

Superseded



Construction Phase Health and Safety Plan

For Project:
Maes Y Parc Housing development
Glyneath

DOCUMENT CONTROL SHEET

Revision	Changes/Comments	Prepared by:	Date
	First Issue	Stephen Euston	18/12/20

The completed Construction Phase Health and Safety Plan ('Plan') should be suitable and sufficient to suit the works. Irrelevant information both confuses the user and demeans the overall purpose. The management of the Plan (method for updates and persons responsible) is to be conducted by means of revising the Plan and reflecting the changes/amendments in the Document Control Sheet, as above. The Site Manager and Contracts Manager are responsible for ensuring the Plan is regularly reviewed (to be highlighted as part of the Progress meeting's agenda) and the necessary alterations and/or amendments are made to the Plan.

It should be noted that this Plan is a working document and is subject to change due to programmed succession of works e.g. change in site access arrangements, change in loading and lifting control measures, change in design and subsequent scheme of works, change in building/construction approach, etc.

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1.0 THIS HEALTH AND SAFETY PLAN

This Construction Phase Plan has been developed from the Pre-Construction Information Pack [PCIP] as provided by Bridgend Plant Ltd and will be further developed as the Project progresses through the construction phase.

This Health and Safety Plan is a dynamic document that will change and develop throughout the project. All persons working on, or visiting, the site will be made aware of the availability of this plan and its content. This Plan will be clearly displayed and available to all persons on the site.

PROJECT DIRECTORY: Client, Principal Designer, Principal Contractor

Role/Position	Company	Name	Telephone/ Mobile	Email
CLIENT	Bridgend Plant Ltd	Mr B Manning	01656 862333	
PRINCIPAL DESIGNER	Manning Construction	Mr S Euston	07773 356084	seuston@manning-online.com
STRUCTURAL DESIGNER	Vale Consultancy	Mr M Jones	01656 863794	Matt.jones@vale-consultancy.co.uk
ARCHITECT	JG Architecture	Mr J Gould		jgarchitectureltd@gmail.com
PRINCIPAL CONTRACTOR:	Manning Construction	Mr S Euston	07773 356084	seuston@manning-online.com
CONTRACT MANAGER	Manning Construction	TBC		
SITE MANAGER	Manning Construction	TBC		
HSQE MANAGER	Manning Construction	PCR Global		
SITE ENGINEER	Manning Construction	TBC		

Nearest A&E Hospital:

Neath Port Talbot Hospital
Baglan Way
Port Talbot
SA12 7BX

TELL 01639 862000

1.1 Principal Contractor

The Principal Contractor will ensure the following obligations identified by the Construction (Design and Management) Regulations* and other applicable legislation is complied with:-

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- (a) To develop the Construction Phase Health and Safety Plan into a working project document, ensuring that it contains all the necessary information.
- (b) Make clear to all contractors and operatives on the site (through site inductions) both the Clients' requirements and the Principal Contractor's site rules. Project Safety information will be disseminated through site inductions and weekly briefs/talks with operatives and contractors' representatives.
- (c) Take reasonable steps to ensure that all contractors (including the self-employed) co-operate, as far as is necessary, to enable each of them to comply with the relevant statutory provisions.
- (d) Restrict site access to allow only authorised persons in by use of site security.
- (e) Obtain from other contractors engaged to work on the project method statements and risk assessments pertaining to their own operations, particularly where they may impact on others.
- (f) Maintain the Safety Notice Board and the display of all Statutory Notices.
- (g) Advise the Principal Designer of any discoveries or proposals regarding design matters.
- (h) Procure the appointment of competent designers or contractors, as far as is reasonably practicable, through the use of the supply chain management process.
- (i) Monitor the health and safety performance of persons and companies working on the project.
- (j) Secure all information that will be required for inclusion in the handover of CD and Health and Safety File so that the building owners/users can safely use and maintain the building.
- (k) Maintain the provision of training and safety information to those on site who may suffer risk to their own health, safety and welfare whilst working on the project.
- (l) Encourage an open door policy and blame-free culture in the reporting of hazards and useful work practices. The statutory requirements of all operatives to look after their own safety and not engage in activities which put others at risk and/or cause them harm will be underlined.

The Health and Safety Executive have been advised, subject to notification criteria, of this project by means of the Notification of Project Form 10. A copy of this form is annexed within the Appendices for record purposes.

1.2 CDM Standards and Objectives for the Project

It is the intention of this company that:

- Activities shall be carried out in accordance with relevant statutory provisions to include the Construction (Design and Management) [CDM] Regulations*;
- Facilities will be provided for both employer/employee and project team consultations on CDM matters and information arising which has a health and safety/risk implication will be disseminated to those who may be so affected;
- Management of the Project shall include the encouragement and maintenance of the co-operation between all employees and individual project parties i.e. consultants and contractors working on the project;
- Expert advice and assistance will be obtained, where necessary, to discharge obligations and duties identified within the CDM Regulations;
- The works shall be completed in accordance with the quality standards specified, to programme and to budget as per Client instruction.

1.3 Safety Standards and Objectives for the Project

The Company will, in undertaking the works (briefly outlined in 2.3, and as detailed in the specification of works), aspire to:

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- Achieve a target for zero fatalities, zero permanent disabilities, zero accidents and improve safety performance year on year;
- Comply with current Health and Safety Legislation and Approved Codes of Practice [ACoP];
- Work with and advise the Client in his aspiration to provide a 'better' environment for his employees;
- Maintain safe and unimpeded access and egress from the site, particularly for emergencies, and minimise the disruption to neighbours (both vehicular and pedestrian);
- Identify and address all risks arising from both our own and our contractors' activities to include fire;
- Police and co-ordinate, through our Site Manager, the use of safe procedures, tools, plant, equipment and the appropriate use of Personal Protective Equipment [PPE].
- Work with the Client's direct contractors to maintain safety and site co-operation;
- Engage with Health, Safety, Quality and Environmental [HSQE] Consultancy to carry out safety audits and inspections during the works
- Maintain adequate levels of welfare facilities for the workforce, including contractors;
- Assess the impact of site activities on the environment and manage to minimise it;
- Identify and provide health and safety training to promote awareness of safety of self and others, where necessary.

1.4 The Principal Contractor Site Safety Policy Statement

Manning Construction Limited regards the provision of a safe and healthy working environment on construction sites as a principal objective. This objective can only be achieved by the co-operation of the company, employees, subcontractors, the client and his representatives and the main contractor. This co-operation must be at all levels within these different organisations through the structures established under the CDM Regulations.

Manning Construction Limited will collaborate with all parties to provide the organisation, advice and resources to meet this commitment, so far as is reasonably practicable. Authority to implement this policy is defined for all those who have a responsibility for health and safety.

We [Manning Construction Limited], the 'Company' and 'Principal Contractor' (as and when applicable), have established a series of management procedures to ensure that health and safety issues retain a high profile during all stages of the Company's activities. Such procedures are devised to conform in accordance with the requirements of CDM. It is the responsibility of the Company to:

1. Sustain and carry out this policy by all means at their disposal;
2. Provide adequate safety and job training for all employees with particular attention to special safety training, where appropriate;
3. Comply with the requirements of the relevant legislation and to undertake risk assessments for all activities. Subsequently, to ensure that a safe systems of work and a safe working environment are put in place;
4. Ensure that the operations of the Company are carried out without risk to the health and safety of third parties.

The Company will seek to maintain a constant interest in all aspects of safety by effective consultation with all parties concerning hazards and incidents which affect health and safety at work and to prevent any adjustment or damage to plant and equipment which may create a hazard. All managers and supervisors are responsible for the safety of employees, subcontractors and visitors in their charge and must ensure that policies and procedures are made known and are

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observed. It is their responsibility to ensure the effective delegation of these duties during their absence.

Employees, subcontractors and visitors to site are responsible for observing Company policies and procedures and for ensuring that at all times they work in a manner consistent with the safety of themselves and others.

The effectiveness of health and safety measures will be monitored continuously in order to ensure that both policy and practice are appropriate at all times to the activities of the Company.

All those involved in the construction phase have a statutory duty to comply with this Construction Phase Plan and to provide the Principal Contractor with any information which they have, which is needed to keep the Plan up-to-date. Anyone wishing to seek advice on compliance should contact the Principal Contractor.

2.0 SUMMARY PROJECT INFORMATION

2.1	Project Name	Maes Y Parc Housing development
2.2	Project Address	Maes Y Parc , Glynneath SA11 5EH
2.3	Description and Scope of Works	Construction of 10 detached homes with associated external works
2.4	Method Statement	As per RAMS held within Site Health & Safety File
2.5	Form of Contract	Design & build
2.6	Existing Environment	The availability of existing drawings, including Utility Plan, and information has been extensively researched by the Client and Design team. All relevant information is included within the Pre-Construction Information requirements.
2.7	Previous Land Use	The existing ground was once a carpark with a large welfare hall built on the area
2.7.1	Soil Investigation	There is no history of mining on this site and land stability is satisfactory. No contamination of the ground arising from previous use is known at present. Ground Investigation Report No.: ref 11224 carried out be Terra Firma 11/2010, and updated to satisfy planning conditions
2.8	Surrounding Area	The entrance is shared with both the library & Trem y Glyn Residential care home. The entrance is directly of B4242, Park Avenue, which is shared by both the library and Trem Y Glyn Residential care home. Access and egress to be carried out using caution. A clear route is to be defined between all parties to the allocated compound area and traffic signage and demarcation areas which are to be established. All traffic movement should be in accordance with the Traffic Management Plan and simultaneous work activities involving plant and machinery in particular. The entrance is off the B4242 , park avenue

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2.9	Existing Services	Underground Culverts and Drainage: The site has a surface drain on site. The route is to be referred to on site, as obtained within the Utility drawings. Telecommunications: The site does not have a telephone circuit installed. Water: The site has no known water supply. Gas: The site does not have a gas supply. Electricity: only a temporary supply to the contractors compound is present
2.10 2.10.1	Existing Structures Asbestos Report	An asbestos survey has been carried out. The scope and area of works does not involve intrusive refurbishment or similar of any existing buildings or similar constructions. Therefore, ACMs have not been identified as being present where works are to be conducted. This is also the case with the Ground Investigation Report (Terraform ref 11224; 10.11.2010). However, irrespective of known or unknown presence prior to any demolition, drilling, cutting or opening up of any part of the structure or ground, the PC will conduct a visual inspection to positively rule out the presence of ACMs. Should any suspected materials be discovered, the PC shall cease work in the area, cordon off and inform the Project Manager and Principal Designer
2.11	Ground Conditions	The existing ground condition are firm, part of the site has concrete/tarmac surfacing to the area therefore access for vehicles is not an issue The PC shall establish the ground bearing pressures and introduce appropriate precautions.
2.12	Existing Traffic Systems	Prior to construction works being conducted access and agreed to the work area will need to be established/documented and agreed by all parties
2.13	Programme	For Construction Programme see Appendix 6

3.0 Management team, organisation and responsibilities

3.1 Management Team Responsibilities

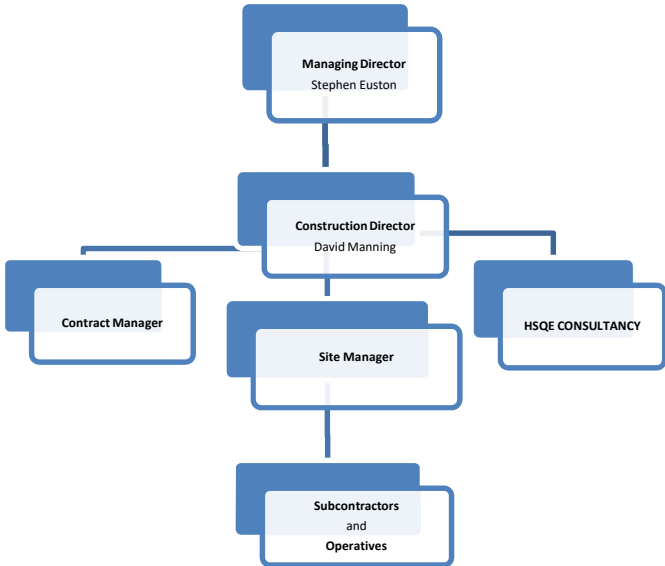
Manning Construction Limited, as the Principal Contractor, have selected a team who have a wealth of experience with this type of project covering all disciplines that will be deployed in order to achieve the Project goals. The team function will:

- Integrate with the Consultants to achieve the best solutions for the Project.
- Work as one with the Professional Team and the Client’s Management Team to achieve the objectives and safety goals embraced by the Client and published within this document.
- Develop a team philosophy with the Contractors so that there is a mutual understanding as to what must be achieved to meet the Client’s expectations.
- Employ our depth of management knowledge and previous experiences of undertaking similar projects to achieve the best outcome for the Client.
- Bringing the project in on time, and within budget, to meet the Client’s requirements.

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3.2 Principal Organisation and Personnel

The Principal Contractor has adopted the following management structure for this project:



Managing Director

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Be aware of the appropriate statutory health and safety requirements affecting the operations of the Company.
- c) Ensure appropriate health and safety training is given to all employees, as necessary.
- d) Ensure health and safety factors are considered at all stages in the work process and sufficient resource is made available to maintain safe working methods and equipment.
- e) Ensure a Health and Safety professional is appointed to co-ordinate information and this is communicated and that adequate resource is in place or made available.
- f) Ensure compliance with the Company policies and procedures and reprimand any managers and employees for failure to satisfactorily discharge their responsibilities for health and safety.
- g) Allocate sufficient resources (including financial) to enable the Health and Safety policies and procedures to function effectively.

Contracts Manager

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).

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- b) Ensure all managers and employees under their control have received the required training in health and safety.
- c) Ensure all managers and employees under their control are aware of their health and safety responsibilities.
- d) Ensure compliance with the company policies and procedures. Reprimand any managers and employees for failure to satisfactorily discharge their responsibilities for health and safety.
- e) Co-operate with the appointed health and safety personnel i.e. Health and Safety Managers and Advisors.
- f) Ensure all reportable accidents/incidents are immediately notified to the appropriate persons.
- g) Where responsible for sites, ensure site health and safety co-ordination is conducted for each site using the standard form(s).
- h) Where responsible for sites, ensure that inspections and audits are carried out as required.
- i) Where responsible for sites, ensure that all offices/sites are laid out and maintained to secure site safety; clear access/egress/emergency routes and the welfare facilities are well maintained.

Site Manager

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example, including PPE.
- b) Ensure the Site Health and Safety Co-ordination is undertaken to support the site operations.
- c) Ensure everyone on site is aware of their responsibilities with regard to health and safety.
- d) Ensure compliance with the Company policies and procedures, and reprimand any employees for failure to satisfactorily discharge their responsibilities for health and safety.
- e) Co-operate with the HSQE Manager and Advisors.
- f) Ensure that inspections and audits are carried out as required.
- g) Ensure that a risk assessment has been carried out for any equipment, work activity or substance hazardous to employees' health and safety, ensure appropriate control measures, training, instruction, protective clothing, etc. have been provided and that there is supporting documentation.
- h) Ensure that all plant/equipment/machinery (including office equipment) is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer (including testing of electrical safety as required by the relevant regulations).
- i) Ensure that sites/offices are laid out and maintained to secure site safety, clear access/egress/emergency routes and that suitable welfare facilities are provided and maintained.
- j) Ensure there are sufficient first aiders on site and there are suitable first aid facilities on site and that notices giving the location of the nearest hospital with accident and emergency facilities are clearly displayed in appropriate locations.
- k) Ensure all reportable accidents/incidents are immediately notified to the appropriate persons.
- l) Ensure that the site is well organised so that work is carried out with minimal risk to employees, contractors and all others affected.
- m) Ensure the adequacy of contractors' risk assessments and method statements for all activities and oversee any high-risk activities and/or temporary works. Act as a point of contact for contractors whose activities will impact on others operating on/using the site.

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- n) Ensure permits to work are issued, recorded and signed off for all appropriate works.
- o) Ensure that induction procedures are in place and implemented for everyone who works on site or visits the site, and ensure that emergency arrangements are included within the induction and displayed on the site notice boards.
- p) Carry out a minimum daily walkover of the site and ensure that all hazards and risks are being addressed.
- q) Keep all registers/ records/reports as detailed within the Company Health and Safety Manual, up-to-date and within a safe place.
- r) Ensure that all statutory notices are displayed on site notice boards, and that first aid facilities and fire-fighting equipment is maintained.
- s) Ensure safety information is provided for everyone who works on site or visits the site. Obtain feedback of any health and safety issues and inform the HSQE Manager.

Health & Safety [HSQE] Consultancy

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Assist in the review of all Company Health and Safety documentation and procedures.
- c) Ensure compliance with the Company Health and Safety policies and procedures.
- d) Disseminate health and safety information, to include any changes to the procedures.
- e) Attend Health and Safety Committee Meetings and take an active part in obtaining safety information and/or assist in safety processes.
- f) Carry out site and office inspections/audits, as and when required.
- g) Investigate and issue detailed reports on incidents and accidents when required.
- h) Provide adequate advice to employees on all health and safety issues.
- i) Promote and encourage planning and implementation of effective measures to minimise risk and reduction of accidents.
- j) Ensure all reportable accidents/incidents are notified to the Health and Safety Executive.
- k) Ensure suitable and sufficient welfare facilities are provided and maintained on sites and in offices.
- l) Attend any meetings held with Health and Safety Executive as required.

Manning Construction Limited's Contract/Project Managers are responsible for advising site management of the interpretation and application of Health and Safety legislation with all supporting Code of Practice and Guidance notes. Safety inspections are carried out at a frequency to meet the specific requirements of the site, bearing in mind the volume of work being undertaken, the rate of works progress and the complexities of the operations, by the HSQE Consultant and/or any senior management attending sites. The Plan will be kept under constant reviewed at least monthly and updated immediately following changes in the light of prevailing circumstances.

Contractors

All contractors will operate in accordance with the Company's procedures, site specific rules and Client's requirements, as explained both within the site induction process and in the contract documentation.

All contractors shall co-operate with each other to facilitate the safe operation of site activity.

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All contractors either failing to meet those site rules that are governed zero tolerance, or those failing to comply with safe practices/provision of safe tools and equipment will be asked to remove themselves and their equipment from the site.

4.0 Information about restrictions which may affect the work

Reference is made to the items given below. These sections are to be continually reviewed and developed as project progresses, information being supplemented as appropriate.

Section 5.0 of this document also details Risk Registers for the existing environment and the design. This information will be used as a basis for developing method statements. The following points should be noted at all times:

4.1 Access/Egress

The entrance is directly of B4242, Park Avenue, which is shared by both the library and Trem Y Glyn Residential care home. Access and egress to be carried out using caution. A clear route is to be defined between all parties to the allocated compound area and traffic signage and demarcation areas which are to be established. All traffic movement should be in accordance with the Traffic Management Plan and simultaneous work activities involving plant and machinery in particular.

The delivery and removal of materials and work equipment to and from site is to be conducted under the supervision and guidance of a banksman

The Site Manager will ensure site security and take the necessary steps to limit the number of people on site to those directly concerned with the construction work and to ensure that the security of the site as a whole is maintained and that the security of the Client's undertaking is preserved both during normal hours and out-of-hours. The site will be secured by means of Heras fencing to the

Access must be maintained at all times for emergency services i.e. fire appliances and ambulances, etc.

The access routes must be kept clean and free from obstructions at all times (road sweeper to be deployed as and when)

Deliveries

Access to the site has been planned taking into account the local traffic congestion, both pedestrian and vehicular along with the number and nature of site deliveries. Where appropriate, traffic route information will be provided for deliveries.

- All deliveries will be met, and if required (subject to risk assessment), are to be reversed on site by a competent banksman.
- Deliveries will be managed to run with the progress of works so that storage is kept to a minimum.
- In the later phases of the Project, to preserve travel areas within the site, deliveries will be phased to reduce the number of vehicles unloading at any given time. This will be subject to project review and delivery schedule and may require the demarcation of a 'holding and/or lay down area'.
- Deliveries will not be unloaded adjacent to working areas without prior agreement from the Site Manager.

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4.2 Traffic/Pedestrian Routes

- Traffic and pedestrian routes are detailed on the site drawing at Appendix 2 & 3.
- All routes to be kept clean and free from obstructions, road sweep to be used to keep the roads clean

4.3 Accidents, Fire and Emergency Services

- Clear access for emergency personnel shall be kept at all times.
- All accidents will be reported and details entered into the Site Accident Log. Details will be forwarded in accordance with the Company Accident Reporting Procedure to the HSQE Manager.
- Site specific emergency arrangements will be explained as part of the site specific induction and emergency contacts and details will be posted on the Safety Notice Board.
- A designated Site Fire Warden [Site Manager] will be responsible for carrying out a fire risk management assessment and make recommendations. The site is to be monitored for compliance on an on-going basis.

4.4 Any other restrictions noted in the Pre-Construction Information

- These observances are to be continually reviewed and developed as the Project progresses. These would include any planned works being carried out to the library and residential car home. The dissemination of changes to Safety information shall be through the HSQE Consultant and/or Site Manager to all site operatives/contractors.

5.0 Safety Risk Registers

5.1 The Existing Environment

This Section highlights the significant hazards that will be inherited as a result of the existing environment.

Hazard/Risk	Description	Control	Owner i.e. PC or Contractor(s)
PUBLIC SAFETY			
(a) Unauthorised Access	Unauthorised persons entering site.	Hoarding/Heras fencing to be erected around site set up.	PC
(b) Vehicular Movement	Deliveries to site.	Contractor to monitor all deliveries and all unloading.	PC
(c) Entrance access/egress	Shared access to construction site off B4242.	Contractor to monitor and schedule deliveries. Holding area to be utilised to avoid congestion .	PC
(d) Public highway	Moderately busy road.	All parking on highway to be avoided, adequate on-site parking provided	PC
(e) Street Works	Entrance modifications , potential disruption	Employ experience operatives with street works experience , and utilise traffic management techniques	PC
(f) Overhead Conductors and any other overhead obstruction including BT lines, etc.	Overhead HV lines within the construction area and any other overhead obstruction including BT lines, etc.	Work carried out to HSE Guidance GS6 – Avoidance of danger from overhead electric lines.	PC
(g) Underground Cables	Underground HV cables on the site with marked drawings. However, these may not be accurate.	Avoidance of danger from buried electricity cables, and; HSG 47 – Avoiding danger from underground services.	PC
(h) Asbestos	Asbestos Containing Materials (ACMs) not identified, no asbestos shown in Ground	Work carried out to HSE Control of Asbestos Regulations, and; HSG 264, Asbestos: The Survey Guide.	PC

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	Investigation Report. All personnel and the Asbestos Register completed and signed and included in RAMS.		

5.2 The Design

This section highlights the significant hazards identified by the Principal Contractor and the design team as a result of the design. The Principal Contractor will manage these hazards during the construction process and will ensure that this section is kept up-to-date at all times. As part of the design input and corresponding construction elements of the project all associated works are to be undertaken in line with Manning Construction Limited’s Temporary Works procedure and categorised in the Temporary Works register accordingly.

The design information is required to provide risk information identifying hazards and providing suggested control measures. The Principal Contractor and contractors are required to consider this information and incorporate the requirements into their risk assessments and method statements as deemed necessary taking into account their knowledge and experience. Design information is contained within the pre-construction information.

5.2.1 Significant Construction Risks	Hazard	Control	Owner i.e. Client, PC or Contractor(s)
Site set-up	Unauthorised access into the work area.	PC to ensure that the site is clearly delineated and only authorised personnel to enter the work area. <i>Reference: Management of Health & Safety at Work Regulations.</i>	PC
Excavations/Operation of Plant [underground/overhead services]	Plant/tool strike of high voltage electricity	PC to ensure that the site is clearly delineated and only authorised personnel to enter the work area. <i>Reference: PUWER; Avoidance of danger from buried electricity cables; HSG 47, Avoiding danger from underground services.</i>	PC
Working at height	Fall of materials or personnel	Safe access will be provided to all work faces. Competent personnel working in accordance with approved RAMS will erect access plant and platforms. All access plant and materials will be both maintained and checked as required. <i>Reference: Working at Height Regulations.</i>	PC
Lifting operations – heavy plant, equipment and materials	Falling materials and plant for installation of roofing	PC is to ensure that competent operators using adequate lifting equipment in accordance with an approved RAMS and Lifting Plans. PC will be responsible for ensuring that copies of operator and plant certification are provided and recorded.	PC

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		<i>Reference: LOLER.</i>	
Excavation and Lifting operations – heavy plant, equipment and materials	Collision of plant with personnel, materials and other plant	PC is to ensure that competent operators using adequate lifting equipment in accordance with an approved RAMS and Lifting Plans. PC will be responsible for ensuring that copies of operator and plant certification are provided and recorded. Traffic and pedestrian routes clearly marked and segregated. <i>Reference: PUWER</i>	PC
Excavation and Formwork – heavy plant, equipment and materials	Collapse of excavation and/or shuttering	Excavations to be stepped or graded with access points and shuttering to be adequately supported with falsework as per temporary works register and RAMS. Safeguard of exposed excavations to be in place with warning signage. <i>Reference: HSG 185, Be Safe and Shore.</i>	
Movement of vehicles, plant and pedestrians within site boundaries	Contact with moving plant	PC is to erect pedestrian barrier system to demarcate the affected areas. Traffic and pedestrian routes clearly marked and segregated. <i>Reference: HSG 144, The Safe Use of Vehicles on Construction Sites.</i>	PC

Changes in design, or changes which negate primary assumptions made in the Plan, whether made by the Design Team or the Principal Contractor, and which may significantly affect the Principal Contractor’s Health and Safety Plan, sequence of working or the resources necessary to comply with Health and Safety legislations, shall be referred to the Principal Designer and agreed by the Client in writing before any change is implemented.

6.0 Identification and effective managements of activities with risk to Health & safety
6.1 Risk Assessments

- For site wide elements these will be developed by the Principal Contractor prior to commencement of any works as part of the establishment process to include:
- (a) The storage and distribution of materials
 - (b) Access to the works
 - (c) Working at height
 - (d) Control and disposal of waste, as highlighted in the Site Waste Management Plan.
 - (e) The provision and use of temporary services e.g. electricity
 - (f) Commissioning, including use of Permit-To-Work [PTW] systems i.e. excavation, hot works, working at height etc.
 - (g) Exclusion of unauthorised people

Each contractor is to prepare RAMS to address and include items (a) to (g) but not limited to the same. All Contractors will be required to submit an overall project method statement and details of high risk activities and/or activities which will impact on others working on site.

All method statements and risk assessments will need to be made as required by Regulation 3 of the Management of Health & Safety at Work Regulations* as ‘risk’ activities arise. Where these

Superseded

activities affect others, the relevant assessment and information shall be made known to them. The safety risks associated with the scope of works should also include the client's or other activities on site that could affect the project, or elements of the project therein whether it is direct or indirect.

Risk assessments will be used to identify operations or areas where permits to work are required as part of our control procedures. The Site Manager shall be responsible for the issue of permits to work to include the following activities:

- (a) Hot works
- (b) Working at height
- (c) Working in confined spaces
- (d) Excavations

6.2 Safety Method Statements

The Safety Method Statement should contain the following details as a guide:

- Description of the works.
- Where the activity is to be carried out on site. This is important if work is being carried out in an occupied building.
- Supervisors: The identity of person(s) with special responsibilities.
- The identity of hazards and specific precautions to be undertaken.
- The personal protective equipment to be used.
- Safety of the public and occupiers.
- Services: position of existing and whether they are live.
- Environmental controls.
- Emergency procedures and telephone numbers including means of communication.

The Method Statement should be short and concise. It should be kept in mind that it should inform the operative how he can carry out his work task safely and what to look out for before he commences work.

Each Contractor will prepare and issue a Method Statement and Risk Assessment for their element of the work address items (a) – (g), which will be retained on site for information within the site safety filing system. Method statements and risk assessments for each contractor's works will be reviewed before their works commence.

Contractors will provide Risk Assessments/Method Statements that accurately detail how they propose to carry out their works. Risk Assessments/Method Statements will be issued to the Principal Contractor prior to works being undertaken. The Principal Contractor will check the adequacy of the Risk Assessment/Method Statement against their Standard Safety Procedure checklists.

Only when a Risk Assessment/Method Statement has been agreed by the Principal Contractor will the Contractor start the works. Notwithstanding the contents of a Risk Assessment/Method Statement, should the Principal Contractor judge a Contractor's method of work to be unsafe then the Principal Contractor will instruct the Contractor to suspend operations until an improved method can be arranged. Contractors are responsible for their safe systems of work.

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The following contractor method statements will be produced with further specific documents being produced for high-risk activities. This list will be expanded as the Project progresses as part of the Project Risk Register:

Activity	Name of Contractor	Approximate Duration and Start Date
Site Set-up	Manning Construction	5 days
Ground Works , roads, drainage	Manning Construction	Feb 2021 – 10 months
Excavations	Manning Construction	Feb 2021 – 10 months
Blockwork	TBA	TBA
Roofing	TBA	TBA
External rendering	TBA	TBA
Electrical installation	TBA	TBA
Mechanical installation	TBA	TBA
Windows & doors	TBA	TBA
Internal works , plastering , boarding etc	TBA	TBA

7.0 Arrangements to give directions and coordinate other contractors

7.1 Safety Training

All the Principal Contractor personnel will undergo both an Induction on Company safety procedures and a site specific induction before being allowed to work on site.

All the Principal Contractor personnel visiting site must undergo an Induction on Company safety procedures and be escorted around the site.

Contractors will undergo a site specific Induction before being allowed to work on site and must take responsibility for the safety and task specific training of their own personnel.

All visitors to the site will be escorted. Visitors who are not wearing appropriate PPE will be refused entry, and this is to include delivery personnel, etc.

7.2 Safety Inspections

The Principal Contractor’s HSSQE Consultant will carry out random site inspections and audits and produce a report. Action on all non-conformances will be agreed with the Site Manager as part of the visit and shall be closed out by the Contracts Manager.

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Both the HSQE Consultant and the Site Manager will monitor the activity of Contractors. Non-conformances identified, where necessary, will result in the issuing of a notice requiring immediate action.

Anyone found not to be working safely will be removed from site.

7.3 Safety Meetings

Safety matters will be on the agenda of the following meetings:

- At Tender meetings, safety aspects of the project will be discussed and contractors' proposals taken into account.
- Pre-start meetings held with the Contractors prior to their commencement on site. Safety representatives will be identified and Contractors' proposals for monitoring safety will be agreed.
- Site based daily meetings, between appropriate parties, will also cover any urgent safety issues as these meetings are held to ensure everyone on site knows what is going on that day. Specific hazards will be highlighted here as a reminder.
- Toolbox talks will be encouraged to allow specialist Contractors to go through their method statements with their own team and other interested parties on site.
- Site based Contractors weekly or bi-weekly co-ordination meetings where actions on safety are covered. These meetings will also be used to co-ordinate the works between interfacing contractors to ensure all safety issues are covered.
- Toolbox talks will be given to site operatives/Contractors on an ad-hoc basis by the Principal Contractor staff where it is deemed necessary to hold a talk on a particular aspect of safety.

8.0 Arrangement for vetting supplier of materials, and plant with regard to health & safety.

If we need to use a contractor who is not on our Approved Contractors list as part of our selection of contractors' criteria then arrangements need to be made to issue them with a pre-qualification questionnaire so that we can assure ourselves that they are a competent contractor, prior to their start on site.

8.1 Contractors

Prior to the appointment, Contractors complete a Health and Safety Questionnaire which requires them to produce evidence of their suitability and competency in relation to the scope of works to be undertaken with the necessary accreditation and resources. Competency checks will include the provision of the following information (CDM Regulation 15, Competency), as a minimum:

- (a) Approved in respect of their Health and Safety Policy, organisation and arrangements
- (b) Aware of their statutory responsibilities and understand the requirements of CDM
- (c) Informed of any specific Health and Safety conditions relating to the works, either contractual or as specified in the pre-construction information
- (d) Competent staff are employed and ensure that only competent persons are used to carry out the work and have allocated adequate resources to enable them to comply with the relevant statutory requirements

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- (e) Able to produce copies of appropriate Method Statements, Risk Assessments and COSHH Assessments which must be in possession of the Site Manager prior to their work commencing
- (f) Able to provide proof of training that all personnel involved are properly trained and competent for the tasks they have to perform
- (g) Able to provide proof of training that operatives of plant equipment are trained and competent
- (h) Able to provide insurance details which sufficient cover to include employers liability and public liability commensurate to the requirement value of the project/environment
- (i) Submittal of an accountable management structure to serve the project
- (j) Confirmation that they will comply with the Principal Contractor Health & Safety Plan
- (k) Up-to-date product literature, as appropriate, and as will be required for the CDM Health and Safety handover file
- (l) Confirmation that plant to be used is properly selected and maintained
- (m) Evidence of CSCS accreditation
- (n) Training details beyond that of the direct labour contractors
- (o) Accident/incident/enforcement notices and court action details

These documents will be filed within the Safety Filing System in files designated to individual contractors.

Manning Construction will continually manage and have control of contractors on site and assess the performance of the contractor by means of completing a Subcontractor Performance Assessment form which is completed by both the Site Manager and the Contracts Manager for overall assessment for compliance of working to their RAMS and delivery of service. This is recorded accordingly for presenting to management and review of subcontractor performance ratings.

8.2 Plant

The maintenance of plant and equipment by the Principal Contractor and Contractors will be conducted by means of providing a valid Thorough Examination Inspection Certificate and/or a Service and Inspection Report. There will be daily plant inspections conducted and recorded. All of these measures ensure a 'fit for purpose' check and inspection regime. All corresponding documentation (copies therein) is to be retained at site level.

Only qualified operatives will be allowed to operate plant and machinery. Training certificates are required and must be handed to the Site Manager prior to commencement on site.

All operation certification for plant equipment, scaffold and lifting appliances must be evidenced prior to that activity being allowed to commence on site. Hired equipment must be tagged and inspected.

8.3 Machinery

All plant involved in lifting operations on site must have current valid lifting certification as detailed in the Lifting Operations and Lifting Regulations*, copies of a valid Thorough Examination Inspection Certificate and/or a Service and Inspection Report (inclusive of 6 monthly inspection certification records for lifting accessories such as slings and chains) and current daily inspections will be held in the Site Office.

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8.4 Noise

Operations shall be subject to noise assessment, if required, and control measures implemented. All operatives are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements. Where necessary, the principal contractor and contractors will include within their proposed method statement a noise assessment that states how they will mitigate noise emissions. The Site Manager will instruct the stoppage of any operation they deem to be unreasonably noisy.

All Contractors will ensure that Personal Protective Equipment [PPE] to comply with Noise at Work Regulations* is issued to their own operatives. Cognisance is to be taken of local authority noise restrictions on permissible working hours.

8.5 COSHH

Any Contractor bringing onto site any hazardous substance must notify the Contracts Manager and be in possession of a suitable COSHH assessment and material data sheet. The storage of hazardous materials and related work equipment must only be stored and safeguarded by competent persons to prevent fire, explosion and environmental incidents. Storage will include use of fuel bund system such as the use of drip trays and plant nappies or similar fuel spillage items along with spill kits. COSHH assessments will be filed within individual contractor files, which can be made available in the event of an emergency, and listed on the COSHH Register in the site office. The register summarises the product, user, hazard, control and first aid for all substances on site. It is presented for ease of use in the event of an emergency.

All substances are to be stored as detailed by manufacturers' health and safety data sheet. All COSHH boxes and COSHH containers on site must be labelled, locked and secured and provide for sufficient ventilation, as required.

8.6 Vibration

Operations shall be subject to vibration exposure assessment, if required, and control measures implemented. All contractors are to implement best practicable means to minimise exposure to vibration in accordance with current statutory regulations. Exposure to vibration is controlled through keeping the trigger times below the Exposure Action Value (EAV) for the given magnitude of vibration. When on occasion this is not possible the Exposure Limit Value (ELV) is identified and not exceeded. Where necessary, operatives will include within their proposed method statement a vibration output value (m/s^2) and correspond maximum usage period in an 8 hour working day. The type of apparatus used must state the traffic lights indicator to correspond to the vibration value (m/s^2).

The Site Manager will instruct the stoppage of any operation they deem to be inappropriate and excessive to the vibration value and usage. The level of exposure will be monitored and operative rotated during the course of the day with the Vibration Register recorded and completed by signatories from both the operative and the Site Manager and this is supplemented to an annual HAVS health surveillance questionnaire.

All Contractors will ensure that Personal Protective Equipment [PPE] is in compliance with the Control of Vibration at Work Regulations* and is issued to their own operatives. Cognisance is to be taken of local authority noise restrictions on permissible working hours.

Superseded

8.7 UV Radiation

Operations shall be subject to assessment based upon the level of sun exposure, if required, and control measures implemented. All operatives are to implement best practicable means to minimise exposure to UV rays. Where necessary, all operatives will wear high SPF (Sun Protection Factor) barrier cream, particularly in summer months and keep skin exposure to a minimum with sleeves rolled down. Protective cream is a means of PPE and as such will be provided without charge for employees, where necessary. Consideration is to be given to the UV exposure through reflective properties such as concrete and glazed units, etc.

8.8 Manual Handling

Operations shall be subject to manual handling, if required, and control measures implemented. All operatives are to implement best practicable means to minimise exposure to manual handling with consideration for manual handling mechanical lifting aids to be incorporated and in accordance with current statutory regulations. Where necessary, the principal contractor and contractors will included within their proposed method statement a manual handling assessment and correspond to any supplementary mechanical lifting aids and lifting/load ratios and/or usage, with training for apparatus as and when required. The type of apparatus used must state the load, lift instructions and application/usage criteria. The Site Manager will instruct the stoppage of any operation they deem to be inappropriate and excessive to the operator and usage. There will be sufficient labour resource to conduct two-man lifts, where required. Excessive manual handling operations will be subject to labour resource rotation to provide sufficient breaks and to alleviate tiredness and fatigue.

All Contractors will ensure that Personal Protective Equipment [PPE] is in compliance with the Manual Handling Operations Regulations* and is issued to their own operatives. Cognisance is to be taken of local authority noise restrictions on permissible working hours.

8.9 Silica

Operations shall be subject to limiting release and control measures implemented. All operatives and contractors are to implement best practicable means to minimise exposure to Respirable Crystalline Silica (RCS) with consideration for operatives to wear face-fitted P3 rated respirators at all times whilst drilling into or cutting concrete or stone products or similar operations with dust release is to be incorporated and in accordance with current statutory regulations. Where necessary, contractors will include within their proposed method statement an assessment on dust release and correspond to any supplementary suppression measures through wet-cutting and LEV extraction which must be utilised where practicable, providing collective protection over others in the vicinity of the works, with training for apparatus, as and when required.

All Contractors will ensure that Personal Protective Equipment [PPE] is in compliance with the Control of Substances Hazardous to Health (COSHH) Regulations* and is issued to their own operatives.

Superseded

8.9a Managing Dust

The local authority has the power under the Clean Air Act 1993, to limit the dust, emissions and odours generated by a site. Failure to comply with these limits can result in abatement notices being served if complaints are made.

Complaints can be avoided by adopting good working practices:

- Identify sensitive receptors and inform the authorities of any likely nuisance that may occur
- Instigate control measures to mitigate any negative impacts
- Develop a daily monitoring regime to record dust conditions while noting weather conditions, construction activities, their location and duration on site.

Dust Suppression

Dust levels during demolition will be kept to a minimum by utilising high pressure hoses to deliver fine mist water sprays onto the working area. A constant water supply will also be provided to any crushing plant required during the operation. The movement of any crushed material will be kept to a minimum with stockpiles located away from site boundaries and maintained at heights less susceptible to the effects of wind.

With regard to earthworks, during periods of dry weather, when dust is likely to cause a nuisance, specific work areas will be 'damped down'. In relation to dust generated by plant movements this operation will normally be carried out by a suitably specified road brush. At times when the works do not require the full-time attendance of a road brush, water will be introduced to the work area via other means i.e. hose pipe, water bowser, sprinkler etc. In addition, prior to disturbing any stockpile of soil or crushed material, consideration will be given to the introduction of water.

There will also be a speed limit of 5mph.

Water Damping

As aforementioned, the fine spraying of water is the most effective way of suppressing dust. This will be carried out with a water bowser and hose. Spraying will be repeated regularly during warm and sunny conditions. However, spraying will not be allowed to create excessive mud, which could cause run-off into drainage systems or water courses.

We will consider spraying:

- areas of unpaved work subject to traffic or wind
- sand, spoil and aggregate stockpiles
- during the loading and unloading of dust generating materials

Avoiding Dust Generation

The following measures will be employed to avoid dust generation:

Roads

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- Construct and base course the site entrance at site commencement (once demolition complete).
- Minimise the length and width of haul roads to reduce the surface area
- Pave heavily used areas and sweep regularly
- Sweep public roads regularly with a vacuum sweeper
- Limit vehicle speeds – slower speeds generate less dust
- Minimise vehicle movements
- Damp down.

Plant and Vehicles

- Ensure vehicle wheels are cleaned before leaving site- a wheel wash facility will be located adjacent to the site entrance. A banksman will wash all vehicle wheels with a high-power pressure washer before they leave the site
- Exhaust fumes should be directed upwards
- All lorries leaving the site will be fitted with sheet covers to contain dust
- Plant and vehicles should be maintained in good working order
- Drivers must observe site speed limits to minimise dust generation

Material Handling and Storage

- Locate stockpiles out of the wind (or provide wind breaks) to minimise dust generation open storage
- We will keep stockpiles to a minimum height and use gentle slopes
- Compact and bind stockpile surfaces if necessary
- Minimise the storage time for materials on site
- Store dusty materials away from site boundaries, main site access roads and down wind of sensitive receptors
- Ensure waste skips are enclosed or covered
- Damp down earthworks during dry weather

Cutting/Grinding/Grouting/Packing

- Minimise cutting and grinding on site where possible
- Use equipment with dust extraction and wet cut where possible
- Spray water during cutting of paving slabs
- Use block splitters

8.10 Asbestos

In line with the Control of Asbestos Regulations* and HSG 264 Asbestos Survey Guide, intrusive construction works in buildings constructed before 2000 may only take place following a Demolition and Refurbishment Asbestos Survey. Should asbestos be identified in a position where it may be disturbed the material must be removed by a licensed asbestos contractor before undertaking construction works. HSE notification of licensed work for asbestos removal is to be submitted in accordance with HSE requirements.

Superseded

This process cannot be guaranteed to identify and remove all asbestos material. Therefore, all personnel undertaking intrusive works must undertake regular Asbestos Awareness training, at least on an annual basis. Operatives who encounter any materials suspected to contain asbestos are required to cease work immediately without disturbing the substance, secure the area and contact the Site Manager and seek professional competent advice. Subsequent surveys and testing may then be necessary before the works recommence.

The Demolition and Refurbishment survey is to be viewed by all operatives and this is to be recorded by signature by each operative onto the Asbestos Register as acknowledgement. The subject of asbestos is covered during all inductions to site and all relevant reports are presented as part of this process.

All asbestos removal works and subsequent specialist registered contractors will conduct their operations and paper audit trail in compliance with the Control of Asbestos Regulations* and corresponding HSE notifications, competency training, compliant decontamination units and procedures, etc. are to be maintained and recorded for site office monitor and reviews.

8.11 Health Surveillance

Operations shall be subject to periodic and annual health surveillance measures and check as part of the monitoring of operatives in relation to conducting works in and around potentially hazardous environments and materials and the use of tools, plant and machinery. The criteria is inclusive of such exposure elements as contaminated land; silica dust; airborne contaminants; vibration tools, and; large plant and machinery, etc. and are subject to stringent control measures which are to be monitored and implemented. All contractors are to implement best practicable means to minimise exposure to such elements with consideration for appropriate PPE and surveillance measures and recordings to be incorporated and in accordance with differing relevant current statutory regulations. Where necessary, all contractors will include within their proposed method statement a detailed and specific assessment and correspond to any supplementary PPE requirements and specialist training for the operatives including any training for apparatus, as and when required. The Site Manager will instruct the stoppage of any operation they deem to be inappropriate and detrimental and/or excessive to the operatives and its usage.

The Site Manager will ensure that Personal Protective Equipment [PPE] is in compliance with the applicable regulations and guidance notes and is issued to their own operatives. The scope of the health surveillance will be reflective of the scope of works being undertaken and will include Safety Critical Medicals for large plant operators; Blood Lead tests for operatives exposed to associated works, and; HAVS screening for operatives conducting associated tool usage.

9.0 Management meetings

The Site Manager is the point of contact for discussing and taking views on Health and Safety for all persons working on site. In addition, each site will have direct support from the HSQE Consultant.

Contractors coming on to site for the first time will meet with the Site Manager to discuss emergency arrangements and procedures, the provision and use of plant and equipment to be used by the contractor, and discuss how the contractors' works will be carried out to avoid risks to others.

Superseded

Various meetings will be held throughout the course of the contract, as detailed below. The ‘minutes’ of the meetings will be circulated to the appropriate parties, including the Client’s Representative and Principal Designer:-

Type	Frequency
Contract pre-start meeting	1 per Contractor prior to start on site
Contract Meetings	Weekly
Progress Meetings	Monthly
Client Meetings	Monthly
Management Review	‘As necessary’
Design Team	‘As necessary’

10.0 Design work carried out in pre-construction phase

Prior to commencement on site, all hazard identification elements raised as part of the Design process shall be highlighted to the appropriate persons involved in construction, where it is felt that there may be an impact, particularly where residual risk/hazards are expected to be **designed out** as part of the construction process.

All construction works, which involve design proposals/changes, will be related to the Client and Principal Designer as required by the *Construction (Design and Management) Regulations**.

11.0 Emergency Arrangements

- (a) The emergency arrangements for this site will be explained to Inductees as part of the Site Induction, and details posted on the Site Safety Notice Board.
- (b) This site will have a dedicated Site Manager, First Aider(s) and Fire Warden.
- (c) A site emergency can be one or more of the following: fire; accident; bomb threat or; any other incident deemed an emergency by management.
- (d) In the event of a fire emergency all operatives are required to proceed immediately to the Fire Assembly Point and remain there until they have been accounted for and given permission to leave. No one is allowed to stop to gather tools or leave the site without notice. Any visitors to site will be accompanied at all times and informed of the emergency procedure.
- (e) As fire arrangements are subject to change as construction progresses, either the Site Fire Warden and/or Site Manager have a duty to bring this to the attention of site operatives and Contractors.
- (f) In the event of any of the emergency services being required to attend site, the Site Manager must make available the layout of the site and buildings with current fire escape routes and details of any flammable chemicals stored on site.
- (g) Where fire evacuation tests are carried out and persons are found not to be co-operating in evacuating the building this will be viewed seriously and raised with individual Contractors to prevent re-occurrence. One of the regular failures in this practice is where commissioning is taking place and the alarms are continually triggered and the reaction is complacent – the need to continue to evacuate even where the alarm is suspected to be false will be reinforced by Site Management.
- (h) Site specific Emergency arrangements are delivered as part of site induction and displayed on Notice Boards.

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11.1 Accident Procedure including reporting as required by RIDDOR*

- (a) **All** accidents on site must be reported, even if no medical attention is given, and this is to include visitors to site and delivery drivers etc. The Site Manager shall use the Accident Reporting Procedure accordingly, advising the HSQE Consultant, where appropriate, so that we are compliant with RIDDOR*. The Site Manager will oversee all entries made in the Site Accident Log, which will be kept in the site office.
- (b) The person discovering the accident will raise the alarm verbally and by operation of the nearest air-operated horn or by use of mobile phones.
- (c) In the event of an incident/accident, all personnel will assemble at their designated assembly point, if a warning signal is given.
- (d) The Principal Contractor Site Manager will check the total headcount and, if necessary, mobilise an emergency rescue team to look for unaccounted persons. This will only be brought into operation once the risks of further accidents have been assessed and it is considered safe to enter the working zone.
- (e) The Principal Contractor Site Manager will then determine the nature of the situation and any possible casualties and telephone the emergency services as required (999) i.e. fire/ambulance to attend site.
- (f) The Principal Contractor Site Manager shall arrange a safe access and egress for emergency vehicles to the scene of the accident. He/she will then inform pertinent the Principal Contractor personnel as detailed in the Accident Reporting Procedure together with the Principal Designer and the Client.
- (g) Following an accident or dangerous occurrence a complete investigation will then be carried out by the specialist contractor along with the Principal Contractor which would be conducted in accordance with the procedures highlighted in RIDDOR*. The HSE will be informed using the appropriate F2508 form and using the Incident Contact Centre Website.

11.2 Fire Action Plan

The site specific plan will be developed, however, extract included within appendix 4

11.3 Evacuation Procedure

Site specific procedures will be explained to site personnel through the site specific safety induction and updates will be raised at the weekly meetings.

Evacuation Procedures and the Current Fire Plan will be posted in the differing working zones and/or each floor of a building and displayed on the Notice Boards.

11.4 Fire Prevention

It is our policy to carry out works so as to eliminate risk from fire and, to this end, have adopted the Code of Practice as laid down in HSE guidance *"Fire Prevention on Construction Sites"*.

- (a) Fire extinguishers, fire notices, fire detection, alarm systems and fire exit signs will be provided for all working areas.
- (b) Materials and rubbish stored on site will be kept to a minimum.
- (c) Rubbish will be cleared from the site on a regular basis and site working and access areas kept clean.

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- (d) Where flammable material or LPG must be kept on site, they will be stored in fireproof cages/containers away from fire exit routes and potential fire hazards.
- (e) Site accommodation will be of a half-hour fire resisting construction and Class 1 spread of flame, and protection materials shall generally meet '*Class 1 spread of flame standard*'.
- (f) A "No Smoking" rule will be imposed in all working areas, storage areas or wherever there are fire hazards.
- (g) We will operate a "Hot Works Permit System" particularly where the works involve a naked flame. In the event of a fire the person discovering the fire shall raise the alarm and immediately report the situation to the Site Manager.
- (h) A person may attack the fire with the appliances provided, only if they are trained to do so, and as long as there is no risk to themselves or others.
- (i) If the fire cannot be safely tackled then all persons shall immediately leave the site by the nearest egress and report to the person in charge of the assembly point, normally the Site Manager or the designate Fire Marshall/Fire Warden.
- (j) The person in charge shall make a record of all those who have vacated the building and ensure that the emergency services have been called.

These procedures will be developed as necessary and identified during site inductions.

11.5 Emergency Contact Telephone Numbers

A list of emergency contact telephone numbers is included in project directory. These details will be displayed in a prominent position in the site office and welfare notice board.

12.0 Maintenance of Welfare Facilities

Welfare arrangements will be provided in compliance with the CDM Regulations*. The following facilities will be available on site and cleaned daily:-

- (a) Toilet and wash hand basins with hot and cold water.
- (b) Canteen with hot food facilities.
- (c) Mess room/area. Seating with back support.
- (d) A source of clean drinking water.
- (e) A first aid box (located in the site office).
- (f) Sufficient and suitable fire-fighting equipment.
- (g) A heated drying room, appropriate.

Under a shared welfare agreement as set out in the Health and Safety (First Aid) Regulations*, and where required by contract, the contractor will be responsible for providing their own qualified First Aider/Appointed Person and their own first aid box. All accidents/incidents must be reported to the Principal Contractor Site Manager.

Site specific arrangements for the Principal Contractor are described in the Site Specific Safety Induction.

13.0 Provision of information

13.1 Information for Contractors and co-ordination and co-operation of Contractors

There will be liaison, communication and co-operation between all parties on site. This will be conducted via the Site Manager on a daily basis prior to commencing works as part of the pre-start

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brief i.e. Point Of Work Risk Assessment which re-assesses the live documents (RAMS, Permits, LOA document, etc.) in line with simultaneous site activities such as deliveries, visitors, lifting, demarcation areas, etc. and also the changing site conditions (including electrical outages, ground conditions, high winds, etc.), inclement weather conditions and any other high risk activities whether it is on site or adjacent to the site. All such considerations are to be evaluated as part of the POWRA. Contractors will be informed in writing at Tender stage of:

- Risks to their health and safety arising from the environment in which the project is to be carried out.
- Copies of any relevant existing method statements/risk assessments for activities which impact/have a possibility of impact on individual Contractors will be issued to them and all risks highlighted for discussion during their tender visit to site, to include the developed Construction Phase Health & Safety Plan.
- Initial site induction training will also be carried out. The relevant induction forms will be completed and signed by the person receiving the induction and details will be recorded on site.
- Contractors employed directly by the Client will come under the Principal Contractor jurisdiction and be subject to our site rules and observances.
- Maintenance personnel, etc. visiting site for a short duration will receive a short induction and be escorted on/off site and accompanied during their 'visit'. These persons will only be allowed onto site if they are dressed appropriately for the prevailing site conditions.
- Representatives will attend weekly site meetings from all Contractors on site, so that co-operation and communication are encouraged.
- All Contractors will be issued with a Project Directory and the developed Construction Phase Health & Safety Plan, as well as being inducted.

13.2 Training

Toolbox talks will be provided for general health and safety matters on a weekly basis and additionally, as and when requested, subject to the introduction of a change in circumstances, environment and alert being issued, etc.

Specialist training in the use of abrasive wheels, cartridge tools, etc. will be secured e.g. conducted by CITB or a similar organisation.

All Contractors will provide information on the suitability and the training undertaken by their operatives on key points of Health and Safety. Where the need arises, specific toolbox or task talks will be carried out with the operatives concerned.

All Toolbox talks and site briefs will be recorded on the appropriate form and Toolbox Talk matrix poster.

13.3 Health & Safety Information

All persons visiting or working on the Project will sign in/out of site before proceeding to their work area. In an operational environment, operatives may also be required to sign in/out of the Client's premises – this is an additional requirement and not an alternative.

Operatives who operate plant or machinery must have documented evidence that they are qualified to do so prior to commencing their work.

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As part of the site induction Contractors are asked if they have read and understood their OWN method statement/risk assessment and sign to say that they have. If they have not, the Contractor will be asked to carry out a Toolbox talk with his own operatives prior to commencement of works on site.

13.4 Display of Statutory Notices

Statutory notices will be displayed on site in accordance with current legislation and include:

- (a) Health & Safety at Work Law Poster (which include the Safety Representative details for the Principal Contractor)
- (b) Employer's Liability Insurance
- (c) Revised F10
- (d) Emergency arrangements i.e. First Aider(s); Fire Assembly Point; Fire Warden; Contact numbers for Hospital/Police/Fire Brigade
- (e) Fire Evacuation arrangements and Site Plan detailing fire points etc.
- (f) Hazard reporting cards (which can be filled in by operatives anonymously)
- (g) Weekly activity hazard list
- (h) The Principal Contractor Health and Safety Committee
- (i) Snatch route to Hospital
- (j) Commissioning certificates for emergency connection of services, etc.

13.5 Site Registers and Documentation

The following will be available on site:

- (a) Accident Log
- (b) Record of inspections required under the Lifting Operations & Lifting Equipment Regulations*
- (c) Record of scaffold inspections as required by the Work at Heights Regulations*
- (d) Waste transfer notes
- (e) COSHH hazard data sheets and risk assessments
- (f) Electrical equipment register with maintenance checks and records
- (g) Plant inspection records
- (h) Risk assessments
- (i) Method statements
- (j) Health surveillance
- (k) Emergency procedures
- (l) Manual handling assessments
- (m) Record of toolbox talks
- (n) Record of site inductions
- (o) The Principal Contractor information notices will be displayed on site

14.0 Consulting and coordinating the views of people

Contractors will carry out their statutory duties to consult with their workforce. The results of these consultations will be passed to the Principal Contractor, and where deemed necessary 'minutes' will be issued to the appropriate parties.

The Safety Plan and other health and safety related matters will be formally reviewed at regular meetings which will be held on site. Attendance at these meetings will be obligatory for Contractors. Representatives of the Project Manager and the Client will be invited to attend.

Superseded

The Principal Contractor operates a policy of active safety management involving contractors and operatives in brief, recorded daily site safety meetings. The purpose is to focus on safety issues concerning the day's planned activities and discuss any lessons to be learned from the day previous.

Site safety issues will be co-ordinated by the Principal Contractor's Site Manager with the support of the HSQE Consultant.

A team approach to safety will be encouraged with suggestions from all site personnel welcome.

The results of risk assessments and investigations of accidents and dangerous occurrences will be reported to the whole workforce by site briefing to maintain the level of safety awareness.

Temporary Works design and construction will be co-ordinated by a designated Temporary Works Co-ordinator as appointed by the Principal Contractor with an active Temporary Works Register in place. These shall be submitted to the Principal Designer for monitor and review.

For elements of work designed by the Principal Contractor a Design Co-ordinator will be appointed to co-ordinate the design process and liaise between parties. Approval of these designs will be by the Project Manager's designated representative.

15.0 Site Rules

The site rules will be notified through the Construction Phase Health and Safety Plan, reinforced through site inductions and clearly displayed at all times.

16.0 The health & safety File

16.1 Arrangements will be made for relevant Contractors and consultants to pass on all relevant information for inclusion in the Handover CD – O&M Health & Safety File to the Principal Contractor.

16.2 The Principal Contractor will collect and collate the requisite information from each Contractor/Sub-contractor and issue it to the Principal Designer two weeks prior to practical completion. The Contracts Manager will ensure that the corresponding information is provided for inclusion in the Health and Safety File as required by the Client. The file content will be agreed with the Client's Project Manager and/or Principal Designer and include:

- Brief description of the works carried out
- Any residual hazards which remain and how they have been dealt with
- Key structural principles and Safe Working Loads (SWL's) for floors and roofs, particularly where these may preclude placing scaffold or heavy machinery there
- Hazardous materials
- Information regarding the removal and dismantling of installed plant and equipment
- Health and Safety Information about equipment provided for cleaning or maintaining the structure and any contamination and/or asbestos issues (including report findings)
- The nature, location and markings for significant services, including underground cables, gas supply equipment, fire-fighting services, etc. which encompass the whole construction whether they were previously in place or newly repositioned or installed
- Information and as-built drawings of the structure, its plant and equipment

Superseded

17.0 Monitoring of Health & safety performance

17.1 Monitoring

The Site Manager will actively monitor health and safety performance on site. They will carry out daily inspections of the works and will highlight to the Contractor concerned, any breaches of the regulations or bad practice that may be a danger to themselves or others working in the area.

The Principal Contractor HSQE Consultant will make regular visits to the site and written reports will be issued to the site office and requisite managers. All non-conformances will be closed out by a re-visit or completion of the follow-up form.

The Principal Contactor Directors make periodic safety tours and advise the Site Management of any corrective action needed.

Monitoring of site Health and Safety will also be discussed at the weekly site meetings where related subjects will be raised, discussed and actioned.

All Contractors, Consultants and visitors have a responsibility to comply with the Site Specific rules and statutory regulations. Ignorance is no defence.

17.2 Project Review

On completion of the Project an internal review will take place to assess how the standards set compare with those actually achieved in order that any shortcomings can be addressed in future projects.

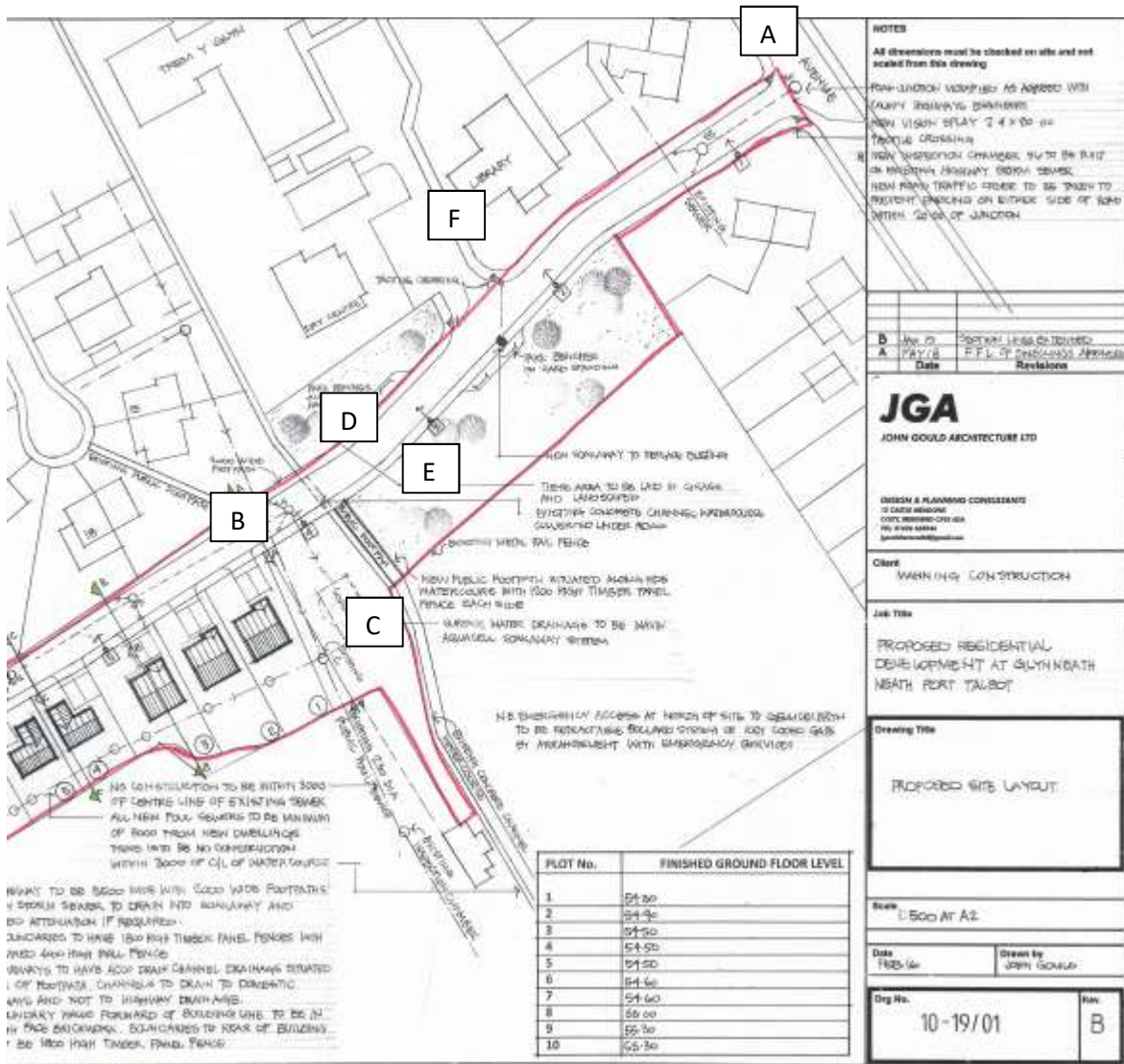
Throughout the Project and again upon completion each Contractor is assessed to determine not only the quality of the work produced but also the co-operation and attention actually given to safety compared to standards set out within this Plan.

Appendix 1 –

Vehicle Access

The site in its current state has a suitable access road from point A to B

Superseded



The site welfare facilities are located at point C , all traffic both construction public will enter the site location via park avenue (point A) , however , only construction traffic will be able to travel beyond point D, this section will be fenced & gated to prevent any unauthorised access.

All construction vehicle must not block the access road , to prevent this we will introduce a holding area where vehicles can park/stop , but still maintain access for other vehicles accessing the 2 other facilities as noted.

The holding area will be located on the existing hardstanding area, this area will also be used as a laydown area for materials (point E).

The existing tarmac carpark will be maintained and utilised for both construction works and members of the public.

Suitable fencing and signage will be installed so that all personnel are aware of the arrangements. During the site induction all construction personnel will be made aware of these arrangements, also all suppliers.

Access to residential home and library will be as currently via point F , when construction works are being carried out on the man access road , a designed/approved traffic management system will be introduced to control traffic flow.

Superseded

The site team will liaise with all suppliers to plan deliveries not for them to coincide with peak traffic times such as school starting & finishing, and any peak times for both the care home and Library.

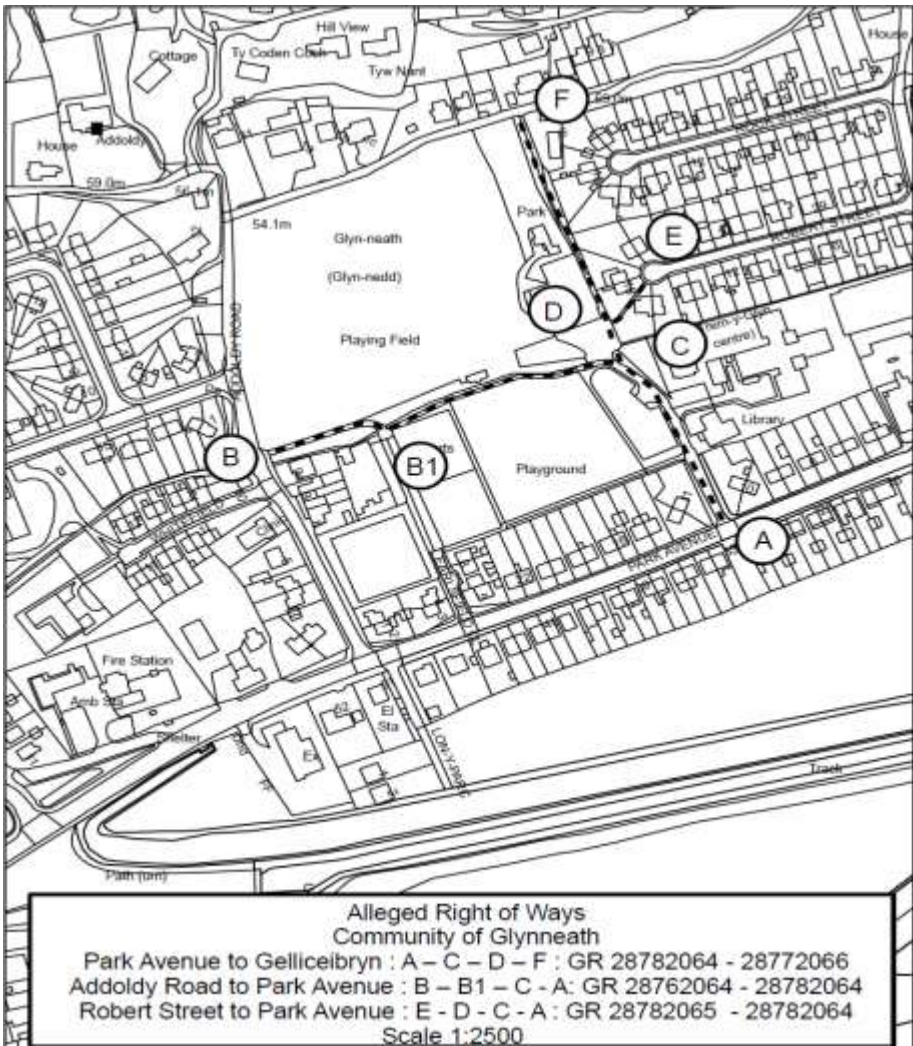
Appendix 2

Pedestrian access

The site in its current state has 3 no public right of way through the site, as noted below

Maes Y Parc – Glynneath

Superseded



When the site commences an application will be submitted for the closure of all these pathways due to Health & safety reasons.

Suitable signage and barrier will be erected to advise of this , we understand that this may be an inconvenience , however, we feel due to the nature of the works being carried out that the safest option to temporarily close them during the construction period.

Pedestrian access will be maintained to both the library and Trem-y-Glyn , this will only be accessible from Park Avenue.

Part of the construction work is to upgrade and enhance the entrance way, which included footpath to both sides, whilst these works are being carried out temporary access will be provided, again suitable signage and barrier will be erected.

Appendix 3

F10 to be inserted once recived

Superseded

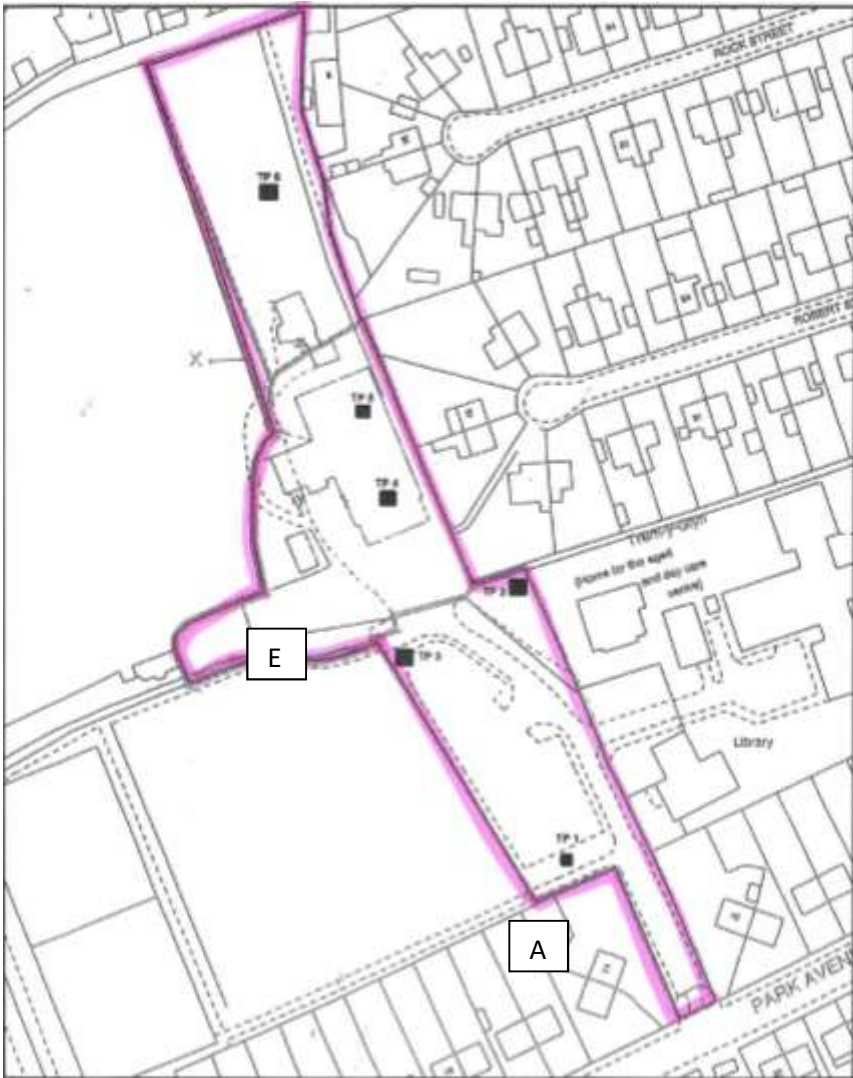
Appendix 4

Site layout and Fire plan

Maes Y Parc – Glynneath

Superseded

Drawing showing extent of land ownership (pink line)



Superseded



A separate site fire risk assessment will be developed for the project.

For the purpose of this document the fire assembly point will be location in the carpark point E
Access for emergency services will be via the main access road off Park Avenue point A

Superseded

Appendix 5

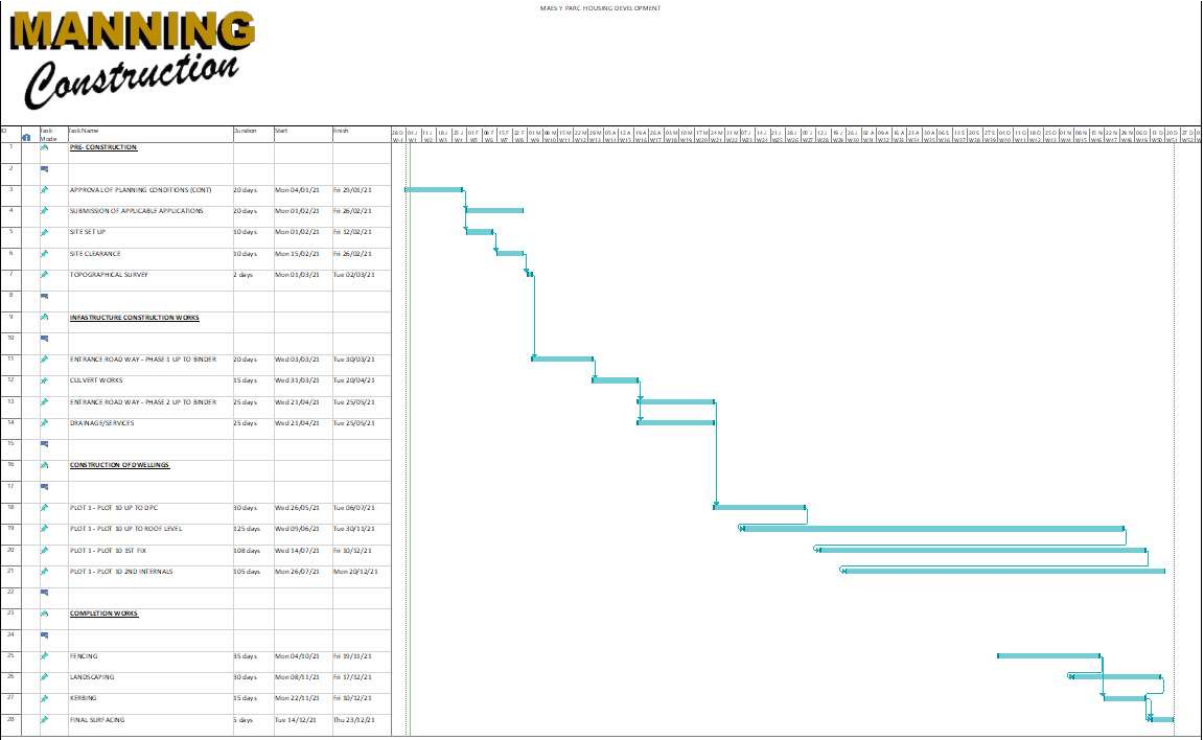
Health & safety constantly – certification of retention



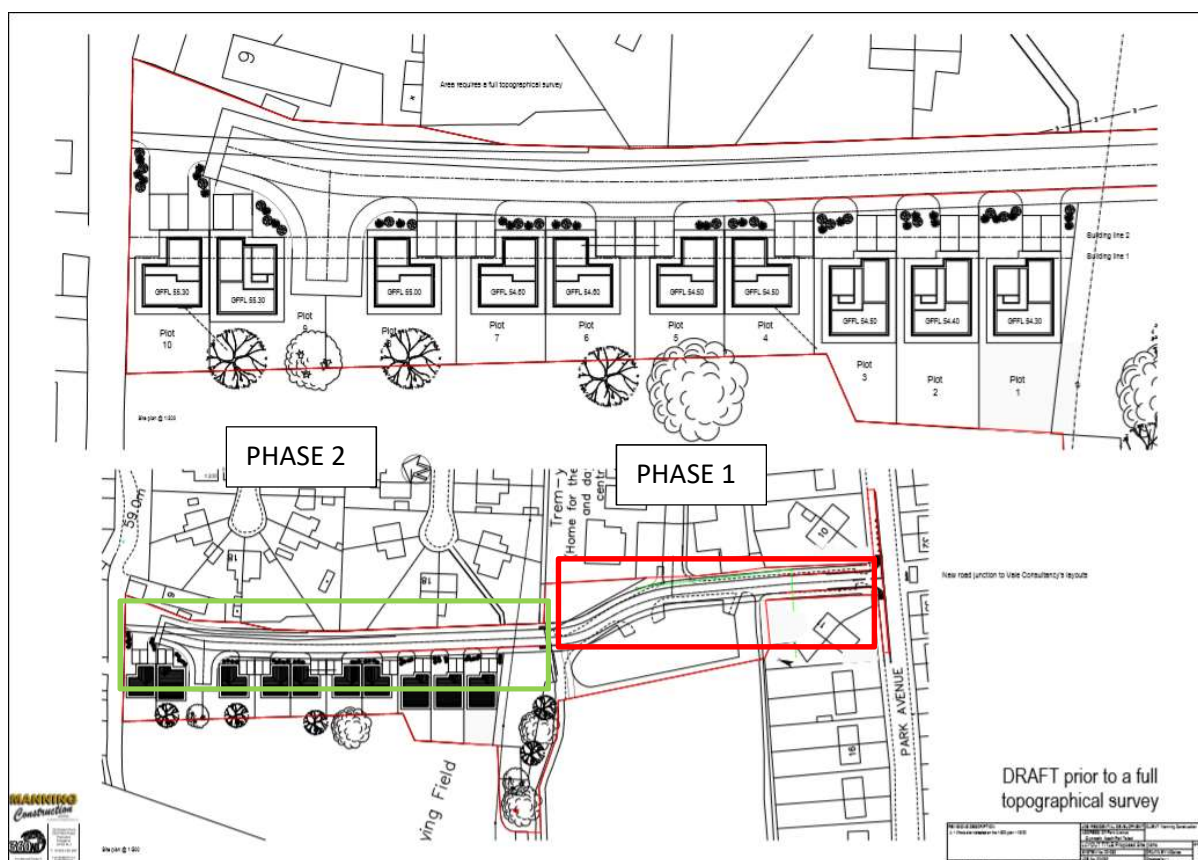
Superseded

Appendix 6

Construction Programme



Superseded



Drawing showing phases for the road works.