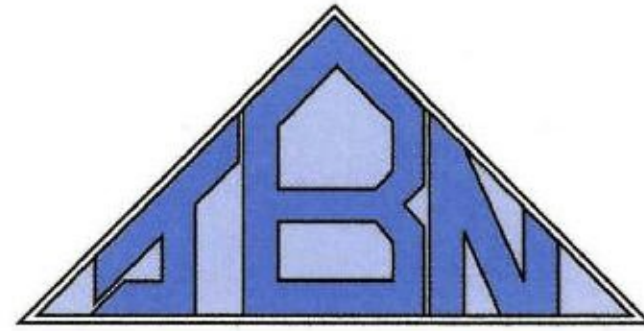




IMPERATOR
DEVELOPMENTS



J&B NELSON CONSTRUCTION

CONSTRUCTION PHASE HEALTH & SAFETY PLAN



21/02322/FUL | Proposed construction of detached bungalow and a single storey rear extension and elevation remodelling to the existing dwelling. Creation of new access to existing dwelling. | 17 Carlton Avenue Blyth Northumberland NE24 4AP

PROJECT: Construction of 1 Bungalow and refurbishment / extension of existing property at 17 Carlton Avenue.

ADDRESS: Land to the South West of 17 Carlton Avenue,
Blyth
NE24 4AP

MAIN CONTRACTOR: Imperator Developments

DESIGNER: Blake Hopkinson Architecture and Design

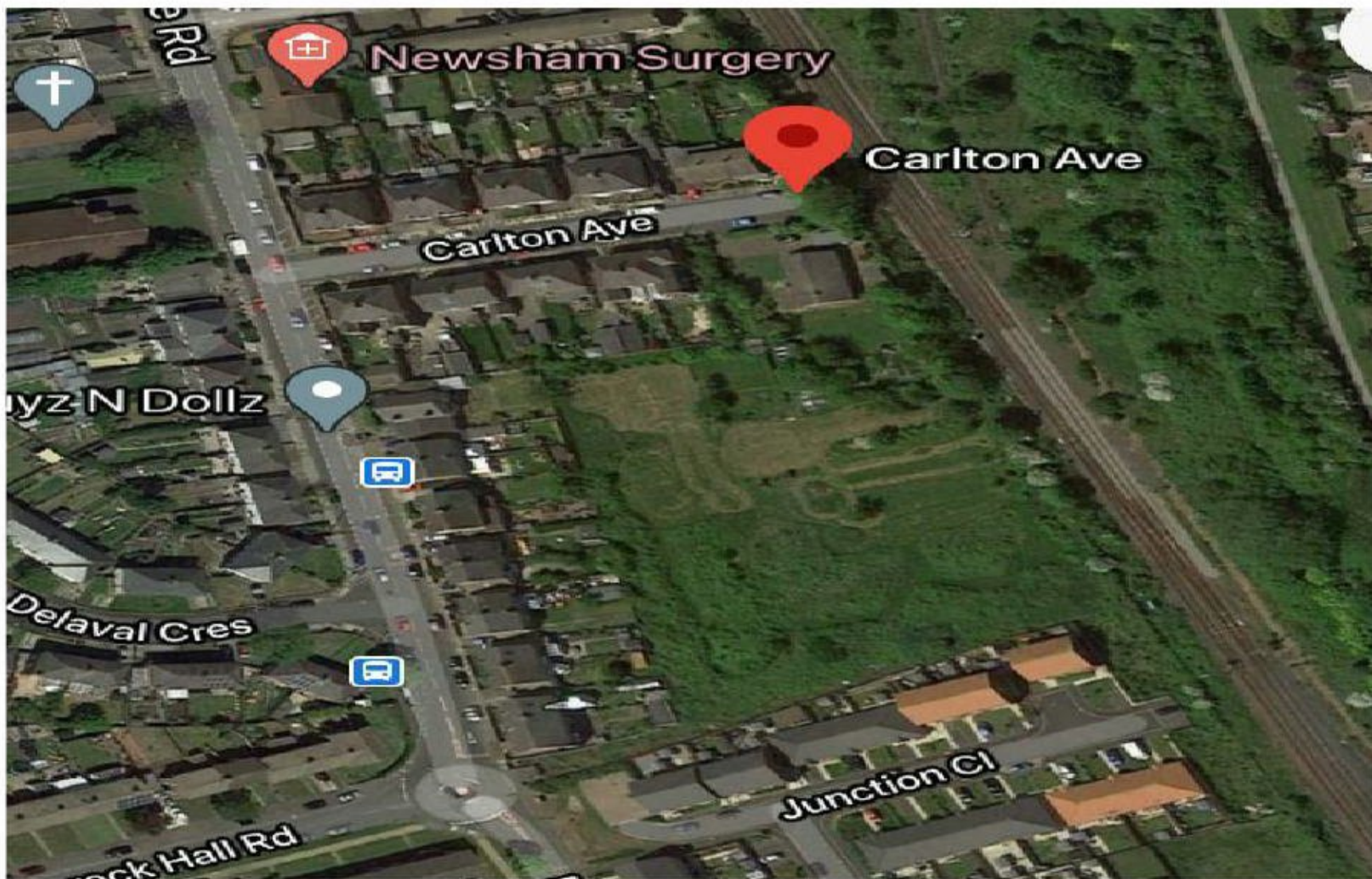
CONTRACTOR: J & B Nelson Construction

VERSION CONTROL: V1 23/10/2021

LOCATION OF THE SITE

The site is located at 17 Carlton Avenue, access will be from the mini roundabout to South of the site off Newcastle Road B1523, the access for all construction

traffic will be via the mini roundabout. The eastern boundary of the site is an operational railway line.



PROJECT OVERVIEW

This plan covers the access, landscaping and erection of 1 Bungalow and refurbishment / extension of existing property at 17 Carlton Avenue.

The works are to consist of -

- Site set-up including necessary Corporate and CDM 2015 related signage
- The provision of welfare facilities including site office & toilet and a laydown area
- Groundwork and drainage
- Blockwork and floor construction
- Roof construction and coverings
- Mechanical and electrical 1st and 2nd fix
- Plastering
- Joinery 1st and 2nd fix
- Decoration
- Floor finishes to kitchen and bathroom
- Landscaping, fencing and driveways
- Site clearance, waste disposal and handover

TEAM DIRECTORY

Management Directory.	
Name of Client /Main Contractor Imperator Developments Jason Wylie Highway House Albany/Saltmeadow Road Gateshead NE8 3AH Tel:- 07711019234 e-mail:- jason@imperatorgroup.co.uk	Sub Contractor J & B Nelson Construction Jim Nelson Unit 3B Riverside Industrial Estate DH7 9TT Tel:- 07960141574 e-mail:- enquiries@jbnelson.co.uk
Site Foreman Tom Nelson Tel:- 07960141574 e-mail:- tom@jbnelson.co.uk	Site Foreman James Nelson Tel:- 07932642390 e-mail:- james@jbnelson.co.uk
Health and Safety Advisor Guthrie and Craig Regus House Doxford International Business Park 4 Admiral Way SR3 3XW Tel:- 0191 6031066 e-mail:- admin@guthrieandcraig.co.uk	

Proposed Start date: 01/11/2021

Proposed Completion date: 15/02/2022

Purpose of the CPHSP

The plan is prepared to assist in compliance with the requirements of The Construction (Design and Management) Regulations 2015. It is intended that this will be achieved by provided information on:-

- Health and Safety legislation in the construction industry
- Identified Hazards that may be encountered during the project
- Assessments made to quantify the risk
- Control measures that require being introduced to minimise the risks
- vehicle cleaning facilities;
- the parking of vehicles of site operatives and visitors;
- the loading and unloading of plant and materials;
- storage of plant and materials used in constructing the development

Statement of Health and Safety Principles and Objectives for the Project:

It is the policy of J&B Nelson Construction that all operations will be carried out paying due regard to all the statutory requirements imposed on them to enable the contract to be undertaken with the provision of appropriate safeguards to prevent members of the public, employees or sub contractors being exposed to risks to their health and safety

Procedures will be in place to identify principal health and safety hazards likely to be encountered during the construction work and where appropriate measures to be taken against hazards noted. Risk assessments will be prepared by J&B Nelson Construction LLP under the Management of Health and Safety at Work Regulations 1999. J&B Nelson Construction will take responsibility for the plans, the design and changes due to unforeseeable circumstances and review the plan during the execution of the project.

Objectives:

In accordance with this policy, J&B Nelson Construction has set the following objectives:

- a. To have zero enforcement action taken over the duration of the project.
- b. To eliminate all accidents and potential sources of ill health that could occur within the project.
- c. To have no occupational ill health arising from the project.
- d. To ensure that no environmental damage occurs.
- e. To establish safe working practices for all employees and sub-contractors working on this contract.
- f. To develop a high degree of awareness in health, safety and environmental issues.
- g. To provide information and training on health and safety and to encourage employees and sub-contractors to participate in meeting the requirements of the legislation to enable the contract to be completed safely.

- h. To ensure the least disruption to local businesses and members of the public as a result of the project
- i. To exclude unauthorised persons from the work site.
- j. To provide safe access to and egress from working places
- k. To ensure that no injury or harm to any members of the public.
- l. To ensure that manual handling tasks are reduced to the lowest level reasonably practicable.
- m. To provide operating conditions so that the lowest reasonably practicable noise levels are maintained.
- n. To ensure that odour nuisance does not occur, so far, as is reasonably practicable.
- o. To carry out works where reasonably practicable with due consideration of government guidelines regarding the control of COVID-19 i.e hygiene, social distancing and movement on site

Responsibility:

These aims will be achieved within the company's organisation and arrangements for the promotion of safety, health, and welfare.

As with all operational functions, the company carries out its responsibilities for safety through the Owner and Site Supervisors for whom safety continues to be a vital and ongoing part of their responsibilities. Overall responsibility for the site and its management will be the Principal Contractor.

The Site Project Manager will conduct regular briefings on the site progress and key issues. On the first arrival at site allowance must be made for:

- Site induction for individuals, which will include "Site Safety Rules".
- Site procedures regarding the prevention of the spread of COVID-19 on site through use of a COVID specific tool box talk, staggered break times between tradesmen working on site, use of face coverings where practicable, regular sanitisation of communal areas
- Mandatory Booking in and out of site (includes lunch and breaks).
- Registering workers with appropriate training and competency certificates where necessary (i.e. CSCS/CISRS/CPCS/JIB/PASMA/IPAF etc). Operatives are to note: a random selection of cards will be confirmed against the issuing organisation.
- Providing inspection and other certificates for equipment and machinery to be used safely on site
- Daily/weekly site briefing
- Demonstrating how contractors will monitor safety and its duration and issuing copies of these reports to the Site Project Manager.
- Pre-existing health issues.

Existing Services:

The existing plot is rough grassland, previously used for agricultural reasons, there are no known services within the plot. However prior to any excavation a competent person will carry out a scan of any areas to be excavated to

determine this is the case. There is a surface water easement as shown on the below drawing to the south of the site. Which we will be using for the surface water on the site.

Tree Protection:

There has been a survey carried out on the site, there is no requirement for tree protection.

Environmental Recommendations including mitigation against all ecology issues:

- It is considered that, for residential end use, soil and groundwater contamination is not present in sufficient quantity or concentration to require specific remedial action prior to development, i.e pollutant linkages are not complete
- It is concluded that the site is not acting as a source of contamination which has the potential to be detrimental to groundwater i.e. pollutant linkages are not complete.
- No fires will be lit as part of the works.
- No works will be undertaken overnight, or within 1 hour of sunset or sunrise, to minimise the risk of disturbing nocturnal species such as bats,
- All scrub and trees will be checked by an Suitably Qualified Ecologist (SQE) prior to removal where works are to happen within the active bird nesting season (March - September inclusive). This also encompasses the active period for invertebrates highlighted for their protection status during the desk study, and these should be visually searched for during nesting bird checks. (This should not be needed given the planned timings for clearance works).
- Features highlighted as providing refugia for reptiles and hedgehogs e.g. piles of concrete rubble or dead vegetation are to be dismantled carefully by hand to minimise the likelihood of individuals being harmed or killed.
- Any brash / timber piles created will be removed off site or situated in the retained areas of habitat for use as shelter by hedgehogs or other species. If brash / timber piles are left or are present on site, these will be checked by hand in order to determine that no hedgehogs or other mammals are sheltering within before mechanical movement or burning.
- Where any trenches / excavations greater than 0.5m deep are created these will be closed overnight. Any trenches / excavations less than 0.5m deep which cannot be closed overnight will have one side cut at no more than a 45° angle, or a plank large enough for a person to walk up will be installed overnight to provide any wildlife which may fall in with an escape route. All such excavations will be checked for wildlife prior to the recommencement of works each morning.

Precautionary Reptile Method Statement:

- Toolbox talk will be provided to all site personnel by a Suitably Qualified Ecologist (SQE) prior to work commencing on site.
- Any feature's to be dismantled carefully by hand, so as to minimize the likelihood of any reptiles present being harmed.
- Dense scrub will be cleared in phases to allow for the dispersal of any individuals present on site.
- Vegetation will be cut to a level of 15-20cm and left for 24hrs (Phase 1) prior to final clearance (Phase 2).
- In the unlikely event any reptiles are found, these will be moved by a SQE to an area of nearby habitat which will not be subject to further disturbance
- Any external artificial lighting will be kept to a minimum:
- Any external site security lighting will be set on motion-sensors with short (1min) timers.
- Accessories such as baffles, hoods or louvres will be used to reduce light spill and direct it only to where it is needed (BCT, 2018).
- A dark corridor will be retained along the eastern boundary along the rear gardens of plots 20-27 and across the railway line to the woodland on the eastern side of the track.

Security Arrangements:

Site security will be maintained during the construction phase, J&B Nelson Construction will erect Heras Fencing to all sides of the development area. We will also be installing a motion sensor CCTV camera to the entrance off Carlton Avenue that will be linked up to the Site Managers phone. The Site Manager will ensure that the site perimeter fencing is in good condition and maintained to help prevent unauthorised access to the site. The site entrances must be locked using a chain and padlock as a minimum. Ladders will be removed/made unusable, materials locked away, plant secured, openings/excavations covered and/or protected with barriers. The perimeter check will be made twice per working shift, once at the beginning of the shift and once at the end of the shift.

Site Restrictions & Access:

J&B Nelson Construction will liaise with the local residents and businesses prior to any works being undertaken to make them aware of works taking place and address any concerns by these affected parties. Access via Carlton Avenue will not be permitted, a secure gate will prevent entry. All access will be off the mini roundabout on Newcastle Road.

Working hours on will be

- 8am - 6pm Monday - Friday
- 8am - 1pm Saturday
- No working permitted on Sundays or Public Bank Holidays

Priority will be given to maintaining continuous safe access with particular attention to the following;

- Preventing the general public, schoolchildren and visitors from wandering into designated construction work areas;
- Keeping all areas outside of the work area free from deposits of mud and site debris by regular sweeping as necessary;
- Avoiding pollution of the atmosphere
- Washed MOT hardcore to be used on all access roads
- We will have a jet wash station for the wheels of vehicles leaving the site
- Parking of vehicles of site operatives and visitors, parking will be as per the site phase plan. All operatives and visitors will be expected to be courteous to all residents and the general public.

Traffic & Delivery Management:

Deliveries will be carried out by using the access route off the mini roundabout off Newcastle Road.

Deliveries of materials will be organised to maximise the safety of all personnel. The emergency services, e.g. fire appliances, ambulances, etc. will use the same access routes to the working areas. These routes, particularly the main access road, site operatives parking, and the main entrance to the site will be kept free from obstructions throughout the construction phase.

J&B Nelson Construction will adhere to site rules as follows:

Traffic rules apply (No illegal parking, speed limit of 5 mph)", and store materials as close to the working area as possible. However, J&B Nelson Construction will not at any time present a hazard to pedestrian traffic by obstructing established foot routes. Where work on any footpath is necessary as part of the construction works, pedestrians will be diverted onto alternative safe routes.

Materials will be ordered on a 'just in time' basis to minimise the amount of space needed on- site.

Deliveries and collections will avoid peak times and therefore will be restricted to the hours of 1000-1500.

Protection of Surfaces:

It is not anticipated that our activities will adversely affect the public highway; this will continue to be monitored and reviewed as necessary.

Vehicle cleaning:

We will have a vehicle cleaning station at the exit onto Newcastle road, all vehicles exiting the site will be inspected by the site foreman and if cleaning is required, this will be done before leaving onto the highway.

Drainage Cleaning:

Drains will be checked and cleaned weekly to ensure all gulley's are emptied of silt traps are clean. We will also ensure a full clean before occupation using a

mobile VAC unit, this will ensure all silt is removed from the drainage system following completion and prior to occupation.

Responsibilities:

Overall responsibility for works on the site lies with the Main and Sub Contractor. Day to day control lies with the appointed site supervisor, or his designated staff, who will oversee and ensure safe working, control access with the facility manager and where necessary give instructions to subcontractors to avoid possible conflicts between work activities. However, the Project Manager will have overall control of the project activities.

The project manager will organise and coordinate meetings as necessary with the contractors. These meetings will include, but are not limited to:

- Pre-Start Meetings
- Weekly site safety and progress meetings
- Formal and Informal Inspections
- Safety Improvement notices
- Two week look ahead programme
- Tool Box Talks
- Formal and informal consultation with the workforce on safety related topics
- The discussion and handling of design related issues with project members
- Liaison with local building control

All operatives are to ensure they use the booking/out procedure and that they ensure the Site Project Manager is aware they have left the site at the end of the day to allow the manager to secure the project.

Arrangements for Directing and Coordinating Work:

All contractors are to read the site copy of this safety plan and confirm that they have seen and will comply with it. They will be notified of any amendments to the plan will be highlighted to operative's management via the site notice board or a tool box talk session subcontractors working on the site must nominate a 'person in charge' who will liaise with the Site Project Manager in all safety and other management matters. These individuals are responsible for ensuring that their workforces operate in accordance with the safety standards set in this plan and in keeping with their own safe methods of work and Risk Assessments (in addition to health and safety legislation and HSE guidance).

Where safety is threatened or compromised by the failure of any workers or others to adhere to this plan, the Site Project Manager is empowered to stop works and/or exclude workers or equipment from the site until a safe system of work can be agreed.

The Site Project Manager will conduct regular briefings on the site progress and key issues. On the first arrival at site allowance must be made for:

- Site induction for individuals, which will include "Site Safety Rules"
- The procedures on site for the control of the spread of COVID-19
- Mandatory Booking in and out of site (includes lunch and breaks)
- Registering workers with appropriate training and competency certificates where necessary

- (i.e. CSCS/CISRS/CPCS/JIB/PASMA/IPAF etc). Operatives are to note: a random selection of cards will be confirmed against the issuing organisation
- Providing inspection and other certificates for equipment and machinery to be used safely on site.
 - Daily / weekly site briefing
 - Demonstrating how contractors will monitor safety and its duration and issuing copies of these reports to the Site Project Manager
 - Pre-existing health issues

Sub-Contractor Selection Process:

All sub-contractors involved in this project will be agreed with the Client project management team prior to the commencement of the works.

To ensure that a contractor is competent to be appointed to the project they will be required to complete our pre-qualification questionnaire and prior to appointment must provide the following information:

- Health & Safety Policy
- Insurance details
- Management Structure
- Risk, COSHH and site-specific assessments
- Confirmation that they will comply with the Construction Phase Plan
- Confirmation any plant and equipment to be used is properly selected and maintained
- Confirmation that the operators of plant and equipment are properly trained
- Evidence of CSCS accreditation
- Training details
- Modern slavery compliance
- Accident / Enforcement details

Where works are to be sub-contracted to other companies, it is the duty of the sub-contracting company to ensure that the company they are intending to the contract has met the required standards for safety and training as expected by the Client and Principal Contractor.

Each company must have completed the sub-contractor questionnaire and have had this document and any supporting evidence checked and approved by the Site Safety Advisers.

All staff brought on to the site shall be expected to have suitable and sufficient training for the tasks they are performing and should have read and signed up to an approved method statement. Where necessary this should include the provision of translations of documents or suitable translation staff for workers who have English as a second language.

Sub-contractor assessments and safe working procedures should be provided to the principal contractor or their safety Adviser at least 2 weeks in advance of the planned start date to allow time for these assessments to be undertaken. Failure to meet this requirement may lead to a delay in the project and potential financial penalties for the offender.

The host sub-contractor must ensure adequate site supervision (defined as Site Supervisors Safety Training Scheme as a standard) and that safety monitoring is in place for the work being performed.

They must ensure that they remain responsible for the safe method of work they have implemented and that any changes to this or any other safety document being used on site is alerted to the Principal Contractor.

Design Information from Specialist Contractors:

Any specialist contractors (including electrical) are required to pass details of their designs and design risk assessments through the Principal Contractor, or the Site Project Manager, well in advance of the start of relevant work on the site. Where designs changes need to be made that have a Health and Safety implication, these must then be provided to the Principal Designer for appraisal prior to instigating the changes.

4.5 Plant and Electrical Inspection

All contractors are to supply, maintain, inspect and operate their own equipment and plant. Scaffolds/towers/access systems erected on the site also fall under this category.

Copies of statutory inspections are to be handed to the Site Project Manager at the end of each inspection cycle. No contractor is to make use of equipment or plant provided or belonging to any other, without the expressed approval of the Site Project Manager and the appropriate contractor.

Contractors are to ensure that electrical equipment and the plant is clearly marked and 'in date' P.A.T. inspection labels attached.

- All portable electrical tools and appliances must be battery operated or 110 volts.
 - If circumstances dictate that 230v is required it must be protected by a 30mA RCD and prior approval of its use must be given by the Principal Contractor's Site Project Manager.
- Furthermore, the PAT inspection regime is to be monthly for 230v.
- All 110-volt equipment is to be inspected and PAT certificated by a competent person at suitable intervals as defined in HSG141/107/150 and copies of the test certificates must be available to the Site Project Manager.
 - All appliances will be visually inspected prior to use by the user.
 - Only a day's supply of fuels/oils and lubricants are to be brought onto the site (but never into the facility) to support plant running. Flammable oils/lubricants are to be stored in appropriate plastic/metal containers, with protection against spillages and a suitable means of spill clean-up kit available. Any storage tanks are to be banded.
 - Records of all inspection certificates are to be kept in the site safety management file.
 - Contractors are to ensure barriers/exclusion must be fully utilised to protect 3rd party operatives.
 - All operatives are to ensure that when it is necessary to leave the facility unattended during

- the maintenance phase they secure the entrance door to prevent unauthorised entry by
- others.
- No LPG is to be left unattended on the active site, and must not be left on the site at the end
- of the day.

Complaints:

A complaints procedure is present within the Principal Contractor's safety management system and shall be available and used whenever a member of the public wishes to raise a complaint.

Complaints shall be addressed to –

Contact: Jason Wylie

E-mail: jason@imperatorgroup.co.uk

Tel: 07711019234

The Site Project Manager will establish a complaints log and issues should also be logged in the site diary where necessary.

Feedback should be given and sought to ensure that two-way communications are instigated. It should be remembered that some issues may be of a sensitive nature and advice should, therefore, be sought via the Principal Contractor Management, legal Advisers or others as necessary before communications are established.

It is J&B Nelson Construction's intention that the work will be carried out on the project in accordance with the framework of, but not limited to:

Health & Safety Standards

- The Health and Safety at Work Act 1974
- Construction (Design and Management) Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013
- The Control of Asbestos at Work Regulations 2012
- The Work at Height Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Control of Noise at Work Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Substances Hazardous to Health Regulations 2002 (as amended)
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Confined Spaces Regulations 1997
- The Health & Safety (Safety Signs & Signals) 1996
- The Manual Handling Operations Regulations 1992
- The Workplace (Health, Safety, and Welfare) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992 (as amended)
- The New Roads and Street Works Act 1991

- The Electricity at Work Regulations 1989
- The Health & Safety (First-Aid) Regulations 1981
- The Safety Representatives and Safety Committees Regulations 1977

Environmental Standards

- The Waste Electrical Electronic and Equipment Regulations 2013
- The Hazardous Waste (England and Wales) Regulations 2005
- The Environment Protection Act (Duty of Care) Regulations 1991
- The Environmental Protection Act 1990

Guidance

- GD1 TG20:13 Good Practice Guidance for Tube and Fitting Scaffolding
- GD2 SG4:15 Preventing Falls in Scaffolding Operations
- GN3 HSG47 Avoiding danger from underground services
- GD3 HSG17 Safety in the use of abrasive wheels
- GD4 HSG33 Health and safety in roof work
- GD5 HSG53 Respiratory protective equipment at work
- GD6 HSG85 Electricity at work: Safe working practices
- GD7 HSG150 Health and safety in construction
- GD8 HSG151 Protecting the public: Your next move
- GD9 HSG168 Fire safety in construction
- GD10 Fire Prevention on Construction Sites - JCOP 9th Edition

The Contractors on this project will be required to comply with the requirements of the above legislation and any Site Rules that are introduced to comply with legislation or the client's requirements.

General Standards:

All personnel are expected to comply fully with health and safety law and the associated approved codes of practice. Contractors are, in addition, to be aware of and pay due attention to guidance issued by the Health and Safety Executive as well as that issued by trade bodies and authorities, which constitute industry 'best practice'. Method and policy statements submitted for these works will be reviewed by the Site Project Manager and Safety Adviser to ensure that these standards are met. On such occasions that they fail to meet the standard they will be returned for amendment action.

All contractors are expected to assess all activities that they are associated with for risks and adopt safe methods of work in keeping with the Management of Health and Safety at Work Regulations 1999 and other relevant regulations (as well as the standards and detail set out in this document).

In some cases, however, this health and safety plan specifically requires the preparation and submission of site-specific Method Statements in advance of particular work operations. All contractors are to ensure that their employees are aware of these safe working method statements and have been suitably trained and have adequate supervision to ensure that the procedures are followed. Additionally, a signed copy of the controlling documents must be handed to the Site Project Manager, who will ensure all operatives employed on the task have signed the issued documents. Failure to issue the requested signed documents may result in a delay and subsequent financial implications.

Training Standards:

General construction works

All work is to be carried by a competent person with adequate supervision to industry standards approved by CITB, CPCS, CSCS, PASMA, IPAF cards (not pass slips) and to meet requirements of the designated work.

Abrasive cutting/grinding

Certificate of competence issued by employer or equipment supplier. Validity routinely 3 years.

Certificate of training and appointment to mount abrasive wheels. (valid 3 years)

Gas/heating/plumbing works

All work is to be conducted by a competent person to industry standards. Gas Safe is an accepted standard.

Certificate of training achievement and registration to Gas Safe.

Electrical works

All electrical work is to be conducted under the supervision of a competent person to IEE standards and is to be tested and inspected to the standards set in the IEE Wiring Regulations on completion.

Current safety training certificates for the duration of the time employed on the project are required prior to contractor's operatives arriving on site. Operatives appointed to operate particular plant and equipment and to undertake certain specific forms of work on this project. Copies of the following certificates must be submitted to the principal contractor before work begins. (The list is far from exhaustive and other relevant training competencies should be included)

Information and Training for those on site:

On first arrival at the site all workers will be given a short briefing which will include:

- Site details, address and telephone number, location of the site telephone (for emergencies)
- Potential interface with members of the staff, public and project residents.
- Safety responsibilities
- Site security and booking in/out arrangements. This will enable Site Management to control and restrict vandalism, theft, injury to third parties, and potential damage to the works. Therefore any observations to breaches in security must be highlighted to Site Management. It is essential that all site personnel, visiting or working, sign in & out of site as in the event of an emergency the sign in register will be used to check that everyone has exited the building

- Site layout and nature of the works in progress/intended. (3rd party interface)
- Transport Management Plan
- Entry into building
- Awareness of other contractors involved onsite
- Asbestos Discovery (as applicable)
- Noise, vibration, and dust generated as a result of the work
- Preventing access to the work areas by the unauthorised persons.
- Site rules
- Welfare and first aid facilities – locations, name(s) of first aiders / Emergency First Aiders / Appointed Person
- Fire and emergency procedures including:
 - 1. Escape routes
 - 2. Assembly/Muster point
 - 3. Location and types of fire extinguishers

The names of those receiving induction training are to be recorded in the site records. No person will be allowed access to the site until they have received this induction briefing, or in the case of a visitor unless they are escorted at all times by a fully inducted person.

Site Rules:

The following rules are to be observed by all on site. Site induction will include these rules and other considered necessary by Site Management. Those working on site are required to sign indicating their agreement to comply.

- Individuals (or in the case of groups - the person in charge) must register on arrival on site and when leaving at the beginning and end of each working day.
- The mandatory site standard for PPE is as follows; Safety footwear to BS EN345, Hi-Visibility vests/jackets to BS EN471 and a Safety helmet (Hard Hats) to BS EN397. Additionally, all other PPE stated within Risk Assessments and Method Statement is to be worn.
- Individuals may only operate and use plant or equipment for which they are trained and authorised and where the Site Project Manager has received the appropriate training certificates.
- Plant is to be turned off at all times when not in use. Plant should be fitted with suitable silencers to reduce the disturbance to the surrounding area.
- Only battery powered or 110V electrical tools/equipment is to be used, ideally battery. Any other e.g. 230V must be sanctioned by the Site Project Manager, and if approved must be protected by a 30mA RCD and the PAT certification reduced to a monthly test.
- Defective or suspect equipment or tools must be removed from the site, tagged and not used until they have been repaired.
- Waste and debris must be cleared as work progresses and placed into the bins provided.
- The burning of waste on site is strictly prohibited. Once the waste has been separated onsite into their designated waste streams, the Site Project Manager will ensure all waste materials are removed from the site and disposed of with due regard for environmental impact. Contractors removing their own waste are to demonstrate compliance to the Site Project Manager. All involved should

follow the waste hierarchy of reduce, reuse and recycle before considering disposal.

- Tools and materials stored only as agreed by the Main Contractor as there is a potential interface with the existing residents.
- Areas below or close to those working at height must, as far as reasonably practical, be kept clear of all tools, equipment, materials, and debris. Operatives are to make provisions to prevent dropping items and that an exclusion zone is created.
- Personnel are to ensure that drains, sewers, culverts, and ducts etc. are kept free from obstruction by rubbish and debris at all times and not used for discharging contaminants.
- Smoking is prohibited inside buildings, in the vicinity of any flammable materials. The designated smoking area provided is to be used.
- It is strictly forbidden to bring or consume alcohol or drugs on site or to be under their influence.
- Horseplay and violent behaviour are not tolerated and will result in permanent exclusion from the site.
- The Main Contractor reserves the right to evict or refuse entry to any person for any reason, which it considers prejudicial to the safety or good conduct.
- Mobile phones are only to be used in designated areas and never whilst operating tools/plant etc.
- All of those on the site are required to wash before eating. Meals and drinks are only to be consumed in specified welfare areas. Any changes will be briefed accordingly by the Site Project Manager.

All personnel are to ensure that at the end of each working day that no means of access e.g. hop ups, towers, steps, ladders, equipment etc. are left in a position which would allow unauthorised persons their use.

- The Site Project Manager is to ensure all operatives have received the training commensurate with the employers Method Statement. Where no evidence is available the operative must be refused entry.
- The following considerations will be put in place to help prevent the spread of COVID-19.
 1. Site operatives will be required to regularly use the warm hand washing station that will be provided both outside and inside the site office. As well regular hand sanitising at the hand sanitising stations that will be provided around the site.
 2. Staggered break times where use of the canteen or any communal areas will be required and disinfecting between operatives
 3. Face coverings to be worn where practicable
 4. We will be operating a one way system for visitors and operatives around the site
 5. Any operatives displaying any symptoms of the COVID will not be allowed access to the site
 6. Periodic temperature to any visitors or operatives accessing the site

7. The site will operate social distancing where practicable in accordance with government guidelines

Monitoring Arrangements:

Safety standards will be monitored by the Main Contractor through:

- A continuous inspection process by the Site Project Manager is in force. A checklist for these inspections is included with the site safety records. These inspections will include all contractors working on the site and a report of all actions required will be given to the contractor's foremen with instructions to rectify non-conformance in a timely manner.

- To carry out sample and grab audits on the H&S and CDM process.

- Once per week the Site Project Manager or appointed representative will inspect fire

equipment, first aid equipment (and replenish if necessary), registers and site documentation. This inspection will be recorded on the designated form in the SMS file and when appropriate in the site diary.

- Monthly by the Contract Manager or appointed representative, who will carry out a hierarchical level of inspection of the site and produce a written safety inspection report for distribution.

Inspections required under the Construction (Design & Management)

Regulations 2015 will be carried out by the principal contractor's safety Advisers and a formal report will be provided and be prioritised for remedial

action/recommendations and filed with the site management system. This will be checked for closed out actions/progress on the next site inspection visit. This inspection regime will include sub-contractors. Additionally, contractors are required to audit/inspect their own works and equipment. Copies of such are to be handed to the Site Project Manager for record purposes.

The scheduled progress meeting chaired by the senior Principal Contractor representative will as part of agenda discuss health and safety reports, and relevant discussions between the Client, the Principal Contractor and members of the Design team for issues affecting the project. Ensuring the entire aforementioned have a feedback and closed down loop in line with the safety Adviser's safety site inspection form.

The Site Project Manager is to ensure client and Principal Designer are briefed accordingly on identified issues for discussion. Furthermore, the Site Project Manager is to ensure the following is incorporated into the inspection regime:

- Consideration of likely hazards and the reduction of risk wherever possible at all stages of the project;

- The introduction of the 'Risk / Hazards' of the week notice board giving due consideration to Regulation 10 of the Management of Health & Safety at Work Regulations 1999.

- Regular review of procedures and the Health and Safety Plan to ensure the correct execution of the project;

- Ensuring the regular site audits results are communicated to the workforce;

- Action Plans that target specific areas of risk identified by the HSE (e.g. falls from height, traffic impact accidents), identify methodology to reduce/ eliminate the most likely types of accident; identify a strategy for health; implement strategies for 'selling' the above to the

workforce;

- Induction and monitoring of adherence to the minimum standard requirements expected for particular disciplines as identified in the Health and Safety Plan.

Activities with Risks to Health and Safety:

The following areas have been identified as having potential risks. Risk Assessment sheets will be provided for these and will be added to the Health & Safety folder on the site.

Use of and Contact with Power Tools:

The hazards are from contact with electrical conductors, contact with the revolving tools and HAVS. The risk is low, the site power must be 110 Volt and the operatives should be trained in the proper use of tools. The tools must be visually inspected before first use and receive a periodic PAT test as required by the PUWER and Electricity at Works regulations. Individual risk assessments contain information on exposure limits for vibrating tools such as drills and breakers. It is not anticipated that HAVS will be an issue on this project, however, should any operatives suffer any form of numbness or pain associated with the use of vibrating tools they must take suitable breaks from use and the work activity should be shared.

Working at Height:

External works will include the blockwork, cladding, roof construction, installation of windows and rainwater goods etc. These works shall be performed from fixed scaffolding supplied and constructed by the designated contractor.

When working from non-fixed systems the wind speed should be measured on a regular basis throughout the working day to ensure that systems are not being used outside of the limits set by the manufacturer.

Any platform that you need to work off must be at least 600mm wide, which is 3 scaffold boards wide. Scaffold boards will need supporting by transoms or trestles at a minimum of 1200mm centres.

Tube & Fitting or Modular Scaffolds

Scaffolding shall only be erected and dismantled by competent persons with the appropriate and recognised certification i.e. The Construction Industry Scaffolders Record Scheme – CISRS card scheme.

The scaffold structure is to be designed in accordance with the requirements of BS EN12811-1 & TG20:13. A conformance sheet or scaffold design is to be provided by the appointed scaffolding contractor and maintained on site. Brick guards to be kept in position on scaffold lifts.

All scaffolding shall be supplied, inspected and erected in accordance with the: The European Standard BS EN12811-1

TG20:13

The Work at Height Regulations 2005

Construction (Design and Management) Regulations 2015

The Management of Health & Safety Regulations 1999

The Provision and Use of Work Equipment Regulations 1998

NASC SG4:15 Preventing Falls in Scaffolding Operations

Scafftags are to be fitted to all scaffold structures and completed/amended/inspected by a competent person as required by the system.

J&B Nelson Construction supervisor/s will undertake two visual inspections of all site scaffolds each day.

Fixed scaffolds are to have an in date Scafftag fixed at the main access point at all times and ladders are to be removed/boarded off at the end of each shift to prevent access in the event of a member of the public gaining access to the site. If any non-conformances are identified during the inspections, then works must cease immediately until rectified and approved by the J&B Nelson Construction supervisor.

Internal works at a low level and so shall be performed utilising 'Hop Ups', aluminium towers or podium steps. If ladders or steps are required they are to be of Class One (Industrial) grade and the contractor must issue the Principal Contractor with a detailed Risk Assessment in accordance with Regulation 6 of the Working at Height Regulations 2005 and Regulation 3 of the Management of Health & Safety at Work Regulations 1999.

Where works at higher levels are required the contractor will utilise mobile aluminium scaffolding towers constructed and certified by a PASMA trained operative. Where there is a significant risk of fall, a permit to work will be issued.

Mobile Tower scaffolds must only be erected, altered and dismantled by trained competent person/s whose names have been submitted to the J&B Nelson Construction person in charge and in accordance with:

The manufacturers/suppliers erection procedure,

Provision and Use of Work Equipment Regulations 1998 HSE – Construction Information Sheet No 10 (Revision 4) The Work at Height Regulations 2005

Ladders are a means of access and are not for working off unless detailed within your Safe System of Work which has been reviewed by J&B Nelson Construction. Stepladders may only be used to work off following receipt of a risk assessment. Ladders and Stepladders must be clearly marked as Industrial Grade.

Manual Handling:

Whether the transport of materials to the work areas is undertaken by the operatives under their own Method Statements and Risk Assessments, or under the direction of the Principal Contractor, care must be taken to minimise the inherent risks.

Deliveries shall be dropped as close to the working area as is possible and when there is a need to handle items long distance a suitable lifting aid (trolley etc.) should be used.

Where manual handling cannot be avoided, heavy items shall be either broken down into smaller loads or handled as a group lift. All risk assessments and

method statements provided by site contractors must identify heavy items used and how they are to be handled. Manual Handling HS(G) 149 'Backs for the Future' must be followed at all times by all contractors.

The site Tele-handler will manoeuvre materials and equipment from the site compound to the required work zone. Materials and equipment will generally be moved around the site to the place of work via, board carriers, pump trucks, pallet trucks or similar. Heavy items (structural steels) in the project area will be manoeuvred via the aid of genie lifts or similar.

COSHH:

The hazard is harm to body tissue and/or body organs from the use of hazardous chemicals.

The use of hazardous materials and substances on this site is not permitted without the principal contractor having had sight of a valid COSHH assessment for the product as per the requirements of the Control of Substances Hazardous to Health Regulations 2002 (as Amended). Each individual contractor is responsible for creating these documents and ensuring their staff are protected and not putting other trades at risk when chemicals are in use.

If any product is needed on-site that does not already have a COSHH assessment then it must be brought to the attention of the Health and Safety Adviser so that an assessment can be completed.

The Site Project Manager is to send a copy of any assessment, upon request, to the Principal Designer, and inform the Principal Designer if any material or substance to be used is listed under the 'Approved Supply List' or 'Approved Carriage List' of The Chemicals (Hazard, Information and Packaging for Supply)(Amendment) Regulations 2002 or is comparable in hazard. COSHH Assessments of manufacturer's safety data sheets are to be included with the notification.

Noise, Vibration, and Dust:

Noise:

Emissions generated as a result of the work shall be restricted to between 08.00 - 18.00 hrs. Works outside these hours are by prior arrangement with the principal contractor and client's agent. Where a specific issue is raised by local residents/businesses that will require changes to these working hours it shall be acted upon as soon as is possible.

In all cases, noise will be kept to a minimum with hearing protection used as deemed necessary in compliance with current regulations. Contractors must continually assess the level of noise and vibration that operations are creating and implement measures that keep levels within acceptable limits, not only for workers on site but for others who may be affected by the works. There will be a noise assessment detailing all tools found to be 85dB (A) and over available in the site health and safety folder.

Vibration:

Vibration producing tools will be subject to a HAVS assessment to identify the safe working times.

Exposure Action Value	2.5 m/s ²
Exposure Limit Value	5 m/s ²
Exposure Action Value	0.5 m/s ²
Exposure Limit Value	1.15 m/s ²

J&B Nelson Construction will ensure that workers operate equipment within the recommended guidelines. Information is provided on the site office notice boards.

Dust:

Dust will be minimised by wetting down or extraction systems as applicable to the type of tool and activity being carried out. Good housekeeping principles will be followed and ensuring that no build up of waste materials/debris is allowed to occur. Appropriate respiratory protection will be available i.e. FFP2 & FFP3.

Hot Works:

Without exception, all works that generate heat or sparks (abrasive cutting, welding, soldering) must be sanctioned by the Site Project Manager and a Hot Works Permit raised by the designated Site Project Manager or his nominated deputy utilising the Safety Management File. Additionally, a fire extinguisher commensurate with the surrounding materials must be provided by the contractor.

Site Management is to ensure the designated operative knows how the extinguisher works and what its limitations are.

Pipework to be plastic throughout the dwellings only hot works for plumbing works will be solder welds to the gas supply

Biological Hazards:

Leptospirosis (Weil's disease) from rat urine is a possibility, therefore, waste will be well managed and not permitted to build up. Food waste will be properly disposed of so as not to attract rats to the site. As a precaution, all waste must be handled using gloves. Adequate washing facilities will be available on-site.

Legionella from water systems and bacteria from wastewater systems are not considered to be a significant risk on this site in its current situation. All water systems fitted shall be cleaned and, where required, suitably treated for bacterial infection before being handed over to the client.

Spills:

All on-site water sources shall be regularly checked to ensure that they are not being left running and that they are not leaking. Construction water sources shall be kept away from electrical systems when they are fitted on the site and any spillages shall be cleaned up as soon as they are noted/generated. Spill kits will be made available on-site to deal with any accidental spillage of chemicals.

Exposure to UV Radiation:

Contractors affected by sunscreen exposure to UV radiation (from the sun) will be advised to provide creams/lotions to their workforce with a sun protection factor (SPF) rating of 15 or more.

Due to COVID creams/lotions cannot be provided on site operatives will be advised to use their own

Control of Lifting Operations:

All plant and equipment brought onto site must be accompanied by all relevant certification and retained for the currency of the work operations.

Copies of the weekly inspections are to be made available to J&B Nelson Construction as soon as practicable.

Training certification for all equipment operators must also be produced and logged in the site appointed persons register.

Lifting operations involving lifting equipment:

- Must be planned properly
- Use people who are sufficiently competent
- Supervised appropriately
- Carried out in a safe manner

Method Statements and Risk Assessments:

Method statements and Risk assessments will be required from the subcontractors prior to them commencing on site.

The site health & safety folder will contain the significant risks assessments and method statements provided by the subcontractor that are generally applicable to the work being undertaken on this scheme, together with procedures and policies that should be followed.

The Principal Designer will have highlighted known significant risks to the contractors via the Pre-Construction Information. For high-risk activities, a site-specific method statement is required, which will be agreed before the work can commence. For routine site operations, these site rules should be observed together with any relevant guidance issued by the HSE.

Personal Protective Equipment Requirements (PPE):

In accordance with the Personal Protective Equipment at Work Regulations 1992, risk assessments have been carried out, and, as a result, the following policy will be adopted:

Safety footwear, dust masks, safety goggles, hi-vis vests appropriate gloves and hard hats will be provided and worn as set out by the specific work activities by all site operatives and visitors. The site manager will be responsible for enforcing the wearing of all necessary PPE.

Head protection:

Hard hats must be worn on site at all times by all persons including visitors, delivery drivers, etc. regardless of apparently low risks.

High-visibility jackets:

High Visibility Jackets must be worn by all persons on site at all times.

Protective footwear:

Protective footwear must be worn by all persons on site at all times with the type and level of protection depending on the site conditions and the activities carried out e.g. anti-slip, (steel toe caps and steel sole plates are required as a minimum)

Site visitors are not necessarily required to wear steel toe capped/plated boots, however, sensible footwear must be worn depending on site conditions.

Overalls:

Overalls must be worn on site as and when the work necessitates in order to provide body protection against hazardous substances, moisture, contaminated ground etc.

Hearing Protection:

Hearing protection must be worn on site where average noise levels reach 80dB(A) or 135dB(C). Although the legal requirement to enforce the use of hearing protection is at 85dB(A) or 137dB(C) it is company policy to enforce their use at 80dB(A) or 135dB(C) as good practice.

Breathing Protection:

Respiratory protection must be worn on the site where indicated on the risk assessments for the various activities.

FFP3 masks must be worn when cutting, sanding, grinding silica based products or hardwoods. Additionally and brushing up activities will require damping down wherever possible. The labourer must wear an FFP3 mask as the content of dust may contain a mixed variety of hazardous dusts.

Construction Materials:

The materials and substances in the permanent works are deemed to be within the normal experience of a competent contractor.

Where these present health & safety hazards, the contractor will carry out risk assessments, as required under COSHH, and introduce control measures.

Storage of Materials and Work Equipment:

Inert materials such as blocks, timber and plasterboard will be stored on-site.

Hazardous materials such as chemical cleaners and petrol will be locked away at the end of each working day. Power tools will also be removed from the site at the end of each working day.

Materials will be located on the site and brought to the working area as required.

Where practical the construction materials will be delivered directly to the working

area to minimise the need for the manual handling of materials. Materials will be stored in such a way that there is adequate working space to safely handle them manually or by machine. The storage of materials will be carefully controlled to ensure minimal risk to the work personnel, visitors and members of the public.

Storage of Waste Materials:

An area shall be laid out and labelled to facilitate the separation of materials for potential recycling, salvage, reuse and return. Recycling and waste bins are to be kept clean and clearly marked in order to avoid contamination of materials. The labelling systems shall be the Waste Awareness Colour

Coding Scheme. If the skips are clearly identified the bulk of the workforce will deposit the correct materials into the correct skip. Skips for segregation of waste identified currently are:

- Wood

- Metal

- Brick/rubble

- Canteen waste

As works progress and other trades come to site other skips will be placed to enable certain waste to be removed from site. This is likely to include:

- Plasterboard

- Paper and cardboard (bagged up)

Waste materials fall into three categories for management, these are:

- Re-use

- Recycle

- Landfill

Re-Used

If surplus materials can be used in the permanent works they are classified as materials, which have been re-used. If they are surplus to requirements and need to be removed from site and they can be removed and used in their present form, they can be removed from site for reuse.

Recycling

If the surplus material cannot be re-used in its present form but could be used in a different form, it is sent for recycling such as 50x50 timber to make chipboard.

Provision and Use of Temporary Services:

Temporary services will be established in the early stages of the contract. Temporary and permanent Electrical Works will be carried out by NICEIC

Registered Installer. All works to be certified under Part P of the Building regulations. Power required within the construction area where it is not available from the Client will be generated from portable generators where practicable. The company will permit no unauthorised use of the Clients services and any authorised connections will be inspected by the Client prior to use.

Site Establishment:

Fencing, hoarding and signage

Access:

Scaffolding and edge protection

Earth works:

Trenches and excavations

J&B Nelson Construction shall use a permit to work system to control high-risk activities. No work shall be undertaken where a permit-to-work is required unless the permit states the correct date and correct commencement and completion times. Permit to work systems will operate for the following work activities:

1. Hot work – welding, cutting, grinding, etc.

Permits to work will not prevent incidents unless:

- a) Their need and use have been established;
- b) Their requirements are adhered to;
- c) Staff are aware and competent;
- d) Appropriate equipment is available for testing and implementation.

Therefore J&B Nelson Construction will ensure that where such permit to work systems are required, the above conditions have first been satisfied.

Network Rail:

Network Rail have been informed of the site and granted their permission for works to be carried out subject to interim inspections by their inspector, BAPA has been signed by all parties. Detailed working conditions are included as appendix 2.

Contact details for Network rail - Gordon Chamberlain

Tel. 07809378334

Email. gordon.chamberlain@networkrail.co.uk

Emergency Procedures:

In order to be prepared for any emergency event, the company will, when considered necessary, plan for reasonably foreseeable incidents and prepare a written plan outlining procedures to be followed in such an event.

The company will, in consultation with workers and their representatives:

- a) carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required;

- b) establish procedures to be followed by employees in the event of an emergency situation, including:
- I. raising the alarm;
 - II. means of escape;
 - III. assembly points and 'safe muster areas';
 - IV. summoning the emergency services;
 - V. evacuation of disabled persons;
 - VI. appoint persons to be responsible for specific procedures in the event of an emergency situation (including the shutting down of plant and making it safe before evacuating the area);
 - VII. fire wardens and fire marshals (as necessary);
 - VIII. persons responsible for emergency power supplies and lighting;
 - IX. first aiders;
- c) provide a written version of the procedures to all personnel;
- d) ensure that the plans cover out of hours working, weekend working and closures for holidays;
- e) ensure there is an up to date call-out list for key personnel and that this is readily accessible;
- f) keep all access routes for emergency services and all escape routes clear at all times;
- g) reassess the emergency plan at regular intervals and update or alter it as necessary;
- h) provide training in emergency procedures for all employees, plus specialist training for those with special responsibilities.

Most emergency situations are unlikely if all risks at the workplace are adequately controlled. When devising the emergency plan the company will:

- a) nominate personnel to be responsible for specific emergency actions and ensure that they are trained to deal with their responsibilities;
 - b) ensure that all employees without special responsibilities are aware of how to evacuate the area without delay;
- Reporting an Injury or Dangerous Occurrence • Training
 - Fire and Emergency Procedure

Fire:

Control Measures

- Site fire layout plans will be located around the project indicating fire fighting equipment and emergency escape routes.
- Hot Work involving the use of blow lamps, abrasive wheels, etc, must obtain the Company Hot Work Permit from the Site Supervisor/s prior to work operations commencing.
- Smoking is not allowed anywhere on the site.
- Rubbish is not to be burnt on site.
- Waste materials are to be placed in skips positioned the site compound.
- Fire routes are to be maintained at all times.

Fire extinguishers to be placed in the site office and welfare facilities with fire points made up of fire extinguishers and signage to be placed strategically across the site.

High-risk fire areas such as hot work areas must have fire extinguishers within easy reach.

- CO2 – Black – Liquid, electrical
- Water – Red – Paper, wood, textiles, solids
- Foam – Cream – Liquid, wood, textiles, paper
- Powder – Blue – Liquid, electrical, wood, textiles, paper

The emergency alarm must be tested weekly and all workers to be notified of the alarm at induction. Depending on the hazards and size of the site, the alarm siren will normally be an emergency air horn.

Please refer to the Emergency Plan for the location of fire extinguishers and alarms.

The assembly area must be an open space away from the work area avoiding any additional hazards and where staff can wait safely. The assembly area must not be at the site office.

The location of the assembly area for this project is highlighted on the Emergency Plan.

Action

The person discovering a hazardous situation which has resulted or may result in a fire or explosion will alert other personnel, and if the fire is small, and if safe to do so, attempt to extinguish it using the correct fire extinguisher. If the fire cannot be quickly or safely extinguished, or if there has been, or there is the potential for an explosion, ensure that all personnel move out of the area as quickly as possible.

Control over any hazardous situation will be exercised by the Site Manager, who will immediately upon being made aware of the situation raise the alarm using the site emergency alarm. The site emergency alarm will be tested once per week. The Site Manager will direct all personnel to the Assembly Area and ensure that the emergency services have been called.

The Site Manager will go to the Assembly Area, check if any personnel are missing and be ready to receive and brief the emergency services giving the location of the emergency water supplies/hydrants and details of any missing personnel. The location of the Assembly Area is marked up on the Emergency Plan. (A risk assessment has been produced and is held in section 6 of the site health and safety folder.)

III Health:

In the event of someone being taken ill or being injured as a result of an accident that requires medical attention, the IP should be taken to the nearest Hospital. If the injury is serious or the IP cannot be moved then the Ambulance Service must be notified by phoning 999 and giving as much information as possible as to the nature of the incident and location of the injured parties. Carry out First Aid Treatment and keep them warm and comfortable. DO NOT MOVE THEM. Leave them for the Ambulance Crew who have the equipment and training to deal with such incidents. Do not give them anything to eat or drink. Any person displaying symptoms of COVID-19 in line with current government guidelines will not be able to gain access to the site

Reporting of Accidents & RIDDOR:

Accidents:

All accidents and near misses, however, minor must be reported to the Main Contractor and recorded in the site accident book kept by the Site Project Manager regardless of the severity of the incident.

Once the accident book sheet is completed it is to be detached and returned to Head Office where it will be securely held in the interests of confidentiality. The Site Project Manager must be immediately informed of any accident or dangerous occurrence on the site or of ill health, which could be linked to site work.

All incidents and near misses must be recorded onto the Incident Report Form as soon as is reasonably practicable with a copy being submitted to head office in order that an investigation can commence.

Near Miss – an unplanned event that did not result in injury, illness, or damage - but had the potential to do so e.g. materials falling close to someone's head.

Incident – A planned/wanted event that resulted in or had the potential to result in injury, damage or loss. Injury, damage or loss resulted or could have resulted from the activities of the planned/wanted event.

Accident – An undesirable or unfortunate happening that occurs unintentionally and results in injury

RIDDOR:

All reportable accidents are subject to the procedures detailed in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

- Death, major injury, and over 10-day injuries or disease - reported by the person's employer. It is requested that a copy of the F2508 be acquired for record purposes.
- Death or an injury requiring hospital treatment of a person at the site not directly involved in the works - reported by the Principal Contractor.
- Dangerous occurrences at the site (as defined by RIDDOR 13) - reported by the Main Contractor.
- Accidents or dangerous occurrences during transport to or from the site or in preparatory works at contractors' premises must be reported by that contractor - the Site Project Manager should, however, be informed of such incidents.

Advice from the Safety Adviser is to be undertaken on all RIDDOR issues to ensure the necessary reporting actions are taken. All RIDDOR reportable accidents will be investigated by thoroughly by the Safety Adviser who will create a report for the Principal Contractor and the associated employer

As previously stated the Site Project Manager is to notify the Principal Designer of any accident or occurrence on the site that involves any employee in medical treatment or time off.

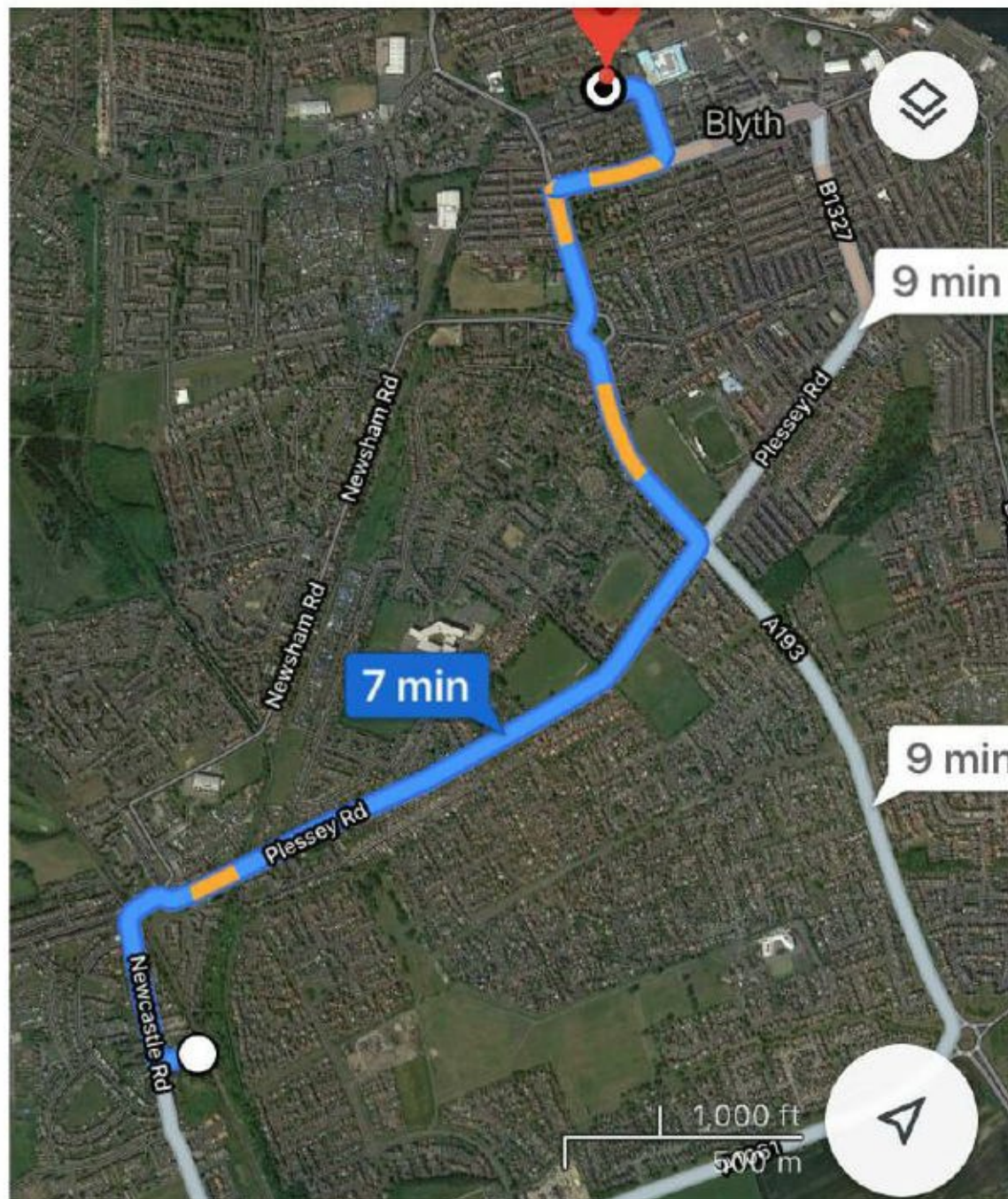
Any notification to the Health and Safety Inspectorate under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 shall be copied to the Principal Designer immediately.

First Aid Arrangements:

The Principal Contractor will ensure that a trained and in date 'First Aider, 'Emergency First Aider / Appointed Person' 'is available on site at all times during construction activities. A first aid box (20 persons) will be available on site. All instances requiring First Aid treatment are to be initiated via the Site First Aider / Appointed Person / Emergency First Aider. Where sub- contractors have a dedicated and authorised First Aider, then treatment may be provided and the Principal Contractor informed accordingly. First aid arrangements will be included in the initial site briefing given to all workers on the first arrival at the site. Nearest hospital A&E Department:

Blyth Community Hospital
Tel. 03448118111

Address:
Thoroton Street,
Blyth
Northumberland
NE24 1DX



COVID 19:

We will follow all government guidance with regards to COVID 19 in relation to working on building sites.

For a full list of our response to dealing with COVID 19, see Appendix 1

Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19)

Welfare Arrangements:

Welfare facilities will be provided and controlled by the Main Contractor. They are for use on-site by all authorised persons. These facilities are to be kept clean and tidy by those using them.

Location of welfare facilities: Welfare facilities will be provided using the house situated within the construction site for the first phase of construction. In the final two stages of construction welfare cabins will be supplied for all operatives

Drinking water: A supply of wholesome drinking water will be available from temporary facilities and will be direct from the mains where possible. If using stored water, the storage facilities will be clearly marked and the water regularly changed to prevent it from becoming stale or contaminated.

Toilets: Portable toilets will be provided in a location on site which will be regularly cleaned and sanitised. There will also be a toilet provided at the entrance to the site in the house which will be used as a site office

Washing facilities: Washing facilities: Clean hot and cold (warm) running water (running where reasonable practicable)

- Soap or other suitable means of cleaning
- Disposable paper towels will be used as a means of drying
- Sufficient ventilation and lighting
- Sinks large enough to wash hands, face and forearms

Rest Facilities/making meals: Within the welfare facilities we will provide a table, seating with backs, a means for heating water for drinks and for warming up food (kettle, microwave, gas/electric heating ring etc.). Adequate heating must be provided.

Smoking rules: No smoking inside any welfare facilities. No smoking in any enclosed area onsite (roof + 50% walls). Smoking only in designated areas.

Cleaning arrangements: All welfare facilities on site must be maintained by all workers that use them. Additional cleaning will be carried out as and when necessary depending on the frequency of use, site conditions etc.

Automatic contactless Hand sanitising stations will be located around the site for use by any visitors or operatives on site

Consultation for People on Site:

The Main Contractor is available at all times to discuss matters of health and safety not already covered under within this plan and will discuss with, if appointed, representatives of the operatives.

The Health and Safety Adviser can also be contacted at any time to discuss matters that may apply to the project.

On Site Third Party Communication

The site manager will act as a daily liaison between other third party companies working.

Joint Staff Communication

Consultation on health and safety matters will be encouraged and the requirements of the Safety Representatives and Safety Committees Regulations 1977 and the Health & Safety (Consultation with Employees) Regulations 1996 will be complied with. The main function of these consultations is to draw attention to any unsafe practices which become apparent and to bring forward suggestions for better safety standards and practices. Consultations will be encouraged during regular meetings.

Ongoing communications between the staff regarding the works and health and safety matters will be ongoing throughout the construction process.

Project Information

The process for exchange of information between project parties will be as agreed at the Pre- Contract meetings and is established by the Project Manager/Architect and Principal Designer within the pre-construction information. The Site Manager will have email and printing facilities for receipt of design changes and information directly from the architect and engineers.

Provision and record of construction and design change information will form part of the fortnightly Project Meetings.

Contractor Communications

Health and Safety information and communications will include inductions and all site matters relating to design, construction and health and safety will be regularly undertaken by the site manager.

Toolbox talks shall be regularly provided to contractors during the project on subject relating to the works to maintain Health & Safety awareness.

Unforeseen Eventualities:

Procedures for dealing with unforeseen eventualities during project execution which result in substantial design changes and which might affect resources are as follows:

As soon as unforeseen eventuality arises, the Main Contractor will inform the Client.

The health and safety issues arising from the eventuality are to be as soon as possible after the occurrence, together with proposals for dealing with them.

Details of the re-design and the health and safety implications are to be submitted for consideration and acceptance in due time before execution. Health & safety issues will be on the agenda of the progress meetings.

Site Foreman C.V.

Tom Nelson

Work History

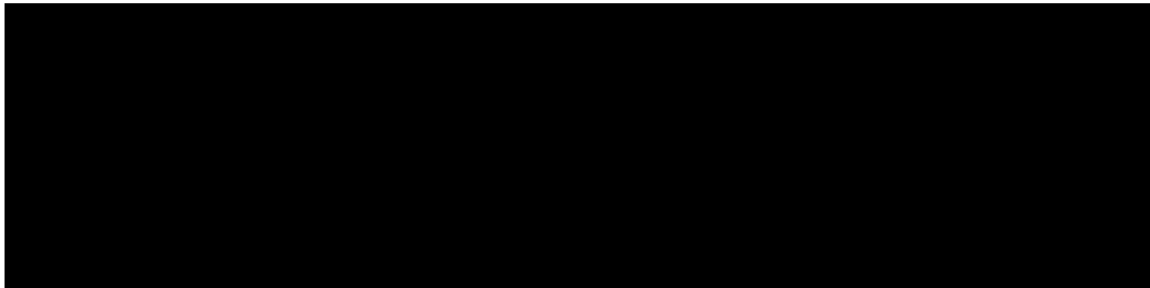
2004-present J & B Nelson Construction

Relevant Training Qualifications

HNC Building Studies
NVQ Level 3 Bricklaying
NVQ Level 3 AutoCAD
Construction Site Managers Safety Training Certificate
Asbestos Awareness
Abrasive wheels
Manual Handling
Work at height
PPE Standards and selection
Emergency First Aid

Experience

Tom has worked on a wide variety of projects ranging from £5000 to £750000 he has developed a wide variety of skills and has executed works safely and accurately. He has undertaken a variety of training courses to aid in his development and ensure he is up to date with current regulations.



James Nelson

Work History

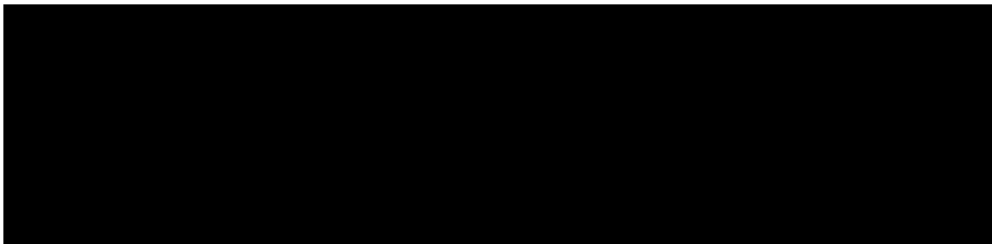
2002-present J & B Nelson Construction

Relevant Training Qualifications

HND Building Studies
NVQ Level 3 Carpentry & Joinery
NVQ Level 3 AutoCAD
Construction Site Managers Safety Training Certificate
Asbestos Awareness
Abrasive wheels
Manual Handling
Work at height
PPE Standards and selection
Emergency First Aid

Experience

James has also worked on a wide variety of projects ranging from £5000 to £1000000 he has developed a wide variety of skills and has executed works safely and accurately. He has undertaken a variety of training courses to aid in his development and ensure he is up to date with current regulations.



Appendix 1 –

Version 7 – 07 January 2021

Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19)

Contents Introduction

When to Travel to Work

Travel to Work

Driving at Work

Site Access and Egress Points

Hand Washing

Toilet Facilities

Canteens and Rest Areas

Changing Facilities, Showers and Drying Rooms

Work Planning to Avoid Close Working

First Aid and Emergency Service Response

Cleaning

Introduction

Current guidance

Social Distancing

Workers should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable.

The local **COVID alert levels** do not restrict construction activities; however, any additional local authority restrictions must be complied with.

National guidance on social distancing in **England, Scotland, Wales** and **Northern Ireland** should be adhered to off-site

Going to Work

Workers should be working from home if they can. Those who cannot work from home, which includes workers in construction, manufacturing, logistics and distribution, should go to work.

Workplaces that are open should be **Covid-19 secure**.

Face Coverings

In accordance with **The Use of Face Coverings in Construction**, where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace (which may include welfare and changing facilities, site offices or site meeting rooms) meets all of the criteria below, their employer should make face

coverings available and they should be worn in:

- An enclosed space;
- Where social distancing isn't always possible; and
- Where they come into contact with others they do not normally meet.

In line with Government guidance on premises providing hospitality, face coverings must be worn in canteens except when seated at a table to eat or drink.

Introduction

These Site Operating Procedures (SOP) are based on Government guidance on [Working safely during Coronavirus \(Covid-19\) - Construction and other outdoor work](#) in England; other restrictions and advice may apply in [Scotland](#), [Wales](#) and [Northern Ireland](#), as well as in areas subject to a localised lockdown. The objective is to introduce consistent measures on construction sites of all types and sizes and employers and individuals should make every effort to comply.

Where workers enter people's homes, they should follow the Government guidance on [Working in Other People's Homes](#).

The [HSE](#) is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not complying with the latest Government advice on Coronavirus (Covid-19), it may be subject to enforcement action.

Construction sites need to ensure they are protecting their workforce and minimising the risk of spread of Coronavirus (Covid-19) infection. This includes considering how personnel travel to and from site.

Government guidance for employers in England states "*where the social distancing guidelines cannot be followed in full, in relation to a particular activity, and the activity cannot be redesigned, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff*".

The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance.

The workforce should be reminded during inductions and daily briefings of the specific social distancing and coronavirus (Covid-19) control measures necessary to protect them, their colleagues, families and the UK population.

When to Go to Work

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Travel to Work

Wherever possible workers should travel to site alone using their own transport.

Social distancing	<p>Workers in the construction industry should follow the guidance on Social Distancing. Where they cannot work from home, they must follow guidance on Meeting With Others Safely and Safer Travel while travelling to and from work and while at work.</p> <p>Anyone who is clinically extremely vulnerable to Coronavirus (Covid-19) should follow the latest guidance on shielding.</p>
Self-isolation	<p>Anyone who has:</p> <ul style="list-style-type: none">• symptoms of Coronavirus (Covid-19);• received a positive Coronavirus (Covid-19) test result;• a member of their household or support bubble showing symptoms of Coronavirus (Covid-19) or with a positive test result;• returned from a country that is not on the travel corridor list; or• been contacted by the NHS Test & Trace Service; <p>must follow the guidance on self-isolation and should not come to site.</p> <p>It is a legal requirement to self-isolate in the event of a positive test result or when told to do so by NHS Test & Trace</p>
If someone falls ill	<p>If a worker develops a high temperature, a new continuous cough, or a loss of, or change in, their normal sense of taste or smell while at work, they should:</p> <ul style="list-style-type: none">• Ensure their manager or supervisor is informed• Return home immediately• Avoid touching anything• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. <p>They should get a Coronavirus (Covid-19) test.</p> <p>They must follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and not return to site until they have received a negative test result or, in the event of a positive test result, until they have completed their period of self-isolation and are no longer unwell.</p> <p>Sites that are informed of more than one confirmed case within 14 days will need to contact their local Public Health England protection team.</p> <p>Further information can be found in the 'What to do if a worker has Covid-19 or has to self-isolate' flowchart.</p>

Travel to Work

Using Private Vehicles

Wherever possible workers should try not to share a vehicle with those outside their household or support bubble.

If workers have no option but to share transport, they should try to:

- Share with the same individuals and with the minimum number of people (up to a maximum of 6) at any one time
- Keep the windows open
- Travel side by side or behind other people, rather than facing them, where seating arrangements allow
- Maximise the distance between people
- Wear a face covering
- The vehicle should be cleaned between journeys, especially touch points, using gloves and standard cleaning products.

Using Public Transport

Where public transport is the only option for workers, they:

- Should try to avoid travelling during peak times (05:45 - 8:15 and 16:00 - 17:30); and
- Must wear a face covering.

Sites should consider:

- Changing and staggering site hours to reduce congestion on public transport
- Parking arrangements for additional vehicles and bicycles
- Providing facilities such as lockers and showers
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home.

Driving at Work

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should follow the Government guidance on [Working Safely during Coronavirus \(Covid- 19\) - Vehicles](#), which provides information for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar.

Site Access and Egress Points

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan and manage site access and egress points to enable and control social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies
- Introduce one-way systems
- Allow plenty of space between people waiting to enter site
- Use signage:

- such as floor markings, to ensure current social distancing requirements are maintained between people when queuing
- reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. entry systems, scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Where loading and offloading arrangements on site will allow it, delivery drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- Drivers must be provided with access to suitable toilet and hand washing facilities and made aware of the social distancing measures in place
- Consider arrangements for monitoring compliance.

Hand Washing

- Allow regular breaks to wash hands
- Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to maintain current social distancing requirements.
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Portable toilets should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Rest Areas

Face coverings must be worn in canteens (where food is served), except when seated at a table to eat or drink, and Government guidance on [Keeping workers and customers safe during Covid-19 in restaurants](#) should be followed. This [Food Standards Agency Checklist](#) may also be helpful.

- Consider increasing the number or size of facilities available on site if possible
- The capacity should be clearly identified at the entry to each facility, and where necessary attendants provided

to supervise compliance with social distancing measures

- Break times should be staggered to reduce congestion and contact at all times
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- Seating and tables should be reconfigured to reduce face to face interactions
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables and chairs should be cleaned between each use
- Crockery, eating utensils, cups etc. should be disposable or washed and dried between use
- Payments should be taken by contactless card wherever possible
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Canteen staff and workers may use the same rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.

Changing Facilities, Showers and Drying Rooms

- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain current social distancing requirements
- Restrict the number of people using these facilities at any one time e.g. use a welfare attendant
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Work Planning to Avoid Close Working

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government guidance and the advice within these Site Operating Procedures.

Hierarchy of Controls

If you are not able to work whilst maintaining current social distancing requirements, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector- specific guidance. The results of risk assessments should be shared with the workforce and this [poster](#) displayed in the workplace.

Eliminate	<ul style="list-style-type: none">• Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace• Rearrange tasks to enable them to be done by one person, or in a way that maintains current social distancing requirements.
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	<ul style="list-style-type: none"> • Avoid skin to skin contact and face to face working Stairs should be used in preference to lifts or hoists and consider one ways systems • Consider alternative or additional mechanical aids to reduce worker interface <p>Site Meetings</p> <ul style="list-style-type: none"> • Only absolutely necessary meeting participants should attend • Attendees should maintain current social distancing requirements • Rooms should be well ventilated / windows opened to allow fresh air circulation • Hold meetings in open areas where possible
Reduce	<p>Risk mitigation, where current social distancing requirements cannot be maintained, could include the following:</p> <ul style="list-style-type: none"> • Minimise the frequency and time workers are working together where current social distancing requirements cannot be maintained • Minimise the number of workers involved in tasks where current social distancing requirements cannot be maintained • Workers should work side by side, or facing away from each other, rather than face to face • Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times • Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. • Increase ventilation in enclosed spaces • Workers should wash their hands before and after using any equipment
Isolate	<p>Keep groups of workers:</p> <ul style="list-style-type: none"> • Together in teams e.g. do not change workers within teams • As small as possible • Away from other workers where possible
Control	<ul style="list-style-type: none"> • Consider introducing an enhanced authorisation process

	<ul style="list-style-type: none"> • Provide additional supervision to monitor and manage compliance
PPE	<ul style="list-style-type: none"> • Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE • Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19).
Behaviours	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>Encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.</p>

First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Telephone equipment
- Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

Appendix 2:

Ref: SG005 Asset Protection Eastern Specific Guidance



Asset Protection Specific Guidance Note

Developments & maintenance works adjacent to the operational railway *Listed below are Network Rail's specific guidance notes for enabling development works to be carried out safely adjacent to the operational railway. These should be read in conjunction with General Guidance Note GN001.*

1. Provision of information relating to the works.

Network Rail should be consulted for all developments adjacent to Network Rail's boundary and operational assets at the earliest opportunity, ideally during preliminary design. The CDM regulations require designers to consider the impact of their proposals upon their neighbours and to ensure that any scheme can be safely constructed and subsequently maintained. Asset Protection can provide specialist railway advice to assist you in meeting this obligation.

Detailed plans of the proposed development adjacent to Network Rail's boundary should be forwarded to Network Rail's Asset Protection Project team for consideration. The drawings should be to scale with dimensions and levels, including cross-sections where alterations to the existing ground levels are proposed. Drawings must show both the existing and proposed levels and indicate the position of the adjacent railway.

Dependent upon the nature of the proposal, the following provides a list of the activities and operations that may be of interest to Network Rail, these include but may not be restricted to:

- Site investigation works.
- Design features of proposed development, including form of construction, foundations, facade, lighting and reflectivity, boundary treatments and vehicle incursion risk.
- Risk of electrical interference.
- Temporary works including scaffolding, formwork, falsework and other temporary structures.
- Earthworks, excavations, basements, drainage and dewatering adjacent to the railway.
- Methods of construction, maintenance or demolition of structures including risk mitigation.
- Works that can cause vibration and/or dust.
- Plant operations including piling, crane works, MEWP operations.
- Vegetation management and planting.
- Requirements for access to Network Rail property.
- Any other operations that may affect the safety of the operational line.

2. Proximity to Network Rail Boundary and Operational Assets

Careful consideration should be given at design stage to construction methods, future operation, and maintenance of the development. The presence of overhead line electrification equipment should be specifically considered. It is recommended that all buildings and structures should be positioned at sufficient clearance from Network Rail's boundary to allow construction and future maintenance to be carried out, from within developer's land, thus minimising the need for provision by Network Rail of staff for protection/supervisory duties.

It may be necessary for the developer to enter into a Party Wall Agreement should any part of the works provide structural support to Network Rail's property or assets. The requirements should be discussed with the Asset Protection team.

3. New Roads

Where the development includes new roads, turning spaces or parking areas to be situated adjacent to a railway, the risk of road vehicle incursion (onto the railway) must be considered as part of the design. Suitable mitigations such as parapets, crash barriers or high kerbs capable of preventing vehicles accidentally driving/rolling onto the railway or damaging the lineside fencing should be provided.

It should be noted that internal access roads for new developments, should avoid joining the existing highway network at a location where use of the new junction could affect traffic flow over a railway level crossing. This may require to be demonstrated by traffic flow analysis.

4. Permanent Fence

In view of the change of circumstances due to the development immediately adjoining an operational railway line, it is essential the developer provides, and thereafter maintains, a substantial fence, e.g. concrete post and weldmesh, galvanised steel palisade, solid wall of concrete, brick or masonry, adjacent to Network Rail's boundary. This is to be agreed in writing with Network Rail. The design should be appropriate for the land usage and should preferably be positioned such that future maintenance can be carried out without access to Network Rail property, which would incur Network Rail supervision and costs. The Developer is to notify Network Rail four clear weeks prior to the commencement of all fencing works to enable any necessary supervision/inspection to be arranged. The boundary fence specification is to be submitted for approval by Network Rail and may require submission of a permanent works design. The boundary location is to be agreed with Network Rail Property before these works commence.

No permanent or temporary fence is to be constructed within 3 metres of the Network Rail overhead electrified equipment without prior consent. Metal fencing adjacent to Network Rail overhead electrified equipment is discouraged as it is likely that it will need to be earth bonded to the traction earth return system.

5. Play Areas etc.

Children's play areas, open spaces, amenity areas, garage blocks, etc. should not be sited adjacent to the railway, unless the developer provides and maintains a substantial security fence along the boundary.

6. Lighting

Lighting schemes for the illumination of buildings, roads, parking, garage areas, security, etc. must be submitted for Network Rail's prior approval. Lighting schemes could affect sighting of railway signalling therefore Network Rail reserves the right to have any lights screened. Lighting schemes are to be reviewed by Network Rail's Signalling Engineer.

7. Geotechnical Information

Network Rail require to be advised of the geotechnical information regarding the site and be assured that construction methods proposed are suitable. Written confirmation is required, confirming that the structural integrity of the railway formation or structures will not be impaired by excavation, piling, trenchless technology, tunnelling or other construction methods. In particular, the extraction of soil from under Network Rail structures by auguring is to be avoided.

8. Earthworks and Excavations (including foundations and basements)

There is to be no surcharging (permanent or temporary); removal or undermining of Network Rail's cutting slopes, embankments or retaining structures without specific agreement from Network Rail.

Network Rail reserve the right of support at all times. Details of earthworks, e.g. ground raising or lowering, and excavations for foundations, basements, etc. within 15 metres of Network Rail's boundary or infrastructure support zone (including embankments and track) are to be submitted to Network Rail for prior approval. The structural integrity of Network Rail's formation or structures must not be compromised. Stability calculations together with supporting independent design check certification and geological information, will be required to prove this where necessary.

Network Rail may require the developer to monitor ground levels, track levels and alignment regularly while earthworks are taking place and for at least 2 weeks prior commencement and 4 weeks after completion.

Details of any retaining walls, other support structures and earthworks associated with ground level alterations adjacent to the railway boundary are to be submitted for Network Rail consideration and acceptance. This includes any temporary earthworks and stockpiling of materials.

9. Drainage

Storm/surface water must not be discharged on to Network Rail's property or into Network Rail's culverts or drains except by agreement with Network Rail. Suitable drainage or other works must be provided and maintained by the developer to prevent surface flows or run-off onto Network Rail's property. Provision must be made to accept

and maintain existing drainage discharging from Network Rail's property. Full details to be submitted to Network Rail for approval.

10. Invasive Species

The developer should advise Network Rail of any invasive species found adjacent to Network Rail's boundary.

11. Tree Planting

Network Rail requires to approve tree planting schemes in proximity of the operational railway. A list of acceptable species is available, reference Asset Protection Advice Note AN005 Landscaping.

12. Network Rail Access over the Development Area

Any existing reserved rights of access for Network Rail across the development site are to be maintained during and on completion of the works. Details of any temporary or permanent alterations to reserved access routes are to be agreed with Network Rail Property department.

13. Interference with Railway Signals and Communications

Network Rail's signals should not be obscured, or their sighting affected by the works, both in a temporary or permanent situation. The effect on Network Rail's signalling should be assessed by a competent signal sighting engineer acting on behalf of the developer to ensure that a risk is not imported on to the operational railway and submitted to Network Rail for approval. The cost of such an assessment is to be funded by the developer.

Large areas of red or green cladding or painted structure that face on to the railway could affect the sighting of track signals. The developer should be aware that if these colours are chosen then they could be instructed to change the colours if a signalling sighting problem is encountered. The developer will be responsible for the cost of these changes.

Large areas of reflective cladding or mirror type glazing could affect the sighting of track signals in the vicinity of the railway. The effect on Network Rail's signalling should be assessed by a competent glare specialist acting on behalf of the developer to ensure that a risk is not imported on to the operational railway and submitted to Network Rail for approval. If signal sighting problems are encountered due to reflected sunlight, then the developer will be responsible for eliminating the problem. Any works carried out by Network Rail to the signalling and associated equipment that may be necessary as mitigation to the above, is at the cost of the developer.

Network Rail has a radio telecoms communication system (GSMR) which relies on uninterrupted line of sight between the transmitters and the rail line. Network Rail may require information on your proposals to allow a GSMR reception assessment to be undertaken.

14. Alterations to Network Rail's Infrastructure

Network Rail reserves the right to alter any aspect of its operational infrastructure. The Developer should be aware of the possibility that trains may stop at signals adjacent to the development and the associated noise and vibration that may emanate from the passage of trains and the operation of infrastructure equipment, and that much railway maintenance work is undertaken at night.

15. Temporary Access to Network Rail Property

Network Rail may be willing to grant access to Network Rail property to assist construction. This cannot be guaranteed and will require a licence to be agreed with the Network Rail Property department.

16. Crane and Piling Rig Working

All crane working, and piling operations are to be reviewed by Network Rail.

Network Rail have worked with industry partners in the development of guidance notes for the safe design and operation of tower cranes, road mobile and other lifting equipment adjacent to the operational railway.

- CPA Good Practice Guide (June 2014): Requirements for Tower Cranes Alongside Railways Controlled by Network Rail.
- CPA Good Practice Guide (Dec 2018): Requirements for Road Mobile and other lifting equipment Alongside Railways Controlled by Network Rail.

Further details can be found in GN001 General Guidance Note.

These documents detail a hierarchy of control measures to be followed and can be obtained from the CPA Construction Plant-hire Association website.

Piling work must comply with Network Rail Standard NR/L3/INI/CP0063 - Piling Adjacent to the Running Line.

Method statements/crane plans are required for any crane or piling rig operations on site. They are to indicate technical details of the equipment including load capacity, operating and collapse radii and diagrams showing jib length, position, outriggers position and anticipated load lifts etc. Drawings are required to show crane and piling rig movements and lifting positions about the site.

When not in a railway possession, cranes or piling rigs may only work parallel to, or pointing away from the railway, and must always swing away from the railway. Safeguards must be in operation to stop any sluing over the railway.

Copies of all plant certification should be available for Network Rail inspection.

Attention is drawn to the following:

- Vibration limits as described in clause 19 below.
- A level and stable platform is to be maintained for cranes or piling rigs.
- Large continuous flight auger piling equipment is undesirable in close proximity to the railway. This is due to the loose cables and hoses and discharge of arisings associated with this method.
- Lifting and placing of pile reinforcement and casings should be detailed within the RAMS/lift plan. Additional securing/control methods may be required.
- Concrete pumping hoses are to be kept at low level and in good condition as it is dangerous to have concrete or water spraying in proximity of high voltage cables.

17. Temporary Stability of Structures.

Engineer's calculations are required to demonstrate the stability and structural integrity of any structure that is to be left in a partially erected/demolished state adjacent to Network Rail's boundary. Independent check certifications are required for these calculations. The information should be submitted for Network Rail review not less than 28 calendar days prior to the works taking place.

18. Dust

Dust clouds can affect railway signal sighting and therefore adequate measures for preventing dust blowing onto Network Rail property are to be in operation during the works. These measures are to be reviewed by Network Rail before the works commence.

19. Ground Improvement/Dewatering

Any operation involving ground vibration (Dynamic Compaction etc.) that could have an effect on Network Rail's infrastructure, will be limited to a maximum peak particle velocity of 10mm per second at Network Rail's boundary. If the works can affect Network Rail infrastructure this value will be further reduced to a maximum peak particle velocity of 5mm per second at the structure.

There is to be no dewatering adjacent to or under Network Rail property or infrastructure unless it is unavoidable, in which case the following is required:

- Settlement and stability calculations for the railway corridor for all stages of construction/dewatering.
- Calculations to be supported by independent design check certification.
- Network Rail requires the developer to monitor ground levels and track levels and alignment regularly while dewatering is taking place and for at least 2 weeks before commencement and after completion.

20. Use of Explosives

Requirements for the safe use of explosives adjacent to the railway must be agreed with the Asset Protection team.

21. Dangerous Substances

Any dangerous substances present on site are to be reported to Network Rail and disposed of in the correct manner, in accordance with HASAW and COSHH Regulations.

Hazardous materials and explosives required in connection with construction of the development, or for the day to day business of the development on completion, must not be stored adjacent to the railway boundary.

Document History 1

27/02/2020

ASPRO ENG



Specific Guidance Note

Scaffolding works adjacent to the operational railway

Listed below are Network Rail's specific guidance notes for enabling scaffolding works to be carried out safely adjacent to the operational railway. These should be read in conjunction with General Guidance Note GN001.

If the proposed scaffold will be sited wholly or partially on Network Rail's land the person/organisation instigating the works (the proposer) must first apply to Network Rail Property for a Licence Agreement, which must be completed before arrangements can be made to proceed with the erection. Please contact Property Services at PropertyServicesLNEEM@networkrail.co.uk

The proposer may request consultation with Asset Protection, regarding the scaffolding, to proceed concurrently with the licence application. Any associated costs will require reimbursement whether or not the licence is granted.

1. Design

For tube and fitting scaffolds, proposals should be compliant with the latest National Access and Scaffolding Confederation technical guidance.

Proposals for proprietary scaffolds must be in accordance with the manufacturers design guides.

Depending on the proximity of the scaffold to Network Rail operational assets, the designer may consider the need to adopt bespoke components e.g. short tubes.

Scaffold design drawings including calculations plus a design check certificate (category of check to be agreed dependent upon complexity of proposals and risk to railway) must be submitted to Network Rail for review. Refer to general guidance note GN001 for further advice on Temporary Works Design submissions.

The design submission should include a ground capacity assessment to demonstrate the load from the scaffolding can be safely accommodated. This shall also be subject to an independent design check. If required by the scaffold designer, the principle contractor will be responsible for designing any leg base foundations.

Wherever possible any scaffolding on or near Network Rail property is to be tied back. The design must include evaluation of the loads in the ties where provided and the adequacy of both the tie and the fabric to which it is anchored, to withstand that load. Design and testing of ties shall be in accordance with the latest National Access and Scaffolding Confederation technical guidance. Network Rail may wish to witness any testing.

Scaffolding to be fully boarded decks and be fully screened from the railway with boarding, encapsulation or debris netting, sufficient to prevent the escape of debris and dust.

A copy of the scaffold completion certificate should be handed to Network Rail plus a copy of the scaffold inspection reports (F91 Register) on a weekly basis.

2. Earth Bonding

Where the adjacent railway is electrified scaffolding may need to be earth bonded to minimise risk from short circuits and/or induced currents in accordance with:

- Railway Group Standard: GL/RT1210 “AC Energy Subsystem and Interfaces to Rolling Stock Subsystem.”
- Network Rail Standard: NR/SP/ELP/21085 “Specification for Design of Earthing & Bonding Systems for 25kV AC Electrical Lines.”
- British Standards:
BS EN 50122-1: 2011, Railway applications. Fixed installations. Electrical safety, earthing and the return circuit. Protective provisions against electric shock.
BS EN 50122-2: 2010, Railway applications. Fixed installations. Electrical safety, earthing and the return circuit. Provisions against the effects of stray currents caused by D.C. traction systems.

Asset Protection will discuss the requirements for bonding with the local overhead line engineer. The proposer may be required to engage:

- a suitably qualified overhead line engineer to provide a bonding design to be submitted to Network Rail for review.
- a Network Rail approved overhead line contractor to install the bond.

3. Installation of scaffold

Risk assessments and method statements for scaffold erection and dismantling must be submitted to Network Rail for review. See General Guidance Note GN001.

Depending on the proximity of the scaffold to Network Rail operational assets, there may be a requirement to carry out the erection/dismantling during possession and isolation (if electrified).

When the site is unattended, scaffolds in the vicinity of the railway must be secured to minimise the risk of unauthorised access, that could be detrimental to the safety of railway.

Erection and dismantling of scaffolding may need to be supervised by Network Rail.

The level of supervision required will be dependent on the quality of the method statements and how the scaffolding contractor performs regarding railway safety.