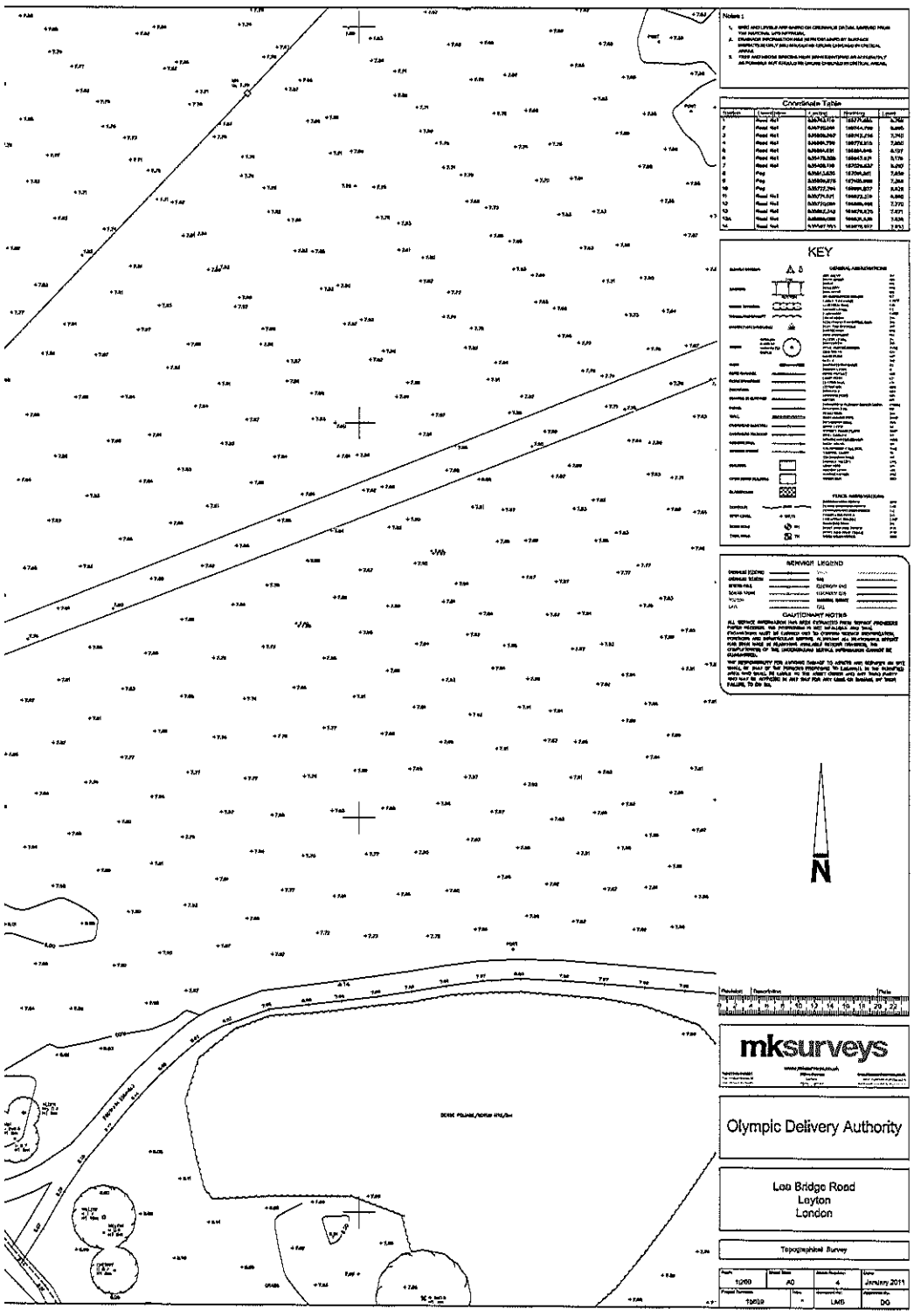
Olympic Delivery Authority

Lea Bridge Road
Leyton
London

Topographical Survey

Scale: 1:200	Sheet Size: A0	Issue Number: 0	Date: January 2011
Project Number: 10550	Rev: -	Surveyed By: LMS	Approved By: DG

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Coordinate Table
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SERVICE LEGEND
CAUTIONARY NOTES
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Olympic Delivery Authority
Lea Bridge Road
Leyton
London
Topographical Survey
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January 2011
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LMS
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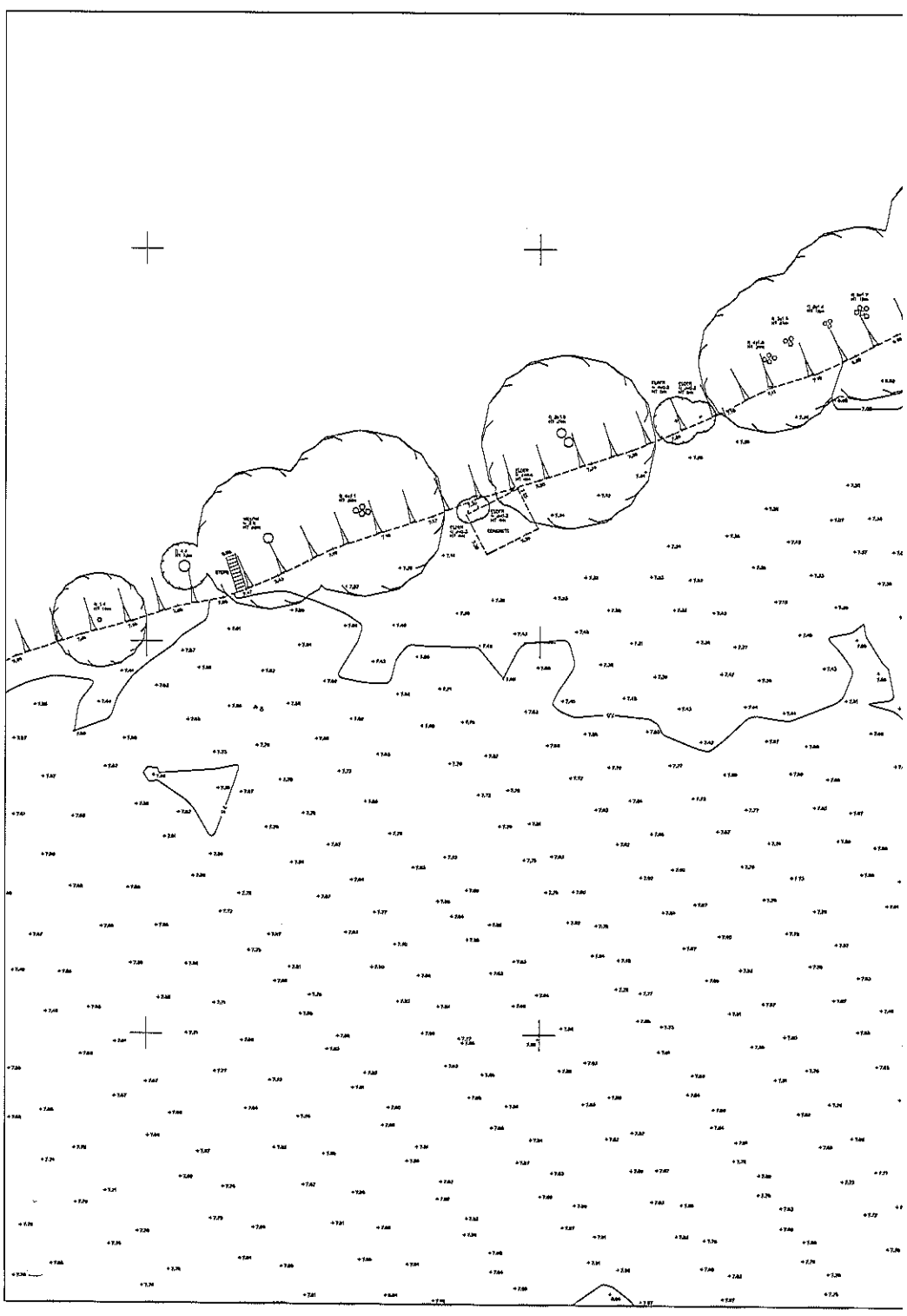

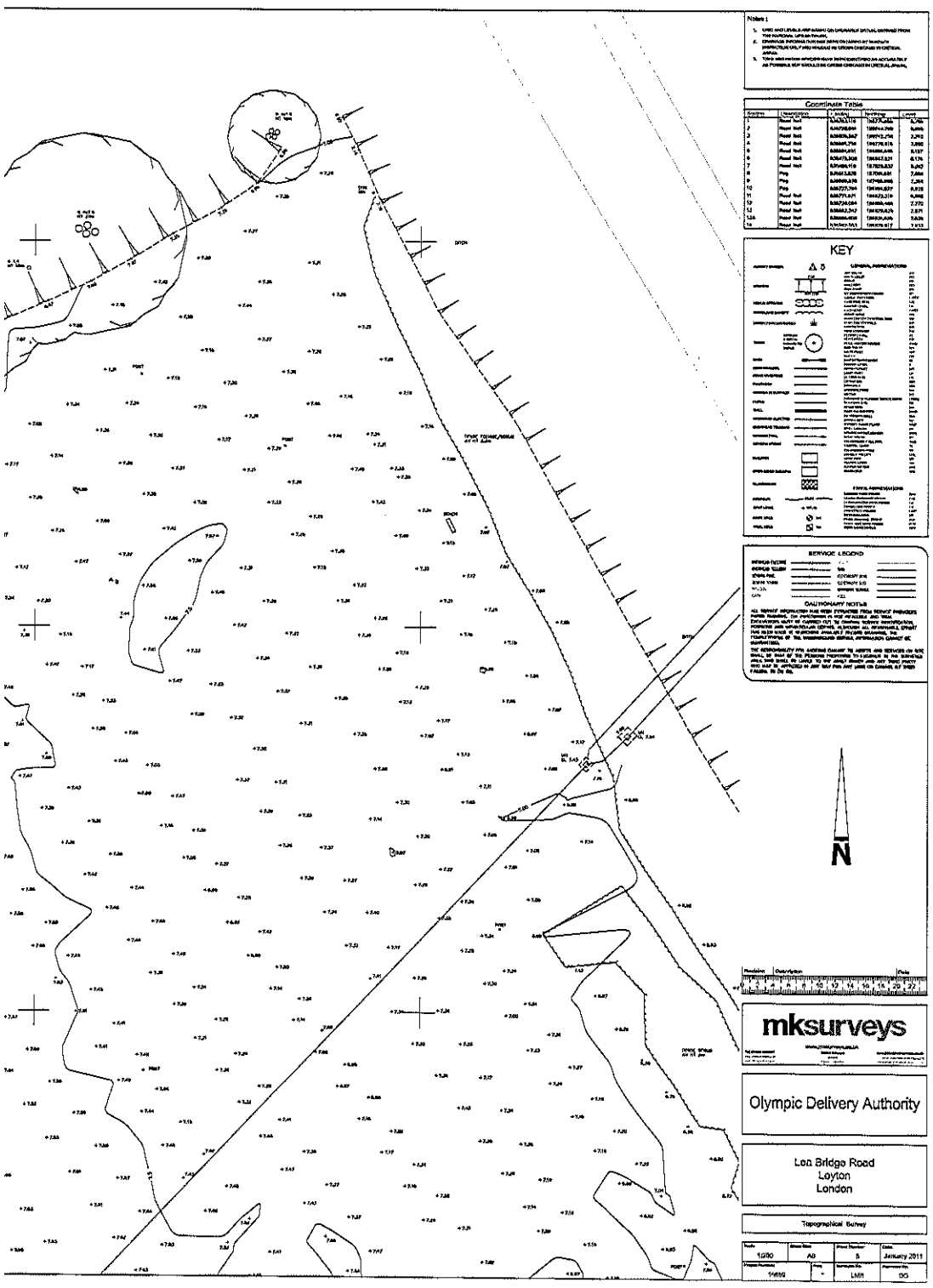
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SERVICE LEGEND
CAUTIONARY NOTES
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mksurveys
Olympic Delivery Authority
Lea Bridge Road
Leyton
London
Topographical Survey
1:200
A0
5
January 2011
LMR

28 APPENDIX G – SITE SET-UP

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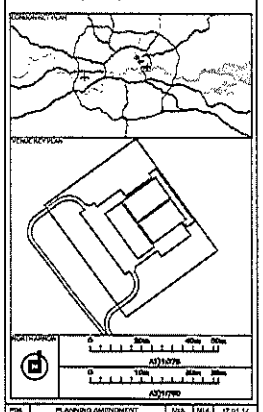
NOTES

1.

KEY

EXIT Venue exits

Security fencing and gates



Rev	Description	Drawn	Check	Date
P04	PLANNING AMENDMENT	MUL	MUL	17.01.12
P03	FOR PLANNING APPROVAL	MUL	MUL	07.11.11
P02	STAGE D REVISION	MUL	MUL	07.10.11
P01	STAGE C REVISION	MUL	MUL	11.07.11

Safety, Health and Environment information

In addition to the hazards / risks normally associated with the types of work detailed on this drawing, note the following items not immediately apparent:

Construction
(1) ...
(2) ...
(3) ...
not detailed at this stage

Disassembly / Demolition (Future)
(1) ...
(2) ...
(3) ...
not detailed at this stage

For information relating to the Client's and Contractors see the Health and Safety File. It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement.

Client

PREPARED BY
NUSSLI (Switzerland) Ltd
ON BEHALF OF THE ODA

Drawing Title

SITE INSTALLATION PLAN

Project Title

Basketball Temporary Training Venue

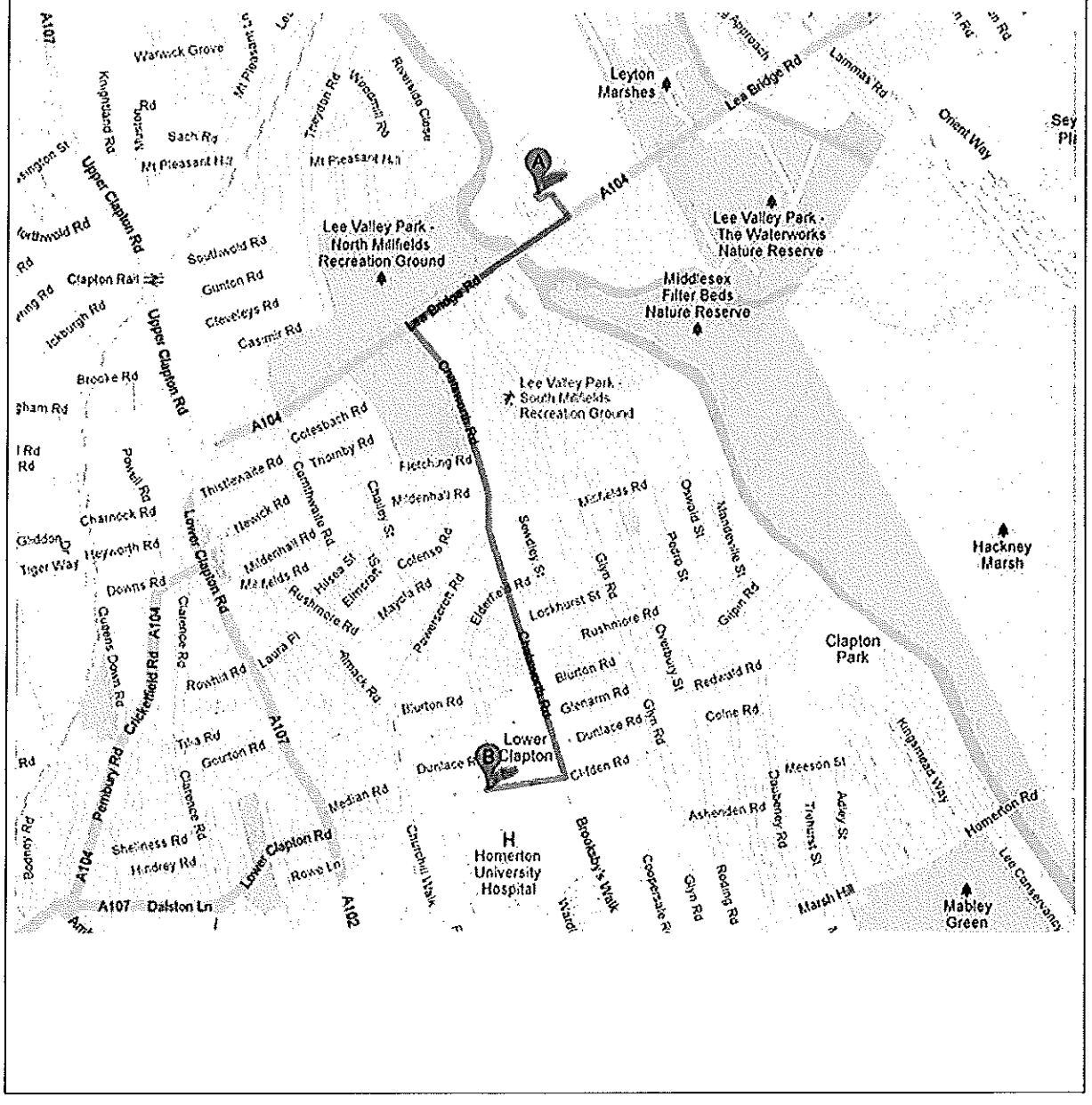
Drawn	Checked	Approved
MUL	MUL	CS
Date: 17.01.2012	Scale: 1:500	Size: A0
Purpose of Drawing: FOR PLANNING APPROVAL		Phase: 3

Drawing No.: 0909-TPV-LVP-A-DSP-0007 | Sheet: 00 | Rev.: P02

29 APPENDIX H – NEAREST HOSPITAL

Homerton University Hospital
Homerton Row
London
E9 6SR

+44 (0)20 8510 5793



30 APPENDIX J – QUALITY MANAGEMENT

NUSSLI Quality Management System

NUSSLI Group and each respective company within the NUSSLI Group operate in accordance with the following procedures in order to ensure delivery of the highest quality, services provided therein, project implementation and quality assurance.

In order to ensure product quality, delivery of project within the pre-defined budget and to adhere to the stipulated time constraints, each respective company within the NUSSLI Group takes a comprehensive approach towards Quality Assurance to implement the following:

Cost

In order to ensure that we adhere to the pre-defined budget, NUSSLI takes a pro-active approach to monitoring our budget/cost throughout the lifetime of the project. We deploy a Project Management team who will adhere to a strict documentation control system designed to provide a comprehensive overview of debits/credits incurred on a regular basis.

Functionality

NUSSLI aims to provide a functional solution according to the employer's requirements on a project specific basis. We identify the factors within each project that determine the functionality therein and assess what the most optimal solution will be in order to maximise the optimisation throughout the lifetime of the project.

Time Management

Prior to the commencement of works we assess the requirements as stipulated by each respective employer and develop a project programme designed to adhere to the employer's key dates/milestones as defined therein. We allocate the necessary resources in terms of materials, labour, equipment and applicable resources therein to ensure that we meet the key dates/milestones and adhere to the deadline for final handover to the employer.

Project Quality Requirements Plan

NUSSLI is managing quality through their own organisation and each succeeding level of subcontractors and suppliers. NUSSLI ensure that the requirements of the PQRP are imposed on their supply chain and that their respective Quality Management Systems (QMS) and Project Quality Plans (PQP) are consistent with the requirements of the employer's PQRP.

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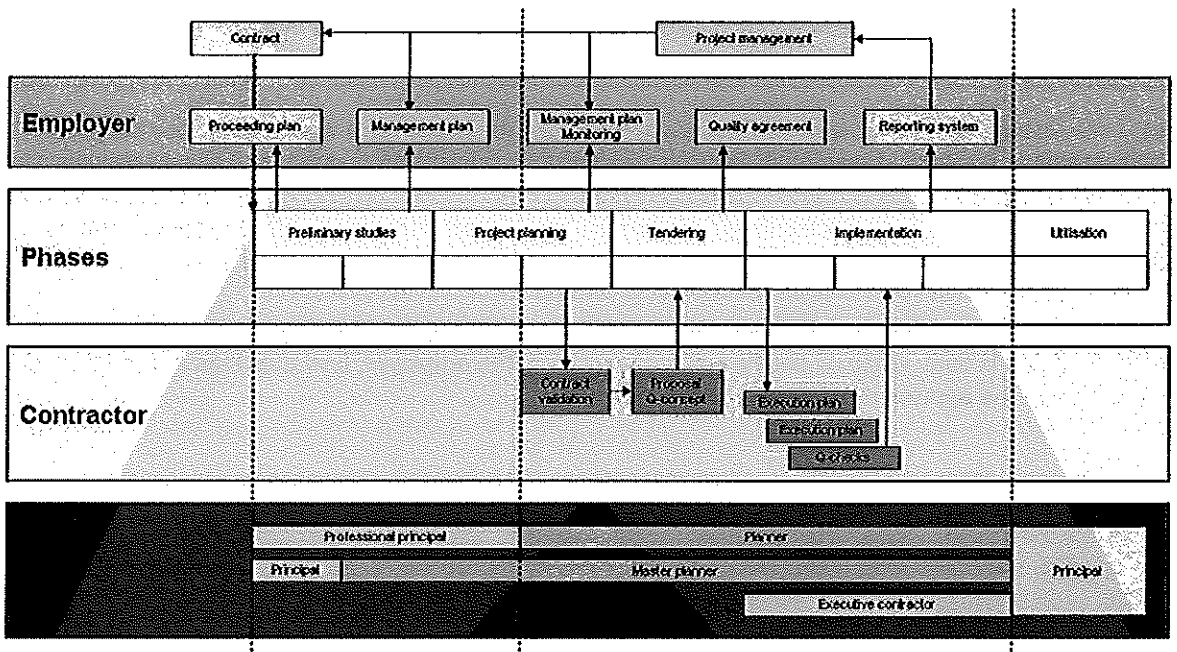
The following is a list of the implementation by NUSSLI:

- NUSSLI is responsible for ensuring that contractual requirements are adequately and clearly defined.
- NUSSLI's Lead Designers and Subcontractors operate a Quality Management System (QMS) based on the requirements of EN ISO 9001 or equivalent accepted by the Project Manager.
- NUSSLI, as part of their own QMS will demonstrate the Quality Assurance competence of any Subcontractor / Supplier.
- NUSSLI allows the employer or his representative to visit any premises of NUSSLI and Subcontractors / Suppliers for the purpose of undertaking Quality Audits relating to the equipment and services procured for this project.
- Project quality performance data will be reported to the employer.

Please find below a chart that shows the instrument of our project-related Quality Management:

Project Quality Management - PQM



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Description of General Management Procedures Assuring Quality Products

In order to assure quality products the companies have a multi-part policy of general management procedures which include the following:

- Pre-Contractual Procedures
- Drawings & Specifications
- Special Quality and Standards Required Quality Samples
- Procurement Procedures
- Fabrication Procedures
- Inspection Procedures Erection Procedures
- Final Inspection and Occupancy
- Post Contractual Procedures

The General Management Procedures are defined and implemented as follows:

1. Pre-Contract Procedures

a) An initial meeting will be scheduled to review needs and to define special requirements of the employer.

b) A site inspection will be made of the proposed site and measurements will be taken at that time. This information will be forwarded to the Engineer if the Engineer cannot attend the site inspection.

c) After the initial meeting with the employer and the site inspection is made, the company prepares and sends a contract proposal and preliminary drawings to the employer.

d) A second meeting is then scheduled. Any questions concerning the drawings and specifications are answered at this time. Once all details are confirmed with the employer, final drawings are drafted and sent through the appropriate channels for approval.

2. Drawings & Specifications

a) All plans, drawings, diagrams, specification sheets, and engineering calculations shall be completed by the Engineer. The Engineer will conform to all the company procedures and provisions of this policy and the engineering and drafting policy.

b) Upon completion, all plans, drawings, and specification sheets are submitted to the Plant Manager for approval. After his/her approval, they are sent to the General Plant Manager for final approval. They are then returned to the Plant Manager who in turn sends copies to the Plant Foreman, Quality Control Supervisor, Site Foreman, and any outside Subcontractors who will be working on the job and to the Engineer.

c) Any changes, additions or alterations to the original specifications or drawings shall be done by the Engineer. They are then sent back through the same levels of management for approval. The Plant Manager is responsible for sending corrected copies of all specifications sheets and drawings to the

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appropriate personnel and Subcontractors. These corrections are clearly marked as corrected and dated with instructions to destroy previous copies of specification sheets and drawings.

d) Each and every job has a complete set of specification sheets and drawings provided by the Engineer. One complete and final stamped set of plans will remain in the office in the proper job file for reference. One complete and final stamped set of plans will be issued to the employer. Additional sets will be issued to the employer upon request. All work shall be done in accordance with the final approved plans.

e) A Certificate of Occupancy, signed and stamped by the Engineer of Record, shall be presented to the employer by this company after a final inspection has been performed which will authorize occupancy of the structure fabricated and erected by the NUSSLI Elrod Joint Venture.

f) A drawing log listing type, drawing number, description, submittal date, approval date and date released for fabrication to include all revised drawings shall be maintained and kept in the Plant Manager's Office.

3. Special Quality and Standards Required

a) When a specific job requires a special quality or standard, the item(s) are listed on a separate specification sheet and so noted. If they are required to be on the drawings, they are also so noted.

b) No physical work begins on any job until final approval by the General Plant Manager. When the job is approved, the Plant Manager meets with the Plant Foreman, Quality Control Supervisor, Site Foreman and outside Subcontractors. The Plant Manager explains the entire job in detail. Any and all questions pertaining to the specifications or drawings are resolved at the time. Any technical questions that cannot be resolved are referred back to the Engineer for resolution. Copies of all specification sheets and drawings are given to the appropriate personnel. All managers will then convey to their subordinates all pertinent details and information pertaining to each specific job.

Quality products and fabrications are assured through our quality assurance operation. i.e.: Quality Samples.

4. Quality Samples

The General Plant Manager determines the number of items to be sampled and inspected on each production line and of each fabricated product. The Plant Manager instructs the Quality Control Supervisor as to the number of items being produced or fabricated and the number of items to be inspected per 100 items.

All completed parts and fabrications have a final inspection before leaving the plant. Any and all pieces which fail to meet the quality requirements and standards are pulled from the line. These pieces will then be remade to meet the quality requirements or they will be destroyed.

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5. Procurement Procedures

a) The Plant Manager and Quality Control Supervisor are responsible for assuring that all materials purchased for the jobs meet the quality requirements and standards stated in the specifications for the contracts. Periodic checks by the Plant Manager and Quality Control Supervisor are made to ensure that materials received do meet the specifications.

b) Quality checks are made on all Subcontractors materials and work performed to ensure that they meet or exceed the quality requirements and standards required on the specifications and/or drawings of every job.

c) All materials ordered for fabrication are checked at the receiving dock to ensure that they meet the quality requirements and standards (This is done by the paperwork accompanying the materials received, and/or independent testing laboratory if so deemed by the Plant Manager or the Quality Control Supervisor.). All special materials ordered for specific jobs will be identified at the receiving dock and this identity will be carried throughout the fabrication process. No materials will be left on the loading dock overnight.

d) Any special quality or standards required on a job must be clearly marked on Purchase Orders. This includes grades of materials and certifications when specified.

6. Fabrication Procedures

The Plant Manager, Quality Control Supervisor, and Engineer of Record are available for consultation to assist anyone who needs technical support and assistance in order to ensure that all aspects of the fabrication, manufacturing, and erection of the finished product meets or exceeds any and all quality requirements and standards.

7. Inspection Procedures

Quality inspection statistics for each job are recorded and filed in the Plant Manager's office for further analysis. Specification and testing documentation for materials purchased are also on file in the Plant Manager's office.

8. Erection Procedures

a) Verify material list versus material on hand.

b) Check for damage during shipment.

c) Distribute materials.

d) Inspect for completeness by the Quality Control Supervisor.

e) Assemble per drawings (Only erect what can be secured at shift's end)

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For every installation detailed assembly plans are issued in accordance with the proof bocks of the approved construction systems.

The Foremen is responsible to erect in the correct sequences using the correct material and the necessary helping equipment and tools.

9. Final Inspection and Occupancy

A final inspection is made by the responsible design manager who compares the structures as built with the design and the respective drawings for construction.

A Certificate of Occupancy, signed and stamped by the Engineer of Record, shall be presented to the employer by this company after a final inspection has been performed which will authorize occupancy of the structure fabricated and erected by NÜSSLI.

10. Post Contract Procedures

a) A letter shall be sent to the employer regarding maintenance to ensure the longevity of the structure.

b) Inspections are to be conducted periodically, depending on the type of structures, their use and the requirements of the employer.

c) Warranty.

Our Quality Assurance Program and our Method Statements and Procedures are tested and approved. They help to assure safety and quality every job requires.

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31 APPENDIX K – Ecology Toolbox Talk

Ecology Toolbox Talk

A map will be provided in the site office showing the location of the Lea Valley Site of Metropolitan Importance for Nature Conservation and the Walthamstow Marshes Site of Special Scientific Interest (Figure 1). Where an ecological check is required prior to clearance of rough grassland and where work will affect the river bank (during installation and decommissioning) a specialist toolbox talk would be provided by the ecologist. For general site clearance and construction staff, a basic introduction to the wildlife issues on site will be provided as part of the standard health and safety induction to the site. This will include the following:

Explain role of environment advisors and ecologists:

- The River Lee and areas with trees are of particular value for wildlife so it is essential that we prevent pollution and physical damage.
- During clearance of rough grassland and works close to the river, an ecologist or environmental co-ordinator will be present.
- The site manager will check each day during clearance and construction that all fences are erected and maintained particularly where works occur close to the River. Labelled high visibility fencing is used to mark areas with known wildlife value. Any damage to fences must be reported. Materials must not be stored outside the agreed working area.

Other features of wildlife value on the site include:

- Walthamstow Marshes, which is the series of fields north of the sports grounds, is of national importance for wildlife. There must be no incursion into that area.
- The river corridor, trees, scrub and hedgerows are of value – fencing will be erected to protect these.
- Nesting birds – birds and their nests have legal protection from harm while they are being built or used.
- Japanese knotweed and giant hogweed – these legally controlled invasive species have been recorded in the Lee Valley. Strict controls must be in place working around them, and protective fencing must not be breached. For giant hogweed there are also health and safety implications for those working on the site
- The unexpected – dealing with wildlife, there is always the potential for the unexpected. In particular, if any nesting birds, or newts, lizards or snakes are seen ecological advice must be obtained before any habitat clearance. If in doubt, report what you have seen to [---------], *who will seek advice from the project ecologists as appropriate.*

General working principles:

- The site should be kept clean and tidy at all times. This prevents litter blowing around and pollution of the river
- Use official access routes
- Workings by a river beware of Weil's disease, always wash your hands before eating, and cover cuts on hands.
- When on site, stay within the defined working corridors and areas. Regularly check that all signs and fencing are intact.

Contact Details
Environment: [.....]
Ecology: [.....]