



# **Construction Phase Health, Safety & Environmental Plan**

**4 BEDROOM NEW BUILD  
@  
Glannant Place, Cwmgwrach,  
Neath, SA11 5TE**

# PROJECT HEALTH SAFETY & ENVIRONMENTAL PLAN

Name of Project:

4 Bedroom New Build, Glannant SA11 5TE

Project Ref.:

GCN01

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This copy of the Project Health, Safety & Environmental Plan is issued to:

|                |                    |
|----------------|--------------------|
| Mr/Miss/Ms/Mrs | Liam Richards      |
| Company        | Amaya Construction |
| Date           | 23/02/2022         |

|                                                   |   |                            |     |
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## REVISION HISTORY:

|                                  |              |                 |                    |
|----------------------------------|--------------|-----------------|--------------------|
| 1. First Issue Construction Plan | Prepared by: | Nathan Williams | Date<br>23/02/2022 |
|                                  | Approved by: |                 | Date               |
| A.                               | Prepared by: |                 | Date               |
|                                  | Approved by: |                 | Date               |
| B                                | Prepared by: |                 | Date               |
|                                  | Approved by: |                 | Date               |
| C                                | Prepared by: |                 | Date               |
|                                  | Approved by: |                 | Date               |
| D                                | Prepared by: |                 | Date               |
|                                  | Approved by: |                 | Date               |
| E                                | Prepared by: |                 | Date               |
|                                  | Approved by: |                 | Date               |
| F                                | Prepared by: |                 | Date               |
|                                  | Approved by: |                 | Date               |
| G                                | Prepared by: |                 | Date               |
|                                  | Approved by: |                 | Date               |
| H                                | Prepared by: |                 | Date               |
|                                  | Approved by: |                 | Date               |
| I                                | Prepared by: |                 | Date               |
|                                  | Approved by: |                 | Date               |
| J                                | Prepared by: |                 | Date               |
|                                  | Approved by: |                 | Date               |

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## INTRODUCTION

### Health & Safety Principles and Objectives.

Amaya Construction Ltd Holds Health and Safety as a core business value and is committed to creating a future free of incidents and injuries, where:

- All stakeholders actively create safe environments.
- Leadership, passion, and commitment are present at all levels.
- Working safely enhances Quality, improves Productivity, and generates Value.
- Attitude and behaviour replace statistics as a measure of success.
- People are enabled to make safe choices about their own and their neighbour's safety and to challenge the environment in which they work.
- Good safety behaviour is admired, respected, and recognised across the organisation.
- Peer pressure has replaced policing – acting unsafely is anti-social.
- We have a well trained & fully competent workforce actively contributing to the safe planning of their work.
- Our commitment to safety & long-term health contributes to making us employer of first choice.
- Our business only welcomes those who support our vision and are willing to change – no compromise on safety.

**We take pride in everyone returning home safely everyday.**

Amaya Construction Ltd is committed to the protection and enhancement of the environment. This will be delivered by implementing and maintaining an Environmental Management System that applies to services provided by its permanent offices and to its construction activities. This includes activities, products and services provided by organisations working on behalf of Amaya Construction Ltd

A summary of the Amaya Construction Ltd H, S & E Policy statements are posted on the designated safety notice board(s). The Site Manager has full access to systems available for inspection at any time.

Pre- tender information has been considered in the developing this Construction Phase Plan. It will be maintained and developed throughout the project to ensure it constantly reflects the management of specific risks to health, safety & environment arising from the project.

This Plan describes how we manage Health, Safety and Environment on this Project. I expect everyone working on the project to comply with its requirements and work to maintain the standards it has set.

Name: *(print)*     Liam Richards

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## 1 DESCRIPTION OF PROJECT

### 1.1 PROJECT DESCRIPTION & PROGRAMME DETAILS

1.1.0 Site set up, inclusive of welfare facilities, site fencing

1.1.1 Ground works, inclusive of drainage and any service connections for 4 bedroom development.

1.1.2 Construction of substructure works foundations to DPC

1.1.3 Construction of the super structure which consists of traditional build walls with pitched roof

1.1.4 Internal first and second fix of plaster boarding, internal stud walls, carpentry, plumbing, and electrics

1.1.5 Internal wall and ceiling finishes, plastering etc

1.1.6 Full internal decoration, painting, floor coverings etc

1.1.7 Hard and soft landscaping

1.1.8 Pre hand over clean

1.1.9 Demobilisation of site

Project is due to commence march 2022 and is programmed to last for approximately 40 weeks

### 1.2 CLIENT, PRINCIPAL DESIGNER, DESIGNERS, PRINCIPAL CONTRACTOR & OTHER CONSULTANTS DETAILS

#### 1.2.1 Client

Mr & Mrs Johnson

Contact- not provided

Email- not provided

Telephone-

#### 1.2.2 Principal Contractor

Amaya Construction Ltd

28 Bryncoed Terrace

Caerphilly

CF82 8DE

Contact- Liam Richards

Email- [Info@amayahomes.co.uk](mailto:Info@amayahomes.co.uk)

Telephone- 02921 150 919

#### 1.2.3 Details of the Principal Designer

Prime Architecture

3 Llandeilo Road

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Crosshands  
SA14 6NA

Contact-  
Email- info@prime-arch.co.uk  
Telephone- 01269 842575

## 1.2.4 Details of Designers

### Architect

Prime Architecture  
3 Llandeilo Road  
Crosshands  
SA14 6NA

Contact-  
Email- info@prime-arch.co.uk  
Telephone- 01269 842575

### Services

N/A

Contact-  
Email-  
Telephone-

## 1.2.5 Details of Other Consultants

### Structural Engineers

N/A

Contact-  
Email-  
Telephone-

### CDM Advisor

N/A

Contact-  
Email-  
Telephone-

### Health & Safety Consultants

CDM Consult

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1 Isobel Court

Risca

Newport

NP11 6JH

Contact- Trevor Johnson

Email- [trevor@cdmconsult.com](mailto:trevor@cdmconsult.com)

Telephone- 07536 055255

## **1.3 EXTENT AND LOCATION OF EXISTING RECORDS, PLANS AND RESTRICTIONS THAT MAY AFFECT THE WORK**

**1.3.1** All utility plans of the proposed works areas shall be made available to on site supervisor. Plans of the scheme shall be kept in site office and marked up as work progresses. These plans shall be updated if any difference is identified during the works. All the buildings within the scope are believed to be structurally sound. If any difference is identified during the works this shall be communicated to the client and Principal Designer.

**1.3.2** A pretender H&S Plan has been completed as part of the main works  
Work to be coordinated with in a live pedestrian environment, therefore public interface will need to be managed by good communication with members of the public.

**1.3.2.2 Asbestos**  
Not applicable

### **1.3.3 Security**

Due to the nature and location of the proposed site close to a primary school and within a live housing environment, a solid Heras fencing metal system or Heras fencing covered with Monoflex with adequate signage attached, Heras fencing systems must have suitable feet, double clipped with clip threads facing inwards. Contact details of the site manager shall be provided for emergency purposes.

Vehicle and pedestrian access gates shall be installed to the front of the site.

Site security will be managed by removing all access to scaffolding before leaving site each night.

Any structures, when constructed shall be locked by the site supervisor each night and the keys kept within a safe place.

Any plant items shall be locked and caged prior to leaving site each night

All small items of plant shall be stored within a locked cabin or taken home by the contractor at the end of each shift.

### **1.3.4 Welfare**

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Amaya Construction Ltd acting as the Principal Contractor will ensure appropriate welfare facilities are provided for the on-site personnel conforming to schedule 2 of the CDM Regulations 2015

The units shall be provided and maintained according to the size and the nature of these works.

**1.3.5** This is a no smoking site.

**1.3.6** Works shall only proceed with the agreement of the local planning officers, working hours shall 08.00 and 16.30 hours. Unless otherwise agreed.

**1.3.7 Deliveries and parking**

Due to the position of the site, restrictions will be encountered with parking and receiving deliveries. Deliveries to be arranged to avoid peak times this will be managed by the site manager and a trained and competent banks man provided for all vehicle movement around site. Operatives shall not park or unload vehicles as to cause a disruption to the school, other road users, adjacent dwellings, or members of the public. Operatives shall not mount the curbs in vehicles.

Delivery drivers shall minimise reversing where practical

Delivery areas shall be Heras fenced off to create segregation from members of the public. The delivery shall be pre- booked with the site manager so that arrangements can be made to ensure that the area is clear, deliveries shall be offloaded to the marked area at the front of the site

If deliveries use hi ab or small lifting jibs, then the area around the vehicle shall be segregated off and a banks man put in place to prevent members of the public entering the lifting/ lay down area.

The delivery driver must ensure that all loads are correctly secured on the vehicle and when loading/unloading.

Where Amaya Construction Ltd must lift across pavements, the site manager shall ensure that there is an alternative safe passage for members of the public, without putting them out onto the highway.

**1.3.8 Planning conditions**

**Plant and vehicle access and movement-** All movement of plant and vehicles into and off site shall be controlled by a designated, trained banksman on behalf of Amaya Construction Ltd. Access to the site will be made off Glannant Place.

Any crossings of the foot path will be controlled with the foot path closure with all kerbs, paving slabs etc protected appropriately.

No movement of vehicles shall be undertaken without a banksman present. Once heavy goods vehicles or plant have been offloaded, they shall then be driven onto the site and shall not operate outside of the confines of the site boundary, until they are being removed from site, when they will be over always seen by a banksman.

Access for vehicles, deliveries etc shall be along Along the A465, onto High Street and then down Heol Wenalt to Glannant Place., this journey can be repeated in reverse depending on the direction of travel. NO restrictions have been noted but need to be considered when planning vehicle movements around the area. Take

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into consideration, width, weight, and height restrictions as well as passing areas at peak times.

**Vehicle and pedestrian management** - The banksman will control the movement of vehicles and ensure there are no pedestrians in the area during the time the vehicle is gaining access to the site, whilst on site, there will be clear vehicle and pedestrian segregation set up with crowd barriers. This will be laid out in the TMP as the site develops.

**Parking**- There is minimal parking available around the site due to the built-up nature of the surrounding area.

Operatives coming to site are advised to vehicle share to ensure vehicle movement is limited.

If parking on surrounding streets site users must ensure they park safely and legally.

**Loading and Unloading**- All deliveries shall be planned after 9:30 and before 15:30 to mitigate the effect at peak times etc. all loading and unloading shall be undertaken with the aid of a trained and competent banksman/vehicle marshal. Pedestrian barriers shall be set up around the unloading/loading area to prevent unauthorised access into the area. All deliveries shall be arranged just in time due to limited storage space, vehicles shall then be unloaded by Hiab or manual handling, there is no room for a telehandler to operate. A material lay down area shall be created at the front of the site

**Materials and equipment** – Materials and equipment shall be stored within the confines of the site boundary which will be solid hoarded and signed appropriately, all gates shall be locked at the end of each shift by the site manager. Small items shall be stored within the welfare facilities or within a storage container situated within the site boundary.

**Lorries leaving site**- All lorries carrying muck away from site shall be suitably sheeted on site prior to them leaving, any additional mess created on the road/footpath shall be cleared up immediately by the site labourer, where required, a road sweep shall be engaged to keep the road clean and clear of debris.

**Wheel cleaning facilities**- where required, wheel wash facilities shall be provided at the exit of the site. This will be in the form of a jet wash facility, which will be operated by the relevant vehicle driver. The ground beneath this area will be dug out, filled with clean stone and a porous membrane which will catch all the silt, run off etc. this shall be set up away from any drains or water courses. Where deemed necessary hay or straw shall be used on the floor to act as a filter, this shall be changed regularly and discarded. Where this method is not practical, run off water shall be directed to the closest drain, the water shall be de silted prior to it being disposed of into the drain. There is going to be minimal vehicle movement off site.

## 1.3.9 Existing and known services

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A copy of all existing services is included within this plan. Service drawings are only an indication of the location of services/ underground apparatus, the site manager shall ensure a full CAT & Genny scan is carried out on the areas prior to excavation taking place and that all results are recorded on the relevant CAT & Genny Survey Report.

Once identified all existing services to the original dwellings shall be isolated and cut off back to the main or stop tap prior to demolition work commencing.

All services shall be treated as live until categorically proven to be dead.

## 1.3.10 Public rights of way

The site manager and all site operatives shall ensure that right of access is maintained for all rights of way. None have been identified at this stage

- 1.3.11** All notifiable aspects of the project inclusive of F10 notification (where applicable), insurances, environmental policy shall be displayed on project wall within the Welfare facilities.

## 1.4 MANAGEMENT STRUCTURE AND APPOINTMENTS

|                |                                                  |
|----------------|--------------------------------------------------|
| Liam Richards  | Site Manager Amaya Construction Ltd              |
| TBC            | Site manager appointed by Amaya Construction Ltd |
| Trevor Johnson | Visiting Health, Safety & Environmental Officer  |

### 1.4.2 Management Responsibilities / Safety Appointments

The key Amaya Construction Ltd 'Golden' HS&E appointments and deputies have been made by the Site Manager. *Additional key appointments may be added to this list.*

| Appointment                           |                 | Deputy |
|---------------------------------------|-----------------|--------|
| HS&E Advisor (Visiting)               | Trevor Johnson  | N/A    |
| Site Environmental Co-coordinator     | Trevor Johnson  |        |
| Temporary Works Co-ordinator          | TBC             |        |
| Appointed Person (Lifting Operations) | N/A             |        |
| Lead First Aider                      | Site Manager    |        |
| First Aiders                          | TBC             |        |
| Fire Safety Co-ordinator              | Nathan Williams |        |

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|                                                    |              |                 |
|----------------------------------------------------|--------------|-----------------|
| Emergency Co-ordinator                             | Site Manager | Site Supervisor |
| Public Protection Co-ordinator                     | Site Manager | Site Supervisor |
| Welfare / Compound Co-ordinator                    | Site Manager | Site Supervisor |
| Access & Egress Co-ordinator                       | Site Manager | Site Supervisor |
| On Site Logistics Co-ordinator                     | Site Manager | Site Supervisor |
| Hole Protection Co-ordinator                       | N/A          |                 |
| Abrasive Wheels Co-ordinator                       | Site Manager | Site Supervisor |
| Temp Electrics, Lighting & Hand Tools Co-ordinator | Site Manager | Site Supervisor |
| COSHH Co-ordinator                                 | Site Manager | Site Supervisor |
|                                                    |              |                 |

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### 1.4.2 Management Responsibilities / Safety Appointments (Cont.)

| Appointed Permit Issuer:      | Name                                     |
|-------------------------------|------------------------------------------|
| EXCAVATE/ DIG                 | Site Manager                             |
| WORK ON HIGH VOLTAGE          | Site Manager                             |
| WORK IN CONFINED SPACES       | Site Manager                             |
| ISOLATION OF SERVICES         | Site Manager                             |
| WORK ON OR NEAR LIVE SERVICES | Site Manager<br>Local Utilities Operator |
| PRESSURE TEST WORK            | Site Manager                             |
| HOTWORKS                      | Site Manager                             |
| ACCESS TO RESTRICTED AREAS    | Site Manager                             |

### 1.4.3 Supervision Standards:

Standards of supervision levels on projects will be determined according to the level of risk involved in the specific tasks and the competence of those undertaking the task.

The Amaya Construction Ltd Site Manager will determine the levels of supervision required by on-site Amaya Construction Ltd personnel and record these on the project organogram.

For subcontracted work, the Site Manager and the subcontractor will agree supervision levels prior to award of subcontract, and these will be recorded.

All young or in experienced operatives shall be always supervised on site. If required a young person's risk assessment shall be drawn up for operatives under 18 years of age.

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## 1.5 ARRANGEMENTS FOR COMMUNICATION

- 1.5.1 The Project Team
- 1.5.2 The Client
- 1.5.3 The Principal Designer
- 1.5.4 Designers
- 1.5.5 Contractors
- 1.5.6 Site Workforce
- 1.5.7 Others that may be affected

### 1.5.1 Project Team.

Communication within Amaya Construction Ltd and the rest of the project team will be by phone, verbal communication, written instruction and via email.

Contact with the designers will be via the site manager

Where design changes are required or scope of work changes, alternative methods, designs and implications on safety shall be agreed with the principal designer prior to work commencing.

All new hazards that arise from alternative work tasks shall be controlled by additional risk assessments and method statements being produced by the contractors involved, all contractors RAMS shall be forwarded to Amaya Construction Ltd for approval prior to commencement on site.

These shall then be forwarded to the Principal Designer at their earliest convenience.

The site manager shall communicate with operative via weekly meetings/Toolbox Talks. During this the operatives will have the chance to express their views on any issues they may have about the project, H&S issues, or unsafe practices they feel maybe being adopted.

### 1.5.2 The client

Communication with the client shall be made via the principal designer and on-site meetings with the project team. All meetings shall have minutes taken and a distribution list shall be developed. Communication shall also be made via telephone and email contact, ensuring the principal designer is copied in on all emails or made aware of the conversations and their content.

### 1.5.3 The principal designer

All communication with the principal designer shall be made via telephone conversation or by email, the sender shall ensure that the client is copied in on all emails sent to the principal designer. Meetings may also be called by the client or the principal contractor which require the attendance of the principal designer, verbal communication shall be made in this instance and the conversations minuted.

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## 1.5.4 Designers

All communication with the designer shall be made via telephone conversation or by email, the sender shall ensure that the client and principal designer is copied in on all emails sent to the designer. Meetings may also be called by the client or the principal contractor which require the attendance of the designer, verbal communication shall be made in this instance and the minutes taken.

## 1.5.5 Contractors

| Method                                         | Frequency                             | By whom?                                                         |
|------------------------------------------------|---------------------------------------|------------------------------------------------------------------|
| Pre-start meetings                             | Minimum once prior to commencement    | Site Manager<br>Manager with direct control                      |
| Progress meetings<br>(inc. Health, Safety Env) | Once per week (minimum)               | Manager with direct control<br>Client representative             |
| Safety meetings                                | Once per month (minimum)              | Site Manager, HS&E Advisor<br>and<br>Manager with direct control |
| Emergency meetings                             | As required by Amaya Construction Ltd | Manager with direct control,<br>Client                           |
| Written instructions                           | As necessary                          | Manager with direct control,<br>HS&E Advisor                     |
| Verbal instructions                            | As necessary                          | Manager with direct control                                      |
| Walk about                                     | Daily                                 | Manager with direct control                                      |
|                                                |                                       |                                                                  |

## 1.5.6 Site Workers

Detail specific methods for communication of HS&E issues to site workers, for example:  
Site Specific Health and safety induction shall be carried out by the Site Manager prior to any operative starting on site  
Inductions shall be carried out for all visitors, delivery drivers etc. outlining key areas of work and the associated hazards  
Daily contact on site with operatives  
Toolbox talks carried out weekly or when deemed necessary between these times by the Site Manager. Toolbox talks shall be relevant to the work being carried out that week

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## 1.5.7 Others Who May Be Affected

Detail the specific methods for communication of health and safety issues to others that may be affected by the project. For example:

- The hospital, Members of the public - schools, neighbours, drivers, pedestrians, etc. shall be communicated to using appropriate signage, identifying hazards and restricted access areas.
- Health and Safety Executive the health and safety executive shall be notified of the project through the preparation of the F10 (where required) document provided by the Principal Designer, which shall be updated as required throughout the duration of the project.
- Emergency Services local authorities shall be made aware of the project prior to start on site. They shall be the first point of call should an emergency arise on site during the working day.
- Local Authorities communication shall be carried out regularly with the highway's authority with regards to the delivery of materials, parking of vehicles and general risks presented as part of the ongoing works.
- Communication of Health & Safety issues to the public/ residents will be via on site communication inclusive of signage, correctly segregated areas of work and verbally given instructions.
- Communication with the hospital will also be made via regular consultation meetings, updating them on progress, any safety issues which may cause delays or minor obstructions etc.

## 1.6 HEALTH & SAFETY GOALS FOR THE PROJECT

**1.6.1** To ensure that no accidents or incidents occur during the duration of the project to site operatives, third party contractors, or members of the public.

**1.6.2** To ensure everyone returns home safely after work

**1.6.3** To ensure there are no dangerous occurrences or cases of ill health on the project.

**1.6.4** To ensure there is no property or environmental damage caused

## 2 HEALTH & SAFETY MANAGEMENT STRATEGY

### 2.1 ARRANGEMENTS FOR MONITORING HS & E PERFORMANCE

- 2.1.1 Routine Inspections
- 2.1.2 Workplace Safety Inspections
- 2.1.3 Compliance Monitoring
- 2.1.4 HS&E Adviser Monitoring
- 2.1.5 Operations Director / Manager Review
- 2.1.6 HS&E Inspections and Audits

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## 2.1.1 Routine Inspections

A routine inspection of every workplace will be carried out at least once a week and the 'Supervisor Inspection Report' or Site Managers Safety Report will be used to record the observations made and the remedial actions to be taken.

The following persons are responsible for carrying out routine inspections on a weekly basis:

## 2.1.2 Workplace Safety Inspections

Workplace inspections will be carried out by the person in control of the specific workplace, whether Amaya Construction Ltd or sub-contractor.

Where subcontractors are required to carry out such inspections, the responsible Amaya Construction Ltd manager or site supervisor must have a system of ensuring the adequacy of the inspection process.

Inspections carried out by Amaya Construction Ltd will be recorded on the site supervisor Inspection Form.

**2.1.3** Trevor Johnson of CDM Consult shall complete monthly site inspections and issue the relevant report to relevant project personnel and be available for site visits, advice etc. for the duration of the project.

## 2.2 INFORMATION AND TRAINING FOR PEOPLE ON SITE

2.2.1 Inductions

2.2.2 Site Rules

2.2.3 Amaya Construction Ltd Mandatory Standards

2.2.4 Training Registration Schemes Recognised by Amaya Construction Ltd

**Amaya Construction Ltd will ensure that all site personnel are inducted by adhering to the following process:**

- Site induction which incorporates all necessary site-specific information relating to hazards on site, policies and site-specific controls that need to be adhered to.
- Communicate dates when inductions are held to all parties so that the work force is Inducted as soon as they arrive on site for the first time.
- Amaya Construction Ltd management will be informed of new starters and ensure they are inducted prior to start on site.
- A register will be taken at every induction session and information relative to each recorded on site log.

## Amaya Construction Ltd site rules

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## 2.2.2 Site Safety Rules Applicable to All Persons on Site:

- **Members of the public** must be always protected from injury with the use of suitable signage and fencing systems. Members of the public shall be clearly always segregated from the work site; measures shall be put in place to prevent members of the public coming into contact with any dust or debris arising from work activity.
- **Roads & footpaths** No working roads or footpaths must not be obstructed at any time. Unless other means of access is developed. Pedestrian access shall be always maintained for the homeowner. Disabled access shall be provided. Pedestrian and work force shall be clearly segregated.
- **Drug & Alcohol Testing** may be carried out at any time. Positive results for drugs or excess alcohol, or refusal to take a test could result in termination of contract or refusal of entry to site. If you use any medication that could affect your ability to work safely, notify your employer
- **Safety Inductions** must be satisfactorily completed by all persons before starting work. These shall be delivered on site explaining site rules and areas where operatives are allowed to operate.
- **Amaya Construction Ltd Behavioural Incident Notice**
- Urinating or defecating on site except in the toilet facilities provided will strictly prohibited and shall result in disciplinary action.
- Personnel are requested not to cause a public nuisance. No swearing or wolf whistling. Assume a non-confrontational manner and respect for the environment in which we work.
- All personal shall "clock in & out" of site.
- Safety Helmets, High Visibility Vests, Safety Footwear are mandatory on site
- You must wear additional Personal Protective Equipment where this has been specified
- Do not attempt to lift any load that is too heavy for you. Ask your supervisor for help and look at alternative's methods.
- Make sure your supervisor has briefed you prior to starting work – if not, stop and ask.
- Strictly follow the details of the agreed method statements, task briefing or daily activity briefing.
- Stop working if unsafe or unhealthy conditions develop and inform your supervisor immediately.
- No alcohol, drugs, radios or Walkmans are allowed on site.
- Only eat, drink, or smoke in areas designated by management.
- Racial or sexual harassment on site or directed at the public is illegal and will not be tolerated
- Anyone connected with defacing or vandalising anything on site, will be removed from site
- Personnel must not obstruct or interfere with fire exits or fire fighting equipment
- Do not indulge in horseplay

### Permits

- Some activities need special Permits; if you have not received a briefing, ask
- Permits will be required for Hot Works and any penetration of ground
- Permits may be required for the storage of skips if on public highway.

### Plant & equipment

- Only 110-volt power to be used on site. All 110v tools must be PAT tested every 3 months.
- Only appropriate certificated operators to drive or operate plant (CPCS)
- Plant must be switched off and immobilised when not in use.
- Reversing vehicles must be controlled by a competent banksman.
- Keep your area tidy by placing rubbish in piles or in bins and then removing to skips regularly.
- Keep all accesses clear of materials, cables, or other obstructions

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- Fully comply with all health and safety signs – do not cross barriers or enter no-go areas
- If you notice unsafe areas or uncovered holes, take immediate action, and report them immediately
- Keep welfare facilities clean and tidy; put all rubbish in the bins provided.

## COSHH

- If you are using any paints, solvents, or other chemicals, read the instructions on the container and follow them. Wear any protective clothing / equipment specified. Ensure that you are provided with the COSHH assessment for the particular use of the product. Do not decant into unsuitable unmarked containers and do not pour down drains or throw into general waste skips
- Under no circumstances should oil, paraffin or flammable solvents be kept in the general store's huts. They are to be stored in a designated store and sign posted accordingly

## Unplanned Events:

- Report all accidents and near misses to allow us all to learn by our mistakes
- Know the best means of escape from your work area and your assembly point
- Unsafe working will not be tolerated

## Rules for Drivers on Site:

- Vehicles must not be allowed to obstruct the public roads
- All persons must wear safety helmets, hi-vis vests, safety & footwear when not protected by their cab
- All deliveries shall be pre booked with site management at least 48 hours in advance
- Delivery times shall be planned outside of peak times, with schools in the proximity.
- Deliveries shall take place with the agreement of the local authority highway department. Once deliveries have been unloaded, vehicles shall leave the area.
- All movement of delivery drivers shall be overseen by a banks man.

## Covid 19 Controls

- All site workers must complete a coronavirus questionnaire prior to starting work on site
- All operatives and visitors must report to the site manager and have their temperature taken daily
- Where a temperature records over 37 then the person will be asked to leave site and where needed undergo the self isolation procedure.
- Operatives must ensure they always stay 2 metres away from each other, if this is impractical due to other health and safety reasons, manual handling for example the person is permitted to work closer but only for a short duration. It is preferred they work side to side rather than face to face.
- All surfaces, desks, keyboards, tables, chairs, worktops etc shall be cleaned regularly by the Site Manager using anti-bacterial cleanser.
- All tools and equipment shall be cleaned down regularly with anti-bacterial solution, particularly if the equipment is likely to be shared.
- Operatives must use their own cups, mugs cutlery etc and wash it thoroughly.
- Break times shall be split to avoid over congestion, operatives are encouraged to use their own vehicles
- People shall only travel together if necessary and shall keep to the same travel arrangements/groups with a designated driver
- All vehicles shall be internally cleaned, particularly the steering wheel, gear stick etc.
- RPE shall be worn if traveling together and social distancing cannot be achieved.

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- If an operative or a member of their household has the symptoms they shall not travel or attend site, the Site Manager shall be made aware of this
- If you have the symptoms while on site, please report to the site manager leave site and self-isolate for 14 days.
- Do not unnecessarily enter the site managers office, communicate via email, or phone calls

## Rules for Visitors:

- Visitors to the site must be always escorted by a fully inducted person and obey all instructions
- Visitors shall be inducted on arrival outlining site specific rules and relevant workplace hazards they may encounter

In addition to the above the site is a non-smoking site, there shall be no swearing or radios/music played.

## 2.2.3 Competence Standards

Amaya Construction Ltd seeks to ensure that all people working on site are competent to carry out their duties and tasks. Competence will be achieved through a combination of training and experience.

All plant training must be procured by Amaya Construction Ltd to ensure the use of CPCS/NPORS accredited trainers and subsequent issue of relevant cards

### AMAYA CONSTRUCTION LTD Mandatory Standards.

- The Amaya Construction Ltd Health, Safety and Environmental Management System.
- This Project Health, Safety & Environmental Plan, including the site rules.
- Persons, other than scaffolders, erecting mobile towers must hold a certificate demonstrating they have been trained to PASMA standards.
- All scaffolders to be appropriately certificated by CISRS scheme affiliated to CITB. \*\*
- All operators of plant and equipment that are covered by the CPCS schemes must be appropriately certificated under that scheme. \*\*
- All operatives must hold a relevant CSCS card, supervisors and managers shall hold the relevant SSSTS or SMSTS card.
- Mandatory PPE includes the wearing of Safety Footwear, Hi Vis garments, Hard hats. Other specific PPE will be required for specialist operations

\*\* Note: For non CITB levy paying non- construction companies, certificates to an equivalent industry wide certification scheme, (e.g., ECITB) may be acceptable on provision of the appropriate documentation to the project Health, Safety & Environmental Adviser well in advance of the works commencing.

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## 2.2.4 Training Registration Schemes Recognised by AMAYA CONSTRUCTION LTD

| CSCS & AFFILIATED SCHEMES:                                                                                                                                                         |                                                                                                                  | Tel.:         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------|
| 1.                                                                                                                                                                                 | <b>CSCS</b> - Construction Skills Certification Scheme - Green, Red, Blue, Gold, Platinum, Black, (White & Blue) | 01485 578777  |
| 2.                                                                                                                                                                                 | <b>CPCS</b> - Construction Plant Competence Scheme                                                               | 01485 577877  |
| 3.                                                                                                                                                                                 | <b>CISRS</b> – Construction Industry Scaffolder Record Scheme                                                    | 01485 577875  |
| 4.                                                                                                                                                                                 | <b>NPORS</b> - National Plant Operators Registration Scheme                                                      | 01606 351240  |
| 5.                                                                                                                                                                                 | <b>Gas Safe</b> -                                                                                                |               |
| 6.                                                                                                                                                                                 | <b>NRSWA</b> – New Roads and Street Works Act (Supervisor & Operative)                                           | 0141 242 2239 |
| 7.                                                                                                                                                                                 | <b>IPAF</b> - International Powered Access Federation                                                            | 01539 562444  |
| 8.                                                                                                                                                                                 | <b>PASMA</b> - Prefabricated Access Suppliers and Manufacturers Association                                      | 0845 230 404  |
| (You may check the above list of Schemes Affiliated to CSCS on <a href="http://www.citb-constructionskills.co.uk/cardschemes">www.citb-constructionskills.co.uk/cardschemes</a> ): |                                                                                                                  |               |

### Other Standards of Training

Where Amaya Construction Ltd has no overriding standards, those represented by the requirements of:

- Relevant British Standards.
- Published advice and guidance from the health and safety Executive will apply.

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## 2.3 FIRE AND EMERGENCY PROCEDURES

Amaya Construction Ltd has appointed a central point of contact and emergency controller to develop and maintain emergency procedures and take control in emergency situations.

**Central Point of Contact: SITE MANAGER**

**Emergency Controller: SITE MANAGER**

### **Emergency Procedures:**

Where an emergency occurs, site management shall ensure that all operatives and home occupiers are safely evacuated from the work area to the nearest muster point at the front of the site, next to the library sign where a role call shall be completed.

The Site Manager shall ensure that any accidents on site are correctly recorded in accident book located within the site office in the site welfare unit.

All operatives and others effected shall be removed to the muster point at the sign for the library on the external fence, a role call taken.

Not under any circumstances shall any person re enter the work area until safe to do so. The Site Manager shall be responsible for alerting the emergency services and dealing with them on their arrival on site.

An air horn shall be situated at each work area and within the site office. In case of emergency the horn shall be sounded three times. The air horn and procedure shall be tested periodically, and a record kept.

All casualties shall be taken to **Neath Port Talbot Hospital, Baglan Way, Port Talbot, SA12 7BX. Contact number: 01639 862160 (minor Injuries) or Morriston Hospital, Heol Maes Eglwys, Swansea SA6 6NL (A&E)**

## 2.4 SELECTION AND CONTROL OF CONSULTANTS, DESIGNERS AND CONTRACTORS

- 2.4.1 Selection of Consultants and Designers
- 2.4.2 Selection of Contractors
- 2.4.3 Suppliers of Materials
- 2.4.4 Selection of Plant
- 2.4.5 Shared Use Work Equipment

### 2.4.1 Selection of Consultants and Designers

Where there is a need for Amaya Construction Ltd to assess competence of consultants and designers the evaluation of such competence will be carried out at project and strategic level. At strategic level Consultants and Designers will be reviewed to ensure they have an annual review of their internal systems to ensure appropriate levels of training and resource is being made available to their employees. At project level the Consultant or Designer will ensure through review that the designers employed on any project are suitably qualified and experienced.

Procedures and documents used for selection of consultants or designers are detailed below.

- Desktop exercise based upon details contained within the Group's standard competency questionnaire

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- Review of track record of delivery specific to the work sector and location
- Design office visits / Design Audits

## 2.4.2 Selection of Contractors

Procedures for selection of contractors who are competent and will make adequate provision for health and safety are detailed in the Amaya Construction Ltd commercial department procedures. A guide on assessing the Health and Safety Competence and Resource of Contractors is detailed in Competence of CDM Duty Holders.

CDM 2015 requires that all Contractors inform the Principal Contractor of any appointments made; therefore, this will include details of all sub contractors or designers prior to commencement on site.

All contractors selected to work on this project will be subject to the following procedures:

- Appointment of Amaya Construction Ltd site manager Site Manager
- Weekly or daily co-ordination meetings
- Progress meetings
- Formal correspondence
- Verbal instructions
- Workplace inspections
- List the proposed work packages
- Completion of the Amaya Construction Ltd Questionnaire and details of experience.

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## 2.4.3 Suppliers of Materials.

The Procurement Department orders will require all suppliers of materials to supply relevant Health & Safety Information to the project for use in COSHH assessments and the Health and Safety File. This to be held in the site file  
Materials ordered from builders' merchants shall be accompanied by the material safety data sheet from which a COSHH assessment shall be produced by CDM Consult Ltd on behalf of Amaya Construction Ltd

## 2.4.4 Selection of Plant

All plant selected for use on the project shall be suitable for the task to be undertaken. On site plant, including small plant items shall be checked before use and a plant inspection document completed once weekly for each item.

Where sub-contractors bring plant items on site, the Site Manager or site supervisor shall ensure they are suitably serviced and well maintained. All sub-contractors shall complete the relevant plant inspection forms on a weekly basis.

All electrical plant items must have relevant PA Test certificates accompanying them. It is site policy that all heavy-duty electrical items shall be tested every 3 months with other items tested every 6 months or annually

## 2.5 FIRST AID

*Detail the sites First Aid arrangements, for example:*

- Names of First aiders - Site Manager
- Contractors' provisions – First Aid box will be located within the offices of the welfare facility provided by Amaya Construction Ltd
- Location of First Aid room – this will be located within the welfare facility of the site. Any major injuries that require additional medical treatment shall be taken to the Heath Hospital Cardiff for further assessment
- Numbers of First Aider's required – there will be one first aider within the project.
- Location of accident book within the project office - the accident book shall be located with the first aid box within welfare unit.
- Location of nearest A&E Dept see attached plan for The Heath Hospital

## 2.6 ACCIDENT AND INCIDENT REPORTING

### Definition

RIDDOR injuries and Incidents are those defined in the Reportable Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

As of **6 October 2013**, RIDDOR's over-three-day injury reporting requirement has changed.

The trigger point has changed from over three days to over seven days incapacitation (Not including the day on which the accident happened)

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work

Employers and others with responsibilities under RIDDOR must keep a record of all over three day-injuries – if the employer must keep an accident book, then this record will be enough.

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to

The deadline by which the over-seven-day injury must be reported has also increased fifteen days from the day of the accident.

## 2.6.1 Immediate Reporting of all Incidents

The Amaya Construction Ltd Site Manager must be informed of any incidents on site by the quickest possible means.

The relevant sub-contractor or Amaya Construction Ltd supervisor will report all incidents within 24hrs to the Site Manager using the Initial Incident Report form, Trevor Johnson of CDM Consult Ltd shall then be contacted and relevant investigation completed, copies of this shall then be sent to all relevant project parties and to the relevant department of the HSE

## 2.6.2 Arrangements by Amaya Construction Ltd

Amaya Construction Ltd will report all RIDDOR

The Amaya Construction Ltd Site Manager will ensure that the relevant contractor reports all reportable injuries and diseases to the Health and Safety Executive (HSE). Any dangerous occurrence on site will be reported to the HSE directly by Amaya Construction Ltd

Amaya Construction Ltd will also ensure that each contractor keeps an accident book on site, unless otherwise agreed, and will require each contractor to bring their book to each progress meeting to discuss and verify any injuries / entries (reportable and non-reportable) since the last meeting.

If a RIDDOR incident should occur to a member of the clients' team or a member of the public, etc. Amaya Construction Ltd will investigate the incident in accordance with Section12 and ensure that the HSE are notified by the relevant methods.

## 2.6.3 Arrangements for Others to Inform Amaya Construction Ltd

Contractors are required to inform the Amaya Construction Ltd Site Manager of any incidents on site by the quickest possible means.

Formal notification will be made to the Amaya Construction Ltd Site Manager within 24 hrs using the Accident Incident Report sheet.

The employing contractor will be reported to the Health & Safety Executive (HSE) with Reportable injury, Disease or Dangerous Occurrence, information and must also provide the following information to Amaya Construction Ltd: -

- A copy of the relevant page of the contractors' accident book.
- Full details and nature of injuries or the occurrence.
- Accurate details of the treatment received, both on and off site.
- A copy of the completed F2508 form issued to the HSE.
- Results of in-depth incident investigations undertaken by the contractor's Safety Team detailing the:
  - Full details and nature of the incident.

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- ☐ Circumstances of the incident.
- ☐ Direct reasons for the incident.
- ☐ Indirect reasons for the incident (lack of supervision, training; etc.).
- ☐ Copies of statements from any witnesses
- ☐ Copies of statements from injured party or owners of damaged property.
- ☐ Measures taken to prevent a re-occurrence of the incident; and
- ☐ Details of how these measures will be communicated to those potentially affected

Contractors are also required to keep Amaya Construction Ltd informed of the subsequent developments of long-term injuries, diseases, and dangerous occurrences, e.g., claims, etc.

## 2.7 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

### 2.7.1 Production of Method Statements

High risk operations must always have method statements and safe systems of work. The need for these and other specific method statements are identified on Risk Assessment sheets contained in Appendix. All method Statements are contained within Appendix 2

### 2.7.2 Risk Assessments and Method Statement Approvals

Much of the work carried out on this contract is of a standard nature within the industry. Where job specific method statements are not required for standard or routine operations, a risk assessment must already have been provided incorporating control measures within standard operating procedures or site rules and must be enforced.

The Risk Assessments undertaken by Amaya Construction Ltd, and their sub-contractors must identify particular risks, the required management processes, and other control measures.

### 2.7.3 Initial Planning Risk Assessment by Amaya Construction Ltd

Significant project H&S risks have been identified using the tool 'Safety Risk Assessment sheet at the initial H&S Planning Meeting. The results of the Initial Risk Identification and subsequent reviews are contained in Appendix 1 of this Plan.

Specific areas for consideration are:

**SAFETY RISKS** 1, Services, including temporary electrical installations. 2, Preventing falls. 3, COSHH Hazards. 4, Movement of plant and vehicles. 5, Maintenance of plant and equipment. 6, Work at Height 7 members of the public

All risks identified at the initial contract stage are controlled within the risk assessment and method statement documents provided within appendices 1&2 of this document.

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Any additional risks identified or introduced as part of a design change shall be managed through the introduction of risk assessments along with safe systems of work. Where design changes are required, the Site Manager shall consult with the designer via on site meetings, emails etc. where required a redesign or alteration shall be completed and communicated to site personnel, It is the responsibility of the designer to communicate this change to the Principal Designer

**HEALTH RISKS** 1. Manual significant health risks.2 Concrete and mortar dust Silica (COSHH) 3 Noise 4 dermatitis

All risks identified above shall be controlled using a site-specific risk assessment prepared for the project.

## 2.7.4 Task Specific Risk Assessment

Amaya Construction Ltd Operations:

Risks arising from specific Amaya Construction Ltd operations during the contract will be addressed in detail using the Task Specific Safety Risk Assessment Sheet.

These completed forms are kept by Site Manager

Where ongoing design elements are introduced or other information is brought to the attention of the Site Manager, the hazards associated with this and the relevant risk shall be controlled by the preparation of additional risk assessments or inclusion of a safe system of work agreed,

Sub-contractor Activities:

The persons responsible for reviewing Sub-contractor's risk assessments are the appropriate Site Manager/Site manager.

## 2.8 HEALTH AND SAFETY FILE

### 2.8.1 Information for inclusion in the HSF.

The Amaya Construction Ltd team will collate information which can be supplied by Amaya Construction Ltd or their Contractors and submit this to the Principal Designer. This will normally include:

1. Brief description of the work carried out
2. Any residual hazards which remain and how they have been dealt with (for example, surveys, or other information on asbestos, contaminated land, water bearing strata, buried services etc)
3. Key structural principles (e.g., bracing, post tensioned units), safe working loads for floors and roofs etc.
4. Hazardous materials such as paints, special coatings etc
5. Information regarding removal or dismantling of plant or equipment
6. Health and Safety equipment for cleaning or planned maintenance

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7. Nature, location, and markings of significant services including underground cables, gas supplies, fire fighting or emergency services etc
8. Information and 'As Built' Drawings including safe access to and from service voids, fire doors and compartmentalisation etc

## 2.8.2 Method of providing information

Contractors will provide information for inclusion in the HSF to Amaya Construction Ltd the Amaya Construction Ltd Site Manager will ensure that all the HSF information is provided to the Principal Designer at the end of the project.

Sub-contractors to prepare as built information paper file

It shall be the responsibility of the client and the designer to notify the PC of any changes to works being carried out and the implicated risks involved with the change. These shall be brought to the attention of the Site Manager as soon as they become known, either within the project meetings carried out on site or via email/telephone communication. These shall then be action by the PC and relevant documentation prepared as appropriate.

## 3.0 ENVIRONMENTAL MANAGEMENT STRATEGY

The Amaya Construction Ltd Environmental Process defines in detail how environmental management is applied throughout the company. The key requirements and actions within the environmental management system, at an operational level, are defined below to confirm how Amaya Construction Ltd will manage the environment at a project level.

The site management shall ensure all waste created by the process are well controlled through the introduction of waste management skips, dust suppression and noise control. These will be highlighted within the specific Method statements within appendix

Mud

The Site Manager shall ensure that all mud created is kept within the boundaries of the site, any mud that is transported out onto the public highway, either from plant or site workers shall be cleaned down at the end of every shift.

## 3.1 AMAYA CONSTRUCTION LTD ENVIRONMENTAL POLICY

## 3.2 WASTE MANAGEMENT PLANNING

In England and Wales all sites producing hazardous waste must be registered with the Environment Agency. Details of how to register your site for hazardous waste are detailed within the Amaya Construction Ltd SWMP.

The Project Site Waste Management Plan will detail the Project waste types and quantities including waste management actions and responsibilities for waste disposal.

All records of waste movements should be recorded into Amaya Construction Ltd 'Waste Register. A list of waste permits / consents / exemptions and licences (e.g., waste carriers, receiving tips, and exemption certificates); will also be maintained within the Site Waste Management Plan.

The Project Site Waste Management Plan is maintained within the Principal Contractors on site Project.

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Where contaminated land is present, Amaya Construction Ltd shall provide additional skips for the removal of this waste. Amaya Construction Ltd shall ensure that the waste contractor is aware of the contamination and that it is disposed of as appropriate in the relevant licenced tip.

All contaminated land shall be sampled to determine the contaminants prior to the removal or handling of the waste.

Safe systems of removal and PPE shall be put in place were deemed necessary by Amaya Construction Ltd.

## 3.3 INITIAL PROJECT ASSESSMENT

The content for each file may vary from project to project since the issues may vary considerably. Amaya Construction Ltd system of the Health, Safety and Environmental Management System defines the standard filing system for the Environmental Management File.

## 3.4 ASPECTS & IMPACTS CONTROL REGISTER

## 3.5 WASTE MANAGEMENT PLANNING

## 3.6 OBJECTIVES & TARGETS

## 3.7 ENVIRONMENTAL EMERGENCY RESPONSE / ACTION PLANS

For each office, establishment or project, potential environmental emergency situations or accidents will be identified with appropriate action plans prepared, communicated, and periodically tested, reviewed, and modified as appropriate. Environmental emergency Plans will be prepared as part of the overall project / location emergency plan.

## 3.8 CONSULTATION RECORDS

## 3.9 INDUCTION, TOOLBOX TALKS & TRAINING

## 3.10 ENVIRONMENTAL MONITORING, MEASUREMENT, INSPECTION & AUDIT

## 3.11 ENVIRONMENTAL INCIDENT & INVESTIGATION REPORTING

## 3.12 ENVIRONMENTAL RECORDS

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## APPENDICES:

1. RISK ASSESSMENTS
2. METHOD STATEMENTS
3. COSHH ASSESSMENTS
4. A&E PLAN
5. PROJECT ORGANOGRAM
6. PROPOSED SITE LAYOUT/ TRAFFIC ROUTE

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## APPENDIX 1

### RISK ASSESSMENTS

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## **APPENDIX 2**

# **METHOD STATEMENTS**

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## APPENDIX 3

### COSHH ASSESSMENTS

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## APPENDIX 4

### A&E PLAN

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# **APPENDIX 5**

## **PROJECT ORGANOGRAM**

## APPENDIX 6

### PROPOSED SITE LAYOUT/ TRAFFIC ROUTE

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