

Management System

Plan

Construction Phase Health and Safety Plan (CPHSP) – (PEP Part 2)

CONSTRUCTION PHASE

Health and Safety

Morgan Sindall business unit / region:		Wales & South West	
Project name:		Swansea Bay Technology Centre	
Project no.:		TM 26X004	
Customer:		Neath Port Talbot CBC	
Location:		Central Avenue, Port Talbot, SA12 7AX (OS Grid - SS7394992789). what3words retail.those.scenes	
Revision no.:	(0)	Date:	27th, March 2020

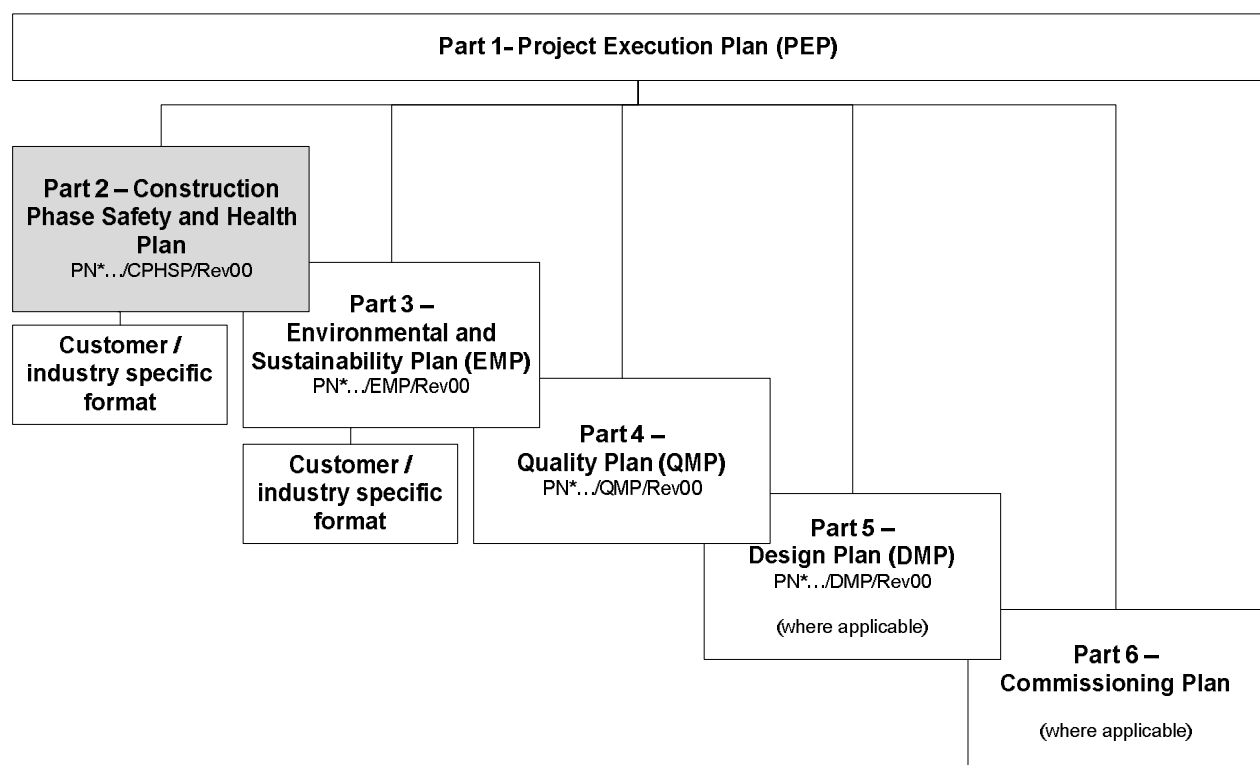
For full revision schedule see section one of Project Execution Plan (PEP) Part 1.

Construction Phase Health and Safety Plan (CPHSP) - overview

This document will define how specific health and safety management elements of the contract will be delivered.

Each box represents the parts of the whole PEP. Only in exceptional circumstances will a PEP consist of less than four documents.

* PN = Contract or project no.
(Update revision nos. as required)



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1. Introduction

1.1. Pre-ambles – the following information is contained within PEP Part 1

- Pre-construction information
- Project directory
- Contract organisation and staff responsibilities
- Communications
- Risk management
- Knowledge transfer – good practice / lessons learnt.

1.2. Purpose of this plan

This CPHSP when read with the core module (PEP Part 1) meets the requirements of the Construction Design and Management (CDM) Regulations 2015 regarding the construction phase health and safety plan. This plan describes how safety aspects of the contract will be managed. It is a live document that will be reviewed at regular intervals by the contract manager to reflect progress of the works and changes in health and safety requirements.

The plan conforms to Morgan Sindall's health and safety policy objectives which will be clearly displayed in site offices.

The plan is concerned with the overall management control of all health and safety aspects in the execution of the contract. Subcontract works are also subject to this plan.

Morgan Sindall is certified to BS OHSAS 18001 and its company Integrated Management System (IMS) complies with that standard.

This plan is a 'live document' to be supplemented and/or revised as the project develops, by the introduction of supporting documents such as subcontractor method statements, risk assessments or any documentation relevant to the safety, health and environment of the project, which may include:

- Appropriate legislation
- Corporate governance
- Morgan Sindall Construction policies
- Customer requirements (to include stakeholders)
- Company processes and procedures (amend as necessary)
- Methodologies and programmes
- Organisational structures
- Supply chain requirements

1.3. Authorisation

This plan is authorised when the preparation, approval, authorisation and distribution section on page 1 of the PEP (Part 1) is completed.

Legal and other requirements

The project will meet its legal requirements through compliance with any planning, local authority, enforcement agency conditions and to all relevant legislation. Updates will be made available to the project team by Morgan Sindall intranet.

Specific requirements as detailed in pre-construction information pack shall be incorporated into this plan. This includes:

1.4. Integrated Management System (IMS)

The company's IMS is designed to meet the contract objectives in the core module (PEP Part 1).

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An explanation of the Morgan Sindall IMS is on the Morgan Sindall intranet.

This plan sets out the SHE standards to be achieved and the means of continuous improvement by the process of review and where appropriate revision.

1.5. Contract details

These are described in [PEP Part 5](#).

2. Health and safety management

The key high-level objective of the contract, as stated in core module (PEP Part 1), is to deliver the customer's contract on time, to budget and without incident or complaint.

The key health and safety objective are to complete the contract having achieved the objectives of the company's health and safety policy, the primary message of which is '100% Safe'.

2.1. Roles and responsibilities

All members of the contract team have responsibility for elements of health and safety appropriate to their function, experience and seniority. The contract manager has overall responsibility for delivering the contract objectives.

2.2. Risk assessments and method statement (RAMS)

No activity will be permitted without an approved RAMS.

The project management team shall produce risk assessments where significant risks are identified.

2.3. Site specific RAMS

Site specific RAMS will be carried out by appointed and competent personnel on site. A register of method statements and associated risk assessments will be kept on site and reviewed.

Method statements shall be task specific, identify tasks, responsible personnel, control measures and monitoring arrangements in line with Morgan Sindall method statement tracking and content sheet. Method statements will be assessed, tracked and accepted by Morgan Sindall prior to commencement of work. The contents of the method statement will be communicated to all those undertaking and associated with the work activity.

Contractors shall hold a signed copy at the work face while the works are taking place ensuring all operatives have read, understood and signed stating they will comply with the method statement.

A schedule of work activities and their current status is maintained via the RAMS schedule which is updated and retained within the project / site management filing system. The schedule template is included at [Appendix C](#).

Change control for systems of work

A change control will have significant repercussions with respect to the prevention or control of accidents and may require changes in the measures taken to ensure that those risks remain as low as reasonably practicable.

Whether a change has significant repercussions will depend on the degree to which it:

- Introduces a new hazard
- Changes the risk from an existing hazard
- Affects control or mitigation measures (including off-site emergency plans).

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Changes that have a positive impact on the risk profile are also important.

Morgan Sindall has in place systems for the communication of changes and any changes to approved systems of work shall be agreed in writing.

3. Safety and occupational health controls

Morgan Sindall has in place within the IMS. The 'Creating a Safe and Sustainable Environment' document that set the minimum standards that must be applied.

3.1. Accident and incident reporting (including learning event and near miss reporting)

In the event of an accident or incident occurring and depending on its nature, the process detailed in [SH PRO2](#) should be followed.

All accidents and significant incidents, including those involving contractors, must be recorded in the site accident book and entered on SHEQ Tracker within 24 hours. All incidents MUST be reported to the SHEQ department.

Records of accidents or incidents reportable under the Reporting of Incidents Diseases and Dangerous Occurrences Regulations (RIDDOR) are confidential and must be stored securely on site.

Should the public or a utility be involved in an accident or incident, ensure that public liability claim forms are completed if necessary. All near misses and learning events MUST be reported to the SHEQ department.

Reports

The SHE advisor shall maintain records of all accidents, incidents and investigations and compile a monthly report for the management team.

Asbestos

Prior to any work, maintenance or demolition on existing buildings, the project manager will check that a survey has been carried out to identify any Asbestos Containing Materials (ACM's). In accordance with the [SH PRO5](#).

Key details of asbestos survey reports or asbestos management plan will be communicated to all personnel to include where any asbestos is located, that it has been clearly labelled, or has been removed by a licensed contractor prior to the commencement of the construction / demolition works.

All persons on any project where ACM's have been identified will attend recognised asbestos awareness training.

Morgan Sindall must only use licensed contractors when dealing with notifiable asbestos in line with company standards. Morgan Sindall will ensure that they obtain relevant information, including appropriate Asbestos survey reports, and carry out checks before beginning work where asbestos is or may be present.

3.2. Certification of plant operators

Before being allowed to work, operators of plant must present proof of competence, e.g. CPCS, IPAF cards for entry into site file records. Periodic checks of competencies will be carried out by contract supervisors.

3.3. Confined spaces

Work in a confined space can be a high-risk activity. Therefore, entry to an identified confined space will be avoided whenever feasible. When this cannot be avoided, no work will be started until a RAMS is approved. In addition, no work will start until the relevant permit to work has been issued. Emergency and rescue personnel and equipment must be in place before work starts.

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The calibration of equipment to test the atmosphere of confined spaces must be regularly checked in accordance with manufacturers' instructions.

3.4. Control of Substances Hazardous to Health (COSHH) and Asbestos

Morgan Sindall utilises industry leading company Sypol for the generation of specific COSHH assessments. Assessments will be administered by an appointed Sypol coordinator for the contract.

Site supervisors will ensure that assessments for all substances are available to those who may meet them and that they have been made aware of those assessments. If no assessment exists, then one must be obtained using the Sypol form in line with the company standards.

Design works shall only be assigned to competent and resourced designers who shall be assessed to confirm their ability to comply with the principles set out in the CDM regulations and in accordance with Morgan Sindall supply chain procedures.

Further information on management control of design can be found in the DMP Part 5 of this PEP.

3.5. Demolition

Generally considered a high-risk activity, demolition will be conducted strictly in accordance with Codes of Practice for Demolition and Health and Safety Executive (HSE) guidance. RAMS will be produced prior to work being undertaken.

3.6. Electrical supplies and equipment

The design, installation, use and maintenance of electrical systems and equipment will be in accordance with company standards [SH PRO4](#).

An electrical duty holder will be appointed for the project and identified on notice boards, distribution boards and sub-stations.

In every case where work must be carried out on electrically isolated equipment it will be carried out under a permit to work procedure. This procedure is mandatory to all Morgan Sindall employees and designated subcontractors.

Contractors should only use 110v electrical tools or battery powered devices.

No 240v tools are to be used unless no other alternative exists, and only then with suitable electrical protection. All extension leads must be properly terminated with the appropriate plugs / sockets and be otherwise un-jointed.

Contractors must demonstrate that they meet all the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and have a means of indicating, (e.g. by labelling), that where appropriate equipment has been Portable Appliance Testing (PAT) tested / examined.

3.7. Excavations and services

No works will commence until details of overhead and buried services likely to affect those works are either obtained from service providers or by direct investigation. Details will be available as plans, drawings, cross sections and other information.

All excavations will be done following the relevant Morgan Sindall process standards and guidance. Service and cable avoidance will be carried out according to HSG47 and Morgan Sindall standards [SH PRO7](#) and [SH6 STD1](#). The precautionary principle will apply where there is uncertainty about buried services.

A permit to break ground will be used before beginning any excavation including trial holes and investigation.

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If suspect material is discovered in an excavation, the supervisor will stop work, record and investigate the occurrence and agree actions before continuing.

The use of specialist equipment and explosives for excavations must be the subject of specific risk assessment and controls and consultation with the relevant SHE team.

3.8. Emergency arrangements

Morgan Sindall will appoint an emergency co-ordinator; this will normally be the project manager and will be identified within the site induction along with deputising arrangements.

The emergency co-ordinator will be responsible for:

- Production of the fire and emergency plan ([Appendix E](#))
- Ensuring that suitable individuals are appointment to fill key positions under the emergency plan
- Arrange drills and exercises to ensure the effectiveness of the plan
- Review and update the plan as conditions change
- Ensure any equipment essential to the operation of the plan is tested and maintained.

3.9. Fire precautions

The contract project manager will appoint a fire co-ordinator who will ensure that a fire risk assessment is made, that emergency preparedness against fire is adequate and that a fire safety plan is in place ([Appendix E](#)).

The fire co-ordinator will complete the emergency arrangements and review this on a regular basis referring deficiencies to the site / project manager for action.

Site inspections of emergency arrangements against fire will be carried out not less than fortnightly.

Where fire escape routes are long, involve stairs, buildings have multiple occupancy, or may be used by the disabled or the general public, fire drills will be carried out not less than annually.

3.10. Hand Arm Vibration Syndrome (HAVS)

Morgan Sindall has adopted a HAVS strategy, guidance is given in the IMS. This strategy will be taken into consideration when using equipment that could potentially cause HAVS.

Where prolonged use of vibrating tools or where vibration exposure is likely to regularly exceed the action level for a tool / activity, the items listed below should be considered and implemented:

- Tool selection
- Vibration control
- Maintain blood circulation
- Selection of operatives
- Training and awareness
- Health surveillance.

3.11. Health and safety rules

Site health and safety rules shall be included in the site start up pack and developed for the project by the contract manager in conjunction with the SHE advisers. Rules will be posted on site notice boards and explained at induction.

Site rules will cover as a minimum:

- Policies including substance abuse
- Access and egress
- Personal Protective Equipment (PPE)

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- Mandatory instructions
- Site boundaries
- Training and competence
- Authorised persons
- Safe methods of work
- Traffic management
- Waste
- Visitors
- Weil's Disease
- Water Safety

Minimum rules are contained in the Morgan Sindall [‘Creating a Safe and Sustainable Environment’](#) document.

3.12. Health surveillance

Risk assessment will identify circumstances when health surveillance is required (unless already identified by existing legislation) and should it be deemed necessary; an occupational health surveillance programme will be undertaken. Occupational health surveillance for individuals undertaking high risk activities will include screening for any or all the following:

- HAVS
- Noise induced hearing loss
- Manual handling
- Dermatitis from onsite operations
- Repetitive strain injuries.

Additional health issues may arise as a result of COSHH assessments and or individual situations. Such surveillance will be conducted as identified by risk assessment.

3.13. Health and safety file

In compliance with CDM Regulations, the health and safety file will be developed throughout the contract in a format agreed by relevant parties early in the contract.

The contents of the health and safety file will include:

- A brief description of the work carried out
- Residual hazards and how they have been dealt with
- Key structural principles incorporated in the design of the structure
- Any hazards associated with the materials used
- Information regarding the removal or dismantling of installed plant and equipment
- Health and safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including fire-fighting services
- Information and as-built drawings of the structure, its plants and equipment.

3.14. Hot works

Works that generate heat or sparks that could create risk of fire require issue of a hot works permit and the provision of fire extinguishers and emergency arrangements.

3.15. Housekeeping

All site personnel will be responsible for maintaining a clean and tidy site that poses no unnecessary slip, trip and fall hazards and presents an acceptable visual impression to the workforce, visitors and the general public.

Material and equipment will only be delivered to site as required to reduce the required storage space.

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Failure of contractors to maintain standards may result in work being undertaken on their behalf and those contractors being recharged accordingly.

Time will be allowed within the detailed programme of works to ensure that housekeeping is afforded high priority and each section of the works is left clean, neat and tidy at the end of each work shift. An end of shift inspection regime will be implemented.

3.16. Site induction

Morgan Sindall will prepare a site-specific induction for this project.

The purpose of this induction is to:

- Familiarise individuals with the health and safety requirements of the project
- Establish procedural controls specific to the project
- Specify any permits to work
- Identify emergency arrangements
- Instruct on accident reporting
- Identify site specific safety rules
- Identify significant hazards at the worksite
- Ensure appropriate hygiene measures are taken for contaminated land & Weil's disease

This induction will be delivered to all Morgan Sindall employees, subcontractors and visitors on site. Records of this induction will be maintained within the site safety file.

All visitors to site whether invited or not, must identify themselves to the project manager prior to entering the worksite. The project manager must ensure that all such visitors are in possession of the relevant certification, site equipment (including PPE) and are fully inducted and briefed before accessing the work location.

3.17. Interfaces with visitors, the public and others

Interfaces between site activities, visitors and the public will be considered when developing the site plan, planning points of site ingress / egress and works outside the site boundaries to ensure that site operations do not endanger visitors and the public. Such consideration will apply to others such as the customer's personnel who may need access to or through the site.

The following measures to protect the public from site activities will be taken:

- Solid Hoardings
- Pedestrian Barriers & Gates
- 'Jersey Barriers'
- HERAS with debris netting
- Site Gates closed unless vehicles are entering or leaving the site
- Cleaning roads & footpaths
- Chapter 8, NRSWA Signage

3.18. Lifting operations

All lifting operations will be planned and authorised in accordance with company processes, standards and guidance [SH PRO9](#). The Operations/Contracts manager must appoint a Responsible Person (Lifting) and record this appointment on the relevant appointment form.

Where applicable the contract manager will appoint a competent appointed person for cranes and a crane supervisor.

All lifting machinery, equipment and gear must be checked prior to use and on arrival to site. This will include the use of piling rigs.

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Checks and inspections of lifting plant and equipment will be recorded in the site register.

3.19. Lone working

Lone working must be avoided whenever feasible. If it cannot be avoided, a specific risk assessment and method statement for the activity is required, to include the arrangements for lone working.

3.20. Manual handling

Manual handling risk assessments must be carried out prior to manually lifting a load and must include load weights and dimensions. Methods of assessing the risks of manual handling and consideration to alternative methods will be considered where practical.

3.21. Material storage and distribution

The storage of materials will be planned before the site is established to meet logistical and safety requirements and to ensure that wastage of materials through poor storage, damage or theft is minimised.

Suitable and adequate means of distributing materials about the site when needed will be planned beforehand.

3.22. Mechanical plant

Site plant and equipment operated by Morgan Sindall will be subject to Planned Preventative Maintenance (PPM) scheme.

Records of plant inspections will be maintained on site and will be available for inspection.

Plant and equipment operated by contractors must be similarly maintained in line with legislation and Morgan Sindall minimum standards.

Details of plant and equipment operators shall be maintained and evidence of periodic checks from plant hirers that the plant has been adequately maintained shall be obtained.

3.23. Monitoring and inspection

Safety performance and compliance will be assessed regularly. Records of audits, inspections and visits undertaken will be available on site.

Project Monitoring Schedule				
Type of monitoring	Frequency			
	Daily	Weekly	Monthly	Annual
Senior Management SHE tours			X (to be arranged by Senior Managers)	
SHE meetings			X	
Liaison / stakeholder meetings (i.e. with school)		(Every 2 weeks)		
Contractors (safety / co-ordination) meetings			X	
Project progress meetings			X	
SHE Cross regional audit				X
SHE Inspections – (SHE team)			X	
SHE Inspections – contractors (self-audit)			X	
SHE Inspections – client	TBC			
SHE Inspections – (site team)		X		
SHE Monthly return			X	
Safety committee (VOICE)			X	
Emergency procedure drills			X	

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Safety awareness talks		X		
100% Safe toolbox talks / briefings			X	

3.24. Noise

If work environments are likely to exceed occupational action levels specific noise assessments will be carried out prior to commencement of works.

Potential sources of noise on this project include:

- Breaking up hard surfacing & bases
- Groundworks
- Piling

3.25. Occupational health monitoring and surveillance

Requirements for occupational health monitoring will be assessed on a task specific basis and in line with the Morgan Sindall company policies process, standards and guidance. Risk assessments may identify circumstances when additional health surveillance is required (unless already identified by existing legislation).

3.26. Permits to work

The use and issue of permits shall be in accordance with Morgan Sindall permit to work systems and contract specific requirements.

Risk assessments will identify operations or areas where permits to work are required as part of the control procedure. Only qualified and competent persons are to operate and be employed on 'permit to work' systems. These include for this project:

- Permit to break ground
- Permit to lift
- Hot works operations
- Entry into confined space
- Work on non-isolated electrical equipment
- Work on isolated electrical equipment
- Out of hours supervision
- General permit (e.g., roof access / work in occupied premises)
- Use of ladders and step ladders.

3.27. Personal Protective Equipment (PPE)

Morgan Sindall will supply to and ensure the use of PPE by all employees and visitors. Contractors will be required to supply PPE to their own personnel to the minimum requirement noted:

- Safety helmet
- Light eye protection (LEP)
- Gloves
- Safety footwear
- Hi vis coat, jacket or vest (where there are plant movements or as directed by the project manager)

The issue of PPE will be recorded.

Other PPE required will be specified in activity RAMS.

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3.28. Piling operations

Piling operations by an approved contractor must be managed in line with Morgan Sindall company policies, process, standards and guidance.

The unique issues for this project and mitigation measures are detailed below:

Environmental Considerations

With respect to the occupants of the adjacent Baglan Bay Innovation Centre, the nearest noise affected façade, the key issues with the piling operation will be:

- Noise
- Vibration

The noise generated by the pile driving is assessed as 78 dB at its peak against the façade of the existing building, when the centre of the rig is at circa 20-m away on the eastern most line of foundations; the calculations below was made using the methods detailed in BS5228-1.

The calculations are as follows:

Assuming 8-hours working time (i.e. 80% on-time during a 10hour working day) and no screening of the rig, the results of the BS 5228 LAeq10h calculations are:

- 78 dB @ 20m
- 74 dB @ 30m
- 72 dB @ 40m

We have assumed a 30dB estimated reduction through closed windows for approximate noise level inside the office; 45-50dB is considered the norm for quiet offices, open plan arrangements range from 60-65db.

The noise data for a typical rig has been taken from an independent acoustic report
As the rig moves to the west there will be a gradual reduction in the noise levels on the existing building's façade

Following the commissioning of an intrusive site investigation and from industry engagement regarding other buildings in the immediate locality a pre-cast concrete driven pile solution was selected

Using a 250 x 250mm driven pre-cast concrete pile solution avoids the need to deal with contaminated arisings from an augured/replacement system and eliminates the requirement for handling and subsequent removing this material to an approved landfill site

The nearest structure is also piled, so our operations will not affect the foundations

A condition survey of the adjacent building prior to commencing construction operations will be undertaken; 'Tell-tales' may be fitted after reviewing the survey's findings

We have reviewed BS5228-2:2009 in respect of likely impact of vibrations on the occupants of Baglan Bay Innovation Centre and the fabric

A vibration monitor will be installed inside the building to provide a definitive set of readings

There will be some localised vibration during pile driving

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In advance of the works starting we will produce a briefing note for the occupants of Baglan Bay Innovation Centre to explain to them about the piling process and the consequences of noise & vibration to endeavour to allay any concerns they may have and to re-assure them on their safety

Our piling operations are outside the safety zone for the nearest gas pipeline

We have also conducted an Unexploded Ordnance (UXO) desk study before carrying out the Site Investigation; the report concluded that the area was assessed as 'Low' risk for German air delivered weaponry and 'Medium' risk for British anti-aircraft shells being present

3.29. Pressurised systems

Pressurised system can contain potential energy that may be released under certain conditions. When working on pressurised systems specific risk assessments and precautions will be taken.

3.30. Road works

All road works will be carried out in line with current legislation and where applicable "The Traffic Signs Manual Chapter 8".

3.31. Safety training

Specific health and safety training will be identified in the contract specific training and competence plan.

Where required, site supervision will arrange for safety training associated with specific tasks such as abrasive wheel training. Records of all task specific training whether delivered on or off site will be recorded.

The project manager will ensure that United Kingdom Contractors Group (UKCG) standards of competence for persons employed on Morgan Sindall projects are achieved, i.e. working towards 100% CSCS or equivalent.

3.32. Scaffolding

The project team will ensure that scaffold is erected in accordance with BS EN 12811, the CDM regulations 2015, National Access and Scaffolding Confederation (NASC) Guidance SG4:10, company standards and temporary works requirements.

3.33. Site office safety

A contract specific risk assessment for the site office and welfare facilities will be carried out. This will identify any specific hazards and controls to be adopted at that location. The [PM STD8](#) site establishment and welfare will be in accordance with the Morgan Sindall minimum standards document in the IMS.

3.34. Site security

Security arrangements which require consideration include but not limited to:

- Site boundary
- Compound
- Offices
- Plant / equipment
- Building under construction
- Children / public
- Trespassers

3.35. Smoking

Morgan Sindall does not allow smoking in any building or vehicle. Dedicated smoking areas on this project include:

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- A fenced off area, 5m from Canteen, with a covered steel waste bin.

3.36. Statutory notices

Morgan Sindall will obtain the F10 notification from the client.

The contract manager will arrange for a copy of the following to be posted on site notice boards:

- F10 notification to HSE
- Health and safety law - what you should know poster
- Employer's liability insurance certificate
- Fire action notice
- First aid notice
- Site specific safety rules.

3.37. Steel erection

Steel erection will be carried out by a specialist contractor approved via our contractor approval process and will be subject to an acceptable RAMS and to proper supervision and control.

3.38. Temporary works

Temporary works will be co-ordinated by an appointed Temporary Works Co-ordinator (TWC) who will be responsible for ensuring that the planning, erection, use, maintenance and dismantling of temporary works is undertaken in line with Morgan Sindall temporary works process and as agreed with the relevant Temporary Works Manager (TWM). A temporary works schedule produced at tender stage will be reviewed and updated at regular intervals Copy of SH7 FRM2 attached).

Engineering checks on Temporary Works are carried out by MS's sister company – Morgan Engineering Services (MES).

Details shall be listed in the appropriate method statements.

A detailed RAMS including calculations and designs, and pre and post loading checks will form the control measures for all defined temporary works, which are required for the execution of permanent works or temporary structures i.e. not directly connected with the permanent works.

Temporary works will be managed as per the SH7 FRM2 (Attached)

3.39. Traffic management

All areas of work that involve vehicle movements and the interface with personnel will have a Traffic Management Plan (TMP). The TMP will be managed by an appointed person who will act as the Traffic Management Co-ordinator (TMC).

The TMP will be agreed with Neath Port Talbot CBC's Highways Department.

The site layout will be planned to provide safe segregation between plant, vehicles and pedestrians wherever practical. The reversing of site plant, vans and Lorries will be avoided if possible but where this is necessary will be under the supervision of a vehicle Banksman / controller.

Car parking arrangements and access routes will be clearly identified in the plan. Consideration will be given to the delivery, loading and offloading of materials.

Visitors, public protection and interface with others

Measures will be developed as required to ensure the protection of the public / client staff which will be continually reviewed as work progresses. Security and public protection will be achieved as follows:

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- Hoarding and signage in accordance with client / Morgan Sindall standard requirements
- Traffic management 'best practice'
- Security arrangements.

3.40. Welfare and first aid

Morgan Sindall will provide welfare and first aid that exceed the minimum standards of welfare set by legislation in line with IMS standards and guidance.

Welfare facility	Quantity	Type / comments
Offices	2	(Enabling works)
Drying room	1	(Enabling works)
Lockers	1	(Enabling works)
Toilets – male	1	Toilets 3 Sinks 3 Urinals 3
Toilets – female	1	Toilets 1 Sinks 1 Sanitary disposal 1
Showers	1	(Please refer to SH GUID1 Occupational Health Hazards and Risk Guidance and SH REG FRM19)
Canteen unit	1	(Enabling works)
Hot water for washing hands	Yes	(Hot running water from day one)
Drinking water supply	Yes	(Including cups)
Means of boiling water	Yes	
Facilities for warming food	Yes	
LEP cleaning station	Yes	(Light Eye Protection - LEP)
Hand care station	Yes	Including sun screen)
Other		For main building a linked Administration & Welfare facility will be erected

Morgan Sindall will ensure that adequate numbers of first aid trained personnel and first aid kits are available at:

- All site locations
- In vehicles where this has been identified as necessary or good practice
- In strategic locations within office setups.

Facility	Size / quantity	Facility	Size / quality
First aid boxes	Large	Eye washes	4
First aiders	2	Dowsing shower	No
Appointed persons	1	Stretcher	1
First aid room	No	Other - state	

Posters are displayed stating location of first aid boxes, first aiders, appointed persons and action to be taken in case of an incident.

First aiders	
Name	Certificate expiry date
Mark Stephens	TBC
Dave Files	TBC

3.41. Working at height

Morgan Sindall will ensure that all areas that can be deemed as working at height have a suitable risk assessment and method statement in place. Working at height may include working from platforms, structures and or above excavations, shafts, manholes and voids.

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3.42. Working over or adjacent to water

Any work over or adjacent to a body of water (e.g. swimming pool, river, stream, reservoir, pond, estuary or sea) will be subject to specific risk assessment and in accordance with IMS standards and guidance – see 3.41.

3.43. Work station (computer) assessments

Individuals working regularly with computers will be required to carry out an on-line assessment to ensure that posture and vision are not impaired by long-term use. This assessment will not be available for site audit. Contact the SHEQ department for further information.

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Appendix A Project specific health and safety objectives and targets

Objectives / targets	Control	Action / responsibility
Zero RIDDOR	Active policing of site & TBTs	Mark Stephens
Avoid sunburn	Active policing of site & TBTs	Mark Stephens
Minimise dust	Active policing of site & TBTs	Mark Stephens

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Appendix B Project risk assessment summary

Prepared in conjunction with the pre-construction information pack, risk register and other relevant information. The RAMS identified below may be prepared during the contract period.		Hazards			Risk assessment required			Method statement required		
		Safety	Health	Environment						
					Ref	Trade / activity	Y	N	N/A	Y
1.	Site establishment	X	X		X			X		
2.	Temporary hoarding / fencing	X			X			X		
3.	Demolition (general)	X	X		X			X		
4.	Demolition (asbestos removal)	X	X	X	X			X		
5.	Existing buildings adjacent to works	X	X		X			X		
6.	Overhead services / obstructions					X			X	
7.	Underground services	X	X	X	X			X		
8.	Piling									
9.	Excavations	X	X	X	X			X		
10.	Haul road crossings on site					X			X	
11.	Bulk earthwork					X			X	
12.	Reduced level dig / imported fill	X	X	X	X			X		
13.	Contaminated ground	X	X	X	X			X		
14.	Environmental issues	X	X	X	X			X		
15.	Working on public roads	X	X	X	X			X		
16.	Working over / adjacent to water	X	X	X	X			X		
17.	Working over / adjacent to deep water	X	X	X	X			X		
18.	Concrete works and reinforcement	X	X		X			X		
19.	Scaffolding	X	X		X			X		
20.	Erection of structures	X	X		X			X		
21.	Steel erection	X	X		X			X		
22.	Welding and burning of steelwork	X	X		X			X		
23.	Roofwork and working near openings in floors	X	X		X			X		
24.	Infilling floor openings					X			X	
25.	Roofwork (flat roofs)	X	X		X			X		
26.	Roof structures (plates, trusses, timber)	X	X		X			X		
27.	External cladding (including glazing)	X	X		X			X		
28.	Rain water goods	X	X		X			X		
29.	Lifting operations	X	X		X			X		
30.	Manual handling	X	X		X			X		
31.	Site plant movements	X	X		X			X		
32.	Tools (electric / pneumatic / cartridge)	X	X		X			X		
33.	Confined spaces	X	X		X			X		
34.	Night working					X			X	
35.	Bitumen waterproofing					X			X	
36.	Highly flammable materials					X			X	
37.	Installation of fire protection coatings (board)	X	X		X			X		

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Prepared in conjunction with the pre-construction information pack, risk register and other relevant information. The RAMS identified below may be prepared during the contract period.		Hazards			Risk assessment required			Method statement required		
		Safety	Health	Environment						
					Ref	Trade / activity	Y	N	N/A	Y
38.	Installation of fire protection coatings (spray)	X	X	X	X			X		
39.	Lift installation	X	X	X	X			X		
40.	Electrical / mechanical services	X	X	X	X			X		
41.	Plumbing works	X	X	X	X			X		
42.	Carpentry / joinery	X	X	X	X			X		
43.	Plastering/ rendering	X	X	X	X			X		
44.	Ceiling fixing	X	X	X	X			X		
45.	Floor and wall tiling	X	X	X	X			X		
46.	Painting and decorating	X	X	X	X			X		
47.	Use of lasers	X	X	X	X			X		
48.	Arc welding	X	X	X	X			X		
49.	Radiography	X	X	X	X			X		
50.	Commissioning plant	X	X	X	X			X		
51.	Paving slabs, block paving, kerbs, edgings	X	X	X	X			X		
52.	Roads / paths surfacing	X	X	X	X			X		
53.	Fencing (permanent)	X	X	X	X			X		
54.	Landscaping	X	X	X	X			X		
55.	Tree surgery / use of chainsaws	X	X	X	X			X		
56.	Fire prevention on site	X	X	X	X			X		
57.	Fire prevention in offices	X	X	X	X			X		
58.	Work in offices	X	X	X	X			X		
59.	Young persons	X	X	X	X			X		
60.	Cable pulling	X	X	X	X			X		
61.	Brickwork and blockwork	X	X	X	X			X		
62.	Cleaning / builders clean	X	X	X	X			X		
63.	Use of ladders	X	X	X	X			X		
64.	Lead burning / plumbing	X	X	X	X			X		
65.	Use of mobile elevating working platforms	X	X	X	X			X		
66.	Unloading of vehicles	X	X	X	X			X		
67.	Use of stepladders	X	X	X	X			X		
68.	Traffic management	X	X	X	X			X		

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Appendix D Construction programme

On Viewpoint (4P)

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Appendix E Fire and emergency plan

Contents

1. Organisation
2. Fire arrangements
3. General fire precautions
4. Emergency arrangements

Appendices

- App1. Emergency contacts and telephone numbers
- App2. Fire plan drawing(s)
- App3. Project team emergency procedure
- App4. Phasing Schedule

1. Organisation

- 1.1. Prior to work commencing, the project manager should nominate a fire safety co-ordinator who will liaise with the emergency services, providing contact names and a location plan of access points to the site.
- 1.2. The project manager should develop fire and emergency procedures and ensure that all personnel are aware of them.
- 1.3. The project manager should complete the emergency telephone numbers in appendix 1 and in case of fire posters, and display both in prominent positions in offices and canteens.
- 1.4. The project manager should arrange for regular inspections and maintenance of all emergency equipment, and to record the findings on the appropriate form.
- 1.5. Key appointments
Fire Safety Co-ordinator:

Deputy:

Fire Marshall's (if required):

Project manager to ensure those appointed have received appropriate training and that fire safety co-ordinator has access to copies of Fire Safety in Construction Work (HSG168) and Joint Code of Practice for Fire Prevention and Construction Sites.

2. Fire arrangements

- 2.1. Information extracted from pre-construction information pack; particularly relating to client requirements:
-

Fire extinguishers in Temporary Accommodation & Building

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2.2. Combustible waste

Combustible rubbish will be cleared, as necessary

The rubbish be stored in a closed metal skip with lockable doors

2.3. Flammable substances / liquids and Liquid Petroleum Gas (LPG)

A limited amount of acetylene, propane and oxygen will be used on site; bottles when not in use will be kept in a locked cage.

2.4. Temporary protective coverings

N/A

2.5. Ignition sources

1. Smoking is only permitted in the compound by the Canteen in the designated shelter
2. Any hot works, including cartridge tools will require a hot works permit

2.6. Hot works procedures

The project will implement hot work permits

3. General fire precautions

3.1. Information extracted from the pre-construction information pack

Nothing of relevance

3.2. Fire points

The fire points will consist of two water, one powder & one CO₂ extinguisher, a bucket of sand, rotating fire bell & air horn

3.3. Inspection and maintenance of fire-fighting equipment

Inspected by SM or PM weekly

Annual servicing of extinguishers by supplier

3.4. Means of raising alarm

Manual alarm bells and air horns will be placed at fire points

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3.5. Emergency power and lighting

Emergency lighting will be fitted as necessary to Airdome

3.6. Escape routes

Fire Escape routes will be signed and adjusted as the work proceeds to the building

3.7. Temporary accommodation

The temporary accommodation will be fitted with emergency lights and smoke detectors

3.8. Facilities

Modular accommodation and welfare facilities will be provided

The areas under any jackleg units will be protected by steel mesh

4. Emergency arrangements

4.1. Action in event of a fire

In the event of fire, the person discovering the fire is to:

1. Shout for assistance and alert others nearby. Operate the nearest fire alarm to initiate the fire alarm sounders.
2. Call the fire service (from a telephone in a safe location) to give them details of the exact location and if known, the type and cause of the fire.
3. If the fire is still small (waste paper bin size), attempt to extinguish it using the appropriate type of fire-fighting equipment and ONLY IF SAFE TO DO SO. If you find you cannot contain the fire, abandon fire fighting and:
 - a) If the fire is too big to tackle, leave the building by the safest route and await the arrival of the fire service
 - b) When the fire service arrives, direct them to the site of the fire and give any other assistance that they ask. You may have COSHH data sheets for any chemicals etc. that may be present in the building
 - c) Report information about the fire to the ABF Operations staff.

4.2. Action in the event of a fall from height

- **Rescue from any working area in height in relation to the building works.** The main access routes up and down the building will comprise staircases, either the permanent stairs or in the case of scaffold structures, proprietary staircases such as Layher and Haki. Stairs formed from scaffold components are also acceptable. Secondary means of access may comprise ladders at the correct angle and properly installed. However, a means of rescuing a stretcher bound casualty from any area or level using stairs will be the minimum standard.

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- **Rescue from suspension in a safety harness.** There may be instances where the use of fall arrest safety harness systems will be employed. Whilst it is acknowledged that these are a last resort, second even to restraint systems, there is a likelihood of their use e.g. by scaffolders during scaffold erection / dismantling. Other suspension rescue means will be provided by Morgan Sindall in the form of Mobile Elevating Work Platforms (MEWP) and scaffold towers. The means of proposed rescue will change throughout the project according to activities ongoing at the time but a means of rescue will always be available, with the aim of providing the quickest means possible to eliminate the risk of suspension trauma.
- **Rescue from personnel at height from safety netting.** The rescue provision for safety net containment will be agreed in advance of relevant work at height activities. It will comprise either scaffold tower or MEWP depending on other work requirements and ground / floor surface conditions. If a person in the safety net could not climb out, the net would be cut from beneath whilst avoiding injury to the person in the net, and the person lowered onto the platform beneath.
- **Rescue from personnel at height on the tower crane.** The rescue provision for erection and maintenance crews is the responsibility of the of the crane hire company and their proposed means of rescue for a suspended or non-suspended casualty will be agreed in advance of tower crane erection. The rescue of the tower crane operator in the event of injury or illness will be managed by Morgan Sindall. Initial action will always be attendance by a named first aider equipped with a first aid satchel. Discussions in advance with the local fire and rescue service will determine whether they can undertake any subsequent rescue dependent on the equipment resources and likely response times. If they cannot, then the services of specialist subcontractor will be employed to provide the equipment and training to a nominated site 'crane team' selected from the Morgan Sindall site management team. The equipment used will depend on the exact circumstance, types of crane etc., but will normally include a controlled descent device to lower a casualty safely to the ground.

Confined space rescue

- Entry into confined spaces would require rescue procedures and equipment and this is a requirement of the Morgan Sindall confined space entry permit. No such permit is to be issued without prior knowledge and involvement of the Morgan Sindall SHE adviser
- All rescue provisions are to be practiced on a basis to be determined subject to SHE adviser guidance.

4.3. Action in the event of a service utility failure

If a service utility (gas, electricity and water) to the building and surrounding area fails, contact the local facilities management and/or service provider as listed at the back of this fire and emergency plan.

4.4. Action in event of a water leak

On discovering a water leak:

1. Discover where the water is coming from
2. If the leak is not serious, place a suitable container to temporarily contain the leak and move or cover any materials, equipment or furniture to minimise water damage. Switch off or otherwise protect any electrical equipment or lighting that may be in danger of getting wet and thus becoming potentially dangerous to life
3. If the leak is serious and there are not visible means of stopping it or turning off the source, take necessary steps to minimise further damage as in step 2

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4. Locate and isolate the source of the leak and take such measures as are necessary to contain the leak, or divert it from areas where it might cause damage
5. For mains water leaks on deeds to wash basin taps and Water Closet's (WC's) etc., isolate the supply at the nearest upstream stopcock
6. For hot water leaks, switch off the water heater and isolate the water intake at the upstream isolating stop valve to the water heater
- 4.5. Action in event of an explosion
In the event of an explosion due to gas leak, volatile fuel leak, (or by a bomb), on site staff should proceed as follows:
 1. The responsible person should contact the emergency services – dial 999 or local arrangement. Inform them of a major incident due to explosion within / outside the building
 2. Sound the alarm and evacuate the building / area as quickly as possible
 3. Be aware of additional explosions
 4. Ensure all access is freely available to emergency rescue services e.g. digital door lock codes
 5. Assess the need for any further action to make the area safe from damaged services
 6. Management staff is to inform the local HSE office of major incidents [SH PRO 2](#).
- 4.6. Action in event of a structural failure
The requirement for action in event of structural failure is dependent on the cause and degree of failure and its effects.
 1. In a catastrophic situation, with major structural collapse and severe damage, injury to public, etc., the worst-case needs will be like that for an explosion
 2. For a minor structural collapse however, the action may be restricted to cordoning off the area from the public until the structure is made safe
 3. Project management staff and security staff must assess the needs according to the arrangements and act accordingly
 4. Project management staff: inform the local HSE office of all incidents involving structural failure and accidents occurring within a public area, or when persons are injured.
- 4.7. Action in the event of a spill
Emergency spill response procedure is as follows:
 - Stop work immediately and prevent any further spillage
 - Eliminate any sources of ignition
 - Assess the situation. Ensure that appropriate PPE is worn. Do not put yourself at risk
 - Contain the spill has not entered any drains, ditches or watercourses
 - Notify you line manager giving the following information:
 - Danger of entering drainage / water
 - Danger of environmental harm
 - Materials involved
 - Location of incident
 - Reason for pollution

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- Quantity involved

A SPILL RESPONSE KIT will be provided and located on your site and in the site compound, as appropriate.

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Emergency contacts and telephone numbers

Project:	Central Avenue, Port Talbot				
Address:				Post code:	SA12 7AX
Telephone no.:	TBC	Fax no.:	TBC	GPS co-ordinates:	OS Grid - SS7394992789
Name		Role			Contact number
Morgan Sindall					
Rob Williams		Area Director			07896 094155
Gary Owens		Operations Director			07786 254525
Phillip Davies		Bid Manager			07971 106410
Paul Hugill		SHE Adviser			07712 868047
Paul Hugill		Environmental Manager			07712 868047
Area Office		5, Cae Gwyrdd, Greenmeadow Springs Business Park, Tongwynlais, CF15 7AB			029 20 811398
Client					
Enforcing authorities					
HSE		Government Buildings, Phase 1, Ty Glas, Llanishen, Cardiff, CF14 5SH			0345 300 9923
NRW		Rivers House, St Mellon's Business Park, St Mellon's, Cardiff, CF3 0EY			0300 065 3000
Neath Port Talbot CBC		Neath Port Talbot CBC Civic Centre, Port Talbot SA13 1PJ			01639 686868
Emergency Services					
Fire and rescue service		Mid and West Wales Fire Brigade, 174, Cimla Road, Neath, SA11 3UH			E: 999 Tel: 0370 6060699 Fax: 01267 220562 Email: mail@mawwfire.gov.uk
Ambulance service		Welsh Ambulance Services NHS Trust Trust Headquarters, HM Stanley Hospital St. Asaph, LL17 0RS			E: 999 Tel: 01745 532900 Fax: 01745 532901
Hospital (A&E)		Morriston Hospital, Heol Maes Eglwys, Morriston, Cwmrhydyceirw, Swansea			Tel: 01792 702222

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	SA6 6NL	
Police	South Wales Police, Neath Police Station, Gnoll Park Road, Neath, SA11 3BW	E: 999 T: 101
Other		
Gas	Wales & West Utilities	0800 111 999
Electricity	Western Power	0800 6783 105
Water	Dŵr Cymru	0800 052 0130
Sewerage	Dŵr Cymru	0800 085 3968
Telecom	BT Openreach	0800 783 2023
Cable	Virgin	0800 052 0800
Other (<i>insert details as relevant</i>)		

Prompt: To find the nearest A&E go to <http://www.nhs.uk/Service-Search/Accident-and-emergency-services/LocationSearch/428> and consider printing off larger maps or directions to hospital and keep in an accessible place (e.g. next to first aid box in the event that someone has to drive to hospital).

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Fire plan drawings

The fire plans are on the noticeboards and are updated weekly.

Hospitals

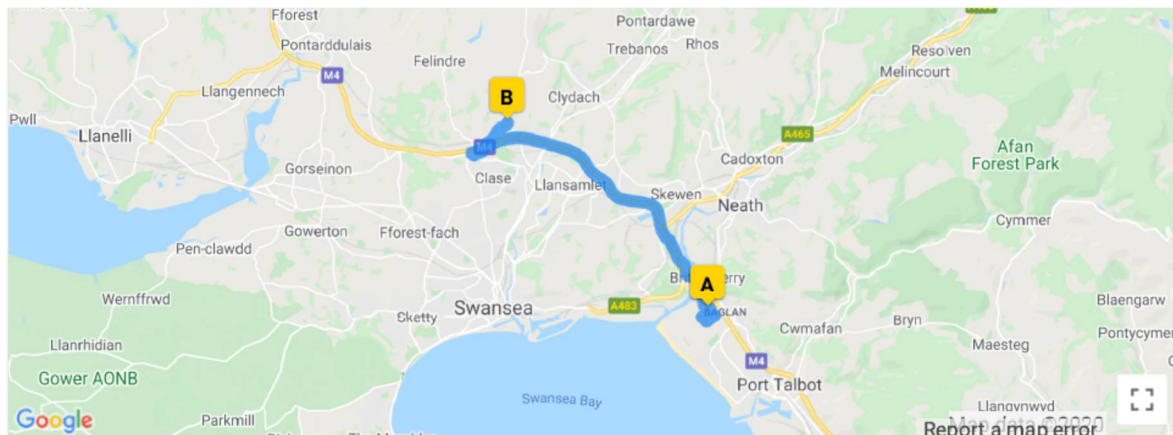
Route to Morriston Hospital (A&E) – See overleaf

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From: Baglan, Port Talbot SA12 7AX, UK

Distance: 10.3 miles

To: Morryston Hospital Accident and Emergency, Heol Maes Eglwys, Cwmrhydyceirw, Morryston, UK

Time: 15 mins

Distance	Directions	Total
Start:	Baglan, Port Talbot SA12 7AX, UK	
0.0	Head south-west towards Street No 21 Restricted-usage road	0.0
0.2	Turn left onto Street No 21 Restricted-usage road	0.2
0.2	Turn left onto Rd No 3 Partial restricted-usage road	0.3
0.3	Turn left onto Central Ave	0.6
0.4	Turn right towards Brunel Way	1.0
0.0	Turn left onto Brunel Way	1.0
0.6	At the roundabout, take the 1st exit onto A48	1.5
1.3	Merge onto M4	2.9
6.0	At junction 46 , take the B4489 exit to Llangyfelach/Felindre	8.9
	Llangyfelach B4489 Felindre	
0.2	At the roundabout, take the 1st exit onto Clasemont Rd/A48	9.1
0.1	At the roundabout, take the 1st exit onto Pant Lasau Rd	9.2
0.9	At the roundabout, take the 1st exit onto Mynydd Gelli Wastad Rd Destination will be on the right	10.0
0.3	Arrive: Morryston Hospital Accident and Emergency, Heol Maes Eglwys, Cwmrhydyceirw, Morryston, UK	10.3

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Distance	Directions	Total
Section time: 15 mins 38 s, Total time: 15 mins 38 s		

Project team emergency procedure

Link to [SH PRO2 Accident and incident investigation and reporting](#)

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Appendix F Traffic Management Plan (TMP)

1. Introduction

This plan describes the access / egress arrangements for vehicles and pedestrians onto the Swansea Bay Technology Centre construction site, the movement of vehicles in and around site and the off-loading of stores and materials.

The plan will be regularly reviewed and revised to allow for the development of the site and the environment. This will be done by the manager with the responsibility for logistics with assistance from the project manager and project safety advisor.

2. Site description

The site is located on Central Avenue, Port Talbot, SA12 7AX (OS Grid - SS7394992789 & what3words retail.those.scenes). The nearest building is the Baglan Bay Innovation Centre.



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Routes to site from M4

From West – M4 Junction 42, A48, A4241 and then Central Avenue

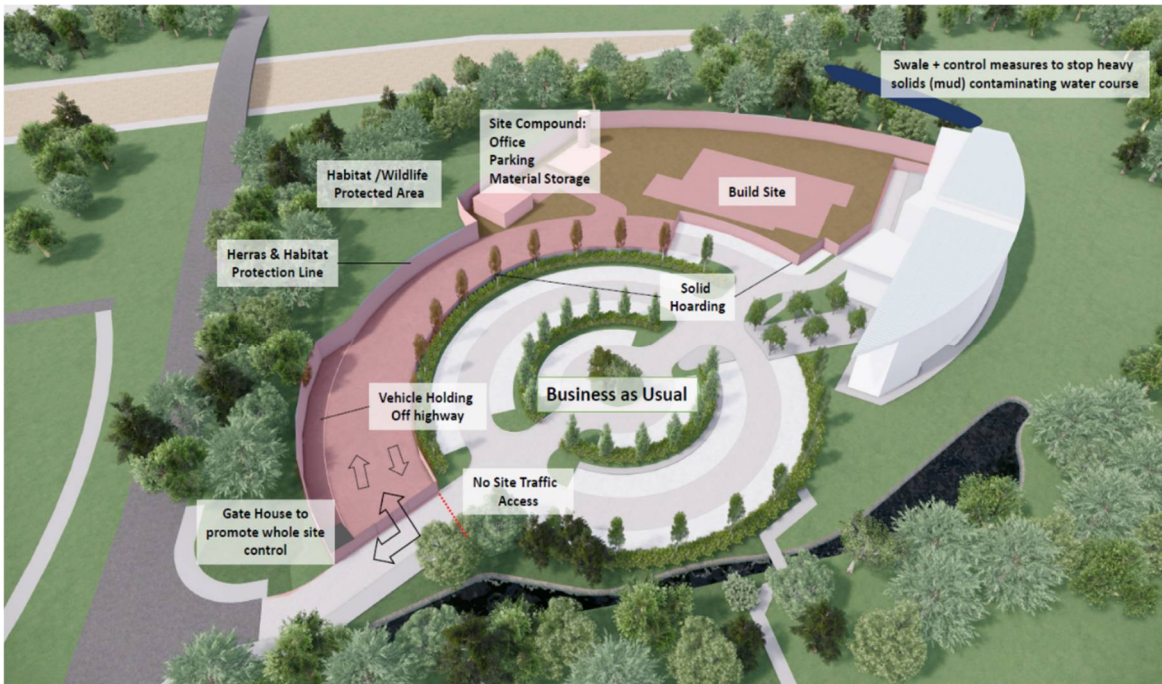
From East – M4 Junction 38, A4241 & Central Avenue



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Site Traffic Pan



Safe workplaces

- a. Pedestrians and vehicle separation
- b. Loading / off loading and storage areas
- c. Public protection
- d. Information

3. Safe vehicles

- a. Vehicle selection
- b. Vehicle inspection and maintenance

4. Safe driving and working practices

- a. Reversing only with a Banksman
- b. Loads – Inspected before entering/leaving site
- c. Drivers / operator - Certificated
- d. Signallers – Certificated
- e. Safe working practices for specific vehicles – See Trade Package Method Statement & RA

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- f. Adoption of CLOC principles

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Site layout plan

A site layout plan marked up with traffic routes and key installations is produced and displayed. It is regularly reviewed and forms part of the induction process. The layout will be well presented and easily understood by any persons. If necessary, the information below maybe depicted on more than one layout.

Site Set-up, Direction of Build & Traffic Circuit – See separate plans

6. Managing construction transport – duty holders

Vehicle movement plans will be produced by PM, implemented by SM and policed by Banksman

7. Risk assessment

Summary of control measures to ensure safe site traffic routes should include:

	Vehicle routes	Pedestrian routes
Site entrance	Adequate sight lines, signs, maps, security and vehicle management procedures.	Separate entrance point, signs, and instructions.
Parking areas	Separate site vehicle, delivery and worker parking areas. Provide temporary lorry parking / holding area by the site entrance to manage deliveries and allow vehicles to turn away from site if not allowed to enter site.	Provide safe pedestrian routes from parking areas to offices, welfare facilities and workplaces. Provide clear signs and instructions to workers.
Office and welfare facilities	Locate offices and welfare facilities and other areas of frequent pedestrian activity away from primary site traffic routes. Provide signs and pedestrians and vehicle control measures where vehicle routes cross pedestrian routes.	Provide safe pedestrian routes from parking areas to workplaces. Provide clear signs and instructions to pedestrians.
Primary traffic routes	Primary traffic routes should allow the safe passage of site and delivery vehicles away from pedestrian routes. Establish one-way systems where possible.	Establish primary pedestrian routes which provide safe access to work areas, away from main vehicle routes where reasonably practicable. Provide physical protection where pedestrians are at risk of being struck by vehicles or their loads. Establish crossing points and pedestrian control measures where necessary.
Secondary traffic routes	Define safe routes for all vehicle operations on site.	Provide protected pedestrian routes in areas where vehicles regularly pass.
Storage areas	Locate storage and loading areas away from areas of frequent pedestrian activity.	Provide separate pedestrian access, clear signs and instructions to workers.
Vehicle facilities	Locate vehicle washing areas, sheeting gantries and weigh bridges off primary vehicle routes.	Provide safe pedestrian access across vehicle routes to all places of work.

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Driver / operator rules

12- essential rules to safe use of vehicles

Zero tolerance – your licence to work

1. Used designated turning areas
2. Do not reverse unless absolutely necessary and then only with the assistance of a competent signaller
3. Use visibility devices when manoeuvring e.g. CCTV, mirrors
4. Ensure safe systems of work are followed
 - Use designated reversing areas
 - Fit and use radar proximity devices
 - Maintain communication and visibility with signallers during reversing operations
5. Use warning lights and alarms when reversing
6. Ensure site speed limit is maintained
7. Load and unload vehicles on level ground in areas away from passing traffic, pedestrians and overhead hazards
8. Only operate vehicles if you are competent and authorised to drive them
9. Carry out all daily checks on your vehicle and report defects immediately to your supervisor
10. Follow site procedures and comply with site rules
11. Do not allow passengers to ride on vehicles unless safe seating is provided
12. Ensure loads are safe and secure to transport.

Hazard identification and control measures

Key hazard identified	Significant risk and who may be harmed	Control measures
Restricted site access	Striking pedestrians and operatives.	Establishment of segregated vehicle and pedestrian route onto and off the site. Refer to appendix A.
Restricted road and pedestrian access around the site	Striking site personnel and temporary / permanent structures.	Establishment of segregated vehicle and pedestrian routes around the site. Refer to appendix A Establish warning signs.
Site visitors	Being struck by vehicles.	Establishment of segregated vehicle and pedestrian routes around the site Refer to appendix A. Visitors must wear high visibility garments whilst out on site. All visitors must always be accompanied.
Steep gradients	Overtaking vehicles – driver/personnel injury.	Select appropriate vehicles for site conditions. Keep gradients to a minimum.
Vehicles reversing in	Striking site personnel	Where possible provide one-way route through the

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Key hazard identified	Significant risk and who may be harmed	Control measures
confined areas	and other vehicles.	site to eliminate reversing. Vehicles must always have visual warning light on. Vehicles must have audible alarm warning when reversing. Trained banksman must be in attendance.
Vehicles being unloaded adjacent to the site gates	Injury to passing pedestrians.	Temporary road barriers must be erected when gates are left open. Banksman to be in attendance.
Site personnel	Site personnel being struck by vehicles.	Establishment of segregated vehicle and pedestrian routes around the site Refer to appendix A. Pedestrian routes must be identified by blue netting and signage etc. Operatives must wear high visibility garments whilst out on site. All site personnel must undergo a site safety induction before starting on site, which will cover vehicle segregation and site rules.
Vehicles entering and leaving site	Striking pedestrians, site personnel and other vehicles.	Security to control and monitor incoming and outgoing vehicles. All vehicles to be controlled by trained and competent banksman. Vehicles cross over's to be constructed at all gates. Site hoarding erected around the exposed sections of the project to deny access to the general public.
Vehicles picking up mud on wheels	Leaving mud on the highways causing road traffic accidents and accidents to pedestrians.	Outgoing site vehicles must enter the wheel wash before leaving site. Excessive mud on wheels to be removed by jet wash. Drivers to check wheels for excessive mud before leaving site. Road Sweepers where applicable
Vertical edges	Falling of vehicles and vehicle loads. Injury to site personnel	Road barriers must be installed to vertical edge. Timber baulks to be positioned at least 1m back from edge. Earth berms. Controlled speed limit.
Cranes, HIABs & Telehandlers	Injury to pedestrians and site personnel	Ensure all outriggers are positioned correctly. Ground is stable and able to support equipment
Concrete pumps overturning	Injury to pedestrians and site personnel	Ensure all outriggers are positioned correctly. Ground is stable and able to support equipment
Obstructions and services	Overturning of vehicles. Damage to installed structure.	Highlight obstructions and services.
Noise and vibration and emissions	Effects on site personnel and pedestrians.	Vehicles to be regularly inspected and maintained.
Drivers lacking competence	Out of control vehicles. Striking site personnel	All site drivers to have a current certificate of training achievement and to be competent.

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Key hazard identified	Significant risk and who may be harmed	Control measures
	and damage to structures	Drivers to receive adequate supervision and monitoring.
Vehicle arrival and departure	Site congestion. Striking site personnel and pedestrians. Causing road traffic accidents. Vehicle drivers being struck by another vehicle or load.	Security to control and monitor incoming and outgoing vehicles. Drivers must wear mandatory PPE when out on site. All drivers to be issued with driver's rules. Refer appendix B.
Key hazard identified	Significant risk and who may be harmed.	Control measures.
Speeding vehicles	Striking pedestrians and other vehicles.	All vehicles to observe the site speed limits. All drivers to be issued with driver's rules. Refer appendix B. Speed humps installed where necessary.
Loading and unloading of vehicles	Striking site personnel.	All loads to be unloaded under the supervision of a trained and competent banksman.
Disruption to the local traffic and highways	Causing congestion and possible road traffic accidents.	Vehicles to use the designated approach roads.
Non site vehicles entering the site	Striking pedestrians, site personnel and other vehicles.	Security to monitor incoming and outgoing vehicles. Signs to be displayed on approach to site roads.
Water Hazard	Vehicles entering water – drowning risk for driver/operators, recovery, obstruction to shipping & pollution	Banksman & stop blocks

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Specific detailed drawings / sketch (marked up Site Traffic Management layouts)

See Section 5

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Appendix G Site service plan

See Appendix A of PEP

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Appendix H Project safety and security site rules

Essential rules to maintain safe working

1. Read, understand and follow the task specific method statement. If you cannot work safely, then stop and reassess the risk and adapt the method statement with your supervisor. Remember – no method statement – no work
2. Ladders / step-ladders only to be used where identified by risk assessment and authorised by permit to work
3. Remove waste and any materials not required as work proceeds and at the of every shift
4. 'Permit to work' areas and associated control measures must always be strictly adhered to
5. Work at height access equipment to be erected by trained personnel only
6. always Maintain clear access / egress routes, do not create slip, trip and fall hazards. Store material and equipment in the agreed allocated areas
7. Electrical plant, hand held tools and leads to be properly tested on a regular basis. Do not use unsafe equipment on site, report any defects and keep leads tidy
8. Safety helmets, high visibility clothing, safety footwear, gloves and light eye protection are always mandatory on this site. Additional items of PPE to be carried / used according to risk assessment requirements e.g. goggles, ear protection, mask / respiratory protection.

The wearing of shorts is not acceptable, and a minimum of a short-sleeved tee-shirt is required beneath high visibility clothing
9. Understand the site fire strategy, the interface with adjoining operational areas and the impact your work may have on others
10. Do not smoke other than in designated areas
11. The use or possession of drugs / alcohol on site is strictly prohibited
12. Only operate plant / tools if you are training, competent and authorised to do so
13. Avoid site loading of structures caused by stacking materials against fencing, hoarding and temporary structures such as scaffolds and falsework systems
14. Eating and drinking is not permitted on site areas and must be restricted to the facility provided
15. The use of foul language and threatening behaviour will not be tolerated
16. Mobile phones should not be used whilst operating plant or machinery, and calls should only be taken / made when in a position of safety
17. The use of radios and personal music devices is not permitted.

(insert any specific client rules)

Attachment – SH7 FRM2 Temporary Works Schedule

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