

Queen Elizabeth Olympic Park Intrusive Works Policy

July 2017

Version Control

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FINAL V.1	12/09/2017	Final approved version	Anthony Tolley

Approvals

Approval by	Name/Department	Signed (Y/N)	Date
Author	Tony Tolley – Park Ops & Venues	Y	21/07/2017
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1.1 Purpose

1.1.1 This policy has been produced in order to afford a greater level of structured control and provide clear guidance to intrusive/disruptive works; that will or are likely to affect Queen Elizabeth Olympic Park; its assets within the [boundaries of THE PARK](#)¹ together with pedestrian/cyclist/vehicle movements throughout the estate, this is especially necessary during high foot flow periods.

2.1 Scope

2.1.1 As the park becomes busier with visitors, developments, businesses and general day to day movements, it is imperative that works are assessed by LLDC POV in order to minimise the disruption to the main circulation routes and venues. Plans will be reviewed, recognising that works need to take place in order for developments to occur. But services also need to continue to function, and disruption and costs and delays limited.

2.1.2 So that Intrusive/disruptive works can be signed-off in an appropriate manner, owners are required to:

1. Engage Early
2. Familiarise themselves with the park Safety, Security, Hoarding and Permit to Work Standards
3. Prepare for assessment using the Permit to work check list
4. Provide as much information as possible
5. Identify the type of impact – High, Medium, Low on roads, paths, venues, visitors, other projects
6. Set out the necessity and impact of works not being undertaken / moved to another date
7. Propose dates and times of works
8. Set out signage to be included, including what the works are and directions to alternative routes.

2.1.3 Upon receipt of the documentation a panel made up of LLDC Park Operations and Venues, Development, Regeneration and Communications, Chaired by the Executive Director of POV will meet and review each project on its own merits, the mitigations proposed, and the cumulative impacts.

3.1 Accountability

3.1.1 LLDC will look to the Head of Security and Park Safety to confirm LLDC is content with the Safety and Security aspects of the works, the Head of Contracts to confirm LLDC is content with the utilities, reinstatement and environmental aspect of the works and the Director of visitor services to agree the signage plan for the duration of the works.

3.1.2 Both LLDC POV Heads of Department will delegate to authorised persons from within the park operations and venues directorate and EFM contract services provider at times when required.

3.1.3 Ultimate responsibility for the policy sits with the Executive Director Park Operations and Venues.

3.1.4 The sponsor of the intrusive works will have responsibility under this policy for ensuring that all security, health and safety, planning, due diligence and documentation are maintained at all times.

3.1.5 LLDC has a reputation for creating a safe environment for visitors, workers and event goers. We have built on the work of a site wide security and safety culture to create a safe and secure environment and we will continue this for the protection of our visitors, staff, operations, assets and reputation. We expect all contractors to conform to this same standard at all times.

¹ Blue Line Boundary Plan APPENDIX A

4.1 Compliance with the policy

- 4.1.1 The policy is applicable to all project sponsors and contractors working in and around the estate and is not restricted to any one particular size of works
- 4.1.2 The project sponsors and contractors are accountable for the implementation of security and safety within their area of responsibility; including the achievement of timescales and measures required as necessary under this policy.
- 4.1.3 A requirement to comply with this Policy should be included in all project/suppliers contracts, as appropriate.
- 4.1.4 Works can only be assessed once all the information is received; it is the contractor's (in the case of LLDC works project sponsor's) responsibility to ensure that this is achieved in order to enable a decision to be made.
- 4.1.5 Provision of minimum width walking routes as required within the park Management Plan or set out by Planning will be the responsibility of the contractor and or the project owner.
- 4.1.6 All project sponsors and or their contractors and designated persons must attend site wide coordination groups so that works are coordinated and minimise the impact on the park and project programme.

5.1 Other requirements

- 5.1.1 This policy is linked to the;
 - i. Permit to Work (permit to carry out works). These permits are issued by the EFM contractor upon acceptance of appropriate approvals and all operations associated site and task specific RAMS submitted.²
 - ii. Permit to Proceed (to carry out intrusive works). These are issued by Atkins on behalf of LLDC where there are excavations required. It is the contractor's responsibility to complete the form and submit to Atkins for approval. [Appendix B](#)³
 - iii. The Handover process – This is an LLDC requirement for areas of land that are being worked in, a complete handover of the area will take place as described in [Appendix C](#).⁴
 - iv. Site Rules [Appendix D](#)⁵
 - v. Intrusive works checklist [Appendix E](#)⁶
- 5.1.2 The contractor and or project sponsor must work with LLDC to identify methods of informing Park users of forthcoming works to minimise negative impact.
- 5.1.3 Where necessary, any signage/fencing or hoarding must incorporate LLDC's 'Evolving Park' information panel into works to inform Park visitors what works are taking place

² Permit to work – will be given by the EFM contractor upon successful acceptance of RAMS

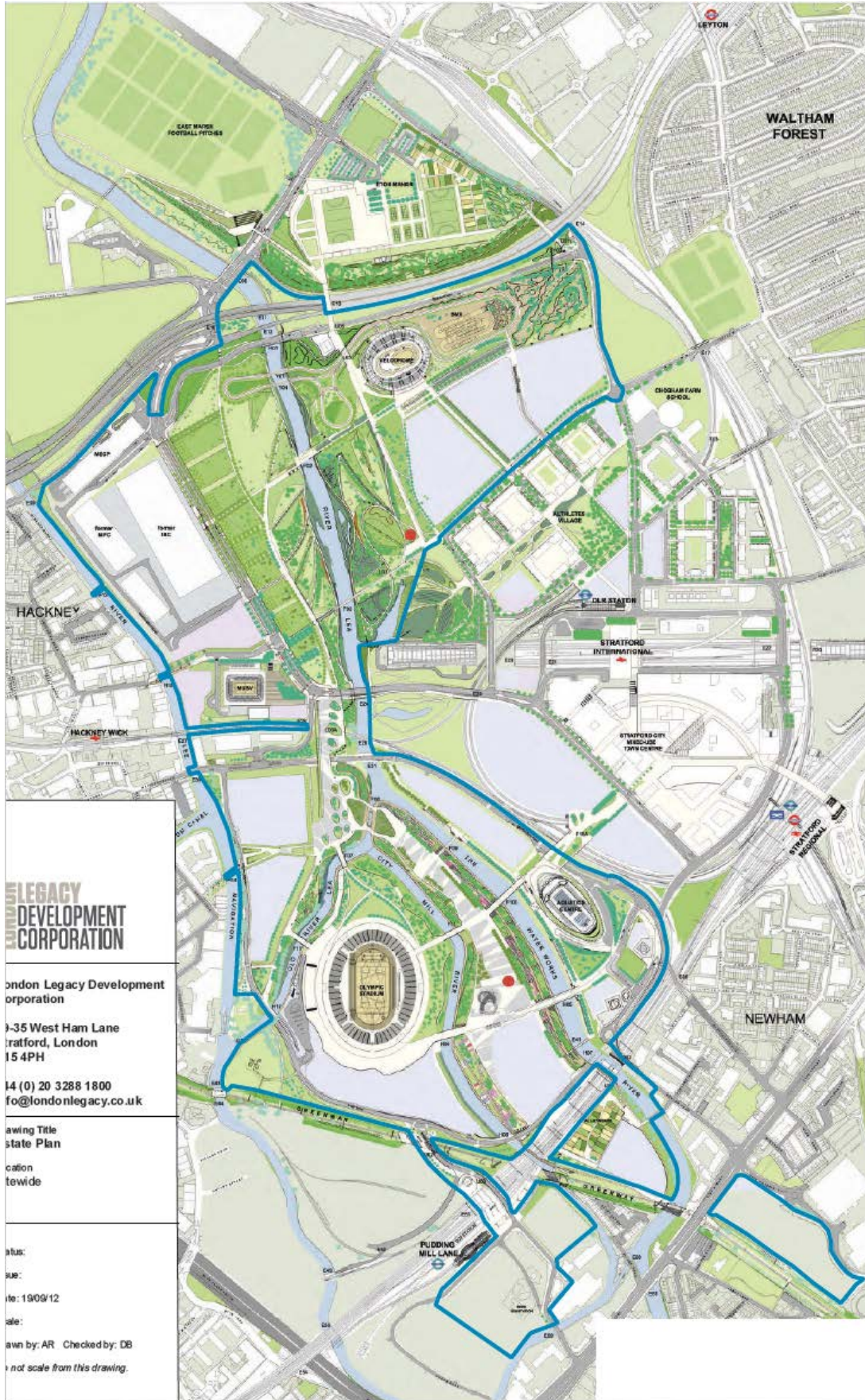
³ Permit to proceed protocol (embedded document) Appendix B

⁴ Handover process Appendix C

⁵ Site wide QEOP Rules Appendix D

⁶ Intrusive works checklist to assist with submitting the required information to LLDC POV Appendix E

6.1 APPENDIX A



7.1 APPENDIX B

ATKINS

The Permit to Proceed Protocol: Protection of Assets on the Olympic Park

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03	For Implementation	NK	IM	RS	ML	19/10/2012
02	For Implementation	NK	IM	RS	ML	03/09/2012
01	For Information	NK	IM	RS	ML	29/05/2012

[Plan Design Enable](#)

8.1 APPENDIX C



QEOP Application For Permission to Work Procedure

Version Control

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V01	01.04.14	Version 01 Final	S Gill/ M Flynn
V02	01.04.15	Version 02 Final	S Gill/ M Flynn
V03	01.05.16	Version 03 Final	S Gill/ M Flynn

QEOP Approval to Work Process

V03 FINAL

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9.1 APPENDIX D



Queen Elizabeth Olympic Park Contractor Site Rules and Regulations

August 2014

Version Control

Version / revision	Date	Description of changes	Reviewed/edited by
Version 1	13/05/14	Created	Phil Harris
Version 2	20/05/14	Amendments to document wording and Format	Tony Tolley
Version 3	23/05/14	Re-classification of document	Tony Tolley
Version 4	28/08/14	1.33 added	Tony Tolley

Approvals

Approval by	Name/Department	Signed (Y/N)	Date
Author	Tony Tolley – Park Ops & Venues		
Head of Security	Glenn Payton – Park Ops & Venues		

Official - Sensitive

10.1 APPENDIX E

ANNEX E INTRUSIVE WORKS SUBMISSION CHECKLIST

To be completed by the project sponsor or contractor where not controlled by LLDC and handed to LLDC Head of security or Director of Park Operations for the approvals process.

Site Details:			
Name (key contact)		Contact Number:	
Company:		Position:	
LLDC Sponsor:		Project Manager:	

Times and Date of works	Time From	Time To	Dates	
Reason for Works: short narrative				
CAD/DWG of works area:	Attached	Yes	No	To be supplied by ¹
Pedestrian and or vehicle management plan:	Attached	Yes	No	To be supplied by ¹
Permit to dig / proceed:	Attached	Yes	No	To be supplied by ¹
RAMS submitted to LLDC / EPM and approved	Attached	Yes	No	To be supplied by ¹
Site rules acknowledged	Attached	Yes	No	To be supplied by ¹
All GPS scans booked and or carried out		Yes	No	To be supplied by ¹
All permissions from utilities companies and owners within Zone of influence/assessments gained	Attached	Yes	No	To be supplied by ¹
Impact assessment conducted and approved by LLDC	Attached	Yes	No	
Attendance at all estate related construction coordination groups, forums and transport groups pre and during project/works		Yes	No	Not applicable

¹ If information is not supplied at least 14 days before proposed commencement then the works have the possibility of not being approved