



Construction Phase Plan

Project title:

LLYS WERN 3 (SA10 7SN) 5 x 2 BEDROOM BUNGALOWS (New Build)

KEEBLE WHELAN INTEGRATED CONSTRUCTION (KWIC) Ltd, 88 LLANLLIENWEN
ROAD, YNYSFORGAN, SWANSEA, SA6 6LU.

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This Construction Phase Plan is prepared to comply with the requirements of the Construction (Design and Management) Regulations Amendments Issued Since Publication

Amendment No.	Date	Text Affected

INTRODUCTION

The primary purpose of this document is to act as an aide-memoir for Contract/Project Managers and Supervisors to consider the matters (aspects) which should be included in the Construction Phase Plan. Some of the items listed may not be relevant to a specific project.

It is the responsibility of the Project and Contract Managers to determine the level of detail required in the Plan. The detail should be directly proportional to, and determined by the Health and Safety risks of the project. Projects involving minimal risks will call for simple straightforward plans. Large projects or those involving significant risks will require more detail.

Before the construction work starts it is imperative that the Construction Phase Plan has been prepared and communicated to relevant personnel.

Not all information relating to the project may be available to develop the Construction Phase Plan fully before construction work begins. However, site layout drawings covering the project at different stages, completed design information and the Pre-Construction Information are valuable sources of information in developing the Construction Phase Plan to ensure that the risks are properly controlled.

Principal Contractor Duties

- (a) Satisfy themselves that the Client is aware of their duties, that a CDM Co-ordinator has been appointed and HSE notified before they start work.
- (b) Make sure that they are competent to address the Health and Safety issues likely to be involved in the Management of the Construction Phase.
- (c) Ensure that the Construction Phase is properly planned, managed and monitored with adequately resourced, competent site management appropriate to the risk and activity.

- (d) Ensure that every Contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site.
- (e) Ensure that all Contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from Contractors for information should be met promptly.
- (f) Ensure safe working and co-ordination and co-operation between Contractors.
- (g) Ensure that a suitable Construction Phase Plan ("the Plan") is:-
 - (i) Prepared before construction work begins
 - (ii) Developed in discussion with, and communicated to Contractors affected by it.
 - (iii) Implemented, and
 - (iv) Kept up to date as the project progresses
- (h) Satisfy themselves that the Designers and Contractors that they engage are competent and adequately resourced.
- (i) Ensure suitable welfare facilities are provided from the start of the Construction Phase.
- (j) Take reasonable steps to prevent unauthorised access to the site.
- (k) Prepare and enforce any necessary site rules.
- (l) Provide (copies of or access to) relevant parts of the Plan and other information to Contractors, including the self-employed, in time for them to plan their work.
- (m) Liaise with the CDM Co-ordinator on design carried out during the Construction Phase, including design by Specialist Contractors and its implications for the plan.
- (n) Provide the CDM Co-ordinator promptly with any information relevant to the Health and Safety file.
- (o) Ensure that all the workers have been provided with suitable Health and Safety Induction, information and training.
- (p) Ensure that the Workforce is consulted about Health and Safety matters.
- (q) Display the Project HSE Notification form.(F10)

Summary

- Plan, manage, monitor and coordinate the construction phase of a project. This includes:
 - Liaising with the Client and Principal Designer;
 - Preparing the construction phase plan;
 - Organising cooperation between contractors and coordinating their work.

- Ensure:
- Suitable site inductions are provided;
 - Reasonable steps are taken to prevent unauthorised access;
 - Workers are consulted and engaged in securing their health and safety; and
 - Welfare facilities are provided.

Prompt	Plan Details
1. CONSTRUCTION PHASE PLAN	
(a) <u>Project Description and Address</u>	Design and Build of 5 No 2 Bedroom Bungalows for Tai Tarian at Llys Wern, Caerwern, Neath, SA10 7SN.
Key Dates of the Construction Phase	Start: 2 nd November 2020 Completion: 9th August 2021
(b) <u>Client Details</u>	Tai Tarian
Name:	Andrew Hall – Development Manager
Address:	Tai Tarian, Ty Gwyn, Brunel way, Baglan Energy Park, Neath, SA11 2FP
Telephone No.	01639 506603
Mobile No.	078911813611
e-mail address:	Andrew.Hall@taitarian.co.uk
<u>Designer Details</u>	iPlan Architecture Limited
Name:	Carl Quick
Address:	11 Ffordd Y Mellion, The Links, Machynys, SA15 2EX
Telephone No.	07765660189
Mobile No.	carl@iplanarchitecture.co.uk
e-mail address:	
<u>Principal Designer details</u> <u>(for notifiable projects only)</u>	As Above
Name:	
Address:	

Telephone No. Mobile No. e-mail Address:	
<u>Principal Contractor</u> Name:	KWIC Ltd Rod Keeble and James Whelan
Address:	88 Llanllienwen Road, Ynysforgan, Swansea, SA6 6LU
Telephone No. Mobile No. e-mail Address:	(Rod Keeble & James Whelan) 07881580912 & 07814821610

Prompt	Plan Details
<u>Sub-Contractor (add sections as necessary for each Contractor)</u> Name:(To be inserted as agreed with Tai Tarian) Address: Telephone No. Mobile No. e-mail Address:	

Prompt	Plan Details
(c) <u>Extent and Location of Existing Records and Plans that are relevant to Health and</u>	Include and reference information if available

Prompt	Plan Details
(c) <u>Arrangements for:-</u>	
Regular liaison between parties on site	Frequency and method to be established in Pre-Contract meeting.
Consultation with the Workforce	Via Site Induction, Team Briefings, Tool Box talks as and when required.
The exchange of design information between Client, Designers, CDM Co-ordinator and Contractor on site	Contract Supervisor and Administrator to liaise regularly and exchange information by telephone. Site meetings, e-mail and memos.
Handling design changes during the project	Design changes are not anticipated during this project. However, should the need for change arise, formal written notification between the Client's representative and the Principal Contractor will take place,
The selection and control of Contractors	Contractors used on this project will be appointed through a collaborative approach utilising local existing contractors from the Tai Tarian Select List. Documented safe systems of work will be provided to the Principal Contractor who will endorse them for suitability. On site monitoring will take place by the project team.
The exchange of Health and Safety information between Contractors	Via Method Statement and Risk Assessments, along with site meetings as appropriate.
Site Security	Work areas will be left in a safe condition out of normal work hours. Appropriate fencing, covers and signage will be utilised.
Site Induction	All employees will receive a site safety induction from the Tai Tarian site manager on their first day on site. See induction check list reference
On Site Training	Tool box talks as appropriate
Welfare facilities and First Aid	Adequate toilet, hand wash, drying and eating facilities will be provided within the welfare facilities All KWIC's supply chain will have appointed representatives who have received "Emergency First Aid" training. The Contract Supervisors are

	“Appointed First Aiders” First Aid kits are available at the site welfare cabin.
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Prompt	Plan Details
(c) <u>Arrangements for:-</u> The reporting and investigation of accidents and incidents including near misses The production and approval of Risk Assessments and written systems of work	All accidents and incidents will be reported to the Supervisor who will in turn submit an Accident/Incident report to the Health and safety Officer via form “HSF-01”. An investigation proportionate to the event will then be initiated. Where relevant, the HSE will be notified. In the event of an accident or incident on site, the priority will be to make the area safe and to ensure that any injuries are dealt with swiftly. Procedures outlined below that may follow such an incident are designed to enable KWIC Ltd to determine the causes of the incident in order to be able to prevent a recurrence. Risk Assessments will be provided for hazardous operations involved in the project. Method statements and permit to work systems will be introduced as applicable, and these will be mandatory for high risk activities. KWIC Ltd expects risk assessments from Subcontractors to follow the format advised in the HSE guidance: “5 Steps to Risk Assessment” and will check risk assessments follow this procedure before allowing a subcontractor to start work. Copies of all contractors risk assessments/method statements required are held in the Site Safety File. This will be updated as contractors are appointed through the lifetime of the project. The project’s contracts management team will ensure that all risk assessments and method statements have been briefed to all relevant personnel and keep records of briefings held on site. Where contractors are used to undertake the works, the site management team will review the risk assessments and method statements (RAMS). Where the work is identified as high risk, additional support will be provided by the H&S Advisor. To allow the review to be carried out in sufficient time subcontractors will be expected to submit their documents two weeks prior to the commencement of works where appointment allows.

(d) <u>Site Rules, including Drug and Alcohol Policy</u>	Contractors will not be allowed to work on this project until they have provided a suitable and sufficient Safe System of Works (RAMS) as appropriate and received a positive review back from the contracts management team. A RAMS Review Form will be attached to the document reviewed. Where required, a permit to work shall be issued by the Site Supervisor, the persons issuing and receiving the permit will sign it off and a copy of the permit will be held by both parties, when the work is complete the appointed person will check the work area before closing out the permit. Permits for this project will include: 1. Permit to carry out hot works. 2. Permit to break ground / excavate. 3. Permit to work on live electrics. Site specific Risk Assessments and Method Statements will be completed to a level of detail that will be proportionate to the risks involved in the project. 1. Report to the Site Co-ordinator on arrival at site and sign in. 2. Attend the site induction and act on what is said. 3. Read and work to your risk assessment/method statement – if you have any problems with the contents raise these with your supervisor immediately. 4. Wear the minimum personal protective equipment at all times. 5. Wear additional personnel protective equipment when it is deemed necessary for any specific undertaking or activity. 6. Ensure plant and tools are secure when left unattended preventing unauthorised use. 7. Do not use radios or personal music equipment on site. 8. Do not consume food or drink on site other than in the canteen. 9. Any operative suspected of being under the influence of drugs and/or alcohol will be told to leave site and their respective employer will be informed. 10. Inform the Site Co-ordinator if you have been prescribed medicines or have a
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	medical condition that may be relevant for the work that you carry out. 11. Do not interfere or misuse anything provided in the interests of health and safety. 12. If you require an adaptation to scaffolding, inform the Site Co-ordinator - do not attempt it yourself. 13. If you see any hazardous situations, tell the Site Co-ordinator the site in a tidy condition – trips and slips cause the majority of site accidents. 14. Store equipment in the designated areas only. 15. Report all incidents, spills, near misses and accidents to the Site Supervisor. 16. Ensure safe working practices are followed as detailed in individual risk assessments and method statements. 17. Be familiar with the location of first aid equipment, fire extinguishers, fire exits and the site assembly point. 18. Smoking is permitted in the designated area only. 19. All reversing vehicles must be marshalled until the vehicle is ready to be driven forward 20. Deliveries using mechanical handling equipment such as skip delivery or HIAB lorry mounted cranes will be under the control of a banksman. 21. No “Bombing” of materials on site. Any personnel who breach Health & Safety site rules will be subjected to disciplinary procedures
(e) <u>Fire and Emergency Procedures</u> Access for emergency vehicles Fire assembly points Names of fire wardens Types of extinguishers	Via Heol Llwyn Celyn (SA10 7SN) Entrance to site by site office. Rod Keeble, Nigel Bolton and James Whelan Water, CO2, Powder may be used Located at the site office during the initial phase of

Location of extinguishers	works. Additional extinguishers will be provided as work progresses in each plot.
Means of raising the alarm	A Claxon horn will be located in the site office. Remote fire sirens will be located throughout the building. This will be reviewed as work progresses.
Flammable material storage areas	Dedicated Fuel Storage area, if required Suitable Flammable COSHH Storage as required. The fire and emergency procedures shall be reviewed at regular intervals throughout the project's duration or following any incident. Regular workplace fire inspections will be carried out by the Site Co-ordinator. The Emergency Notice for this Project will be displayed on the site notice board. Details will be communicated to all personnel during their site induction.
Fire and Emergency Procedures	Contact details of key staff in the event, see Appendix G. In the event of a serious accident, an ambulance must be called to transport the injured person to hospital. Please be aware that using private cars can be dangerous, particularly as there may be injuries that cannot be seen. Fire Emergency 999 Water 0845 920 0800 Health & Safety Executive 0845 3450055 Electricity Emergency 0845 770 80 90 Gas Emergency 0800 111 999 Name of Hospital Moriston Hospital Address Moriston Postcode W10 6DZ Telephone number 020 8962 4656 Distance in miles 1.1(15 minutes)

Prompt	Plan Details
3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS (a) <u>Safety Risks including:-</u> Delivery and Removal of Materials (including waste) and work equipment taking into account of any risks to the public, for example during access to or egress from the site. Dealing with Services – Water, Electricity and Gas, including Overhead Power Lines and Temporary Electrical Installations.	The following significant risks are areas for KWIC Ltd to be aware of. Suitable management arrangements will be put in place to control hazards and will be covered in the site specific risk assessments and method statements for the works. Deliveries of materials and collection of waste will be co-ordinated by the site Supervisor. All deliveries will be met by a competent banksman when delivering to the site. Evacuation routes will be maintained at all times. All vehicles will be directed to approach the site as identified within the Traffic Management Plan, a copy will be sent to all site visitors and delivery companies prior to delivering to site. Clear signage will be displayed on the roads surrounding the site to warn of the presence of construction vehicles Deliveries or collections will be restricted to between 8.00am and 4.00pm. Permitted hours of working are: 1. Monday to Thursday 8.00am to 4.30pm 2. Friday 8.00am to 3.30pm 3. Saturday – 8.00am to 1.00pm (by agreement) 4. No work is permitted outside these times due to planning restrictions The neighbouring properties will be contacted prior to the commencement of site activities and provided with the contact details of KWIC Ltd staff to which they can raise any concerns regarding the works. Existing service records and site survey will be obtained to establish details of services on site and around the boundary, if applicable. All services installed on the site will be recorded so that they can be protected against accidental damage. The location of services (existing and newly installed) will be marked on site where possible. (HSE GS6) Overhead power cables will be assessed to determine the potential risk. Where appropriate, Western Power will be consulted and if necessary, will apply insulated sleeving to conductors.

Accommodating Adjacent Land Use Stability of Structures whilst carrying out Construction Work, including temporary structures and existing unstable structures.	N/A The temporary works listed in the table below are allowed for in the project. A Temporary Works Register will be used to control and monitor this element of the project. The temporary works procedure will be based on BS 5975 and the table within that document will be used for the risk category. If a Trade Contractor has a requirement for other temporary works, then this must be notified to the Contracts Manager who will update the Temporary Works Register. 1. Hoarding 2. Excavations 3. Scaffolding 4. Temporary Support
Preventing Falls	All work at height will be undertaken in accordance with the Work at Height Regulations 2005. All scaffolding will be erected in accordance with TG20:13 and SG4:10. Scaffold will be inspected in accordance with section 12 of the Work at Height Regulations. The following inspections will be carried out by a competent person Before first use as part of the handover from the scaffolder. 1. Every seven days if the scaffold has not be altered. 2. After every adaption. 3. After any incident that will affect the structural integrity of the scaffold e.g. heavy rain or strong winds. All scaffold inspection records will be kept on site until the end of the project and then in head office for a further three months. Forms will be kept with the site safety file. Scaffold towers will be erected by PASMA qualified individuals. Mobile Elevated Work Platforms will only be operated by IPAF qualified individuals. All excavations will be adequately protected by physical barriers to prevent any falls into the excavation. No person shall enter the excavation without a suitable rescue plan being produced and discussed as part of the risk assessment briefing.

Control of Lifting Operations	N/A Lifting Plans will be required for the following operations on site: 1. Lifting of steel beams 2. Lifting of Heavy plant or equipment into excavation e.g. excavators, temporary works 3. T.B.C 4. Lifting operations that do not require a Lifting Plan (such as standard lifts by forklift or excavator) will require a lifting checklist to be completed by the site team.
The Maintenance of Plant and Equipment	All plant, including the conveyor, will be inspected prior to use by the operator. A weekly report sheet will be required from each Contractor for the plant that they have on site. Certificates for any plant requiring thorough lifting examination on site will be presented to the Site Management prior to its use. Small tools will be 110v or battery powered. Electrical hand held tools will undergo a Portable Appliance Test every 3 months.
Work on Excavation and Work where there are poor Ground Conditions	All excavations will be undertaken within a permit to work system. A cable avoidance tool will be used by a competent person as part of the permit to work system. Work will be undertaken in accordance with HSG 47 "Avoiding Danger from Underground Services" Where a competent person deems it necessary to batter or shore an excavation a record will be kept of regular inspections in accordance with Regulation 22 of the Construction (Design and Management) Regulations 2015. POWER checks will be carried out by Operatives on small plant and tools in addition to scheduled test and inspections on plant.
Work on Wells, underground earthworks and tunnels	N/A

Prompt	Plan Details
(a) <u>Safety Risks including:-</u> Work on or near Water where there is a risk of drowning Work involving diving Work in a caisson or compressed air working Work involving explosives Traffic routes and segregation of vehicles and pedestrians Storage of materials (particularly hazardous materials) and work equipment Any other significant safety risks	N/A N/A N/A N/A See Traffic Management Plan (appendix H) Materials and equipment will be stored in a steel lockable container. Fuel will be kept to a maximum of 2 x 2 gallon containers. None
(b) <u>Health Risks, including:-</u> The removal of Asbestos Dealing with Contaminated Land	All asbestos related surveys and removals will be co-ordinated by the Tai Tarian Asbestos team. The removal of asbestos containing materials will be carried out only by a licenced contractor. Asbestos waste will be transported to a licenced site. Copies of transfer notes will be provided by the contractor The Site Investigation Report identified no levels of contamination. KWIC will arrange for further testing prior to removal of any spoil by a Specialist Waste carrier to an appropriate site if deemed necessary through further testing. Remediation Any contaminates to the soil/concrete will be removed from site by an approved licenced contractor to a licenced tip.

Manual Handling	Manual handling will be reduced as far as is reasonably practicable by the use of mechanical means. Where possible the manual handling risk will be reduced through the use of trolleys and pallet trucks. Sub-contractors will be required to consider the risk of manual handling tasks through their risk assessments and method statements. Operatives and sub-contractors will have appropriate Manual Handling awareness training.
Use of Hazardous Substances, particularly where there is a need for health monitoring	COSHH assessments will be carried out and communicated to employees for all substances in use.
Reducing noise and vibration	Noisy activities will be minimised where practicable. Suitable PPE will be worn. The standard required will be identified within the risk assessment and will be communicated to the operatives. Where necessary hearing protection zones will be established and clear signage posted to indicate their boundaries. Records will be kept by individual employers of exposure to vibration. KWIC Ltd will expect Subcontract employers to comply with their duties under the Control of Vibration Regulations 2005.
Work with ionising radiation	N/A
Exposure to UV Radiation (from the sun)	All operatives should remain covered with the exception of the face, sun Creams and hats are provided on request.
Any other significant health risks	N/A

Prompt	Plan Details
4. THE HEALTH AND SAFETY FILE	
(a) <u>Layout and Format</u>	Relevant documentation will be collated throughout the project and retained in the Scheme File. Information will include for example; Waste transfer notes Certification for services eg gas, electricity
(b) <u>Arrangements for the Collection and Gathering information</u>	As above
(c) <u>Storage of Information</u>	Relevant information passed to Client Officer
(d) <u>Responsibilities</u>	On completion of the pre-construction phase KWIC Ltd will take receipt of the Health & Safety File from the Principal Designer and continue to provide information to the end of the project. KWIC Ltd in liaison with their safety advisor will be responsible for compiling the health & safety information during and at the end of the project. During the construction phase of the project the health & safety information will be located and managed at the site office. On completion of the construction works the health & safety file will be submitted to the Client in both electronic and hardcopy format.

APPENDIX (A)
F10 HSE NOTIFICATION FORM
(As attached document)

APPENDIX (B)
PRE CONSTRUCTION INFORMATION
(Tai Tarian Tender Information)

APPENDIX (C)

PROJECT SPECIFIC RISK ASSESSMENTS

**Including;
General activities
Hand Arm Vibration**

(To be provided by Tai Tarian and individual sub- contractors)

APPENDIX (D)

METHOD STATEMENTS

Including;

Tai Tarian employee activities

Sub-Contractor activities

(To be provided by Tai Tarian and individual sub- contractors)

APPENDIX E

COSHH ASSESSMENTS

(To be provided by Tai Tarian and individual sub- contractors)

APPENDIX F

REFERENCES KWIC Policies and Procedures

The following documents will be provided by KWIC and the relevant Tai Tarian team or sub- contractor upon request:-

Policy Topic	Policy Reference
Health and Safety Policy	
Accident and Incident reporting and investigation	
Asbestos	
Construction Work	
Contractor and Sub contractor Management	
Control of Hazardous substances	
Driving at work	
Electricity	
Fire safety	
First Aid	
Hand Arm Vibration	
Manual Handling	
Noise at work	
Personal Protective Equipment	
Risk Assessment	
Safe Systems Of Work	
Working at height	
Work equipment	
Welfare	
Gas Safety	

APPENDIX G

EMERGENCY PROCEDURES AND TELEPHONE NUMBERS

Site Emergency Arrangements

In the event of; **FIRE** within the building you are working in;

- DO NOT attempt to fight the fire.
- DO NOT put yourself or others at risk
- Get out of the building by the nearest safe exit keeping a safe distance from the property
- Raise the alarm by operating a call point if applicable or call out to colleagues.
- Telephone the Emergency Services **999**
- Give them your name and the address at which the fire has occurred
- Do not leave the scene unless injured or advised to do so by the Emergency Services.
- Notify the Emergency Services of the nature of the fire..
- Contact your Supervisor and report the incident
- DO NOT return to the building until the Emergency Services have declared it safe to do so.

In the event of an **ACCIDENT or INCIDENT** resulting in injury or damage;

- If trained to do so, and the area is safe, administer First Aid
- DO NOT put yourself or others at further risk
- If required, contact the Emergency Services **999** and request medical aid
- Give the exact address and nature of the accident to the Emergency Services
- Contact your Supervisor immediately and advise them of the accident.

If your Supervisor is not available, contact one of the persons below and report the incident.

Name	Title	Works Telephone Number	Home/Mobile Tel' No.
Rod Keeble	Project Manager	07881580912	Mobile :07881580912
James Whelan	Contract Manager	07814821610	Mobile :07814821610
Nigel Bolton	Site Co-ordinator	07988779674	Mobile : 07988779674

APPENDIX H

Traffic Management Plan & Environmental Protection Statement



Llys Wern 3, Caewern, Neath

All work to be carried out as the agreed strategy listed below. Primary consideration whilst drafting this statement has been Health and Safety and the safety to the public and the workforce.

Foreword

This purpose of this document is to provide information which is relevant to the proposed construction work associated with the construction of new dwellings on Greenfield land to the top of Heol Llwyn Celyn, Caewern, Neath in accordance with the requirements of the Construction (Design and Management) Regulations 2015.

Key Considerations

- To enable pedestrians and vehicles segregation
- To keep pavements on Llys Wern and Heol Llwyn Celyn safe for pedestrian access at all times
- Unauthorised access to the site to be prevented
- Environmental impact assessment on surrounding area

Local / Community Impact

The site is situated in a relatively densely populated area in the heart of the Caewern Estate with numerous residential properties and recreational land in the vicinity including:

- Playing fields
- Residential dwellings

Whilst there is parking restrictions / enforcement surrounding the entrance area of the new development, there is the risk of traffic issues as a result of peak traffic flows, pedestrian traffic at busy periods and parking issues that our site management team will need to control.

Site Working Hours

The site working hours for the week are 8.00 am to 4.30 pm Monday to Thursday and Friday 8.00am – 3.30pm. Saturdays is 8.00am – 1.00pm (upon agreement)

Principle Contractor Details :-

KWIC Limited, 88 Llanllienwen Road, Swansea, SA6 6LU

Project Manager Phone Number - 07881 580912 (Rod Keeble)

Contract Manager Phone Number – 07814821610 (James Whelan)

Site Co-ordinator Phone Number – 07988779674 (Nigel Bolton)

Consideration to other Road Users

- The traffic management plan will be distributed to all parties concerned including but not limited to suppliers, direct trades, subcontractors, site staff and visitors at the outset. Any changes to the traffic plan will be communicated accordingly
- Signage erected to warn approaching vehicles of moving plant and speed restrictions
- Speed restriction on site traffic coming through the estate
- Minimise any obstructions on the public highway by maintaining a clear access to the site
- Keeping the road clean and well maintained
- Erect signs along Heol Llwyn Celyn

The parking of vehicles of site operatives and visitors – adjacent site compound

- The parking of site vehicles will be in a prepared car park with access from main entrance as site layout
- These vehicles will use the car park with consideration to residents
- The car park will be locked outside of working hours
- The car park will be regularly maintained to ensure it is kept clean and tidy and that no mud or rubbish carries onto the local highway

Loading and unloading of Plant and Machinery

- All loading and off-loading of plant and machinery will take place within the site boundaries within the site compound
- Access to the site will be through the main entrance and deliveries will be allowed between the hours of 08.00 – 16.00 hrs, although the majority will be prioritised between 9.00 – 15.00 hrs to avoid peak travel times.
- All reversing vehicles will be banked into the site using an experienced banks man

Storage of Plant and Materials used in constructing the development

- Outside working hours and when not in use the vehicles will be stored within to the site compound.
- All Plant and machinery will be fitted with anti-vandal shutters
- No Keys will be left in any machinery during out of hours
- A compound will be set up for the storage of materials which are to be used in constructing the Development
- Fuelling of all vehicles will take place next to the bunded fuel tank where spill kits will be stored in case required. (Additional spill kits will be kept in the site stores)

Site accommodation and compound



(KWIC notices will be displayed with contact details of the site management team as above)

Wheel washing Facilities and Surface Water run off

Although the volume of traffic from the site will be considerably lower than normal due to the re-use of topsoil and subsoil on site it will still be necessary to establish and maintain a wheel washing facility on site to prevent mud or dust from carrying out onto the road. This will be continually monitored throughout the contract period.

- A road sweeper will be brought in when necessary to ensure the roads are kept clean and tidy
- Gully covers will be covered with terram to prevent them from becoming blocked from dirt and mud build up
- Care will be taken during winter months to ensure water does not run onto the road where it may freeze causing a hazard
- The entrance to the site will be swept and washed regularly and whenever a build-up of excess debris/muck/clay occurs
- Regular inspections of manholes and local water courses will be carried out to monitor and prevent any interference from site activities

The Emission of Dust / Noise and Dirt during Construction

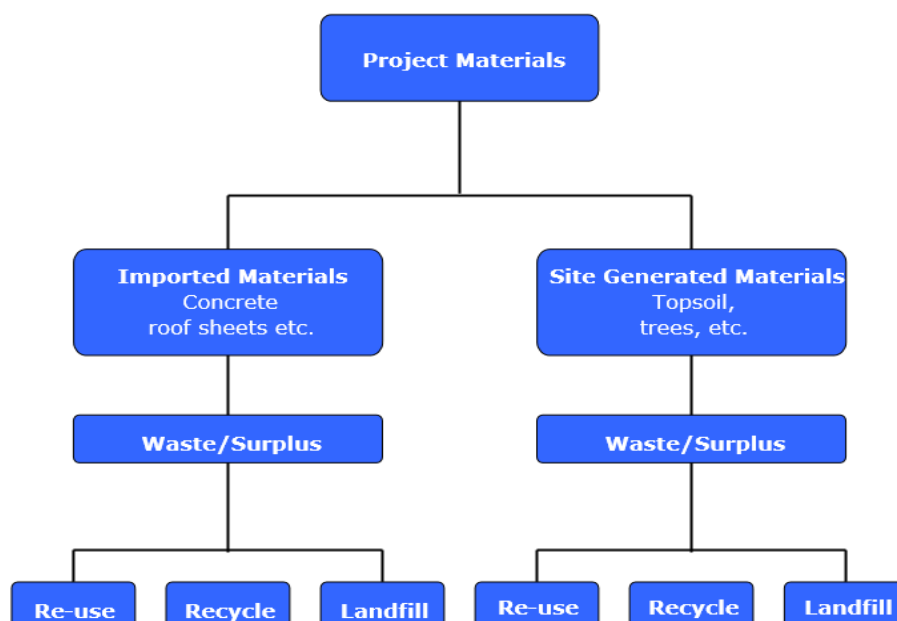
- As part of the environmental Risk Assessment the requirement for wetting down road surfaces and water suppression during construction activities such as the use of disk cutters will be identified
- Daily inspections will be undertaken by the site manager who will ensure such requirements are identified and that the appropriate actions are taken
- Site vehicles will be regularly checked and monitored for cleanliness to prevent dirt carrying out and present a good image
- Noise monitoring will be carried out at regular intervals during the construction phase, to minimise noise impact to the residents

Storage of Soil on Site

- It will be necessary to store topsoil on site which has been striped for the construction process to continue, this material will be carefully stored on site with bunds sealed to avoid water saturation and silt build up
- Shallow drainage trenches will be excavated around the bunds to contain water discharged during wet periods
- Where it is likely that silt may discharge off the site silt fencing will be erected to contain any discharge
- During dry periods, it may become necessary to dampen or cover the stored soil to prevent dust from becoming a nuisance

Waste Recycling during Construction Period

- The site will be monitored using our waste management system and as such all waste will be recorded
- Waste material will be segregated and stored in separate containers / skips
- The containers / skips will be supplied and changed by our chosen local waste recycle contractor who will then send the waste for recycling and report back as to the percentage of material recycled



Monitoring

- The skips will need to be monitored to ensure that contamination of segregated skips does not occur
- Therefore, we will advise regularly on how the waste management system is working
- We will continually review the type of surplus materials being produced and where we can change the site set up to maximise on re-use or recycling and the use of landfill will be the last resort
- The plan will be communicated to the whole project team regularly
- Updates will be communicated and discussed at Management and Health and Safety Committee meetings

Erection of Temporary / Semi Temporary Site Signage and Hoarding



- Signs will be displayed around the site and policed to control site traffic and maintain a site speed limit of 5MPH
- Direction signage will be erected to guide delivery drivers and visitors to the site entrance off Heol Llwyn Celyn
- Welfare signs for first aid post and assembly area will be visible on site

Communication with Residents and Emergency Services

- The Site Management team are to visit the residents to discuss general safety issues and offer support and open discussions regarding general site safety and safety awareness

- Regular meetings/communications will be held with the client's tenant liaison officer and, if available a representative of the local residents to ensure ongoing good relationships and standards of safety
- Contact details of the Site Team will be given to the residents in case of emergency as well as listed on a sign at the site entrance
- Where the site needs to deviate from working practices which could have an effect on the resident's discussions will be held to minimise disruption
- The Site Co-ordinator will contact the Emergency Services and suggest a site familiarisation visit to ensure that there would be no problems with access should an emergency occur

It is of utmost importance that the residents located on either side of the main access road are protected from the construction works and associated site traffic for the duration of the project

Liaison between All Parties

Liaison with Parties Involved in the Project

- Staff members of KWIC Ltd and all sub-contractors are required to cooperate fully with other parties involved in the projects for issues that affect health and safety arrangements on the project
- Regular project progress meetings will be held with the Client, Designers and other parties involved in the project to ensure liaison between the parties involved in the project
- Meeting minutes and any other relevant information will be circulated to the relevant parties involved in the project
- KWIC Ltd will ensure regular liaison is carried out between the site and local residents and local businesses
- KWIC Ltd has the ability to utilise its local supply chains warehouse facilities to progressively feed materials to the site 'Just in Time'. Bulk deliveries and other heavy materials can be delivered direct to site

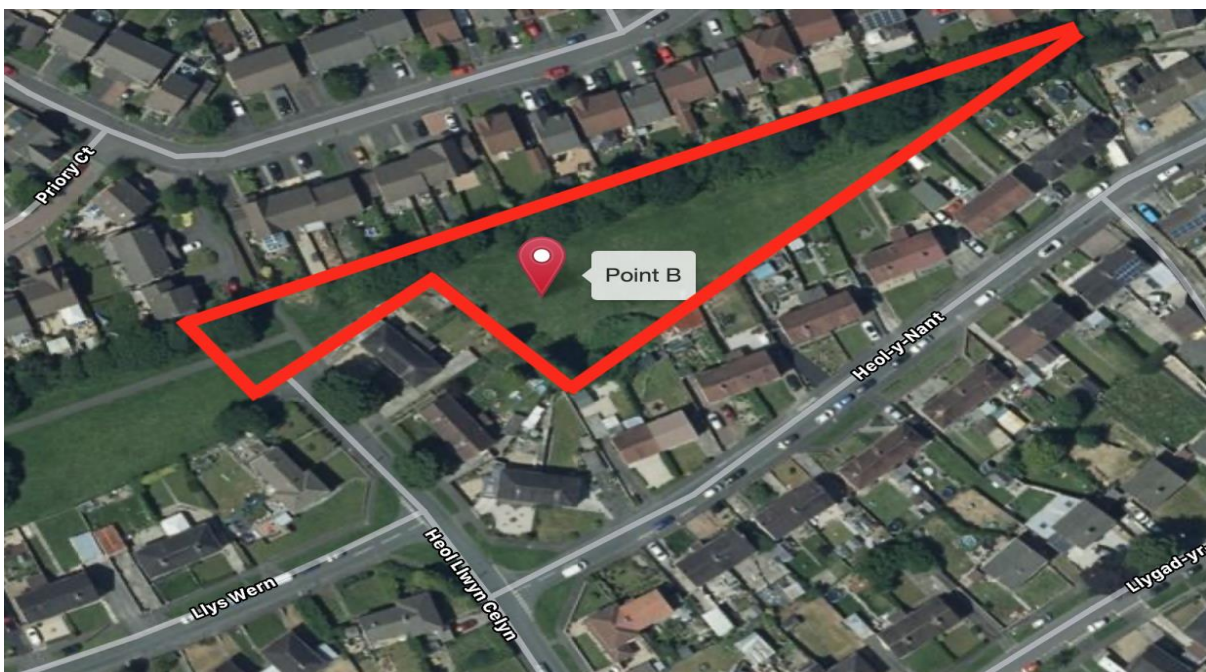
Health & Safety Information for Sub-Contractors

- All sub-contractors have been issued with relevant health and safety information during the tender process to allow them to resource and plan their works accordingly
- The Health and Safety Conditions for sub-contractors have been issued to every subcontractor and is applicable to this project
- Every sub-contractor will attend a pre-start meeting at which the sub-contractor Quality and Safety Summary is completed to identify duty holders, allocate responsibilities, record common facilities and identify high risk activities and associated controls
- Everyone prior to starting work on site will receive Induction Training at which time all appropriate health and safety information will be given
- In addition to the daily management and monitoring of site activities there will be specific Progress Meetings where health and safety will be discussed

Entrance to site

- Access will be strictly controlled into the site by use of a lockable gate
- All deliveries will be on rigid loads or on larger articulated loads with prior agreement of the Site Co-ordinator
- All shorter vehicles are unlikely to cause disruption or damage to the highway
- Signage will be erected on the hoarding to prevent unauthorised parking. A pair of double site access gates and an angled pedestrian access will be incorporated into the site entrance
- Signage will be erected to assist delivery drivers as well as sending directions to the site when placing orders
- All deliveries are to be unloaded within the safety of the site boundaries
- Peak delivery times to be between 9.00am and 3.00pm to avoid peak traffic times
- Pedestrian Traffic will be temporarily diverted across to the opposite footway to mitigate any risk to the walking public for access or deliveries during work
- There is a risk of a significant number of cars being parked on Llys Wern and Heol Llwyn Celyn immediately before the site, although it is our intention to create the infrastructure for vehicle parking within the site boundary at the earliest opportunity. We will deploy a parking monitor along the road to educate drivers to prevent a build-up of trade vehicles in this area
- Parking will be closely monitored on Llys Wern and Heol Llwyn Celyn to ensure access is maintained for deliveries.

The position of the site compound and car park will be located as shown on the site plan below:



Emergency services will be contacted to advise them of access arrangements

- Police, Ambulance, and Fire Brigade services are to be notified prior to commencement of works on site
- All services will be invited for a prestart familiarisation visit

Site Inductions and Toolbox Talks

- All site operatives and visitors will be inducted when first attending site
- The site induction will include slides on how to minimise environmental impact on the surrounding area and what procedures to take in the case of an emergency
- Signs will be erected on the site notice boards instructing workers to notify the Site Co-ordinator if any environmental issues occur or call National Resources Wales on 0300 065 3000.