

Project: 21045- Neath Hire

Date of Issue: 13th Sept 2022

Revision A



Project Title	21045-Neath Hire	
Location	Wernick Hire Chosen Park Ind Estate Neath SA11 2GA	
Client	Wernick Hire Chosen Park Ind Estate Neath SA11 2GA	
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1) **Introduction**

- a) This Construction Phase Health and Safety Plan has been developed and produced in accordance with the requirements of the Construction (Design & Management) Regulations 2015. (CDM 2015) The format and content of this plan is in accordance with the requirements of regulation 12 of the CDM Regulations and addresses the specific guidance contained within paragraphs 111 – 115.
- b) This document forms part of Wernick's Management System comprising:
 - i) Wernick Health & Safety Policy.
 - ii) Construction Phase Plan.
 - iii) Wernick Health & Safety Procedures.
 - iv) Whilst the headings and subjects covered by this plan are generic, the detail provided in the plan itself will make this a 'bespoke' Health and Safety management document applicable solely for 21045- Neath Hire
- c) The plan will be developed as much as is possible before the commencement of the construction works the procedures and arrangements which will be applicable to the general organisation of site safety and the initial working operations.
- d) Additional documents e.g. method statements and risk assessments will be prepared by specialist contractors which will be further developed and reviewed with Wernick's management to reflect actual on-site conditions and requirements. To assist this process, reference to CITB Construction Skills Construction Safety document GE700 and Wernick Health & Safety Procedures will be used to establish a H&S plan for each operation which:
- e) Identifies hazards.
- f) Assesses risk.
- g) Establishes agreed appropriate protective and preventive measures.
- h) Explains means of communication to all parties involved or affected by the operation, including other trades and workers.
- i) Ensures that all essential materials, plant, equipment, training, competent people, including supervision and every other required item is in place prior to start of the operation.
- j) Ensures that adequate management resources are in place at the start of the operation to minimise risk of unforeseen issues creating unnecessary risks.
- k) Explains the monitoring & reviewing procedures at each of the above stages.

2) **Project Description**

- a) Wernick Buildings have been commissioned to undertake ground works and the installation of 8Modular unit to provide 236.00m². This will provide the new office space.

b) Wernick as Principal Contractor will undertake, all associated groundworks inclusive of excavations for foul and surface water and reinstatement of all disturbed grounds to the surrounding area.

c) The installation of the new modular building will consist of existing electrical, communication, domestic water, surface water and foul water service ducts. The building which is of modular design will then be situated on pre-determined pads foundations. The building will then be 'fitted out' with all internal furnishes incorporating all fixtures and fittings as detailed within the Wernick specification.

d) Wernick has received the following preconstruction information:

- i) Electrical specification
- ii) Existing drainage plan
- iii) Ordnance site plan
- iv) PCC Site plan
- v) Electrical spec proposed

3) **Construction Programme**

a) A more detailed construction programme incorporating key dates is attached revision A dated 13th Sept 2022. Appendix 1.

- i) Proposed Main Contract Works Commence 3rd Sept 2022
- ii) Installation Date: 31st Sept 2022
- iii) Completion: Date: 2nd Dec 2022

4) **Health and Safety Principles and Objectives**

a) The principles and objectives of this Construction Phase Plan (C.P.P.) are to ensure the health, safety, and welfare of all contractors, Wernick staff and pedestrians entering site who may be affected by the construction activities as described above.

b) The Health and Safety legislation most relevant to this project is detailed below and Wernick Buildings are committed to complying with these and all the relevant regulations:

- i) Health and Safety at Work etc. Act 1974
- ii) Management of Health and Safety at Work Regulations 1999
- iii) Construction (Design and Management) Regulations 2015
- iv) Control of Asbestos Regulations 2012
- v) Work at Height Regulations 2005
- vi) Provision and Use of Work Equipment Regulations 1998

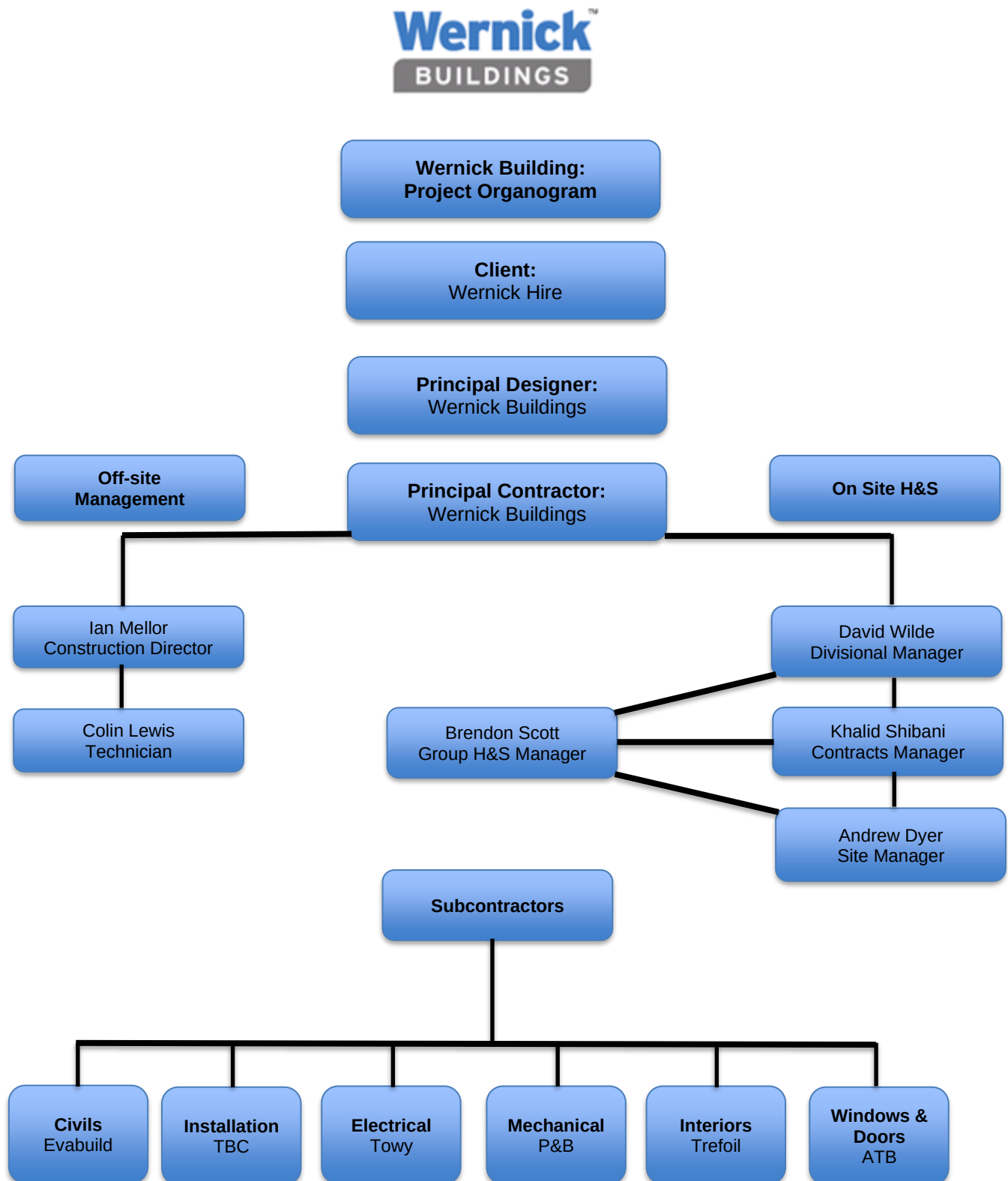
- vii) Lifting Operations and Lifting Equipment Regulations 1998
- viii) Manual Handling Operations Regulations 1992
- ix) Control of Substances Hazardous to Health Regulations 2002
- x) Electricity at Work Regulations 1989
- xi) Personal Protective Equipment at Work Regulations 1992
- xii) Health and Safety (First-Aid) Regulations 1981
- xiii) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

c) Further to the above, the Health and Safety Policy and other related Policies of Wernick Buildings Ltd. have been established to meet the company's obligations under existing UK legislation.

d) Management of the Works

Director Responsible for Safety:	Ben Wernick
Group H&S manager	Brendon Scott
Regional Sales Manager:	Kevin Lewis
Contracts Manager:	David Wilde
Site Manager:	Andy Dyer
Site Safety Supervisor:	Andy Dyer
First Aiders:	Andy Dyer
Fire Safety:	Andy Dyer
Temporary Works Co-ordination of Subcontractors:	Andy Dyer

e) The Appointed Person will be David Wilde and Lift Supervisor will be Khalid Shibani

Project Organisation Chart

5). **Site Rules**

- a) The Wernick site rules below will also be displayed within the site accommodation, all site operatives must comply with Wernick site SHEQ rules
- b) **Arrangement for site induction.** Prior to the start of site activities all Operatives will be provided with a site-specific induction training presentation (H&S 29/04b) to advise them with enough information to start work on site safely on the following topics:
- c) **Introduction to site.**
 - i) Site description and layout.
 - ii) Safety Organisation (chains of command).
- d) **Safety Issues.**
 - i) Attendance at Toolbox Talks.
 - ii) First Aid - Emergency Procedure.
 - iii) Fire Fighting Equipment.
 - iv) Hazardous Locations / No Go Areas.
 - v) Disciplinary Procedure.
 - vi) Protection Equipment (safety helmet, Hi-Viz and safety footwear) to be always worn.
 - vii) Plant is only to be used by those authorised and trained personnel.
- e) **Health issues.**
 - i) Additional PPE e.g., eye, ear and respiratory protection to be worn as required by SSOW.
 - ii) COSHH procedures to be followed Information to be sought if not known.
 - iii) All workplaces to be kept tidy check for safety before starting work.
 - iv) Welfare facilities to be left clean i.e., Toilets, Canteen etc.
 - v) Welfare van will be utilised during the site survey phase.
 - vi) Any person taking or considered to be under the influence of alcohol or drugs shall be requested to leave site and may be subject to instant dismissal.
 - vii) During hot period the workforce are to ensure they are fully hydrated and take regular break in line with HSE guidance. Those working externally are advised to cover up where possible and use sun location.

f) **Environmental issues.**

- i) All removal and delivery vehicles are to remain will be to the fenced of are to the front of the site of site.

g) **General Items.**

- i) Work being undertaken Risk Assessments/Method Statement discussed and agreed to be followed.

- ii) Site specific rules & standards, Inc. no smoking no drugs and no alcohol.

h) **Arrangement for onsite training.** No onsite training has been identified for this project. All contractors will be qualified and competent for the works required on this project. Formal training needs for workers should be identified by contractors for the activities needed to discharge their duties. Records of training will be required prior to start on site for all: -

- i) Mobile plant operators.

- ii) Lifting operators.

- iii) Slinger/ Signallers.

- iv) Other machine operators.

- v) On-site training will include training for any other above workers where training needs have been identified.

- vi) Additional site & job-specific training will occur prior to each worker starting in the way of method statement/risk assessment familiarisation training where the agreed method statement is explained to each new worker. Obviously, feedback from the workers will be encouraged to ensure full commitment the agreed safe system of work. Records will be kept of such training.

i) **General Rule.**

- i) Do not start work until you have attended the site safety induction training and obtained a Permit to Work where necessary.

- ii) Only enter authorised work areas. Wernick staff permitted to the site compound only.

- iii) No contractor shall enter other premises of the building unless authorised to do so by Wernick.

- iv) Contractors are not permitted to approach or speak to staff or pupils.

- v) Do not consume food or drink in working areas, use welfare facility provided.

- vi) Mobile phone only permitted in designated areas.

- vii) Alcoholic drinks and drugs must not be taken onto the site. Persons under the influence of drink or drugs are not permitted on site.

- viii) No fires are to be lit on site.
 - ix) Use plant and equipment in the way you have been trained and instructed
 - x) Do not intentionally or recklessly interfere with or misuse equipment on site.
 - xi) Take reasonable care for the Safety and Health of yourself and other persons who may be affected by your acts or omissions at work.
 - xii) Report any unsafe acts or conditions to your supervisor or manager.
- j) **Access and Egress.**
- i) **Site Entry.** Access & egress to site is via Brunel Way. Please see TMP for directions.
 - ii) Contractors are not to enter any other area of the premises other than the site compound, unless instructed by Wernick.
 - iii) Personnel must only use recognised pedestrian walkways.
 - iv) It is forbidden to block walkways with pallets, forklift trucks or any other obstruction.
 - v) Banksman to monitor traffic movement.
- k) **Vehicle operation.**
- i) Vehicles are not allowed to entry to site unless authorised.
 - ii) Deliveries must be coordinated and strictly controlled by Wernick.
 - iii) Drivers coordinate deliveries prior to their arrival.
 - iv) Drivers of vehicles using must adhere to the speed limit (10 mph).
 - v) Parking must be in designated areas and must not obstruct fire hydrants, fire points and plant access and emergency access and egress.
 - vi) Drivers must have a current and appropriate vehicle licence.
 - vii) Drivers must follow the predetermined vehicle routes.
 - viii) Be aware of other vehicle access throughout the site grounds and neighbouring areas.
 - ix) Be aware that pedestrians are present and active on site.
- l) **Emergency Instruction.** In the event of an emergency:
- i) Switch off all equipment.
 - ii) Make your way to the assembly point as directed.

- iii) Report to the person carrying out the roll call.
- iv) Inform the assembly controller if anyone is missing.
- v) Coordinate emergency with emergency services.
- m) **Smoking.** Smoking is only prohibited in the designated area on site, which will be located in the welfare compound.
- n) **Electrical Equipment.**
 - i) Electrical equipment must have a current PAT certificate.
 - ii) Only 110V and battery-operated tools are permitted.
 - iii) Only diesel fuelled generators are permitted on site.
- o) **PPE.** Ensure correct PPE is always worn:
 - i) Eye protection (safety glasses and/or goggles).
 - ii) Ear protection (plugs or muffs).
 - iii) Hand protection (gloves).
 - iv) Head protection (hard hats).
 - v) Foot protection (safety boots).
 - vi) Hi Viz vests must always be worn.
- p) **Working at height.**
 - i) Ladders are only permitted for short duration, or as a mean for access and egress.
 - ii) During the delivery phase operatives will use ladders and will utilise the crane hook to operate the fall arrest block.
 - iii) Ensure fall restraint/arrest equipment is used where identified as necessary.
 - iv) Scaffold towers will be used as means of working at height; an appointed scaffold company (TBC) will undertake a regular weekly inspection and report to Wernick. Scaffold towers will be checked by a PASMA trained person.

6) **Accident/Incident Reporting**

- a) In the event of an accident/incident resulting in personal injury:
 - i) Report all personal injuries to an authorised site First Aider.
 - ii) You must report the accident to your supervisor or manager.
 - iii) Enter the accident into the Accident Book.

- b) In the event of an accident/incident resulting in property damage:
 - i) Report all property or vehicle damage to your supervisor or manager.
 - ii) Report all near misses using appropriate forms.
 - iii) First aid kit located in welfare facility.

7) **Housekeeping**

- a) The site must be kept clean and tidy.
- b) Toilets and rest facilities to be kept clean and tidy at all time.
- c) Do not leave any tools lying around.
- d) Disposal of all rubbish in appropriate bins/skips
- e) Use the correct skip for waste materials.
- f) Do not put liquid waste down drains or into waste skips.
- g) Skips to be netted or damped down to mitigate escape of debris

- 8) **Emergency plan** In the event of a site emergency, the site emergency plan will be initiated (Please refer to serial 5 Site rules - Emergency Instruction). A copy of the site emergency plan will be held in the Health and Safety file. The emergency escape procedures must be noted and must be included in the contractor emergency plan of which is in the site accommodation within the H&S file.

ANYONE NOT FOLLOWING THESE RULES WILL BE ASKED TO LEAVE THE SITE

9) **Duties and Responsibilities**

- a) The main duties and responsibilities for key staff and the duty holders are summarised below.
 - i) **Divisional Manager: David Wilde.** David will be fully responsible for the overall day to day running and implementation of H&S standards and site rules. David will be supported by Khalid Shibani Contracts Manager.
 - ii) **Site Manager: Andy Dyer.** Andy will also be involved with the day to day running of the project.
 - iii) **Regional Sales Manager: Kevin Lewis.** Kevin Lewis, who is the regional sales manager, will oversee the project and liaise with the contracts department for updates and reviews. Kevin will also liaise with the client to ensure full satisfaction in management and building performance.
 - iv) **Wernick Technician Manager: Colin Lewis.** Colin is responsible for the producing production drawings and ensuring building complies with building regulations.

PLEASE REFER TO THE PROJECT ORGANOGRAM ON PAGE 7

- b) Wernick Contracts Managers/Site Managers will carry out site specific site inductions highlighting both Wernick site rules and specific site rules. Wernick supervises shall oversee all contractors and ensure that their work is carried out in accordance with their risk assessments and method statements in a safe and secure manner.
- c) If the described works change from that originally identified within their risk assessments, Wernick staff will advise the relevant supervisors of the change to works and all associated risk assessments must be amended prior to those works continuing.
- d) The CPP will also be amended to reflect the current site conditions and will be done so and signed off by all relevant parties. Furthermore, Wernick will also ensure that a high standard of housekeeping is always maintained on the site and all waste is placed in the skip provided. Wernick staff will maintain the site accommodation ensuring it remains clean and hygienic at all time.
- e) In addition, the Contracts Manager will effectively manage the project from point of order to handover, having due regard for quality, health and safety and the programme. Wernick management will attend site on a daily to supervise the works being undertaken.
- f) The **Principal Contractor** has the following specific duties under the C.D.M. Regulations:
 - i) Develop the pre-construction information into a construction phase plan before construction begins. This will include risk assessments and method statements provided by the contractors which they engage.
 - ii) Satisfy themselves that the contractors they engage are competent and adequately resourced.
 - iii) Promote co-operation between all contractors.
 - iv) Restrict entry to the site to authorised people.
 - v) Enforce all site rules.
 - vi) Display the project notification on site.
 - vii) Provide relevant information to contractors.
 - viii) Provide the principal designer with any information relevant to the health and safety file.
 - ix) Exchange information with the principal designer.
 - x) Include the principal designer in the handling of any design changes.
 - xi) Ensure that the workforce receive information and training in relation to health and safety.
- g) **Contractors** have the following duties under the C.D.M. Regulations:
 - i) Satisfy themselves that the sub-contractors they engage are competent and adequately resourced.

- ii) Co-operate with the principal contractor.
- iii) Provide risk assessments and method statements to the principal contractor in relation to their work.
- iv) Tell the principal contractor about any accidents, incidents, and dangerous occurrences.

10) Selection of Contractors Wernick Buildings Limited operates an Approved List of Contractors and will only use contractors from the Approved List. To become approved, potential contractors must complete a contractor questionnaire which is assessed having due regard for previous work, a satisfactory health and safety management system and satisfactory references. Wernick Buildings Limited will also consider using nominated contractors, if requested to do so by clients.

11) Information and Communication

- a) Meeting during the project
 - i) Daily briefing is carried out by the site manager and all sub-contractor on site
 - ii) By weekly formal progress meeting between Wernick and the client on site
- b) All Wernick staff and contractors will be provided with enough information to carry out their work effectively and safely. This will be via:
 - i) Induction Training.
 - ii) Access to Employer RAMS.
 - iii) Toolbox Talks.
 - iv) Daily Activity Briefings by Site Manager to contractor Site Supervisors with opportunity for Operatives to feedback and discuss H&S issues.
 - v) Site Hazard Board.
 - vi) Monthly Worker Engagement & Consultation meetings.
 - vii) H.S.E. Notification, F10, which will be displayed in the canteen.
 - viii) Site Rules, a copy will also be displayed in the site accommodation with the site and induction file.
 - ix) In addition, staff and contractors will be advised of any other site hazards and risks which may be applicable to their working area, over and above those already covered in their activity method statements and risk assessments. Site rules and procedures will initially be communicated to contractors during the Wernick site induction.
 - x) Additional communication will be required with the on-site facilities department, for the arrangement of deliveries, fire drills and general operational information.

xi) Dwg are issued to the sub contractors to complete their design. All dwg are issued to principal contractor for comment. Dwg are then issued dot the client for their sign off

xii) **Arrangements for the production and approval of risk assessments and written systems of work.** All contractors will be required to produce site and job-specific method statements and risk assessments, initially at a pre-contract meeting, usually at least 2 weeks prior to start on site. When received, these documents will be scrutinised to ensure they are suitable and enough detail and scope for the planned operation(s).

xiii) An assessment will be returned to the contractor which gives a status for the works as being accepted or not accepted and reasons for non-acceptance. When a revised document has been received, a similar procedure will be implemented for review until an acceptable safe system of work has been accepted.

xiv) At any time in the above procedure, Wernick Group Health, Safety & Environmental Manager will be approached for more assistance or guidance in this approval or acceptance procedure. At no point will the contracted work be started until the safe system of work has been accepted.

xv) The contractor shall make adequate provision to ensure all personnel employed on the site are under their control, including sub-contractors, understand all warning notices and safety and work-related instructions. All lines of communications may be done so thorough email, verbal, or any other forms of written format. Any changes or design amendments must be done so and agreed with Wernick and the Client, all relevant changes will be do so in writing.

xvi) Any changes will be via a variation regardless of additional, cost neutral or omit. Verbal instructions are not accepted.

12) Site Considerations and Site Layout

- a) The site is located within the grounds of the Wernick Hire. Please refer to TMP for site drawing.
- b) Works are due to commence on 3rd Oct 2022 site working hours will be as follows:
 - i) 0700-1800 hrs Monday – Friday.
 - ii) 0700-1800 hrs Saturday.
 - iii) No working Sunday.
- c) The site plan is included in the TMP which has been annotated with the site requirement for accommodation, storage parking.

13) Access to Site and Traffic Plan Please refer to Section 5, page 10 of this report and the TMP titled '22011-Risk assessment and traffic management plan-DW'

14) Fire Safety A Comprehensive Fire Risk Assessment will be carried out when the units have been positioned. However, from the start of construction, provisions will be in place to avoid fires and safety measures will be in place to minimise the risk to people and property in the event of a fire occurring. Should the fire alarm system sound, the construction staff will congregate at the fire

assembly point shown on the site drawing and demonstrated at the Site Induction. Further fire points will be established in the new building when delivered. Appendix 3.

15) First Aid An adequate number of First Aid Appointed Persons will always be on site. Further, an appropriately stocked first aid kit / box will be in the site accommodation.

- a) Allocated First Aiders will be the site manager/ supervisor Andy Dyer who holds a 3 day First Aid at Work cert.
- b) Emergency telephone numbers and location of nearest hospital to be displayed in the site office.
- c) Princess of Wales hospital
Coity Rd
Bridgend

CF31 1RQ

16) Arrangement for the reporting and investigation of accidents and incidents including near misses

- a) All accidents, incidents and dangerous occurrences will be reported in accordance with the Wernick Group Procedure. This more than complies with H.S.E. requirements. Further, the principal designer will be notified and if required, copies of the Wernick Group Accident / Incident Reports will be provided.
- b) This procedure will be followed regardless of who has sustained the injury. If in doubt a call be will be made to Wernick Group Health and Safety Manager. After a reportable or suspected injury has occurred, the site manager will complete an Internal Accident Report. Additionally, through toolbox talks and at inductions, all workers will be encouraged to report "near misses". These may be defined as unforeseen, unplanned events which could have resulted in personal injury or damage.
- c) When reported to or identified by site management, a decision will be made to either investigate the incident in the same way as a reportable injury accident or not dependant on the significant of the event. If in doubt, contact with the Contracts Manager may clarify the most appropriate strategy.
- d) All accidents and incidents will be reported to the client and the PD with in 24hrs of the event. A copy of the Wernick Accident/ incident form will be issued the time. Subsequent updates will be issued during big weekly progress meeting.

17) Site Accommodation

- a) Site accommodation will initially consist of a storage unit and a welfare /office unit with a toilet facility, this has a generator built in to provide hot water, light and heating.

18) Health and Safety Consultation

- a) Wernick Staff and Contractors will be encouraged to discuss any health and safety issues or concerns with their supervisors and the contracts manager. The aim is to resolve any health and safety issues swiftly and effectively.
- b) Written confirmation of any H&S Non-Compliances will be issued to individuals and sent electronically contractor Line Managers for review and actions. The reviewed actions

will be monitored to ascertain that said actions are being met, Failure to comply will result in the offending contractor being warned again before being permanently removed from site.

c) The Site Manager will record health, safety and environmental (HS&E) monitoring a minimum of once per week and issue to Line Manager and Construction Secretary.

d) The Contract Manager will record HS&E monitoring a minimum of once every two weeks and issue to Line Manager and Construction Secretary.

e) A Group HS&E Advisor shall undertake site monitoring within 48 hours of site start and at intervals determined by their findings and report to Group H&S Manager and Director.

19) Environmental Considerations and Recycling Wernick Buildings is accredited to ISO 14000 and aims to minimise the adverse effect its operations have on the environment. On site, measures should include segregating waste and maximise recycling. Remember Reduce, Reuse and Recycle.

20) Operation and Maintenance Manual incorporating the Health and Safety file As the project progresses, the Contracts Manager will collate information for the Operation and Maintenance Manual. This will include the Health and Safety File with the aim off providing an appropriate number of operations and maintenance manuals at the time the project is handed over.

21) Visitors Any visitors to the site should be by prior appointment and should report to the site office prior to entering the site. If they require access to operational areas, induction training is be provided and, the appropriate P.P.E. must always be worn. Any visitors using the site survey works will be given a site induction by the site supervisor before entering the working area.

22) Monitoring and Review Wernick Construction Limited will encourage regular progress meetings with the client and contractors of which will be pre-arranged bi-weekly to discuss all site matters. Any accidents or incidents will be reviewed at these meetings. In addition, regular formal health and safety inspections of the site will be undertaken. Client inspections will be undertaken to ensure compliance with the site safety rules, in addition to ensuring the general working area is kept as clean and as tidy as possible during the execution of the construction works.

23) Site Signage and Documentation Wernick Buildings Limited multi-purpose Site Safety Signs located on the site perimeter fence:

- a) H.S.A.W. poster: located in site Welfare / Office.
- b) F10.
- c) Construction Phase Plan and associated control documents.
- d) Site rules: located in site Welfare / Office.
- e) Additional documentation located in site Welfare.
- f) Other documents may be added as required.

24) Permit to work structure

- a) Permits to work will be required for all construction and installation operations and will be issued by Wernick member of staff. No work can commence until a permit has been

issued by the operational responsible manager. The permits will be issued once acceptable risk assessments and method statements have been provided for review and enough safety measures have been put in place.

b) Wernick will establish a system to interface with the Wernick permit issuer to ensure the correct issue and control of all permits. The requirements of the Permit to Work system must always be strictly adhered to and returned daily and signed off.

25) **Contractor Movement**

a) Vans are to be parked on site within the designated construction area. Contractors are required to sign in and out as they enter / leave the site. All contractor vehicles are required to access the site via the main entrance, all vehicles must display their hazard lights whilst moving on site.

b) Loading/unloading will be carried out in designated areas away from pedestrians and other passing traffic. Vehicles removing spoils from site should be sheeted or loaded as to prevent spoil material becoming discharged onto the operating areas. The use of any site plant or vehicle should be restricted to authorised and competent drivers who have been approved to operate that vehicle by Wernick management.

c) Contractors are not to enter or leave site during the set no access periods, as stated in the Access and Egress section.

26) **Arrangements for controlling significant site risks** All activities where there is a perceived risk to health and safety have been / will be supported by risk assessments to ensure that the residual risk is very low or negligible. Wernick's Buildings Limited's risk assessments are shown in CPP Appendix Folder B and contractors' risk assessments are shown in CPP Appendix Folder C.

a) **Excavation.** Care must be taken to ensure that no damage or contact with live services occurs whilst undertaking any excavation work. Contractor is to use a Cat & Gennie before breaking ground. This will be highlighted in the Permit to Dig.

i) Further surveys to be carried out will be ground penetrating radar (GPR) this information will further conclude the location of any buried services to identify via a desk study.

ii) The location of all underground cables and pipes are to be clearly identified to the contractor on when issuing the permit to work; and where appropriate they should be protected, the client has issues relevant drawings identifying existing services, as attached. Further investigations are being carried out through drain surveys.

iii) Suitable Cable and Pipe Locating Devices must be used to detect underground services in or near the proposed work area. Employees or contractors who use such devices must be trained in their use. Hand digging may be specified when required under a permit to work. A competent "banks man" must be provided for all excavation work. This requirement extends to all piling operations.

iv) Contractors will stockpile all soil from the excavations and stockpiled safely and securely within the compounds of the Wernick site. Prior to the removal of the soil it will be tested to determine the level of contamination. All contractors handling said soil should always do so diligently whilst utilizing all relevant PPE. Once the soil has been classified Wernick will decide for the soil to be removed to a secure facility for disposal.

- v) All excavations should be adequately battered and shored to ensure they remain safe throughout the duration of the works, further use of pedestrian barriers will be used to allow safe access and egress throughout the footprint area.
- b) **Hot Works.** All hot work requirements shall be covered by the issued permit. The area is not classified as a hazardous area; however additional precautions must be considered.
 - i) Depending upon the nature of the Hot Work, additional controls may include:
 - (1) Removal of all flammable materials from the working area.
 - (2) Provision of firefighting equipment such as fire extinguishers.
 - (3) Provision of a fire watch.
 - (4) Additional / appropriate PPE (Fire resistant overalls).
 - ii) Any Hot Work activities must be stopped 1hr prior to leaving site to ensure there is not residual risk of a fire occurring due to the hot work activities on site.
- c) **Lifting Operations.** Wernick will undertake full lifting operations for the installation of the modular buildings. For controlling the safe execution of lifting operations on site, this will be done so in accordance with the Lifting Operations & Lifting Equipment Regulations 1998. (LOLER) These procedures will cover all aspects of lifting including, the use of mobile cranes, tower cranes.
 - i) Wernick will carry undertake Lift Planning Duties in accordance with LOLER Regulations with David Wilde as the appointed person, in doing so he/she will assess the working areas and supply the client with a lifting plan for approval and only a competent trained person may execute the lifting plan.
 - ii) Prior to the lifting operation the details of the bearing capacity will be determined via a site inspection/plate bearing test.
 - iii) A temporary trackway will be utilised prior to the crane and delivery vehicles arriving.
 - iv) Details of the lifting procedure will be available within the Lift Plan and Method Statement prior to the installation of the building.
- d) **Excavating on Site for Foundations and Services.** With reference to the information provided in relation to the existence and location of existing services e.g. electricity, water. Further, Wernick sub-contractors will undertake a C.A.T. survey and GPR of the working area prior to commencing excavations to verify the exact nature and location of the services. Previous drawings have been provided by the client as detailed above indicating services locations.
- e) Site surveys are to be undertaken in line with relevant contractor RAMS ensuring Serial 26,e is adhered too.
- f) **Hazardous Substances.** Few hazardous substances are anticipated to be present or will be used in the construction process. They will include cement and may include some

adhesives and some fillers. Hazardous substances will be supported by C.O.S.H.H. assessments and the appropriate safe working practices will be in place.

g) **Electricity.** Prior to any electrical disconnections or reconnections, a permit must be obtained prior to the works being carried out. Any electrical works must only be carried out by competent persons, of which will be verified by certifications and competency cards.

h) **Traffic Management.** All vehicles must be authorised to enter the site. All vehicles must display warning lights when traveling through the site, at a restricted speed limit of 10pmh. No vehicles shall enter the site without a banks man, where supervision of the vehicle can be undertaken. Vehicles are prohibited to reverse on site unattended. Where vehicles are moving near trenches or excavations edge protection/stopping blocks should always be provided. Reference should be made to the Wernick TMP. Appendix 2.

i) **Temporary Works.** The Site Manager will act as the site TWC and Contractor Site Supervisors for works under their control.

i) Scaffold will be planned and coordinated with the scaffold supplier and erectors.

ii) The installation of a temporary roadway (trackway) will also be planned and coordinated with sub-contractor and installer whilst under the supervision of the Site Manager.

iii) Further temporary works including the use of a mobile crane will also planned and coordinated via the supervision of the Wernick Site and Contracts Manages.

iv) The temporary works register (H&S 06/03) will be prepared by the Contracts Manager Khalid Shibani prior to any TW commencing and contain a list of all identified temporary works items associated with the Project. This will identify.

(1) Short description of temporary works.

(2) Date required.

(3) Category of temporary works.

(4) Designer.

(5) Design Checker.

(6) Erection complete and checked or "Permit to Load" "Permit to Dismantle".

j) **Installation of Buildings.** During the installation of the modular building, the erection team and Wernick management team will have access to the working areas through the installation process. Wernick must obtain permit of works prior to carrying out the installation. All works will be authorised and commissioned by Wernick Appointed Person.

k) **Reducing the impact of dirty/muck spreading off site.** Due to the nature of this project all muck/spoil can be contained within the footprint of the site and vehicle access is such that all grab lorry vehicles can manoeuvre closely up to the footprint area.

l) All collections of dumpers/360 diggers can be collected directly within the building footprint; this mitigates these vehicles having to travel outside the site boundaries to be collected. If the circumstances are such that mud has been carried throughout the site

Wernick will ensure this is rectified immediately, i.e. road sweeper services or implementation of washing facilities.

m) **Health and Safety File.** The health and safety file will be prepared and updated as the project progresses, the file will be handed to the client prior to project handover. The file enables the client to ensure that the file is available to any persons who may work on any future design, construction, maintenance, or repair.

n) Wernick will collect and collate the requisite information from each contractor/ sub-contractor and issue it to the principal designer two weeks before handover as detailed within the pre-construction information file.

27) Arrangements for controlling Occupational Health Risks

a) Arrangements to address the safety risks identified in the Preconstruction Health & Safety Information and those identified during tendering stage.

b) **Action on finding unexpected asbestos.** If during your work, you discover materials which is believed to be asbestos work is to be stopped immediately. Put up a warning sign and ensure nobody enters the area. Report the problem to whoever is in charge and arrange to have a sample of the material analysed. If it does not contain asbestos, then work can continue.

c) **Dealing with contaminated land.** Through the clients site investigation report from January 2021, there is no contaminated ground. Awaiting GI report.

d) **Manual handling.** It is assumed that all heavy items have been either eliminated from the design or that it is intended that they are to be mechanically lifted into position. For example, the use of blocks more than 20kg unit weight will not be used on site.

e) The use of cranes, lorry loaders will minimise the risks of musculoskeletal disorders (MSD's). However, it will be responsibility of each contractor and Wernick to ensure that no persons are exposed to undue risks because of manually handling any product, equipment, or material.

f) The use of other smaller items of work equipment to reduce MSD's will be actively encouraged e.g. trolleys, winches, and Genie lifts.

g) Use of hazardous substances, particularly where there is a need for health monitoring

h) The hazards involved with normal materials and substances used on site e.g. cement and diesel are well known and usual measures such gloves, masks and eye protection will be worn to address these risks.

i) Where contractor brings onto the site any hazardous substance, she/he will be expected to have undertaken a COSHH assessment on that product and advise us of its findings.

j) Additionally, they will be required to advise all other contractors of the effect of such substances to others in the vicinity during Weekly Work Plan Meetings.

k) Wernick will monitor the measures to address any such risks.

- l) Any hazardous substances brought onto the site will be identified and arrangements to control & monitor such risks will be recorded.
- m) **Reducing noise and vibration.** As with all hazards, we rely on the specialist contractor to advise of the noise and vibration hazards involved with the tools, plant, equipment and processes she/he will be involved in. In the risk assessment, we will expect to see how she/he will address such issues in a hierarchical manner e.g. can the hazard be eliminated, substituted, exposure reduced in some other way and PPE should be used as a last resort.
- n) Furthermore, she/he will be expected to identify the risks not only to her/his own workers but also the effect on other workers in the vicinity. Where appropriate, these risks will also be explained at the daily briefing meeting.
- o) In addition, a noise monitoring regime will be implemented to review the noise levels at the perimeter of the site. These will be monitored weekly.
- p) Site specific additional vibration risks have been identified for the following trades:
 - i) Building installers using impact wrenches.
 - ii) M&S carcass where drilling into support.
 - iii) Ceiling fixers for the same above reason.
- q) **Leptospirosis.** Where there is a risk of rat infestation in or around the site additional measures need to be implemented to minimise risk of workers contracting this potentially fatal disease
- r) These may include but not limited to;
 - i) Pest control.
 - ii) Leptospirosis notices.
 - iii) Toolbox talks.
- s) **COVID-19.** A COVID 19 risk assessment has been carried out for the site.

CPP Appendix Summary:

Appendix	Contents
A	Site Start-up Information: Traffic Management Plan drawings > Build Strategy/Program > Construction Phase Plan Proforma > Statutory Documentation for display > Pre-start minutes > Design Risk Assessments & Temporary Works Register > Utility & Waste Information
B	Wernick Buildings Project Risk Assessments: Traffic > Fire > Lifting Operations > Other > Permits to Work > Tool Box Talks
C	Contractor Risk Assessment & Method Statements (RAMS) RAMS Approval & Pre-start meeting minutes (split folder as necessary)
D	Statutory & Additional Inspection Records: Excavations > Rolling Plant (not FLT) > Lifting Equipment & Accessories > MEWPS > Other Equipment > Scaffold > Mobile Towers > Other WAH equipment
E	Project Monitoring & Reporting: Site Manager/Supervisor/Contract Manager & HS&E Advisor Monitoring > Daily Activity Briefings > Contractor Performance Monitoring > HS&E N/C reporting > Accident/Incident reporting & Investigation > HSE contact
F	Site Induction Records & Competency Information (split folder as necessary)
G	Site Attendance Register (Sign-in/out)
H	Fork Lift Truck: Daily Inspection > related RAMS > FLT Lift Plan & Schedule > Operator competency & familiarization checklist > FLT LOLER related documentation & maintenance

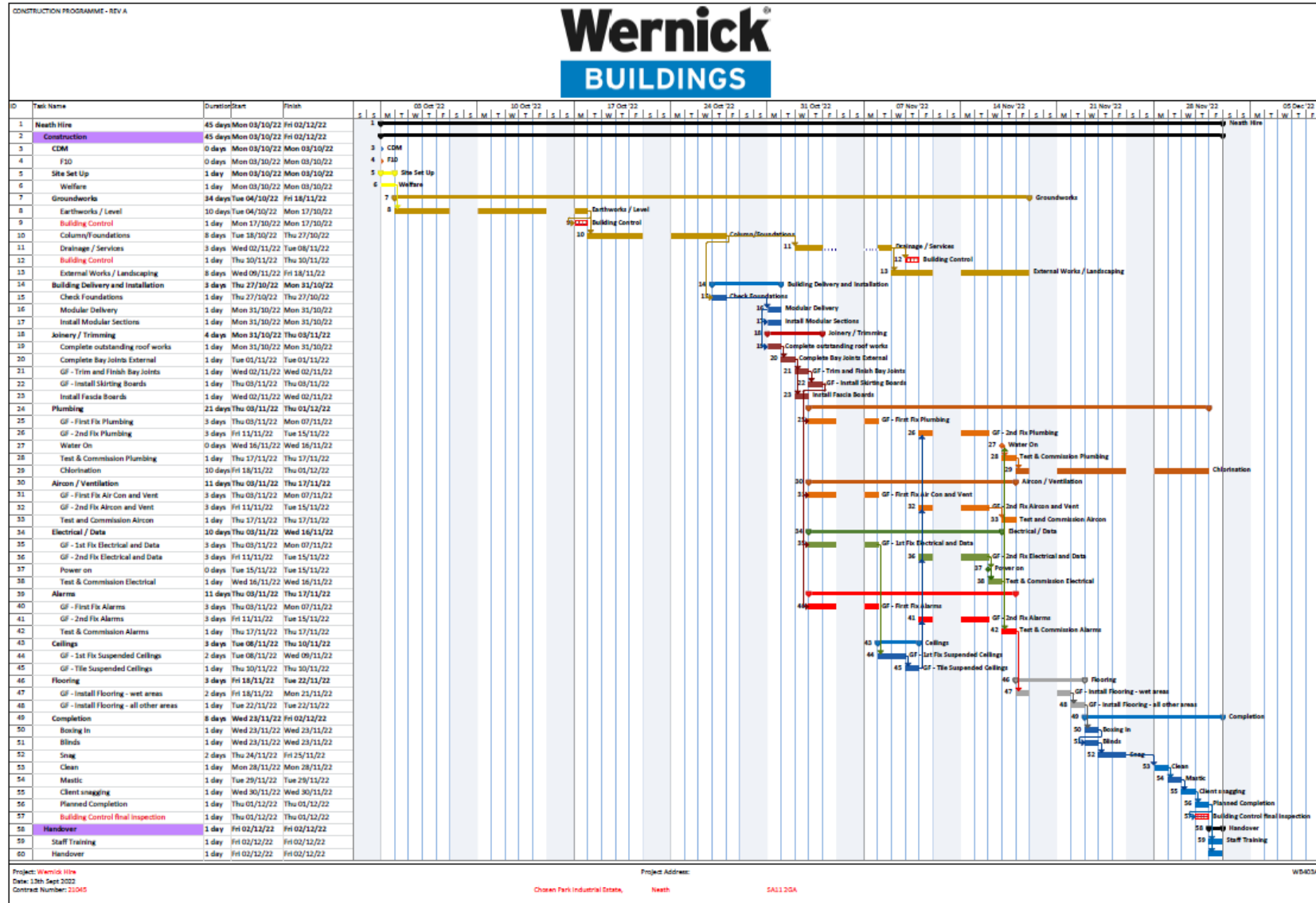
Prepared by: David Wilde

Position: Divisional Manager

Date: 13th Sept 2022

Copies to: Principal Designer.
Project Manager.
Management file.

Annex 1 - Construction Programme



Annex 2 – Traffic Management plan

RISK ASSESSMENT & TRAFFIC MANAGEMENT PLAN

Premises/Site:	Wernick Hire Neath Brunel Way Baglan SA11 2GA
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	Signature	Print	Date
Plan prepared by:		D Wilde	13/9/22
Reviewed by:			
Reviewed by:			
Reviewed by:			
Reviewed by:			

Review comments/actions:

Part A RISK ASSESSMENT

Location / Project:	21045-Neath Hire	Activity:	Traffic Management
Risk Assessment Number:	RA 49	Revision Number:	04

Persons Exposed (Yes/No)	Employees:	Y	Other Workers:	Y	Public / Visitors:	Y	Young Persons:	Y																																				
Likelihood (L) Rating 1 – Very unlikely Rating 2 - Unlikely Rating 3 - Likely Rating 4 – Very likely Rating 5 – Almost certain Severity (S) Rating 1 – No injury Rating 2 – Minor injury or illness Rating 3 – 7-day injury or illness Rating 4 – Specified injury or illness Rating 5 – Fatality, disabling injury and so on Severity <table><tr><td>5</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr><tr><td>4</td><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr><tr><td>3</td><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr><tr><td>2</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr><tr><td>1</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> Likelihood Risk = Likelihood x Severity Low Medium High									5	5	10	15	20	25	4	4	8	12	16	20	3	3	6	9	12	15	2	2	4	6	8	10	1	1	2	3	4	5		1	2	3	4	5
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Hazard(s):	Risk – Without Controls			Control Measures	Residual Risk – With Controls		
	L:	S:	Risk: L x S		L:	S:	Risk: L x S
1. Vehicle and plant movements: risk of collision with other vehicles, plant, pedestrians or parts of building and minor to major injury. NOTE 1: Where work is being planned on another employers premises, liaison is necessary to agree any shared arrangements and planned controls are approved prior to site set-up. NOTE 2: Where internal site parking is restricted or not possible the Traffic Plan must indicate alternative arrangements and highlight areas not suitable (e.g. on corners/not partially on footpaths/not where restricting access on the highway or to other premises.	5	5	25	1.1 - The site shall be secured at all times and warning displayed along the boundary/fence-line. 1.2 - Where sections of the boundary have to be temporarily removed for access, barriers or a Banksman shall control and prevent unauthorised access. 1.3 – Deliveries to and from site shall be co-ordinated where necessary to avoid stipulated times by a host employer and times where congestion by traffic or pedestrians is likely. 1.4 - An external site traffic plan and signage shall be displayed at the entrance, positioned to be clearly seen by anyone driving or walking onto the site and within the main office/canteen. 1.5 - Signage shall direct traffic/persons to a designated area for parking, report presence and adhere to <5/10 MPH> speed limit. 1.6 – Vehicles shall proceed without assistance from a Banksman and not reverse in unsegregated areas where vision is restricted. 1.7 - Pedestrians are required to wear high visibility clothing, foot and head protection in external operational areas. 1.8. A one way traffic system is possible on the main route	2	5	10

Hazard(s):	Risk – Without Controls			Control Measures	Residual Risk – With Controls		
	L:	S:	Risk: L x S		L:	S:	Risk: L x S
1. Vehicle and plant movements: risk of collision with other vehicles, plant, pedestrians or parts of building and minor to major injury.	5	5	25	1.9 – The site shall be organised to provide load/unload/turning area(s), pedestrian routes, emergency assembly point and any overhead electrical cables/height restrictions identified. 1.10 – Access shall be suitable for planned delivery vehicles, plant and emergency services. 1.11 – Vehicles shall exit forwards facing unless not reasonably practicable and then controlled by a Banksman. 1.12 - Vehicles/plant/equipment/materials and stored units shall be positioned not to interfere with routes unless temporary alternatives have been implemented. 1.13 - Pedestrian footpaths shall be clearly visible and provide access from the site entrance. 1.14 - Where designated footpaths cross vehicle routes, instruction to stop shall be indicated on each side of the traffic route. 1.15 - Permanent and temporary pedestrian & vehicle routes shall be indicated by markings and/or barriers to provide clear demarcation. 1.16 - Reminder signage shall be displayed periodically to indicate key information: direction of traffic, parking, assembly point, pedestrian routes and storage/waste areas. 1.17 – FLT/plant not in use/unattended shall be positioned not to cause obstruction and secured to prevent unauthorised use.	2	5	10
2. Vehicle/plant movements and unloading or storing materials in close proximity to overhead cables: risk of contact/electric shock/fire/explosion and major injury or property damage.	5	5	25	2.1 - Overhead cables are not present on site and where present shall be identified by signage, markings and barriers to create a safety zone which prevents vehicles and plant from accessing directly under cables unless height restrictions in line with HSE guidance note (GS6: Avoiding danger from overhead power lines) are in place. 2.2 - A Banksman shall assist movements where vision is restricted near cables.	2	5	10
3. Unsuitable /unstable vehicle/pedestrian surfaces and unprotected excavations: risk of vehicles/plant skidding/ overturning and slip & trip – minor to major injury to persons and property damage.	5	5	25	3.1 - Road and pedestrian surfaces shall be maintained so as to be suitable to support vehicles and plant without sinking, causing instability (potholes) or being slippery. 3.2 – Where reasonably practicable, traffic routes shall be routed so as not to be in close proximity to excavations and where not, provision made to prevent collapse due to traffic movements.	2	5	10
Hazard(s):	Risk – Without Controls			Control Measures	Residual Risk – With Controls		
	L:	S:	Risk: L x S		L:	S:	Risk: L x S
3. Unsuitable /unstable vehicle/pedestrian surfaces and unprotected excavations: risk of vehicles/plant skidding/ overturning and slip & trip – minor to major injury to persons and property damage.	5	5	25	3.3 – Excavations shall be protected by barriers to prevent unauthorised access and persons or traffic falling. 3.4 - Where a traffic route passes within 2m of the edge of an excavation, a bund or stop blocks shall prevent traffic falling into it. 3.5 – Routes shall be cleaned as necessary to prevent skidding/slipping and kept clear of materials and waste/debris.	2	5	10
4. Cranes/MEWPS operating: risk of collision, overturning, contact/ falling objects. Note: Also see related Cranes/MEWP risk assessments.	5	5	25	4.1 - Areas where large delivery vehicles, cranes or MEWPS are planned to access and operate shall be matted as required to provide a suitable surface or protect existing surfaces. 4.2 - Segregation from other traffic and pedestrian routes shall be achieved when setting up and re-routed temporarily as necessary.	2	5	10

Risk Assessment Carried Out by	Signature: D Wilde	Name: David Wilde	Position: Divisional manager	Date: 13/9/22
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Part B LOCATIONS OF SIGNIFICANT HAZARDS

ROUTE TO SITE:		
From the A48 to site please see appendix 1 to the TMP		
DIRECTLY OUTSIDE & CLOSE PROXIMITY TO THE SITE		
Pedestrians		
WITHIN THE SITE		
The site boundary fence and additional heras fencing will act as the safety fence		
THE FOLLOWING IS PLANNED/IN PLACE TO PREVENT UNAUTHORISED ACCESS (detail arrangements)	Yes	No
Existing permanent wall or fencing:	X	
Hoarding:		X
Heras type fencing: Single fence with 2 double gates	X	
Other (state):		X
<u>Note:</u> .		

Part C VEHICLES & PLANT

THE FOLLOWING WILL BE IN USE	Yes	No
Delivery vehicles	x	
Excavators (wheeled/tracked)	x	
Mobile crane	x	
Ride-on roller/Pedestrian Roller		x
Telehandler / Forklift Truck		x
Dump Truck (rear load/front load)		x
Cars	x	

- All construction related vehicles to be used on site must be suitable for their intended purpose.
- All work equipment must be maintained in good order and operated by competent persons with proof of competency (CPCS or equivalent) cards to be provided to Wernick management prior to starting any works.
- All reasonable measures must be taken to avoid the need for vehicles to reverse. However where not possible, Banksman will control movements and prevent pedestrians entering the area.
- Drivers of all mobile work equipment will receive instruction to give way to users of the public highway and pedestrians existing and entering a host site.
- All persons are required to wear basic PPE (high visibility clothing, foot and head protection) when exiting their vehicle/plant and in operational areas.
- All plant manoeuvring the site must display its orange beacon at all times and audible alarm when reversing.
- On sites where vehicles pass through mud, wheel washing facilities shall be provided, and drivers required to follow instructions prior to exiting the site.
- See Appendix 1 for a plan of the site Access Route, (may be revised at different phases of a construction project)

Part D CONTROL MEASURES (per phase if necessary)

MEASURES FOR PUBLIC PROTECTION	Yes	No
Is a specified route to site required to reduce local congestion or prevent vehicles from accessing unsuitable or height/width obstructed/restricted roads? (summarise):		x
A pre-delivery vehicle holding area is identified to reduce local congestion (detail):		x
Will a Banksman be available to control vehicles (detail) site manager	x	
Will temporary barriers be used to control external site vehicle movements and to segregate off-site unloading? (detail) low level chapter 8 barriers	x	
Are arrangements in place to issue this document to all contractors & suppliers (detail): when orders are issued to contractors	x	
Other controls planned (state):		
PEDESTRIAN AND VEHICLE SEGREGATION	Yes	No
Will a pedestrian gate be provided at the site entrance (detail)	x	
Is a full or partial raised footpath provided (detail)		x
Will barriers be placed on hard surfaces (detail)		x
Will barriers be placed on soft surfaces (detail) on the grassed area around the footprint of the building.	x	
Will lines on hard surfaces be marked (detail)		x
Will staff/visitor/contractor designated parking arrangements be provided? (detail on/off site & restriction) s: All parking will be to the external of site		x
OVERHEAD POWER LINES	Yes	No
Are overhead power lines in close proximity to, or within site? (detail): there is a power line to the west of the site but will have no implications to the installation		x
Will an exclusion zone be set-up to segregate vehicles & plant from overhead power lines? (detail):		x
Is vehicle or plant access under or near overhead power lines necessary? (detail controls):		x

LOADING/UNLOADING/TURNING & STORAGE AREAS				Yes	No
Will on-site unloading/loading & turning areas be designated? (detail):with in the fenced area				X	
Will on-site storage area(s) be designated (detail)? There will be a store on site				X	
Is off-site unloading/loading necessary (detail):					X
Is off-site vehicle turning necessary? (detail):					X
PLANT AND MATERIALS TO BE LOADED/UNLOADED (Yes/No)					
Fencing / Hoarding	X	Roof trusses		Cladding	
Cabins / Containers	X	Roof materials		Ceiling Material	
Mechanical Plant	X	Scaffolding		Modular Buildings	X
Spoil / Stone	X	Timber/Timber frame		Structural steel	
Excavation Equipment	X	Windows		Mechanical/electrical materials	X
Bricks / Blocks		Flooring			
CONTROL OF REVERSING VEHICLES				Yes	No
Is the site planned to eliminate the need reversing? (detail):Site manager				X	
Are vehicle traffic routes planned to minimise reversing? (detail):				X	
Will pedestrians be excluded from areas where vehicles & plant are required to operate or reverse? (detail):yes				X	
Will a vehicle Banksman be necessary to direct and control vehicles & plant? (detail):yes				X	

Part E PROVISION OF INFORMATION

PROVISION OF INFORMATION TO DRIVERS	Yes	No
Will measures be in place for site staff & drivers of delivery vehicles/plant to be informed of the hazards and control measures when entering site?(detail): this will be briefed to the companies prior to delivering items to site.	x	

Prior to commencement onto site, the Site Manager or representative will issue instruction to delivery drivers and provide a site induction for those undertaking activities other than materials unloading.

The contents of this traffic management plan and any additional requirements will be conveyed to all persons during the site induction in order that there can be no misunderstanding of the safe working procedures.

On construction sites where a Wernick group company is acting as Principal Contractor, the site manager/supervisor will hold a daily activity briefing with all contractor site supervisors, confirming and detailing the proposed works for the day.

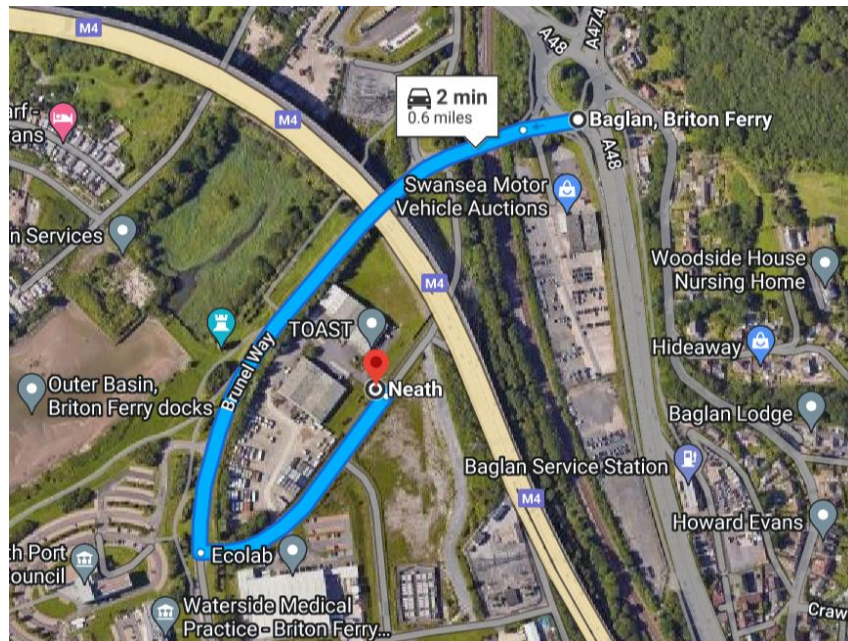
Significant deliveries/activities or changes in the method of work or traffic management plan will be communicated and the site hazard board updated as required.

Key to site plan

Site boundary = Red
 Site vehicle gates = Blue
 Vehicle = Yellow with directional arrows
 Crane = Green
 Vehicle offloading = Blue outline
 Office/welfare/First Aid = Pink
 Parking = inside compound
 Emergency Assembly point = AP
 Fire Alarm point = FA
 Fire Extinguisher point = FE
 Environmental Spill Kit = ESP
 First Aid point = FAP

Appendix 1

External route to the site (from nearest A road or Motorway)



Appendix 2

Site Plan



Appendix 3
EMERGENCY ROUTE TO HOSPITAL
(Display in office/canteen)



From:	Neath SA11 2GA, UK	Distance:	17.5 miles
To:	Princess of Wales Hospital, Coity Road, Bridgend, UK	Time:	24 mins
Distance	Directions	Total	
Start:	Neath SA11 2GA, UK		
0.0	Head north	0.0	Show map
0.0	Turn left	0.0	Show map
0.1	Turn right	0.1	Show map
0.1	Turn left toward Brunel Way	0.2	Show map
0.1	Turn left onto Brunel Way	0.3	Show map
0.2	Turn right toward Central Ave	0.5	Show map
0.0	Turn left onto Central Ave Go through 1 roundabout	0.5	Show map
0.7	At the roundabout, take the 2nd exit	1.3	Show map
0.1	At the roundabout, take the 1st exit onto Seaway Parade/A4241	1.4	Show map
0.3	At the roundabout, take the 4th exit onto the M4 ramp to Cardiff/Caerdydd	1.7	Show map
	Cardiff Caerdydd M4		
1.3	Merge onto M4	3.0	Show map
12.7	At junction 36 , exit toward A4061	15.7	Show map

0.5	At the roundabout, take the 4th exit onto A4061	16.2	Show map
Bridgend Pen-y-bont Designer Outlet Village A4061			
0.2	Continue straight to stay on A4061	16.4	Show map
0.2	At the roundabout, take the 1st exit onto Litchard Hill/A4061	16.6	Show map
Bridgend Pen y bont A4061			
0.2	At the roundabout, take the 2nd exit onto Litchard Hill	16.8	Show map
Litchard			
0.3	Continue onto Litchard Cross	17.1	Show map
0.2	Turn left	17.3	Show map
0.1	At the roundabout, take the 2nd exit	17.4	Show map
0.0	Keep right Destination will be on the left	17.4	Show map
0.1	Arrive: Princess of Wales Hospital, Coity Road, Bridgend, UK	17.5	
Section time: 24 mins 55 s, Total time: 24 mins 55 s			

Annex 3 – Fire Risk Assessment

Fire Risk Assessment - FRA

Site Name: Wernick Hire Neath
Contract Number: 21045
Plan Prepared By (print name): David Wilde
Signature: D Wilde
Date: 13 th Sept 2022

Site Based Responsible Persons	
Appointment:	Name:
Site Fire Safety Coordinator	TBC
Site Assistant Fire Co-ordinator	TBC

Contract Managers shall complete this document and seek assistance from Regional HS&E Advisor where considered necessary.

Complex sites may require more experienced persons i.e. Fire Safety Engineer however this resource should be decided at pre-start meetings.

This Plan is intended to identify the controls to be implemented to ensure the removal and/or reduction in the risk of fire occurring on site.

In the first instance Table's 1 & 2 of this document must be completed to confirm the type of building being constructed.

This in turn will indicate which sections of the plan (Part A/B) require assessing to identify suitable sufficient and adequate fire safety controls.

Generic Fire Safety Plans can often be sufficient however it may be necessary to complete a separate Part B for more complex projects.

Details of the Part A and B assessments must be included in the Construction Phase Plan and updated as the build progresses.

Regular monitoring of fire safety controls must be undertaken by Site and Contract Management – see the inspection checklist references attached to this document

Table 1

Type of building	Y/N	Separation Distance Note 1	Fire Extinguisher/Alarm Requirements Note 2	Lighting Note 3
1 story modular building		Specific details to be identified on Site Layout Plan and Drawings	Adequate numbers of suitable fire points must be located within the compound and site and periodically reviewed: Min. provision = Fire trolley, 1x foam/water, 1x CO2 and 1x battery alarm or air horn.	N/A

Table 2

Property Type	Y/N	Separation Distances & Sequence of Build Note 1	Fire Extinguisher/ Alarm Requirement Note 2	Lighting Note 3	Fire brakes/compartments and travel distances Note 4, 5 & 6
2 story and above modular building		Specific details to be identified on Site Layout Plan and Drawings	Fire points as table 1 per floor at each exit point. Plan of building with marked escape routes at each fire point and escape routes and exits marked and signed on each floor. Interlinked alarm system. Consideration of fire detection.	Adequate emergency lighting with back up to be installed (BS EN: 1838: 1999) where natural lighting unavailable or planned work during darkness.	Fire compartmentalisation required if travel distances are greater than - Enclosed structure with 2 or more exits 45m - Enclosed structures with 1 exit (dead end) 18m - External staircase.

Table Notes:

1. Site Layout Drawings and Plans must be attached to this document.
2. Adequate numbers of extinguishers must be provided.
3. Contractors carrying out 'Hot Works' must provide their own fire extinguisher appropriate to the work activity: maintained, inspected and tested.
4. Task/work lighting provided by the contractors must be fluorescent 110v - not Halogen due to its hot nature.
5. For work inside enclosed structures without natural lighting or at night, emergency escape lighting will be required to ensure that escape routes can be identified and used safely.
6. Maximum travel distances must be considered acceptable for a variety of situations.
7. The distances given are from the fire to an exit from the structure, typically a door leading to the outside at ground level, or to a stairway or compartment protected against fire.
8. Consider internal temporary build electrics to be installed for use by contractors.

PART A

Alarms required	
Type	Location
1 story modular building	Wernick Hire Neath

Compound Area			
Fire Points Required		Fire Extinguisher/Equipment Type	No
Offices	Provision of Welfare Facilities	Co2	1
Canteen		Co2	1
Flammable Store		N/A	
Timber Store		N/A	
Paint Store		N/A	
LPG Store		N/A	
Fuel Bund		N/A	
Build Area			
Building		There will be 1 fire point location for extinguisher in the building.	2

Site Temporary Build Electrical Supply – Compound Facilities		
Electrical installations, especially temporary ones, should be of enough capacity for the intended use and designed, installed, inspected and maintained by competent personnel. All site temporary electrical installations must be supported by a completion/test certificate and inspected every 3 months by a competent person (inspection certificate required).		
External		
Location	Instillation certificate Required	Dated provided
Site Office	N/A	
Site Welfare	N/A	
Building	N/A	

Inspections & Testing Record monitoring the following on Site Manager Weekly HS&E Inspection form H&S 15/02		
Type	Frequency	Responsibility
Fire arrangements Inspected	Weekly	Site Supervisor
Fire Fighting Equipment	Weekly	Site Supervisor
Alarm Test (wired/wireless)	Weekly	Site Supervisor
Emergency Lighting	Weekly	Site Supervisor

Permits to Work See also 'Permits to Work' Procedure	
Hot Work Activity Identified:	Yes/No
Plumbing (soldering)	N/A
Lead work	N/A
Hot roof work (if to be undertaken)	N/A
Welding and gas cutting	N/A
Abrasive wheels	N/A

Key to site plan

Site boundary = Red
 Site vehicle gates = Blue
 Vehicle = Yellow with directional arrows
 Crane = Green
 Vehicle offloading = Blue outline
 Office/welfare/First Aid = Pink
 Parking = inside compound
 Emergency Assembly point = AP
 Fire Alarm point = FA
 Fire Extinguisher point = FE
 Environmental Spill Kit = ESP
 First Aid point = FAP



PART B – Higher Risk Projects

Provision of Site Fire Plan to Local Fire Services – if required under Paragraph 270 of HSG 168	
Contact Name:	
Address	
Tel:	
Date issued:	

Fire Brakes/Compartment Requirement		
Fire Brakes/Compartments will be required if the evacuation/travel distances in Table 2 are exceeded, and cannot be complied with using internal and/or external staircases: If necessary, construct once all units and internal staircases are in place and MUST BE before internal fit out.		
Floor	Location	Requirement
		Note: ceiling voids to be 30 min fire protected

Fire Point Requirement			
Must be located at each storey exit (i.e. a fire point per floor per stair core)			
Floor	Location	Extinguisher/Fire fighting Equipment Type	Qty
Total fire point requirement =			

Alarms required

It is expected that an inter-connecting (protected wired-in or wireless) system of call-points and sounders will be required to provide an effective fire warning system. For example, one that meets the requirements of BS 5839: 1:2002 + A2: 2008.

Location	Type

Emergency Lighting Requirements

Within buildings and enclosed structures, escape lighting (especially in escape routes) will generally be needed in the following circumstances.

- Underground or windowless accommodation.
- Stairs without natural, borrowed or spill lighting
- Internal corridors without borrowed light, which is of enough length that the escape route would be unclear: and/or
- Where work continues outside daylight hours.

Location	Type	
Total emergency lighting requirement =		

Fire detection Required

Detection may be needed in areas where a fire could start unnoticed. Consider commissioning the finished detection system as soon as practical.

Location	Type

Site Temporary Build Electrical Supply

Electrical installations, especially temporary ones, should be of sufficient capacity for the intended use and designed, installed, inspected and maintained by competent personnel. All site temporary electrical installations must be supported by a completion/test certificate. The installation must than be inspected every 3 months by a competent person (inspection certificate required).

Location	Instillation certificate Required	Dated provided

Signage Required:

eg: No Smoking, No Naked Flames, Fire Exit, Fire Point, etc

Location	Type of sign	Quantity

Plans must be attached showing locations of:

- Fire points
- Emergency lighting
- Temporary build electrics
- Emergency exits
- Emergency water access

Drawing details of fire brakes/compartments to be attached

Site Managers Initial Safety Checklist

Name of SM:	Date	Yes/No
Is existing fire safety management plan current		
Condition of existing fire breaks (particularly in the roof void)		
Adequate storage of combustible materials to minimise fire loading		
Adequate site hoarding /fencing to site		
Establish assembly point		
Control of hot work (permits)		
Suitable fire detection and alarm system on each floor		
Sufficient Emergency lighting		
Sufficient number (and location) of fire extinguishers		
Are all necessary directional signage within building		
Are all laminated building fire layout plans posted at each fire point		
Adequate number of escape routes (minimum of 2 required)		
Adequate non-combustible stairs as means of escape		
Controls in place to prevent unauthorised entry after hours in areas		

PLEASE INDICATE ANY ISSUES ON THE SITE MANAGERS WEEKLY CHECKLIST AND WHERE NECESSARY:

- CONTACT YOUR CONTRACT MANAGER
- LIAISE WITH GROUP HEALTH AND SAFETY ADVISOR

Contracts Managers Initial Safety Checklist

Name of CM:	Date	Yes/No
Fire plan has been developed and maintained		
All operatives and visitors inducted in fire safety		
Hot work permit system for residual hot works		
Fire alarms and that fire stations are in place and operational		
Suitable signage in place		
Fire drills undertaken and results recorded		
Safe storage of all flammable materials and LPG vessels		
Housekeeping - All working areas are clean and tidy		

PLEASE INDICATE ANY ISSUES ON THE CONTRACTS MANAGER MONTHLY CHECKLIST AND WHERE NECESSARY:

- LIAISE WITH GROUP HS&E ADVISOR
- LIAISE WITH LOCAL FIRE OFFICER AND EMERGENCY SERVICES IF NECESSARY