



CONSTRUCTION MANAGEMENT PLAN

FM-SITE-001

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Contract Title: New Industrial Unit, NPT, Glyncorrwg**Contract No:** T492

CONSTRUCTION MANAGEMENT PLAN

(Incorporating the Construction Phase Plan, Environmental Management Plan & Quality Plan)

Client:**Principal Designer:**

Mr Tom Phillips
Neath Port Talbot Council
The Quays
Brunel Way,
Neath
SA11 2GG

Mr Martin Edmonds
Andrew Scott Limited
Scott House
Llansamlet
Swansea
SA7 9DH

Principal Contractor:**Architect / Contract Administrator:**

Andrew Scott Limited
Scott House
Llansamlet
Swansea
SA7 9DH

Mr Tom Phillips
Neath Port Talbot Council
The Quays
Brunel Way,
Neath
SA11 2GG

Revision & Approval Status:**Original Plan Drawn By:****Date:****Status****Comments:**

Mike Lowry

Revision:**Date:****Revised by:****Status:****Comments:**



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Appendix No.	Title:		Information Available / Applicable?			
1	Environmental Management Plan / Spill Response Plan		YES		NO	
2	Completed F10 Form		YES		NO	
3	Site Plan & Work Phases		YES		NO	
4	Site Management & Organisation Chart		YES		NO	
5	Existing Site Records		YES		NO	
6	Preconstruction Health & Safety Plan		YES		NO	
7	Risk Assessments & Method Statements		YES		NO	
8	Programmes		YES		NO	
9	Site Rules & Induction		YES		NO	
10	Toolbox Talks		YES		NO	
11	COSHH Assessments & Data Sheets		YES		NO	
12	Training Data		YES		NO	
13	Audits & Site Inspection Records		YES		NO	
14	Emergency Procedure / contacts & Fire plan		YES		NO	
15	Other		YES		NO	
16	Other		YES		NO	
17	Other		YES		NO	



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Section 1		PROJECT INTRODUCTION AND INTEGRATED MANAGEMENT SYSTEM			
1.1 - Parties to the Project & Contact Details:					
Name:	Address:	Contact Details:		Contact:	Notes:
Client:	Neath Port Talbot Council The Quays Brunel Way, Neath SA11 2GG	Tel:		Tom Phillips	
		Fax:			
		Email:			
Clients Agent:	Neath Port Talbot Council The Quays Brunel Way, Neath SA11 2GG	Tel:		Tom Phillips	
		Fax:			
		Email:			
Principal Designer:	Martin Edmonds Scott House Llansamlet Swansea SA7 9DH	Tel:		Martin Edmonds	
		Fax:			
		Email:			
Principal Contractor:	Andrew Scott Limited Scott House Llansamlet Swansea SA7 9DH	Tel:		Jamie Costain	
		Fax:			
		Email:			
Architect:	EPT Partnership Ty Cefn Rectory Road, Canton, Cardiff. CF5 1QL	Tel:		Meirion Thomas	
		Fax:			
		Email:			
Structural Engineers:	BINGHAM HALL PARTNERSHIP LTD Consulting Civil & Structural Engineers 5 Ty Nant Court Morganstown Cardiff CF15 8LW	Tel:		David T Hopkins	
		Fax:			
		Email:			
Clients Quantity Surveyor:	Neath Port Talbot Council The Quays Brunel Way, Neath SA11 2GG	Tel:		Richard Williams	
		Fax:			
		Email:			
Mechanical & Electrical Engineer:	Hicks Titley Partnership M&E Consulting Engineers First Floor Offices Moy Road Business Centre Taffs Well Cardiff CF15 7QR	Tel:		Mechanical: Mike Titley Electrical: Peter Hickes	
		Fax:			
		Email:			
Civil Engineer:	BINGHAM HALL PARTNERSHIP LTD Consulting Civil & Structural Engineers 5 Ty Nant Court Morganstown	Tel:		David T Hopkins	
		Fax:			
		Email:			

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	Cardiff CF15 8LW				
Landscape Architect:	Cambium 133 Cumberland Road, Bristol, BS1 6UX	Tel:		Marcel Watkins	
		Fax:			
		Email:			
Building Services Engineers:		Tel:			
		Fax:			
		Email:			
		Tel:			
		Fax:			
		Email:			

Detail	Responsibility	Records
1.2 - Introduction:		
It is the intention of Andrew Scott Limited that this project will be executed with the highest regard for Health, Safety, Quality, Welfare, Fire and Environmental matters. Arrangements to achieve this are contained in this Construction Management Plan produced by Andrew Scott Ltd as Principal Contractor appointed under the Construction (Design and Management) Regulations 2015 (CDM), who will be responsible for the project safety co-ordination. Compliance with this plan is mandatory and forms part of the company's fully certified Integrated Management System. This plan is project specific and has taken into consideration all relevant documentation available such as the contract documents pre-construction information and pre tender information.		
1.3 - Integrated Management System		
Implementation of this plan will be achieved by compliance with the Andrew Scott integrated management system which has been fully certified to: • ISO 9001:2015 • ISO 14001:2015 • ISO 45001:2018 • PAS 99:2012 This Plan includes reference to applicable management procedures and forms, policies, Construction Management Plan,7 and addresses all applicable legislation, Regulations and Standards. Compliance with Andrew Scott Ltd standard rules for contractors is obligatory and together with this plan sets out the health, safety, quality and environmental standards to be achieved and the means of continuous improvement by the process of review and where appropriate revision.		
1.4 - Links to Andrew Scott Integrated Management System (IMS)		
This Construction Management Plan is part of the Andrew Scott Integrated Management System which includes all the necessary process, forms & guidance notes to enable the company to carry out its operations safely and in accordance with applicable current legislation.		



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The IMS is available electronically and can be easily accessed via the quick links below: Please ensure that you are online and linked to the Andrew Scott Server as the IMS is continually updated to improve its effectiveness.

Important Note: If you do not have a computer or are unable to access the server, please contact the SHEQ Manager on 01639 889800 who will arrange to provide you with printed copies of the relevant sections.

Section:	Quick Link	Information
Full IMS	Andrew Scott Integrated Management System	Full IMS
Site Management Folder	IMS – Section 4: Site Management	Checklists & Records
Policies, Certificates & Corporate Documentation	IMS - Section 2	All Polices & Certificates

Quick Links to Folders for Site Management

Site Management CLIENT SPECIFIC FORMS	..\Site Management CLIENT SPECIFIC FORMS
Site Management FORMS	..\Site Management FORMS
Site Management PROCEDURES	..\Site Management PROCEDURES
Site Management SNAGGING & QA CHECKLISTS	..\Site Management SNAGGING & QA Checklists
Project Register	..\4.2 - Project Register
Plant Inspection Sheets	..\4.3 - Plant Inspection Sheets
Guidance & Toolbox Talks	..\4.4 - Guidance & Toolbox Talks
RAMS & SWI Library	4.5 - Risk Assessment and JMS Library & Safe Work Instructions

Quick Links to HSE Checklist:

Health Safety & Environmental Checklist	FM-SITE-006 - HEALTH, SAFETY AND ENVIRONMENTAL CHECKLIST
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Quick Links to Project Register Folders:

Section Name:	Link:	Location (If not kept in this register)
Section 1 - Company Notice Board Information	..\4.2 - Project Register\Section 1 - Company Notice Board Information	
Section 2 - Project Details	..\4.2 - Project Register\Section 2 - Project Details	
Section 3 - Work Equipment & Vehicles	..\4.2 - Project Register\Section 3 - Work Equipment	
Section 4 - Scaffolding & Working at Height	..\4.2 - Project Register\Section 4 - Scaffolding & Work at Height	
Section 5 - Excavations & Temp works	..\4.2 - Project Register\Section 5 - Excavations & Temp works	
Section 6 - Lifting Equipment & Accessories	..\4.2 - Project Register\Section 6 - Lifting Equipment & Accessories	
Section 7 - Electrical	..\4.2 - Project Register\Section 7 - Electrical	
Section 8 - Fire	..\4.2 - Project Register\Section 8 - Fire	
Section 9 - Personal Protective Equipment	..\4.2 - Project Register\Section 9 - Personal Protective Equipment	
Section 10 - Health	..\4.2 - Project Register\Section 10 - Health	
Section 11 - Training	..\4.2 - Project Register\Section 11 - Training	
Section 12 - Accident Reporting	..\4.2 - Project Register\Section 12 - Accident Reporting	
Section 13 - Waste & Environmental	..\4.2 - Project Register\Section 13 - Waste & Environmental	
Section 14 - Considerate Constructor Reports	..\4.2 - Project Register\Section 14 - Considerate Constructor Reports	
Section 15 - Carbon Footprint Data	..\4.2 - Project Register\Section 15 - Carbon Footprint Data	
Section 16 - Confined Spaces	..\4.2 - Project Register\Section 16 - Confined Spaces	



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Section 17 - Young & Vulnerable Persons	..\\4.2 - Project Register\\Section 17 – Young & Vulnerable Persons	
Section 18 - CoSHH	..\\4.2 - Project Register\\Section 18 – CoSHH	
Section 19 - Quality Assurance	..\\4.2 - Project Register\\Section 19 – Quality Assurance	
1.5 - Legal and Other Requirements		
The project will meet its legal requirements through compliance with any planning conditions, local authority conditions, Environmental Agency Conditions and relevant legislation. A controlled register of relevant legislation applicable to Andrew Scott Ltd. Is stored electronically at The Grange. This register is reviewed and updated on a regular basis and procedures amended as required. A number of methods are used to track current legislation including training, seminars, updates from regulatory bodies and GE700. (These documents are regularly updated – Section 2.5 - Corporate Documentation)		FM-CORP-001 - Legislation Register FM-CORP-002 - Environmental Aspect & Impact Register
1.6 - Management Commitment and Company / Project Objectives		
The Senior Management shall set out its specific management objectives in their policies. These policies shall be based on the following general objectives and where possible shall be made measurable: Andrew Scott Limited objectives are to carry out its business and to complete the Project in a manner which: - • complies with contract requirements, • complies with all relevant legislation, • meets the specified standards with regard to operations, workmanship and materials, manages risk to people involved with or affected by the project, safeguards health of people involved with and affected by the project, minimises impact on, and pollution to the environment. Achievement of these objectives shall be reviewed on a regular basis throughout the project by means of audits, inspections, monitoring of Key Performance Indicators, and liaison with the Client or their Agent. The management system shall be amended where necessary to increase controls where there is a recognised failure of achievement.		
1.7 - Organisation And Responsibilities		
Health, Safety, Quality, and the Environment are line management responsibilities and their general control will be exercised through the existing management structure. Within the IMS certain key responsibilities will be appointed in accordance with see PR SITE 010 Appointed Persons Procedure . The site organisation chart for this site is included in Appendix 4, along with a table for safety organisation and arrangements. The Andrew Scott Ltd project manager will ensure that this appendix is posted on site notice boards. Line managers and supervisor's general health, safety, quality and environmental responsibilities are generally as detailed in the Andrew Scott Ltd integrated health & safety and environmental policy. Other responsibilities for control of specific activities are specified in the Andrew Scott Ltd IMS Manual within the health, safety, quality and environmental procedures, or as specified within the framework of this plan. The Andrew Scott Ltd project manager will arrange for the charts and tables to be regularly updated to accommodate any staff changes or promotion. Each identified person will also be notified of his/her appointment, and will be asked to accept the additional responsibilities in writing. Consideration must also be given to provision of suitable deputies for the relevant appointed persons during periods of absenteeism, holidays etc. The responsibilities and duties common to all staff involved on the contract are as follows:		



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- They are familiar with the requirements of the system and that these are integrated into their regular working methods.
- Work carried out under their control is planned, controlled and completed in accordance with the specified requirements, including works undertaken by subcontractors and suppliers.
- Providing clear and unambiguous instructions to staff under their control.
- Monitoring performance and standard of work under their control.
- All incidents of failure to meet requirements are assessed, investigated, reported and appropriate corrective action taken to prevent recurrence
- Providing feedback to senior management on possible improvements to the management system.
- Planning their own work and that of their staff to avoid the need for crisis management.
- Providing concise and accurate reports for management.
- Delegating suitable responsibilities and duties to staff with appropriate qualifications, experience and training.
- Establishing and communicating clear performance standards to staff under their control and regularly measuring actual performance against target.
- Providing on the job training to their staff to improve performance

Section 2

HEALTH & SAFETY MANAGEMENT

The Andrew Scott project team organisation chart can be found in Appendix 4 of this document.

During the project, safety management will be intrinsic to every aspect of the design, planning and execution of the works. The Project Manager will undertake consultation and planning, with input invited from representatives of the following:

- The Client
- The Principal Designer
- The Designers
- The Principal Contractor Staff & Supply Chain

Advice on Health & Safety and Environmental Matters can be obtained from the Company H&S Manager on:

Mobile: 07775 807867 Office: 01639 889800

The company Health, Safety, Environment and Quality Team:

H&S Manager – Justin Kingdom

Health, Safety and Environmental Advisor – Josh Wilkins

Health & Safety Advisor – Wayne Phillips

Quality and Systems Manager – Tracey Davies

Training Manager – David Williams

H&S Admin Officer – Andrew Curtis

A member of the H&S team from Head Office will carry out fortnightly health, safety and environmental inspections. The Andrew Scott environmental specialist will carry out an environmental inspection once per month.

The process of safety management involves the identification of potentially hazardous activities and the assessment of the risks attached to them. Risk Assessments form an integral part in the preparation of Method Statements. Risk Assessments / Method Statements must be approved by the nominated person(s) from the Andrew Scott project team prior to operations commencing on site. There will be no exceptions to this rule.



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The Andrew Scott project health and safety advisor will chair weekly safety meetings with supervisors of all companies working on site (Black Hats), including ASL supervisors. Topics to be covered include, but not limited to:

- Discuss the findings of safety inspections that have been carried out.
- Discuss any near miss safety observation cards submitted.
- Look ahead to up-coming activities and the control measures required.
- Discuss any safety alerts or briefings that have been issued.
- Any changes to relevant legislation that directly affect the activities on site.
- The current covid19 pandemic and any associated issues.
- Any concerns raised by any person working on site.
- Any concerns raised by members of the public or interested stakeholders.
- Any changes to the supervision teams of any companies working on site.
- The reporting of any adverse events.

No persons will be permitted to work on this project without having first sat the project induction presentation. There will be no exceptions to this rule.

This CMP is a live document and will be updated throughout the project.

2.1 - Nature of the Project

2.1.1 - Description of the works

The contract for Neath Port Talbot Council comprises the construction of 4no single storey Industrial Units with each unit having its own office and toilet area.

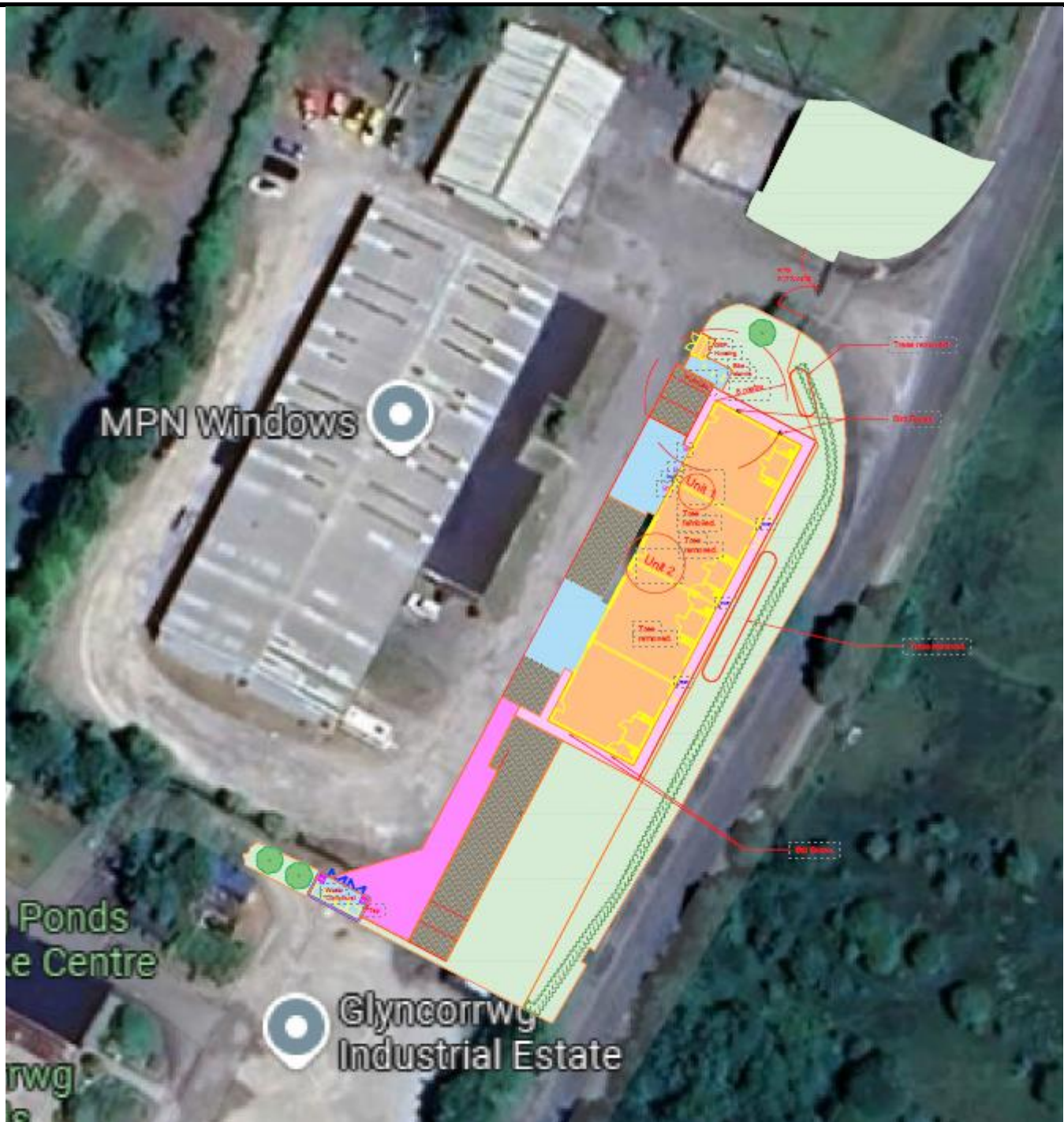
ASL will also install new linear drainage with associated connections to the adopted DCWW and foul and surface water drainage infrastructure

The proposed M&E Works consist of the installation, connections and commissioning of a new electricity main, water main, data, telecommunications, fire alarm and security.

The external works consist of new carparking bays in the existing carpark, footpaths, associated surfacing works and landscaping.

A new swale to attenuate the storm water from the new build will be excavated, formed and landscaped.

2.1.2 - Location of the works





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2.1.3 - Nature of Surrounding Environment

The project is a green field site located within a small industrial estate with within the village of Glyncorrwg, Neath just off Cymmer Road. The Project is neighboured by the existing Glyncorrwg Village Workshops opposite the development and Glyncorrwg Ponds Mountain Bike Centre.

2.1.4 - Works Timings (See Also Construction Programme in Appendix 8)

Commencement Date:	TBC	Completion Date:	TBC
Site Working Hours:	7.30 – 17.00	Contract Duration:	TBC

2.2 - Restrictions That May Affect The Works

Above Ground & Overhead Services:	N/A
Below Ground Services:	Water, Storm Drainage, Low Voltage Electricity
Local Environment Restrictions:	N/A
Others: (SSSI, Client Restrictions etc.)	N/A

2.3 - Principal Activities with Risks to Health & Safety

1	Excavating around live services
2	Plant Operations
3	Plant Movements
4	Working At Height
5	Lifting Activities
6	Crane Lifting Activities
7	HAVS
8	Use Of Power Tools
9	Abrasive Wheels
10	COSHH
11	Vehicle Movements

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12	Manual Handling
13	Deep Excavations
14	Working On Electrical Panels

2.4 - Risk Assessments & Method Statements		
Risk Assessments and Method Statements or Work Instructions will be prepared and approved prior to commencement of ALL site operations		
SCHEDULE OF RISK ASSESSMENTS & METHOD STATEMENTS		
The list below summarises the Tender Stage Risk Assessments and Method Statements. They are located in Appendix F of this document and will be developed into full construction documents and approved in accordance with Andrew Scott Integrated Management System Requirements prior to operations commencing on site.		
Title:	Prepared By:	Date:
Site Set Up	ASL	
Reduce Level Dig	ASL	
Excavation and installation of storm and foul drainage	ASL	
Excavation, install and backfilling service ducting and building statutory services	ASL	
Excavation and installation of reinforced concrete pad foundations and ground beams	ASL	



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Steel fixing, shuttering and pouring concrete to RFC pad foundations and ground beams	ASL	
Installation Of Structural Steel Frame inclusive of Lift Plan	Premier	
Installation of Roof Sheetting	ASL	
Steel fixing, shuttering and pouring concrete to Reinforced Concrete Slab	ASL	
Installation Of Brickwork to external cavity walls and internal party walls	ASL	
Installation Of Incoming Water Mains	DCWW	
Installation Of Incoming Electricity Mains Inclusive Of Any Upgrading Works	National Grid	
Installation Of Incoming BT Service	Openreach	
Installation Of Cladding	TBC	
Preparation of ground around building for surfacing inclusive of excavation and installation of subbase	ASL	
Electrical Installation	TBC	
Mechanical Installation	TBC	
Excavation And Installation Of Access Road And Footpaths	ASL	
Surfacing	TBC	
Installation Of Rain Water Pipes	TBC	
Installation Of Sealant	TBC	
Landscaping	TBC	
Excavation and forming of Swale	ASL	
Installation Of Perimeter Fencing And Gates	TBC	



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Safe Systems of Work

Method statements and risk assessments form part of safe systems of work. These must be further supplemented by provision of other supporting documents, such as COSHH assessments, HAVS calculator sheets, and where applicable, permits to work. These must be communicated to each and every member of the working party.

2.5 - Project Risk Register

The Risk Register developed during the tender period will be used as the basis for the Project Risk Register which will be updated throughout the Project.

2.6 - Communication, Co-operation and Consultation – including control of sub-contractors

The Health & Safety Plan and other health and safety related matters will be formally reviewed prior to commencing work on site.

Attendance at any site safety meetings will be obligatory for all construction partners. A daily meeting for construction team members will be undertaken to cover the proposed work and the access requirements for the operation of the plant over the following 24hr period. Progress meetings will be undertaken at weekly intervals with all subcontractors and generally at monthly intervals with the client / client representative.

All personnel on working on site must receive a site induction prior to starting on site. Site safety issues will be co-ordinated by the Project Manager or his/her nominated deputy

A team approach to safety will be encouraged with constructive suggestions from all site personnel encouraged at all times. Andrew Scott has adopted the VOICE Scheme (Views of Operatives In the Construction Environment).

Prior to any sub-contractors being awarded any work on ASL projects, they must first have been through the approvals system, and appear on the approved sub-contractor database. The procedure is detailed in document number **PR-QS-001 - Selection Of Subcontractors Procedure**.

All sub-contractor RAMs will be assessed and control measures reviewed as adequate as far as reasonably practicable prior to works commencing on site.

All sub-contract companies **must** provide suitably qualified supervisors, who will be required to wear black safety helmets, for ease of recognition. These supervisors will generally be referred to as "Black Hats". Suitable qualifications for supervisors will be SSSTS or SMSTS.

2.7 - Design Management & Coordination – Permanent Design Works

Design works will only be assigned to competent and resourced designers who will be assessed to confirm their ability to comply with the principles set out in Regulations 8 & 9 of the CDM Regulations 2015, and in accordance with ASL procedures for selection and management of external Design Agencies.

The interface between the contractor and the Permanent Works Designer shall be controlled through the Principal Designer via the ASL Project Manager.

The Designer will identify significant hazards and produce a design risk assessment and assess such impact on health, safety and the environment and eliminate or control any residual risk. ASL will be involved in the production of these risk assessments. Where residual risks remain, the designer will draw ASL's attention to such issues by notes on drawings and/or inclusion in the Design Risk Registers.



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ASL, in execution of the detailed design, will select all materials, construction sequences, principles of structural design etc. appropriate for construction of the works. ASL will ensure that design information provided for construction identifies all potential hazards. Potential hazards include hazards which may arise from materials during construction and in operational use. These hazards shall be communicated to the relevant parties where the hazard cannot be designed out.

Any relevant design information required by the Principal Designer will be forwarded for retention in the project health and safety file (see Section 16).

Note: For Design & Build Contracts, where Andrew Scott Ltd **may** also be nominated as the Principal Designer, this section will be reviewed and additional information added accordingly.

2.8 - Design Management & Coordination – Temporary Works

The chief engineer will appoint temporary works co-ordinator(s). TWC(s) to control the erection, use, maintenance and dismantling of temporary works in accordance with British Standard/HSE requirements, e.g. BS 5975: 2008 & A1:2011, C of P Falsework, HS(G)32 Safety in Falsework and ASL Safe Working Procedure PR-SITE-015 - Control of Temporary Works Design and Construction.

The necessity for a detailed safety method statement, verified calculations and designs and pre and post loading checks, will form the central controls of procedures for all defined temporary works required for the execution of the permanent works or temporary structures not directly connected with the permanent works.

There will also be a requirement to complete the relevant permits dependant on the work being undertaken, e.g. Permits to Load, Permit to Dismantle.

All Temporary works will also be required to be entered onto the project Temporary Works Register, and be subjected to regular inspections whilst in place. Inspections shall be of a period of no longer than 7 days between each inspection, and always be repeated following any modification or adverse weather.

2.9 - Management of Design Changes

The Construction (Design & Management) Regulations 2015 state that there must be good communication, co-ordination and co-operation between members of the project team (e.g. between designers and contractors). This is managed by the Principal Designer, as appointed by the Client.

Any design changes must be agreed with the Lead Designer for the project and any changes confirmed with the Principal Designer, who must coordinate the process. Design changes must not be made in isolation but made with due consideration to other elements of the complete design, and any H&S implications during Construction and for end use.

Each project is unique and the relationships between designers and the Andrew Scott project team will differ depending on project type, size and procurement route.

2.10 - Welfare and First Aid Provision

Welfare Arrangements:

These will include as a minimum:

- Heating facilities for drying clothes
- Drinking water
- Toilet facilities



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- Hot water for washing
- A canteen area for meals

Site personnel will be expected to respect these facilities and maintain them in a fit state. Each site will have at least one dedicated cleaner whose remit will be to constantly clean the offices and welfare areas. Cleanliness inspections will be carried out as part of the H&S advisors inspection regime.

First Aid Arrangements:

First aid boxes will be available on site at all times and will be maintained by one of the First Aiders whose names appear on the notice.

The designated site First Aiders are displayed on the site notice boards in the Site Office and Canteen. See Also: **PR-SITE-010 Appointed Persons – First Aider Section**

2.11 - Emergency Procedures & Fire Plans

ASL will engage a specialist fire risk management company to facilitate the fire risk assessment, and emergency plans as detailed below. These assessments and plans will be considered live documents which will be updated as the project moves through the phases of the scheme. It is vital that any emergency arrangements implemented, are done so in a way which compliments the existing emergency arrangements.

ASL shall implement an Emergency procedure for the project to include evacuation plan, evacuation routes, specific rescue plans / requirements (e.g. confined spaces, working at height, etc) and relevant emergency contact details.

In line with the Regulatory Reform (Fire Safety) Order 2005, a full Fire Plan will also be prepared to display all fire exits and egress routes, fire extinguisher points, muster points, methods of raising the alarm and method of accounting for all ops on site. The plan will also include requirements for fire wardens / marshals and fire drill intervals.

For further reference, please refer to ASL document; **Fire Prevention Procedure PR-SITE-013**

Any Hot Works to be undertaken, must be controlled via ASL **Hot Works Permit FM-SITE-203**. This will be issued by a senior and competent member of the ASL project management team.

Common types of hot work include:

- Welding, brazing, and soldering.
- Grinding and disc cutting.
- Thawing pipes.
- The use of open flames, blow-lamps, and torches.
- Using bitumen and tar boilers.
- The use of hot air blowers and lead heaters.

Emergency rescue procedures will be detailed in the work specific RAMS packages. Rescue plans will be required for activities such as, certain types of working at height, operating MEWPS, and confined space entry. Those activities must NOT proceed until a reviewed rescue plan is in place, and has been communicated to the work teams.

For further reference, please refer to ASL document; **Emergency Preparedness Procedure PR-SITE-020**

All emergency arrangements and fire plans are located in appendix 14 of this construction management plan.



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2.12 - Arrangements for Project H&S file

Andrew Scott Ltd will cooperate fully with the appointed Principal Designer in providing the relevant Health & Safety, QA, and product installation information as requested by the Principal Designer in a regular and timely fashion, to assist the Principal Designer in completing his role to produce the project H&S file as per the CDM Regulations.

Information will be transferred electronically or in other mediums as agreed between ASL and the Principal Designer. (Hard copy, Digital memory device, etc).

2.13 – Arrangements for Covid 19

Due to the current covid-19 global pandemic, strict control measures will be implemented on this and all ASL projects and business premises.

Each site must adhere to Government covid secure workplace guidance, and supply the certificate to display compliance.

Each site must have an up to date covid 19 risk assessment in place, which must be reviewed and amended (where necessary) on a monthly basis.

Each site will work under the Construction Leadership Council issued Safe Operating Procedures (SOP's).

2.14 Personal Protective Equipment

The Personal Protective Equipment Regulations 2002 state that the type of PPE required should be determined by risk assessment. PPE is the least effective form of protection from hazards at work, and must only be used as a last resort, and only used where the elimination of the hazard or its control is not achievable by implementing reasonably practicable measures. The chosen PPE must also provide adequate protection against any and all risks encountered.

On all sites the risk assessments will include that, a minimum standard of PPE will be required to include, head and foot protection, long leg trousers, gloves and Hi-visibility vest / coat. Task specific PPE will be determined by the task specific risk assessment for each activity (RPE, eye protection, hearing protection, fall restraint, etc.) and such cases will be required as specified in the RAMS.

For further information, please refer to ASL procedure **PR-SITE-008 SAFE WORKING PROCEDURE PERSONAL PROTECTIVE EQUIPMENT**.

2.15 Lifting Operations

Regulation 8 (Organisation of lifting operations) of the Lifting Operations and Lifting Equipment Regulations (LOLER) require the appointment of a person(s) to plan, supervise and control lifting operations.

The role of the Appointed Person, as defined by BS7121 part 1, is to provide a safe system of work for all lifting operations which are properly planned and adequately supervised and to ensure that persons performing these duties have appropriate knowledge and ability.

This includes the preparation of a comprehensive risk assessment and an adequate method statement. As well as selecting the correct crane for the lift, the Appointed Person must also select the appropriate load handling accessories (chains, slings,



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webs etc.), the method of attaching the load to the crane (the slinging technique) and calculate the down rating of the accessories where necessary to ensure a safe operation.

They shall have a general knowledge of cranes (including specific knowledge of any crane used for each lift plan), experience and knowledge of lifting operations and legislation to an appropriate level for the work that they have been appointed to carry out.

All lifting accessories must have the correct colour lifting tag (see site posters) prior to being considered to be used. These accessories undergo thorough inspections at intervals not exceeding six months. To check your projects lifting accessories, log on to <https://www.lgsinspections.co.uk/Customr/CustomerHome.aspx?>

For further reference please see ASL procedure **PR-SITE-009 LIFTING OPERATIONS PROCEDURE**

2.16 Work At Height

WORKING AT HEIGHT IS THE BIGGEST CAUSE OF FATALITIES AND MAJOR INJURIES IN THE UK CONSTRUCTION INDUSTRY.

All aspects of working at height are covered in the Working at Height Regulations 2005, covering false-work and formwork, access scaffolds, roof edge protection, roof lights, tower scaffolds, trestles and lightweight staging. The Regulations also include circumstances where persons may fall from ground level into voids below (e.g. trenches, cofferdams / caissons, cellars, drains, etc).

Determining the competence of any sub-contractor in terms of labour, qualifications, suitability of materials used and services provided will be the responsibility of Andrew Scott Ltd, and the company will also have the responsibility of ensuring that any machines or equipment hired for the purpose of working at height will be accompanied by the necessary certification.

Andrew Scott Ltd shall ensure that no Work at Height activity is conducted without a Safe System of Work being in place for the activity, and that all RAMS are reviewed and approved by site management prior to works starting. Activities deemed "high risk" will also require to be reviewed by the H&S department.

All work at height activities must be controlled by an ASL **Work At Height Permit - FM-SITE-201**.

For further reference, see documents:

- Andrew Scott Work At Height Policy.
- CONTROL OF SCAFFOLDING AND WORKING AT HEIGHT - PR-SITE-019

2.17 Control of Substances Hazardous to Health (COSHH)

All materials used on site must have a COSHH Assessment carried out on them prior to their being brought onto site, and all operatives involved will be trained in their safe, storage, use and disposal.

Records of COSHH Assessments are located in Appendix 11 of this Construction Management Plan. Subcontractor's method statements will also have COSHH Data Sheets

The following substances are likely to be present on construction sites:

- Cement, wet concrete
- Fuels
- Paints and primers, some containing solvents
- Sealant
- Sewage, giving rise to Leptospirosis and other gastric complaints



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- Cleaning materials

For further reference, please refer to ASL document; **COSHH Procedure PR-SITE-003**

2.18 Plant, Tools & Vehicles

There will be no parking of vehicles on this project.

Only competent persons will be permitted to operate, drive, or use any plant, vehicles or tools on this project. Proof of competence must be provided at induction, or prior to induction. Copies of competency cards will be kept on file for the duration of the project, and will be inspected at regular frequency by the ASL health and safety team.

All plant drivers will be required to undergo a drug test prior to being permitted to operate any item of driven plant. The test will be carried out by a senior member of the ASL project team, with the results being instant. This will be repeated at intervals throughout their time on the project. In the event that a positive sample is produced, they will be removed from site immediately.

At the start of each shift, or prior to using a piece of plant, tool or vehicle for the first time that day, an inspection must be carried out by the operator, and recorded on the relevant inspection sheet:

- Daily Checklist / Defect Report – Small Tools **INSP-SITE- 01**
- Daily Site Vehicle Checklist / Defect Report **INSP-SITE- 02**
- Mobile Elevated Work Platform (MEWP) Checklist /Defect Report **INSP-SITE- 04**

All electrical equipment and tools must have had a portable appliance test (PAT) within the previous three months. This testing must be conducted at the end of every three-month period by a competent person. Any equipment that does not comply will be removed from service immediately.

2.19 Accident & Incident Reporting

All accidents and incidents must be reported to a member of the ASL management team, on the day of occurrence.

In the event of an accident or serious near miss, these will be thoroughly investigated by a member, or members, of the ASL health and safety team. The findings of the report will be communicated to all those involved in the incident as a learning and sharing exercise.

In the event that an accident or incident occurs that fall under RIDDOR legislation, they must be reported to the HSE by the injured persons own company, with a copy of the submission provided to the ASL safety department.

Near miss reporting, or safety observation cards must be submitted on a regular basis (as conditions and behaviours dictate). These cards record, safe or unsafe acts, near misses and hazards. Project management will take the relevant action to ensure any issues raised are corrected in a timely fashion, with additional control measures adopted where necessary. Frequent toolbox talks will be conducted to ensure all persons understand the importance of completing these cards.

2.20 Unexploded Ordnance

2.21 Management of Asbestos (other contaminants ie Lead



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2.21 Communications & Signs

Regulations require employers to ensure that safety signs are provided (or are in place) and maintained in circumstances where there is a significant risk to health and safety that has not been removed or controlled by other methods. This is only appropriate where use of a sign can further reduce the risk. The other methods may include engineering controls or safe systems of work, and may be required under other relevant legislation. Safety signs are not a substitute for those other methods of control.

In determining when and where to use safety signs, you must take into account the results of the risk assessment made under the Management of Health and Safety at Work Regulations 1999 (the Management Regulations). This assessment should identify hazards, the risks associated with those hazards, and the control measures to be taken. When those control measures have been put in place there may be a significant 'residual' risk such that employees must be warned of any further measures necessary. Safety signs should be used if they will help to further reduce this residual risk. If the risk is not significant there may be no need to provide a sign.

Site noticeboards will be in place in the offices and welfare areas, which will display various literature and posters such as:

- Insurance certificates.
- F10.
- H&S Poster.
- Emergency contact numbers of senior project staff.
- Any notices of upcoming changes on site.
- Health & well-being posters.
- Covid19 information posters.
- Emergency procedures posters.
- Nearest hospital posters.

SECTION 3 - MANAGEMENT OF QUALITY

3.1 - General

ASL shall implement a system of quality control by means of inspection, testing and monitoring. All material and work shall be subject to interim and final inspection or test to check conformity to specification prior to final acceptance in accordance with Procedure

3.2 - Primary Control

The Primary control of QA will be via the implementation of a project specific Quality Plan which will outline all of the required quality control activities for each section of the project. The Quality plan will define which activities are to be undertaken to fulfil the project, the required level and method of testing for each activity, any required interaction with the client (eg Hold points), who will conduct the testing, the method of proof of compliance to the required specifications and any relevant documentation produced from the testing or compliance process.

3.3 - Testing

The testing requirements and frequencies are contained in the specification. A laboratory with UKAS Accreditation for the tests involved will carry out the defined compliance sampling and testing. The Laboratory Materials Manager will:

- Monitor and maintain full records of all inspection/test results;
- Operate an "early warning" system to alert the ASL Operations Director of any failures or low results;

Maintain summaries of all test results and advise on the need to change the inspection/test arrangements.

3.4 - Hold Points



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Test & Inspection Plans shall identify "Hold Points" (i.e. Approval Points) where the written authority of a designated person is required to proceed. All parties will be given the opportunity to include their requirements on the Test & Inspection Plans.

Additional Hold Points shall be considered where:

- Safety considerations dictate that a Permit to proceed is required;
- Subsequent inspection would prove difficult or impossible;
- Correction of any defective work or material would prove difficult or expensive;

Environmental, ecological and archaeological constraints have been identified.

3.5 - Information for and selection of Subcontractors & Suppliers

It is company policy that all subcontractors shall subject to approval via submission and review of the Andrew Scott PQQ and supporting evidence (ASL form FM-QS-001). It is recommended that subcontractors are Constructionline andSSIP Accredited wherever possible.

All sub-contractors of the Principal Contractor will be selected using the Andrew Scott process from the Integrated Management System for the selection of sub-contractors. This includes consideration of Safety, Quality and Environmental matters.

Sub-contractors will be fully briefed on the project safety arrangements by the person in charge of the works.

Material suppliers will be required to provide full health and safety information for the safe use, storage and disposal of their products. This will be a condition of the order.

All plant used on the site will be selected by site management to be suitable for its purpose. In-house plant is regularly maintained in accordance with the Provision and Use of Work Equipment Regulations and the same will be required of any hired-in plant. Similar obligations will be placed on all sub-contractors.

Plant suppliers will be required to provide appropriate test certificates, operating instructions and training where necessary.

3.6 - Defects

Defects identified during the maintenance period will be treated in accordance with procedures agreed between the Contractor, the Designer and the Employer, which will require that the nature and extent of the defect is recorded, all interested parties are involved, the time-scale for remedial work is agreed and the remedied work is re-inspected (or tested if necessary) on satisfactory completion. Certain defects may require the production of controlling documentation such as Method statements. Where necessary, such documentation will be routed for acceptance in the same way as during the construction phase. Where Approvals or Permissions are needed, the requirement would be included in the controlling documentation.

3.7 QUALITY CONTROL (Process Control):

IMS KEY PROCESSES	Person Responsible for Maintaining & Updating	Planned Frequency of Review:	Action By:	Completed
Test & Inspection Plan	Mike Lowry	Monthly		
Activity Checklists	Mike Lowry	As Required		
Non-conformance Report	Mike Lowry	As Required		
Document Control	David Williams	As Required		
Notes:				



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3.12 Project Specific KPI's

Internal KPI's	Method of Measurement	Person Responsible	Action By	Completed
Near Miss/Safety Observations	Card Submissions	All site workers		
Toolbox Talks	Monthly Review	Project Manager		
Safety/Process Monitoring	Fortnightly Audit / Inspection	Andrew Scott H&S Dept		
Energy Usage Monitoring	Monthly Submission	pPROJECT		
Client KPI's	Method Of Measurement	Person Responsible	Action By	Completed

3.15 Project Planning & Monitoring:

Details Of Planned Meetings / Audits:

Meeting Type	Frequency	
Internal Planning Meetings (Planner & Site Team)	Weekly	
Internal Progress Meetings (Site Management)	Monthly	
Subcontractor Meetings	Weekly	
Formal Progress Meetings (With Client's Team)	Monthly	Progress Reports
Safety Audits (ASL SHEQ Team)	Fortnightly	Site Inspection Reports
Internal System Audits (Internal Audit Team)	Quarterly	Internal Audit Reports
External Audits (HSE / EA / Insurance / Other)	Not Planned	
Process	Frequency	
Construction Programme	Weekly	
Target Programme:	Daily	
Short Term Programme	Daily	
Progress Report	Monthly	
RFI's / CVI's	As required	
RFI REGISTER	As required	



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Site Progress Monitoring	Weekly				
Notes					
3.38 Preparation of Client H&S File					
Andrew Scott Ltd will provide all relevant information to the Principal Designer as appointed by the client, in order for the Principal Designer to prepare the Project Health & Safety File as per CDM Regulations 2015					
The Principal Designer will issue Andrew Scott with a copy a of the Pre-tender H&S package, along with a schedule of the information required to populate the Project H&S file.					
Arrangements need to be made between ASL and the Principal Designer for the collation and collection of the relevant information, the format on which the information is supplied (electronic / paper), and method of information transfer (post / by hand / e-mail). Once information has been formerly passed to the Principal Designer, storage of information becomes his responsibility, although ASL will keep back-up copies in line with the company Document Control procedures.					
Miscellaneous Notes / Additional Project Specific Requirements					
SECTION 4 - ENVIRONMENTAL MANAGEMENT					
IMS Process	Frequency				
Environmental Risk Assessments	At start of project then as required.				
Environmental Management Plan	At start of project then updated as work progresses				
Site Waste Management Plan	At start of project then updated as work progresses				
Emergency Spill Response Plan	At start of project then updated as work progresses				
Duty of Care: Random Checks of Waste Transfer / Consignment Notes					
Date	WTN No.	Waste Carrier	Waste Carrier Details: (Lorry Registration No)	Waste Site Location	
4.6 Major Environmental Risks / Hazards Identified:					
1	Waste Control			7	
2	Noise			8	
3	Dust			9	
4	Vibration			10	

5		11	
6		12	
Notes:			