

CONSTRUCTION PHASE H&S PLAN

The Wine Society – Warehouse 5



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CONTENTS

- 1.0 DESCRIPTION OF THE PROJECT**
- 2.0 MANAGEMENT OF THE WORK**
- 3.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS**
- 4.0 COVID-19 INFORMATION**
- 5.0 HEALTH AND SAFETY FILE INFORMATION**

APPENDICES

- APPENDIX 1 PRE-CONSTRUCTION H & S INFORMATION PACK**
- APPENDIX 2 PRESTART H & S RISK ASSESSMENT**
- APPENDIX 3 'CARES' DUTY CHART**
- APPENDIX 4 SITE SPECIFIC RULES**
- APPENDIX 5 EMERGENCY CONTACT NOTICE**
- APPENDIX 6 ACCIDENT REPORTING PROCEDURE**
- APPENDIX 7 SITE TRAFFIC MANAGEMENT PLAN**
- APPENDIX 8 FIRE SAFETY PLAN**
- APPENDIX 9 SCHEDULE OF MEETINGS**
- APPENDIX 10 SUB-CONTRACTOR SCHEDULE**
- APPENDIX 11 WORKING WITH ASBESTOS CEMENT PIPES**
- APPENDIX 12 EMERGENCY PROCEDURES FOR SERVICE STRIKES**
- APPENDIX 13 EMERGENCY RESPONSE PLAN FOR UNEXPLODED ORDNANCE**
- APPENDIX 14 ASBESTOS SURVEY**
- APPENDIX 15 COVID-19 DOCUMENTATION**

Element		Included	Reference
1. Description of the Project			
Does the plan include?			
1	A description of the project and programme details	Yes	Section 1.1 Section 1.3
2	Details of the client, Principal Designer, Designers, Principal Contractor, and other consultants	Yes	Section 1.4
3	Extent and location of existing records and plans; information about restrictions which may affect the work. (e.g. neighbouring buildings, utility services, surveys, vehicular and pedestrian traffic flows and restrictions from the work activities of the client)	Yes	Section 1.6
2. Management of Work			
Does the plan include?			
1	A management structure including the contact details and responsibilities of the various members of the project team, whether based on site or elsewhere	Yes	Section 2.1
2	Health and Safety Goals for the project including monitoring and review procedures	Yes	Section 2.2 Section 2.3
3	Arrangements for liaison between parties on site	Yes	Section 2.4
4	Arrangements for consultation with the workforce	Yes	Section 2.5
5	Arrangements for the exchange of design information between client, designers, Principal Designer and contractors on site	Yes	Section 2.6
6	Arrangements for the handling design change on site	Yes	Section 2.7
7	Arrangements for the selection and control of contractors	Yes	Section 2.8
8	Arrangements for the exchange of health and safety information between contractors	Yes	Section 2.9
9	Arrangements for site security	Yes	Section 2.10
10	Arrangements for site induction	Yes	Section 2.11
11	Arrangements for Welfare Facilities – please complete the table below and include within the Construction Phase Plan	Yes	Section 2.13
12	Arrangements for First Aid	Yes	Section 2.14
13	Arrangements for the reporting and investigation of accidents and incidents including near misses	Yes	Section 2.15
14	Arrangements for the production and approval of risk assessments and written safe systems of work	Yes	Section 2.16
15	Details of Site Rules (including drug and alcohol policy)	Yes	Section 2.17
16	Details of fire and emergency arrangements for the site	Yes	Section 2.18

Element		Included	Reference
3. Arrangements for Controlling Significant Risks on Site			
Does the plan include?			
1	Arrangements for the delivery and removal of materials (including waste) from site	Yes	Section 3.1.3 Section 3.1.10
2	Arrangements for dealing with services both above and below ground	Yes	Section 3.1.6 Section 3.1.7
3	Arrangements for accommodating adjacent land uses	Yes	Section 1.6.1
4	Arrangements for maintaining the stability of structures whilst carrying out construction work including temporary and existing unstable structures	Yes	Section 3.1.46
5	Arrangements for preventing falls	Yes	Section 3.1.8
6	Arrangements for work with or near fragile materials	Yes	Section 3.1.40
7	Arrangements for the control of lifting operations		Section 3.1.12
8	Arrangements for the maintenance of plant and equipment	Yes	Section 3.1.17
9	Arrangements for work on excavations and work where there are poor ground conditions	Yes	Section 3.1.4 Section 3.1.5
10	Arrangements for work on wells, underground, earthworks and tunnels	Yes	Section 3.1.4
11	Arrangements for works on or near water where there is a risk of drowning	Yes	Section 3.1.42
12	Arrangements for work that involves diving	Yes	Section 3.1.45
13	Arrangements for work in a caisson or compressed air working	Yes	Section 3.1.44 Section 3.1.15
14	Arrangements for work involving explosives	Yes	Section 3.1.33
15	Arrangements for the segregation of vehicles and pedestrians	Yes	Section 3.1.2
16	Arrangements for the storage of materials (particularly those of a hazardous nature) and work equipment.	Yes	Section 3.1.9
17	Arrangements for the removal or work near asbestos	Yes	Section 3.2.6
18	Arrangements for dealing with contaminated land	Yes	Section 3.1.43
19	Arrangements for controlling risks associated with manual handling operations	Yes	Section 3.2.2
20	Arrangements for the use of hazardous substances, particularly where there is a need for health monitoring	Yes	Section 3.2.4
21	Arrangements for reducing noise and vibration	Yes	Section 3.2.3
22	Arrangements for exposure to ionising vibration	Yes	Section 3.2.8
23	Arrangements for controlling exposure to UV radiation (including the sun)	Yes	Section 3.2.1
24	Arrangements for any other significant hazards	Yes	Section 1.6.6

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

DOCUMENTS HELD WITHIN HEALTH & SAFETY FOLDER No.2

2.1	Construction Phase Plan (<i>this document</i>)
2.2	Pre-Construction Information, Designer's Risk Assessments
2.3	Pre-Start Health & Safety Risk Assessment (F072)
2.4	'CARES' Manual - Farrans Health and Safety Management System
2.5	Sub-Contractor Health & Safety Rules
2.6	Accident Reporting Procedure (F097)
2.7	Emergency Contact Notice (F080)
2.8	Site Layout / Sketches
2.9	Traffic Management Plan
2.10	Fire Safety Plan
2.11	Method Statement and Risk Assessment Register Method Statements (F081), Risk Assessments (F082), Review Sheets (F033)
2.12	COSHH Assessments (F103), Material Safety Data Sheets, Register of Hazardous Substances
2.13	Site Induction Record (F018)
2.14	Operatives Training Records (CSR, CPCS, CSCS, etc.)
2.15	Equipment Test Certificates
2.16	Duty Chart (F029), Weekly Safety Responsibility Review Record (F029A)
2.17	Weekly Safety Review Meeting (F106)
2.18	Task Talks, Safety Observations
2.19	Toolbox Talks, Training Attendance Record (F044)
2.20	Weekly H&S and EMS Checklist, Safety Walkabouts (F179, F180), Sub-Contractor Safety Walkabouts (F181, F182)
2.21	Protection of Third Parties (F107)
2.22	Statutory Registers (LOLER, PUWER, Excavations, Ladders, etc.), Plant Daily Inspections
2.23	Permit-to-Work, Working Near Overhead Power Lines (F122)
2.24	Safety, Health and Environmental Audits (F077)
2.25	PPE Issue Book, PPE Log register
2.26	Visitors Log Book
2.27	Accident Report Form (F120), Incident Report (F098), Incident Investigation Report (F099), Incident Investigation Witness Statement (F100)
2.28	Near Miss Record

The purpose of this Construction Phase Plan (CPP) is to ensure that the Project meets the requirements of the Health and Safety at Work Act 1974, The Construction Design and Management (CDM) Regulations **2015** and associated legislations.

1.0 SITE HISTORY

The site was originally purchased by The Wine Society, and then subsequently leased to Arriva, whereupon they turned the site into a depot for local bus services within the Stevenage area. Arriva installed the 3no buildings to form Maintenance Facilities along with the vehicle wash and driver welfare facility, along with the management office and welfare facilities within the modular buildings towards the front of the plot.

1.1 DESCRIPTION OF THE PROJECT

The Construction of a new storage warehouse for The Wine Society on a plot of land adjoining their existing facility.

Works comprise

Demolition of the existing Bus Garage Facilities and potential ground remediation

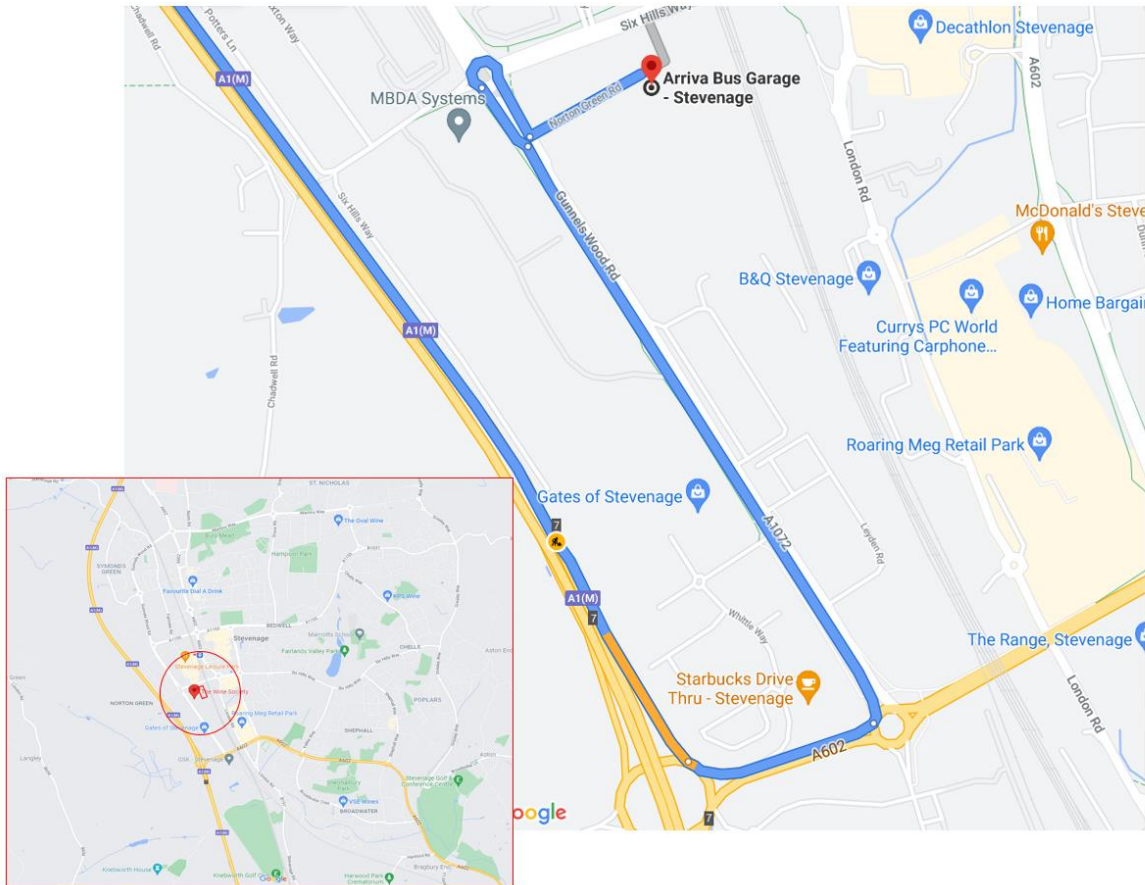
- Construction of a new steel framed Warehouse facility including for new underground drainage, new M&E Installation, new welfare facilities, dock leveller loading bays, vehicle parking.
- Installation of Storage Racking with integral Sprinkler System.

1.2 Scope of works

- Groundworks including underground drainage and attenuation
- Piling
- Structural Steel Frame
- Pre-cast concrete slabs/stairs
- Masonry
- M&E
- Roads
- Footpaths
- Car parking
- Street lighting
- Street furniture
- Mains services and strategic ducts
- Landscape areas with public access
- Rerouting of existing infrastructure
- Below ground data cables and infrastructure
- Below ground drainage with new connection to Thames Water sewers
- Internal elements such as partition walls and joinery fit out, decoration

1.3 LOCATION

The site is located at:
Gunnels Wood Road
Stevenage,
Hertfordshire
SG1 2BT



1.4 PROGRAMME TIMESCALE

Start date – 04/10/21
Duration – 46 weeks
Completion date – August 2022

1.5 DETAILS OF PARTIES INVOLVED IN PROJECT

CLIENT	CLIENT AGENT / PM
<p>The Wine Society Gunnels Wood Road Stevenage Hertfordshire SG1 2BT</p> <p>Contact: Karen Coates / Steve Levet</p>	<p>Stace LLP 22 Station Rd Cambridge CB1 2JD</p> <p>Contact: 01223367790</p>
PRINCIPAL DESIGNER	ARCHITECT
<p>Stace LLP 22 Station Rd Cambridge CB1 2JD</p> <p>Contact: 01223367790</p>	<p>Vincent & Gorbing Sterling Court Norton Road Stevenage Hertfordshire</p> <p>Contact: 01438 316331</p>
PRINCIPLE CONTRACTOR	CIVIL & STRUCTURAL ENGINEER
<p>FARRANS CONSTRUCTION New Cambridge House Bassingbourn Road Litlington, Royston Cambridgeshire SG8 0SS</p> <p>Contact: Rudi Moore Tel: Mobile: 07776 134917 Email: rmoore@farrans.com</p>	<p>SWECO Building 7200 Cambridge Research Park Milton Rd Cambridge CB25 9TL</p> <p>Contact: 01223 632800.</p>
SERVICES ENGINEER (CLIENT)	LANDSCAPE ARCHITECT
<p>Silcock Dawson and Partners Ltd. 4-5 Tower Court, Horns Lane, Princes Risborough, Buckinghamshire, HP27 0AJ.</p> <p>Telephone: 01844 271539 / 01844 271524.</p>	<p>Jon Etchells Consulting. Orchard House, Wimbish Manor Estate, Fowlmere Road, Shepreth, SG8 6QP.</p> <p>Telephone: 01763 269946.</p>

QUANTITY SURVEYOR	APPROVED INSPECTOR
<p>Stace LLP 22 Station Rd Cambridge CB1 2JD</p> <p>Contact: 01223367790</p>	<p>SWECO Building 7200 Cambridge Research Park Milton Rd Cambridge CB25 9TL</p> <p>Contact: 01223 632800.</p>

1.6 EXISTING INFORMATION

It is the responsibility of the Client and CDM-Coordinator / Principal Designer to provide information on existing services and/or surveys carried out on the construction site along with any Health and Safety Files which are relevant to the construction work.

The site is currently occupied by the Arriva Bus Company which has garage facilities and hardstanding parking for their fleet of local buses.

There are 3no existing maintenance garages on the site, 1 of which has a pit for underneath maintenance.

There is a vehicle wash facility at the rear of the maintenance facility, along fuel storage, and tyre storage facilities.

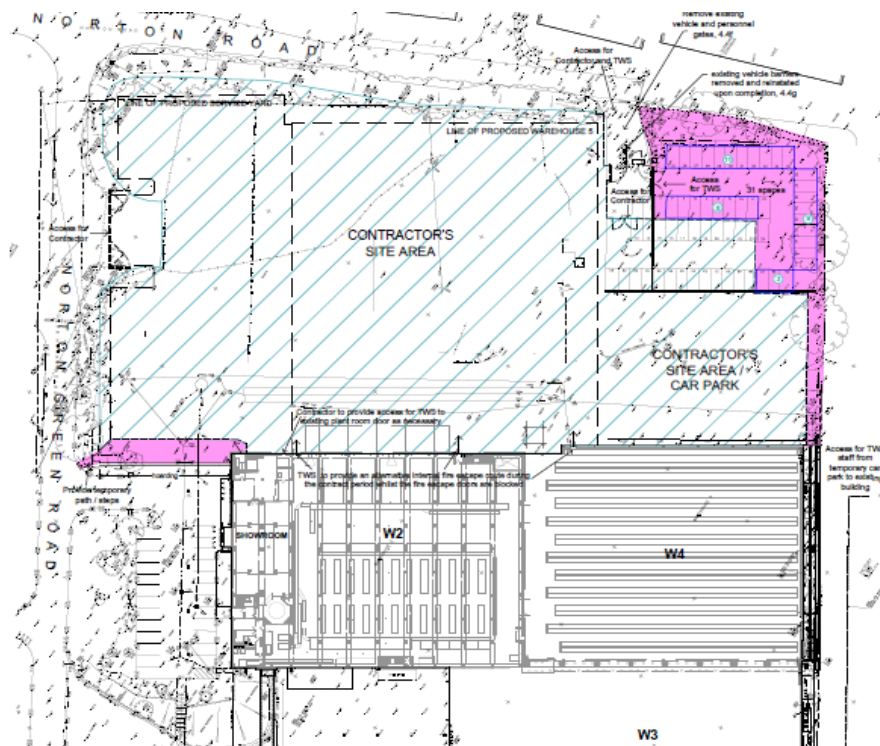
There are also welfare and management office facilities on site which is made up of modular units.

The general external area is of a concrete slab to provide bus and driver vehicle parking.

There are public vehicle movements all day on the surrounding roads, and into the Wine Society retail facility in an adjoining building.

The Wine Society premises will remain operational at all times throughout the works.

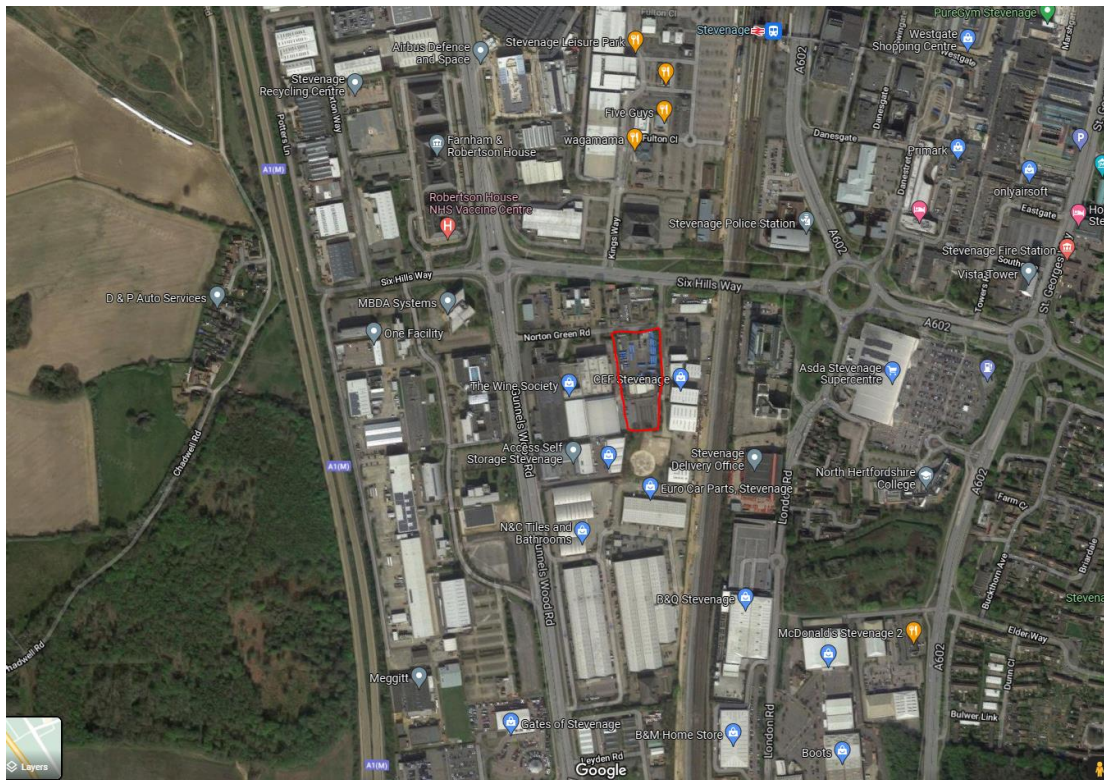
Attention is drawn to Architects Drawing 7625_A241_A_WD which details the proposed Site Set Up Plan and highlights areas where the Client will need to have access in order to maintain their own safe fire exit routes and access to Plant. (areas in pink = Maintained fire escape or access routes)



The following survey information has been provided:

- Asbestos R&D survey (wine Society Buildings)- ref document L.1 – 200203
- Drainage design drawings, flood risk assessment and drainage statement
- Acoustic Report- as per drawings and spec
- Ground Investigation Report- Phase II Deo Environmental Assessment Report – 344336
- Supplementary Contamination Report – 65202617-SWE-ZZ-XX-RP-S2-C01
- Topographical survey- G.4 - 10043 Topographical and services Survey rev C
- UXO reports – Survey classed area as low risk – See appendix “Zetica – UXO”
- Flood Risk Assessment - 378993
- Tree protection and office comments

1.7 ENVIRONMENTAL RESTRICTIONS & EXISTING ON-SITE RISKS



1.7.1 Boundaries

The site is bounded by the existing Wine Society storage facility, retail unit, and offices, there are also a mix of other commercial units on all sides of the site demise. The surrounding land use is predominately commercial, access must be always maintained for occupants, fire appliances, refuse vehicles, ambulances, etc. A condition survey will be required to record the condition of the adjacent existing buildings, boundaries, footpaths and carriage ways adjacent to the site before Farrrans commence on site.

1.7.2 Temporary Works

A Temporary works coordinator (TWC) will be formally appointed in writing by the Contracts Manager, Rudi Moore. Temporary works supervisors (TWS) will be formally appointed in writing by the Temporary works coordinator at specific stages of the project to be responsible for specialist areas of temporary works such as scaffolding, excavations and craneage (Includes crane base and piling requirements)

Temporary works will be undertaken in accordance with the requirements of BS 5975 – 2019, 'Temporary Works Procedures'.

The Temporary Works Co-ordinator will ensure that the sites: -

1. Temporary Works Register is developed and maintained throughout the project
2. Temporary Works are constructed, maintained and dismantled in line with approved design
3. Temporary Works are undertaken safely
4. Temporary Works are checked and managed in line with BS 5975 – 2019 and Farrans Operating Procedure OP18.

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

1.7.3 Existing Traffic Systems

Farrans shall ensure that any existing traffic systems are adhered to unless directed otherwise, minimising disruption to existing sites or premises. If applicable, these should be the routes as defined in the site's Construction Management Plan.

1.7.4 Site Traffic

All major deliveries will be managed and co-ordinated by key members of our site team. Weekly Delivery Schedules will be agreed with Supply Chain to ensure main routes do not become congested with 'waiting' vehicles. The delivery schedules will take account of peak traffic times in and around the site. Traffic marshals will control the movement of lorries in and around the site.

Access and Egress

The Primary access and egress to the site will be via the existing main gates from Norton Green Road. A supplementary access point will be controlled from Norton Road into the existing temporary car park at the rear of the site.

(To be read in conjunction with Site Traffic Management Plan)

Vehicle and pedestrian access to site will be Norton Green Road.

To reduce the impact of site parking and deliveries Farrans will develop a traffic management plan that establishes clear routes for vehicle movements. All major deliveries will be managed and coordinated by our site team. Weekly Delivery Schedules will be agreed with the Supply Chain to ensure main routes do not become congested with 'waiting' vehicles. The delivery schedules will take account of peak traffic times on and around the site. A traffic Marshall will be appointed to control the movement of lorries in and around the site area. There is limited vehicle parking on site and extremely limited parking facilities within the surrounding area. Shared travel arrangements & the use of public transport (comply with current COVID-19 guidance) to minimize the number of vehicles travelling to site has been encouraged by introducing constraints in package tender documents and will be reinforced at Supply Chain pre-start meetings and H&S inductions.

The site compound will be established in the location shown on the layout plan, limited Parking on site will be for drop off purposes only for the construction works.

Pedestrians and vehicles will enter from Norton Green Road, Dedicated gates will be in place for both vehicle access and egress and also pedestrian access and egress. Barriers/fencing will be in place to identify pedestrian route to site welfare.

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

The site will have a phased access and egress plan. In order to facilitate works through the service yard, the welfare/accommodation set up will be to the rear of the site and adjacent the hardstanding carpark area. The set up will then be moved across the site to the North West corner for the remaining duration, known as the "Main setup", The initial phase will be the "temporary setup" accessed from the entrance on Norton Rd.

1.7.5 Adjacent Land Uses

- Local businesses
- Network Rail – East coast main line (approx. 80m from the site)

1.7.6 Existing Services

Existing live services have been identified in the site information. These services will be isolated/disconnected/removed as part of the demolition works and certification forwarded on to Farrans to confirm.

Farrans will plan all activities sufficiently to consider the possibility of uncharted services not shown on the information provided. If isolation of services is considered necessary, Farrans will request isolation certificates and location plans from the utility suppliers. All works will be carried out in accordance with Guidance Note HS (G) 47 and GS 6, MRSA 29 “Overhead Cables”, and MRSA 52 “Working in the Vicinity of Underground Services”. Farrans will presume that all services are live within the site unless there is strong and verified evidence otherwise. It is essential that, before any excavation or sub-level work commences, all reasonably practicable measures are taken to ensure that services are positively identified, this will include electricity cables, telecommunication cables, drains, water pipes and gas. All excavations within 500mm of any buried service will be dug by hand.

Contractors should be aware that the above description of services is not exhaustive and detailed assessment of all live services in the area should be undertaken prior to carrying out any works. Contractors should ensure that all services necessary have been isolated and located prior to work being started.

Existing services to be located in accordance with HSG 47 ‘Avoidance of danger from underground services. The Client has undertaken surveys and Farrans will carry out as required any additional surveys as necessary prior to any works taking place.

Further investigation is required to ascertain the location of any further services.

Please refer to existing service drawings and site constraints drawings.

Gas

No known gas services on site.

Water

Water connection from main at Norton Green Road side of the main entrance – To be isolated during removal of Arriva cabins and later used as welfare supply.

Drainage

Site drainage to be removed + kept live at different stages of the project. Initial storm and foul to be rerouted and reinstated in North east corner along with install of attenuation tanks. This is to be done before removal of existing attenuation tanks and pumping station. All other drainage to follow, with existing services removed if redundant or amended to reroute to final location

Electricity

There are 4 Main electricity cables laid through site are to be disconnected back at mini substation onsite. This is to occur prior to demolition and associated groundworks. 1 main cable to remain live and to be protected and later used as TBS, this is the incoming feed to the site which will later be terminated.

BT

BT connection to old Arriva cabins to be removed prior to demolition, new line installed later in the project to serve welfare.

1.7.7 Existing structures

Site will be cleared of any existing structures above and below ground.

1.7.8 *Hazardous Substances (To be read in conjunction with SEMP (Site Environmental Management Plan))*

An environmental Management Plan will be compiled and will detail precautions and control measures.

1.7.9 Contaminated Land

An environmental Management Plan will be compiled and will detail precautions and control measures.

1.7.10 UXO

Site Classed as low risk – See appendix “Zetica UXO”

1.7.11 Ground Conditions

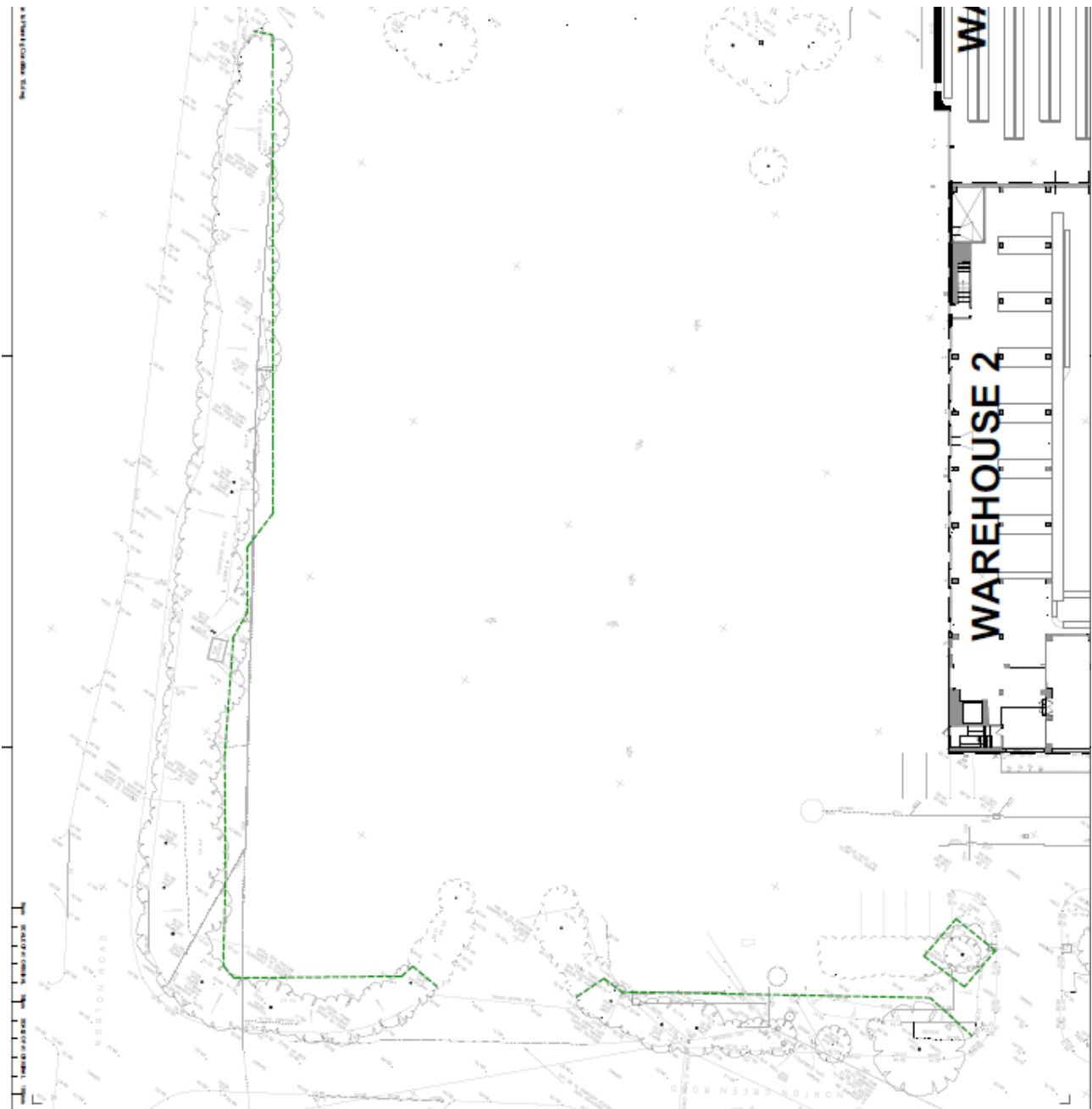
1.7.11a Made Ground

The bedrock beneath the site comprises of mudstone, siltstone, and sandstone. The site is in coal mining are, however, there is no direct evidence of mining or other abstractive industries in the immediate vicinity of the site. Potential hydrocarbons and metal contamination from historical industrial use adjacent to the site

1.7.12 Tree Retention and Removal

A tree protection plan (A049) has been provide requesting the existing trees/ hedging along the boundary of Norton Green and Norton Roads to be protected with a line of 1.8m high Heras or similar fencing during construction works.

In order to access the new drainage connections the tree/hedge will require clearing. Tree pruning will also be required to provide clearance to the new warehouse. Any other trees/hedging outside the tree protection zone will be removed to facilitate the new construction.



1.7.13 River/Water course – Langley Brook and Stevenage Brook are located 1KM south.

Further detailed information can be located within the Environmental Management Plan and the Farrans environmental suite of documents.

1.7.14 Discharge Consent

A section 106 consent notice has been provided for the foul and storm water connections by Thames Water (dated 29th May 2020). Further details shall be provided as the Environmental Plans and suite of documents are developed.

2.0 MANAGEMENT OF THE WORK

2.1 MANAGEMENT STRUCTURE AND RESPONSIBILITIES

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

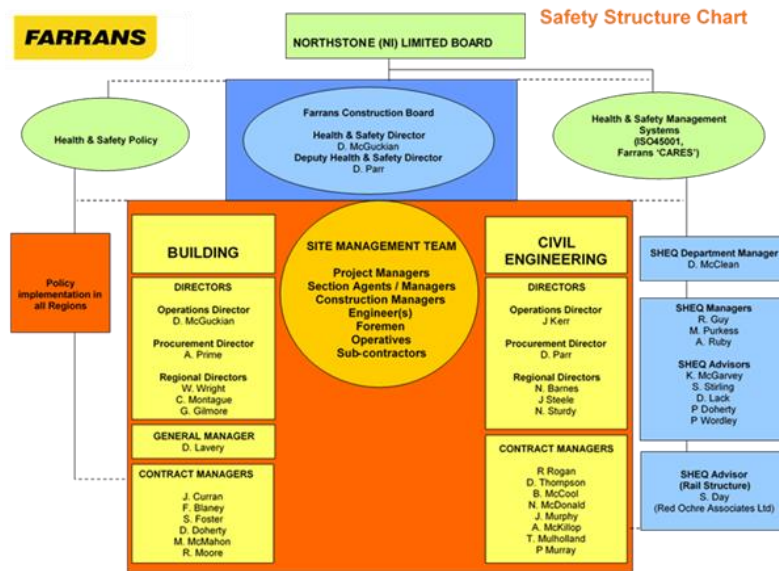
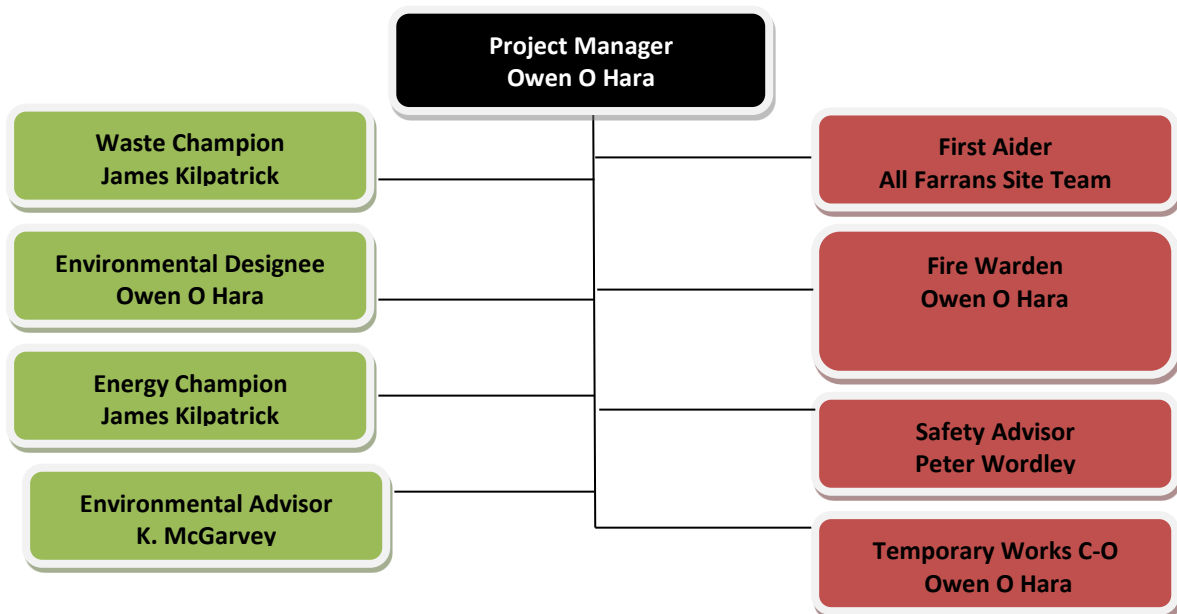


Figure 2: Site Organisation Chart.



Health and safety roles and responsibilities for the site management team will be displayed on site on the 'Duty Chart' (2.16).

2.1.1 *Responsibilities of the Contract Manager*

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

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

- Monitors and encourages compliance by using The 'CARES' Duty Chart (F029) together with its weekly review (F029A) and regular meetings with his staff.
- Reports on compliance to the Directors at regular meetings.
- Promotes the use of the 'CARES' system and a safety culture.
- Helps identify training needs for his personnel and recommends to the Directors accordingly.
- Ensures that the Construction Phase Plan is compiled and maintained for each contract and that the file is handed over to the client at the end of each contract.
- Nominate in writing (F200) a competent member of the Company Site Management Team to undertake the role of Temporary Works Co-ordinator.
- Ensure that a competent Temporary Works Supervisor is formally nominated as appropriate.
- With the help of the SHEQ Dept and the Buying Dept ensures that only competent sub contactors are employed on his contracts.
- Ensures that his staff report and investigate accidents thoroughly with the assistance of the SHEQ Department.

2.1.2 *Responsibilities of the Site Manager*

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

It is the responsibility of the Site Manager to assist the Contract Manager in the day-to-day implementation of the 'CARES' system. The Site Manager must nominate personnel to undertake duties as described on the 'CARES' Duty Chart (F029) and in so doing must ensure that personnel have adequate training to allow them to undertake the rolls to which they have been nominated.

The Site Manager must ensure that duties are adequately fulfilled by completing the Duty Chart review sheet (F029A) on a weekly basis.

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

2.1.3 Responsibilities of the Site Engineer

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

2.2 HEALTH AND SAFETY GOALS

2.2.1 Statement of Policy Principles and Objectives

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

The aim of the Company is that through the implementation of the general principles as detailed within the CDM Regulations works will avoid fatalities, injury, ill health, damage to property, and damage to the environment on this project. Towards the achievement of our aim, our main objectives will be to ensure that:-

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

2.3 ARRANGEMENTS FOR MONITORING AND REVIEW OF HEALTH AND SAFETY PERFORMANCE

Farrans are registered to the Health and Safety management system BS OHSAS 18001, and have their own bespoke Farrans 'CARES' Site Safety Management System.

Quarterly health and safety review meetings are held with the H&S Department, Contract Managers, Directors, and Managing Director to discuss the following:-

- accident statistics for the previous month
- progress on the health and safety improvement plan for the year
- setting new initiatives
- visits by the enforcement authorities
- regulatory compliance
- new and pending legislation
- disciplinary issues for the previous month
- planned external audits and results of recent audits
- safety training completed and planned
- purchasing issues with regard to sub-contracts
- proposed safety alert for the incoming month
- environmental issues
- funds donated to charity as a result of having accident free sites
- results of the Considerate Constructors Scheme audits
- workplace consultation

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

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

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

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

Health and Safety inspections **(2.24)** will be carried out initially on a 4-weekly basis. Inspections are aimed at checking conditions in a specified area against, in some cases, a fixed checklist. An advisor will look at the work which is being carried out at that particular time and make observations/comments against work activities or paperwork relevant to work activities.

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

Spot checks, or hazard spotting, are carried out daily and any unsafe conditions dealt with immediately. Sub-contractors are actively encouraged to submit safety observations. The information provided is then analysed to determine the trends occurring and measures are then put in place to reduce/mitigate these risks. Weekly Health and Safety meetings are held on site by the site team where observations, hazards, near misses, dangerous occurrences are discussed.

A nominated member of the site team inspects all areas that interface with third parties to ensure there are no hazards that could cause an injury, damage, or ill health. A pro-forma check sheet, 'Protection of Third Parties' is completed daily along with photographs of work areas. All defects found are rectified as necessary.

Sub-contractors are also required intermittently to provide competent Health & Safety visits by qualified Health & Safety personnel.

2.4 ARRANGEMENTS FOR REGULAR LIAISON, CO-ORDINATION & CO-OPERATION WITH INTERESTED PARTIES

The successful implementation of this Construction Phase Plan depends upon there being adequate coordination, co-operation, participation, and liaison between the various parties.

Good co-operation and co-ordination of work between all of the parties involved in this project is essential if risks are to be identified early and properly controlled. Farrans will take the lead and actively encourage this process between interested parties and the local community at an early stage.

The project will be part of the Considerate Constructors Scheme which also enforces good co-operation and co-ordination. Newsletters will be distributed throughout the surrounding area to inform local residents of the works and progress as well the potential dangers of the site.

Coordination and cooperation are realised through weekly health and safety review meetings with contractors and an open-door policy is discussed during the induction and

safety observations are actively encouraged by all Sub-contractors. Daily briefing is provided prior to the start of each working day which details the works taking place, the risks involved and how these are controlled. Key personnel are also noted on this as are deliveries.

Information about risks and precautions is shared between all parties. All meetings held on Farrans sites have 'Health & Safety' at the top of the agenda.

Health and safety issues will be discussed at monthly progress meetings chaired by the Project Manager, or other client representative. The same applies to the weekly Health and Safety meetings which are held by Site managers with the Sub-contractors relative to each working area within the project. A health and safety report will be tabled at the meetings by the Site Managers.

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

There will be several contractors working on site simultaneously and Farrans will ensure that all works are carried out in a co-ordinated manner at all times to ensure the health and safety of site operatives, management, and others nearby. Daily briefings are carried out by Supervisors of Sub-contractors which highlight information regarding the current works or any safety issues.

2.5 ARRANGEMENTS FOR CONSULTATION WITH THE WORKFORCE

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

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

2.6 ARRANGEMENTS FOR THE EXCHANGE OF DESIGN INFORMATION

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

During the detailed Design and Construction Phase, Farrans as the Principal Contractor and their designers shall afford all necessary assistance to the Principal Designer to enable him

/ her to carry out his / her duties under the CDM Regulations. These duties include ensuring that all designers (including designers working for sub-contractors of Farrans) fulfil their CDM duties with respect to taking risk into account, providing information, and co-operating with other designers, etc.

Farrans and their designers shall liaise with the Project Manager and Principal Designer so that appropriate notice is given for them to attend design review meetings, etc, and shall attend any additional CDM meetings as required by the Principal Designer.

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

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

2.7 ARRANGEMENTS FOR HANDLING DESIGN CHANGES DURING THE PROJECT

Design approval and other contract information will follow the process given in 2.6.

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

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

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

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

2.8 ARRANGEMENTS FOR THE SELECTION AND CONTROL OF CONTRACTORS

Farrans operate a selection system based on a questionnaire completed by all contractors **(2.5)**. This questionnaire requires all contractors to submit the following:-

- Details of their in-house or independent H&S Advisor
- Details on the training received to their workforce; as a minimum they must possess a CSR, CPCS or equivalent skills card **(2.14)**
- Copy of H&S Policy
- Details of any H&S enforcements against the contractor
- Accident reporting procedure
- Sample inspection or audit

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

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

2.9.1 *Farrans "CARES" Site Safety System*

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

This is Farrans own in house Health and Safety system. We follow the mantra that "No task is so urgent that we cannot take the time to do it safely". The system actively encourages all employees and workers to take responsibility for health and safety on site and to never knowingly walk past or ignore an unsafe act or condition.

The "CARES" Safety System embodies:-

- Site induction for all operatives and staff on site including Sub-contractors' operatives **(2.13)**
- Site Rules and pocket safety information cards
- Daily Task Safety Talks **(2.18)**
- Weekly Safety Review Meetings **(2.17)**
- Daily Safety Walkabouts **(2.20)**
- Tool Box Talks **(2.19)**
- H&S/EMS Inspection Check **(2.20)**
- Protection of Third Parties Form F107 **(2.21)**
- Display of Visitors Signs
- Display of Site Rules
- Display of Accident Statistics Board (updated daily)
- Display of Safety Posters and Accident Alerts (updated monthly)
- Duty Chart showing health and safety responsibilities
- Weekly safety responsibility review record **(2.16)**
- Distribution of Farrans Health and Safety Handbooks
- Open door policy which actively promotes and encourages provision of safety observations

2.9.2 Site Meetings

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

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

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

Daily briefings by all Sub-contractors to ensure any hazards for the day are highlighted and any possible issues raised.

2.9.3 Permit to Work

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

Additionally, permit-to-work (2.23) systems will be operated for the following:

- Work with existing mains and services
- To break ground/dig ground
- Confined spaces work
- Electrical work
- Hot work
- Working near overhead power lines F122 (2.23)
- Ladder use
- Other high-risk activities as identified by site management
-

2.9.4 Daily Briefings

Before works commence each day a short briefing is required by all sub-contractors to highlight any hazards within the day's activities and any works which may affect other parties involved with the project or members of the project.

2.9.5 Safety Observation & Near Miss Reporting

Site Managers, Engineers, Sub-contractors, Operatives and Visitors are all encouraged to report any Safety Observations or Near Misses to the Farrans site team.

2.10 ARRANGEMENTS FOR SITE SECURITY

All work areas will be suitably signed at all access and egress points warning persons of construction activities. These signs will include, 'construction site – keep out' and 'visitors/deliveries to report to site office'.

The construction area will be fully hoarded/fenced off to prevent access at all times. A gateman will be located at all entrances to control access and egress and also to prevent unauthorised entry to site. Out of hours security will be put in place also.

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

The site management team will be vigilant to children and unauthorised people/vehicles coming onto site.

All visitors will be required to sign the visitors log book (2.26). A Farrans Representative will remain with the visitor at all times during their visit. Turnstile sign in system will be in place for the scheme to aid security.

Hoardings will be erected to the site boundary; these will be of solid timber construction and solid fast panel construction. These will be placed to the back of any footpath that may surround the perimeter, if there is no footpath then this will be erected to the back of the kerb at the edge of the site.

2.11 ARRANGEMENTS FOR SITE INDUCTION

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

- Farrans commitment to health and safety;
- The outline of the project;
- The individual's immediate line manager and any other key personnel;
- Any site-specific health and safety risks, for example in relation to access, transport, site contamination, hazardous substances and manual handling;
- Control measures on the site, including:
 - any site rules
 - any permit to work systems
 - traffic routes
 - security arrangement,
 - hearing and eye protection zones
 - arrangements for personal protective equipment, including where to find it and how to use it

- arrangements for housekeeping and materials storage
 - facilities available, including welfare facilities
 - emergency procedures
 - environmental rules
-
- Arrangement for first aid;
 - Designated 'No Smoking' areas
 - Arrangement for reporting of accidents and other incidents;
 - Details of any planned training, such as toolbox talks;
 - Arrangements for consulting and involving workers in health and safety
 - Information about the individual's responsibilities for health and safety
 - Review of relevant toolbox and/or method statement/risk assessment

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

Visitors Induction

Visitors to the site (i.e. Fitters, maintenance personnel, refuelling personnel, client representatives, etc.) will be required to undergo a visitor's site induction. They will not be permitted onto site without the express permission of the Site Manager. All entrances to the site will advise visitors to report to the site office.

Visitors will undergo the full site safety induction process unless all the following criteria are met:-

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

2.12 ARRANGEMENTS FOR ON-SITE TRAINING

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

Onsite training will be provided in the form of:

- site inductions
- daily task talks
- toolbox talks

- method statement/risk assessment briefings
- onsite training by Farrans H&S Department
- onsite training by external providers as deemed necessary

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

2.13 ARRANGEMENTS FOR WELFARE FACILITIES

Suitable welfare facilities will be provided from the start of the construction phase as per the requirements of the current CDM Regulations, including:

- Sanitary conveniences
- Washing Facilities with hot and cold water.
- Drinking Water
- Facilities for rest with areas to heat food and water
- Changing Rooms and lockers: *if Operatives are required to wear special clothing for the purposes of construction works on this project and that Operatives cannot, for reasons of health and propriety, be expected to change elsewhere.*

Guidance of the number of toilets and washbasins for this project will be based on the following table:

Table 1

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

The site management team will make suitable arrangements for dealing with site sewage. The welfare facilities will be connected to mains on site whenever fully in place. When connecting to a main sewer, discharge consent must be obtained from the local water service provider.

The location of all site accommodation has been agreed with the Project Manager employed to represent the client. This will be as per location indicated on plans within this document.

2.14 ARRANGEMENTS FOR FIRST AID & ACCIDENT EMERGENCY DETAILS

First aid facilities and first aiders will always be available on site in accordance with the risk assessment and site requirements. A first aid sign will be displayed indicating the location of first aid boxes and the name of the first aider. This information will be made known at site induction.

The nearest Hospital Location is:

Address: Lister Hospital (4 miles from site)
Coreys Mill Ln,
Stevenage
SG1 4AB

Tel- 01438 314333

The below map shows the route from site to the hospital from



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

2.15.1 Accident Reporting

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

The summarised accident reporting procedure (2.6) will be displayed on the site notice board. An appointed member of the site management team will be responsible for the completion of the site accident book (2.27) as well as form 2508/2508(A) in respect of reportable accidents, diseases and dangerous occurrences in accordance with RIDDOR.

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

2.15.2 Accident Investigation

Farrans will investigate accidents immediately, if possible, at the scene of the accident, since all of the tools, materials, people and circumstances that may provide clues to the cause are present at that location. A detailed guidance article on investigation is provided in Appendix 3 of Operating Procedure 14.

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

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

2.15.3 Near Miss & Safety Observation Reporting

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

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

Near Misses and Safety Observations can be reported from site to the Health and Safety Department through a number of ways; namely, daily safety task talk book, email, or through FoCaL (intranet system). The Near Misses and Safety Observations are then categorised by the Health and Safety Department and analysed to identify any trends that are occurring or to highlight any significant near misses. These issues are then presented and discussed at the Regional Health and Safety Review Meetings and also the Managing Directors Health and Safety Review Meetings.

Sub-contractors and operatives are actively encouraged to report safety observations via our in-house system which can also be reported anonymously in drop boxes. This done by way of a drop card which details the issue/problem. Daily briefings provided also add to this in that they identify and detail risks for the works taking place and how these are to be controlled.

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

Method statements and risk assessments will be drawn up to allow for the initial phase of the works to commence (2.11).

Hazards/risks identified in the Pre-Construction Information and/or designers risk assessments will be considered in their entirety and appropriate control measures established (see section 3.0).

Farrans site management team will review method statements and risk assessments submitted by sub-contractors. Details of the review will be documented on the 'Review Sheet', F033. Work will not be allowed to start until the content of method statements and risk assessments has been agreed by our site management team.

Where required, specialist assistance will be sought to deal with high-risk elements of works.

The site management team, at the weekly review meetings, will identify the health and safety hazards that are anticipated for each phase of the works programme, and agree safe methods of work to eliminate or control the risks to those persons carrying out the work

itself and all other persons who may be affected. Method statements and risk assessments will then be prepared, reviewed, communicated, and issued in good time prior to commencement of work. The site management team will then ensure that all control measures referred to are implemented.

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

2.17 ARRANGEMENTS FOR SITE RULES

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

- All personnel must undergo site induction
- All personnel must wear appropriate PPE at all times
- Report all accidents and near miss events to Farrans
- Do not interfere with or misuse fixtures, fittings or equipment provided in the interests of health and safety
- Smoking shall only be allowed in designated areas
- All visitors must report to Farrans site office prior to entering site
- Lorries are not to be reversed in construction areas without an authorised banksman
- Safety signs and notices must be followed
- Transistor radios or personal stereos / walk-mans/iPod must not be used
- You must understand and follow your method statement
- All companies must have a nominated safety person in charge of their operations at all times
- Follow the site fire and emergency procedures
- Being under the influence or consuming alcohol or drugs is prohibited
- Mobile phones will only be allowed to be used in designated areas
- No person to operate mechanical plant or equipment unless they have been trained and have been certificated as competent
- Any mechanical plant or equipment found to be defective is not to be used
- Access Ladders must be secured at all times during use
- Trestles should only be used with suitable and sufficient guardrails or as supporting elements of a fully boarded out working platform
- Food to be consumed in canteen. Respect canteen and toilet facilities
- Only a qualified electrician to make alterations to temporary electrical supply.
- Only 110V power tools are permitted on site
- No fighting, horseplay or practical jokes allowed on site

- The following is strictly prohibited:-
 - The wearing of Football, Gaelic, or Rugby tops of any type

- The display of photographs, posters, flags, emblems, or other material, which could be perceived to be of a sectarian nature
- The display of calendars, photographs, or other material which could be perceived by either male or female as offensive, is strictly prohibited
- Make yourself seen by mobile plant operators. You must:-
 - Always wear your high visibility clothing
 - Attract the driver's attention if you are in the vicinity of their vehicle
 - Signal to the driver if you intend to approach his / her vehicle and wait for a response before moving
- To prevent the accidental release of buckets from semi-automatic quick hitches, plant operators must always ensure that the retaining bar, or safety pin, complete with safety clip, is inserted before commencing work
- Be alert to mobile plant and other hazards when using mobile phones. Never use a mobile phone when operating mobile plant.
- Operators will be trained and competent and will only carry out works for which they are trained to do.

The site management team, if necessary, will update and review specific rules throughout the contract.

2.17.1 POLICY RELATING TO DRUG AND ALCOHOL ABUSE

Farrans have a drugs and alcohol policy in place. This Policy applies to all Employees and is supported by the CRH Code of Business Conduct which emphasises that our safety standards depend on keeping our workplaces free from the influence of any substance that could impair our safety or job performance.

- **Definition of Drug Abuse**

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

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

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

- **Self-help and Farrans' attitude**

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

- **Identification of drug abuse**

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

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

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

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

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

- **Effects on work**

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

- **Relapses**

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

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

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

- **Disciplinary implications**

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

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

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

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

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

- Operatives must make their line manager aware that they are taking medication. The operative must also inform Farrans site management and this must be made known at induction where it will be recorded.

- **Drug trafficking/Possession of drugs**

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

- **Policy application and amendment**

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

- **Implementation**

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

2.18 ARRANGEMENTS FOR FIRE AND EMERGENCY

2.18.1 *Emergency Procedures*

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

For the commencement of the works, all operatives/persons associated with the works will be informed of an emergency situation by way of a sounding alarm.

A map will be displayed showing emergency exit points, muster points, fire extinguishers and first aid box along with an emergency contact notice (2.7).

A fire, rescue and Emergency plan will be produced and reviewed throughout the duration of the works.

The existing Wine Society Warehouse evacuation routes will be protected at all times. Should the construction sequence require adaptations or changes in these routes, Farrans will provide a mark up and advance notice for approval with the client.

Our fire detection systems will be a standalone system but protocols will notify the Wine Society of any alarms. During the later stages of the project when systems are interfaced, we will provide close liaison and commissioning with our MEP specialists.

2.18.2 *Confined Spaces*

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

Before any works commence, only competent operatives who hold the appropriate training will be allowed to carry out the works, with a site-specific Rescue Plan and permit to enter in place.

In the event of personnel injury and where the atmosphere is acceptable, the standby Person will contact the Site Manager / Engineer as well as the first aider and request assistance in retrieving the injured party. The Site Manager / Engineer will then contact the emergency services if required. In the event of an employee losing consciousness or

asphyxiation the standby person will contact the first aider, Site Manager / Engineer and the emergency services. No one will be allowed to enter the confined space.

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

2.18.3 Flooding

Site specific risk assessments and method statements will be produced for all areas likely to flood before entering the site is considered. Existing service drawings consulted for details.

No lone working will take place where there is any risk of flooding. Farrans policy for lone working does not permit this in any circumstance.

2.18.4 Fire & Explosion

Fire extinguishers will be available as well as personnel trained in their use. Existing service drawings will be referred to as well as a site survey carried out to ascertain any possible causes of fire or explosion. The emergency services will be pre-informed as to our presence on site and any suggestions actioned.

A UXO review has classed the site to be considered low risk.

No lone working will be allowed.

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

2.18.5 Trench Collapse

Trenches may be dug to various depths and for various services. Pre-emergency procedures and equipment will be set in place such as trained personnel, access/egress, ladders in good

condition, no lone working permitted, a first aider available, etc. Each situation will require a specific risk assessment as to the nature of the open trenches.

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

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

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

2.18.6 Emergency Evacuation

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

Regular fire and emergency drills shall be conducted throughout the project.

2.18.7 Cable/Pipe Strikes

In the event of a strike, remove all personnel from the immediate vicinity to an upwind position. A Permit to dig must be in place prior to any excavation taking place. Enforce 'No smoking' and remove naked flames or heat. Do not operate any machinery/equipment or use mobile phones in the immediate area. Do not cover or interrupt the flow of gas to the atmosphere. Do not attempt to repair gas pipeline. Do not operate underground valves. Immediately phone manager and then service provider.

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

Isolate the excavation area, barrier off and prevent encroachment by Site Team or General Public. Stay out of the excavation until the utility owner(s) have completed their repair work or have made the area safe. Leave any equipment in the excavation that may have become live. If water is flowing from the excavation prevent anyone from stepping into it. If gas is present, or if there is a risk of water coming into direct contact with live electrical services, the team must stay on site to ensure that:-

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

2.18.8 Road Traffic Collisions

In the event of a Road Traffic Accident (RTA) and irrespective of how it was caused all drivers must stop. The Police need only be called to the scene if someone has been injured or if it appears that liability will be disputed. Where any other vehicle or roadside property is damaged, or any dog, cat or farm animal is injured then, if the Police are not present at the scene, the accident must be reported to the Police as soon as reasonably practicable within the next 24 hours.

Information shall be collated as per the accident and incident investigation procedures.

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

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

- The names of all non-English speaking operatives to be brought to the attention of the Site Manager and the first language of the non-English speaking operative is to be recorded.
- All non-English speaking operatives to receive the full standard induction in their first native language. This can be undertaken by a translator or via a "buddy". (N.B. Buddies must have a high standard of spoken English and the first language of the person they are translating for.) This shall be recorded on the induction form.
- Non English speaking operatives should be accompanied by a buddy at all times, so far as is reasonably practicable.
- Non English speaking operatives will not be permitted to undertake any task in which clear communication in English is necessary for the safety of all persons.
- A group of non-English speaking operatives can undertake work as an individual unit as long as they all speak or understand the same language. Again the group must be directed by a person who speaks both English and the foreign national's language.
- All safety critical signs must be translated into the language of the non-English speaking operatives or the pictogram of the sign being of a nature that the non-English speaking operative understands the meaning of the sign without reading the text. The ability of

the non-English speaking operatives to understand signs should be assessed by the Site Manager.

- No person should be employed on a Farrans site unless clear spoken communication can be established and maintained at all times.

2.20 ARRANGEMENTS FOR DISCIPLINE

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

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

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

- 1st strike (1st letter to employer)
- 2nd strike (2nd letter to employer)
- 3rd strike (removal from site work area and phone call to employer followed by 3rd letter)

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

3.0 CONTROLLING SIGNIFICANT SITE RISKS

3.1 SAFETY RISKS

Farrans will undertake the identification of hazards, assessments of risks, and implementation of control measures taking account of information supplied in the Pre-Construction Information (2.2). Prior to development of the Construction Phase Plan a Company Pre-Start Risk Assessment (2.3) will be completed. The Site Manager accompanied by a H&S Adviser will walk the site and document hazards as seen. This risk assessment will form part of the Construction Phase Plan.

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

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

- Step 1: Look for Hazards. This may include hazards originating outside the work area capable of adversely affecting the health and safety of workers under the control of the Company within the work area.
- Step 2: Decide who might be harmed and how. This will include members of the public, contractors / subcontractors, and visitors.
- Step 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- Step 4: Record the findings on the risk assessment form (F082)
- Step 5: Review the assessment periodically, depending on the following considerations:
 - the nature of the hazard
 - the magnitude of the risk
 - changes from normal operation
 - changes to labour, plant, equipment, raw materials, chemicals, adverse weather conditions, etc.

3.1.1 PPE –

PPE which is mandatory on site at all times:

- Hi-Visibility vest/coat
- Hard Hat
- Safety metatarsal Boots/wellingtons
- Gloves
- Safety glasses

Farrans will expect suitable risk assessed BS eye protection (glasses, goggles, face visor) to be worn by operatives engaged in the following activities amongst others:-

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

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

- demolition activities
- jack hammers
- petrol driven power saws
- Any other task where noise levels could lead to noise induced hearing loss
- And any other noise producing works in accordance with the Control of Noise at Work Regulations.

Farrans will expect respiratory equipment and face fit testing to be in place by a competent fit to fit trainer and to be worn by operatives engaged in the use of activities such as:-

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

Farrans will expect gloves to be worn by all operatives and enhanced protection to be worn by operatives engaged in:-

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

Farrans will expect harnesses and lanyards to be worn by trained and competent operatives engaged in:-

- Scaffolding
- Operating mobile elevated work platforms
- Man baskets
- Other work at height areas where the use of collective measures is not practicable

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

Farrans will maintain a small but sufficient supply of Personal Protective Equipment for visitors and emergency situations. Contractors will be expected to supply and enforce the

wearing of personal protective equipment in accordance with The Personal Protective Equipment at Work Regulations. This will be monitored by the Farrans site management team.

PPE must be logged in a site register (2.25) and shall be tested, as appropriate, by a competent person.

3.1.2 Site Access and Traffic Management (2.9) – (To be read in conjunction with site traffic management plan)

There will be one main access point to the site compound, this will be outlined in the overall traffic management plan included in (appendix 7), . The TMP will take account of the following;

- Lighting / signage for construction work
- Traffic Management systems and effective pedestrian segregation
- Presence of existing utilities
- Emergency access / egress
- Emergency contingency
- Topography
- Planned abnormal load movements

The site management team will ensure that vehicle / pedestrian segregation is employed.

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

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

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

Loading and unloading activities will be carried out in designated areas and in accordance with the method statement and risk assessment prepared for the activity.

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

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

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

A site-specific traffic management plan shall be produced detailing:

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

3.1.3 Deliveries

The receipt of deliveries will be considered in the overall traffic management plan to be drafted by the site management team.

Delivery times shall be carefully controlled so as to cause minimum disruption to adjacent businesses, residents and avoid danger to staff/visitors, etc. Time restrictions are: in line with the working hours stated in Planning Conditions construction method statement. (08:00 – 18:00 on weekdays and 08:00 to 13:00 on Saturdays, no Sunday/Bank Holiday works permitted and noisy activity from 8.00am)

Deliveries are required to be notified by all sub-contractors in advance and a time slot allocated

Example deliveries vehicles for these works are:

- Articulated Lorry – 16.5m in length
- Small skip lorry – 6.26m in length;
- Concrete mixer – 8.36m in length;
- Rigid truck – 13.5m in length;
- Large tipper – 10.2m in length;
- Low Loader (piling rig delivery) – 17.9m in length;
- Mobile Crane – 19.0m in length

3.1.4 Excavations –

Excavations will not start until underground services have been identified. Farrans will follow guidance HSG 47 'Avoiding danger from underground services' when undertaking excavation activities. Services may need to be isolated or redirected and this will be determined after the service provider has been consulted.

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

Trenches or excavations will be backfilled as quickly as possible to minimise the number of open hazards throughout the site. Weekly inspections of excavations will be carried out and recorded in the inspection register (2.22) kept on site.

Site surveys will be referred too which show areas of contamination. These will be dealt with under a watching brief from an environmental engineer.

Edge protection shall be provided to prevent unauthorised access into excavations.

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

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

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

Excavations including earthworks, trenches, shafts & tunnels

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

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

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

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

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

3.1.6 *Underground Services*

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

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

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

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

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

Farrans will take all necessary steps to ensure that services are protected and their operation remains uninterrupted. No excavation works will take place without a permit to dig being issued. On completion of the work in their vicinity, services will be properly bedded and backfilled in accordance with the requirements of the owner, e.g., sand or dust used and warning material replaced. The site management team will maintain a record of

depth of existing services that encroach within our construction zones and liaise with the Statutory Authorities for mitigation measures e.g. when undertaking paving works there may be underground services that fall within the construction depth.

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

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

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

3.1.7 Overhead Electric Cables

The site management team will have cognisance of the location of overhead cables which exist on the site access roads, and where necessary implement the following measures should works or any plant have the potential to encroach with in safe working limit.

- Install stop blocks and barrels
- Erect warning bunting
- Erect warning signs
- Inform plant operators of locations
- Undertake risk assessment
- Form F122 to be completed and safety observer nominated (2.23)

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

3.1.8 Working at Heights

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

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

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

3.1.9 Storage of Materials

Materials will be stored within designated areas as agreed and as noted previously in 1.6.7, Access and Egress and also 3.1.2, Site access and Traffic management.

Hazardous materials will be securely stored in proprietary cabinets to prevent access by unauthorised persons. Oils, fuels, and chemicals will be stored in bunded facilities to prevent escape to the environment. Non-liquid materials will be stored/ stacked in a safe and secure manner to prevent damage and deterioration.

3.1.10 Waste- (To be read in conjunction with SWMP (Site Waste Management Plan))

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

Waste will be securely stored to prevent wind blown litter. Continual monitoring of the site will be undertaken to control the amount of debris around the site. Good housekeeping practices will be adopted to control waste and ensure debris is disposed of appropriately.

Spill kits and fire extinguishers will be located in the immediate vicinity to deal with any instances which may occur.

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

Hazardous / special waste such as empty aerosols and oily rags will be stored in hazardous / special waste containers and covered to prevent escape. This type of waste must not be mixed. Only hazardous / special waste of the same category can be stored together. This is to comply with the hazardous / special waste regulations.

Contaminated ground will be removed when excavated from site under a watching brief by an environmental engineer. Should new contamination be discovered these materials shall be segregated and samples taken to be tested. When confirmation is received they shall be removed from site. Whilst stored on site they will be covered if they will be susceptible to rain preventing spread to other areas.

All hazardous / special waste will be collected by a contractor licensed to manage this type of waste. Hazardous /special waste consignment notes will be generated when moving this waste. These notes must be held on file for a period of three years to comply with the hazardous / special waste regulations. Contaminated waste as identified in the reports provided will be removed and taken to a licensed tip.

Demolition arisings will be re-used on site for the scheme. The arisings will be used for works in the temporary state but will also be used for some elements of permanent works where specification and details permit.

Examples of this are as follows:

- Pile mat
- Crane mat
- Temporary haul roads
- Temporary hard-standings
- Level make up for site works

This will help reduce site waste taken off site and will also reduce the number of vehicle movements as this material no longer needs imported to site.

3.1.11 *Parking*

Limited Parking will be permitted on site. Statutory bodies' plant / equipment shall be kept clear and accessible at all times e.g. fire hydrants.

The use of public transport and vehicle sharing by sub-contractors is encouraged. The local buses also have stops on which are minutes from site complying with current COVID-19 guidance.

There is extremely limited parking within the surrounding in the neighbourhood and industrial estate this will be made known to contractors ahead of commencement on site.

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

Safe access will be provided and incorporated into the site traffic management plan and a safe system of work will be adopted. All lifting operations will be in accordance with the LOLER regulations.

Mechanical lifting aids to be employed using suitably rated equipment where practicable.

3.1.13 *Unauthorised Access*

The site management team will ensure that all fences, security and signs are checked on a regular basis to prevent unauthorised access. Everyone will remain vigilant for trespassers and secure segregated vehicle and pedestrian accesses shall be provided.

3.1.14 *Cleanliness*

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

Information on leptospirosis and contaminated ground will be provided.

3.1.15 Use of Compressed Air Tools

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

3.1.16 Electrical Equipment/Supplies

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

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

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

3.1.17 Plant & Machinery

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

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

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

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

All excavators, used as lifting equipment, should be fitted with "Check Valves" and equipped with fire extinguishers and spill kits. Safety pins and retaining clips will be used

at all times on semi-automatic quick hitch attachments. If a driver fails to insert a safety pin with retaining clip he will be disciplined.

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

All lifting equipment used in lifting operations will be accompanied by appropriate "Test" certificates (2.15) and undergo "Thorough Examinations" every 12 months. Lifting accessories such as chains/slings must be "Thoroughly Examined" every 6 months. Each item of lifting equipment proposed for the duration of the works must be appropriately tested and thoroughly examined prior to use.

3.1.18 Trench/ Excavation Collapse

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

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

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

3.1.19 Cranes and Lifting Operations

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

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

All lifting operations will be planned to ensure they are carried out safely with foreseeable risks considered. The appointed person will be competent and have adequate practical and theoretical knowledge and experience of the lifts being undertaken. Lift Plans will address

the risks identified by risk assessment, the resources required, the procedures to be implemented and the people responsible so that any lifting operation is carried out safely. The lifting plan will ensure that the lifting equipment remains safe for the range of lifting operations for which the equipment might be used.

When planning lifts the following will be considered;

- Preparing the site for the lift / crane
- Selection of the correct work equipment (mobile or tower crane, Hiab etc.)
- Ensuring safe slinging and signalling arrangements are in place
- The weather conditions
- Regular examination of the equipment
- Provision of properly trained and competent personnel
- Suitable and sufficient supervision of the operations
- Preventing the unauthorised movement or use of the crane
- Ensuring the safety of persons not involved in the lift

3.1.20 Demolition/modification of existing structures

Demolition works will commence prior to the main contract works. Arisings will be crushed and removed from site.

Demolition will be carried out in accordance with the method statement and risk assessment submitted and will be in accordance with best practice. The method statement will consider health and safety legislation, best practice, asbestos removal, arrangements for dust, pollution, noise control, and fire prevention. Within the Health and Safety File the demolition of the existing buildings will be noted along with the residual risks which were/ are associated with this.

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

3.1.21 Electrics

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

3.1.22 Use of Oxyacetylene Gases

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

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

3.1.23 Tree Felling

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

Any Tree Protection Orders (TPO's) will be segregated and signed and root zone protected. Please refer to the Arboricultural Impact Assessment for trees to be retained.

The scattered trees and introduced shrubs on site have high potential to support breeding birds. As such, mitigation measures are required in order to comply with legislation with respect to nesting birds

3.1.24 Fuel

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

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

3.1.25 Glass Fibre / Mineral Wool / Lead

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

3.1.26 Pressurised Systems

Ground surveys have been carried out which have identified lead, hydrocarbons and other contaminants which may have an impact on this type of system. This must be taken into account for such works and surveys referred to.

Pressurised systems include:-

- boilers and steam heating systems

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

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

3.1.27 Structural Steel Erection

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

3.1.28 Paint solvents

Where solvent based paints are required, the contractor must ensure adequate ventilation at all times. These will be stored and used in accordance with the COSHH assessment and material safety data sheet.

Where applicable non-solvent based paint will be sourced.

3.1.29 Welding/soldering

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

3.1.30 Hypodermic Syringes

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

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

- Check the area
- Do not rummage through grass or waste material

- Do not clear out drainage gulleys using your hands, even with gloves on
- Do not search inside an uncovered manhole with your hands

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

Toolbox talks will be carried out.

3.1.31 Landscape Works

All personnel using chain saws, strimmer's, etc. will have training in their use. INDG 317 chain saws at work, AFAG 301 using petrol driven chainsaws, AFAG 202 application of pesticides by hand held equipment, shall be followed.

3.1.32 Smoking

Smoking will only be permitted in designated areas. Full details of designated areas shall be notified to all during induction and by site signage.

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

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

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

A separate vaping area shall be provided. No vaping shall be allowed in any area other than those designated by the site team and signed.

3.1.33 Lighting

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

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

Task specific lighting will be provided by sub-contractors for their respective works.

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

3.1.34 Weather Risks

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

Certain high risk activities will be restricted during this time.

3.1.35 Ground Conditions

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

It is the responsibility of the Client to inform Farrans of any ground contaminants. If contaminated ground is discovered during excavations we should stop work and inform the Client or his representative.

Excavations etc will be supported in accordance with the aforementioned geotechnical survey.

Survey findings for those carried out for the site have identified possible asbestos, lead, hydrocarbons. Contaminated and made ground has also been identified in the surveys.

3.1.36 Stability of Structures

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

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

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

3.1.37 Structural Steel Frame

Erection of steel frame will be undertaken in accordance with the Sweco Specification. The specialist contractor will provide a method statement and risk assessment to site management for review prior to work commencing.

3.2 HEALTH RISKS

3.2.1 Exposure to UV Radiations

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

- covering up skin
- staying in the shade
- using sun screen
- drinking plenty of water
- checking skin for any unusual moles or spots, etc.
- Any satellites on the roof of school etc or in immediate vicinity

3.2.2 Manual Handling

Manual handling of materials will be minimised, as far as is reasonably practicable, by the use of mechanical handling devices. The site management team will monitor all lifting operations and ensure risk assessments and Tool Box Talks on safe manual or mechanical handling work methods are in place, and delivered prior to lifts being undertaken.

All works will be undertaken in accordance with the Manual Handling Regulations.

3.2.3 Environmental Restraints (Noise, Vibration & Dust) – (To be read in conjunction with SEMP (Site Environmental Management Plan))

The Company will ensure awareness of the noise levels produced by work activities and environmental noise levels, especially at noise sensitive hours. The Company will aim to adopt best practice in accordance with BS 4142 (Noise assessment) and BS 5228 pt1 (Noise control) to minimise any disturbance, so far as is reasonably practicable.

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

- Alternative low noise techniques will be considered in lieu of traditional systems.
- The quietest available plant and equipment emitting the lowest vibration will be used.
- Where noisy plant is used consideration will be given to the erection of temporary noise absorbing barriers close to the noise source.
- Compressors and generator engine covers will be maintained closed.

- Machinery will not be permitted to idle when not in use.
- Employees will be informed about the need to minimise noise.
- Noisy operations will be completed as promptly as possible.

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

Dusty operations will be kept to a minimum and adequately controlled by wetting down, etc. Face fit testing will have been carried out for operatives working in instances such as this. FFP3 dust masks (Minimum) will be used. Works will be properly risk assessed and type of mask/respiratory equipment identified for use.

3.2.4 Hazardous Materials

COSHH assessments (2.12) will be provided for all hazardous materials as well as material safety data sheets. The assessments will state how hazardous materials will be used, and how surplus materials will be disposed of.

Materials likely to be encountered during construction may be:

- Concrete
- Cement
- Asphalt
- Bitmac
- Aerosols
- Hydrocarbons
- Explosives
- Diesel
- Dust
- Epoxy mortar
- Lead

3.2.5 Hand Arm Vibration

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

Whole body vibration will be assessed and taken into account and regulations followed.

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

- reduced exposure times by breaking up activities or sharing such work with other colleagues, especially in conditions of low temperature;
- minimising the need for operations and tools that expose workers to hazardous vibration;
- minimising the forces needed to control tools;

- considering the maintenance of the equipment - ageing and/or poorly maintained equipment is likely to produce higher levels of vibration;
- maintaining good blood circulation i.e. by wearing gloves to keep hands warm;
- providing information on vibration levels relevant to the tools to be used;
- factors that can increase the likelihood of HAVS such as low temperature, and smoking.

3.2.7 Infection from sewage

Disposal of foul sewage on site shall be by way of connection to the existing foul sewer. Highest standards of hygiene will be observed. Site operatives will be instructed to wash their hands before eating. Hot and cold water, soaps, and hand drying material will be provided.

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

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

The following precautions should be taken:-

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

If you become ill:-

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

4.0 Corona Virus – COVID-19

In December 2019 a new strain of Corona virus, COVID-19, emerged on the Asian Continent. This is a respiratory illness with a high fatality rate. Based on the recent UK Government and World Health Organisation (WHO) guidelines and advice, COVID-19 is transmitted through water droplets produced from an infected person sneezing and coughing and deposited onto surfaces and transmitted to the recipient by coming into contact with affected surfaces and touching their face and eyes. Through the coming months into early 2020 it transmitted at an exponential rate and became a global pandemic.

Due to the high and exponential infection rate passing through the population, the UK Government announced on the 23rd March 2020 they were imposing emergency legislation to reduce human contact and commenced social distancing measures and restrict movement to slow the spread of the COVID-19. In doing so many sectors were closed or severely restricted (i.e. aviation travel, retail, hospitality), however, the Construction sector was not.

A letter was written to the UK Construction Sector on 31st March 2020 by the UK Secretary of State acknowledged that where people cannot work from home in the construction industry, and their job requires them to travel they can continue to do so. In accordance with the Chief Medical Officer's advice and Public Health England guidance, the Construction Leadership Council (CLC) have developed a Standard Operating Procedure (SOP) to guide the construction industry to ensure they are protecting their workforce and minimising the risk of spread of infection. The guidance was introduced to provide consistent measures on all sites in line with the UK Government's recommendations on social distancing.

Farrans have used all available guidance and advice from, and not limited to;

- CLC SOP3
- WHO
- UK Government Corona Virus Act 2020
- NHS

IF ANYONE BELIEVES THEY ARE SYMPTOMATIC:

If you are unwell and showing COVID - 19 symptoms; high temperature, difficulty breathing, a new and continuous cough, and/or you have reason to believe you may have had contact with somebody infected by COVID- 19 it is vital to apply the following steps:

You should not attend site or leave site immediately and return to your home.

You should contact HSE Live on 1850 24 1850 for Ireland and NHS 111 online for UK who will determine if testing is required and will give you advice.

Immediately inform your line manager and follow the government guidelines on self-isolation.

We are asking all employees to keep us informed of individual's situations which may impact on our business.

Farrans have produced OP22 COVID-19 Arrangements and Guidance to ensure works can be safely completed in line with the CLC SOP3 (included in Appendix 15). All Employees and subcontractors are required to read and comply with the social distancing guidelines set out.

If any construction activity cannot be performed in accordance with CDM 2015 regulations without adhering to the social distancing guidelines. The activity must be stopped and reported to your line manager and the activity RAMS assessed.

If adequate PPE and or RPE can be utilised without interfering with any other safe working methods, then works can be resumed.

If the required PPE/ RPE is not available works cannot be commenced, or if already commenced before the guidelines were published, must be stopped immediately.

All programmed works will be reviewed by the **Farrans Project Manager** and any non-critical works will be postponed. All inactive areas of the project will be shut down and locked off to reduce daily/ weekly/ monthly personnel site visits.

Where possible all personnel who can carry out their duties from home will be encouraged to so do.

All site meetings will be cancelled and replaced with conference/ video calls. Daily briefs and tool box talks will be conducted on site adhering to the minimum 2m social distancing spacings.

Stop all non-essential visitors.

Farrans have provided detailed information on working during the COVID-19 pandemic including site specific details on **travel, self-isolation, accessing the site, handwashing, welfare facilities, canteens, drying rooms, cleaning and avoiding close working** within the following documents (included in Appendix 15);

- CLC SOP3
- Farrans OP22- COVID-19 Arrangements and Guidance (Updated issue 14 – March 2022)
- CIF COVID-19 Operating Procedure

FARRANS ARE CONTINUALLY MONITORING GOVERNMENT GUIDANCE ON COVID-19 AND IMPLEMENTING POLICIES AND PROCEDURES IN ACCORDANCE WITH SAID GOVERNMENT GUIDANCE AS FAR AS IS REASONABLY PRACTICTABLE.

5.0 HEALTH AND SAFETY FILE INFORMATION

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

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

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

This information will be collated by Farrans as it becomes available during the construction phase and stored by Farrans in storage files.