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CONSTRUCTION PHASE PLAN FOR PROVISION OF NEW CHILDCARE CENTRE AT CWMAVON SA12 9TB N



Client:

Neath Port Talbot Council
The Quays
Brunel Way
Baglan Energy Park
Neath
SA11 2GG

Principal Designer:

T. Richard Jones (Betws) Ltd,
Betws Industrial Estate
Foundry Road,
Ammanford,
SA18 2LS

REVISION RECORD

Rev no.	Section affected	Nature of Change	Effective Date	Approved
0				

INTRODUCTION

This [Construction Phase Plan](#) (CPP) has been developed and produced in accordance with the requirements of the [Construction \(Design & Management\) Regulations 2015](#) (CDM 2015). This CPP describes the arrangements for the managing and monitoring construction work to ensure compliance with relevant statutory provisions and achieve effective management of Health and Safety throughout the construction period on site. This document fulfils the [Principal Contractor's](#) duty under [Regulation 12](#) of the [CDM 2015](#).

Reference is made to other documentation throughout this CPP. The other documentation forms part of the certified [ISO 9001:2015](#) (Quality management system), [ISO 14001:2015](#) (Environmental management system) and [ISO 45001:2018](#) (Occupational Health and Safety management system). The [United Registrar of System](#) (URS) has demonstrated to [United Kingdom Accreditation Service](#) (UKAS) that it has the systems and processes in place to provide the competence and capability, including an understanding of local requirements, to manage and issue accredited management systems certification ([Schedule of Accreditation issued by United Kingdom Accreditation Service](#)). These documents form an integral part of the CPP to ensure that “*so far as is reasonably practicable*”, the Health and Safety of all persons on-site, or others who may be affected by the construction works is secured at all times.

The format and content of this plan are in accordance with the requirements of [CDM 2015](#), [Regulation 12](#) and Appendix 3 of [L153: Managing Health and Safety in construction - Construction \(Design and Management\) Regulations 2015 - Guidance on Regulations](#).

This CPP forms part of the overall [T. Richard Jones \(Betws\) Ltd](#) (TRJ) (herby referred to as the [Principal Contractor](#)) Health and Safety management system which complies with the requirements of [section 2\(1\)](#) of the [Health and Safety at Work etc. Act 1974](#) and [Regulation 5](#) of the [Management of Health and Safety at Work Regulations 1999](#). The Health and Safety management system includes elements of planning, organising, control, monitoring and review (refer to [ISO 45001:2018](#) clauses 4-10) and is effective in controlling the risk of injury and ill health from construction activities.

This site-specific CPP is prepared from the [pre-construction information](#) (PCI) provided by CCC as required by [Regulation 4](#) of [CDM 2015](#). This CPP will be reviewed and amended as the project works progress by the Site Manager and/or an appointed representative.

[Method statements](#) and [risk assessments](#) will be prepared by representatives of TRJ and appointed [Contractors](#) during the course of the project and will be available on-site for inspection during the project.

This CPP outlines the key measures to be implemented for the protection of all key stakeholders. The CPP is our strategic management tool which is continuously updated and improved throughout the construction phase to manage all the project [Health](#) and [Safety](#) aspects. The CPP includes the relevant Health and Safety policies, procedures and processes that the company has for controlling risk and the key roles and responsibilities of [dutyholders](#) and others. The applicable Health and Safety [legislation](#) and standards will be defined and this is followed by a detailed hazard analysis for the project. Following the completion of the hazard analysis, detailed control measures will then be set out to comply with [Regulation 4](#) of the [Management of Health and Safety at Work Regulations 1999](#).

The [Workers](#) employed on this project will be [competent](#). This can be demonstrated by a combination of training, skills, experience, knowledge and ability. [Competent Workers](#) is

essential to undertake the construction work and achieve the high standards of Health and Safety performance expected.

1.0 Description of Project

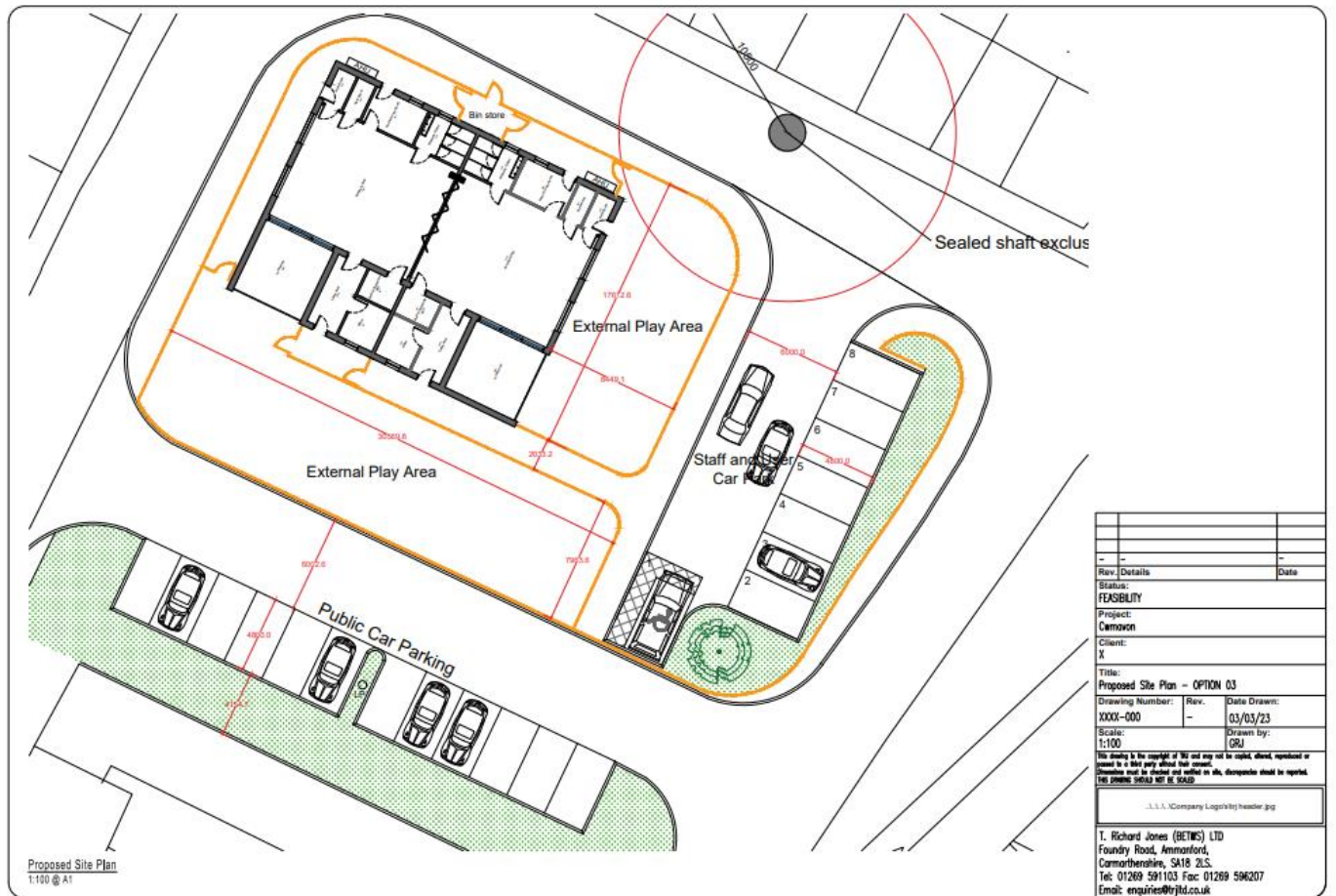
1.1 Brief Description of Project

Project Description:

The project consists of the construction of Provision of new Childcare Unit at Cwmavon

Works will include, but not be limited to, a fabric first new build construction works, energy efficient M&E Installation, external works and other enabling works, as shown on our Contract Programme and Works Information Document, Drawings and Specification (Tender Stage).

The proposed development layout and Site Area, shown in red is outlined below

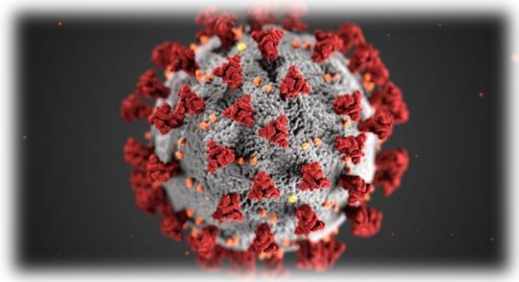


1.2 COVID-19 Risk Assessment and Procedure

Refer to COVID-19 risk assessment and procedure – The risk assessment and procedure will ensure appropriate measures are actively taken to mitigate the spread of coronavirus. Compliance with this will assist in lowering the transmission of COVID-19 and enable the company to sustain a healthy and safe workplace. The risk assessment and procedure remain susceptible to ongoing changes following [Welsh Government](#) and [United Kingdom Government](#) guidelines. The procedure will therefore be updated regularly. The procedure covers the following:

- COVID-19 general information;
- What are the symptoms of COVID-19?;
- How does COVID-19 spread?;
- Contact Tracing;
- What You Should Do;

- Safety on TRJ Work Locations/Sites;
- Enhanced Hygiene Regime;
- PPE and Face Coverings | Updated Monday 14 September;
- Guidance to [Workers](#) and Others;
- Face Coverings;
- Use of Welfare / Canteen Facilities;
- Work Travel;
- Working on Work Locations/Sites;
- COVID-19 Government Advice;
- Forms;
- Government Information.



1.3 Asbestos

As a clear site it is understood that there are no Asbestos Materials detected on site according to the ground information. Should they encounter any suspect materials during the course of the works, all operations must be immediately suspended and the Clients Project Manager contacted for further advice.

In the event that the additional identified asbestos containing materials requires removal, the Principal Contractor will ensure that all risk assessments, method statements and notifications to the HSE as applicable are in place. The [Principal Contractor](#) does not undertake removal of asbestos containing materials in-house and therefore an approved licensed asbestos removal contractor will be sub contracted to undertake such works. The [Principal Contractor](#) will ensure that all employees or sub-contractors engaged to work on this project have received an appropriate level of asbestos training as detailed in [Regulation 10 of Control of Asbestos at Work Regulation 2012](#).

1.4 Health and Safety Hazards

All risks to Health and Safety will be identified by means of the [risk assessment](#) process as required by [Regulation 3](#) of the [Management of Health and Safety at Work Regulations 1999](#) and regulations. Exposure to Health and Safety hazards will be controlled by applying the principles of prevention as required by [Regulation 4](#) of the [Management of Health and Safety at Work Regulations 1999](#). The aim is to prevent exposure through elimination or substitution with a lower hazard alternative or by implementing control measures which will, *“so far as is reasonably practicable”*, reduce Health and Safety risks encountered to a level that will ensure the Health and Safety of [Workers](#) and others. The general principles of prevention are set out in Appendix 3 of [L153: Managing Health and Safety in construction - Construction \(Design and Management\) Regulations 2015 - Guidance on Regulations](#).

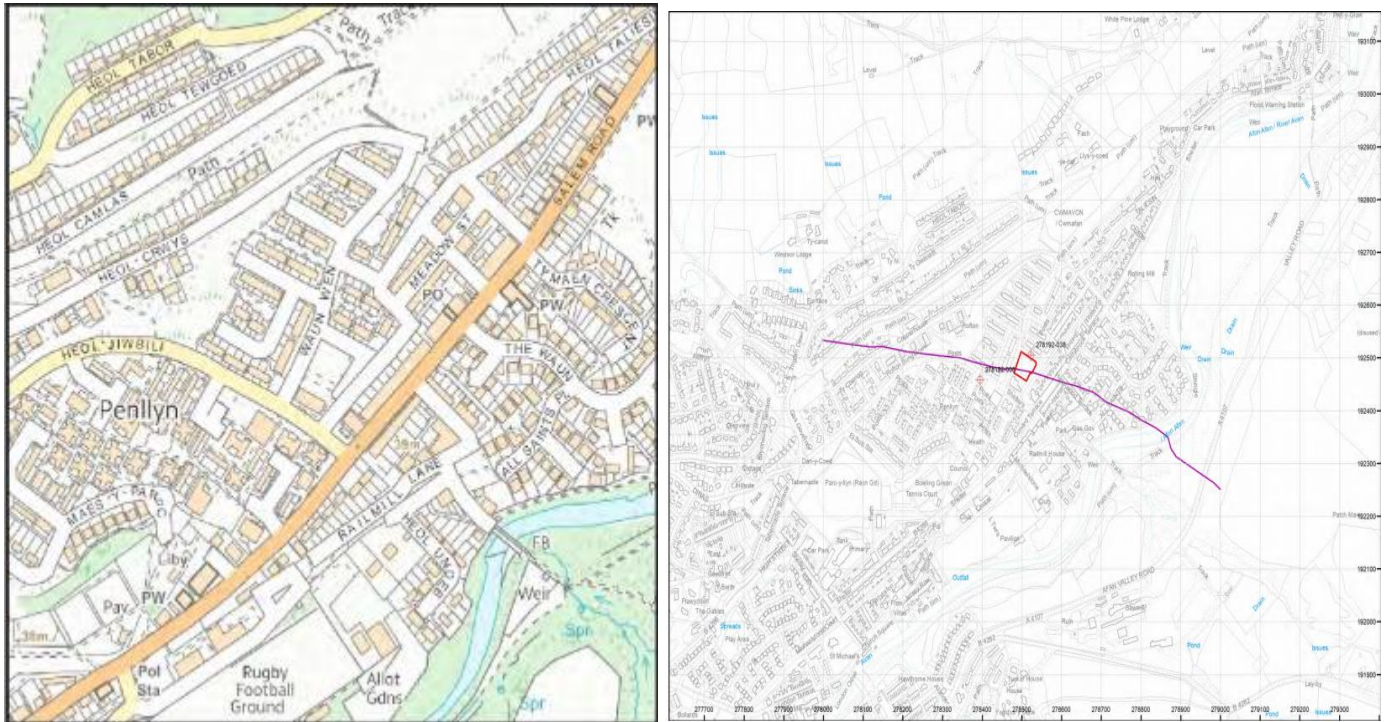
1.5 Significant Design and Construction Hazards

The design and scope of works are of a traditional nature. Such risks as are present are those with which an experienced and [competent Principal Contractor](#) and [Contractor](#) will be familiar. Should there be any design changes, these are to be analysed at the monthly site meetings and reported to the [Principal Designer](#) for analysis. It is the duty of both the [Principal Contractor](#) and the [Designers](#) to advise the [Principal Designer](#) of any design changes while they are conceived.

1.6 Location

The site (shown in **red** below) is a large village and community in the Afan valley in Wales, lying within Neath Port Talbot County Borough. In many ways it is a suburb of the nearby town of Port Talbot which is less than 2 miles (3 km) to the south. The works are to be carried out predominantly within the red line as shown.

Due to its location and inherent constraints, it will require early stage, collaborative logistical planning to ensure that disruption to businesses, residents and other stakeholders, is kept to a minimum for the duration of the project.



1.7 Programme

A) Commencement Date: **TBC**

B) Completion Date: **TBC**

C) Duration : **40 Weeks**

1.8 Project Team

A) Client:

Neath Port Talbot Council
The Quays
Brunel Way
Baglan Energy Park
Neath
SA112GG
Contact person: NPTCBC
Email: clientcdm@npt.gov.uk

B) Principal Designer:

Neath Port Talbot Council
The Quays
Brunel Way
Baglan Energy Park
Neath
SA112GG
Contact Person: Nick Richard
E Mail: n.g.richards@npt.gov.uk

C) Designer - Architect:
TBC

D) Principal Contractor:
T Richard Jones (Betws) ltd
Betws Industrial Park,
Foundry Road,
Ammanford
SA18 2LS
Tel No. 01269591103
Contact Person: John Jones
Email: johnjones@trjltd.co.uk

E) Designer – Civil & Structural
TBC

1.9 Existing Environment

A) Site Information



Liaison Arrangements

The [Principal Contractor](#) will inform the [Principal Designer](#) of additional design work and/or unforeseen eventualities necessitating changes to design, which could affect the [CPP](#). Any changes to the plan required as a result of design changes shall be agreed with the [Principal Designer](#).

The [Principal Contractor](#) will comply with the requirement regarding the timely provision of information of relevance to the Health and Safety File. The [Principal Contractor](#) must liaise with the [Principal Designer](#) to initiate and agree on the arrangements for meeting these requirements.

The [Principal Contractor](#) will liaise directly with the [Client](#) and [Principal Designer](#) on design and general Health and Safety matters, especially where the site works will affect other stakeholders. The [Principal Designer](#) will be engaged during the lifetime of the project to ensure ongoing cooperation and coordination between the [Designers](#) and other team members. The [Principal Designer](#) will be copied on any correspondence on Health and Safety matters. It is also important the regular site meetings have Health and Safety on the agenda and minutes are distributed by the [Principal Contractor](#).

Security Arrangements

The [Principal Contractor](#) will ensure that the construction site is secure at all times. This will involve the erection of a barrier during the site setup phase to prevent unauthorised access. This may include the use of temporary hoarding and/or solid/wire fencing around the construction site.

Safety signage stating 'Danger Construction Site' and 'No Unauthorised Entry' will be positioned a minimum of every 5 meters on the site barrier. Safety signage will also be located at all entrance points stating 'No Unauthorised Access', 'Danger Construction Site', 'Report To Site Office', out of hours contact telephone number and signage defining the minimum PPE requirements on site.

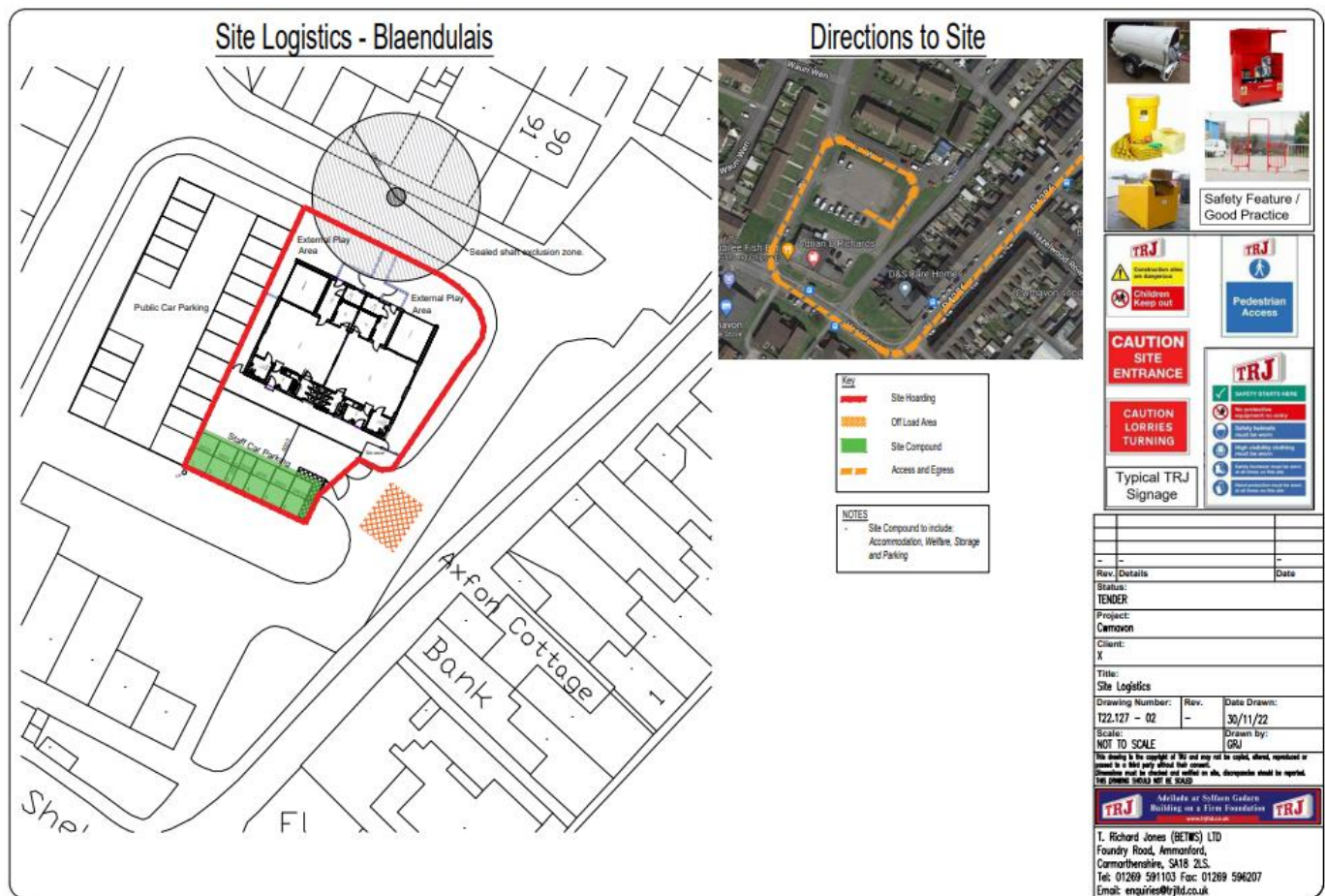
During occasions when the site fencing is required to be opened (under the control of the [Principal Contractor](#)) for deliveries and removal of waste, a gateman will be present at all times to prevent unauthorised access. Waste will be placed in skips located in the compound.

The image below shows the extent of the site that will be required to be secured (red line) by the [Principal Contractor](#) during the site set-up phase. The security fencing (mixture of solid hoarding and Heras panels) will form a key part of our strategy to maintain personal safety by preventing unplanned access to the site. It will be checked on a daily basis by our site staff to ensure it remains secure at all times. Viewing panels will be included where possible/required so interested members of the public can view the construction work as it progresses.

Access for deliveries to and from site and on site vehicular movements and arrangements are shown on our Site Layout Plans, below, and are elaborated further in the following text, and also in our **Construction Traffic Management Plan**.

All deliveries will be accepted onto site, with no delivery vehicles, and any other vehicles associated with the works, to park on adjacent roads. All such movements will be made under the supervision of a trained and qualified Banksman.

Site Logistics Plan (Construction Phase)



Health and Safety Executive Guidance:

- [L153: Managing Health and Safety in construction](#)
- [L164: Safety signs and signals](#)
- [HSG150: Health and Safety in construction](#)
- [HSG151: Protecting the public - Your next move](#)

Adjacent Sites, Buildings/Land Use

The Principal Contractor will maintain access for deliveries, use of roads for existing vehicular traffic and maintaining access for emergency vehicles when planning for safety. Access for deliveries and areas for offloading are shown in the traffic management plan (**Appendix C**). Deliveries of materials, etc. for the works will be timed to avoid peak times.

Boundaries and Access

Arrangements will be made for the parking of authorised vehicles on site where possible.
(see **Appendix C**).

The [Principal Contractor](#) will ensure that all vehicles and plant, and [Workers](#) vehicles are only parked in agreed areas. All personnel involved in the project will be informed that under no circumstances must any vehicles be parked outside residential properties. In addition, the highway must not be obstructed as to prevent the emergency services from gaining access at any time.

Health and Safety Executive Guidance:

- [L153: Managing Health and Safety in construction](#)
- [HSG150: Health and Safety in construction](#)
- [HSG151: Protecting the public - Your next move](#)

Location of Existing Services

Statutory service provider's location plans for Western Power and Welsh Water will be obtained prior to the commencement of the construction works (**Appendix B**).

The [Principal Contractor](#) will undertake the necessary discovery works on behalf of the [Client](#) in conjunction with the utility services providers to ascertain the location and disconnection of services prior to the commencement of the works.

- ❑ Gas: Refer to Wales & West Utilities Location Plan;
- ❑ Electricity: Refer to Scottish Power Location Plan;
- ❑ Telecom: Refer to BT Location Plan;
- ❑ Sewers and Water: Refer to DCWW Location Plan.

The [Principal Contractor](#) Site Manager will familiarise himself with and account for all relevant requirements within the project brief, including enhanced surveys/inspections as deemed necessary. All investigation works required will be in compliance with HSG47 "Avoiding danger from underground services", GS6 "Avoiding danger from overhead power lines", HSG150 "Health and Safety in construction" and HSG144 "The safe use of vehicles on construction sites: A guide for [Clients](#), [Designers](#), [Contractors](#), managers and [Workers](#) involved with construction transport". All documentation will be readily available on site for inspection.

Health and Safety Executive Guidance:

- [L153: Managing Health and Safety in construction](#)
- [HSG150: Health and Safety in construction](#)
- [HSG144: The safe use of vehicles on construction sites](#)
- [HSG47: Avoiding danger from underground services](#)
- [GS6: Avoiding danger from overhead power lines](#)

Existing Structures

The Principal Contractor will prevent damage to the adjacent residential premises, including, any fences, gates, walls, roads, paved areas and other site features which are to remain in position during the execution of the works. The Existing Structures are to be inspected prior to any works commencing and this also inform design works for in the internal alterations/extension. Photographic records will be taken prior to works commencing to ascertain and keep a snap shot of conditions at that time

Existing Storage of Hazardous Materials

If any hazardous materials are generated from the undertaking of the construction works, then the [Principal Contractor](#) will suspend work until the material is investigated.

Existing Ground Conditions

Refer to Ground Investigation Report.

The Site Manager will issue all [Workers](#) with appropriate [personal protective equipment](#) (PPE) and they will be advised during the site induction of the requirement for good

personal hygiene and the use of the site welfare for washing and consumption of food and drink.

All excavated material will be regularly dampened down with water to prevent airborne dust. Contaminated material will be quarantined to a specified area on site and regularly dampened down or covered. In accordance with [EC Regulation 1272/2008](#) and [Environment Agency Guidance WM3](#) soils destined for off-site disposal should be classified on the basis of their hazard phrases prior to disposal. Soils are classified as a mirror entry waste and should be classified on the basis of their specific chemical properties.

Health and Safety Executive Guidance:

- [L153: Managing Health and Safety in construction](#)
- [L25: Personal protective equipment at work](#)
- [HSG150: Health and Safety in construction](#)

Design Assumptions & Control Measures

Reasonable inquiries have been made to ascertain the structural integrity, however, if at any time the [Principal Contractor](#) is concerned or during the construction work has reason to believe there is a risk of collapse/overload etc, on-site procedures will ensure the work is postponed and the contract administrator is to be notified immediately.

Traffic Management System

Appendix C contains the [traffic management](#) plan for this project.

Health and Safety Executive Guidance:

- [L153: Managing Health and Safety in construction](#)
- [HSG150: Health and Safety in construction](#)

Site and Personnel Safety

The danger of local stakeholders (e.g. local residents, members of the general public, or visitors) being injured by the [Principal Contractor](#) during the course of the works is a significant Health and Safety issue. The programming of construction works, site security, and access routes are thus a major Health and Safety consideration. The works will be programmed to minimise the disturbance where possible.

All [Contractors](#) will comply with the minimum safety dress code of clean [high visibility clothing](#) and [S3 rated safety footwear](#). For all task-specific requirements, the [Principal Contractor](#) will ensure that all personnel will use the PPE described in their risk assessment. Suitable PPE will be made available to visitors. Non inducted visitors can be escorted by nominated persons familiar with the site and risks on a 2:1 ratio.

Health and Safety Executive Guidance:

- [L153: Managing Health and Safety in construction](#)
- [HSG150: Health and Safety in construction](#)
- [HSG151: Protecting the public - Your next move](#)

Site Restrictions

Behaviour or actions that endanger local stakeholders (e.g. residents, members of the general public or visitors) is strictly prohibited.

Health and Safety Executive Guidance:

- [L153: Managing Health and Safety in construction](#)
- [HSG48: Reducing error and influencing behaviour](#)

COVID-19

Refer to [COVID-19](#) risk assessment and procedure HSP36 for site requirements.

Health and Safety Executive Guidance:

- [L153: Managing Health and Safety in construction](#)
- [L5: Control of substances hazardous to health](#)
- [MISC208: The Approved List of biological agents](#)
- [Infections at work](#)

No-go areas/authorisation requirements

These will be formally established during design development in conjunction with the [Principal Designer](#).

Fire Precautions

The fire risk assessment is contained in **Appendix E**.

The [Principal Contractor](#) is aware the construction site footprint and will allow for sufficient emergency escape routes around all buildings. Fire tender/firefighting access to the building will be maintained.

Subject to further design, the [Principal Contractor](#) will engage the services of [Fire-Q](#) to provide a fire spread risk assessment service (applicable to timber frame construction).

Health and Safety Executive Guidance:

- [L153: Managing Health and Safety in construction](#)
- [L164: Safety signs and signals](#)
- [HSG150: Health and Safety in construction](#)
- [HSG168: Fire safety in construction](#)

Emergency Procedures and Means of Escape

Normal escape routes will be maintained throughout the construction works. The [Principal Contractor](#) will designate a safe muster location for the [Principal Contractor](#)s works.

Once arrangements have been formally established in conjunction with the [Principal Designer](#), a joint fire strategy document detailing responsibilities, arrangements and communication routes will be developed by the [Principal Contractor](#) as an output of the fire risk assessment process.

Overlap with existing Operations and other Construction Work

The [Client](#) and [Principal Designer](#) will make all reasonable efforts to identify any other works in the vicinity. The [Principal Contractor](#) will be aware of other activities and [Contractors](#) and liaise as instructed and as required by the [Principal Designer](#).

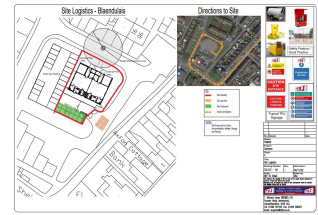
Arrangements for Coordination of Design Work & Changes

The design team and [Principal Designer](#) are responsible for managing design changes. Proposed design change submissions and associated design risk assessments must be issued

before progressing. All significant design changes are to be coordinated by the design team and the project [Principal Designer](#).

Health and Safety Hazards

The [Principal Contractor](#)'s site offices/welfare facilities will be in place before any construction work is permitted to take place. The current planned location for these facilities is in the area marked on the adjacent site drawing and in **Appendix C**.



The [Principal Contractor](#) will deliver units to the construction site. These will consist of offices, welfare, toilets and storage units. The welfare unit will provide all the necessary welfare facilities (such as canteen, drying room etc).

The adjacent land and surrounding roads are in use for all the working day and evening; the [Principal Contractor](#) will ensure that all roads and pavements within the site remain accessible clean and tidy at all times. The [Principal Contractor](#) is to programme all deliveries and other site traffic. It is the [Principal Contractor](#)'s responsibility to ensure the safety of all persons and therefore site security is important, particularly when the site is not in operation.

The [Principal Contractor](#) shall ensure that all deliveries, waste collection and storage are well organised and supervised. Any hazardous materials to be stored in secure containers to recommendations of the manufacturers and in a secure locked location.

Health and Safety Executive Guidance:

- [L153: Managing Health and Safety in construction](#)
- [L5: Control of substances hazardous to health](#)
- [HSG150: Health and Safety in construction](#)
- [HSG151: Protecting the public - Your next move](#)
- [CIS59: Provision of welfare facilities during construction work](#)

2.0 Management of the Work

2.1 Management Structure & Responsibilities

A) Management structure & responsibilities

Project Director Mr. Owain Jones		Director Responsible for Environment: Mr. Dafydd Jones	
Director Responsible for Health and Safety: Mr. John Jones		Quantity Surveyor: TBC	
Project Manager Rob Collard		Site Manager Mr Allan Bevan ☐ Site Safety ☐ Fire Safety ☐ Site Security ☐ First Aid	

TRJ Site Management

Mr. Owain Jones is the Project Director who will have overall responsibility for Health and Safety issues specific to the project. The Project Manager Mr. John Jones will have the overall responsibility to make arrangements for the control of risk on company sites, programme the works in the most appropriate order and method of working and provide adequate and suitable equipment for the safe execution of the works. The Site Supervisor (TBC), will assist the Site Manager during the construction works.

The Quantity Surveyor **tbc** will be responsible along with the Project Director, Project Manager Mr. Rob Collard for the progress of the works. The Site Manager will ensure that the project is progressing well, that all personnel on site are fully trained and competent to carry out all the elements of the works. The Site Manager will also ensure that the environmental performance is adhered to by all personnel on site along with the relevant documentation which is needed at the location to allow the job to proceed.

Mr. John Jones is the Director responsible for Health and Safety and is assisted by Mr Alan Protheroe (TRJ QHSE Manager) and Mr. Roy Jones ([BDS WALES](#)) (one or more competent persons) in undertaking the measures needed to comply with relevant statutory provisions (primary and secondary legislation). The Director responsible for Health and Safety will ensure coordination of company Health and Safety measures with other [Contractors](#), [Clients](#) and safety representatives on the project. Mr. Roy Jones ([BDS WALES](#)) will visit the site on regular occasions to perform site inspections/audits to ensure compliance with current Regulations and company management system/policy. The Site Manager will ensure all [Workers](#) work to the [content](#) of the [CPP](#).

Mr. Dafydd Jones is responsible for the waste management and coordination of the environmental measures on the sites.

The Site Manager will have joint responsibility for onsite operations. The Site Manager will also be in charge of ensuring that all the personnel on site are given [inductions](#) and receive the [appropriate training](#) when necessary and maintain the site, security, welfare, deliveries and on-site paperwork. The Site Manager will ensure that they have good communication with the surrounding area. A Project Team directory will be available on site and distributed to the relevant parties in respect of the job.

Training

Training is undertaken internally and externally as required. All [Workers](#) will be competent to perform the duties they are tasked with and will have the appropriate [CSCS](#) and [CPCS/NPORS](#) cards and/or be deemed competent through alternative means such training provided by qualified professional persons, online training using [IHasco](#) and [National Vocational Qualifications](#).

The project will be managed by the Project Director with the assistance of the Site Manager who will be responsible for ensuring that all the necessary documentation and backup information relating to the project is available to enable all aspects of the Regulations relevant to the project to be observed and complied with. All orders for work by other [Contractors](#) will be handled by Head Office. The [Principal Contractor](#) will ensure that all [Contractors](#), suppliers etc. are informed of the [site rules](#) set out in the CPP.

Client Health & Safety Targets

The Clients high-level H&S targets for the project are taken from the Major Contractors Group, and are;

1. Promoting an actively positive safety culture
2. No serious disabling injuries
3. No long-term harm to health
4. Aiming for zero AFR whilst achieving below 0.1

Principal Contractor Health, Safety and Environmental Targets

Health and Safety – [ISO 45001:2018](#)

- The prevention of accidents and work-related ill-health by:
 - Reducing Health and Safety risks by [consulting directly with the workforce](#);
 - Developing a positive [Health and Safety culture](#) by engaging with the workforce;
 - Promoting a [healthy workplace](#);
 - Provision of [welfare facilities](#) and [first aid](#) at work;
 - The safe handling of [toxic substances](#);
 - The [provision and maintenance of plant](#);
 - Systems of work that are safe and without undue risk to health;
 - The provision of such [information](#), instruction, [training](#) and [supervision](#) as is necessary to ensure, “[so far as is reasonably practicable](#)”, the Health and Safety of all employees whilst at work.

The [Principal Contractor](#) is licensed to use the Health and Safety Laboratory Safety Climate Tool (Royalties & Products – JC9800101 Safety Climate) - <https://www.hsl.gov.uk/products/safety-climate-tool.aspx>

Environmental – [ISO 14001:2015](#)

- Protect the natural environment. At an early stage in contract management, the effect of the site works on the natural environment will be considered;
- Handle and store fuels, oils and chemicals safely. Emphasis will be placed upon the bunding and security of tanks in accordance with guidelines set out by the [Environment Agency/Natural Resources Wales](#);
- Investigate and carry out remediation of contaminated land. Emphasis will be placed upon safe working practices and the potential for impact on groundwater and other sensitive receptors;
- Waste Disposal. The Company is a Registered Carrier of Waste and emphasis will be placed upon compliance with the [Duty of Care](#) requirements of the [Environmental Protection Act 1990](#).
- Re-cycle waste materials. Natural resources are finite and the Company actively encourages the recycling of construction materials and have invested in material processing equipment designed for this purpose.
- Divert as much waste away from landfill by utilising the in-house waste transfer station (permit number EPR/VP3298FC)

[CPP](#) specific proposals to reduce accidents are as follows:

- ❑ Management will take all reasonably practical steps to meet their Health and Safety responsibility with particular attention given to the following which will be reviewed and revised as appropriate throughout the contract period.

- ❑ The [provision and maintenance of plant](#) and systems of work that is safe and without risk to the Health and Safety of [Workers](#) and any other person likely to be affected by the work activities.
- ❑ Proper arrangements for the [use, handling, storage and transport of materials and substances](#).
- ❑ The provision of information, instruction, training and supervision to assist all [Workers](#) (including subcontractors) to avoid injury and contribute positively to their own Health and Safety whilst at work.
- ❑ The [Principal Contractor](#) will aim for a zero accident target for the project. This will be monitored by the use of safe working procedures, [personal protective equipment](#), and [information](#), instruction, and [training](#).
- ❑ The [Principal Contractor](#) Site Manager and the Director responsible for Health and Safety / [BDS WALES](#) will visit the site regularly to monitor and review Health and Safety performance. The visits will be documented and available for inspection.
- ❑ The [Principal Contractor](#) is committed to improving standards through the "[Revitalising Health and Safety in Construction](#)" and "[Accelerating Change](#)" initiatives. Positive Health and Safety culture will be rewarded by senior management and directors through incentives.

The following statutory requirements must be complied with as a minimum during the course of the construction phase:

- ❑ [Health and Safety at Work etc. Act 1974](#);
- ❑ [Manual Handling Operations Regulations 1992](#);
- ❑ [Health and Safety \(Signs and Signals\) Regulations 1996](#);
- ❑ [Provision and Use of Work Equipment Regulations 1998](#) (PUWER);
- ❑ [Lifting Operations and Lifting Equipment Regulations 1998](#) (LOLER);
- ❑ [Management of Health and Safety at Work Regulations 1999](#);
- ❑ [Health and Safety First Aid Regulations 1981](#);
- ❑ [Personal Protective Equipment \(PPE\) at Work Regulations 1992](#);
- ❑ [Control of Lead at Work Regulations 2002](#);
- ❑ [Workplace \(Health, Safety & Welfare\) Regulations 1992](#);
- ❑ [Control of Noise at Work Regulations 2005](#);
- ❑ [Control of Vibration at Work Regulations 2005](#);
- ❑ [Control of Substances Hazardous to Health Regulations 2002](#) (COSHH);
- ❑ [Construction \(Design and Management\) Regulations 2015](#);
- ❑ [Work at Height Regulations 2005](#);
- ❑ [Control of Asbestos Regulations 2012](#);
- ❑ [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#) (RIDDOR);
- ❑ [The Environmental Protection Act 1990](#);
- ❑ Fire Prevention on Construction Sites: The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation;
- ❑ Any current applicable legislation not mentioned above.

In addition to the above, all participants in the construction phase must comply with the requirements of the following in the course of their activities:-

- T. Richard Jones (Betws) Ltd Health and Safety Policy;
- T. Richard Jones (Betws) Ltd Environmental Policy.

Regular Liaison between the Parties on Site

A pre-start meeting will be arranged prior to works commencing between all the parties to review the [PCI](#) and the [CPP](#). Thereafter, communications between all parties involved will be co-ordinated by the contract administrator; these will include regular site meetings to discuss specific aspects of Health and Safety of the scheme.

The [Principal Contractor](#) shall display a notice board containing the following information:

- [Company Health and Safety policy](#);
- [Construction Phase Plan](#);
- [Insurance certificate](#);
- [Health and Safety Executive poster](#);
- [F10 construction notification form](#);
- [Emergency arrangements](#) etc;
- Health and Safety information posters, memo's etc.

Liaison between other Parties that may be affected by the Works

The [Client](#) is to notify the relevant local government departments regarding any noise/dust issues that may be caused as a result of the works.

The [Client](#) will liaise with the Statutory Undertakers to obtain written confirmation of the disconnection of services to the premises (where applicable). This information will be passed to the [Principal Contractor](#) on receipt and prior to the commencement of works on site. There will be a continuing liaison with the [Client](#) in respect of the Health and Safety file.

A weekly construction site checklist (**TRJ HS 02**) will be completed by the Site Manager to identify significant hazards on site at any particular time.

Site Waste Management Plan

All waste will be disposed of or re-used, recycled or otherwise recovered. When waste is removed from site, the [Principal Contractor](#) will be in receipt of details of the waste management licensing facility, waste [Duty of Care](#) and waste carrier registration regimes.

It is the responsibility of the [Principal Contractor](#) to classify the wastes generated although it is anticipated that the waste planned for disposal will be classified predominately as non-hazardous waste.

2.2 Communications and Co-operation

The Site Manager who is in charge of the project will be responsible for calling and chairing periodical meetings to discuss safety aspects and to ensure that they are achieved.

[Workers](#) will be informed that they can feel free to discuss and present their views to the representative of the [Principal Contractor](#) on-site and/or follow the company consultation procedure which can be initiated by any [Worker](#) either verbally through the Site Manager or by internal memo to the Director responsible for Health and Safety. The latter method guarantees anonymity should the [Worker](#) request it. Blank copies of the memo are issued to the site in the Site Administration File and will be readily available to all [Workers](#).

The [Principal Contractor](#) will liaise with all [Designers](#) to ensure that the process is carried out in accordance with [Regulation 9](#) and [10](#) of the [Construction \(Design & Management\) Regulations 2015](#) and that the information is subsequently passed to all involved parties.

All [Contractors](#) will be selected from an approved list which is reviewed on past performance; they will be fully informed of the requirements and implications of the regulations.

All suppliers of materials will be asked to provide [COSHH Data Sheets](#) relating to any hazards which may occur by the use of their products, this information will be forwarded to the site to the end user.

The site will be secured, “[so far as is reasonably practicable](#)” to prevent unauthorised access and to create a physical barrier between activities on site and persons not involved in the work going about their lawful business.

The [Principal Contractor](#) will conduct induction training for all persons working on or visiting the site. This will be carried out by means of a briefing being given to all persons who will then be required to sign a form, a copy of which can be found in the Site Administration File, stating that they have understood the briefing. The induction session also allows the [Workers](#) to voice any concern regarding the existing Health, Safety and Welfare arrangements and propose any improvements that could be implemented.

The vast majority of equipment used on the project will be owned and maintained by the [Principal Contractor](#). All operators employed by the company have been attending safety awareness courses and hold current certificates of competence for the item of plant they will be operating. Training requirements, in general, are covered in the Company Training Plan which is under constant review. The Training Plan can be viewed (by arrangement) at the offices of the [Principal Contractor](#) in Ammanford.

Welfare facilities in accordance with the requirements of the Construction (Design & Management) Regulations 2015 will be provided on-site and will consist of utilising the existing outbuildings and supplying mobile units for the purpose of providing a site office, canteen/drying room, toilet facilities and site store etc.

The nearest Hospital with A&E facilities is:

- Morriston hospital, Heol Maes Eglwys, Cwmrhydyceirw, Morriston
SA6 6NL
Hospital Switchboard: 01792 702222
Distance: 12.8 miles Time: 28 min

A First Aid kit is available on site and will generally be in the Site Office in the care of the Site Manager. The first aid kit contents will be inspected monthly and recorded (**Form TRJ HS 07**).

An “Emergency Information” Notice (**Appendix A**) will be on display in the Site Office.



The reporting of injuries, diseases, and dangerous occurrences will be carried out in accordance with the RIDDOR Regulations 2013 and any other guidance given by HSE. Furthermore, all accidents, near misses, acts of violence and aggression, service strikes, work-related illness, vehicle incidents, and statutory visits must be reported to the [Client](#), the [Clients](#) Representative (CDM Health and Safety Advisor) and/or the [Principal Designer](#).

All accidents, dangerous occurrences, and near misses are to be reported to the [Principal Contractor](#) Site Manager. Once reported the Company Director responsible for Health and Safety will attend site as soon as is reasonably practicable for recording and investigation as appropriate.

The [ISO 45001:2018](#) occupational Health and Safety management system contains task-specific point of work risk assessments. The point of work risk assessments list the common hazards associated with the specified task and the possible control measures that can be implemented to comply with the hierarchy of control, industry best practice and legal compliance.

The Site Manager will create all the [method statements](#) and [risk assessments](#) for works undertaken solely by the [Principal Contractor](#) using form **TRJ HS 14**. [Contractors method statements](#) and [risk assessments](#) will be reviewed and approved by the Site Manager using form **TRJ HS 18** and recorded on the RAMS register using form **TRJ HS 19**.

In the event of high-risk activities being required to be undertaken, the [risk assessment](#) process will involve consultation with the Project Director, Site Manager, [Workers](#) who are designated to undertake the works and the company Director responsible for Health and Safety.

[Contractors](#) will be required to produce [method statements](#) and [risk assessments](#) for their works a minimum of a week-in-advance of their intended commencement date and forward these to the Site Manager. The [method statements](#) and [risk assessments](#) will then be reviewed to ensure they are adequate, suitable and sufficient for the planned operations. Any high hazard operations will be reviewed by the Company Director for Health and Safety and external consultants (e.g. [BDS WALES](#)) prior to commencing.

Liaison on the site will be between the Site Manager and the [Client](#) representative on a daily basis. Liaison between the [Principal Contractor](#) Project Director, Site Manager and [Client's](#) Project Director on a monthly basis or whenever the need arises. Monthly progress meetings will be attended by the Project Director, Contracts Manager, Senior Quantity Surveyor, Site Manager and representatives of the [Client](#).

All design changes are to be discussed with the [Principal Designer](#) and Project Director acting on behalf of the client. Site security will be as per the attached traffic management plan & site setup (**Appendix C**).

Site [inductions](#) will be carried for all [Workers](#) and all [Contractors](#) prior to the commencement of any working activities. These [inductions](#) will be delivered by the [Principal Contractor](#) Site Manager.

- All visitors to the site will be subject to a site induction.
- A record of all site [inductions](#) for work personnel and visitors will be located within the site office.

Consultation with the Workforce

Workforce consultation is carried out on site by the Site Manager with [Workers](#). Any issues are recorded by the site agent and presented to the Director responsible for Health and Safety during the Health and Safety committee meetings held monthly. Any urgent issues/requirements will be dealt with as they arise by the Director responsible for Health and Safety.

The means by which the workforce will be informed about the risks to their Health and Safety arising from the environment in which the project is to be carried out and the construction work itself shall be by the following:

- ✓ Site [induction](#) training;
- ✓ Safety meeting;
- ✓ [Toolbox talks](#);
- ✓ [Method statements](#) and [risk assessments](#) briefing.

Site [toolbox talks](#) will be delivered to all [Principal Contractor Workers](#). These [toolbox talks](#) will be specific to a particular working activity proposed to be undertaken. [Toolbox talks](#) will be delivered by the [Principal Contractor](#) Site Manager.

The following point of work risk assessments are contained within the [ISO 45001:2018](#) occupational Health and Safety management system:

Number	Risk Assessment	Number	Risk Assessment
001	Abrasive wheels	079	Glazing
002	Access scaffolds	080	High-Pressure Water Cleaners
003	Asbestos-containing materials	081	Horticulture & Landscaping - Manual Handling
004	Brick and block laying	082	Horticulture & Landscaping - Motorised Equipment
005	Brick and cement work - manual handling	083	Horticulture & Landscaping - General Hazards
006	Brick and cement work - mixing materials	084	Hot Work
007	Cable pulling	085	Hydraulic and Pneumatic Tools and Equipment
008	Carpentry and joinery - Abrasive Wheels	086	Installation and Use of Temporary Electrical Supplies
009	Carpentry and Joinery - Drills, lathes, and saws	087	Installation of Cable Trunking and Cable Trays
010	Cartridge operated tools	088	Installing and Replacing Luminaries
011	Chainsaws	089	Lead Work
012	Changing or charging batteries	090	Material Hoists
013	Charging and servicing of electrical batteries	091	Minor Demolition and Breaking Out of Surfaces
014	Chasing out for cable runs	092	Mobile Elevated Platforms
015	Confined Spaces	093	Mobile Elevated Working Platforms (MEWPs)
016	Dump Trucks	094	Operating Road Surface Plant
017	Electrical Hand Tools and Equipment	095	Overhead Services
018	Electrical Installations (Temporary Supplies)	096	Painting and Decorating
019	Erection / Use of Falsework	097	Painting
020	Excavation	098	Piling Works
021	Excavators Used for Lifting	099	Pipe Soldering
022	Fire on Site	100	Pipework Installation
023	Joinery and Carpentry	101	Plumbing
024	Lifting Equipment	102	Pre-Cast Concrete Works
025	Lifting Operations using Mobile Cranes	103	Pre-Demolition Enabling Works
026	Manual Excavations	104	Pressure Testing
027	Mobile Tower Scaffolds	105	Rendering
028	Other Hand Tools and Equipment	106	Road Transport on Site
029	Propping Falsework	107	Roadworks
030	Setting up Site Facilities Offices Welfare & Storage	108	Roof Truss Erection

031	Site Access/Egress	109	Roof Work (Maintenance)
032	Site Setup	110	Sheeted Sloping Roofs
033	Slinging of Loads	111	Stepladders
034	Storage and Use of Highly Flammable Liquids	112	Stone Work
035	Storage of Materials on Site	113	Storage and Use of LPG
036	Structural Steelwork Erection	114	Street Works
037	Use of Access Scaffolding	115	Traffic Management
038	Use of Disc Cutters and Abrasive Wheels	116	Underpinning
039	Use of Earthmoving Plant	117	Use of Bench Mounted Grinding Machines
040	Use of Excavators	118	Use of Bitumen Boilers
041	Use of Hand Tools - General Hazards	119	Use of Cartridge Operated Fixing Tools
042	Use of Hand Tools - General Purpose Tools	120	Use of Chain Saw
043	Use of Hand Tools - Sharp Tools	121	Use of Compressors and Pneumatic Power Tools
044	Use of Hand Tools	122	Use of Gas Welding and Cutting Equipment
045	Use of Ladders	123	Use of High-Pressure Water and Steam Cleaners
046	Use of Lifting Equipment	124	Use of Jacks & Axle Stands
047	Use of Portable Electrical Equipment	125	Use of Laser Levelling Devices (Class 1 & 2)
048	Use of Portable Power Tools - Cutting Tools	126	Use of Materials Hoist
049	Use of Portable Power Tools - Abrasive Tools	127	Use of Portable Woodworking Machines
050	Use of Portable Power Tools - Handheld Tools	128	Use of Vertical Drilling Machines
051	Use of Portable Power Tools - Working Areas	129	Using Portable Pipe Threading Machines
052	Use of Small Dumpers	130	Vehicles
053	Use of Trestles	131	Welding
054	Work at Heights	132	Work in a Joinery Workshop
055	Work in Confined Spaces	133	Work in Cofferdams
056	Work Near Water	134	Work in Occupied Premises
057	Working Alone	135	Work in the Vicinity of Underground Services
058	Working at Height - Access Equipment - Tower Scaffolds	136	Work Involving Raw Sewage
059	Working at Height - Access Equipment - MEWPs	137	Work Near or Under Power Lines
060	Working at Height - Access Equipment - Ladders	138	Work on Fragile Roofs
061	Working at Height - Access Equipment - Scaffolds	139	Work on Live Sewage Connections in Shallow Excavations
062	Working at Heights	140	Work with Flat Glass on Site
063	Cleaning of Grease Extractors	141	Work with Lead and Lead Compounds
064	Concreting Operations	142	Work with Non-Asbestos Insulation Materials

065	Contaminated Land	143	Bulk Earth Removal
066	Demolition Works	144	Concrete Finishing
067	Display Screen Equipment	145	Concrete Scabbling
068	Disposal of Fluorescent Luminaries	146	Crane Slinger/Signaller
069	Disposal of Waste Materials	147	Dewatering
070	Dry Lining & Stud Partitions	148	Forklift Operator
071	Electrical Testing and Commissioning	149	Gas Welding and Burning Operations
072	Electrical Work 415 volts or Below	150	General Engineering Duties
073	Electrical Work	151	Kerb Laying
074	Fan Coil Installation	152	Manual Handling
075	Flat Roof Work	153	Vehicle Mounted Lorry Loader
076	Flue Liner Installation	154	Telehandler – Palletised Loads
077	Fork Lift Trucks	155	Working Platforms (Non-Integrated)
078	General Plumbing	156	Use of Quick Hitch Systems
		157	Terex Finlay J-1160 Jaw Crusher

Exchange of Design Information

The exchange of design information will be an agenda item within the progress meetings between the [dutyholders](#) whereby design issues will be discussed and any outstanding information not received by any of the [dutyholders](#) will be raised.

Handling Design Changes during the Project

Any design changes during the construction phase will be evaluated by the Site Manager for the project. Any work requiring amendments to the [method statements](#) and [risk assessments](#) will cease until the [method statements](#) and [risk assessments](#) has been amended by the appropriate Site Manager and conveyed to all personnel affected.

The Selection and Control of Contractors

A competency assessment will be undertaken prior to the appointment of any [Contractor](#). All [Contractors](#) engaged to work on the project shall be carefully selected off the [Principal Contractor](#) approved list of [Contractors](#) and work under the control of the [Principal Contractor](#).

Exchange of Information between Contractors

Health and Safety information will be exchanged between the [Principal Contractor](#) and any [Contractor](#) via the following:

- ✓ Site induction training,
- ✓ Health and Safety meetings/training;
- ✓ [Toolbox talks](#);
- ✓ [Method statements](#) and [risk assessments](#) briefings.

2.3 Site Rules

- All areas of all sites controlled by the [Principal Contractor](#) are mandatory Safety Helmet, Safety Footwear, and High Visibility clothing areas. The only exceptions are Offices, Welfare Facilities and the cabs of vehicles/plant which afford suitable protection.
- The permitted hours of work when noise can be audible at a construction site boundary in accordance with current legislation (The Control of Pollution Act 1974 and Environmental Protection Act 1990) are;

Site operational hours

- Monday to Friday 08:00 to 16:30.
- Earlier starts on-site/weekends – by prior agreement.



[Site rules](#) which apply are as follows:-

The [Contractor](#) will manage Health and Safety on the site with established [rules](#) and procedures. These will be displayed, and all [Workers](#) and visitors to the site are required to undergo a site-specific induction to be familiarised with them. A signature of understanding of the [rules](#) and procedures together with an undertaking to abide by them will be retained in a register maintained on site for that purpose.

[Site rules](#), practices, and procedures to be established and enforced will include but not necessarily be limited to the following:-

- [Workers](#) and visitors report to the Site Manager, are inducted and sign in and sign out;
- Separate means of access and egress for vehicles and pedestrians are identified;
- Smoking is not permitted on the site;
- Radios and personal stereos are not permitted;
- Personal protective equipment must be worn as required;
- Welfare facilities are to be maintained in a clean condition;
- Debris removal and site clearance are regular;
- No burning of materials on site is permitted unless authorised by the site management;
- Correctly rated electrical equipment and circuit breakers are used where applicable
- Temporary lighting, including emergency lighting, is provided where and when necessary;
- Copies of HSE notification and public liability insurance certificate are displayed;
- All existing mains services are located, identified and marked;
- Fire precautions and procedures are established, including muster area, provision of firefighting equipment and means of escape;
- Sufficient resources are to be provided and maintained to ensure that [Workers](#) do not lose concentration or become fatigued resulting in injury;
- Only trained personnel to operate the plant or mechanical or electrical equipment.

A Signboard is to be included and erected at an agreed / focal point of the site to identifying the [Client](#) and a description of the project. This information is to be agreed with the [Clients](#) Project Manager prior the erection and display.

The [Principal Contractor](#) and all other [Contractors](#) must comply with all statutory requirements and industry working rules to control the disposal of waste and the emission of noise, vibration, dust, water, smoke, fumes, rubbish and other causes and to prevent personal injury and damage from fire.

2.4 Fire & Emergency Procedures

A Fire Safety Plan for the project is included in the Site Administration File
The Project Manager will be appointed as the designated emergency Officer for the construction project.

The following must be carried out:

- Fire Risk Assessment and Fire Protection Arrangements;
- Fire Evacuation (Form TRJ HS 06);
- Hot Work Permits (Form TRJ HS 10);
- Fire Alarm Inspection & Testing (Form TRJ HS 05).

An “Emergency Information” Notice (**Appendix E**) will be on display in the Site Office.



3.0 Arrangements for Controlling Significant Site Risks

3.1 Control of Health and Safety Risks on this Project

Hazard/Risk	Description	Control
Public Safety Unauthorised access to the site	Public Safety Public entering site off	Public Safety • All personnel/visitors entering site will enter via the main site entrance. • All personnel/visitors will sign in and out. • All Workers and visitors will receive a site induction prior to entering the site or carrying out works. • Site entrance gates to be closed when not in use and manned when open at all times. • Prominent site safety signage to be displayed.
Perimeter security	Unauthorised access onto site via site perimeter.	• Perimeter site hoarding/fencing will be installed continuously with no unsecured gaps or breaks. This will be checked and recorded.
Traffic routes	Access to the site will be off B4286 Heol Jiwbill and Heol cwrys, with site parking situated inside the site confines. Emergency access to the site will be off Heol Cwrys	• A dedicated construction access will be formed off Market Street for construction traffic and deliveries. • Fingerboards will be installed to give clear direction to the site. • Traffic routes will be communicated to all Workers and suppliers. • Speed limits will be in place on site (5mph). • Pedestrians will be fully segregated where possible. • Delivery times will be restricted (to avoid peak times).
Material storage	Poor storage areas causing hazards on site.	• Safe and stackable storage method adopted. • Designated and fenced off storage areas provided on site. • COSHH assessments carried out and data sheets provided for all hazardous materials. • Material deliveries planned and phased to prevent queuing.

Existing Services • Electric • Telecom • Water • Sewer Services not as plotted on drawings Competence of Workers	Existing Services SP Energy Networks BT Openreach Dwr Cymru Dwr Cymru All services identified. Plant operators and banksman.	Existing Services • A full sub scan survey to be carried out, recorded and documented in record drawings. • All existing services identified to be clearly marked on site. • Principal Contractor to issue a permit to excavate (TRJ HS 01) when necessary. • Contractors to provide method statements and risk assessments establishing full procedures for carrying out the works. • CAT scan requirement before a permit to excavate issued. • Double-check information provided with stats drawings. • All Workers to be CSCS certified or equivalent (in-house). • Plant operators to be fully trained for their selected machinery. • Banksman to be fully trained and banking at all times. • Contractors to establish method statements and risk assessments for all construction activities. • Permit to excavate system in place. • Workers made aware of the proximity of services.
Emergency Services Fire risk to/from adjacent buildings Fire risk on site	Emergency Services Proximity to new builds/site accommodation. Site offices and welfare facilities. Storage of materials on site. Combustible materials.	Emergency Services • All the items below are to be covered in the Principal Contractor project fire risk assessment. • Site fire plan to be established identifying office and welfare facilities, fire point locations and emergency exits to muster points, including access routes for emergency vehicles. • Fire plan and extinguishers to be located with accommodation/welfare at fire points. • Good housekeeping and material storage. • Fire points to be located on site as identified on fire plan. • Regular fire inspections (TRJ HS 01 & 05) to be carried out and recorded.

Blockage of existing fire escapes Emergency access routes obstructed & emergency rescue procedures	Materials deposited on escape routes. Works blocking escape path. Fire access route.	• Routes clearly defined with secured fencing. • Workers made aware of escape routes on induction. • Frequent checks are undertaken throughout the day. • Regular fire inspections (TRJ HS 01 & 05) to be carried out and recorded. • Controlled parking on site in accordance with traffic management plan. • Segregated access routes to be established between vehicles and pedestrians. • Regular fire inspections (TRJ HS 01 & 05) to carried out and recorded. • Advise and notify emergency services prior to site works commencing and invite to the site to familiarise.
Site Activities Groundworks	Site Activities Contaminated ground. Drainage excavations. Connections into existing sewer drainage. Existing services. Fixing reinforcement. Kerb laying.	Site Activities • Method statements and risk assessments to be established and issued by Contractors and vetted by the Principal Contractor prior to commencing works. Controls for groundwater and excavation collapse required. • Inspection of excavations by the Principal Contractor prior to access. • Inspection regime implemented (TRJ HS 04): ✓ At the start of the shift in which the work is to be carried out; ✓ After any event likely to have affected the strength or stability of the excavation; ✓ After any material unintentionally falls or is dislodged. • All machinery should be in good condition and lifting apparatus must have current records of test and thorough examination. • All underground services to identified and clearly marked to avoid damage • All excavations to be backfilled where possible within the same working day or securely fenced off overnight.

Timber frame (new Houses)	Working at height. Falling materials. Inclement weather conditions. Structural stability. Lifting machinery and equipment.	• Risk Assessments to be established identifying manual handling hazards and correct safe systems of work adopted. • Method statements and risk assessments to be established and issued by Contractors and vetted by the Principal Contractor prior to commencing works. • Cranes to be located on stable ground. • Certified lifting equipment to be supplied and used only. • Lifting plan to be established identifying weights and distances. • Work areas to be clearly zoned off. • Correct fall arrest and harness systems to be worn. • When inclement weather occurs ensure the structure is stabilised.
Falsework	Working at height. Falling materials. Leading edge. Point loading. Inclement weather.	• Method statements and risk assessments to be established and issued by Contractors and vetted by the Principal Contractor prior to commencing works. • Designed system to be independently checked by temporary works co-ordinator and external designer (if required). • Suitable edge protection installed. • Daily inspections/checking procedures.
Scaffolding	Scaffold design. Safety netting. Ground conditions. Mobile towers. Safety decking.	• Method statements and risk assessments to be established and issued by Contractors and vetted by the Principal Contractor prior to commencing works. • All Scaffolding to be fully designed indicating full bracing and tie locations. • Full inspection and handover certificates to be issued by Contractor, checked by the Principal Contractor prior to access and use. • Inspection regime implemented (TRJ HS 21): ✓ Prior to use; ✓ Following alterations;

Roofing and Cladding	Prevention against falls. Edge protection and access. Falling objects. Openings and fragile surface.	✓ At regular intervals; ✓ Formal 7-day inspection. • Ground Platform to be flat and adequate to carry the vertical load imposed, sole base plates to be used at all times. • Mobile towers and safety decking must be erected competent and trained persons. • Full perimeter edge protection must be maintained at all times. • Where work is being carried out at high level then area below to be zoned or fenced off. • All openings and fragile surfaces to be clearly identified/covered securely/barriers installed with access prohibited. • Safety decking must be installed by competent persons. • Method statements and risk assessments to be established and issued by Contractor and vetted by the Principal Contractor prior to commencing works.
Frames and Glazing	High level works. Falling objects. The potential for fall. Adequate working platforms.	• Method statements and risk assessments to be established and issued by Contractor and vetted by the Principal Contractor prior to commencing works. • Where work is being carried out at high level then area below to be zoned or fenced off. • Correct and certified lifting equipment must comply with LOLER. • Mechanical working platforms must be fully certified and sized correctly to carry out the installation safely. • Only certified and competent persons to be carrying out the installation.

Emergency Rescue Procedures	Recovery from confined spaces(manholes). Falls into nets. Recovery from MEWPS.	• Method statements and risk assessments to be established and issued by Contractor and vetted by the Principal Contractor prior to commencing works. • Contractors carrying out the works activity to provide detailed rescue plan. • Rescue plan for specialist activity to be discussed within a toolbox talk or site induction.
Internal Works	Working at height. Manual Handling. COSHH. Dust. Fire.	• Correctly erected towers and checked. • Use of podium steps. • Correct lifting techniques. • Use of board trolleys. • Good housekeeping. • Wireless fire alarm and regular inspections. • Correctly selected access equipment for the task.
Plant/Vehicle Movement	Pedestrian access. Operators competence. Unintended movement. Access into the site.	• Method statements and risk assessments to be carried out identifying the hazards to protect pedestrians. • Segregation of plant and pedestrians where possible. • Traffic management plan established stating clearly defined routes of travel. • Barriers/directional signage. • All plant operators to be competent and fully trained for their selected plant/machinery. • Principal Contractor to check all operators of plant have correct certification for the plant being operated. • Plant to be immobilised when not in use and keys removed from the ignition. • Will be via the designated site entrances only. • Site entrance to be clearly identified with appropriate signage.

	Plant suitability. Plant and vehicle parking.	• Upon delivery to site the plant certification to be checked before it can be operated. • Ensure that the correct equipment or machinery is selected for each activity. Ensure certification for the plant is valid and in-date. • Method statements and risk assessments to be established and issued by Contractor and vetted by the Principal Contractor prior to commencing works. • Only certified and trained operators to be used for their selected plant. • All cars and vans to be parked in designated areas only. • Plant to be stored securely. • Plant to be immobilised at night and keys removed from the ignition.
Occupational Health Noise Vibration Dust Manual Handling	Occupational Health Prolonged exposure to industrial types of noise. Noise levels in excess of the allowable daily exposure Hand Arm Vibration Syndrome Inhalation of dust from demolition and construction activities.	Occupational Health • Well maintained plant. • Switch off engines when not in use. • Site generators/compressors kept away from general areas. • Train Workers via toolbox talks. • Provide hearing protection. • Specify noise reduced plant. • Use silencers and mufflers. • All percussion works to have a HAVS assessment. • Select suitable haul road material. • Limit speed to 5mph. • Damp down during dry periods. • Use of road sweeper for site access road. • Water suppression and/or extraction equipment. • Personal protective equipment. • All materials are to be offloaded and distributed by mechanical plant where possible.

COSHH.	Penetration Skin Absorption Ingestion Inhalation	• Ensure good housekeeping to maintain access to working areas. • Workers to be adequately trained. • Individual capabilities of operative carrying out works. • Datasheets to be provided and materials assessed and appropriate control measures put in place. • Ensure correct personal protective equipment is selected. • Carry out COSHH assessment. • Ensure adequate training for Workers. • Store materials correctly. • Ensure products delivered are identified and marked stating hazardous materials.
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The [Principal Contractor](#) operates a fleet of tippers and skip lorries with a supply of skips. Vehicles from the fleet will be made available to the site for the removal and subsequent disposal of debris, waste etc.

If during the course of the works, suspect Asbestos materials are discovered which have not been identified in the survey, or should there be an accidental exposure we will immediately suspend works and contact the [Clients](#) Representative for further instruction and recommendations.

The [Principal Contractor](#) Excavations - Risk Assessment and Permit to Excavate Procedure (**Form TRJ HS 01**) will be complied with in full.

Emergency contact details for the Statutory Providers can be found on the “Emergency Information” Notice in Appendix A and on display in the Site Office.

Information regarding the activities undertaken on the site has been obtained at the tender/pre-contract stage. Arrangements will be made whereby disruption to such activities is minimised and controlled to the satisfaction of all concerned.

The [Principal Contractor](#) will work closely with [Designers](#) to ensure the avoidance of any designs which involve temporary instability during demolition or specific erection sequences during construction. All work near existing structures will be clearly identified on design drawings and [method statements](#) and [risk assessments](#) produced accordingly prior to the commencement of works.

All [Workers](#) required to undertake work at height will be trained to ensure that they are aware of the dangers associated with this type of work and the control measures required protect everyone.

In view of the constantly changing activities on site (e.g. construction), the situation regarding potential falls of persons or materials will be held under constant review. Action as appropriate will be taken to eliminate or at least minimise the risk of falls.

Working on or in the vicinity of fragile materials will be the subject of a task-specific [method statements](#) and [risk assessments](#).

Trained and certificated “Appointed Person – Lifting Operations” will compile Lift Plans (**Form TRJ HS 13 or 14**) for lifting operations undertaken on sites under the control of the [Principal Contractor](#).

The vast majority of plant and equipment used on the project will be owned and maintained by the [Principal Contractor](#). Annual Inspection of the major items is carried out by Messrs Allianz Insurance, Able Lifting Gear (Swansea) Ltd. Copies of the reports of the inspections are available at the Ammanford office of the [Principal Contractor](#). The company operates a Plant Inspection & Defect Reports System (**Form TRJ HS 16**) whereby the status of the larger items of the plant can be recorded and the plant department can be notified in writing of defects with an indication of the operator’s estimate of the urgency of the repair needed.

Work in excavations or work where there are poor ground conditions will be the subject of a Task-Specific [method statements](#) and [risk assessments](#) which will be reviewed and revised as the task progresses. Daily inspections of excavations will be recorded (**Form TRJ HS 04**).

A project-specific Traffic Management Plan is included in **Appendix C**.

All hazardous substances to be used on site must have a valid COSHH assessment was undertaken which assesses the risk the substance poses in relation to the task being undertaken. The [ISO 45001:2018](#) occupational Health and Safety management system contains a database of known hazardous substances frequently used that cannot be designed out. Any hazardous substances will be clearly identified before delivery to site and due recognisance of any special precautions necessary with regard to the handling, storage and use of such materials will be brought to the attention of the personnel involved.

3.2 Project Specific Arrangements for Controlling Significant Site Risks

The [Principal Contractor](#) has a certified [ISO 45001:2018](#) occupational Health and Safety management system. The management system consists of all the documents contained within the TRJ HS Master Records List. The [ISO 45001:2018](#) occupational Health and Safety management system will be utilised by the Site Manager to manage all project related Health and Safety aspects.

Demolition of Structure

All demolition activities are to be carried out as safely as is reasonably practicable with the protection of the public, visitors, and workforce a priority. The company policy and demolition arrangements can only be achieved through implementation of appropriate control measures. All demolition works will be organised, planned, implemented and managed in accordance with BS 6187:2011 Code of practice for full and partial demolition.

The preparation of this construction phase plan will identify the following:

- The survey's undertaken when and by who (structural, asbestos, utilities etc);
- Demolition methodology (isolation of services, soft strip, temporary works, scaffolding, exclusion zones, waste management, traffic management plan).
- The preparation of method statements and risk assessments to manage the following main hazards:-
 - The collapse of the structure;
 - Falling or flying debris;
 - Health risks;
 - Asbestos, Lead, Weil's disease etc;
 - Presence of existing services;
 - Protection of the public.

Demolition permit (**Appendix I**) must be completed prior to any demolition works commencing.

Underground/overhead Services

The [Principal Contractor](#) in-house excavations procedure (**Form TRJ HS 01**) will be followed when developing the safe system of work for the groundworks. All excavations will be either battered or supported and fenced off with safe ladder access (**Form TRJ HS 11**). A permit to dig procedure will be enforced prior to any excavations taking place. The permit to work system will be monitored by the Site Manager who will appoint a competent person to issue permits and ensure the required controls are implemented (**Form TRJ HS 22**).

Dealing with Services - Water, Electricity, and Gas, including overhead Power Lines and Temporary Electrical Installations

The [Principal Contractor](#) will implement the following in accordance with HSG 150 Health & Safety in Construction & HSG 47 Avoiding danger from underground services:

- ☐ Obtain information regarding location of underground services from the [Client](#)/surveys etc;
- ☐ Using a cable avoidance tool (CAT) and generator, locate positions and mark service locations;
- ☐ Hand-dig trial holes at strategic intervals to unearth the various services – without damage using safe digging techniques;
- ☐ Fix pegs into ground to show routes of various services;
- ☐ Issue Permit to dig for all machine excavations having regard to proximity to these plotted services positions;

Permits will be issued on a daily basis and will cover the following points:-

- ☐ No machine digging within 1metre of plotted service positions;
- ☐ CAT & generator to be on hand at all times and used prior to machine digging;
- ☐ Hand dig if in doubt to be carried out by trained [Workers](#), who are familiar with the task and the procedures to be followed;
- ☐ Do not attempt to break up any service found in concrete.
- ☐ The permit to work system will be monitored by the Site Manager who will appoint a competent person to issue permits and ensure the required controls are implemented.

Work on Excavations and Work where there are Poor Ground Conditions

The [Principal Contractor](#) will ensure all persons involved with excavations e.g. ground [Workers](#), will be provided with written procedures to minimise the risk of working in or near excavations.

The [Principal Contractor](#) will ensure the provision of suitable and sufficient supports or battering to an appropriate angle, prior to excavation starting. Furthermore, it will also address the need for support during the excavation as work proceeds to ensure that no temporary instability exists during excavation (**Appendix G**).

Suitable edge protection and access will also be provided for the excavation works.

The [Principal Contractor](#) will undertake daily inspections of the excavations and the support systems (TRJ HS 04).

Confined Space Works

The [Principal Contractor](#) will require all [Contractors](#) to produce [method statements](#) and [risk assessments](#) to identify the risks and to implement measures to minimise or eliminate risks, especially those involved with confined space works. A confined space permit (**Form TRJ HS 22**) will be enforced prior to any confined works taking place.

The permit to work system will be monitored by the Site Manager who will appoint a competent person to issue permits and ensure the required controls are implemented.

Working at Height

The [Principal Contractor](#) will ensure [method statements](#) and [risk assessments](#) are developed for all activities where work at height is required (**Form TRJ HS 14**).

Preventing falls

The [Principal Contractor](#) will require all [Contractors](#) to produce [method statements](#) and [risk assessments](#) to identify the risks and to implement measures to minimise or eliminate risks, especially those involved with working at height.

The [Principal Contractor](#) has produced a checklist (**Form TRJ HS 34**) to assist this particular hazard.

The [Principal Contractor](#) will require all [Contractors](#) to explain how they will address the risk of falls from height using agreed control measures. These measures may be for example working platforms, cherry picker, scaffolding etc.

The [Principal Contractor](#) will require all [Contractors](#) in accordance with the Construction (Design & Management) Regulations 2015, to carry out weekly inspection of scaffolding (**Form TRJ HS 21**).

The [Principal Contractor](#) will, where no other reasonably practicable means of access is appropriate, allow the use of ladders and step ladders (**Form TRJ HS 11**), however, the use of such access equipment will be strictly monitored by the Site Manager.

The [Principal Contractor](#) will require all [Contractors](#) to inspect in accordance with the Working at Height Regulations 2005 their equipment prior to use and a minimum of every 7 days (**Form TRJ HS 11 & 21**).

For work at height involving fall restraint and fall arrest equipment, a work at height permit (**TRJ HS 35**) must be issued by the Site Manager. Such work will require detailed supervision at all times.

General Control Measures:

- Guardrails - must be suitable and sufficient for the task. In construction work they should be at least 950mm and have no gap of more than 470mm.
- Staircases - must be provided with a handrail and all stairwells must be provided with fencing or guardrails and toe boards. Keep all stairs and passageways well lit and clear of obstructions.
- Working platforms (including scaffolding and MEWPs) - must be suitable and sufficient for the task and number of [Workers](#) involved.
- Nets/airbags - should only be used where other preventative safeguards are not appropriate. Safety nets must only be installed by a competent person and must be secured as close to the underside of the structure as is practically possible and never more than 3 metres. Safety nets must also never exceed 2.5 metres apart at each fixing point. Care should be taken not to pull nets or ropes over sharp edges and no operative is to purposely stand in Safety netting, for whatever reason. Any objects that have fallen into net must be removed to prevent further injury to persons or compromise the carrying capacity of the net. [Workers](#) should always check nets for visible damage before each use.
- Safety nets are to be provided in the following situations:
 - Where there is a risk of falling into the building and no other practical means of prevention can be provided;
 - Where there is a risk of objects falling into the building;
 - Where there is a risk of persons or objects falling to the outside of a building where it is not possible to use scaffolding.
- Personal fall protection systems (including work restraints, fall arrest systems, rope access, and positioning and work positioning equipment) - should only be used if other types of equipment are not appropriate.
- Ladders and stepladders - need to be treated with respect. They should only be used for short duration, low-risk activities or where there are site features which cannot be changed. Suitable arrangements should be taken to prevent the ladder from slipping this could include tying the ladder at the top or bottom or using an effective anti-slip, or other stability devices. Ladders must be extended at least 3-5 rungs above a landing place, i.e. 1 metre and a risk assessment must be created before use.
- Roof work and openings - edges must be provided with means to prevent falls of persons/materials by either of the following:
 - By a double guard rail system plus a toe board;
 - By a physical barrier 2 metres from the inside edge, i.e. scaffold tubes or similar;
 - By a platform below the edge, not less than 600mm wide and not more than 600mm below.
- Scaffolding (fixed and mobile) - must only be erected by trained and competent persons and where there is a risk of a fall that could cause an injury, guard rails, and a toeboard must be provided. All defects such as missing platform boards, missing guardrails or toe boards must be immediately reported and the scaffold not used until made Safe. Scaffolds must never be overloaded with materials or equipment which also should never be thrown from the scaffold. No mobile tower scaffolds should be used when the height/narrowest base width ratio exceeds 3½ to 1 – the use outriggers

can extend the base dimensions. No men or materials should remain on a mobile scaffold when it is being moved and all scaffolds must be inspected weekly by a competent person and a written report kept.

Construction Plant

All plant/operators will be checked to ensure all relevant certificates and training requirements are in place (**Form TRJ HS 44**).

Traffic Management

The traffic management plan (**Appendix C**) will be developed during the course of the construction works. In general, strict pedestrian and vehicle access routes will be created to ensure the risk of pedestrians and vehicles coming into contact will be very low.

Parking

There will be limited parking on some sites for visitors and [Contractors](#) whilst other sites will require parking further away from the actual sites. These areas are referenced in the traffic management plan (**Appendix C**).

Deliveries and Pedestrian Access

Generally, all deliveries will be required to be scheduled. The traffic management plan indicates the access and egress routes and procedures to be followed at all times (**Appendix C**).

In general, all reversing on the site will be attended by a vehicle marshall.

There may be occasions when excavations are created which may involve short-term pedestrian access to be shared with vehicles. This will be carefully managed with pedestrian barriers as required.

All [Contractors](#) will be made aware of the potential risks involving persons outside the site boundary and along the roads and pavements. This will be at the initial induction and will be required as a part of [Contractor's method statements](#) and [risk assessments](#) (**Form TRJ HS 17**).

The longer-term strategy may involve pre-booked deliveries that are controlled by a gateman to ensure congestion on site and the surrounding roads are minimised.

Accommodating adjacent Land use

Initially, the works on site will take place wholly within the confines of the site boundary.

The [Principal Contractor](#) will consider the need to maintain access for deliveries, use of roads for existing vehicular traffic and maintaining access for emergency vehicles when planning for safety.

Control of Lifting Operations

The [Principal Contractor](#) will ensure that all mobile crane [Contractors](#) are competent to perform the lifting operations and are fully aware of their procedures to manage lifting operations in accordance with Lifting Operations & Lifting Equipment Regulations 1998.

The [Principal Contractor](#) will ensure a lifting plan is provided and available for all lifting sequences undertaken.

The Maintenance of Plant and Equipment

The [Principal Contractor](#) will ensure all plant and equipment will be maintained in accordance with the Provision and Use of Work Equipment Regulations 1998.

The [Principal Contractor](#) will ensure all mobile plant will be thoroughly inspected by the operator and results recorded on an appropriate form on a weekly basis.

The [Principal Contractor](#) will ensure all [Contractors](#) will, as part of their [method statements](#) and [risk assessments](#) submission, explain their procedures for planned maintenance of all their plant and equipment. This will include the need for Portable Appliance Testing every 3 months if deemed required (**Form TRJ HS 03**).

Stability of Structures whilst carrying out Construction Work, including Temporary Structures and existing unstable Structures

The stability of the structure will be addressed initially by the Structural [Designers](#) who will include measures to address any instability by including any temporary works in their designs.

All temporary works will require [method statements](#) and [risk assessments](#) that are produced on the back of the temporary works design brief (**TRJ HS 48**) and coordinated with the associated works on site. Temporary works inspections will be recorded on the temporary works register (**TRJ HS 47**).

Hot Works

The [Principal Contractor](#) will require all hot works activities to be kept to a minimum. All Hot Works on site requires a Hot Works Permit to work system prior to commencement (**Form TRJ HS 10**).

The permit to work system will be monitored by the Site Manager whom will appoint a competent person to issue permits and ensure the required controls are implemented.

Note: Undertaking hot works a “bagging off” permit may also be required to prevent false alarms. Bags should have the permit number attached for ease of identification and close out. Fire watches will be required of 1 Hr post works before a permit can be closed out.

Permit to Work System

The [Principal Contractor](#) will operate a Permit to Work system (PTW) for those items within their normal control and those affecting the life systems i.e. fire alarm. Services i.e. water, electricity, oil (fuel). [Method statements](#) and [risk assessments](#) (RAMS) will be put in place.

This procedure requires a Permit to Work for the Isolation, Interruption of Systems or Services or specific Hazardous Activities but not limited to:

- Electrical Services;
- Mechanical Services;
- Building Management System;
- Fire Alarm Systems.

A Permit to Work is required for:

- Hot Work including welding, burning and grinding;
- Confined space or restricted access including;
- Access to Roofs.

3.3 Project Specific Arrangements for Controlling Health Risks

Every effort will be made to reduce the risk of injury brought about by manual handling. Mechanical means will be used whenever possible. A copy of the Manual Handling of Loads Assessment Checklist Pro Forma can be found in the Site Administration File. The form will be used in the assessment of lifts that are out of the ordinary. All [Workers](#) required to undertake manual handling will be trained to ensure that they are aware of the dangers associated with this type of work and the correct techniques.

T Richard Jones (Betws) Ltd accepts the legal obligation placed upon the company by the Health and Safety at Work etc. Act 1974, The Noise at Work Regulations 2005, and other legislation as appropriate. The company will take appropriate action to prevent damage to the hearing of [Workers](#) and persons not at work who are exposed to noise risk by the company's activities. Control measures may include, but are not restricted to:

- ☐ Reducing Noise Pollution at the source;
- ☐ Scheduling particularly noisy activities to take place when the minimum number of other nearby [Workers](#) are present;
- ☐ Providing (as a last resort) Personal Protective Equipment i.e. Ear Defenders.

Operations that may generate excessive noise during the construction works will be managed by the provision of appropriate silencers, baffles etc. and equipment/plant maintenance (**Form TRJ HS 16**).

Site Manager will be carrying out daily inspections and recorded weekly inspections (**Form TRJ HS 02**).

The [Principal Contractor](#) has a Vibration Management Programme (**Form TRJ HS 08**) which utilises the HAVi monitor and includes the following elements:

- ☐ Identifying hazardous work and assessing the risk;
- ☐ Reducing where possible the use of hand-held tools,
- ☐ Limitation of exposure (trigger time);
- ☐ Tool purchasing policy incorporating selection and maintenance;
- ☐ Training & Information for [Workers](#), supervisors and managers.



The [Principal Contractor](#) supports The Sun Protection Six Point Code contained in the advice for employers of outside [Workers](#) leaflet produced by the HSE. The leaflet or extracts from it will be included in the Site Administration File and, at the appropriate time of the year, displayed on site notice boards.

The [Principal Contractor](#) will endeavour to minimise all dust and noise generated from the site activities to a minimum (**Form TRJ HS 17**).

Operations that may release dust particles to the atmosphere during the demolition and construction works will be managed by implementing adequate dust control techniques. In addition, the generation of local dust will be controlled using a combination of control measures to reduce the risk as far as practicable. High risk activities such as cutting/drilling into concrete using cut off saws and power tools will require either suitable dust suppression (only if not electrical powered equipment) or on-tool extraction (for electrical powered equipment). Respiratory protective equipment (RPE) which can be either face fitted for tight-fitting or loose-fitting powered air respirators on its own will not be adequate and should only ever be used in conjunction with other control measures.

All control measures will be checked and regularly reviewed to ensure that they are continuing to be effective.

As with all PPE, the provision of respiratory protective equipment is the last resort, and should only be used as a control measure when dust or other respiratory hazards cannot be eliminated through engineering or other solutions. Where masks that require a seal to the face are required, an appointed trained face fit testers is available to conduct the face fit testing. In situations where a suitable mask cannot be found or for personal or religious reasons an individual does not wish to be clean shaven, full air fed respirators will be used or the individual will be assigned to a task where they are not at risk from air borne hazards. Everyone shall be face fit tested for each model of mask they use. Repeat face fit testing is required whenever the individual's face changes significantly (e.g. following significant weight gain or loss, substantial dental work or if scars or moles develop around the face seal area). Records of face-fit testing are available from the head office.

All asbestos containing materials identified in the asbestos survey reports will be managed/removed in compliance with the Control of Asbestos Regulations 2012.

Detailed within the site procedures (including COVID-19 specific procedure) are the appropriate controls which include provision of suitable personal protective equipment (PPE). The workforce will be briefed on the requirements of good hygiene to prevent infections which include such controls as:

- The need to wash their hands and face regularly with soap and hot water, especially prior to eating or smoking;
- Use of designated hand sanitizers supplied by the company;
- The importance of covering any cuts/grazes with waterproof dressings and or gloves prior to undertaking planned work;
- The importance of avoiding hand-mouth and hand-eye contact;
- Disposal of all contaminated waste safely and legally.
- If any worker is displaying unusual symptoms, they are to report this to their Doctor and stay away from work until such time they are well.

4.0 The Health and Safety File

- A) - The layout and format of the file will be as agreed with the [Principal Designer](#).
- B) - Arrangements for the collection and gathering of information will be agreed with the appropriate parties as the project progresses. The target will be for the File to be completed “*so far as is reasonably practicable*”, for passing to the [Client](#) when the structure is handed over.
- C) - The storage of the information for inclusion in the Health & Safety File will be as agreed with the [Principal Designer](#).
- D) - Regularly liaise with the [Principal Designer](#) to discuss progress.

The format and content of the Health and Safety File to be as follows:-

- a) Brief description of the work carried out;
- b) Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- c) Key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
- d) Hazardous materials used (e.g. lead paints and special coatings);
- e) Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- f) Health and Safety information about equipment provided for cleaning or maintaining the structure;
- g) The nature, location, and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- h) Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

Operation and maintenance manuals will be provided as separate documents alongside the Health and Safety File.

The Health & Safety file is to be collated throughout the project. The [Principal Contractor](#) is to liaise with the [Principal Designer](#) on the progress. The final document and associated operational & maintenance manuals, drawings are to be submitted within 2 weeks prior to Practical Completion.

Appendix A:

Copy of “Emergency Information” Notice



Adeiladu ar Sylfaen Gadarn Building on a Firm Foundation

www.trjltd.co.uk



EMERGENCY INFORMATION

Site Address	Waun Wen, Cwmafan, Neath Portalbot, SA12 9TB
Building Identification	Construction Site & Welfare
First Aid Appointed Persons	Mr Allan Bevan
Fire Wardens	Mr Allan Bevan
Site Manager	Mr Allan Bevan
Project Director	Mr. Owain Jones – Tel:
Health, Safety & Environment Director	Mr. John Jones –
H.S.E. Address	Government Buildings, Ty Glas, Llanishen, Cardiff, CF14 5SH Tel: 02920 263000
Police Station	Tel: Non-Emergency number 101 Tel: Emergency number 999
Fire Station	Tel: Non-Emergency number 0370 6060699 Tel: Emergency number 999
Hospital	Morrison hospital, Heol Maes Eglwys, Cwmrhydyceirw, Morrison SA6 6NL Hospital Switchboard: 01792 702222
Statutory Providers	SP Networks – Tel: 0800-001-5400 Wales and West Utilities – Tel: 0870 1650597 Welsh Water – Tel: 01792 841012 BT – Tel: 01792 638504
<u>Client</u>	Neath Port Talbot Council The Quays Brunel Way Baglan Energy Park Neath SA11 2GG Contact Person: NPTCBC Email: clientcdm@npt.gov.uk
<u>Principal Designer</u>	Neath Port Talbot Council The Quays Brunel Way Baglan Energy Park Neath SA11 2GG Contact Person: Nick Richard Email : n.g.richards@npt.gov.uk

Appendix B:

Asbestos Survey / Statutory Service Providers Plans

(No Asbestos Identified from ground investigation)

Asbestos Demolition Surveys. See groundwork investigation attachment.

Works Completed.

Statutory Service Providers Plans

Statutory Service Providers.

- Western Power
- Dwr Cymru Welsh Water
- Openreach
- Wales & West Utilities

Attached is a link to Utility Providers “can you dig it, dial before you dig” poster which will be made available to Site Manager and included, along with Plans below, in all RAMS and TBT for works that will be required to be undertaken in close proximity to listed services. The information will also be relayed to all operatives at time of Site Induction.



B035234_CWMAVON Ground Investigation Report FINAL.zip

Maps by email Plant Information Reply



IMPORTANT WARNING

Information regarding the location of BT apparatus is given for your assistance and is intended for general guidance only. No guarantee is given of its accuracy. It should not be relied upon in the event of excavations or other works being made near to BT apparatus which may exist at various depths and may deviate from the marked route.



oper
CLICK BEFORE YOU DIG

FOR PROFESSIONAL FREE ON SITE ASSISTANCE PRIOR TO COMMENCEMENT OF
EXCAVATION WORKS INCLUDING LOCATE AND MARKING SERVICE
email cbvd@openreach.co.uk

ADVANCE NOTICE REQUIRED
(Office hours: Monday - Friday 08.00 to 17.00)
www.openreach.co.uk/chyd

Accidents happen

Accidents happen
If you do damage any Openreach equipment please let us know by calling 0800 023 2023 (opt 1 + opt 1) and we can get it fixed ASAP

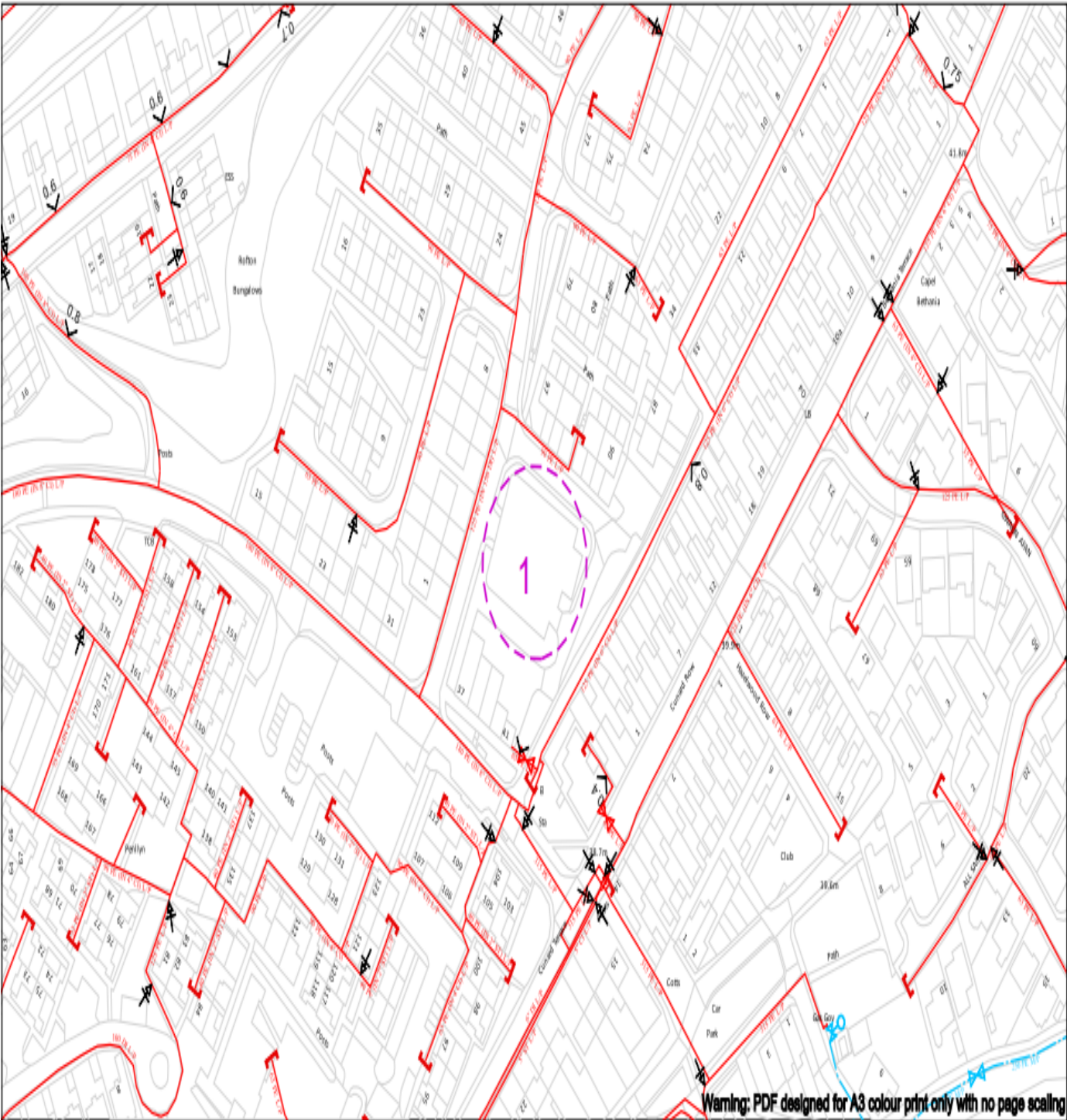
Reproduced from the Ordnance Survey map by BT
by permission of Ordnance Survey on behalf of the
Controller of Her Majesty's Stationary Office
(C) Crown Copyright British Telecommunications plc 100028040

KEY TO BT SYMBOLS

	Planned	Live	State		Warning	
PCP			Split Coupling		Built	
Pole			Duct Tee		Planned	
Box			Building		Inferred	
Manhole			Kiosk		Duct	
Cabinet			Other proposed plant is shown using dashed lines. BT Symbols not listed above may be disregarded. Existing BT Plant may not be recorded, information valid at time of preparation. Maps are only valid for 90 days after the date of publication.			
	Pending Add	In Place	Pending Remove	Not In Use		
Power Cable						
Power Duct				N/A		

BT Ref : ZPG01329L
Map Reference : (centre) S57850792484
Easting/Northing : (centre) 278507,192484
Issued : 10/12/2021 13:32:53

WARNING: IF PLANNED WORKS FALL INSIDE HATCHED AREA IT IS ESSENTIAL BEFORE PROCEEDING THAT YOU CONTACT THE NATIONAL NOTICE HANDLING CENTRE. PLEASE SEND E-MAIL TO: nnhc@openreach.co.uk



Contact Us
 Mapping Enquiries: 01492 278112
 General Enquiries: 0800 652 2008

Date Requested: 10/12/2021
 Job Reference: 24130004
 Site Location: 279507 102484

Requested by:
 Mr Justin Hughes
 Your Scheme/Reference: Cernahan

Scale: 1:1250 (When plotted at A3)

IMPORTANT NOTICES

- This information is given as a guide only and its accuracy cannot be guaranteed
- The plan only shows those pipes owned by Wales & West Utilities (WUU) as its role as a licensed Gas Transporter
- Service pipes, valves, upstems, stub connections etc. may not be shown but their presence should be anticipated
- You must use safe digging practices in accordance with HSE/G47 to establish the actual position of mains, services and other apparatus before any mechanical excavation is used
- It is your responsibility to ensure this information is provided to all persons working near our plant
- If in doubt call the WUU dig team on 01492 278112

In case of an emergency call 0800 111 999

100m

Dig Sites	Area:	Line:		Line/Free Valve
	Low Pressure (LP) 21mbar – 75mbar			Governor Station
	Medium Pressure (MP) 350mbar – 2bar			Change of Diameter
	Intermediate Pressure (IP) 2bar – 7bar			End Cap
	High Pressure (HP) >7bar			Depth of cover

WALES&WEST UTILITIES

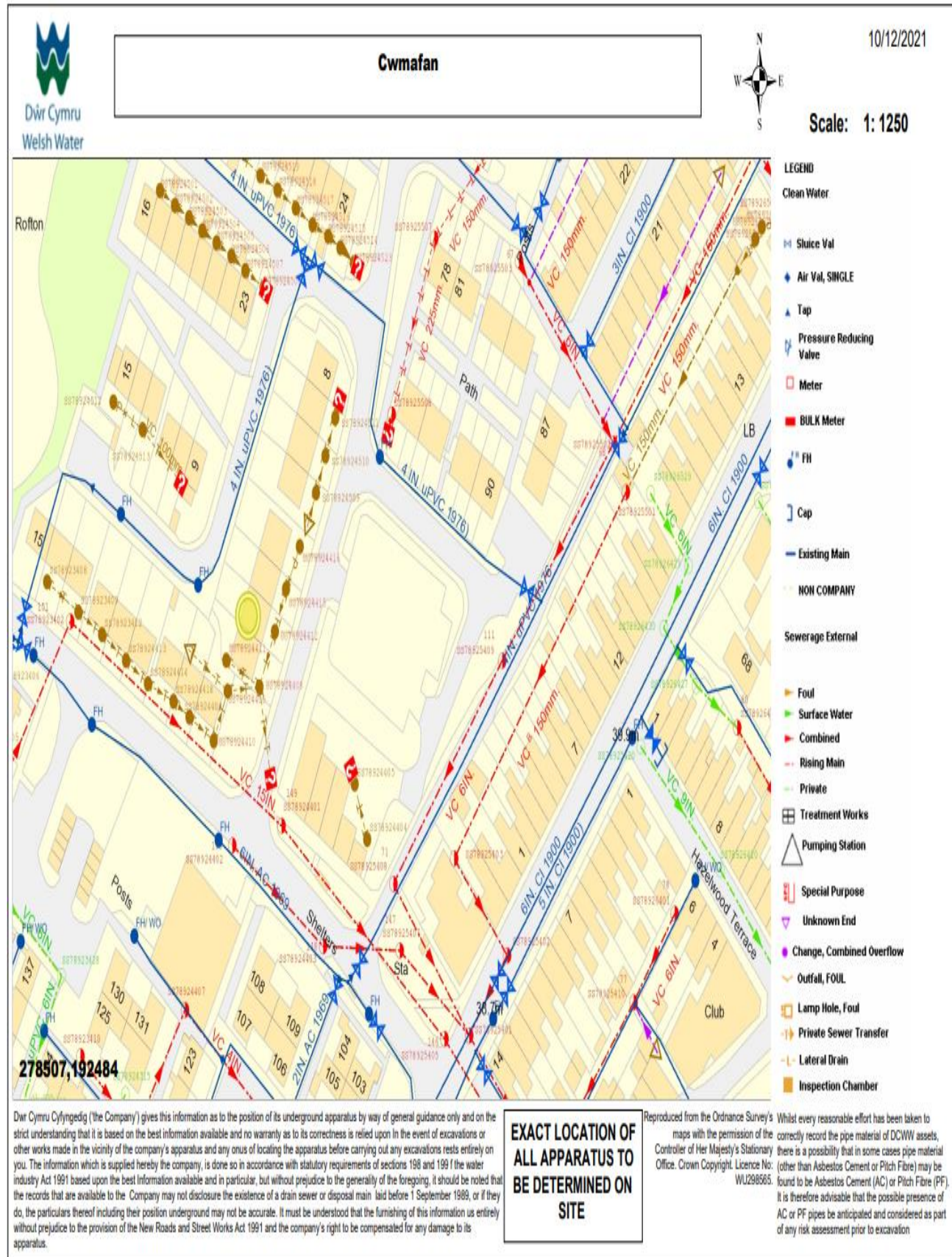
Dial before you dig

1 Dial 0800 111 999 before you start work.

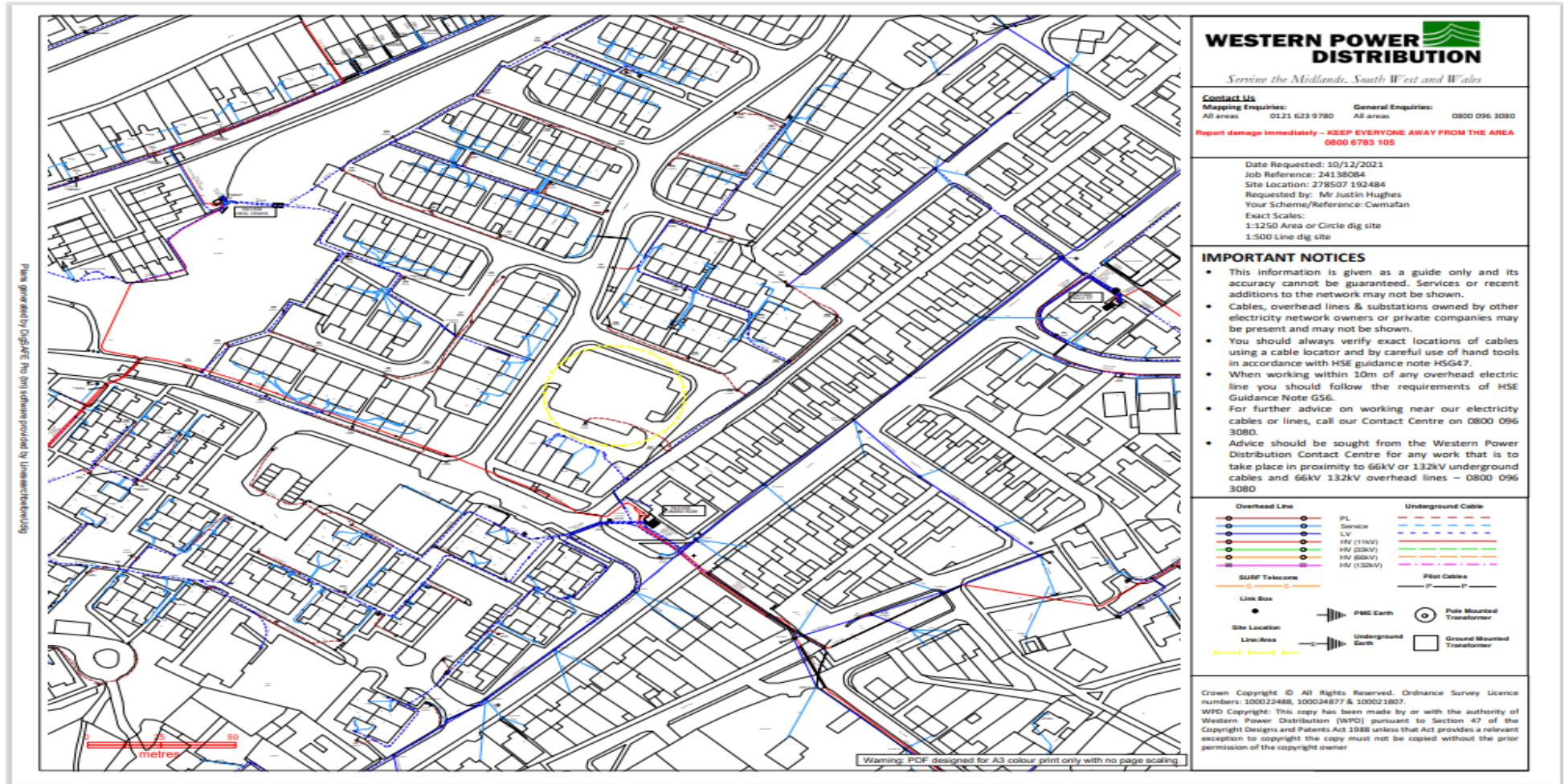
2 Investigate before you dig, make sure you know what's below.

3 Go ahead. (Once you're happy!)

4 Dig safely.



Western Power Distribution



Appendix C:

Traffic Management Plan

Traffic Management Plan & Site Layout Plan (to be read in conjunction with TRJ CTMP)

Introduction

The project consists of the construction of Provision of new Childcare Unit at Cwmavon

Works will include, but not be limited to, a fabric first new build construction works, energy efficient M&E Installation, external works and other enabling works, as shown on our Contract Programme and Works Information Document, Drawings and Specification (Tender Stage).

The construction works will impose an increase in the quantity of vehicles on the surrounding highways. Therefore, it is necessary to introduce controls in order to minimise the impact of the additional traffic, hence the purpose of this traffic management plan.

The construction site will be enclosed with security fencing. An information board will be erected for display on the security fencing.

Objectives

The aim is to safely plan deliveries, collections and vehicle movements on and around the site so as to prevent traffic congestion within the confines of the construction site and the main highway.

This will be achieved by providing a minimum of 24 hours notice to local residents and adjacent commercial/leisure premises that are likely to be directly affected by the traffic (HGV's) which will require access to the construction site and may cause a disturbance. The Principal Contractor will ensure that construction site traffic is managed throughout the project duration.

The plan will be regularly reviewed and amended by the Project Management Team in order to incorporate the modifications to the construction site environment affecting the vehicle and/or pedestrian traffic.

Traffic affected

The groups of traffic affected are:-

- Traffic using the existing Heol Jiwbill
- Local traffic using (as above);
- Members of the public using the businesses in the vicinity
- Resident's of the streets noted above, vehicles and vehicles belonging to the general public;
- Contractors vehicles.

Persons at risk

The persons that can be affected or put at risk by the traffic on and off site are:-

- Principal contractor staff, operatives, including sub-contractors;
- Residents, members of the public, children and visitors;

Site working hours and access times

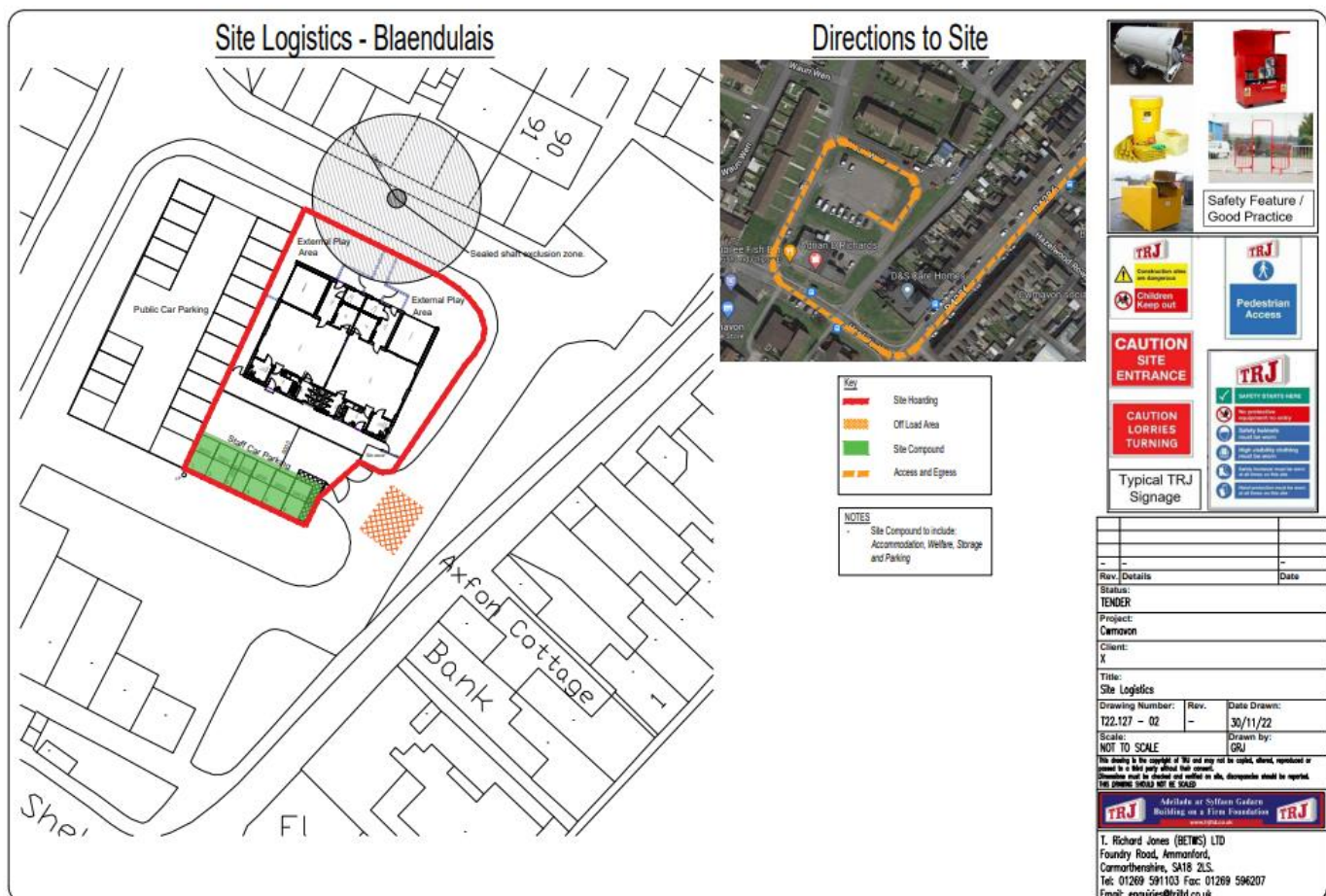
The Principal Contractor site working hours are **07:30 to 16:30** on Monday to Friday with no noisy works undertaken on weekends unless with prior agreement. The Principal contractor will be working days only on site. Vehicle movements on the site shall be coordinated to avoid any peak hours. Suppliers are to provide advance warning to the Principal Contractor of such deliveries to enable compliance with this obligation.

Signage

The site signboard will be located at both site entrances (main and emergency) and at the site welfare area. Signage used on site will either be text or pictorial, as necessary and may be multi-lingual appropriate to the current workforce. These signs will be situated around the site where deemed necessary.

Site Traffic

Road transport



The preferred route to the construction site for all traffic will be as shown in **Traffic In Plan**, below. It is considered that the impact associated with a temporary increase in construction traffic from the construction project can be mitigated by means of vehicles arriving and

departing at staggered intervals during the day in order to reduce congestion and delays on the local road network (avoiding peak times). These conditions can be firmed up later after consultation with the relevant parties and will form part of the subcontractor agreements.

All subcontractors and suppliers involved in the project will be briefed on this preferred and designated route via the site induction. Necessary call up/holding arrangements will be established and communicated to allow delivery vehicles to park up temporarily on the Hazelwood row in order to make telephone contact with the Site Manager to ensure the site can accept the delivery without causing traffic congestion.

2.2 Vehicles arriving on site

Vehicles arriving on the site will approach via the designated site entrance, as shown above and will park up and await further instruction from the Site Manager

Delivery and collection vehicles will report initially to the Site Manager prior to being authorised to enter the site. The Site Manager may assign a vehicle marshall to coordinate and manage controlled access and unloading of vehicles depending on the circumstance.

There is strictly no parking allowed on adjacent roads and highways, which will obstruct the flow of traffic. Parking is strictly in the designated areas (**as shown on Site Logistics Plan**) for unloading purposes and the designated site car park.

The construction traffic management plan will be available in the site office and will be relayed to all appropriate personnel via site induction. Toolbox talks will be used to communicate changes in the construction traffic management plan.

Site car parking is restricted to the areas previously highlighted above and within Site Boundaries.

Contractors will park in the designated area and walk to the construction site compound with the appropriate PPE etc.

The above-mentioned parking arrangement will be controlled as much as possible by Site Manager and designated vehicle marshall.

2.3 Site pedestrian access

Pedestrian access from the welfare leading to the car parking area will be available on the construction site. This will be demarcated by the use of barriers.

Any person, other than a temporary visitor, will be diverted via the site office to receive an induction (if not already inducted).

Visitors will be issued with a 'Visitor' high visibility jacket and head protection (PPE) on a temporary basis following a brief induction by authorised personnel. They will be accompanied at all times (ratio 2:1) while on site and will return the PPE to the site office upon leaving.

Site traffic inside compound

Vehicle access to the site works

Vehicles access into the contractors compound will require the permission of the Site Manager.

Storage areas

Storage of materials will be in designated areas only. All storage materials will be at height of 2.0m or less.

Material handling equipment

This works will involve the use of construction plant such as Telehandlers, Excavators, Dumpers and Rollers etc.

Other issues

Cleanliness controls off-site

The surrounding routes must be kept clean and clear and will be regularly inspected.

No vehicles will be allowed to reverse onto the public highway or site roads when leaving the site. If for any reason, this has to be done then it will only be allowed under controlled conditions, e.g. strictly managed by the vehicle marshall.

Signage to direct personnel to the construction site will remain the responsibility of TRJ. TRJ will emphasise prohibitions at induction and will administer controls.

Information, instruction, and training

As the construction traffic management plan affects all personnel on site, they will be initially briefed as part of the safety induction and later informed of any changes via Toolbox talks.

All persons who have a responsibility under the construction traffic management plan, e.g. Site Management team, vehicle operators, contractors, vehicle marshalls or new employees, will have training in order to carry out their duties safely.

All suppliers delivering to the site will be made aware of the “Site rules for delivery drivers” (see **Appendix 1**), by the Procurement Department prior to being directed to the site. This demonstrates our commitment to enforcing the site rules to our subcontractors and suppliers. A copy of these rules is included herewith that will form part of any order and should be briefed to drivers by each supplier prior to travelling to site.

Inspection & monitoring

As part of the duties of the Site Manager, regular site inspections will be carried out within the construction area as well as outside of the site boundaries as required.

During these inspections, they will, amongst other points, check that all access routes both for pedestrians and vehicles remain safe for use.

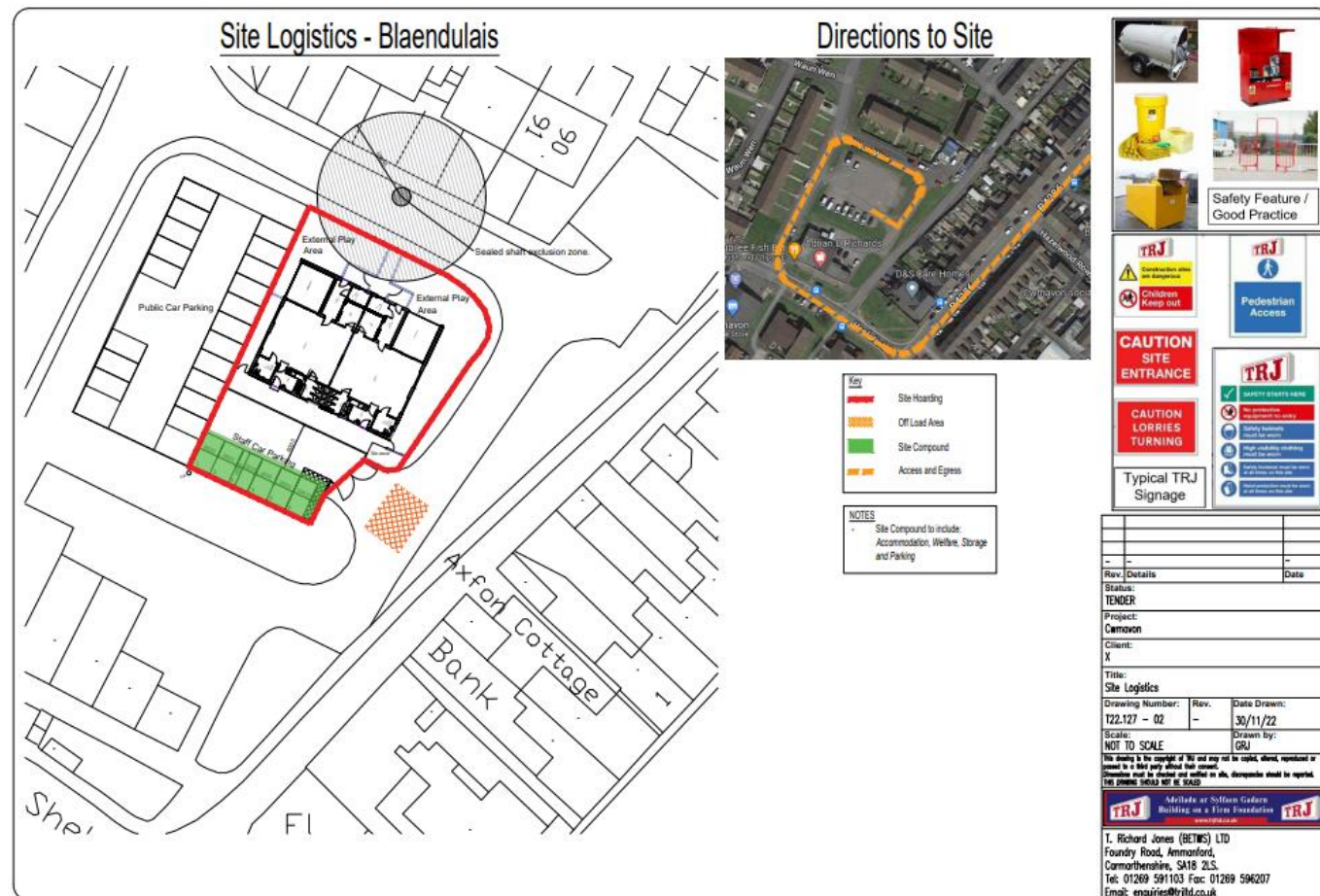
Information with Order

We include overleaf, the sample site information sheet that will be included with the orders that TRJ will place with our sub-contractors and suppliers.

SITE INFORMATION SHEET

Waun Wen, Cwmafan, Neath Portalbot, SA12 9TB
(Site Manager) Mr Allan Bevan 07968 510374

Location map –



- Firstly, the TRJ Project Manager or Site Manager will be notified by the purchasing department via email of the programmed delivery.
- Delivery vehicles will arrive via the B4286, Heol Jiwbill Street then proceed to park up (if required) or drive straight to the site.
- A TRJ vehicle marshal will then contact the driver and meet the vehicle at the site entrance off Heol Jiwbill. Off-loading, under supervision will be undertaken inside the site boundary as shown in Site Logistics Plan, ensuring little to no disruption to the flow of traffic on adjacent roads and highways.

Site Rules for Delivery Drivers:

Drivers Safety Rules:

- No reversing of delivery vehicles without a vehicle marshal (within or outside of the construction site).**
- Site speed limit is 5 MPH.**
- Drivers are to obey all instructions given to them whilst on site.**
- No access is permitted onto the backs of lorries / trailers without full edge protection / safe systems of work.**
- Drivers are not to use mobile phones while driving.**

- Drivers **WILL** remain in their vehicles unless they are wearing minimum acceptable site PPE (head protection, hi-visibility waistcoat / jacket, gloves, safety eyewear and safety footwear). When directed, they will wait in a safe area.
- If the vehicle is left unattended, it must be left in a safe and secure manner, i.e. brakes applied & engine switched off and disabled.
- Only authorised persons may enter the vehicle unloading / loading area.
- If the driver leaves his vehicle, he must inform TRJ staff where he is going, e.g. toilet, canteen, etc.
- Drivers will not be allowed to walk around the main site area unless they have attended a full site safety induction or they are escorted.
- All vehicles are to **STOP** at the exit gate and prior to moving out onto the public highway.
- **BEWARE** of pedestrians and other road users when leaving the site.
- Do not unload vehicle without assistance – mechanical and safety.

Off Loading Stores / Equipment

Your vehicle will be marshalled to the respective crane off-loading area due to the restrictions imposed by the construction traffic management plan.

NOTE: It is the responsibility of the driver's employer to ensure that their drivers have their correct PPE before they come to the site, in case they have to leave their cab to assist in any way the off-loading of their vehicle or to access the safe area.

No PPE = no leaving cab or unloading.

Construction key staff duties in regards to the Construction Traffic Management Plan (CTM):-

	Tel no:	Reports to:	Responsible for:	Replacement
Site Manager Allan Bevan		Project Director	Managing implementation of the CTM plan.	Other members of site personnel nominated by the Site Manager
H&S Director John Jones		Project Director	Assisting in the preparation, and reviewing of the CTM plan.	QHSE Officer, Alan Protheroe
General Office Enquiries				
Logistics Operative / Team Leader / Storeman		Project Director Site Manager	Receiving and managing deliveries, supervising and	Other members of site personnel nominated by the Site Manager

		implementing the CTM plan.	
Vehicle Marshall	Project Director Site Manager	Guiding vehicles into the site to unloading areas in the site works areas; opening and closing the gates; assisting large vehicles leaving site; assisting reversing vehicles.	Other trained member of site personnel nominated by the Site Foreman
Banksman	Project Director Site Manager	Fix the slings and supervise the lifting operations.	Other trained member of site personnel nominated by the Site Foreman

Definitions:

- **Traffic Marshall** – directs traffic on and around site by word and action. Sometimes referred to as a vehicle banksman.
- **Banksman** – directs crane movements giving signals and instructions to the crane operator. May also be responsible for slinging loads. Sometimes referred to as a slinger / signaller.

Rules:

- To observe, and abide by, road traffic controls, restrictions, signage and directions.
- Give way to Emergency vehicles.
- No parking / waiting in unauthorised areas.
- Do not attempt to deliver if not pre-booked.

Risk Assessment

Hazard/Risk	Control Measure	Action By:	Likelihood (1-4)	Severity (1-4)	Risk Rating
Hazard Construction site pedestrians being struck by moving vehicles. Persons at Risk Personnel within the construction site on foot.	1. Segregation of pedestrian and plant/vehicle using pedestrian walkways with clearly signed crossing points. 2. All reversing of vehicles must be accompanied by a vehicle marshal. 3. Maximum speed limit of 5mph on site. 4. All personnel to wear hi visibility clothing at all times. 5. Traffic management plan communicated to all site personnel during induction. 6. Only trained/competent plant and vehicle operators will be approved to work on site. 7. Selected plant and vehicles must be appropriate for the construction works. Plant size relative to the working space available and where possible provides a degree of all round vision. Vehicles where possible to be fitted with CCTV, audible reversing warning sounder and rotating amber lights or utilising the hazard warning lights. 8. Site notice board will identify any revisions to traffic management plan.		1	4	4
Hazard General public and adjacent premises occupiers struck by moving vehicles. Persons at Risk General public on foot or mobile exercise equipment and adjacent building occupiers on foot.	1. All reversing of vehicles must be accompanied by a vehicle marshal. 2. Maximum speed limit of 5mph on site. 3. Construction site posters on display to notify the general public of the traffic management plan. 4. Adjacent building occupiers and other interested parties to be notified of the traffic management plan. 5. Permitted delivery times will be scheduled to minimise the impact on the known traffic congestion hot spots and also the adjacent building occupiers and regular consultation to ensure that the needs of the adjacent occupiers are catered for at all times. 6. Pedestrian barriers or traffic cones with retractable warning tape to be used to demarcate traffic zone.		1	4	4
Hazard Collision between moving and parked vehicles belonging to members of the public and adjacent building occupiers. Persons at Risk General public and adjacent building occupiers.	1. All deliveries to be scheduled at set times during the day outside of peak congestion times and in agreement with the adjacent premises occupiers. 2. Vehicle marshal to set out suitable warning signage for the general public and delivery vehicles. 3. Vehicle marshal to set out pedestrian barriers to demarcate the traffic zone. 4. Vehicle marshal to ensure that the critical path for the safe movement of vehicles is clear prior to deliveries/collections. 5. Delivery vehicles to be escorted into the construction site by a vehicle marshal. 6. Vehicle marshal must assist in the movement of all delivery/collection vehicles from the construction site and onto adjacent roads		1	3	3

Hazard Collision between moving vehicles and street furniture. Property at Risk Council and privately owned street furniture.	1. Vehicle marshal to set out pedestrian barriers to demarcate the traffic zone. 2. Vehicle marshal to ensure that the critical path for the safe movement of vehicles is clear prior to deliveries/collections. 3. Vehicle marshal to ensure that no vehicle entering or leaving the construction site deviates from the approved routes. 4. Delivery vehicles to be escorted into the construction site by a vehicle marshal. 5. Vehicle marshal must assist in the movement of all delivery/collection vehicles from the construction site and onto adjacent roads.		1	2	2
Hazard Unauthorised use of construction plant and vehicles. Persons at Risk Unauthorised persons, general public on foot, using mobile exercise equipment or in vehicles and adjacent building occupiers on foot and in vehicles.	1. Only trained/competent plant and vehicle operators will be approved to work on site. 2. Keys must be removed from plant and vehicles when not in use. 3. Construction site gates must be closed when not in use for access and egress. 4. Gateman to prevent unauthorised access. 5. All gate entrances must be secured when not in use.		1	4	4
Hazard Slips, trips and falls on pedestrian routes. Persons at Risk General public and adjacent building occupier.	1. Vehicle marshal and site gateman to ensure the adjacent pedestrian routes remain clean, tidy and free of any construction waste. 2. Vehicle marshal to ensure that no pedestrian routes are compromised by the presence of delivery/collection vehicles. 3. Gateman to ensure that no pedestrian routes are compromised by the presence of construction plant. 4. Where required, the installation of additional temporary lighting which will provide additional illumination to the pedestrian route adjacent to the construction site only.		1	2	2
Hazard Striking of overhead services during the construction work. Persons at Risk Construction personnel, plant operators and general public.	1. All construction personnel must be informed of the location of the overhead services and the restrictions placed on works within their vicinity. 2. All visiting delivery drivers informed of the dangers and restrictions placed on them such as when tipping materials or delivering and collecting etc. 3. Only trained/competent lorry loader operators will be approved to work on site. 4. All lifting equipment must have a valid LOLER certificate of thorough examination. 5. Adequate supervision provided to ensure control measures remain valid for the duration of the work. 6. No lifting operations to be carried out without a slinger/signaller present at all times.		1	2	2
Hazard Damage to underground services. Persons at Risk Construction personnel, plant operators and general public.	1. Utility plans from the relevant service providers indicate that services are present above and below ground. 2. Locate services using CAT scan. 3. Ensure services are barriered off or protected with road plates if heavy plant is required to travel directly over. 4. Special checks will be required for hiab and crane loadings.		1	4	4

Hazard Striking of structure. Persons at Risk Construction personnel, plant operators and general public.	1. Entrance into the construction site must be of adequate width for all vehicles and plant. 2. Construction entrance must be clearly indicated by suitable signage. 3. Only trained/competent plant and vehicle operators will be approved to work on site.		1	4	4
Hazard Overturning of construction plant whilst traversing on site. Persons at Risk Construction personnel, plant operators.	1. Ensure ground conditions and any installed ramp used for access and egress is adequate to take construction loads. 2. Only trained/competent plant and vehicle operators will be approved to work on site.		1	4	4
Hazard Environmental issues such as noise, vibration, dust and other nuisances. Persons at Risk Construction personnel, general public and adjacent building occupier's staff.	1. Construction site kept must be kept clean and tidy at all times and adjacent highway will be subjected to cleaning using a road sweeper if construction waste has contaminated the area. 2. Construction site to use modern dust suppression and extraction techniques to minimise airborne dust generated. 3. Construction site to undertake noise assessments at regular periods to assess the noise levels at set locations external to the site.		1	2	2

1. Assess each hazard for the likelihood of the adverse event occurring. This is done by using the numerical scale (1-4) noted below.

<u>Numerical Scale</u>	<u>Criteria</u>	<u>Rating Value</u>
1	Most Unlikely	Probability Zero
2	Unlikely	Injury Conceivable
3	Likely	High possibility of Injury
4	Most Likely	Injury Probable

2. Assess each hazard for the severity of the consequences of occurrence. This is done by using the numerical scale (1-4) noted below.

<u>Numerical Scale</u>	<u>Criteria</u>	<u>Rating Value</u>
1	Trivial	Injuries treated by first aid
2	Slight	May require medical expert
3	Serious	Urgent hospital treatment
4	Major	Major trauma or death

3. Multiply the likelihood score by the severity score to arrive at the risk factor. Compare all risk factors in the given task will determine the areas of greatest risk and thus the need for urgent actions.

		<u>Likelihood</u>			
		1	2	3	4
<u>Severity</u>	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
	4	4	8	12	16

Low Risk– 1, 2, 3, 4 – Controls adequate

Medium Risk– 6, 8 – Review controls and take action if required to reduce the risks

High Risk – 9, 12, 16 – Urgent action required, do not start the task until appropriate controls have been implemented to reduce the risk accordingly.

Appendix D:

Project Director, Site Supervisor, Director for Health and Safety Duties

The Project Director Duties

The Project Director is responsible for the implementation of the company Health, Safety and Environmental Policy on sites under their control/management.

The Project Director is responsible for, but not limited to:-

- Promoting a positive Health, Safety and Environmental culture on sites under their control.
- Allow all necessary resources for the application of Health, Safety and Environmental measures required under The Health and Safety at Work etc. Act 1974, The Environmental Protection Act 1990 and The Environment Act 1995.
- Actively inspect and monitor the sites during routine visits for compliance with Health, Safety and Environmental Policy and initiate improvements where necessary.
- Ensure all [Contractors](#) provide Health, Safety, and Environmental information.
- Ensure all suppliers of plant, equipment, and materials provide Health, Safety and Environmental information.
- Ensure all [Workers](#), [Contractors](#) and visitors receive an appropriate site induction relevant to the hazards of that particular site, inclusive of site safety [rules](#).
- Ensure all [Workers](#), [Contractors](#) are provided with [method statements](#) and [risk assessments](#), and COSHH assessments prior to the commencement of their work.
- Ensure all sites prevent access to unauthorised persons “where reasonable practicable”.
- Co-operating with the [Client](#) on matters concerning Health, Safety, and Welfare.
- Ensure welfare facilities are fit for purpose and maintained, inclusive of first aid equipment and fire fighting equipment.
- Ensure waste containers are provided for the disposal of waste streams/materials and where appropriate, by registered waste disposal carriers.
- Investigating and reporting all major injuries and dangerous occurrences.
- Co-operating with the enforcing authority’s (Health and Safety Executive, Environmental Health Officer, Environmental Agency and Fire and Rescue Authority) and in-house Director for Health and Safety and where necessary taking immediate action to any requirements.
- Observe the performance of [Workers](#), [Contractors](#) for compliance with the Company Health, Safety, and Environmental Policy.
- Determining any sequencing of events/activities and required/desired outcomes, and acceptable performance levels.
- Develop and implement a timetable for the start and end date for each performance component. Include accompanying timeframes, and monitoring and reporting requirements.
- Monitor & measure site activities on a specified frequency depending on project size to identify any problem areas.
- Consult & record meetings with site management, [Workers](#), and [Contractors](#), labour only (self-employed) on a regular basis to review progress, discuss problems and consider necessary changes.

- Identifying potential problems and solutions that may arise in the future of the project.
- Establishing a procedure for identifying root cause of noncompliance.
- Establishing a procedure for identifying where necessary any contract decisions or modifications.

The above responsibilities are not exhaustive and will be subject to change dependent upon project requirements, changes to legislation, work methods, and equipment.

The Site Manager Duties

The Site Manager is responsible for the monitoring the implementation of the company Health, Safety and Environmental Policy on sites under their control/management.

The Site Manager must also ensure all activities undertaken on site meets the minimum compliance standards/requirements of The Health and Safety at Work etc. Act 1974, The Environmental Protection Act 1990 and The Environment Act 1995.

The Site Manager is responsible for the administration, management and communication coordination of the Project.

The Site Manager is responsible for, but not limited to:-

- Communicate the requirements of the [CPP](#) to all project participants.
- Ensuring that all [Workers](#), [Contractors](#) under their control, conduct their activities in a safe manner and professional manner and comply strictly with the [site rules](#) in force.
- Ensure all [Workers](#), [Contractor](#) are provided with and actively working in accordance with [method statements](#) and [risk assessments](#), and COSHH assessments prior to commencement and during their work.
- Ensure that all plant, equipment, and materials that are defective is reported and taken out of use and repaired or replaced.
- Ensuring that personal protective equipment is used as required and not defaced or altered in any way by [site rules](#) and/or procedures.
- Working in partnership with the company Director for Health and Safety by providing appropriate action on their recommendations & co-operating with any instruction given.
- Maintaining a clean and tidy site at all times, taking necessary precautions to ensure minimal impact on the environment.
- Monitor the construction programme and progress.
- Inform relevant parties of any possible deviations to the construction project such as delays, additional costs, quality, and function.
- Ensure co-ordination with all parties connected with the project.
- Monitor the costs of the project.
- Immediately reporting any accident, loss of plant/equipment.

(Supervisors)

It is the job of the “Supervision” to support the Contract Managers & Directors in their endeavor to ensure adequate and appropriate working conditions at all times. Specific duties are:

- To provide information and instruction to each [Worker](#) as necessary in the avoidance of hazards and unsafe working systems and to promote the safe working practices/performance.
- To ensure that particular Health, Safety and Environmental regulations are adhered to at all times (e.g. the wearing of safety equipment and protective clothing).
- To ensure those [Worker](#) under their supervision understand the Health, Safety and Environmental Policy and organisation with compliance to the arrangements and safe systems of work.

- To continually review and inspect the premises, plant and equipment under their supervision to eliminate unsafe conditions.
- To investigate all incidents leading to injury, damage or loss, and report as required to management and when required the necessary enforcing authority.
- In the event of an incident, to take any immediate action necessary to deal with the situation.
- To recommend improvements or changes required to eliminate hazards and unsafe working practices and remove the causes of accidents, damage and loss.
- To have continued interest and awareness in Health, Safety, and Environmental by discussions with individuals and with groups of [Workers](#) (e.g. [toolbox talks](#), consultation with [Workers](#), site [inductions](#)).

The above responsibilities are not exhaustive and will be subject to change dependent upon project requirements, changes to legislation, work methods, and equipment.

Director for Health and Safety Duties

The Director for Health and Safety is responsible for Health and Safety administrative duties and is ultimately accountable for Health and Safety compliance.

The Director for Health and Safety is responsible for, but not limited to:-

- Ensure all relevant Health and Safety information is readily available for the Site Supervisors.
- Investigate and record Health and Safety incidents and near misses.
- Review accident and ill health statistics, maintain Health and Safety records.
- Reviewing [Contractors](#) high-risk industry sector [method statements](#) and [risk assessments](#).
- Maintaining the Company accident book, RIDDOR reporting to the Health and Safety Executive (HSE) when required.
- Ensure the suppliers of plant and equipment provide the necessary Health and Safety information.
- Prepare and maintain office Health & Safety records, workstation assessments and checklists.
- Up-dating safe working procedures to comply with legislation.
- Updating Health and Safety strategies and developing internal Policy.
- Continued Professional Development (CPD) to maintain an up to date knowledge of legislation and specific HSE guidance, approved codes of practice etc.
- Attend seminars, meetings and regularly keep contact with organisations such as [Institution of Occupational Safety and Health \(IOSH\)](#) , The South Wales Construction Safety Group, Swansea and West Wales Occupational Safety Group and other relevant bodies.
- Prepare [method statements](#) and [risk assessments](#) for specific high hazards works which outline safe working operational procedures which identify and take account of all relevant hazards.
- Provide resources for training with [Workers](#) on Health and Safety issues, and risks.
- Inspect sites to monitor for compliance with company Health and Safety and legislation/regulations.
- Record site inspections, particular to findings of the inspection and any remedial action taken and produce reports that outline improvements.
- Produce key performance indicators on Health and Safety areas, measures, and reports on the performance of duties of management, newsletters and poster campaigns, consultation with [Workers](#) and management etc.
- Provide guidance on areas of specialist expertise e.g. asbestos, hazardous substances, occupational hygiene and disease, waste management.

The above responsibilities are not exhaustive and will be subject to change dependent upon project requirements, changes to legislation, work methods, and equipment.

Appendix E:

Copy of “Emergency Information” Notice & Fire Risk Assessment



Adeiladu ar Sylfaen Gadarn Building on a Firm Foundation

www.trjltd.co.uk



EMERGENCY INFORMATION

Site Address	Waun Wen, Cwmafan, Neath Port Talbot, SA12 9TB
Building Identification	Construction Site & Welfare
First Aid Appointed Persons	Mr Allan Bevan
Fire Wardens	Mr Allan Bevan
Site Manager	Mr Allan Bevan
Project Director	Mr. Owain Jones – Tel:
Health, Safety & Environment Director	Mr. John Jones –
H.S.E. Address	Government Buildings, Ty Glas, Llanishen, Cardiff, CF14 5SH Tel: 02920 263000
Police Station	Tel: Non-Emergency number 101 Tel: Emergency number 999
Fire Station	Tel: Non-Emergency number 0370 6060699 Tel: Emergency number 999
Hospital	Morrison hospital, Heol Maes Eglwys, Cwmrhydyceirw, Morrison SA6 6NL Hospital Switchboard: 01792 702222
Statutory Providers	SP Networks – Tel: 0800-001-5400 Wales and West Utilities – Tel: 0870 1650597 Welsh Water – Tel: 01792 841012 BT – Tel: 01792 638504
<u>Client</u>	Neath Port Talbot Council The Quays Brunel Way Baglan Energy Park Neath SA11 2GG Contact Person: NPTCBC Email: clientcdm@npt.gov.uk
<u>Principal Designer</u>	Neath Port Talbot Council The Quays Brunel Way Baglan Energy Park Neath SA11 2GG Contact Person: Nick Richard Email : n.g.richards@npt.gov.uk

A) Management structure & responsibilities

Project Director Mr. Owain Jones		Director Responsible for Environment: Mr. Dafydd Jones	
Director Responsible for Health and Safety: Mr. John Jones		Quantity Surveyor: TBC	
Contract Manager Mr Rob Collard		Site Manager Mr Allan Bevan ☐ Site Safety ☐ Fire Safety ☐ Site Security ☐ First Aid	

Contract name:	Provision of New Childcare Centre at Cwmavon	Location:	Waun Wen, Cwmafan, Neath Portlbot, SA12 9TB
Risk Assessment number:	TRJRA12	Date:	20/03/23

Work/operation/task/activity covered: Fire safety
--

Significant hazards: (the potential to cause harm)		H	M	L	I
- Consider the severity of the outcome and the likelihood of the hazard occurring to determine the risk rating. - H = High - M = Medium - L = Low - I = Insignificant	Arson			X	
	Discarded cigarettes/matches		X		
	Hot works – welding and cutting (inc. disc cutters)	X			
	Use of LPG (space heaters)		X		
	Electrical short circuits/overloaded sockets			X	
	Contact with hot exhausts			X	
	Diesel & flammable substances	X			
	Combustible materials	X			

Who might be affected:		Y	N
- Consider the effects of the hazards on any person who may become exposed to them. - How many could be affected	<u>Workers</u> (including young person's) -	X	
	<u>Contractors</u> (including young person's) -	X	
	Official visitors -	X	
	General public -	X	
	Others – (please specify) – Occupied buildings within close proximity	X	

Control measures:	
- Outline the measures to be taken to adequately control the risk and consider the following... - Eliminate the hazard	Personal Protective Equipment Requirements: <i>(In the event of a fire)</i> Hearing Protection Gloves High Visibility Clothing Eye Protection Boots Head Protection
	Information/Instruction/Training: All persons to be trained in emergency fire procedures including what to do if the alarm is raised, how to raise the alarm and general evacuation procedures.

• Use lower risk products and operations • Provide information and training • Restrict access to the area • Specify any necessary PPE • Is a method statement required	All staff to be informed of the risks from fire and the precautions taken to control and reduce the risk of fire, including the safe storage of flammable materials, site tidiness and the requirement for hot work permits. Key Workers to be trained in the selection and use of fire extinguishers.
	Managerial Controls: Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. Ensure a suitable and sufficient fire plan is established and that adequate means of escape are provided. Ensure a suitable means of raising the alarm is provided and that appropriate fire extinguishers are located around the site. Ensure that adequate access is provided to all areas of the site for the fire and other emergency services. Ensure all electrical installations comply with BS7671.
	Physical Controls: All hot works to be strictly controlled with a Hot Works Permit. No hot works to be undertaken within 1 hour of the site closing. Fire extinguishers to be provided whenever hot works are undertaken.
	Procedural Controls: Restrict smoking to designated areas. Do not allow waste to build up on site. Ensure all machinery and electrical equipment is inspected and regularly checked to avoid the risk of fire from faulty equipment.
	H.S.E. & Other Guidance: HSG168 Fire Safety in Construction.

Evaluation of risks:		H	M	L	I
• Consider the likelihood of the hazard occurring to determine the risk rating. • H = High • M = Medium • L = Low • I = Insignificant	Fire occurring			X	
	Risk to persons in offices ➤ Storage of combustible materials ➤ Electrical equipment	X			
	Risks to persons on working on site ➤ Storage and use of combustible materials ➤ Storage and use of flammable substances	X			
	Risks to surrounding buildings, occupants, visitors and general public			X	
Evaluation of risks:					
• Remove • Reduce • Protect	Removal / reduction of hazards by: ➤ Mandatory PAT testing of all electrical equipment; ➤ All electrical equipment to be switched off when not in use;				

	➤ Storage of combustible materials and flammable substances in suitable storage containers and only in small manageable quantities; ➤ Good housekeeping regime to be implemented.
	Removal / reduction of risk from fire by: ➤ Signage to be installed throughout the site displaying approved fire escape routes, fire fighting aids etc; ➤ Appointment of suitably trained/competent fire wardens; ➤ Construction works undertaken with sufficient ventilation throughout and limited confined areas.

Recording, planning, information, instruction and training:

General:

- Fire plan created, displayed in prominent locations and up-dated during the construction works.
- Regular fire evacuations of the construction site and recorded on the appropriate form.
- Audit and inspections of processes to ensure suitability.

Information, instruction and training:

- Site induction detailing emergency fire plan;
- Regular up-dates to [Workers](#) on the fire plan, any changes or restrictions of use via a toolbox talk environment;
- Regular training for fire wardens and appointed persons.

Completed by:	Signature:	Review date: (if applicable)
John Jones		

Assessment review upon substantial changes to the plan or at least every 6 months.

Completed by:	Signature:	Review date: (if applicable)

16 Steps to Fire Safety – Promoting Good Practice on Structural Timber Construction Sites

Categories of structural timber frames

In terms of robustness against fire spreads during the construction process the STA have frame categories so that the choice of structural timber building system at the design phase can be determined appropriate for the site fire risk assessment.

Subject to further design, the [Principal Contractor](#) will engage the services of Fire-Q to provide a fire spread risk assessment service (applicable to timber frame construction) and confirm category of frame.

<https://www.fire-q.co.uk/timber-frame>

Step 2 – TRJ will appoint a responsible person to co-ordinate site fire safety.

Step 3 – TRJ will develop a Site Fire Safety Plan and review as construction progresses.

Step 4 – TRJ will record and undertake fire drills (**TRJ HS 06**), security (**TRJ HS 02** and **17**) and fire-fighting equipment (**TRJ HS 02** and **TRJ HS 05**) checks.

These actions include: fire drills, alarms, security measures, fire-fighting equipment, emergency lighting, lines of communication between all parties including the fire service and relevant neighbouring occupants.

Written records will also be maintained on training, fire drills and other procedures (HSP 27).

In addition fire management of potential fire sources such as electrical equipment shall be checked.

Step 5 – TRJ will inform the local fire service and the police that a project is being undertaken. The nearest fire station is located in the town of Llanelli.

Main contact details:

Address: Llanelli Fire Station, 3 Corporation Avenue, Llanelli, Carmarthenshire, SA15 3PF.

Tel: 0370 606 0699

Step 6 – TRJ will provide all [Workers](#) with fire safe guidance.

Step 7 – TRJ Install appropriate quality tested electrically operated fire warning devices and install portable fire extinguisher locations.

Step 8 – TRJ will provide where possible at all times a minimum of two escape routes, clearly marked and accessible and which comply with the appropriate travel distances for site workmen and visitors.

Step 10 – All sites will be enclosed and made secure with appropriate security measures put in place.

Step 11 – All sites will have appropriately protected temporary buildings for site workforce.

Step 12 – All sites will have appropriate storage of construction materials.

Step 13 – Hot works to be avoided but where necessary carried out under a specific site permit (**TRJ HS 10**) and procedure (**HSP 17**) to work only.

Step 14 – Sites will be kept tidy and construction rubbish and off cuts to be cleared at the end of each day.

Step 15 – TRJ will avoid equipment which requires flammable fuels (where possible). Where electrical plant is used ensure there are appropriate checks on charging points and that there is a policy (**HSP 13**) for recharging equipment.

Step 16 – No smoking within or close to the building.

Appendix F:

Hospital Route

Hospital Route –

From: Waun Wen, Cwmafan, Neath Port Talbot, SA12 9TB
To: Morriston hospital, Heol Maes Eglwys, Cwmrhydyceirw,
Morriston SA6 6NL

Distance: 12.8 miles

Time: 28 mins

Waun Wen

Cwmafan, Port Talbot



Get on M4 in Baglan, Port Talbot from B4286

9 min (2.7 mi)



Head east on Waun Wen



98 ft



Turn right to stay on Waun Wen



371 ft



Turn left onto Heol-Jiwbili



276 ft



Turn right onto B4286



2.0 mi



B4286 turns left and becomes Heilbronn Way



187 ft



At the roundabout, take the 4th exit and stay on Heilbronn Way



0.2 mi



At the roundabout, take the 3rd exit onto Pentyla-Baglan Rd/A48



410 ft



Slight left

66 ft



Use the right lane to merge onto M4 via the slip road to Swansea/Abertawe

0.3 mi



Follow M4 to Clasemont Rd/A48 in Swansea. Take exit 46 from M4

11 min (10.0 mi)



Merge onto M4



9.7 mi



At junction 46, take the B4489 exit to Llangyfelach/Felindre



0.3 mi



Take Pant Lasau Rd to your destination in Cwmrhydyceirw

3 min (1.2 mi)



At the roundabout, take the 1st exit onto Clasemont Rd/A48



338 ft



At the roundabout, take the 1st exit onto Pant Lasau Rd

0.9 mi



At the roundabout, take the 1st exit onto Mynydd Gelli Wastad Rd



0.2 mi



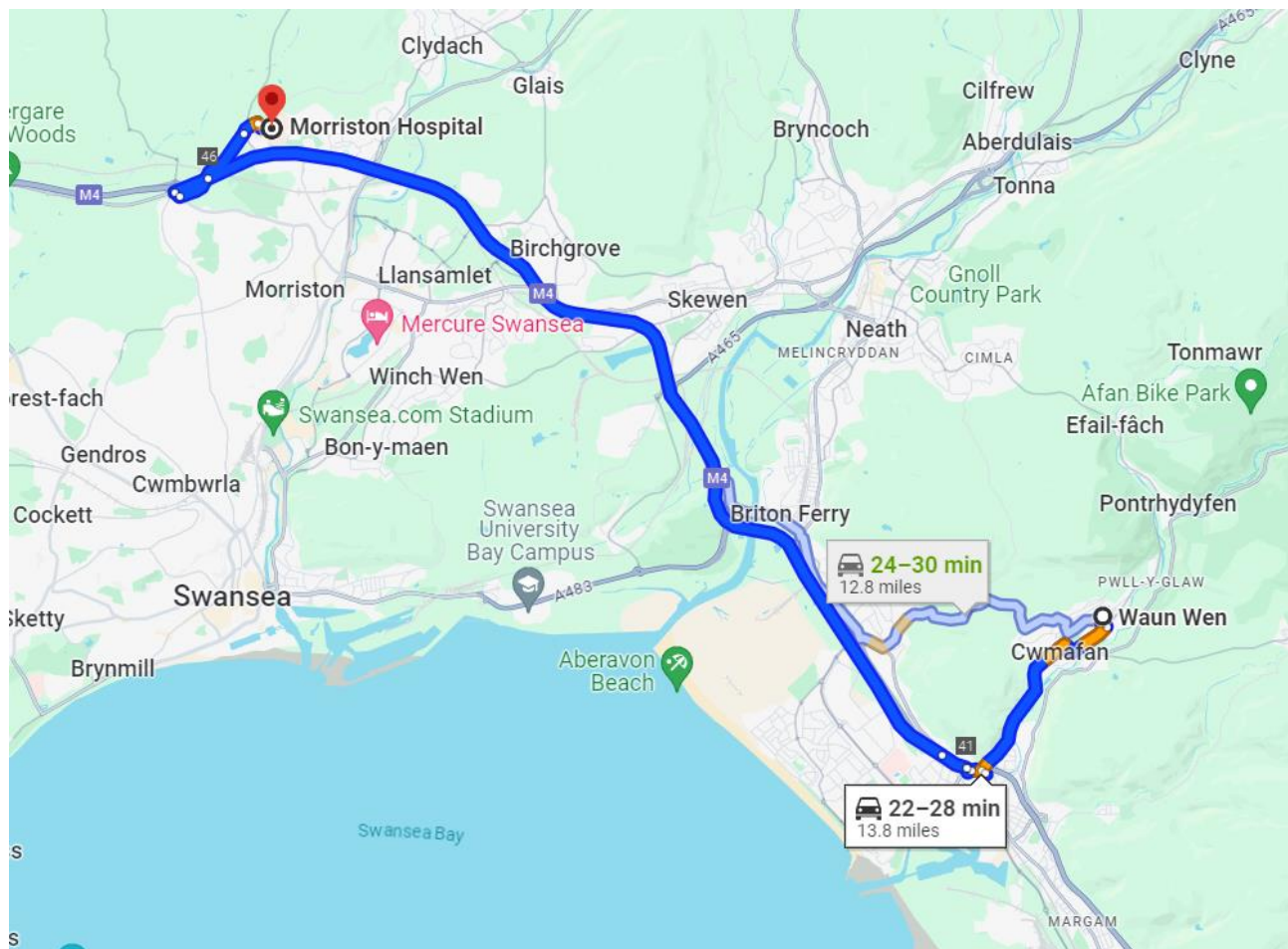
Turn right



276 ft

Morrison Hospital

Heol Maes Eglwys, Morrison, Cwmrhydyceirw, Swansea SA6 6NL



Appendix G:

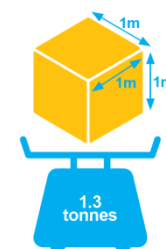
Excavation Work Instruction & Design

Work Instructions

Introduction

The undertaking of any activity which involves breaking ground or excavations is a high risk activity. Excavation work has to be properly planned, managed, supervised and carried out to prevent incidents. In most cases, straightforward physical protection measures can prevent incidents occurring but all too often a lack of thought and poor management control mean that protection is neglected leading to incidents and injuries.

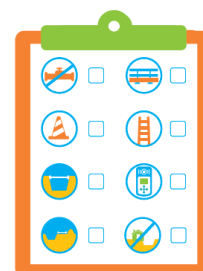
Remember, no ground can be relied on to stand unsupported in all circumstances and one cubic metre of earth weighs approximately 1.3 tonnes.



Planning

Before undertaking any excavation activity or breaking the ground, it is important to plan for the following:

- ✓ Avoiding contact with underground services;
- ✓ Providing safe working areas to keep highway users and members of the public away from excavations and machinery;
- ✓ Protecting operational staff from plant and vehicles;
- ✓ Preventing trench collapse;
- ✓ Keeping excavated ground and other materials away from the excavation;
- ✓ Visible and secure edge protection as necessary to prevent people falling from height;
- ✓ Avoiding nearby structures or possible undermining;
- ✓ Appropriate access to the excavation;
- ✓ Effective control of fumes or gasses.



Avoiding Underground Services

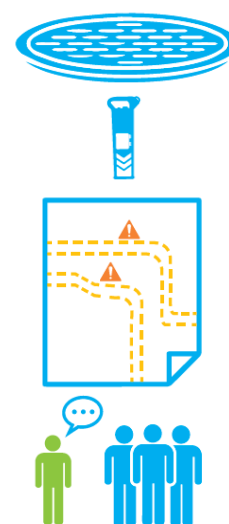
A written permit to excavate (TRJ HS 01) must be in place before any works are undertaken. There must be a responsible, authorised and trained person in attendance at all times during the works.



TRJ HS 01.pdf

The following options must be considered prior to undertaking any excavation works:

- ✓ Where possible isolate the service;
- ✓ Look around for obvious signs of underground services, e.g. valve covers or patching of the road surface, covers, signage etc;
- ✓ Consult existing services drawings;
- ✓ Use locating devices to trace any services (CAT4E or equivalent standard). Mark the ground accordingly;
- ✓ Use safe digging practices, i.e. locate and dig trial holes by hand – no machines within 500mm of a service;
- ✓ The most senior person on site overseeing the excavation is to be fully conversant with the requirements of avoiding danger from underground services and be briefed on the specific risk assessment;
- ✓ Make sure that the person supervising the excavation work has service plans and knows how to use them. Everyone carrying out the work should know about safe digging practices and emergency procedures;
- ✓ Ensure that the work gangs are briefed and fully understand the scope of works and hazards associated with the activity.



Protecting the Public

- ✓ All works must be undertaken in such a manner that we do not expose members of the public to risks associated with our activities;
- ✓ Fence off all excavations and work places to prevent pedestrians and vehicles from entering the work area or being struck;
- ✓ All works must be inspected daily and where excavations are left open overnight or for long periods precautions must be undertaken (e.g. backfilling or securely covering excavations) to prevent collapse or unauthorised access.

Supporting of excavations

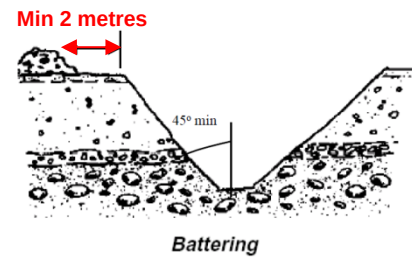
Before commencing any excavation, it is important to identify the type of ground in which the excavation is to be carried out. Groundwater can greatly affect the stability of any soil, therefore effective action is required to minimise its effect. The presence of groundwater can affect the suitability of the support used, however, depending on the ground; one of several dewatering techniques can be used. There are many ways by which excavations can be made safe to work in; the most suitable generally being determined by soil type and space constraints.

Ground type	Safe Temporary slopes (1) Field tests and descriptions	(degrees from horizontal)			
GRANULAR	i Particles visible	BOULDERS	(>200mm)	'Dry' site 35/45 (6)	'Wet' site 30/40 (6)
	ii Sands feel gritty	COBBLES	(60 to 200mm)	35/40 (6)	30/35 (6)
	iii Visually assess proportions of Boulders/Cobbles/Sand	GRAVEL	(2 to 60mm)	30/40	10/30
		SAND	(0.06 to 2mm)	30/35	10/30
COHESIVE	i Particles not visible	SILT	(0.002 to 0.06mm)	20/40	5/20
	ii When damp silt and fine sand are shaken in the hand water appears on the surface				
	iii Soft clay is easily moulded by fingers	CLAY (5)			10/20
	iv Firm is moulded by strong finger pressure				20/25 (6)
	v Stiff is indented by strong finger pressure				25/35 (6)
	vi Fissured clay should be examined for its structure				
	i Rotten or rotting vegetable matter	PEAT	Soft non-fibrous	10/20	5/10
	ii Smell	(black, grey or brown clayey or sandy)	Firm non-fibrous	15/25	10/15
	iii Fibrous or non-fibrous		Firm fibrous	35/40 (6)	20/25 (6)
	iv 'Soft', 'firm' or 'stiff'		Stiff fibrous	35/45 (6) (7)	25/35 (6) (7)
FILL	i All types of man-placed material	As main soil type (eg clay, sand, gravel, etc)			According to category above
	ii Note constituents including unnatural inclusions				
ROCK	i Mass stronger than the above soil types	As appropriate to the predominant constituents and characteristics			Check orientation of planes
	ii Important to note cementation, structure and orientation, (fissures, joints, bedding, layers, etc)				
	iii Closely jointed rock may act as "granular" and weak weathered rock as "clay"				
GROUND-WATER	i Levels water encountered	Full description necessary			See note 1 (d)
	ii Rate of entry				
	iii Standing level				
	iv Flood conditions				

Battered sides

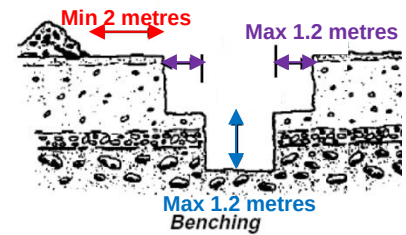
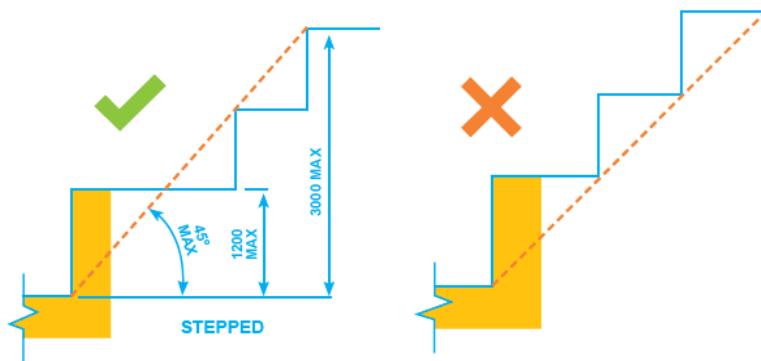
Almost all soils can be excavated and battered. Where battering is used, the design must ensure that safe access and egress is available. However, the stability of battered slopes can be seriously affected by the presence of ground water and this should be considered prior to selecting this method.

Batter (or rake) is an artificial, uniform steep slope. In trenching, the angle of batter must be less than the angle of repose of the soil.

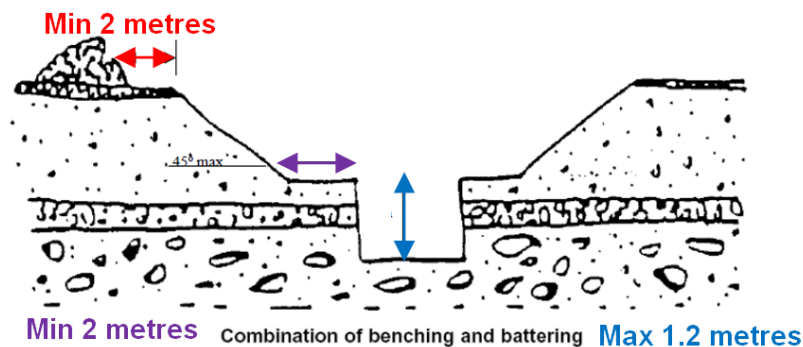


Stepping

An alternative to battering is cutting steps into the excavation sides. Determine the depth of the step needed using the typical slope angle as outlined in the below diagram. The vertical distance must not exceed 1.2 metres without a competent engineer's approval and sign off.



Combination of Battering & Stepping



Support systems

In this method the forces imposed by the earth are resisted by the use of walings and horizontal struts. Examples include the commonly found trench box and use of trench sheets, frames and struts.



Undertaking excavations

There are a number of risks that must be controlled when undertaking excavations. Risks and relevant control measures include:

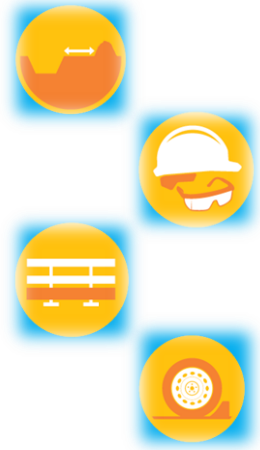
- ✓ Excavation collapse
- ✓ Prevent the sides and the ends from collapsing by battering them to a safe angle or supporting them with timber, sheeting or proprietary support systems.
- ✓ Risk assess all excavations less than 1.2 m prior to entry as even work in shallow trenches can be dangerous. You may need to provide appropriate support if the work involves bending or kneeling in a shallow trench.
- ✓ Never work ahead of the support.
- ✓ Ensure that all exposed services are supported and never to be used for access and egress to the excavation.

Working in/around excavations

- ✓ Do not store spoil or other materials close to the sides of excavations. The spoil may fall into the excavation and the extra loading will make the sides more prone to collapse.
- ✓ Make sure the edges of the excavation are protected against falling materials. Provide toe boards where necessary.
- ✓ Wear mandatory PPE when working in excavations.
- ✓ Take steps to prevent people falling into excavations. Provide substantial barriers, e.g. guard rails and toe boards
- ✓ Keep vehicles away from excavations wherever possible. Use brightly painted baulks or barriers where necessary
- ✓ Where vehicles have to tip materials into excavations, use stop blocks to prevent them from over-running. Remember that the sides of the excavation may need extra support.

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- ✓ Where vehicles have to tip materials into excavations, use stop blocks to prevent them from over-running. Remember that the sides of the excavation may need extra support.



People being struck by plant

Keep [Workers](#) separate from moving plant such as excavators. Where this is not possible use safe systems of work to prevent people being struck.

- ✓ Plant operators must be competent.
- ✓ Make sure excavations do not affect the footings of scaffolds or the foundations of nearby structures. Walls may have very shallow foundations which can be undermined by even small trenches.
- ✓ Decide if the structure needs temporary support before digging starts. Surveys of the foundations and the advice of a structural engineer may be needed.

Access

Where possible provide a proprietary or ladder access to ensure that there are safe means of getting in and out of the excavation. Where ladders are provided they must be regularly inspected, in good order and secured.



Fumes

Exhaust fumes can be dangerous. Do not site petrol or diesel-engined equipment such as generators or compressors in, or near the edge of an excavation unless fumes can be ducted away or the area can be ventilated.



Training and Competence

A competent person must supervise the installation, alteration or removal of excavation support. People working in excavations should be given clear instructions on how to work safely.

T. Richard Jones (Betws) Ltd require the responsible person/supervisor to have an appropriate level of competence (training and experience) to supervise any excavation activity (e.g. formal Health and Safety training e.g. SSSTS/SMSTS etc.) and where undertaking any street works NRASWA training appropriate to their level.

Inspecting excavations

A competent person must inspect excavations:

- ✓ At the start of each shift before work begins;
- ✓ After any event likely to have affected the strength or stability of the excavation; and
- ✓ After any accidental fall of rock, earth or other material.

A written report must be made after inspections (TRJ HS 04). Stop work if the inspection shows the excavation to be unsafe and take action to correct immediately.



TRJ HS 04.pdf

Appendix H:

Temporary Works Register (Initial)

Temporary Works Register

CONTRACT TITLE:		Market Street Redevelopment						CONTRACT NO:	2310	DATE:	23/03/23
TW Scheme Number	Brief Description of Temporary Works	TW Risk Level (L, M, H)	Design Check Category (0, 1, 2 or 3)	Design Brief for non-standard solution Required?	Design Brief Reference	Design Completed	External Design Check Completed (if category 2 & 3)	RAMS for Erection / Dismantling Agreed by TWC	Inspection Criteria & Frequency Agreed	Permit Required?	Comments
1	Site Fencing < 2m	Risk – M Class – B	0	No	Refer to manufactures instructions https://www.heras-mobile.com/services/assembly	Not Required	Not Applicable	Refer to manufactures instructions https://www.heras-mobile.com/services/assembly	Observation daily and recorded on the construction site weekly checklist (TRJ HS 02)	No	
2	Site Hoarding > 2m	Risk – H Class – A	3	Yes					Observation daily and recorded on the construction site weekly checklist (TRJ HS 02)	No	
3	Mobile Barriers – Chapter 8 Plastic Barrier	Risk – L Class – C	0	No	Refer to manufactures instructions: Chapter 8 https://tempfence.co.uk/index.php/plastic-barriers/chapter-8-plastic-barrier-frontier-94.html	Not Required	Not Applicable	Refer to manufactures instructions: Chapter 8 https://tempfence.co.uk/index.php/plastic-barriers/chapter-8-plastic-barrier-frontier-94.html	Observation daily and recorded on the construction site weekly checklist (TRJ HS 02)	No	

4	Mobile Barriers – Heavy Duty Orange Plastic Barrier Mesh Fence	Risk – L Class – C	0	No	Refer to manufactures instructions: http://true traders.co.uk/shop/netting-mesh/mesh/barrier-mesh/heavy-duty-orange-plastic-barrier-mesh-fence-14kg-280gsm.html	Not Required	Not Applicable	Refer to manufactures instructions: http://true traders.co.uk/shop/netting-mesh/mesh/barrier-mesh/heavy-duty-orange-plastic-barrier-mesh-fence-14kg-280gsm.html	Observation daily and recorded on the construction site weekly checklist (TRJ HS 02)	No	
5	Stepped / Benched Excavations < 1.2m	Risk – L Class – C	1	No	Refer to Construction Phase Plan	Yes	Not Applicable	Yes	Observation daily and recorded on the daily excavation checklist (TRJ HS 04) and weekly on the construction site weekly checklist (TRJ HS 02)	Yes (TRJ HS 01)	
6	Telehandler	Risk – M Class – B	0	No	Refer to manufactures instructions	Not Required	Not Applicable	Refer to manufactures instructions	Daily inspection and recorded on the daily plant inspection sheet (TRJ HS 16)	Yes Employee Authorisation Form Use of Plant & Equipment (TRJ HS 44)	
7	Excavator	Risk – M Class – B	0	No	Refer to manufactures instructions	Not Required	Not Applicable	Refer to manufactures instructions	Daily inspection and recorded on the daily plant inspection sheet (TRJ HS 16)	Yes Employee Authorisation Form Use of Plant & Equipment (TRJ HS 44)	
8	Dumper	Risk – M Class – B	0	No	Refer to manufactures instructions	Not Required	Not Applicable	Refer to manufactures instructions	Daily inspection and recorded on the daily plant inspection sheet (TRJ HS 16)	Yes Employee Authorisation Form Use of Plant & Equipment (TRJ HS 44)	



9	Scaffolding (Basic)	Risk – M Class – B	1	No	NASC TG20:13 or In-House			Refer to Scaffolding RAMS	Inspected before first use and a minimum of every 7 days and recorded on the weekly scaffold inspection register (TRJ HS 21)	Working at Height Permit (TRJ HS 35) and competency assessment using personnel induction record (TRJ HS 43)	
10	Scaffolding – Loading Bay (Advanced)	Risk – H Class – A	3	No	NASC TG20:13 or In-House			Refer to Scaffolding RAMS	Inspected before first use and a minimum of every 7 days and recorded on the weekly scaffold inspection register (TRJ HS 21)	Working at Height Permit (TRJ HS 35) and competency assessment using personnel induction record (TRJ HS 43)	



Appendix I:

Demolition Method Statement & Risk Assessment / Permit



Demolition Permit

Contract:		Permit No:	
Method Statement:		Date:	
Description of Works			
Contractor:			
Supervisor:			
Exact Location of Demolition:			
Pre-Commencement Checklist		Supervisor (Signature)	Date
1	Method statements have been issued, reviewed and approved?		
2	Method Statements/Risk Assessments have been issued/explained to the workforce?		
3	All existing statutory services and others have been identified and isolated (Gas, Electric, Water, Rainwater, Foul Water, Telephone, CCTV, Fire Alarm, Fire Main)?		
4	Adequate access/egress to work area?		
5	All necessary Safety equipment in place?		
6	Measures for protecting the public and adjacent buildings in place?		
7	Works boundaries have been clearly identified and secured from unauthorised access?		
8	All precautions to protect and notify general public from activities have been put in place?		
9	Structure is unoccupied?		



Permit to Demolish - Authorisation

I have inspected the structure to be demolished as described above and the works can proceed, subject to the following restrictions, observations below.

Comment:

.....
.....
.....
.....
.....

Signed: Date:

.....

Name:

.....