

# CONSTRUCTION PHASE PLAN FOR:

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## CONSTRUCTION PHASE PLAN FOR

**Version:**  
**Date:**





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## Construction Phase Plan

| Element                              |   | Included | Reference                  |
|--------------------------------------|---|----------|----------------------------|
| <b>1. Description of the Project</b> |   |          |                            |
| Does the plan include?               |   |          |                            |
| 1                                    | A description of the project and programme details  | Yes      | Section 1.1<br>Section 1.3 |
| 2                                    | Details of the client, Principle Designer, designers, principal contractor, and other consultants   | Yes      | Section 1.4                |
| 3                                    | Extent and location of existing records and plans; information about restrictions which may affect the work. (e.g. neighbouring buildings, utility services, surveys, vehicular and pedestrian traffic flows and restrictions from the work activities of the client) | Yes      | Section 1.6                |
| <b>2. Management of Work</b>         |   |          |                            |
| Does the plan include?               |   |          |                            |
| 1                                    | A management structure including the contact details and responsibilities of the various members of the project team, whether based on site or elsewhere  | Yes      | Section 2.1                |
| 2                                    | Health and Safety Goals for the project including monitoring and review procedures  | Yes      | Section 2.2<br>Section 2.3 |
| 3                                    | Arrangements for liaison between parties on site  | Yes      | Section 2.4                |
| 4                                    | Arrangements for consultation with the workforce  | Yes      | Section 2.5                |
| 5                                    | Arrangements for the exchange of design information between client, designers, Principal Designer/Principle Designer and contractors on site  | Yes      | Section 2.6                |
| 6                                    | Arrangements for the handling design change on site   | Yes      | Section 2.7                |
| 7                                    | Arrangements for the selection and control of contractors   | Yes      | Section 2.8                |
| 8                                    | Arrangements for the exchange of health and safety information between contractors  | Yes      | Section 2.9                |
| 9                                    | Arrangements for site security  | Yes      | Section 2.10               |
| 10                                   | Arrangements for site induction   | Yes      | Section 2.11               |
| 11                                   | Arrangements for Welfare Facilities – please complete the table below and include within the Construction Phase Plan  | Yes      | Section 2.13               |
| 12                                   | Arrangements for First Aid  | Yes      | Section 2.14               |

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|----|---|-----|--------------|
| 13 | Arrangements for the reporting and investigation of accidents and incidents including near misses | Yes | Section 2.15 |
| 14 | Arrangements for the production and approval of risk assessments and written safe systems of work | Yes | Section 2.16 |
| 15 | Details of Site Rules (including drug and alcohol policy)   | Yes | Section 2.17 |
| 16 | Details of fire and emergency arrangements for the site   | Yes | Section 2.18 |

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| Element  |   | Included | Reference                        |
|--|---|----------|----------------------------------|
| <b>3. Arrangements for Controlling Significant Risks on Site</b> |   |          |                                  |
| Does the plan include?   |   |          |                                  |
| 1  | Arrangements for the delivery and removal of materials (including waste) from site  | Yes      | Section 3.1.3<br>Section 3.1.10  |
| 2  | Arrangements for dealing with services both above and below ground  | Yes      | Section 3.1.6<br>Section 3.1.7   |
| 3  | Arrangements for accommodating adjacent land uses   | Yes      | Section 1.6.1                    |
| 4  | Arrangements for maintaining the stability of structures whilst carrying out construction work including temporary and existing unstable structures | Yes      | Section 3.1.46                   |
| 5  | Arrangements for preventing falls   | Yes      | Section 3.1.8                    |
| 6  | Arrangements for work with or near fragile materials  | Yes      | Section 3.1.40                   |
| 7  | Arrangements for the control of lifting operations  |          | Section 3.1.12                   |
| 8  | Arrangements for the maintenance of plant and equipment   | Yes      | Section 3.1.17                   |
| 9  | Arrangements for work on excavations and work where there are poor ground conditions  | Yes      | Section 3.1.4<br>Section 3.1.5   |
| 10   | Arrangements for work on wells, underground, earthworks and tunnels   | Yes      | Section 3.1.4                    |
| 11   | Arrangements for works on or near water where there is a risk of drowning   | Yes      | Section 3.1.42                   |
| 12   | Arrangements for work that involves diving  | Yes      | Section 3.1.45                   |
| 13   | Arrangements for work in a caisson or compressed air working  | Yes      | Section 3.1.44<br>Section 3.1.15 |
| 14   | Arrangements for work involving explosives  | Yes      | Section 3.1.33                   |
| 15   | Arrangements for the segregation of vehicles and pedestrians  | Yes      | Section 3.1.2                    |
| 16   | Arrangements for the storage of materials (particularly those of a hazardous nature) and work equipment.  | Yes      | Section 3.1.9                    |
| 17   | Arrangements for the removal or work near asbestos  | Yes      | Section 3.2.6                    |
| 18   | Arrangements for dealing with contaminated land   | Yes      | Section 3.1.43                   |
| 19   | Arrangements for controlling risks associated with manual handling operations   | Yes      | Section 3.2.2                    |
| 20   | Arrangements for the use of hazardous substances,   | Yes      | Section 3.2.4                    |

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|    |   |     |               |
|----|---|-----|---------------|
|    | particularly where there is a need for health monitoring                  |     |               |
| 21 | Arrangements for reducing noise and vibration                             | Yes | Section 3.2.3 |
| 22 | Arrangements for exposure to ionising vibration                           | Yes | Section 3.2.8 |
| 23 | Arrangements for controlling exposure to UV radiation (including the sun) | Yes | Section 3.2.1 |
| 24 | Arrangements for any other significant hazards                            | Yes | Section 1.6.6 |

### Construction Phase Plan

| Element                              |   | Included | Reference     |
|--------------------------------------|---|----------|---------------|
| <b>4. The Health and Safety File</b> |   |          |               |
| Does the plan include?               |   |          |               |
| 1                                    | Details of the layout and format for the health and safety file | Yes      | Section 4.1.0 |
| 2                                    | Arrangements for the collection and gathering of information    | Yes      | Section 4.1.1 |
| 3                                    | Arrangements for the storage of information                     | Yes      | Section 4.1.1 |

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| <b>DOCUMENTS HELD WITHIN HEALTH &amp; SAFETY FOLDER No.2</b> |  |
|--|--|
| <b>2.1</b>   | Construction Phase Plan ( <i>this document</i> )   |
| <b>2.2</b>   | Pre-Construction Information, Designer's Risk Assessments  |
| <b>2.3</b>   | Pre-Start Health & Safety Risk Assessment (F072)   |
| <b>2.4</b>   | 'CARES' Manual - Company Health and Safety Management System   |
| <b>2.5</b>   | Sub-Contractor Health & Safety Rules   |
| <b>2.6</b>   | Accident Reporting Procedure (F097)  |
| <b>2.7</b>   | Emergency Contact Notice (F080)  |
| <b>2.8</b>   | Site Layout / Sketches   |
| <b>2.9</b>   | Traffic Management Plan  |
| <b>2.10</b>  | Fire Safety Plan   |
| <b>2.11</b>  | Method Statement and Risk Assessment Register<br>Method Statements (F081), Risk Assessments (F082), Review Sheets (F033)                   |
| <b>2.12</b>  | COSHH Assessments (F103), Material Safety Data Sheets, Register of Hazardous Substances  |
| <b>2.13</b>  | Site Induction Record (F018)   |
| <b>2.14</b>  | Operatives Training Records (CSR, CPCS, CSCS, etc.)  |
| <b>2.15</b>  | Equipment Test Certificates  |
| <b>2.16</b>  | Duty Chart (F029), Weekly Safety Responsibility Review Record (F029A)  |
| <b>2.17</b>  | Weekly Safety Review Meeting (F106)  |
| <b>2.18</b>  | Task Talks, Safety Observations  |
| <b>2.19</b>  | Toolbox Talks, Training Attendance Record (F044)   |
| <b>2.20</b>  | Weekly H&S and EMS Checklist, Safety Walkabouts (F179, F180), Sub-Contractor Safety Walkabouts (F181, F182)                                |
| <b>2.21</b>  | Protection of Third Parties (F107)   |
| <b>2.22</b>  | Statutory Registers (LOLER, PUWER, Excavations, Ladders, etc.), Plant Daily Inspections  |
| <b>2.23</b>  | Permit-to-Work, Working Near Overhead Power Lines (F122)   |
| <b>2.24</b>  | Safety, Health and Environmental Audits (F077)   |
| <b>2.25</b>  | PPE Issue Book, PPE Log register   |
| <b>2.26</b>  | Visitors Log Book  |
| <b>2.27</b>  | Accident Report Form (F120), Incident Report (F098), Incident Investigation Report (F099), Incident Investigation Witness Statement (F100) |
| <b>2.28</b>  | Near Miss Record   |

### 1.0 DESCRIPTION OF THE PROJECT

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The project consists of the construction of a new building attached to the existing building plus heavy sections of refurbishment within the existing building. There will be 2 levels to the new building (or consisting of ) a Lower Ground Floor and Ground Floor.

See Scope Of Works Below.....

### **Duties under the CDM Regulations**

The Sub-Contractor shall observe, perform and discharge and/or shall procure the observance, performance and discharge of all the obligations, requirements and duties of a Principal Contractor arising under the CDM Regulations in connection with the Works and shall, prior to the Completion Date for the Works, provide a certified copy of the final draft Health and Safety File (as defined in the CDM Regulations) for the Works (or the relevant section of the Works) to the Authority and/or Contractor and, within twenty (20) Business Days of issue of the Completion Certificate for the Works or the relevant parts of the Works the full and complete Health and Safety File relating to the Works.

**Primary working hours: Mon-Fri 7am - 6pm Sat: 8am – 4pm**

**Figure 1 Construction Access Compound**

**Figure 2 Surround Road Network**

**Figure 3 Surrounding Roads/Existing Site Plan**



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## 1.3 LOCATION

Figure 4 Aerial View

Figure 5 Site Accommodation

## 1.4 PROGRAMME TIMESCALE

The planned start of the Construction phase called Enabling Works(Line 19) is programmed to take place during the Easter 2019. This section of works is critical to allow a start on the Main Construction(Line 23) works during May 2019. See Draft Program below.....

Start date.....  
Completion date....

## 1.5 DETAILS OF PARTIES INVOLVED IN PROJECT

| <b>CLIENT</b> |  | <b>PROJECT MANAGER</b> |  |
|---------------|--|------------------------|--|
| Contact:      |  | Contact:               |  |
| Tel: TBC      |  | Tel :                  |  |
| Mobile: TBC   |  | Mobile:                |  |

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|                               |  |
|-------------------------------|--|
| Email: TBC                    | Email :                                |
| <b>CDM/PRINCIPLE DESIGNER</b> | <b>ARCHITECT</b>                       |
| Contact:                      | Contact:                               |
| Tel:                          | Tel:                                   |
| Mobile:                       | Email :                                |
| Email:                        |  |
| <b>QUANTITY SURVEYOR</b>      | <b>CIVIL &amp; STRUCTURAL ENGINEER</b> |
| Contact: :                    | Contact:                               |
| Tel:                          | Tel:                                   |
| Email :                       | Mobile:                                |
|                               | Email :                                |

|                             |          |
|-----------------------------|----------|
| <b>PRINCIPAL CONTRACTOR</b> |          |
| Contact:                    | Contact: |
| Tel:                        | Tel:     |
| Mobile:                     | Mobile:  |
| Fax:                        | Fax:     |
| Email:                      | Email:   |

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|  |  |
|--|--|
|  | <b>Contact:</b><br><b>Tel:</b><br><b>Mobile:</b><br><b>Fax:</b><br><b>Email:</b> |
|--|--|

### 1.6 EXISTING INFORMATION

It is the responsibility of the Client and CDM/Principal Designer to provide information on existing services and/or surveys carried out on the construction site along with any Health and Safety Files which are relevant to the construction work. Any information that is currently available has been issued.

### 1.7 ENVIRONMENTAL RESTRICTIONS & EXISTING ON SITE RISKS

#### 1.7.1 *Boundaries*

The site is currently occupied by the Existing building. site will remain live throughout the works period other than the periods. The site is bounded by an existing residential properties on 2 sides of varying age and character. Mature strips of vegetation run along all boundaries with both the highway and adjoining neighbours properties .

#### 1.7.2 *Existing Traffic Systems*

Current access to the site is via a shared access Road.

It is currently planned to reverse this flow on a permanent basis as per Fig 1 Construction Access. This would mean that the Construction access and new permanent access to the sitel is off road.

#### 1.7.3 *Site Traffic*

Site Traffic will be strictly controlled with work on site being cordoned off and segregated from the existing building, the general public and pedestrians.

company will develop, implement and maintain controls in line with a Site Traffic Management Plan detailing controls which will be put in place to minimize the risk of unauthorized persons from gaining access to the site during works.

Where possible deliveries will be programmed to be held outside peak travel times of the building, to avoid disruption to the residents. Access to the project area will be via Road. Deliveries are ONLY permitted between 09:15am and 13:30pm. This will be heavily enforced by the site and via or supply chain during procurement and the letting of the various packages.

#### 1.7.4 *Adjacent Land Uses*

The project area is bordered by private residential areas.

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- 1.7.5 *Existing Services.* Existing services to be located in accordance with HSG 47 'Avoidance of danger from underground services. The Client has undertaken surveys and company will carry out as required any additional surveys as necessary prior to any works taking place.
- 1.7.6 *Ground Conditions*  
A soils investigations survey was undertaken by the client with the report having been prepared and handed over by the client.
- 1.7.7 *Existing Structures*  
Existing buildings are in general to be maintained with minor demolition works to several areas within the existing buildings. This work will be carefully planned.
- 1.7.8 *Hazardous Material*  
Asbestos is present within the existing buildings and all relevant surveys as deemed necessary will and have been completed in advance of any works commencing. A pre-demolition survey will be completed by company if required in advance of any major demolition works being allowed to start.
- Hazardous Material: The Client has already provided company with various surveys of any areas where hazardous materials may currently be stored which may affect Company scope of works. As stated above a pre-demolition survey will be required.
- 1.7.9 *Contaminated Land*  
Contamination tests were undertaken by a specialist appointed by the Client. Due to the limited information available from this survey Company have completed a more thorough survey using Associates. The Site Survey indicates general low concentrations level with ongoing awareness rather than specific needs required.

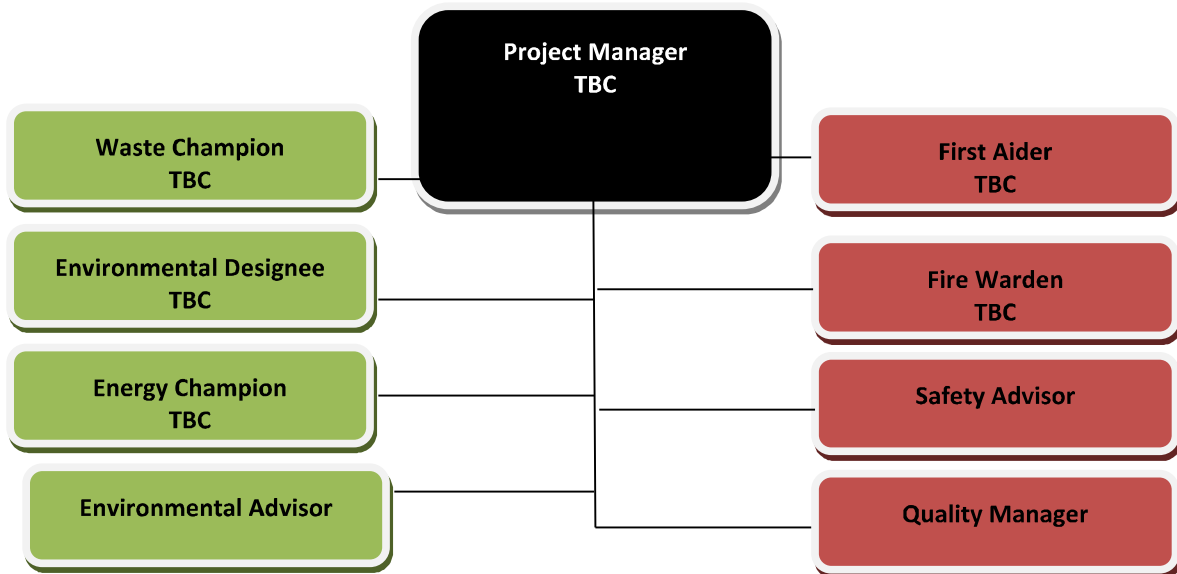
## 2.0 MANAGEMENT OF THE WORK

### 2.1 MANAGEMENT STRUCTURE AND RESPONSIBILITIES

Health and Safety matters for this Project will be the responsibility of the Site Management Team assisted and supported by relevant departments at Head Office

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Health and safety roles an

**Figure 6 Provisional Site Management Team**

Health and safety responsibilities for the site management team will be displayed on site on the 'Duty Chart' .

### 2.1.1 *Responsibilities of the Contract Manager*

Overall responsibility for the delivery of the building will provide a pivotal role throughout every stage of this process. Combining technical knowledge and practical experience, primary focus will be on the management; co-ordination and monitoring of all operations on site ensuring works are complete within programme in a safe working environment.

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It is the responsibility of the Contract Manager to ensure that all his site personnel observe the Company's H&S Policy and General Site Safety Rules. To achieve this, the Contract Manager:-

- Monitors and encourages compliance by using The 'CARES' Duty Chart () together with its weekly review () and regular meetings with his staff;
- Reports on compliance to the Directors at regular meetings; ▪ Promotes the use of the 'CARES' system and a safety culture;
- Helps identify training needs for his personnel and recommends to the Directors accordingly;
- Ensures that the Construction Phase Plan is compiled and maintained for each contract and that the file is handed over to the client at the end of each contract;
- With the help of the SHEQ Dept and the Buying Dept ensures that only competent sub contactors are employed on his contracts;
- Ensures that his staff report and investigate accidents thoroughly with the assistance of the SHEQ Department.

### 2.1.2 *Responsibilities of the Site Manager/Project Manager*

Day to day responsibility for the safe execution of the construction works, while ensuring minimal impact to adjacent properties (especially) through noise and pollution management. Responsibility for the quality of the workmanship to ensure it complies with the specifications and drawings.

It is the responsibility of the Site Manager to assist the Contract Manager in the day to day implementation of the 'CARES' system. The Site Manager must nominate personnel to undertake duties as described on the 'CARES' Duty Chart () and in so doing must ensure that personnel have adequate training to allow them to undertake the rolls to which they have been nominated.

The Site Manager must ensure that duties are adequately fulfilled by completing the Duty Chart review sheet () on a weekly basis.

The Site Manager provides support to the site engineering team, promotes the implementation of a safe working culture through the 'CARES' safety management system, and ensures that good environmental management is practiced.

### 2.1.3 *Responsibilities of the Site Engineer*

The Site Engineer provides site engineering services such as setting out and quality control checks, conduct task talks, toolbox talks and hazard spotting. They must also ensure that the requirements of the 'CARES' safety management system are followed on site, and that good environmental management is practiced.

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### 2.2 HEALTH AND SAFETY GOALS

#### 2.2.1 *Statement of Policy Principles and Objectives*

Company will give the highest priority to the Health, Safety and Welfare of staff, operatives and others who may be affected by Company undertaking within the Project. Company seeks to comply with current and applicable Health & Safety legislation, and the requirements contained within the Health & Safety Management Systems proposed for the Project.

Company aim is to avoid fatalities, injury, ill health, damage to property, and damage to the environment on this project. Towards the achievement of our aim, our main objectives will be to ensure that:-

- Safety duties are clearly defined and accepted.
- Hazards are identified, risks assessed, eliminated where practicable, or reduced to an acceptable level.
- Safe Systems of Work are implemented.
- Safe and healthy working conditions are maintained.
- A positive health and safety culture is promoted within all parties, including “consideration for others” to prevent, as far as is reasonably practicable, nuisance and disturbance to adjacent property owners and the public in general.
- The Construction Phase Plan for the project is continually reviewed and updated.
- Accident Statistics are maintained and corrective / preventive action taken where required.
- Management and employees look after themselves and others who may be affected by their acts or omissions at work.
- Management and employees co-operate with each other to achieve the Company’s Health, Safety, and Welfare objectives.
- Management and employees are competent to carry out their duties safely and will provide adequate resources for the safe execution of the project.
- The development of a ‘good neighbour’ policy philosophy by ensuring good consultation with property and landowners as the project progresses.

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### 2.3 ARRANGEMENTS FOR MONITORING AND REVIEW OF HEALTH AND SAFETY PERFORMANCE

Company are certificated to the Health and Safety management system BS OHSAS 18001, and have their own bespoke Company 'CARES' Site Safety Management System. In Northern Ireland the Company is also registered to 'Sate – T – Cert', a health and safety management system unique to Northern Ireland.

Monthly Health and Safety review meetings are held with the Health & Safety Department, Contract Managers, Directors, and Managing Director to discuss the following:-

- Accident statistics for the previous month;
- Progress on the health and safety improvement plan for the year;
- Setting new initiatives;
- Visits by the enforcement authorities;
- Regulatory compliance;
- New and pending legislation;
- Disciplinary issues for the previous month;
- Planned external audits and results of recent audits;
- Safety training completed and planned;
- Purchasing issues with regard to sub-contracts;
- Proposed safety alert for the incoming month;
- Environmental issues;
- Funds donated to charity as a result of having accident free sites;
- Results of the Considerate Constructors Scheme audits;
- Workplace consultation.

Our senior management hold an annual review meeting for the integrated SHEQ system. They discuss accidents, incidents, near misses, and ways to improve. The meeting also reviews policies, objectives, targets, audits, accidents, legislation, training, etc.

Weekly safety review meetings are held on site, chaired by the Site Manager/Project Manager or their assistant. This meeting is held to help enable the safe co-ordination of the incoming week's activities, to ensure method statements and risk assessments have been completed, changed or require amendment, and confirm delivery of tool box talks. Unsafe acts that happened during the previous week are discussed and preventive actions agreed for the future. Attendees at the meeting include representatives of the supply chain who are directly involved in the site activities.



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Company BS OSHAS 18001 is audited by internal and external auditors. Our internal operating procedure, OP 26 'Internal Audits' describes our auditing process.

**Internal audits produce** a comprehensive picture of the effectiveness of the health and safety management system in controlling risks. The audit programme is updated and reviewed by the SHEQ Manager.

Health and Safety inspections will be carried out initially on a 2 - 3 weekly basis. Inspections are aimed at checking conditions in a specified area against, in some cases, a fixed checklist. An inspector will look at the work which is being carried out at that particular time and make observations/comments against work activities or paperwork relevant to work activities.

Some of the items arising from the safety inspections will be dealt with immediately, other items will require action by a certain date and by specified people. A brief report of the inspection and any resulting action list will be submitted to the Site Manager, Contract Manager, and Directors.

Spot checks, or hazard spotting, are carried out daily and any unsafe conditions dealt with immediately.

A nominated member of the site team inspects all areas that interface with third parties to ensure there are no hazards that could cause an injury, damage, or ill health. A pro-forma check sheet, 'Protection of Third Parties' is completed daily along with photographs of work areas. All defects found are rectified as necessary. We will also keep the client informed of any issues found and share this information. By agreement an appointed representative from client will be involved as and when deemed necessary.

### **2.4 ARRANGEMENTS FOR REGULAR LIAISON, CO-ORDINATION & COOPERATION WITH INTERESTED PARTIES**

The successful implementation of this Construction Phase Plan depends upon there being adequate coordination, co-operation, participation, and liaison with the client and Client management team and other parties.

Good co-operation and co-ordination of work between all of the parties involved in this project is essential if risks are to be identified early and properly controlled. Company will take the lead and actively encourage this process with the client management team, pupils and other interested parties at an early stage.

The project will be part of the Considerate Constructors Scheme. which also enforces good co-operation and co-ordination. Information and newsletters will be distributed through the site to inform Staff and Students of the arrangements for planned works and work progress as well the potential dangers of the site. This

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information is communicated by means of a little pamphlet called 'Inform' produced by Company and edited by the Client and their team prior to distribution.

Coordination and cooperation is realised on site through weekly health and safety review meetings with contractors. Information about risks and precautions is shared between all parties. All meetings held on Company sites have 'Health & Safety' at the top of the agenda.

Health and safety issues will be discussed at monthly progress meetings chaired by the Project Manager and client and their Management Team. A health and safety report will be tabled at the meeting by the Project Manager.

The Principal Designer shall be invited to agree a programme of formal meetings to review on-going and/or outstanding design matters as they relate to health and safety, as well as the provision of information relevant to the Health & Safety Files.

There will be several contractors working on site simultaneously and Company will ensure that all works are carried out in a co-ordinated manner at all times to ensure the health and safety of site operatives, management, and others nearby.

### **2.5 ARRANGEMENTS FOR CONSULTATION WITH THE WORKFORCE**

At site level, the following mechanisms will be established for effective ongoing consultation with all operatives:-

- Open door policy for all operatives and staff employed on site where the individual can approach the site supervisory staff on matters relating to health and safety;
- Construction meetings held with the site management team;
- Weekly safety review meetings held with contractors and employees' representative;
- Sub-contractor progress meetings where health and safety is at the top of the agenda;

### **2.6 ARRANGEMENTS FOR THE EXCHANGE OF DESIGN INFORMATION**

The procedure for the approval of the Contractors design is as follows: -

During the detailed Design and Construction Phase, Company as the Principal Contractor and their designers shall afford all necessary assistance to the Principal Designer to enable them to carry out their duties under the CDM Regulations. These duties include ensuring that all designers (including designers working for sub-contractors of Company) fulfil their CDM duties with respect to taking risk into account, providing information and co-operating with other designers, etc.

Company and their designers shall liaise with the Project Manager and Principal Designer so that appropriate notice is given for them to attend design review

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meetings, etc, and shall attend any additional CDM meetings as required by the ESCC has not appointed.

In the event of unforeseen circumstances that may require a design input, Company shall inform the Project Manager, the Designers and the Principle designer so that associated risks may be assessed and appropriate avoidance/control measures determined.

Information arising from this continuing liaison shall be entered as appropriate in the Construction Phase Plan as part of its ongoing review and development by Company.

### 2.7 ARRANGEMENTS FOR HANDLING DESIGN CHANGES DURING THE PROJECT

Design approval and other contract information will be shared and distributed via the Aconex document management system.

To handle design changes during the project Company will hold/attend regular M&E, technical & progress meetings which will be minuted and kept on Company document management system. These meetings will keep track of any changes documented on drawings.

If Company need to make a design change the client, designer, and Principal Designer will be contacted to gain approval. Once approval is obtained the design changes will be discussed at a separate sub-contractor meeting.

Any queries on safety issues or design implications relative to health and safety will be directed to the Designer and Principal Designer as soon as is practical. Where variations in the materials and substances to those specified occur, the Company will contact the Designer and in advance of the works commencing on site.

If, due to unforeseen circumstances, Company are unable to discharge their legal obligations with regard to Health and Safety then the particular construction operations affected will be ceased immediately. The matter will be advised to and discussed with the Principal Designer with a view to the provision of additional resources to enable the works to proceed.

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### 2.8 ARRANGEMENTS FOR THE SELECTION AND CONTROL OF CONTRACTORS

Company operate a selection system based on a questionnaire completed by all contractors. This questionnaire requires all contractors to submit the following:-

- Details of their in-house or independent H&S Advisor;
- Details on the training received to their workforce; as a minimum they must possess a CSR, CPCS or equivalent skills card;
- Copy of H&S Policy;
- Details of any H&S enforcements against the contractor;
- Accident reporting procedure;
- Sample inspection or audit;
- Several members of the various contractor teams(as well as Company) will also be expected to be DBS checked and cleared.

Contractors who wish to sub-contract part of their work package must receive permission from Company before doing so. They will be expected to assess their sub contractors in a similar manner to Company.

### 2.9 ARRANGEMENTS FOR THE EXCHANGE OF HEALTH AND SAFETY INFORMATION BETWEEN CONTRACTORS

#### 2.9.1 *Company "CARES" Site Safety System*

Company "CARES" Safety System will be implemented on this contract (2.4).

The "CARES" Safety System embodies:-

- Site induction for all operatives and staff on site including Sub-contractors' operatives;
- Site Rules and pocket safety information cards;
- Daily Task Safety Talks;
- Weekly Safety Review Meetings;
- Daily Safety Walkabouts;
- Tool Box Talks;
- H&S/EMS Inspection Check;
- Protection of Third Parties Form F107;
- Display of Visitors Signs;
- Display of Site Rules;
- Display of Accident Statistics Board (updated daily);
- Display of Safety Posters and Accident Alerts (updated monthly);
- Duty Chart showing health and safety responsibilities;
- Weekly safety responsibility review record;

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- Distribution of Company Health and Safety Handbooks.

### 2.9.2 *Site Meetings*

Health and Safety matters will be discussed as an integral part of regular project meetings. The topic of health and safety will be at the top of each agenda.

Weekly Safety Review meetings will be held by site management, with representatives from sub-contractors in attendance. Copies of the Weekly Review record will be held on site for review by all parties. The meeting will discuss matters relating to method statements, risk assessments, tool box talks, safe access, etc.

'Safety Task Talks' will be undertaken by the person(s) detailed in the Duty Chart and they will be used to ensure safety precautions and safe work methods are communicated directly to the workforce and contractor's supervisors.

### 2.9.3 *Permit to Work*

A Permit to Work system will be adopted as and when required by the various statutory bodies and/or the Client.

Additionally, permit-to-work systems will be operated for the following:

- Work with existing mains and services;
- Confined spaces work;
- Electrical work;
- Hot work;
- Working near overhead power lines F122 (**2.23**);
- Other high risk activities as identified by site management; ▪ Steps and ladders;

## 2.10 ARRANGEMENTS FOR SITE SECURITY

Site Security measures will be fully discussed and agreed with the client prior to commencement of the project on site, with requirements being implemented and monitored throughout the project by the Company Site Management Team. All work areas will be suitably signed at all access and egress points warning persons of construction activities. These signs will include, 'construction site – keep out' and 'visitors/deliveries to report to site office'.

HSE Guidance Note HSG 151 'Protecting the public – your next move' will be followed where appropriate.

The site management team will be vigilant to prevent any unauthorised access onto the construction project site.

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All visitors will be required to sign the visitors log book. A Company Representative will remain with the visitor at all times during their visit.

### 2.11 ARRANGEMENTS FOR SITE INDUCTION

All new operatives on site will attend a health and safety induction which will highlight:-

- Company commitment to health and safety;
- The outline of the project;
- The individual's immediate line manager and any other key personnel;
- Any site-specific health and safety risks, for example in relation to access, transport, site contamination, presence of asbestos, hazardous substances and manual handling;
- Control measures on the site, including:
  - Any site rules;
  - Any permit to work systems;
  - Traffic routes;
  - Security arrangement;
  - Hearing and eye protection zones;
  - Arrangements for personal protective equipment, including where to find it and how to use it;
  - Arrangements for housekeeping and materials storage;
  - Facilities available, including welfare facilities;
  - Emergency procedures; - Environmental rules.
- Arrangement for first aid;
- Designated Smoking areas;
- Arrangement for reporting of accidents and other incidents;
- Details of any planned training, such as toolbox talks;
- Arrangements for consulting and involving workers in health and safety;
- Information about the individual's responsibilities for health and safety; ▪ Review of relevant toolbox and/or method statement/risk assessment.

Inductions will be held once a day at a time convenient for all parties involved.

#### Visitors Induction

Visitors to the site (i.e. Fitters, maintenance personnel, refuelling personnel, client representatives, etc.) will be required to undergo a visitor's site induction. They will not be permitted onto site without the express permission of the Project Manager. All entrances to the site will advise visitors to report to the site office. Visitors will undergo the full site safety induction process unless all the following criteria are met:-

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- They are accompanied at all times by a responsible member of the organisation whom they are visiting and who is familiar with the site;
- The responsible person accompanying them has briefed them on the hazards that they are likely to encounter, the relevant site emergency procedures and their duty to look after their own health and safety;
- They are wearing protective clothing and equipment that is appropriate to the areas they will visit.

### 2.12 ARRANGEMENTS FOR ON-SITE TRAINING

The Site Management Team will continuously review the safety training needs of all direct employees and those of Contractors on site and proceed to organise onsite training where deemed necessary.

Onsite training will be provided in the form of:

- Site inductions;
- Daily task talks;
- Toolbox talks;
- Safety Observations;
- Method statement/risk assessment briefings;
- Onsite training by Company H&S Department;
- Onsite training by external providers as deemed necessary.

Training is quantified on a monthly basis in “training hours/man” and this forms part of Company monthly statistics.

*Information and Instruction with client Management Team:*

Company will co-ordinate with the client Management Team to ensure timely, suitable and sufficient communication is maintained with staff, this may include, posters, signs and agreed written communication. We would also like the opportunity to give a brief presentation on Health + Safety at a assembly prior to the start of the main Construction works.

### 2.13 ARRANGEMENTS FOR WELFARE FACILITIES

Suitable welfare facilities will be provided from the start of the construction phase as per Schedule 2 of the 2015 CDM Regulations, i.e. the number of toilets and washbasins will be provided as per Table 1:

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Table 1

| Number of toilets and washbasins for mixed use (or women only) |                   |                      | Toilets used by men only |                   |                      |
|--|-------------------|----------------------|--------------------------|-------------------|----------------------|
| Number of people at work                                       | Number of toilets | Number of washbasins | Number of people at work | Number of toilets | Number of washbasins |
| 1-5  | 1                 | 1                    | 1-15                     | 1                 | 1                    |
| 6-25   | 2                 | 2                    | 16-30                    | 2                 | 1                    |
| 26-50  | 3                 | 3                    | 31-45                    | 2                 | 2                    |
| 51-75  | 4                 | 4                    | 46-60                    | 3                 | 2                    |
| 76-100   | 5                 | 5                    | 61-75                    | 3                 | 3                    |
|  |                   |                      | 76-90                    | 4                 | 3                    |
|  |                   |                      | 91-100                   | 4                 | 4                    |

The site management team will make suitable arrangements for dealing with site sewage. This will take the form of a connection to the mains on site. When connecting to a main sewer, a discharge consent must be obtained from the local water service provider.

The location of all site accommodation will be agreed with the Project Manager employed to represent the client.

### 2.14 ARRANGEMENTS FOR FIRST AID

A first aid facility and first aider will be identified and available on site. A first aid sign will be displayed indicating the location of first aid boxes and the name of the first aider.

### 2.15 ARRANGEMENTS FOR THE REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS AND NEAR MISSES

#### 2.15.1 Accident Reporting

Accident and incident reporting will be in accordance with our Operating Procedure 14, 'Reporting & Investigation of Accidents and Incidents'.

The summarised accident reporting procedure will be displayed on the site notice board. An appointed member of the site management team will be responsible for the completion of the site accident book as well as form (A) in respect of reportable accidents, diseases and dangerous occurrences in accordance with RIDDOR.



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All accidents, whether major or minor, and occurring in or about the premises will be reported immediately to the Project Manager (or person in control) who will ensure that the accident is recorded in the premises accident book. Near misses will also be reported and recorded. All reportable accidents, or incidents of a life threatening nature will be investigated, and the information analysed to determine the initiating event, root cause, and relevant contributory factors.

### *2.15.2 Accident Investigation*

Company will investigate accidents immediately, if possible, at the scene of the accident, since all of the tools, materials, people and circumstances that may provide clues to the cause are present at that location. A detailed guidance article on investigation is provided in Appendix 3 of Operating Procedure.

In summary, the investigation will be conducted using the following procedure:-

- Where injuries have been sustained, make sure the injured party is properly cared for before anything else;
- Where practicable, preserve the scene to facilitate investigation;
- Investigate as promptly as possible;
- Photographs, sketches and measurements of the scene help to paint a clearer picture;
- Interview all witnesses separately;
- Reassure each witness of investigations' real purpose, i.e. to prevent recurrence;
- Get witnesses initial version with minimal interruptions; ask questions to fill in gaps; have them describe and point without doing;
- Apply empathy in interviews; make no attempt to place blame or find fault.
- Be objective; don't have fixed opinions in advance;
- Read statement back to witness in order to confirm understanding and accuracy;
- Express appreciation to everyone who helped in the investigation;
- Record data accurately.

### *2.15.3 Near Miss & Safety Observation Reporting*

Near Miss – an incident where no injury, ill health, or fatality occurred, depending on circumstances a Near Miss could also be a dangerous occurrence.

Safety Observation – a potentially unsafe condition which could give rise to an incident, but has not actually occurred. A Safety Observation may require remedial action to prevent an incident within an appropriate timescale.

Near Misses and Safety Observations can be reported from site to the Health and Safety Department through a number of ways; namely, daily safety task talk book, email, or through (intranet system). The Near Misses and Safety Observations are

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then categorised by the Health and Safety Department and analysed to identify any trends that are occurring or to highlight any significant near misses. These issues are then presented and discussed at the Regional Health and Safety Review Meetings and also the Managing Directors Health and Safety Review Meetings.

### **2.16 ARRANGEMENTS FOR THE PRODUCTION AND APPROVAL OF RISK ASSESSMENTS AND METHOD STATEMENTS**

Method statements and risk assessments will be drawn up to allow for the initial phase of the works to commence .

Hazards/risks identified in the Pre Construction Information and/or designers risk assessments will be considered in their entirety and appropriate control measures established.

Company Site Management Team will review method statements and risk assessments submitted by sub-contractors. Details of the review will be documented on the 'Review Sheet'. Work will not be allowed to start until the content of method statements and risk assessments has been agreed by our Site Management Team.

The Site Management Team, at the weekly review meetings, will identify the health and safety hazards that are anticipated for each phase of the works programme, and agree safe methods of work to eliminate or control the risks to those persons carrying out the work itself and all other persons who may be affected. Method statements and risk assessments will then be prepared, reviewed, communicated, and issued in good time prior to commencement of work. The Site Management Team will then ensure that all control measures referred to are implemented.

Company recognises that elements of the works may change during the course of the project. Steps will be taken prior to any modification of the agreed works to revise risk assessments and methods statements to ensure all safety implications have been addressed and preferred work methods documented. This in turn will be communicated to the workforce via toolbox talks.

### **2.17 ARRANGEMENTS FOR SITE RULES**

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The site will display a set of site rules in the form of a poster, the rules are detailed in the list below:-

- All personnel must undergo site induction;
- All personnel must wear appropriate PPE at all times;
- Be highly aware that we are working within a Live environment;
- Report all accidents and near miss events to Company;
- Do not interfere with or misuse fixtures, fittings or equipment provided in the interests of health and safety;
- Smoking shall only be allowed in designated areas;
- All visitors must report to Company site office prior to entering site;
- Lorries are not to be reversed in construction areas without an authorised banksman;
- Safety signs and notices must be followed;
- Transistor radios or personal stereos / walkmans / Ipods must not be used;
- You must understand and follow your method statement;
- All companies must have a nominated safety person in charge of their operations at all times;
- Follow the site fire procedures
- Being under the influence or consuming alcohol or drugs is prohibited;
- No person to operate mechanical plant or equipment unless they have been trained and have been certificated as competent;
- Any mechanical plant or equipment found to be defective is not to be used
- Ladders must be secured at all times during use;
- Trestles should only be used with suitable and sufficient guardrails or as supporting elements of a fully boarded out working platform;
- Food to be consumed in canteen. Respect canteen and toilet facilities;
- Only a qualified electrician to make alterations to temporary electrical supply;
- Only 110V power tools are permitted on site;
- No fighting, horseplay or practical jokes allowed on site;
- The following is strictly prohibited:-
  - The wearing of Football, Gaelic, or Rugby tops of any type;
  - The display of photographs, posters, flags, emblems, or other material, which could be perceived to be of a sectarian nature;
- The display of calendars, photographs, or other material which could be perceived by either male or female as offensive, is strictly prohibited
- Make yourself seen by mobile plant operators. You must:-
  - Always wear your high visibility clothing;
  - Attract the driver's attention if you are in the vicinity of their vehicle;
  - Signal to the driver if you intend to approach his / her vehicle and wait for a response before moving;
- To prevent the accidental release of buckets from semi-automatic quick hitches, plant operators must always ensure that the retaining bar, or safety pin, complete with safety clip, is inserted before commencing work;

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- Be alert to mobile plant and other hazards when using mobile phones. Never use a mobile phone when operating mobile plant.

The site management team, if necessary, will draw up further site specific rules at the beginning of the contract to suit the needs or any comments by client

### 2.17.1 POLICY RELATING TO DRUG AND ALCOHOL ABUSE

- **Definition of Drug Abuse**

Drug abuse includes the intentional and unintentional use of illegal drugs and the misuse of prescribed drugs and substances, including solvents and alcohol.

- **Effects of drug abuse and the purpose of this policy**

Drug abuse can harm the abuser both physically and mentally, and through the abuser's actions, other people and Company' business. Where it arises, it is viewed by Company as a serious problem. The purpose of this policy is therefore to ensure that the possible consequences of drug abuse on the individual, other employees, the public and Company' business, are avoided or reduced to a minimum.

- **Self help and Company' attitude**

Employees with a drug abuse problem are encouraged to seek help in dealing with it. Any approach from an employee on that basis will be dealt with sympathetically by Company. Each problem will be dealt with confidentially, both in terms of the problem that drug abuse represents and any subsequent treatment to deal with it.

- **Identification of drug abuse**

The use of drugs can be addictive and affect the abuser's judgement and perception of reality, preventing him or her from realising that help is needed, or in some cases from taking the necessary steps to obtain it. There is therefore a need to identify drug abuse and to intervene to provide the necessary help quickly.

Supervisors and managers will be given information relating to the identification of possible drug abuse problems. Any information given to Company by or about an employee, who may have a drug abuse problem, will be treated in confidence.

If Company suspects that an employee has a drug abuse problem, it will be discussed with him or her in confidence. During that discussion the employee will have the right to be accompanied by a friend or employee representative of his or her choice. He or she may be required to undergo a medical examination by a Company nominated doctor. If this confirms the existence of that problem, the other provisions of this policy will be applied.

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- **Assistance and treatment as absence due to sickness**

Once a problem is identified, steps must be taken to provide help, which can in the first instance be sought via the Company Secretary. Absence for treatment and rehabilitation will be regarded and dealt with as absence due to sickness, provided that the affected employee co-operates fully with Company and those who are recognised by Company as seeking to help.

- **Effects on work**

Company will seek, wherever it is reasonable and safe to do so, to allow affected employees to continue to remain at work, either in the same capacity as before, or in an altered or different capacity to suit the circumstances of the situation. In cases where an employee does not remain at work during treatment, Company will seek to return that employee to his or her original job after treatment, or, when this is not feasible or advisable, it will try to provide suitable alternative employment.

- **Relapses**

It is recognised that relapses may occur, and in the event that this should happen, and provided that the employee is fully co-operating in trying to overcome the problem, Company will do whatever it reasonably can to assist.

- **Where work exacerbates a drug abuse problem**

Where an employee has a drug abuse problem which may be made worse by his or her job (e.g., excessive stress, or requirements to socialise with customers) or where the hazards of his or her presence to other employees is greater because of the nature of the job, Company will investigate the possibility of transfer to suitable alternative employment.

- **Disciplinary implications**

Company will not take any adverse action unless abuse interferes or threatens to interfere with the work of the employee concerned, or his or her conduct during working hours, or otherwise adversely affects or threatens to affect Company's interests, for instance by public association of its name with illegal activities, or the exposure of other employees or members of the public to risk or harm.

- **Refusal to accept the problem or help to overcome it**

If help to overcome a drug related problem is refused, the existence of a problem is denied, or impaired performance continues, disciplinary action is likely to follow. That action may include dismissal in cases of gross misconduct, or where the employee is felt to be no longer capable of carrying out his or her work safely and

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competently, especially where help is refused or the existence of a problem is denied.

- **Occasional or sporadic instances of drug abuse**

Any matter which would normally be dealt with under the disciplinary system, and which is due to, or contributed to by occasional or sporadic instances of drug abuse which are not part of an underlying drug dependency problem, will in any case continue to be dealt with under the Disciplinary System and not as a medical problem under this policy.

- **Drug trafficking/Possession of drugs**

Trafficking in drugs is illegal and any employee who is found to be involved will be reported to the Police immediately and dismissed.

- **Policy application and amendment**

This policy applies to all employees. It will be monitored, and amended in the light of experience and developing best practice.

- **Implementation**

- Responsibility for implementing the policy rests with the directors and every departmental manager, who must seek advice as necessary from expert sources via the Company Secretary.

## 2.18 ARRANGEMENTS FOR FIRE AND EMERGENCY

### 2.18.1 *Emergency Procedures*

Clear emergency procedures applicable to this project will be co-ordinated with the client Management Team and developed & documented by Company, taking account of any existing site procedures, including any emergency procedures specified by the Client. Site specific risk assessments will be produced for each situation encountered and this will determine the exact level of emergency procedures or arrangements required.

For the duration of the works, all operatives/persons associated with the works will be informed of an emergency situation either by manually operated alarm bells or shouting, depending on the size of the site. A map will be displayed showing emergency exit points, muster points, fire extinguishers and first aid box along with an emergency contact notice. By agreement and if suitable the same Muster point as currently used by the client maybe utilised.

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### **2.18.2 Confined Spaces**

Pre-emergency procedures and equipment will be set in place such as trained personnel, gas monitors, hoists, ladders, ventilation, breathing apparatus, no lone working, and first aider available. Each situation will require a specific risk assessment as to the nature of the confined space, e.g. open chamber, closed manhole, blocking pipes, open trenches, etc.

In the event of personnel injury and where the atmosphere is acceptable, the standby man will contact the Site Manager / Site Engineer as well as the first aider and request assistance in retrieving the injured party. The Site Manager / Site Engineer will then contact the emergency services if required. In the event of an employee losing consciousness or asphyxiation the standby man will contact the first aider, Site Manager / Site Engineer and the emergency services. No one will be allowed to enter the confined space.

Using the hoist or attached rope attempts will be made to safely bring the victim to safety. Once at safety the first aider will attempt to resuscitate the employee until the emergency services arrive. In the event of fire or explosion or the release of hazardous substances refer to emergency procedures listed above and below. The emergency services must have a clear path when they arrive, with the Site Manager / Site Engineer designated to direct emergency personnel.

### **2.18.3 Flooding**

Site specific risk assessments and method statements will be produced for all areas likely to flood before entering the site is considered. Existing service drawings consulted for details. No lone working will take place.

### **2.18.4 Fire & Explosion**

Fire extinguishers will be available as well as personnel trained in their use. Existing service drawings will be referred to as well as a site survey carried out to ascertain any possible causes of fire or explosion. The emergency services will be pre-informed as to our presence on site and any suggestions actioned. No lone working will be allowed.

- A fire risk assessment will be completed before work commences and a fire safety plan will be produced showing emergency exit routes and the muster point (updated as and when necessary).
- All operatives will be instructed as to the location of the nearest telephone during their induction.
- In case of emergency they will be instructed to Dial 999 and provide all the relevant details known.

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### **2.18.5 Trench Collapse**

Trenches may be dug to various depths and for various services. Pre-emergency procedures and equipment will be set in place such as trained personnel, access/egress, ladders in good condition, no lone working permitted, a first aider available, etc. Each situation will require a specific risk assessment as to the nature of the open trenches.

In the event of trench collapse the stand by man will attempt to safely assist the employee to escape, contact the Site Manager / Site Engineer as well as the first aider and request assistance in retrieving the injured party. The Site Manager / Site Engineer will then contact the emergency services if required. No one will be allowed to enter the trench.

Using all available means, attempts will be made to bring the victim to safety. Once at safety the first aider will deal with the employee until the emergency services arrive. The emergency services will have a clear path when they arrive, with the Site Manager / Site Engineer designated to direct emergency personnel.

The incident will be investigated, studying method statements, risk assessments to ascertain what happened and measures taken to ensure it does not recur. The incident will be reported under RIDDOR by the health and safety department.

### **2.18.6 Emergency Evacuation**

Emergency evacuation shall be coordinated using the existing site arrangements and given with the site safety inductions.

### **2.18.7 Cable/Pipe Strikes**

Remove all personnel from the immediate vicinity to an upwind position. Enforce 'No smoking' and remove naked flames or heat. Do not operate any machinery/equipment or use mobile phones in the immediate area. Do not cover or interrupt the flow of gas to the atmosphere. Do not attempt to repair gas pipeline. Do not operate underground valves. Immediately phone manager and then service provider.

If there is an injury, fire, explosion, disruption to property or traffic phone emergency services immediately '999'.

Isolate the excavation area, barrier off and prevent encroachment by Site Team or General Public. Stay out of the excavation until the utility owner(s) have completed their repair work or have made the area safe. Leave any equipment in the excavation that may have become live. If water is flowing from the excavation



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prevent anyone from stepping into it. If gas is present, or if there is a risk of water coming into direct contact with live electrical services, the team must stay on site to ensure that:-

- Members of the public, especially children cannot come into contact with live services or the water that is in contact with the service;
- Members of the public are kept away from the proximity of any gas leak and that naked flames are extinguished (cigarettes, matches etc);
- A gang member stays on site until a representative of the utility/owner arrives on site and takes ownership of the site;
- This is particularly important in the event of a multiple service strike, as the team member must advise the utility representative that there are 'Live electrical services' or a 'Gas leak', in the area and that they MUST BE repaired first;

### **2.18.8 Road Traffic Collisions**

A site specific traffic management plan (TMP) will be developed, agreed and implemented on site. Signage, Information and Awareness methods will be agreed with client and the client Management Team for staff and pupils in relation to driving safely on site, complying with speed limits, driving with consideration and care to construction works / traffic on site.

In the event of a Road Traffic Accident (RTA) and irrespective of how it was caused all drivers must stop. The Police need only be called to the scene and college management and Company Management staff informed.

### **2.19 ARRANGEMENTS FOR NON-NATIONALS/NON ENGLISH SPEAKING WORKERS**

Due to the increase in the non English speaking workforce Company will adopt the following approach:

- The names of all non English speaking operatives to be brought to the attention of the Site Manager and the first language of the non English speaking operative is to be recorded;
- All non English speaking operatives to receive the full standard induction in their first native language. This can be undertaken by a translator or via a "buddy". (N.B. Buddies must have a high standard of spoken English and the first language of the person they are translating for.);
- Non English speaking operatives should be accompanied by a buddy at all times, so far as is reasonably practicable;
- Non English speaking operatives will not be permitted to undertake any task in which clear communication in English is necessary for the safety of all persons;

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- A group of non English speaking operatives can undertake work as an individual unit as long as they all speak or understand the same language. Again the group must be directed by a person who speaks both English and the foreign national's language;
- All safety critical signs must be translated into the language of the non English speaking operatives or the pictogram of the sign be of a nature that the non English speaking operative understands the meaning of the sign without reading the text. The ability of the non English speaking operatives to understand signs should be assessed by the Site Manager;
- No person should be employed on a Company site unless clear spoken communication can be established and maintained at all times.

### 2.20 ARRANGEMENTS FOR DISCIPLINE

Company have disciplinary systems in place for both direct employees and those of Sub-contractors employed on our sites. Our direct employees are subject to the Company disciplinary rules that are enforced when a breach of the standards may be subject to disciplinary action. A breach may result in the following:-

- (a) Verbal Warning;
- (b) Written Warning;
- (c) Final Written Warning;
- (d) Dismissal, either with or without notice.

In the case of Sub-contractors' employees we adopt a three strike rule process which is documented in an operating procedure, OP 29, 'Sub-contractor Disciplinary Procedure'. Any behaviour considered to be in breach of health and safety standards may be subject to disciplinary action, which will result in the 3 Strike Rule procedure being implemented:-

- 1<sup>st</sup> strike (1<sup>st</sup> letter to employer);
- 2<sup>nd</sup> strike (2<sup>nd</sup> letter to employer);
- 3<sup>rd</sup> strike (removal from site work area and phone call to employer followed by 3<sup>rd</sup> letter).

If an individual receives 3 strikes in the two year period leading up to the third strike they will be removed from site at the discretion of the Contract Director. A full report is completed by the Contract Manager detailing the circumstances of the three strikes, and submitted to the Contract Director.

Any breaches in safety in relation to traffic will be reported to the Management Team.

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### 3.0 CONTROLLING SIGNIFICANT SITE RISKS

#### 3.1 SAFETY RISKS

Company will undertake the identification of hazards, assessments of risks, and implementation of control measures taking cognisance of information supplied in the Pre-Construction Information. Prior to development of the Construction Phase Plan a Company Pre-Start Risk Assessment will be completed. The Site Manager accompanied by a H&S Adviser will walk the site and document hazards as seen. This risk assessment will form part of the Construction Phase Plan.

Risk assessments on site will be drawn up in accordance with our Operating Procedure 16, 'Risk Assessment'.

The five basic steps to risk assessment will be addressed as follows:-

- Step 1: Look for Hazards. This may include hazards originating outside the work area capable of adversely affecting the health and safety of workers under the control of the Company within the work area;
- Step 2: Decide who might be harmed and how. This will include members of the public, contractors / subcontractors, and visitors;
- Step 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done;
- Step 4: Record the findings on the risk assessment form;
- Step 5: Review the assessment periodically, depending on the following considerations:
  - The nature of the hazard;
  - The magnitude of the risk;
  - Changes from normal operation;
  - Changes in labour, plant, equipment, raw materials, chemicals, adverse weather conditions, etc.

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### 3.1.1 Personal Protection Equipment

PPE which is mandatory on site at all times:

- Hi-visibility vest/coat;
- Hard hat;
- Safety boots; ▪ Gloves;
- Safety glasses.

Company will expect suitable eye protection (glasses, goggles, face visor) to be worn by operatives engaged in the following activities:-

- Using grinding or cutting tools;
- Using oxy-acetylene equipment;
- Using percussion equipment;
- Using welding equipment;
- Using air/gas nails guns;
- Or other activities as identified in the risk assessments.

Company will expect ear defenders to be worn by operatives engaged in the use of:-

- Demolition activities;
- Jack hammers;
- Petrol driven power saws;
- Any other task where noise levels could lead to noise induced hearing loss;
- And similar works;

Company will expect respiratory equipment to be worn by operatives engaged in the use of:-

- Handling substances which require the use of respiratory equipment;
- Dusty activities;
- If required in confined spaces.

Company will expect gloves to be worn at all times by operatives and visitors and site specific gloves to suit the task work for:-

- All work activities unless the risk assessment shows that gloves are not necessary;

Company will expect harnesses and lanyards to be worn by operatives engaged in:-

- Operating mobile elevated work platforms;
- Man baskets;

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- Other work at height areas where the use of collective measures is not practicable.

The issue and control of Personal Protective Equipment will be the responsibility of the relevant contractor's representatives. This will be monitored by the site management team and by the Health and Safety Officer during internal audits.

Company will maintain a small but sufficient supply of Personal Protective Equipment for visitors and emergency situations. Contractors will be expected to supply and enforce the wearing of personal protective equipment in accordance with The Personal Protective Equipment at Work Regulations. This will be monitored by the Company site management team.

PPE must be logged in a site register and shall be tested, as appropriate, by a competent person.

### **3.1.2 Site Access and Traffic Management**

The main accesses to the Site will be via;;;;;;. (Fig 1) The site speed limit will be 5 mph.

The site management team will ensure that vehicle / pedestrian segregation is employed. This is carefully managed by total segregation from the main staff carpark and the actual working site. No operative or visitor will be allowed to access the site without visiting the site office firstly for Visitor signing in or induction. Signage is in place. A temporary designated Pedestrian access route for staff is as per the plan contained within Fig 1.

The existing roadways will be kept clear of any debris/spoil emanating from the site. The site management team will ensure that regular inspections of the surrounding roadways are undertaken to ensure that they are maintained in good conditions. A wheel cleaner or road cleaner will be employed as and when required.

Signs will be displayed requiring all visitors and deliveries to report to the Company Site Office. The site office will be suitably signed with directional signage.

The site management team will have cognisance of the Health and Safety Guidance Note HSG144 "Safe Use of Vehicles on Construction Sites".

Loading and unloading activities will be carried out in designated areas and in accordance with the method statement and risk assessment prepared for the activity. The Company gateman will further control these deliveries.

All delivery vehicles coming to site will do so by prior arrangement. Site deliveries and other vehicle movements to and from the site will be restricted, so far as is reasonably practicable, to avoid peak traffic.

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Daily inspections shall be carried out on protective fencing/barriers, storage areas and site traffic/access to ensure adequacy.

Access to the site will be incorporated in the overall traffic management plan (TMP) which shall include but not limited to:-

- A description of how a safe workplace for vehicle operations will be established and maintained on site (i.e. signage, road edge markings, coning, lamps, vehicle parking arrangements, banksmen etc);
- An assessment of the transport risks on site and how these risks will be managed;
- Information regarding the selection and maintenance of construction vehicles on site (including a list of the vehicle types to be used) and;
- A detailed description of how the site management team intends to monitor and control the impact of the Works on the public highways (maintain the cleanliness of public highways etc) and ensure that the off-site traffic movements comply with the requirements of the contract.

### **3.1.3 Deliveries**

The receipt of deliveries will be taken into account in the overall Traffic Management Plan to be drafted by the site management team.

Delivery will be planned and co-ordinated with elements including local authority consultation and peak hours of local activity.

### **3.1.4 Excavations**

Excavations will not start until underground services have been identified. Company will follow guidance 'Avoiding danger from underground services' when undertaking excavation activities. Services may need to be isolated or redirected and this will be determined after the service provider has been consulted.

When excavations take place in order to remove existing underground services, the service provider will be contacted in advance. Service drawings will be obtained by the site and services will be isolated before excavation and removal takes place.

Trenches or excavations will be backfilled as quickly as possible to minimise the number of open hazards throughout the site. Weekly inspections of excavations will be carried out and recorded in the inspection register kept on site.

Excavations will be shored using an appropriate system following a risk assessment based on:-

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- Depth of excavation;
- Ground conditions;
- Water table;
- Proximity of adjacent structures – temporary bracing may need employed; ▪ Existence of the services in the excavation.

Excavations may also be sloped or benched, depending on depth and space available on site.

### ***Excavations including earthworks, trenches, shafts & tunnels***

Inspections will be carried out at the start of every shift in which the work is to be carried out, also after any event likely to have affected strength or stability or after material falls or is dislodged.

Reports of inspection as per CDM Regulations, Schedule 3 will be completed within 24 hours, with records kept on site until completion of the works and thereafter at office facilities for a further 3 months.

#### ***3.1.5 Ingress of groundwater/deep excavations/excavation in soft/unstable ground***

Pumping may be required during excavations. Pumped water must not be discharged directly to a waterway / watercourse. Suspended solids must be settled out prior to discharge. Before discharging water to a foul sewer, seek permission / discharge consent from the local water service provider.

When discharging pumped water anywhere other than to a foul sewer, a discharge consent must be requested from the environmental regulator, the Environment Agency.

#### ***3.16 Underground Services***

Company will make arrangements with the Statutory Undertakers and others concerned, for the co-ordination of work to be undertaken by Company, with all work that needs to be carried out by the Statutory Undertakers or their contractors concurrently with the works.

An appointed member of the site management team will liaise, in writing, with the Statutory Undertakers to inform them of our programme of works. Arrangements will be made concerning the phasing of any disconnections and diversions of private services affected by the Works. The Project Manager will be kept informed of all arrangements made with Statutory Authorities.

Any disconnected apparatus will be removed only with the prior consent of the Authority concerned.

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Using the information from service drawings, underground services will be traced using a Cat and Genny, and the location marked on the ground using spray paint. A visual inspection will be carried out on site to take full account of uncharted services. All excavation within 500mm of a service will be undertaken by hand.

The site management team will take cognisance of the advice and guidance provided in the HSE document, HSG 47, 'Avoiding Danger from Underground Services'. Trial trenches will be excavated to locate existing services in advance of excavation for carrying out the Works. These trenches will be backfilled and temporarily reinstated as soon as is practicable. Information regarding services will include size, type, material, depth, and location along the trench from a given surface point. Company quality control form, F173, will be used to record services.

Company will take all necessary steps to ensure that services are protected and their operation remains uninterrupted. On completion of the work in their vicinity, services will be properly bedded and backfilled in accordance with the requirements of the owner, e.g., sand or dust used and warning material replaced. The site management team will maintain a record of depth of existing services that encroach within our construction zones and liaise with the Statutory Authorities for mitigation measures. For example; when undertaking paving works there may be underground services that fall within the construction depth.

In the event of damage to a service, the Statutory Authority or owner will be notified immediately, and every facility will be used to repair or replace the service. We will identify all emergency contact numbers on our 'Emergency Contact List', and have specific named points of contact.

Interference with mains, services or apparatus, whether indicated on the drawings or not will not be permitted. This will be a site rule and workers will be informed during site induction. Mains, services and apparatus will be protected from damage at all times, and access afforded to the owners or their servants to enable them to carry out repairs, alterations, or maintenance works.

Workers will be informed at site induction of the dangers when working close to live services.

### **3.1.7 Overhead Electric Cables**

The site management team will have cognisance of the location of overhead cables which exist on the site access roads, and where necessary implement the following measures should works or any plant have the potential to encroach within 12m :-

- Install stop blocks and barrels;
- Erect warning bunting;
- Erect warning signs;



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- Inform plant operators of locations;
- Undertake risk assessment;
- Form F122 to be completed and safety observer nominated;

GS6 'Avoiding danger from overhead power lines' and service provider to be consulted on overhead cables. The service provider must be contacted to survey the area and provide details of voltage and height of cables.

### **3.1.8 Working at Heights**

Company will adopt a variety of safe working methods when working at height. The exact methods will be outlined in method statements produced by the site management team in consultation with the Project Manager.

The method will be selected with regard to the general principles of prevention as detailed in the Management of Health and safety at work regulations 1999. The method will be chosen in line with the work at Height Regulations 2005 firstly trying to avoid the need for work at height and when it cannot be avoided selecting methods that provide collective measures of safety in preference to individual methods (PPE).

An appointed member of the site management team will ensure that weekly inspections are carried out on working platforms, i.e. scaffold, ladders, etc.

Working at height also includes excavation and trenching where there is a risk of falling in. Edge protection must be installed.

### **3.1.9 Storage of Materials**

Materials will be stored within designated areas as agreed with the client  
Hazardous materials will be securely stored to prevent access by unauthorised persons. Oils, fuels, and chemicals will be stored in bunded facilities to prevent escape to the environment. Non-liquid materials will be stored/stacked in a safe and secure manner to prevent damage and deterioration.

### **3.1.10 Waste**

A nominated member of the site management team will undertake the role of 'waste champion'. Waste will be monitored and records maintained for inspection by the Project Manager, internal auditors, external auditors, and environmental regulator.

Waste will be securely stored to prevent wind blown litter. Continual monitoring of the site will be undertaken to control the amount of debris around the site. Good

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housekeeping practices will be adopted to control waste and ensure debris is disposed of appropriately.

Waste carriers will be in possession of a 'waste carrier licence', and transfer waste under a 'waste transfer note'. Waste transfer notes must be held for a period of at least two years to comply with current waste legislation.

Hazardous / special waste will be stored in hazardous / special waste containers and covered to prevent escape. This type of waste must not be mixed. Only hazardous / special waste of the same category can be stored together. This is to comply with the hazardous / special waste regulations. The type of hazardous / special waste encountered on Company sites includes empty aerosols and oily rags. Two hazardous / special waste containers are kept on site to contain these materials.

All hazardous / special waste will be collected by a contractor licensed to manage this type of waste. Hazardous /special waste consignment notes will be generated when moving this waste. These notes must be held on file for a period of three years to comply with the hazardous / special waste regulations.

### **3.1.11 Parking**

Parking shall only be permitted in the areas as designated. No vehicles other than authorised site vehicles will be permitted to access onto the construction site.

Parking will not be allowed on public roads where access or egress to buildings or houses will be affected. Statutory bodies' plant / equipment shall be kept clear and accessible at all times e.g. fire hydrants.

### **3.1.12 Transportation, storage, lifting and installation of awkward/heavy items**

Safe access will be provided and a safe system of work will be adopted. All lifting operations will be accordance with the LOLER regulations.

Mechanical lifting to be employed using suitably rated equipment/craneage.

### **3.1.13 Unauthorised Access**

The Site Management Team will ensure that the perimeter of the site compound including all fences, security and signs are checked on a regular basis to prevent unauthorised access. Everyone will remain vigilant for trespassers. The site now is fully manned during out of hour periods by means of a static guard.

### **3.1.14 Cleanliness**

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Operatives will be advised to wash their hands at meal breaks and at the end of each shift. Information on leptospirosis will be provided.

### **3.1.15 Use of Compressed Air Tools**

All compressed air tools will be inspected by the respective users to ensure that they are in effective working order and good repair. Air lines should be fitted with retaining devices at the tool end and compressor end to prevent uncontrolled whipping movements of the air line.

### **3.1.16 Electrical Equipment/Supplies**

All portable electrical appliances used on site will be powered with a 110v supply and will be inspected/tested in accordance with the requirements of the Electricity at Work Regulations.

Temporary supplies will be installed and tested by a competent electrical contractor to the recognised standard.

Site huts will be electrically inspected and tested approximately every twelve months.

### **3.1.17 Plant & Machinery**

Company will ensure that all plant delivered to site is in good working order, in a safe condition, and that in relation to lifting appliances and tackle, has been thoroughly examined within the defined statutory period and has a current test certificate. Daily inspections will be recorded on a pro-forma record sheet and weekly inspections will be recorded in the PUWER and LOLER Registers (2.22) for machines and lifting tackle. All excavators that lift structural sections and other items will be deemed to be lifting appliances for the purposes of statutory inspections.

The Site Management Team will be responsible for ensuring that when not in use each item of plant and equipment is suitably immobilised and secured so as to prevent unauthorised use or interference.

All plant operatives must be competent, trained and be able to provide relevant qualifications for the item of plant they are operating. With regards to foreign plant operatives who do not have a U.K. recognised training certificate or skills card, Company will arrange a competency assessment for that driver. This will also be applicable for operatives who are required to operate an excavator for which they cannot prove competency, i.e. by providing the number of hours previously spent driving the excavator.

All dumpers, excavators and cranes will have either a CCTV or convex mirror fitted for all round vision.

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All excavators, used as lifting equipment, should be fitted with “Check Valves” and equipped with fire extinguishers and spill kits. Safety pins and retaining clips will be used at all times on semi-automatic quick hitch attachments. If a driver fails to insert a safety pin with retaining clip he will be disciplined.

Tele-handler forklifts will have all protective screens intact prior to being used. This is due to the hydraulic boom being positioned in close proximity to the operator’s cab. If the screen is missing and the operator has any body parts outside of the cab then the boom could potentially dismember limbs.

All lifting equipment used in lifting operations will be accompanied by appropriate “Test” certificates and undergo “Thorough Examinations” every 12 months. Lifting accessories such as chains/slings must be “Thoroughly Examined” every 6 months. Each item of lifting equipment proposed for the duration of the works must be appropriately tested and thoroughly examined prior to use.

### **3.1.18 Confined Spaces**

Confined space work will be undertaken by trained personnel using appropriate equipment such as gas monitors, hoist with tripod, ladders, and breathing apparatus. The confined space must first be ventilated. No lone working is allowed in confined space work, and a top man and first aider always available.

Each situation will require a specific risk assessment as to the nature of the confined space. In the event of personnel injury and where the atmosphere is acceptable, the top man will contact the Project Manager or Site Engineer as well as the first aider, and request assistance in retrieving the injured party. The Project Manager will then contact the emergency services, if required.

In the event of an employee losing consciousness or asphyxiation the standby man will contact the first aider, Project Manager, or Site Engineer, and the emergency services. No one will be allowed to enter the confined space.

Using the hoist or attached rope attempts will be made to safely bring the victim to safety. Once at safety the first aider will attempt to resuscitate the employee until the emergency services arrive. In the event of fire or explosion or the release of hazardous substances refer to emergency procedures listed below. The emergency services will have a clear route when they arrive, with a member of the site management team designated to direct emergency personnel.

### **3.1.19 Flooding**

Site specific risk assessments and method statements will be produced for all areas likely to flood before entering the site is considered. All measures will be taken to ensure any incoming pipes or flows are blocked off with reference being made to existing service drawings. No lone working will take place.

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### 3.1.20 *Fire & Explosion*

Fire extinguishers will be available and personnel trained in their use. Existing service drawings will be referred to as well as a site survey carried out to ascertain any possible causes of fire or explosion. The emergency services will be pre-informed as to our presence on site and any suggestions actioned. No lone working will be allowed.

A fire risk assessment will be completed before work commences and a fire safety plan will be produced showing emergency exit routes and the muster point (updated as the project progresses). All operatives will be instructed as to the location of the nearest telephone during their induction.

In case of emergency they will be instructed to Dial 999 and provide all the relevant details known.

### 3.1.21 *Trench Collapse*

Personnel working in trenches will have the necessary training to enable them to undertake their work safely. Safe access and egress will be provided; no lone working will be allowed; a first aider will be available; and safety in trenches will be assured by way of trench supports or battered, sloped sides.

In the event of trench collapse the stand-by man will attempt to safely assist the employee to escape, contact the project Manager or Site Engineer as well as the first aider, and request assistance in retrieving the injured party. The Site Manager will then contact the emergency services if required. No one will be allowed to enter the trench.

Using all available means, attempts will be made to bring the victim to safety. Once at safety the first aider, if required, will deal with the employee until the arrival of the emergency services. The emergency services will be directed by a member of the site management team when they arrive on site. The incident will be reported under RIDDOR to the Health & Safety Environmental.

### 3.1.22 *Cranes*

Any cranes brought onto site will be suitable and sufficient for the intended use. ***Cranes will be sited on firm, stable and level ground capable of supporting the*** crane and maximum load being lifted. Cranes will be sited as to avoid contact with overhead cables, above-ground structures, underground services, and underground structures.

Trained drivers, banksmen and appointed persons will be employed to operate, direct and plan crane movements. A lifting plan will be devised before any lifting operations take place. Thorough examination certificates will be in place for the crane and lifting accessories before any lifting operations.

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### **3.1.23 Demolition/modification of existing structures**

Any demolition will be carried out in accordance with the method statement and risk assessment submitted and will be in accordance with best practice. The method statement will consider health and safety legislation, asbestos removal, arrangements for dust, pollution, noise control, and fire prevention.

All demolition work will be carried out to the requirements of BS 6187 – 2000 Code of Practice for Demolition, BS 5228 Parts 1 and 2 1997 Noise and Vibration Control on Construction and Open Sites, Health and Safety Executive Guidance Notes GS 29/1, 2, 3, and 4, Section 8A 'Demolition' – Construction Health and Safety Manual (CIP), The Control of Vibration at Work Regulations, The Control of Noise at Work Regulations, Pollution Prevention Guidelines, and with full regard to the current CDM Regulations.

### **3.1.24 Electrics**

All electrical work will be carried out by competent electricians who will follow a safe system of work, including isolation procedures.

### **3.1.25 Use of Oxyacetylene Gases**

The Site Management Team will ensure all such equipment is stored upright in a suitable, well ventilated location at all times, and protected from impact, in particular from site and road traffic. Feeding lines from gases bottles must be protected from damage whilst in use and appropriate 'cut off' valves and 'flash back arrestors' fitted to the equipment.

Inspection of such equipment will be completed daily before use, with weekly inspections logged in a PUWER register maintained by the specialist contractor.

### **3.1.26 Tree Felling, Arboreal works**

A safe system of work will be adopted for tree felling and will only be carried out by trained personnel. Exclusion zones will be created to prevent unauthorised access.

### **3.1.27 Fuel**

Refuelling of plant will be via a fully bunded diesel bowser or tank. Drip trays will be used to catch drips or accidental spills. Fuel will be dispensed with an automatic trigger nozzle. Diesel bowsers or tanks used on site must be kept locked to comply with Oil Storage regulations. Hoses used for dispensing fuel will be inspected weekly and results noted in a PUWER register.

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Spill kits and fire extinguishers will be located beside bowsers and tanks. All machines will carry their own spill kits.

### **3.1.28 Glass Fibre / Mineral Wool / Lead**

A safe system of work will be adopted including adequate ventilation and suitable PPE, such as, masks, gloves, overalls, skin protection.

### **3.1.29 Pressurised Systems**

Pressurised systems include:-

- boilers and steam heating systems;

- pressurised process plant and piping;
- compressed air systems (fixed and portable);
- pressure cookers, autoclaves and retorts;
- heat exchangers and refrigeration plant;
- valves, steam traps and filters;
- pipework and hoses; and;
- pressure gauges and level indicators.

A safe system of work will be adopted including allowing only authorised and suitably trained personnel to work on pressurised systems. An emergency procedure will be established prior to work commencing.

### **3.1.30 Structural Steel Erection**

Erection of structural steel will be undertaken in accordance with the National Structural Steelwork Specification (latest edition). The specialist contractor will provide a method statement and risk assessment to site management for review prior to work commencing.

### **3.1.31 Paint solvents**

Where solvent based paints are required, the contractor must ensure adequate ventilation at all times.

Where applicable non-solvent based paints will be sourced.

### **3.1.32 Welding/soldering**

All welding/soldering operations are to be carefully controlled and under supervision of appropriately qualified and experience persons. Hot Work Permit procedures to be followed.

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### 3.1.33 *Blasting/Munitions –*

All blasts will be carried out by an approved person or contractor holding a shotfirer's licence. All vehicles used for shot-firing operations will be suitable for their intended use, as well as being kept, tested and maintained such that they are safe to use, and marked so that they are readily visible from a distance.

Appropriate steps will be taken to prevent theft of the explosives and detonators or their initiation by unauthorised persons. It will be advised that no-one should be within 5m of the edge of a face for any reason without the use of an appropriate fall restraint system, this distance may be increased in adverse ground, visibility or weather conditions.

The preferred system of edge protection during blasting operations is the use of ratchet straps and poles. This should be positioned at least 2m from the edge of the face under normal circumstances. All poles and straps should be inspected prior to use and any defects reported to the Quarry Manager

The Shot-firer shall not charge or fire a shot unless there is sufficient visibility to ensure that work preparatory to shot-firing, the shot-firing operation and any site inspection after the shot is fired can be carried out safely in accordance with The Quarries Regulations 1999 and INDG303 'Do you work in a quarry – A simple guide to the Quarries Regulations 1999'.

Before charging operations commence, clearly visible warning signs will be placed at the quarry access road stating 'DANGER – BLASTING IN PROGRESS' to warn personnel that shot-firing operations are in progress. Additional signs may be used on internal haul roads. No unauthorised person will be allowed to enter the danger area.

Extreme care will be exercised when handling the explosives so as not to expose them to excessive shock or friction. A sign stating 'WARNING, THIS VEHICLE IS CARRYING EXPLOSIVES', or similar, will be attached to the vehicle used to transfer the explosives to the blast location.

When explosives are carried in the bucket of a loading shovel, a suitable restraining net must be used. The transfer vehicle will be escorted to the quarry face by the designated safe route.

Smoking will be strictly prohibited.



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### **3.1.34 Hypodermic Syringes**

Hypodermic syringes may be present in certain areas where work is to be carried out. The local council is to be contacted if a discarded syringe is found. Syringes are to be double bagged and disposed of as hazardous / special waste. Persons lifting syringes must wear appropriate gloves.

Being punctured by a syringe may lead to the development of blood-borne infections such as Hepatitis 'B' (inflammation of the liver, 100 times more infectious than HIV), Hepatitis 'C' and HIV. The consequences of being jabbed by a hypodermic syringe could be extremely serious. Before commencing work:-

- Check the area;
- Do not rummage through grass or waste material;
- Do not clear out drainage gulleys using your hands, even with gloves on; ▪ Do not search inside an uncovered manhole with your hands.

If jabbed by a needle, the person must undergo a series of blood tests to check that no infection has taken place.

### **3.1.35 Lone Working**

Lone working will be prohibited on site.

### **3.1.36 Landscape Works**

Landscaping works will be planned and implemented in line with agreed safe systems of work. Site Operatives using plant and equipment for these works will have training in their use.

### **3.1.37 Smoking**

Smoking will only be permitted in designated areas. Full details of designated areas shall be notified to all during induction and by site signage. These areas will be agreed with the client in advance.

The site will operate a No Smoking Policy. This includes all personnel employed on site.

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Second-hand, or passive, smoking has been medically proven to cause lung cancer, heart disease, and asthma in non-smokers, as well as many other illnesses and minor conditions. Our Policy seeks to guarantee the right of all to breathe air free of tobacco smoke and to comply with smoke-free legislation which makes provision for enclosed workplaces and public places to be smoke-free. Adequate signage will be displayed to inform employees, customers, clients and visitors of the smoke-free status of the organisation.

All entrances to site offices and canteens must have a 'no smoking' sign (A5 size) with the words, 'it is against the law to smoke on these premises' displayed at the side of the door, not on the door. All compartments in vans must also have a 'no smoking' symbol displayed in each compartment.

### **3.1.38 Lighting**

Company will ensure that lighting equipment throughout the project area will be kept in reasonable working order and be suitable for the task employed. All plant will have lights fitted and flood lighting will be provided where necessary for safe working.

All areas where temporary lighting is supplied must comply where appropriate with the Construction (Design and Management) Regulations 2015 in terms of providing an alternative back up power supply on loss of mains supply.

Temporary lights will be sited to avoid glare to motorists and neighbours.

### **3.1.39 Weather Risks**

At certain times of the year the weather can change suddenly to dense mist/fog, driving rain, or whiteout snow conditions. Contingency plans will be produced to protect workers and the Public in these situations. Specific procedures will be drawn up for those working in a remote area.

### **3.1.40 Fragile Roof Materials**

A fragile material is one that does not safely support the weight of a person and any load they are carrying. The fragility of a roof does not depend solely on the composition of the material in it, the following factors are also important:-

- thickness of the material;
- the span between supports;
- sheet profile;
- the type, number, position and quality of fixings;
- the design of the supporting structure, eg the purlins, and;
- the age of the material;

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It is useful to note that roofs that were deemed to be 'non-fragile' when they were installed will eventually deteriorate and become fragile over time.

**Never** try to walk along the line of the roof bolts above the purlins or along the ridge, as the sheets can still crack and give way; they are not designed to support your weight.

The demolition contractor will ensure that a safe system of work is employed to remove roof materials, roof lights, and any other equipment that may be installed at roof level. A method statement and risk assessment will be agreed prior to work commencing.

Site management may refer to the advice note INDG 284, 'Working on Roofs', as produced by the Health and Safety, Environmental.

### **3.1.41 Temporary Works**

Temporary works will be undertaken in accordance with the requirements of BS 5975 – 2008, 'Temporary Works Procedures'. A Temporary Works Coordinator (TWC) and Temporary Works Supervisor(s) will be appointed in writing. The Temporary Works Co-ordinator will ensure that the sites:-

1. Temporary Works Register is developed and maintained;
2. Temporary Works are constructed, maintained and dismantled in line with approved design;
3. Temporary Works are undertaken safely
4. Temporary Works are checked and managed in line with BS 5975 – 2008 and Company Operating Procedure, OP32.

Temporary Works Supervisors (TWS) will assist the TWC in the execution of his / her duties. The TWS will preferably be the Sub-contractor's competent person in charge of the supervision and checking of the temporary works associated with their contract. In exceptional situations, the TWS may also be a member of Company site staff.

### **3.1.42 Working Close to Water -**

Company will adopt the following procedure to minimise the possibility of drowning whilst engaged in works over or close to water:-

1. All personnel working in the vicinity of water will be required to wear automatic life jackets that inflate when in contact with water;
2. The alarm will be raised by the person who has fallen into the water, either by blowing the whistle attached to the life jacket or by shouting, 'man in water';
3. Should the person in the water be unconscious, his partner will raise the alarm via his whistle, air horn, or by shouting, 'man in water'. Air horns will be carried by machines involved in river works;

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4. A life ring attached to a rope will be thrown out, enabling the person to be pulled to the edge;
5. Anyone falling into water will be taken to hospital for examination with regard to injury and leptospirosis.

Due regard will be paid to maintaining a safe interface with existing rivers. Fluctuating water levels associated with flash flooding carry the risk of potential drowning, particularly during construction within the confines of flood defences. Company will continually examine rainfall patterns to ensure all construction activities within the confines of the flood defences occur during periods of low river water levels.

To keep up to date with weather conditions we will sign up to the 'National Severe Weather Warning Service' as run by the Met Office.

### **3.1.43 Ground Conditions**

The Site Management Team will have cognisance of the site investigation report. In particular, high ground water, contaminated ground, made ground deposits of hazardous and non-hazardous waste, and inert materials such as concrete, bricks, blocks, tiles, and ceramics.

If contaminated ground is discovered during excavations we should stop work and inform the Client or his representative.

### **3.1.44 Cofferdams and Caissons**

Company will ensure the following procedures for work in cofferdams/caissons:

Every cofferdam/caisson will be:

- Of suitable design and construction and have sufficient strength and capacity for the purpose in which it is being used;
- Equipped to enable workers to gain shelter or escape, if water or materials should enter it;
- Be properly maintained.

Work will not be carried out in any cofferdam/caisson if any inspection reveals any defect rendering the excavation unsafe, until that defect has been rectified.

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### **3.1.45 Diving Works –**

Many operations associated with water require some work with divers, this work will be undertaken by a specialist sub-contractor. Company will verify the competency of the specialist subcontractor employed. Only one sub-contractor will be employed to act as the “Diving Contractor” for a project and medical records will be requested and given careful scrutiny. Only original documents will be accepted as satisfactory.

### **3.1.46 Stability of Structures**

Company will ensure all practicable steps are taken, where necessary to prevent danger to any person, to ensure that any new or existing structure or any part of such structure which may become unstable or in a temporary state of weakness or instability due to the carrying out of construction work does not collapse.

Any buttress, temporary support or temporary structure will be of such a design and so installed and maintained as to withstand any foreseeable loads which may be imposed on it, and must only be used for the purposes for which it was designed, installed and maintained.

No part of a structure will be loaded as to render it unsafe to any person.

## **3.2 HEALTH RISKS**

### **3.2.1 Exposure to UV Radiations**

All personnel will be advised of the hazards associated with UV radiation and the control measures to protect from harmful rays, such as:-

- covering up skin;
- staying in the shade;
- using sun screen;
- drinking plenty of water;
- checking skin for any unusual moles or spots, etc.

### **3.2.2 Manual Handling**

Manual handling of materials will be minimised, as far as is reasonably practicable, by the use of mechanical handling devices. The site management team will monitor all lifting operations and ensure risk assessments and Tool Box Talks on

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safe manual or mechanical handling work methods are in place, and delivered prior to lifts being undertaken.

### 3.2.3 *Environmental Restraints (Noise, Vibration & Dust)*

Company will ensure cognisance of the noise levels produced by work activities and environmental noise levels, especially at noise sensitive hours during working hours. Company will co-ordinate work with the Management Team and aim to adopt best practice in accordance with BS 4142 and BS 5228 pt1 to minimise any disturbance, so far as is reasonably practicable.

To this end the following best practice controls will be adopted:-

- Alternative low noise techniques will be considered in lieu of traditional systems;
- The quietest available plant and equipment emitting the lowest vibration will be used;
- Where noisy plant is used consideration will be given to the erection of temporary noise absorbing barriers close to the noise source;
- Compressors and generator engine covers will be maintained closed;
- Machinery will not be permitted to idle when not in use; ▪ Employees will be informed about the need to minimise noise; ▪ Noisy operations will be completed as promptly as possible.

Working hours will be limited to the periods defined in the contract documents.

Dusty operations will be kept to a minimum and adequately controlled by wetting down, etc.

### 3.2.4 *Hazardous Materials*

COSHH assessments (2.12) will be provided for all hazardous materials. The assessments will state how hazardous materials will be used, and how surplus materials will be disposed of.

Materials likely to be encountered during construction may be:

- Concrete;
- Cement;
- Asphalt;
- Bitmac;
- Diesel;
- Dust;
- Epoxy mortar;

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- Aerosols;

### 3.2.5 Hand Arm Vibration

All vibratory equipment will be risk assessed before use to determine usage/trigger times and this will be communicated to the user.

Operatives will be made aware of the symptoms associated with HAV, such as, impaired blood circulation, damage to the nerves and muscles, tingling or numbness in the fingers and finger blanching. They shall also be informed of the control measures in place for reducing the risk of contracting hand arm vibration.

These include:-

- reduced exposure times by breaking up activities or sharing such work with other colleagues, especially in conditions of low temperature;
- minimising the need for operations and tools that expose workers to hazardous vibration;
- minimising the forces needed to control tools;
- considering the maintenance of the equipment - ageing and/or poorly maintained equipment is likely to produce higher levels of vibration;
- maintaining good blood circulation i.e. by wearing gloves to keep hands warm;
- providing information on vibration levels relevant to the tools to be used;
- factors that can increase the likelihood of HAVS such as low temperature, and smoking.

### 3.2.6 Surveys and Removal of Asbestos-

There are two types of asbestos surveys. These include:-

#### 1. Management Survey

The Management Survey purpose is required to manage Asbestos Containing Materials (ACM) during the normal occupation and use of premises. A Management Survey aims to ensure that:

- nobody is harmed by the continuing presence of ACM in the premises or equipment;
- that the ACM remain in good condition; and
- that nobody disturbs it accidentally

The survey must locate ACM that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. It involves minor intrusion and minor asbestos disturbance to make a Materials Assessment. This shows the ability of ACM, if disturbed, to release fibres into the air. It guides the client, e.g. in prioritising any remedial work.

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### 2. Refurbishment / Demolition Survey

The Refurbishment / demolition Survey is required where the premises, or part of it, need upgrading, refurbishment or demolition. The Survey does not need a record of the ACM condition. Normally, a surveyor is needed for Refurbishment / Demolition Surveys.

A Refurbishment / demolition Survey aims to ensure that:

- nobody will be harmed by work on ACM in the premises or equipment; ▪

such work will be done by the right contractor in the right way.

The survey must locate and identify all ACM before any structural work begins at a stated location or on stated equipment at the premises. It involves destructive inspection and asbestos disturbance. The area surveyed must be vacated, and certified 'fit for reoccupation' after the survey.

It is the client's responsibility to provide Company with the survey, unless the client instructs Company to undertake the survey on their behalf.

A licensed contractor will be employed to remove asbestos and dispose of the material in accordance with the Control of Asbestos Regulations and Hazardous / Special Waste Regulations. The Site Management Team will request a copy of the license and hold on file.

A detailed method statement and risk assessment will be drawn up by the specialist contractor prior to removal of any asbestos. The Health and Safety Environmental will be notified in writing at least 14 days in advance.

Where asbestos removal has been notified to the HSE, and there is a change to that work which might affect the particulars of the initial notification, the HSE shall be notified in writing of the change.

Asbestos can be found in the following materials or circumstances:- ▪

Ceiling tiles;

- Textured coatings on ceilings, walls and stairwells;
- Sprayed coatings on ducts, pipes, and some ceilings;
- Boards around radiators, windows, fireplaces, pillars;
- Inside fire doors;
- Inside fire proof filing cabinets;
- Soffit boards;
- Insulation on pipes;
- Sealants on pipe joints, gaskets;
- Fuse boxes;
- Electrical switchgear;
- Water tanks;
- Roof sheets, rainwater goods, e.g, down pipes.



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**Before removing asbestos cement pipes, please refer to Appendix 11, 'Working With Asbestos Cement Pipes'.**

### **3.2.7 Infection from sewage**

Disposal of foul sewage on site shall be by way of connection to the existing foul sewer, if one is available, or by septic tank where a main sewer is not available. Highest standards of hygiene will be observed. Site operatives will be instructed to wash their hands before eating. Hot and cold water, soaps, and hand drying material will be provided.

Work will be carried out generally in accordance with INDG197 Working with Sewage. Health cards will be issued to workers.

The majority of illnesses encountered from working with sewage and contaminated water include mild cases of gastroenteritis, and potentially fatal diseases, such as leptospirosis (Weil's disease) and hepatitis.

The following precautions should be taken:-

- Make sure that you understand the risks to health and the ways in which you can pick up infections;
- Use safe systems of work and wear the protective equipment that is provided;
- Report damaged equipment and get it replaced;
- Avoid becoming contaminated with sewage;
- Avoid breathing in sewage dust or spray;
- Do not touch your face or smoke, eat or drink, unless you have washed your hands and face thoroughly with soap and water;
- Cleanse all exposed wounds, however small, and cover with a sterile waterproof dressing;
- Change out of contaminated clothing before eating, drinking or smoking;
- If you suffer from a skin problem, seek medical advice before working with sewage;
- Clean contaminated equipment on site. Do not take contaminated clothing home for washing. Your employer should deal with this.

*If you become ill:-*

- Consult your doctor in the event of flu-like illness or fever, particularly where associated with severe headache and skin infections. Show your pocket card to the doctor;
- Seek medical advice if there are persistent chest symptoms, particularly if consistent with asthma or alveolitis (inflammation of the lung);
- Report any of the above illnesses to your employer, who should investigate any work-related link.

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### 3.2.8 Ionising Radiation –

Company will ensure that when applicable the detailed arrangements for the safe conduct of the work, radiography contractor's risk assessment and local rules are included in the Construction Phase Health and Safety Plan. When engaging a radiograph contractor, Company will ensure that sufficient time is allowed for the contractor to properly plan the work. Site radiography contractors will give the HSE at least 7 days advance notification of each job, unless it is carried out in an adequately shielded enclosure or the work is a genuine emergency and the HSE agrees to accept a shorter time period.

## 4.0 HEALTH AND SAFETY FILE INFORMATION

The Health and Safety File for this contract will be prepared, reviewed, amended and added to by the Principal Designer, as the project progresses. Company site management team will supply the necessary information to the Principal Designer for compiling or updating the file.

Information to be included in the Health and Safety File will be agreed with the Client. Information will include but is not limited to:-

- Construction method statements used and produced throughout the construction process;
- As-built records, including drawings and plans;
- Details of materials used;
- Test certificates, product data sheets and COSHH data sheets for all materials, plant and equipment installed;
- Details of all utilities and services including emergency and fire fighting systems;
- Any statutory documentation;
- Completion certificates
- Design criteria
- Residual hazards
- Names, addresses, telephone and fax numbers of all contractors, subcontractors, suppliers and manufacturers;
- Copies of any guarantees, warranties or reports called for by the specification;
- Operating and maintenance instructions for equipment and systems installed;
- Copies of any consents or approvals obtained;
- Hard copies of ALL waste consignment notices where appropriate; ▪ Any other information.

This information will be collated by Company as it becomes available during the Construction Phase and stored by Company in storage files.

### Figure 7 New Building

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### Figure 8 Proposed Site Plan