



CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

REV 01

Kingston Wharf

Kingston Works

Kingston Road


East Cowes

PO32 6JS

Site Mobile Telephone Numbers:-

Site Manager	TBC	
Contracts Manager	TBC	

DATE: 18/12/2023 Rev 01

Stage	By Whom	Signature	Date
Developed	Jeremy Firth		18/12/2023
Checked			
Approved			

Issued to: Client **Cowes Harbour Commission**

Principal Designer & Project Manager **Vail Williams LLP**

Structural Engineer/Lead Designer **Hamill Davies Limited**

Tendering Contractors **TBA**

CONTENTS

Revision Sheet

Introduction

1.0 Description of the Project

1.1 Project Description and Programme Details (including any key dates and lead in time)

1.2 Project Directory

Client

Project Manager

Principal Designer

Structural Engineer

Planning Consultant

Principal Contractor and Emergency Contacts

Building Control

HSE

Local Authority

Local A&E Hospital

1.3 Existing Environment and Records

1.3.1 Existing Environment and Previous Uses

1.3.2 Access to the Site

1.3.3 Existing Services and how they are being dealt with

1.3.4 Existing Site/Structures

1.3.5 Existing Ground Conditions

1.3.6 Existing Records, Plans and Health & Safety Files

2.0 Communication and Management of the Work

2.1 Management Structure and Responsibilities

2.2 Site Layout and Management

2.3 Activities on or Adjacent to the Site During the Works

2.4 Health and Safety Aims for the Project

2.5 Health and Safety Monitoring and Review of Performance

2.6 Communication and Liaison Between Parties on Site

2.6.1 Worker Involvement & Consultation

2.6.2 Communication methods on site

2.6.3 Exchange of Design Information Between the Involved Parties on site

2.6.4 Arrangements to Ensure Co-operation between Project Team Members and Co-ordination of their Work

2.6.5 Selection and Control of Contractors

2.6.6 Exchange of Health and Safety Information between Contractors, Security, Site Induction and On Site Training

2.6.7 Welfare Facilities and First Aid

2.6.8 Reporting and Investigating Accidents, Incidents and Near Misses

2.6.9 Risk Assessments and Method Statements

2.6.10 Site Rules and Other Restrictions on Contractors or Suppliers including Access to those parts of the Site Occupied by the Client and Others

2.6.11 Fire and Emergency Procedures/ Contacts

2.6.12 Rescue Planning

2.6.13 Permits to work and Authorisation Requirements

2.6.14 Security Arrangements

3.0 Environmental Restrictions and Arrangements for Controlling Significant Site Risks

Safety Risks, Including:

- 3.1 Environmental Restrictions and Control Measures**
- 3.2 Vermin**
- 3.3 Existing Hazardous Materials**
- 3.4 Temporary Works**
- 3.5 Preventing Falls**
- 3.6 Work with or near Fragile Materials**
- 3.7 Work on Excavations or Work where there are Poor Ground Conditions**
- 3.8 Working over or Near to Water**
- 3.9 Control of Site Traffic, Traffic Routes and Segregation of Vehicles and Pedestrians**
- 3.10 Control of Lifting Operations or Plant and Equipment on Site**
- 3.11 The Storage of Materials (particularly hazardous materials)**
- 3.12 The Control of any other Specific Design Risks (from pre-construction or design information)**

Health Risks, Including:

- 3.13 The Removal of Asbestos, surveys and results**
- 3.14 Smoking on Site**
- 3.15 Dealing with Contaminated Land**
- 3.16 Manual Handling**
- 3.17 Use of Hazardous Substances, particularly where there is a need for health monitoring**
- 3.18 Reducing Noise and Vibration,**
- 3.19 Exposure to UV Radiation (from the sun)**
- 3.20 COVID-19 Virus**

4.0 The Health and Safety File

- 4.1 Layout and Format**
- 4.2 Arrangements for Collection and Gathering Information**

Appendix 1

- Site Safety Files Layout
- Site Safety Rules

Appendix 2

- Risk Assessment and Method Statement Checklist

Appendix 3

- Temporary Works Process Chart

Appendix 4

- Site Logistics and Layout Plan (please refer to separate sheet)

Appendix 5

- Contractor H&S Assessment Questionnaire

Appendix 6

- Coronavirus (COVID-19) Site Operating Procedures (please refer to separate document)

REVISION SHEET

<u>REVISION</u>	<u>DATE</u>	<u>CHANGES MADE</u>
O1	18/12/23	Document updated to submit for planning condition approval.

Abbreviations:

- PD – Principal Designer
- PC – Principal Contractor
- CDM – Construction (Design and Management) Regulations 2015
- CPP – Construction Phase Plan
- HSE – The Health & Safety Executive

INTRODUCTION

This document represents the Construction Phase Plan for the Cowes Harbour Commission works to create a hardstanding and wash for Yachts at Kingston Wharf in East Cowes

The Plan has been produced in accordance with the Construction (Design and Management) Regulations 2015 which came into effect on 6th April 2015 and also the Approved Code of Practice 'Managing Health and Safety in Construction' L153 which came into effect on 6th April 2015.

Information from the Principal Designer (PD), Designers and Client contained in the Pre-Construction information pack has been incorporated into this Construction Phase Health and Safety Plan by Vail Williams LLP who are acting as the Project Manager (PM) and Principal Designer (PC) for the project. The developed plan will be copied into the Principal Designer for comment and this will be obtained before work is permitted to commence on site. The PD is responsible for providing the pre-construction information, ensuring that the design team eliminate risks associated with design elements, or where this is not possible to reduce any remaining risks or control them. PD's must ensure co-ordination and co-operation between designers and assist the PC to produce the Construction Phase Plan (CPP).

This plan will be incorporated into the contractors site safety file where additional Health and Safety information is collated and gathered as the project develops further (refer to Appendix 1 for layout of files). Information such as Risk Assessments, safe systems of work, method statements, monitoring sheets, inductions etc. will be part of the developed plan.

This Construction Phase Plan is further developed in line with the development of the project. This document and further health and safety information relative to the site is collated and placed in the Site Safety Files (refer to Appendix 1 for layout and content of the files) as detailed above.

These files are collated and maintained on site by the Site Team and as mentioned above, form the development of the Construction Phase Plan throughout the length of the project.

The contents of the Construction Phase Plan and the Site Safety Files will be regularly reviewed by the site manager and senior managers to ensure they reflect the project and any work being undertaken. The PC will ensure that the CPP is kept up to date with the project and design.

This Construction Phase Plan and any subsequent updates/ revisions will be issued to all tendering sub-contractors on the project in order to allow them to understand in advance the health and safety requirements particular to Contractors Construction Ltd and this project.

All work on site will be carried in strict accordance with government and construction industry guidance concerning the COVID-19 virus.

SITE LOCATION MAP

Kingston Wharf, Kingston Works, Kingston Road, East Cowes, PO32 6JS

Satellite Photo



Redline Site Plan



1.0 DESCRIPTION OF THE PROJECT

1.1 PROJECT DESCRIPTION AND PROGRAMME DETAILS

General Description

The site is a marine wharf located on the River Medina in East Cowes. The site is tiered and rises from the river up the hill towards Kingston Road. The subject area is the lowest tier adjacent to the River Medina. The lower tier has been previously used as an aggregates wharf but is presently unused except for storage.

A planning application was submitted to and approved by the LPA (21/02452/FUL) on 16 December 2022 for change of use from the aggregates wharf to the open storage facility and wash down area.

The works are not immediately adjacent to the River Medina, rather they are separated from the river by a piled reinforced concrete wharf.

The works can be briefly summarised as excavating the existing stoned finishes by circa 800mm across the site laying a new membrane, sub base and block paving to create the hard standing. Create surface water drainage running through an interceptor. There will be a concrete yacht wash down area with drainage and a packaged recycled water treatment plant.

Programme

The works are expected to take 16 weeks. The intention is to commence in Spring 2024 as soon as the planning conditions have been cleared and the contractors site set up is undertaken.

The project works will include some of the following work activities: -

- Site set-up and contractors compound
- Set up vehicle wheel wash
- Check for and isolate / divert existing services
- Excavation works to reduced levels
- Installation of new surface water drainage including interceptors
- Installation of new below ground services ductwork
- Laying a new yacht wash with central sump, drainage and packaged water cleansing and recycling plant
- Laying new block paved yacht hard standing
- Associated Builders work

For the details of the construction methods please refer to the specifications and drawings. Note that there will be no piling or deep excavations.

For the detailed scope of works the specification documentation and contract programme should be referred to.

Project Commencement date:	TBC
Project Completion Date:	TBC
Project Duration:	TBC
Project Lead in Time:	TBC

1.2 PROJECT DIRECTORY

The key project team members are as follows:

Client **Cowes Harbour Commission**
Address Harbour Office, Town Quay, Cowes, IOW, PO31 7AS
Contact Gary Hall
Ceo.chc@cowes.co.uk
Tel: 01983 293952

Project Manager **Vail Williams LLP**
Address Apex Plaza, Forbury Road, Reading, Berkshire RG1 1AX
Contact Jeremy Firth
jfirth@vailwilliams.com
Mobile: 07770 220302

Structural Engineer **Hamill Davies Limited**
Address Ivydale, Lower Chase Road, Swanmore, Hamps, SO32 2PB
Contact Brian Hamill
brian.w.hamill@btopenworld.com
Mobile: 07831 890715

Principal Designer **Vail Williams LLP**
Address Apex Plaza, Forbury Road, Reading, Berkshire RG1 1AX
Contact Jeremy Firth
jfirth@vailwilliams.com
Mobile: 07770 220302

Planning Consultant **Vail Williams LLP**
Address Lakeside North Harbour, Western Rd, Portsmouth PO6 3EN
Contact Steven Pattie
spattie@vailwilliams.com
Mobile: 07580 781284

Principal Contractor

TBC

Site Details

TBC

Site Manager

Contact: TBC Mobile:
Email:

Contracts Manager

Contact: TBC Mobile:

Emergency Out of Hours Contacts:-

TBC

HSE

For information, advice and support relating to construction site issues contact the Health & Safety Executive information line below: -

Telephone: 0845 345 0055

LOCAL AUTHORITY

Cowes Town Council, Northwood House, Ward Ave, Cowes PO31 8AZ

Telephone: [01983 209022](tel:01983209022)

LOCAL ACCIDENT & EMERGENCY HOSPITAL

St Marys Hospital Parkhurst Rd, Newport PO30 5TG

Telephone: [01983 822099](tel:01983822099)

1.3 EXISTING ENVIRONMENT AND RECORDS

1.3.1 EXISTING ENVIRONMENT AND PREVIOUS USES

The project works as described earlier within this document are to be undertaken on the site.

All ground investigation survey reports that exist will be studied in detail prior to the commencement of any excavation works.

The ground conditions of the site will be taken into account at all times when carrying out any project works to ensure all works are carried out in a safe and correct manner during the project works.

All excavation works to be undertaken on the site will be carried out in a safe and correct manner at all times and a strict procedure will be implemented and obeyed should any unknown objects or materials be discovered or encountered in the ground.

Records of all known underground services are in existence and have been included within the tender documents. All services will need to be located and marked on site prior to commencing any excavation works.

All work on site must at all times strictly adhere to the work procedures, operations, risk assessments and method statements as detailed within all Contractors Safety documentation.

Any existing asbestos surveys and reports will be studied in detail prior to any works commencing.

Should any unknown or hazardous materials be found during the course of the works then the Contractors Site Management should be immediately notified and all works within the area stopped and the area made safe until further analysis and testing of the material has taken place and authorisation and approval has been given to recommence the works within the area by Contractors Site Management

Any hazardous materials found will be removed by a trained and competent contractor all in accordance with current legislation and procedures.

The site is surrounded by existing buildings, footpaths and roadways which will all remain in full and active use throughout the entire duration of the project works.

During the initial stages of the project site offices and welfare facilities will be set up and established for the duration of the project works within an agreed designated area (Please refer to separate site layout plan).

All entrances and exits and associated fire exits to all existing surrounding buildings must be kept clear at all times during the project works.

No deliveries to the project will take place without prior consultation with Contractors Site Management and 24 hours notice being given to Contractors Site Management.

Prior to any project works commencing the following site set up / enabling works will be required to be undertaken:-

- Form the site access, site compound area (to house the site offices, welfare facilities and toilets, waste skips, store materials etc.), main site construction work area, site boundaries and designated delivery / off-loading areas.
- Establish contractor's site offices, welfare facilities, toilets in specific designated area for

- duration of project works.
- Establish delivery vehicle off-loading areas and material storage areas.
 - Establish contractors / visitors car parking areas adjacent to site compound area.
 - Establish pedestrian access / egress routes leading from contractor's car parking area to the site offices / welfare facilities and from the site office / welfare areas to the project work areas.
 - Install heras fencing / hoarding to site boundaries and pathways and install site safety signs, barriers around project work areas and site compound area and delivery and material storage areas.
 - Install the vehicle wheel wash at the site entrance.
 - Undertake any protection works (to existing trees, hedges, existing buildings, structures etc.).

No persons will be allowed to work on site until they have undertaken an Contractors Site induction.

All existing surrounding buildings, facilities, structures and grounds outside the agreed project work areas are strictly out of bounds to all contractors and visitors.

No noisy works can be undertaken before 8.00 am and particularly noisy work operations are to be controlled and managed.

1.3.2 ACCESS TO THE SITE AND THOSE PARTS STILL OCCUPIED BY THE CLIENT

Access to the site compound will be via the existing site entrance on Kingston Road

Site directions will be compiled and provided to all contractors, suppliers and visitors.

During any work the existing roadways must remain clear for vehicles and access for emergency vehicles at all times.

The speed limit on site for all site vehicles will be 5 mph.

All site personnel and visitors must wear at all times safety helmets, safety footwear and hi-visibility vests/ jackets whilst on site.

No persons will be allowed to work on site until they have undertaken a Contractors Site induction.

All entrances and exits and associated fire exits to all existing surrounding buildings must be kept clear at all times during the project works.

The main site entrance gates and perimeter access roads leading to the main site entrance gate and the site compound area to be used by all delivery vehicles will need to be assessed prior to delivery of any materials to ascertain the type and size of delivery vehicles that can or cannot be used to access and exit the site.

Details of this will be provided to all suppliers and contractors in order that the correct size of vehicle can be sent.

No deliveries to the project will take place without prior consultation with Contractors Site Management and 24 hours notice being given to Contractors Site Management.

All deliveries must be carried out in strict accordance with Contractors delivery site protocols.

Weekly delivery schedules will be compiled, where necessary, and daily discussions will be undertaken with the Project Manager / Client to co-ordinate safe times for the delivery of materials and movement of plant and equipment.

All delivery vehicles will be marshalled into the specific site delivery area and the site entrance gates will be closed to prevent unauthorised access by any members of the public and to create a safety barrier between the surrounding buildings and properties and site activities.

No vehicle will be permitted to reverse anywhere on or near the site without a banksman.

The site entrance road, site buildings, upper tiers of storage and the existing yacht wash will all remain in full and active use throughout the entire duration of the project works. Some traffic management will be required when carrying out some project works around the yacht wash but this will be discussed and agreed with the client prior to being carried out.

The parking or stopping of contractors or delivery vehicles on the main access roads is not permissible and the movement of all delivery vehicles, contractors and visitors vehicles into and out of the site will be carefully managed and monitored at all times.

All contractors and visitors vehicles must enter and exit the site using the site access road. After entering the site all contractors and visitors park their vehicles in the designated temporary contractor's car park area which will be located adjacent to the site compound area.

Contractors parking will have limited car park spaces so contractors should consider reducing the number of vehicles visiting site.

If contractors are unable to park their vehicles on site then they must park away from site ensuring their vehicle is parked in a safe and correct manner at all times and does not block any surrounding roads, footpaths, fire exits, driveways, entrances etc. or cause any inconvenience or nuisance to existing property owners, building occupants or members of the public.

Contractors accepts no responsibility for any vehicles parked on or off site.

All gates or doors into and leading from the site compound area, site delivery and material storage areas and main construction project work areas must at all times remain locked and shut to prevent unauthorised access into the construction project work areas, compound area, delivery and material storage area by any adjacent building occupants or members of the public.

All existing buildings, facilities, structures and grounds outside the agreed project work areas are strictly out of bounds to all contractors and visitors.

All orders placed with subcontractors and suppliers will have this information attached and enclosed within their documentation.

The site layout plan (please refer to separate document) that has been compiled details the site compound area, main construction project work areas, contractor's car parking area, wheel wash, waste bay, storage areas, location of site offices and welfare facilities, fencing, access for construction plant, deliveries and personnel and fire assembly point for all site personnel and visitors.

Protection will be provided to the existing occupants of the nearby buildings and users of the nearby footpaths, car park areas and roadways at all times and the access route may be changed throughout the programme to allow the installation of protection or scaffold components when undertaking project works or any enabling works.

The layout plan will be discussed with the client beforehand and agreed before being put into action.

Great care should be taken when entering and exiting the site at all times as there will be vehicles, pedestrians and members of the public using the surrounding roadways and footpaths at all times during the day.

During the initial stages of the project site offices and welfare facilities will be set up and established for the duration of the project works within a designated area in the entrance corner of the site.

During the course of the project works heras fencing will be erected (where required) around the perimeter of the site to prevent unauthorised access to project work areas and more importantly to segregate project works from ongoing surrounding activities and operations.

1.3.3 EXISTING SERVICES

Records of known underground services are in existence and have been included within the tender documents.

All services will need to be located and marked on site prior to commencing any project works.

All existing services will be treated as “Live” until proved otherwise.

Any work on the existing services can only be done so with a prior agreement with the client and Contractors and issue of a suitable permit and full approval of method statements and risk assessments.

All contractors will comply with the HSE Booklet HS(G) 47 “Avoiding Danger from Underground Services”.

Full CAT scans will be made before any excavation work is undertaken. Contractors will review the existing health and safety file and all survey reports for the site prior to any excavation.

Power and water for the welfare and site compound will be obtained from the existing buildings near the project work areas.

The temporary site offices and welfare facilities will be located for the duration of the project works within an agreed designated area (please refer to separate site layout plan).

The site offices, welfare and toilet facilities like all the construction work areas will be separated and segregated from all ongoing surrounding activities.

Qualified electricians will be used to carry out any work on any services including temporary supplies to any temporary accommodation cabins.

All work on site must at all times strictly adhere to the work procedures, operations, risk assessments and method statements as detailed within all Contractors Safety documentation.

All project works must be carried out in full compliance with Contractors COVID-19 Site Protocols and Site Rules.

1.3.4 UXO's

A preliminary UXO risk assessment was undertaken on the site by 1st Line Defence ref PA18212-00 dated 4 July 2023. The report identified risks of UXO presence on the site.

1st Line Defence then prepared a detailed UXO Risk Assessment dated 28 July 2023. The site was identified as medium risk from German and anti aircraft UXO. The report recommended the following mitigation measures which will be adopted for the proposed works

All Works

- UXO Risk Management Plan (a free template to fill in which includes a set of guidelines, a suspect UXO action flowchart, and an example risk management plan)
- Site Specific UXO Awareness Briefings to all personnel conducting intrusive works.

Open Excavations (trial pits, service pits, bulk excavations, strip foundations etc.)

- UXO Specialist On-site Support. This is to be provided for all excavations.

1.3.5 EXISTING SITE/STRUCTURES

The site is the lower tier of the Kingston Wharf site. There are no existing structures or buildings on the site area. It is rough hard standing previously used as an aggregates wharf.

1.3.6 EXISTING GROUND CONDITIONS

Records of all known underground services are in existence and have been included within the tender documents. All services will need to be located and marked on site prior to commencing any excavation works.

A stage 2 intrusive detailed ground report has been undertaken on the site by Soils Limited ref 21091/GIR/Rev102 dated November 2023. Prior to the commencement of any groundwork's all existing ground investigation reports or surveys will be studied in detail prior to the commencement of any excavation works. The ground conditions of the site will be taken into account at all times when carrying out any project works to ensure all works are carried out in a safe and correct manner during the project works.

Normal standard protective measures will be adopted when undertaking any excavation works or remedial works with regard to supporting the sides of the excavation or foundations. An assessment will be carried out by all contractors undertaking any work in the ground with regards to the need for earthwork support. This will be included in all RAMS.

Should any unknown or hazardous materials be found during any project works then work will stop, the Contractors Site management immediately notified, the area made safe and testing will be carried out to give the all clear before Contractors Site management give authorisation and approval for works to safely recommence in the area.

Any hazardous materials found will be removed by a trained and competent contractor all in accordance with current legislation and procedures.

If any unknown objects are found during the project works then work will immediately stop and the Contractors Site Management will be immediately informed who will in turn contact the client and all relevant parties.

All areas of the site will be CAT scanned prior to any excavation works being undertaken and Trial holes may also be needed to be carried out.

Local utilities companies will be contacted and any existing drawings will be studied before any

project work commences.

1.3.7 EXISTING RECORDS, PLANS AND HEALTH AND SAFETY FILES

The Client has passed on all available information at tender stage relative to this project and the areas / existing land to be worked upon.

Please note that all existing building reports, surveys, information and tender documentation relating to the works to be undertaken on the proposed site and land and adjacent to any existing buildings should be reviewed in extreme detail prior to any project works commencing and the conclusions and recommendations detailed within any existing report and survey should be taken account of and discussed with the client prior to any works commencing.

2.0 COMMUNICATION AND MANAGEMENT OF THE WORK

2.1 MANAGEMENT STRUCTURE AND RESPONSIBILITIES

The following personnel will be involved in the project:-

POSITION	NAME	LOCATION	PHONE No.
		Head Office	
		Head Office	
		Head Office	
		Head Office	
		Mobile	
		Mobile	
		Mobile	
		Mobile	
		Mobile	
		Mobile	

Please refer to the Contractors Health, Safety and Environmental Policy for the roles and responsibilities for individuals.

2.2 SITE LAYOUT AND MANAGEMENT

Contractors will ensure that competent supervision is on site at all times during the work. The Contractors Site Manager for the project will be TBC and the Contractors Contracts Manager for the project will be TBC.

At all times there will be full time supervision and first aider on site with a visiting Contracts Manager and Director as indicated in the table above. The Contractors Safety advisor will undertake site safety inspections as described in section 2.5.

The contents of this plan and the company Health, safety and Environmental Policy detail the procedures to be adopted in order to ensure that the health and safety on site is managed to high standards.

A site layout plan (please refer to separate document) has been produced and will be held on site along with the traffic management layout to be used during the induction.

2.3 ACTIVITIES ON OR ADJACENT TO THE SITE DURING THE WORKS

All work and storage of materials in connection with this project will be contained within the site boundaries and compound area and specific project work areas as detailed on the site layout plan (please refer to separate document). The site compound area will also be used to house the site offices, Site canteen, welfare facilities, toilets, project materials and waste skip and any materials or plant not being used. The site compound area and project work areas will be securely fenced off using a combination of heras fencing with support rakers fitted to ensure stability, hoarding and existing palisade fencing (with debris netting fitted in specific locations).

During the course of the project works heras fencing will be erected around the perimeter of the site to prevent unauthorised access to project work areas and more importantly to segregate project works from ongoing surrounding activities and operations.

All entrances and exits and associated fire exits to all existing surrounding buildings must be kept clear at all times during the project works.

All materials will be stored in the site compound area and specific site project work areas as agreed on site with the Contractors Site Management.

All project works must be carried out in safe and correct manner at all times ensuring that no member of the public or users of the existing footpaths and roadways or occupants of the existing adjacent and surrounding buildings are put in danger at any time from any project works and are protected at all times.

The site is accessed via a roadway that leads to existing buildings, footpaths, roadways and car park areas which will all remain in full and active use throughout the entire duration of the project works.

All adjacent existing surrounding buildings, facilities, structures and grounds outside the agreed project work areas are strictly out of bounds to all contractors and visitors.

2.4 HEALTH AND SAFETY AIMS FOR THE PROJECT

Contractors will ensure that contractors provide toolbox talks to their employees and on occasion the Contractors Site Management will deliver these. The following list details the aims that will be targeted and the planned toolbox talks that will be carried out during the course of the works:-

- a) Communicate with the Client and others by means of regular meetings in order to ensure smooth running of the project and advance warnings of any problems affecting the client or his employees. During these meetings Health and Safety is openly discussed.
- b) Making safety the number one priority by engaging the workforce in day-to-day health and safety management and consulting/ involving them.
- c) Ensure any sub-contractors if used on site are vetted with regard to Health and Safety prior to commencing any work on site.
- d) If there is no risk assessment for the work then no work is started.
- e) Ensure regular Toolbox Talks are provided during the project (Twice Monthly). A suggested start list is as follows:-

- ▲ Working in excavations
- ▲ UXO risk
- ▲ Dust control
- ▲ RPE
- ▲ Environmental Emergency Control on Site

- ▲ Fire Safety including hot works and the use of fire extinguishers
 - ▲ Hot Works Permits
 - ▲ COSHH
- f) Compliance with current legislation on noise and vibration
- g) Aim for zero RIDDORS
- h) Ensure that the construction phase plan is kept up to date with the progress of the project.
- i) Hold regular safety update meetings with the contractor's supervisors throughout the project. (Whether formal or informal).
- j) **Ensure all personnel strictly adhere to all Contractors control measures, protocols, safe systems of work on site as detailed within the Contractors site-specific induction, site rules and risk assessments to control and prevent the spread of the COVID-19 virus.**

2.5 HEALTH AND SAFETY MONITORING AND REVIEW OF PERFORMANCE

Stage 1:

Monitoring of the work on site will initially be undertaken by the Site Manager on a regular basis. The site Health and Safety Monitoring will be carried out during walk rounds and recorded in the daily diary. The monitoring will be carried out to ensure compliance with agreed Risk Assessments and Method Statements. Safety Action Notices can be given to contractors not complying or flouting any site safety rules.

At the end of each week there is a weekly safety report completed by the Site Manager that is delivered to head office for review and storage.

Special measures - COVID-19 monitoring

The Site Manager shall monitor the site on a weekly basis against the protocols and risk management measures/ safe systems of work relating to COVID-19 and report any significant findings to the Contracts Manager / Directors / safety advisor with immediate effect.

Stage 2:

Safety inspections will be undertaken by the visiting Health, Safety and Environmental advisor – Jim Moss of Eldridge-Moss Ltd. Generally the visits will be at random on a three to four-week cycle but in certain stages throughout the programme the visits will increase. This will depend on the risk rating of the period in the programme.

These visits may also be increased when attending sub-contractor meetings, etc.

Safety Audits will be electronic and will have actions listed at the front of the report and details and action noted within the report. These actions will be colour coded for action :-

Red is immediately

Amber is noted as within 7 days or 24 hours

Green is N/A or in order at the time of the visit

Any unsafe actions will result in the work or the whole project being stopped until rectified. An overall percentage score will be provided in the report and these will be copied to the site, Contracts Manager and Construction Director.

The site/ project manager will use an action sheet to complete details of the action taken, when it was actioned and this will be emailed to the Safety Advisor and Contracts Manager.

On the return visit by the Safety Advisor all previous items are checked for action.

Stage 3:

Monthly contract review/ design review meetings are held on site at regular times and during these meetings health and safety is one of the topics of discussion. A report is prepared by Contractors which includes a section on Health and Safety. Regular internal contract review meetings are also held between Contractors personnel only and at these the Construction Phase Plan, Audit Sheets, Monitoring Sheets and Safety Meetings are reviewed. Sub-contractors health and safety performance are also discussed and reviewed. Action points are raised and implemented. The previously mentioned health and safety goals are also reviewed. These meetings can be recorded but may only be a list of action points.

Stage 4:

The senior management in the company will meet with the safety advisor on a 6-monthly basis in order to review overall performance and implement/agree on the action necessary to improve safety. The safety policy will also be reviewed at this meeting.

2.6 COMMUNICATION AND LIAISON BETWEEN PARTIES ON SITE

2.6.1 WORKER INVOLVEMENT & CONSULTATION

Suggestions and discussion with the workforce will be encouraged on site in the following ways:

- Near Miss reporting will be encouraged.
- The SLAM (Stop, Look, Assess & Manage) technique promoted by the HSE will be encouraged on all sites to get workers involved in improving the safety culture.
- Open door policy for all workers to discuss or express any concerns on health and safety with the Contractors management.
- 'Don't Walk By' principle will be encouraged and people's views discussed at Toolbox Talk sessions.
- Safety Meetings will be held regularly on site and will be open, to allow workers to engage & consult with managers & other workers. These may simply take the form of an unrecorded discussion.
- Safety notification sheets will be displayed on the noticeboard for personnel to complete and place on the managers desk should they wish to.

2.6.2 COMMUNICATION METHODS ON SITE

Contractors Construction will hold regular meetings with the Client / Clients representative to provide updates on work progress and plan monthly, weekly and daily project work operations.

Regular morning meetings will be held between Contractors site management and contractors supervisors to agree the work for the day and detail any hazardous operations that may take place.

A daily hazards board will be sited on entry to the site work area.

2.6.3 EXCHANGE OF DESIGN INFORMATION BETWEEN THE INVOLVED PARTIES ON SITE

The work and the design will take into account that there must be no risk to any public, pedestrians or adjacent building occupants (i.e. users of surrounding footpaths, car park areas, roads and adjacent buildings occupants or visitors). Hazard and risk analysis/ specific risk information in the design from the consultants should be included in the Pre-Construction Information pack and will be used in the production of the operational Risk Assessments for the elements of work. Review of this information will take place at the design review meetings. This information will then be given to the contractors or directly employed labour along with the Health and Safety Plan at

tender stage. Any hazards highlighted in the Pre-Construction information pack have been taken into account and have been used to produce the schedule for risk assessments and method statements. A copy of this plan will be supplied to contractors so that they may produce their own risk assessments and method statements relative to the work being carried out on this project.

Design information from the architect and engineer will be issued for construction to the site team who will then copy direct to all contractors and Head Office. A drawing register and register of all documents relating to design information will be kept on site with a copy at Head Office.

Any information relating to designs carried out by Contractors designers or contractors will be copied to the Principal Designer for issue to all other parties (comment and approval will be received prior to implementation or work being undertaken). As detailed above, a hazard and risk analysis will be carried out by the designer so that any residual risks are noted for the personnel undertaking the work to consider in their risk assessment and method statements.

2.6.4 ARRANGEMENTS TO ENSURE CO-OPERATION BETWEEN PROJECT TEAM MEMBERS & CO-ORDINATION OF THEIR WORK

Regular design team/ co-ordination meetings will be held on site between the site team members whether the project is design and build or traditional contract.

Part of the meeting will discuss progress and financial aspects of the project but safety, design risks, specific risks will be discussed and recorded for action and the information flow will be agreed so that this information filters correctly down to site level. The Principal Designer will be key to this process as will all designers, the Principal Contractor and Contractors.

Following any design changes Contractors will either issue a Confirmation of Instruction (COI) or a change enquiry to the project manager, this is costed and agreed by the project manager/ client prior to being carried out.

The work will then be assessed regarding review of current risk assessments and any changes undertaken. This information will then be forwarded to the relevant contractors for them to review their risk assessments prior to carrying out the work.

2.6.5 SELECTION AND CONTROL OF CONTRACTORS

All new contractors will be issued with the Contractors standard Health and Safety Vetting Enquiry Form at tender stage. The information and form that is returned will then be forwarded to the Contractors safety advisor who will contact the Site Manager on the required action to be taken prior to appointment.

A copy of the assessment questionnaire is contained within appendix 5 of this document and must be completed by all new contractors appointed by Contractors.

2.6.6 EXCHANGE OF HEALTH AND SAFETY INFORMATION BETWEEN CONTRACTORS, SECURITY, SITE INDUCTION AND ON SITE TRAINING

All personnel must undergo an Contractors Site Induction prior to commencing work on site and walk the site to understand the restrictions in place and importantly the location of first aid equipment and hand wash / sanitising stations around the site around the site.

All personnel upon entering the site must immediately use the hand sanitiser gel on entry and in particular before your temperature may be taken.

All visitors and contractors must sign 'in' when arriving on site and sign 'out' when leaving site

in strict accordance with site COVID-19 protocols whilst keeping social distance. The site personnel/ visitors Book is held in the Project Managers site office area.

All visitors and contractors to site must undergo the site induction prior to entering the site or building to carry out any work. A copy of the Site Induction has not been inserted into the appendix as this will take the form of an A3 presentation on site. Specific project information will be delivered in person by the Contractors management team. Regular Toolbox Talks will be required to be provided on site by all contractors to their workers and evidence of these must be provided. A suggested list is contained earlier but this can alter to suit the work being undertaken (as detailed in section 2.4). Involvement and feedback from the workforce will be encouraged.

The standard Site Safety Notice boards will be mounted in the site office and canteen area. Emergency contact details will be displayed on the site office should this area be unoccupied at the time of the visit. **There will be notices warning personnel of the need to sign 'in' and be inducted before proceeding into any work areas and the strict COVID-19 protocols to be followed at all times on site.**

Safety will be one of the topics for all meetings with the client and contractors. Information will be exchanged at these meetings and an open forum encouraged so that views, suggestions and opinions are tabled.

The site logistics plan clearly shows the position of the site welfare, fencing, storage areas, loading/unloading areas, specific project work areas and access/egress routes for all vehicles and personnel. This plan will be added to, to indicate fire points and muster points in the case of an evacuation. This plan will be mounted on site on the site office noticeboard as well as the canteen safety noticeboard and local to the work areas.

The assembly point for all contractors will be on the pavement opposite the site on Wide Lane as detailed on the site layout plan (please refer to separate document).

2.6.7 WELFARE FACILITIES AND FIRST AID

When the project commences the initial work will be to carry out site set up works which will consist of the following works: -

- ▲ Form the site entrance, site compound area (to house site offices, welfare facilities and toilets, waste skips, store materials etc.), main site construction work area, site boundaries and designated delivery / off-loading areas.
- ▲ Establish contractor's site offices, welfare facilities, toilets in specific designated area for duration of project works.
- ▲ Establish delivery vehicle off-loading areas and material storage areas.
- ▲ Establish contractors / visitors car parking areas adjacent to site compound area.
- ▲ Establish pedestrian access / egress routes leading from contractor's car parking area to the site offices / welfare facilities and from the site office / welfare areas to the project work areas.
 - ▲ Install heras fencing / hoarding to site boundaries and pathways and install site safety signs, barriers around project work areas and site compound area and delivery and material storage areas.
- ▲ Undertake any protection works (to existing trees, hedges, existing buildings, structures etc.).

Carrying out these initial works prior to the commencement of the main construction works will ensure that the segregation of the project works from adjacent buildings occupants, members of the public and operations throughout the duration of the project can be put in place and implemented and monitored. It will also allow us to provide the required welfare facilities.

During the initial stages of the project site offices and welfare facilities will be set up and established in a specific agreed designated area (please refer to separate site layout plan).

The site welfare facilities will have as a minimum the facilities for heating food and water, provision of drinking water and allow operatives to sit and eat in a clean and healthy environment.

The welfare facilities will have an area set aside to allow changing of clothing with pegs or hooks and some benches. There will be heating provided so that in the event of the clothing becoming wet they can be dried.

The toilet facilities will contain enough urinals and flushing toilets to suit the number of operatives to be employed on site at any one time. There will be hot and cold running water and sinks which allow the full forearm to be immersed and washed. Towels or hand driers will be provided.

The site office area and welfare facilities and toilets will be kept in a clean and tidy state at all times.

Access to any site office area and welfare area or any toilet will be restricted at all times and if you any site personnel need to see site management then they must please call them on their mobile.

The following COVID-19 site protocols will be implemented for the duration of the project works and must be adhered to at all times by all site personnel:-

- Inside or outside any facilities / units or areas social distancing of 2m will be adopted at all times and the numbers of occupants strictly limited. Only one person may use the toilets at a time and numbers within site office area and welfare areas will be limited.
- Break times may need to be staggered to avoid congestion.
- There will be a microwave and kettle for use in the welfare area.
- Tables and chairs will not be in place for use. Personnel will be advised to use their own vehicle or an agreed area on site inside the building to take your breaks.
- Personnel will be advised not to throw their rubbish or food away in the area they choose to use at your break times.
- Any canteen and equipment will be regularly cleaned down after use along with any hard surfaces nearby.
- Toilets will be sanitised every 2 hours as a minimum.
- Personnel changing clothes will be asked to store clothes in a bag once changed.
- Drying of clothing will be accommodated where possible but personnel may need to take them home on occasions to dry them. The situation will be regularly monitored, and personnel will be advised of any changes.
- All personnel will be asked to treat any toilets or welfare areas with respect and to place their rubbish in the bins provided.
- Defacing, damaging or lack of respect for any facilities will result in charges being made against the responsible company.
- All personnel must use the hand sanitising gel before they enter site or any toilets or site office / welfare areas.

A trained first aider will be on site at all times when work is being carried out. In this case the first aider's for Contractors for the project works will be TBC (Site Manager). In addition to this we will obtain information of any contractors personnel that are first aid trained as some of the contractors being used will also provide first aid cover. A First Aid box will be located in the Site Manager's office along with eye wash facilities and a list of the first aiders and how to contact them will be displayed on the safety noticeboards.

2.6.8 REPORTING AND INVESTIGATING ACCIDENTS, INCIDENTS AND NEAR MISSES

All RIDDORS will be investigated by the Contractors safety advisors and the company form completed and forwarded to the Managing Director for action and review.

All operatives are encouraged to report all accidents and complete the Accident Book held in the site office. Incidents and near misses are discussed at meetings.

Any visits by the HSE will be reported immediately to the Client and Principal Designer. The Contractors safety advisor will also be informed immediately of the visit.

2.6.9 RISK ASSESSMENTS AND METHOD STATEMENTS

Any sub-contractors cannot commence work without an approved Risk Assessment and where required, an approved Method Statement. All operatives of contractors will be made aware of and have the information explained that is contained within their company's Risk Assessment and Method Statements prior to carrying out the work. This will be done through the supervising foreman for the contractor who will inform his workforce of the hazards and control measures for the work plus any COSHH Assessments.

All contractors will be given dates for the return of the health and safety documentation which will be in advance of the work being undertaken. This will allow a period of time to comment on the appropriateness of the documentation.

Sub-contractors will be asked to sign and agree to work to the documentation and will be monitored by the site management against this information.

Any deviation from the agreed method can only be done following agreement with Contractors site management and an amendment being signed for in the documentation by Contractors. Work will be stopped if it is not in accordance with the documentation.

A risk assessment and method statement checklist is enclosed within the appendix and this will be given to contractors prior to submission of their documentation.

2.6.10 SITE RULES AND OTHER RESTRICTIONS ON CONTRACTORS OR SUPPLIERS INCLUDING ACCESS TO THOSE PARTS OF THE SITE OCCUPIED BY THE CLIENT AND OTHERS

Contractors company site safety rules relating to this site are enclosed within Appendix 1 of this document and will accompany the induction given to all contractors and visitors to site. These rules will also be displayed on the site safety notice boards.

Contractors site rules and COVID-19 work protocols will be strictly enforced on site.

Access to any areas outside the proposed work areas must be following a permit to work issued by the Contractors Site Management and contractors must not wander into other areas outside the agreed project work areas. Transit to and from the work areas will be detailed and agreed at the induction.

With the exception of the agreed project work areas all other existing surrounding buildings, grounds, structures and facilities are strictly out of bounds to all contractor's personnel and visitors.

All personnel must wear safety helmets, safety footwear and hi visibility vests at all times whilst on site.

All project works must be carried out in full compliance with Contractors Site Rules.

No persons will be allowed to work on site until they have attended an Contractors Site Induction which includes strict control measures to prevent the spread of COVID-19.

All delivery drivers, contractors and visitors to the site will not be permitted to take any photos or video at any time using any devices (i.e. Smartphone, ipad or camera) unless they have sought and been given strict permission by Contractors Site Management. Any unauthorised use of a device will result in the person's device being confiscated and the person being removed from site with no return.

2.6.11 FIRE AND EMERGENCY PROCEDURES/ CONTACTS

Temporary fire extinguishers will be positioned in all temporary accommodation and as the project develops, temporary fire points will be set up around the site project work areas and on certain point's temporary wireless fire alarm units will be mounted to act as a temporary fire alarm system. These fire alarm units will be linked to ensure that when any temporary fire alarm is activated it will set off all other fire alarms on all floors throughout the buildings and give a clear signal to all personnel in all areas of the existing buildings to evacuate the building immediately.

There will be no smoke detection during the work but visual checks will be carried out by all on site and any hot works will be avoided where possible.

A written fire safety plan in accordance with the **Fire Prevention on Construction Sites, 9th Edition** (Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation) and HSE guidance **HSG 168 Fire Safety in Construction Work** will be compiled and a site layout plan indicating exit routes, fire points and wireless fire alarm locations will be developed and displayed on the noticeboards and at the fire point locations. This information will be conveyed to all personnel at the site induction.

The temporary fire alarm system will be tested weekly and the fire extinguishers will be inspected weekly then entered into the fire safety log section of the site safety files and temporary fire safety equipment inspection register.

The muster point for all contractors on the project will be TBC as detailed on the site layout plan. This will be indicated on a plan during the induction and shown during the walk round of the site.

Any hot works undertaken on site will only be permitted following issue of a Hot Works Permit issued by the Contractors Site Management. Where possible hot works will be avoided.

No Halogen Type Lights are permitted to be used on site at any time due to the risk of fire.

No work involving blowlamps, soldering irons, cutting torches etc. may be carried out on site during the last hour of any working day.

Fire safety and use of extinguishers will form part of the Toolbox Talks being undertaken.

Details of emergency contacts and procedures will be contained on the safety notice boards.

All internal staircase areas will be used throughout the entire project to provide access / egress to specific project work areas and will be also used in emergency circumstances and upon evacuation of the building. All staircase areas must be kept clear and tidy at all times.

2.6.12 RESCUE PLANNING

Details of rescue from workplaces will be detailed where required in the specific risk assessments and method statements. The access for the emergency services will be via the existing main perimeter access roads and through the main site entrance gates which will remain free, clear and unobstructed at all times during the project works.

Specific means of rescue will be provided for any work at height and access to upper floors/ roof level will be via existing internal staircases and external scaffolding. Access to the roof work will include the installation of a scaffold stair or similar. Access to roof voids or ceilings will also include the installation of a scaffold staircase which will be used for regular access but also for any emergency rescue should it be required.

All the existing fire exits to all existing surrounding buildings must be kept clear at all times throughout the entire duration of the project.

2.6.13 PERMITS TO WORK AND AUTHORISATION REQUIREMENTS

The Contractors Site Management will operate and issue the following permits :-

- **Excavation**
- **Hot Works**
- **Confined Space access**
- **Use of a Crane**
- **Electrical Permit**
- **Temporary Works**

Should this list change during the project then site personnel will be informed by means of a toolbox talk session provided by the Site Manager.

When working in any occupied areas other than the fenced construction area then the client's permit to work system is to be adopted in conjunction with the Contractors strict work procedures.

No work is to be undertaken outside the fenced site work areas or agreed specific project work areas or in any existing buildings without the prior approval of the Contractors Site Management.

No confined space works will commence until risk assessments and method statements have been agreed and approval has been obtained from Contractors Site Management and the correct PPE is worn and the correct control measures have been put in place and are strictly adhered to.

2.6.14 SECURITY ARRANGEMENTS

The work areas will be made secure areas during the work and out of hours. Warning signs will be erected to heras fencing, hoarding and existing boundary fencing and work areas or partitions to warn personnel, members of the public and children of the hazards.

Heras fence panels will be erected (where required) in areas around the perimeter of the site to supplement any existing boundary fencing and will be supported from overturning in the wind. Pedestrian barriers will be erected around the site project work areas (where required) to segregate pedestrians from the plant and traffic routes.

Contractors Site Management will adopt a permit to work system when any works are to be undertaken outside the site fenced work areas. Full liaison will be made with the surrounding building occupants before any works are carried out outside the site fenced work areas.

Hours of work for Demolition / Clearance / Construction (Performance)

All works relating to the demolition, clearance and construction of the development shall only take place between the hours of:

Monday to Friday 08:00 to 18:00 hours

Saturdays 09:00 to 13:00 hours

And at no time on Sundays and recognised public holidays.

Any works outside the permitted hours shall be confined to the internal preparations of the buildings without audible noise from outside the building, unless otherwise agreed in writing by the Local Planning Authority.

Work times may be required to be staggered on site for various contractors to avoid congestion and to comply with government and industry COVID-19 guidance.

When any buildings are finally enclosed then the doors will be installed and locked shut at the end of each day.

With the exception of the agreed project work areas all other existing surrounding buildings, structures and grounds are strictly out of bounds to all contractor's personnel and visitors.

Any vehicles/plant being left unattended are to be left in a safe and secure condition and located within a designated and authorised parking / storage area.

All personnel must wear safety helmets, safety footwear and hi visibility vests at all times whilst on site.

3.0 ENVIRONMENTAL RESTRICTIONS, EXISTING ON-SITE RISKS AND ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS

SAFETY RISKS, INCLUDING:

3.1 ENVIRONMENTAL RESTRICTIONS AND CONTROL MEASURES

A Construction Environmental Management Plan will be in place for this project. We must comply with the recommendations of the ECOSA Ecological Impact Assessment ref 22.0103.0001.FO dated 17 June 2022.

No piling works are required. The works are restricted to traditional excavations and a site scrape by 360 excavators and blades.

Noise impact on the local environment is anticipated to be minimal. There are no nearby residential properties or businesses.

A vehicle wheel wash will be installed to clean the wheels of all vehicles leaving the construction site. Refer to the site plan in Appendix 3 for the location.

All imported materials will be clean new materials with provenance. No hazardous or materials containing likely contaminants will be used on the site. All new materials will be delivered to and stored within the site compound in areas designated by the site manager. A temporary logistics site plan will be created to enable the works on the site to be phased.

We are not anticipating any chemicals to be stored on the site. In the event that some small volumes of chemicals are required they will be stored in a locked bunded cupboard located by the site managers office as far as possible from the River Medway.

A qualitative construction dust risk assessment will be undertaken in line with IAQM guidance. Through good practice and implementation of appropriate mitigation measures outlined, it is expected that the release of dust would be effectively controlled and mitigated, with resulting effects considered to be 'not significant'. All dust impacts are considered to be temporary and short-term in nature.

In order to mitigate the worst-case dust impacts the following general mitigation measures are highly recommended by the IAQM for Medium Risk construction sites. Highly recommended mitigation measures applicable specifically to Demolition, Earthworks, Construction and Trackout are provided based on the respective risk of adverse impact. Our CEMP will contain all of the necessary procedure to monitor the following points.

Communications:

- Develop and implement a stakeholder communications plan that includes community engagement
- before work commences on site.
- Display the name and contact details of person(s) accountable for air quality and dust issues on the
- site boundary. This may be the environment manager/engineer or the site manager.
- Display the head or regional office contact information
- Develop and implement a Dust Management Plan (DMP), which may include measures to control other emissions, approved by the Local Authority. The level of detail will depend on the risk, and should include as a minimum the highly recommended measures in this document. The desirable measures should be included as appropriate for the site.

Site Management:

- Record all dust and air quality complaints, identify cause(s), take appropriate measures to reduce emissions in a timely manner, and record the measures taken.
- Make the complaints log available to the local authority when asked.
- Record any exceptional incidents that cause dust and/or air emissions, either on- or off-site, and the action taken to resolve the situation in the log book.

Monitoring:

- Undertake daily on-site and off-site inspection, where receptors (including roads) are nearby, to monitor dust, record inspection results, and make the log available to the local authority when asked. This should include regular dust soiling checks of surfaces such as street furniture, cars and window sills within 50m of site boundary, with cleaning to be provided if necessary.
- Carry out regular site inspections to monitor compliance with the DMP, record inspection results, and make an inspection log available to the local authority when asked.
- Increase the frequency of site inspections by the person accountable for air quality and dust issues on site when activities with a high potential to produce dust are being carried out and during prolonged dry or windy conditions.
- Agree dust deposition, dust flux, or real-time PM10 continuous monitoring locations with the Local Authority. Where possible commence baseline monitoring at least three months before work commences on site or, if it a large site, before work on a phase commences. Further guidance is provided by IAQM on monitoring during demolition, earthworks and construction.

Preparing and maintaining the site:

- Plan site layout so that machinery and dust-causing activities are located away from receptors, as far as is possible.
- Erect solid screens or barriers around dusty activities or the site boundary that are at least as high as any stockpiles on site.
- Fully enclose site or specific operations where there is a high potential for dust production

and the site is active for an extensive period

- Avoid site runoff of water or mud.
- Keep site fencing, barriers and scaffolding clean using wet methods.
- Remove materials that have a potential to produce dust from site as soon as possible, unless being re-used on site. If they are being re-used on-site cover as described below.
- Cover, seed or fence stockpiles to prevent wind whipping.

Operating vehicle/machinery and sustainable travel:

- Ensure all vehicles switch off engines when stationary - no idling vehicles.
- Avoid the use of diesel or petrol powered generators and use mains electricity or battery powered equipment where practicable.
- Produce a Construction Logistics Plan to manage the sustainable delivery of goods and materials.

Operations:

- Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction, e.g. suitable local exhaust ventilation systems.
- Ensure an adequate water supply on the site for effective dust/particulate matter suppression/mitigation, using non-potable water where possible and appropriate.
- Use enclosed chutes and conveyors and covered skips.
- Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment wherever appropriate.
- Ensure equipment is readily available on site to clean any dry spillages, and clean up.
- Impose and signpost a maximum-speed-limit of 15 mph on surfaced and 10 mph on unsurfaced haul roads and work areas (if long haul routes are required these speeds may be increased with suitable additional control measures provided, subject to the approval of the nominated undertaker and with the agreement of the local authority, where appropriate)
- Impose and signpost a maximum-speed-limit of 15 mph on surfaced and 10 mph on unsurfaced haul roads and work areas (if long haul routes are required these speeds may be increased with suitable additional control measures provided, subject to the approval of the nominated undertaker and with the agreement of the local authority, where appropriate)

Construction

- Ensure storage of dusty materials, activities and stockpiles are furthest from residential receptors 1 and 2 as possible
- Avoid scabbling (roughening of concrete surfaces) if possible
- Ensure bulk cement and other fine powder materials are delivered in enclosed tankers and stored in silos with suitable emission control systems to prevent escape of material and overflowing during delivery.
- For smaller supplies of fine powder materials ensure bags are sealed after use and stored appropriately to prevent dust.

Waste Management:

- No bonfires and burning of waste materials are to take place on site.

Measures specific to Construction (Medium risk)

- Ensure sand and other aggregates are stored in bunded areas and are not allowed to dry out, unless this is required for a particular process, in which case ensure that appropriate additional control measures are in place.

Measures specific to Trackout (Medium risk)

- Use water-assisted dust sweeper(s) on the access and local roads, to remove, as necessary, any material tracked out of the site. This may require the sweeper being continuously in use.
- Avoid dry sweeping of large areas.
- Ensure vehicles entering and leaving sites are covered to prevent escape of materials during transport.

- Record all inspections of haul routes and any subsequent action in a site log book.
- Install hard surfaced haul routes, which are regularly damped down with fixed or mobile sprinkler systems, or mobile water bowsers and regularly cleaned.
- Implement a wheel washing system (with rumble grids to dislodge accumulated dust and mud prior to leaving the site where reasonably practicable).
- Ensure there is an adequate area of hard surfaced road between the wheel wash facility and the site exit, wherever site size and layout permits.
- Access gates to be located at least 10 m from receptors where possible.
- Inspect on-site haul routes for integrity and instigate necessary repairs to the surface as soon as reasonably practicable

Earthworks

- Re-vegetate earthworks and exposed areas/soil stockpiles to stabilise surfaces as soon as practicable.
- Use Hessian, mulches or trackifiers where it is not possible to re-vegetate or cover with topsoil, as soon as practicable
- Only remove the cover in small areas during work and not all at once

All waste will be removed from site and disposed of by registered waste carriers into registered landfill sites.

Evidence of consignment notes and disposal certificates for any hazardous waste will be copied and inserted into the Health and Safety File.

Should any hazardous waste be discovered during the project works then a specialist disposal company will be utilised to remove it from site following testing of the product.

The Contractors Site Manager will be responsible for the implementation, measuring, monitoring and control of all site waste procedures.

It will be the aim to recycle materials removed from any building where possible and to segregate waste produced during the build works. This information and records of waste leaving site will be recorded by the Contractors Site Management.

In addition to these any fuel oil / diesel brought to site must be in bunded tanks or on bunded pallets if small quantities.

Debris and mud must not be permitted to enter the public highway. A lorry jet wash facility will be located within the site compound area. (Refer to site layout plan).

The site will hold an emergency spill kit to be able to stop any accidental spillages of fuel etc. entering the existing drains or ground generally.

All site personnel will be inducted and shown the location of the emergency spill kit, and the response procedure to follow should an incident occur on site.

Existing drainage or groundwater runoff drains are to be kept clear and maintained.

Contractors Site Management will liaise with the client concerning the disposal of waste material in accordance with Local Authorities requirements and current regulations (i.e. gypsum (plaster/plasterboard)).

Vehicles exiting the site will need to have their wheels checked for cleanliness. If they are not clean they will be washed so that they do not take material from site on to the road.

All skips will be in a secure location surrounded by Hears fencing or Hoarding. Waste materials

are to be stored in lockable skips within the main site compound area.

3.2 VERMIN

There is always a risk of vermin being present on sites and this must be taken account of in the risk assessments completed by the contractors.

The following procedures will be strictly adhered to by all personnel on site: -

- A Good refuse disposal regime will be adopted.
- Good washing facilities will be provided and the workforce will be encouraged to use them.
- Gloves will be worn by operatives and cuts and grazes will be covered over.
- **Vaping or Smoking will not be permitted anywhere on site or in any buildings or on any roof areas or in close proximity to the site. The rules for smoking apply to all types of smoking products including electronic cigarettes.**

Smoking will only be permitted within a designated area of the site compound. Anyone found smoking outside the smoking area will be asked to leave site with no return. This includes the smoking of any E-Cigarettes.

All food waste will be put in sealed receptacles and all site personnel will be encouraged and told to keep a clean and tidy site at all times and to remove and put waste at the end of each day in the correct receptacle.

3.3 EXISTING HAZARDOUS MATERIALS

Any existing asbestos surveys and reports and all ground investigation reports will be studied in detail prior to any works commencing.

All personnel will be informed of the location of any asbestos materials at the site induction.

All project works will be carried out in a safe and correct manner at all times and should any unknown objects or materials be discovered or encountered in the ground during the course of the works then the Contractors Site Management should be immediately notified and all works within the area stopped and the area made safe until further analysis and testing of the material or object has taken place and approval has been given to recommence the works within the area by Contractors Site Management

No works will be carried out near any asbestos containing materials until the correct protection has been put in place. All asbestos containing materials will be removed from site in accordance with current legislation and procedures and all personnel working near any asbestos containing materials will have undergone asbestos training and a full induction.

All contractors working on any existing buildings work will be required to have undergone asbestos awareness training within the last 12 months prior to starting work.

Any hazardous materials found will be removed by a trained and competent contractor all in accordance with current legislation and procedures.

Controls and procedures will then be put in place by Contractors to remove the hazard to all site personnel and any person working within or around the existing buildings.

Therefore, great care and attention should be taken at all times during the project works to ensure that no person is put at any risk in relation to any hazardous materials that may be discovered or encountered during the works.

3.4 TEMPORARY WORKS

Any temporary works will only be undertaken in strict accordance with Contractors Construction Temporary works procedures document.

Appendix 3 outlines the temporary works process chart for the design, construction and management of temporary works.

Any temporary works on site will be correctly inspected and recorded in the Contractors Construction temporary works register (section 7 of the site safety files).

Temporary works are defined in the Code of Practice for Temporary Works Procedures and the Permissible Stress Design of Falseworks BS 5975: 2008 as:

- “An engineered solution” used to support or protect an existing structure or permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side slopes of an excavation during construction operations on site or to provide access.
- Those parts of the works that allow or enable construction to protect, support or provide access to the permanent works and which may or may not remain in place after the completion of the works.

Temporary works include, but are not limited to:

Earthworks - trenches, excavations, temporary slopes and stockpiles.

Structures - formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, cofferdams.

Equipment/plant foundations - tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundworks to provide suitable locations for plant erection, e.g. mobile cranes and piling rigs.

3.5 PREVENTING FALLS

Any Scaffold erection will only be undertaken in accordance with the NASC Guidance Note SG4:15. Scaffolds must be erected in accordance with the NASC TG20:13 or BS EN12811-1.

- **Prior to striking any scaffold permission must be obtained from Contractors Site Management and after an inspection of the area the scaffold may be struck.**
- **When erecting/dismantling scaffold the area below must be cordoned off to others.**
- **All scaffolders must have attended a scaffold awareness course in the last 12 months.**
- **Each morning all scaffolders will attend a briefing to review work to be undertaken. All will be reminded on the wearing of safety glasses and the use of harnesses.**
- **All scaffolders must comply with SG4:15 and use and wear safety harnesses. Personnel not wearing them will be asked to leave site immediately with no return.**
- **Areas of scaffold being adapted/ installed/ dismantled must have physical barriered exclusions zones set up and be clearly signed.**

- Scaffolding contractors cannot rely on the presence of a watchperson or worker undertaking any adaptations to stop others accessing the scaffold work area.
- All installations including adaptations to scaffold must have a handover certificate issued to Contractors site management.
- All scaffold installations including adaptations will be inspected by Contractors site management before signing the handover certificate. The scaffold can then be opened up for use.
- A rescue plan must be in place and the rescue equipment must be on site to ensure that retrieval of injured or fall arrested persons from height is possible.

Where required scaffolding will be made visible and protected from vehicle impact where there is a risk from collision with vehicles.

Scaffolding to have protection installed (where required) with netting/ sheeting to all sides which front onto any pedestrian access paths to prevent dust or debris affecting passers-by.

The scaffolding areas directly over any access doors to the building are to be double boarded (where required) and have polythene sheets (1000 gauge minimum) sandwiched between fans to catch dust and debris.

Foam rubber protection is to be afforded to all scaffold sections where not concealed securely by Hoarding or Heras Fencing.

All surfaces, including flat and pitched roof areas etc. are to be inspected for bearing capacity by Contractors Site Management and scaffolding contractor before erection. Boards or planks are to be used to spread the load applied where required and advised by the structural engineer.

Contractors will ensure that wherever possible high level work is undertaken from the safety of mobile elevated work platforms.

When scaffolds are being used then the weekly registers will be completed by the competent person.

A scaffold schedule will be compiled by the Contractors Site Management and one point of access up to the working platforms will be a scaffold staircase so that emergency rescue can be undertaken.

Where possible Contractors will encourage the use of podium steps or mobile scaffold towers in place of steps or ladders. Ladders and steps will not be banned from site but podium steps and mobile scaffold towers will be considered first.

Special Note: If operatives or delivery drivers are required to climb or access the rear of any vehicle then suitable and sufficient risk assessments and procedures must be adopted to prevent any injury from persons falling from the vehicle trailer, bed or rear. Handrails must be first considered then fall arrest in the form of soft fill bags, air bags installed around the vehicle if access has to be carried out.

3.6 WORK WITH OR NEAR FRAGILE MATERIALS

There are no known works being undertaken near fragile materials at present at this stage of the project.

Any work required to be undertaken near any fragile materials will be carefully planned and undertaken with great care and attention ensuring a safe system of work is adopted and correct protection is installed and provided at all times.

No works near any fragile materials will commence until risk assessments and method statements have been agreed and approval has been obtained from Contractors Site Management and the correct PPE is worn and the correct control measures have been put in place and are strictly adhered to.

It should be noted that any works to any existing roof areas will not be undertaken until a full detailed assessment of the existing roof structure has been undertaken and the correct edge protection and safety procedures have been installed and are correctly implemented and strictly adhered to.

No access will be permitted onto any existing roof area until an assessment has been made as to its structural integrity. A roof access permit will control any access to roof areas.

3.7 WORK ON EXCAVATIONS OR WORK WHERE THERE ARE POOR GROUND CONDITIONS

All existing ground investigation reports or surveys will be studied in detail prior to the commencement of any excavation works.

The ground conditions of the site will be taken into account at all times when carrying out any project works to ensure all works are carried out in a safe and correct manner during the project works.

Should any hazardous waste be discovered during the project works then a specialist disposal company will be utilised to remove it from site following testing of the product.

If any unknown objects are found during the project works then work will immediately stop and the Contractors Site Management will be immediately informed who will in turn contact the client and all relevant parties.

Normal standard protective measures will be adopted when undertaking any excavation works or remedial works with regard to supporting the sides of the excavation or foundations. Details of this will be contained within the contractors RAMS.

3.8 WORKING OVER OR NEAR TO WATER

Not applicable to this project.

3.9 CONTROL OF SITE TRAFFIC

The existing surrounding roadways are constantly busy at all times of the day with vehicles.

Traffic signs and control will be in place along the existing roads and on site. Speed restriction signs and warning signs will be erected (refer to traffic management layout plan and written plan). Access to the site compound will be via

Site directions will be compiled and provided to all contractors, suppliers and visitors.

During any work the existing roadways must remain clear for vehicles and access for emergency vehicles at all times.

The speed limit on site and for all vehicles entering and exiting the site will be 5 mph.

All site personnel and visitors must wear at all times hi-visibility vests/ jackets whilst on site.

No persons will be allowed to work on site until they have undertaken an Contractors Site

induction. All deliveries to the project must be notified to the Site Manager 24 hours prior to arriving on site.

All vehicles on the perimeter access roads must adhere to the speed limits and be aware of the presence of other vehicles, pedestrians and footpath users and visitors at all times.

All personnel must consult with Contractors Site Management concerning delivery site protocols and actual times deliveries may be permitted.

All deliveries to site will strictly adhere to the following procedures:-

- All Deliveries will be guided into a specific holding area.
- Any delivery drivers will be required to stay in their cab until requested to leave. Any loading and offloading arrangements on site will ensure wherever possible that drivers remain in their vehicles.
- Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials and comply with the social distancing requirements.
- All deliveries must be met at the site entrance and must be escorted on and off site by a competent banksperson at all times.
- A minimum of 24 hour's notice must be given to Contractors site management prior to any deliveries to site.
- Do not allow vehicles to reverse or leave the site without a banksperson present.
- All delivery drivers will wear the correct PPE whilst on site.
- All vehicles entering and exiting site must strictly adhere to all speed limits and must be driven with extreme caution at all times. Contractors operate a speed limit of 5mph on site.
- All drivers must be informed of any height or width restrictions or the existence of any overhead cables prior to driving to the site delivery area.
- All deliveries must be guided into the site specific delivery area by a trained banksperson and the site entrance gates will be closed to prevent unauthorised access by any members of the public or any nearby building occupants and to create a safety barrier between the surrounding buildings and site activities.
- If you need to close or block any roadways, then this must be agreed in advance with Contractors Site Management and the appropriate signage erected.

All local speed, parking and directional traffic restrictions must be observed at all times.

All orders placed with suppliers will contain this information.

All existing and surrounding buildings, footpaths, car park areas and roadways around the site will remain in full and active use throughout the entire contract period. Traffic management will be required when carrying out the project works and this will be discussed and agreed with the client prior to being carried out.

All entrances and exits and associated fire exits to all existing and surrounding buildings must be kept clear at all times during the project works.

The main site entrance gates and perimeter access roads leading to the main site entrance gate and the site compound area and specific delivery off-loading area to be used by all delivery vehicles will need to be assessed prior to delivery of any materials to ascertain the type and size of delivery vehicles that can or cannot be used to access and exit the site.

All delivery vehicles will be marshalled into the specific site delivery area and the site entrance gates will be closed to prevent unauthorised access by any members of the public and to create a safety barrier between the surrounding buildings and properties and site activities.

Weekly delivery schedules will be compiled, where necessary, and daily discussions will be undertaken with the Project Manager / Client to co-ordinate safe times for the delivery of materials and movement of plant and equipment.

All contractors and visitors vehicles must enter and exit the site using the same route as all delivery vehicles. After entering the site all contractors and visitors park their vehicles in the designated temporary contractor's car park area which will be located adjacent to the site compound area.

Contractors parking will have limited car park spaces so contractors should consider reducing the number of vehicles visiting site.

If contractors are unable to park their vehicles on site then they must park away from site ensuring their vehicle is parked in a safe and correct manner at all times and does not block any surrounding roads, footpaths, fire exits, driveways, entrances etc. or cause any inconvenience or nuisance to existing property owners, building occupants or members of the public.

Contractors accepts no responsibility for any vehicles parked on or off site.

All gates or doors into and leading from the site compound area, site delivery and material storage areas and main construction project work areas must at all times remain locked and shut to prevent unauthorised access into the construction project work areas, compound area, delivery and material storage area by any adjacent building occupants or members of the public.

Great care should be taken when entering and exiting the site at all times as there will be vehicles, pedestrians and members of the public using the surrounding roadways and footpaths at all times during the day.

The parking or stopping of contractors or delivery vehicles on the main perimeter access roads is not permissible and the movement of all delivery vehicles, contractors and visitors vehicles into and out of the site will be carefully managed and monitored at all times.

All contractors and visitors when entering the site must strictly adhere to all site COVID-19 protocols in relation to entry and exit to site and safe working procedures to be followed at all times whilst on site. All site personnel must strictly adhere to all site rules and must correctly use all designated access/ egress routes and crossing points and one-way routes etc. when entering site to sign 'in' and when entering and exiting any project work areas.

Any access / egress routes and crossing points for pedestrians, site personnel and visitors set up around the site will ensure all site personnel, visitors, pedestrians and members of the public

are kept correctly separated and segregated from site vehicle and plant movements and ongoing project works and activities throughout the entire duration of the project.

The designated access / egress routes and procedures must at all times be strictly followed and adhered to and may alter during the course of the project works.

Please Note the following IMPORTANT information:-

- Access / Egress routes for vehicles may be altered throughout the project works to suit the sequence of site operations and specific project work activities.
- Access for emergency vehicles to all parts of the site and the project work areas and existing adjacent and surrounding building areas will be maintained at all times.

3.10 CONTROL OF LIFTING OPERATIONS OR PLANT AND EQUIPMENT ON SITE

All plant and equipment on site can only be used following the inspection of current certification and maintenance documents. Weekly registers have to be completed for all plant and equipment that present a hazard to the operators or others on site (i.e., cranes, MEWP, excavators, dumpers, forklifts, hoists etc). The weekly register will be held in the site office and must be completed by the operators.

All equipment on site will be isolated at the end of the shift or out of hours.

There will be crane lifts and hiab lifts used to offload and lace materials. All lifts will be subject to BS 7121 and by trained and competent personnel.

Users of plant and equipment will only be permitted to proceed following the issue of suitable proof of training and competency to operate the equipment (i.e., CITB CTS Certificate, RTITB Certificates, etc).

Any lifting operations will only proceed with the issue and approval of Risk Assessments, Method Statements and Lift Plan. A trained slinger/banksman and appointed person will be used for any lifting operations.

Contractors will be in attendance and monitor and control the Health and Safety during this work.

All electrical tools on site will be 110 volt or battery powered only. A battery charging point will be set up in the canteen area for charging of cordless battery operated tools.

All high level project work will be under the strict control of Contractors site management.

All work on site must at all times strictly adhere to the work procedures, operations, risk assessments and method statements as detailed within all Contractors Safety documentation.

Contractors will, as required by the Client, give at least 24 hours notice of any large items of plant that are to be delivered or taken away from site during the project works so to ensure that the existing surrounding buildings and activities are not affected in anyway.

3.11 STORAGE OF MATERIALS (PARTICULARLY HAZARDOUS MATERIALS)

There should be no need to use or store hazardous materials on site but should the need arise

then a full COSHH assessment will be produced from the hazard data sheets and this will detail the correct storage methods and use. This may entail the use of specific secure fireproof containers or banded storage pallets/ areas.

General storage will be in line with the site layout plan and on a just in time basis.

An area has been set aside on site for storage of materials.

3.12 THE CONTROL OF ANY OTHER SPECIFIC SITE RISKS (FROM PRE-CONSTRUCTION OR DESIGN INFORMATION).

The information provided by designers at tender and pre-construction stage will be studied in detail and specific risks noted and actions placed on specific team members. This information will also be provided to any contractors that are connected to that element of work. This information can take the form of design risk assessments, design hazard analysis, notes on drawings, notes on specifications etc.

HEALTH RISKS, INCLUDING:

Storage of Materials (particularly hazardous materials),

3.13 THE REMOVAL OF ASBESTOS, SURVEYS AND RESULTS

Any existing asbestos surveys and reports and all ground investigation reports will be studied in detail prior to any works commencing.

All personnel will be informed of the location of any asbestos materials at the site induction.

All contractors will be briefed at the induction relating to the information contained within the asbestos reports and a cover sheet will be signed as evidence of reviewing the document.

All project works will be carried out in a safe and correct manner at all times and should any unknown materials be found during the course of the works then the Contractors Site Management should be immediately notified and all works within the area stopped and the area made safe until further analysis and testing of the material has taken place and approval has been given to recommence the works within the area by Contractors Site Management

No works will be carried out near any asbestos containing materials until the correct protection has been put in place. All asbestos containing materials will be removed from site by a trained and competent contractor all in accordance with current legislation and procedures and all personnel working near any asbestos containing materials will have undergone asbestos training and a full induction.

All contractors working on existing buildings or carrying out refurbishment work will be required to have undergone asbestos awareness training within the last 12 months prior to starting work.

Therefore, great care and attention should be taken at all times during the project works to ensure that no person is put at any risk in relation to any hazardous materials that may be discovered or encountered during the works.

3.14 SMOKING ON SITE

There is strictly to be NO VAPING or SMOKING on site, within any existing buildings or structures or on any roof areas or in close proximity to the site. The rules for smoking apply to all types of

smoking products including electronic cigarettes.

A fenced smoking area will be set up in the site compound area for the project and this is the only place personnel may smoke on site.

Anyone found smoking outside this area will be immediately removed from site with no return.

3.15 DEALING WITH CONTAMINATED GROUND

All ground investigation survey reports that exist will be studied in detail prior to the commencement of any excavation works.

The ground conditions of the site will be taken into account at all times when carrying out any project works to ensure all works are carried out in a safe and correct manner during the project works.

Should any hazardous waste be discovered during the project works then a specialist disposal company will be utilised to remove it from site following testing of the product.

Contractors will proceed with caution with all excavation works and stop work if any suspect material is found. The Contractors Site Management will then take action to have the material tested before work can re-commence.

3.16 MANUAL HANDLING

All work Risk Assessments must take account of any manual handling risks and where significant a separate Manual Handling Risk Assessment will be completed.

Wherever possible Contractors will ensure that automation or mechanisation for lifting of materials is the preferred method in order to reduce the risk of Manual Handling injury.

All contractors working on site must have had training in safe manual handling techniques and where possible lifting and moving equipment will be employed/ used.

Whenever possible all materials will be moved mechanically.

Designers will take account that any materials specified should be reduced in size so that 20kg will not be exceeded or if they are then the installation can be carried out mechanically. Steelwork will be reduced in size where possible.

Materials being moved between levels will be broken up into small sections or components to reduce man handling risks.

3.17 USE OF HAZARDOUS SUBSTANCES (Particularly when there is a need for health monitoring)

Contractors will ensure that contractors complete and attach COSHH Assessments for any materials that present a hazard to the user to the Risk Assessment completed by contractor. Operatives will be made aware of this information by their supervisor and monitoring will be carried out in compliance with this information. Work must not proceed without this information.

Wherever possible, hazardous substances will be substituted with less hazardous materials (i.e., water based as opposed to solvent based).

When there is a need for health monitoring when using a specific product then evidence of this will be required from the contractor prior to commencing work on site.

3.18 REDUCING NOISE AND VIBRATION

Any power tools that are used that cause vibration will be selected for the lowest emission possible and Contractors will have procedures in place on site in accordance with the New Vibration at Work Regulations to reduce the exposure of operatives to any vibratory tools.

All contractors will be reminded of the need to select equipment and plant that reduces vibration and noise to the lowest achievable level. This is for exposure to personnel.

Contractors will also take into account when completing Risk Assessments that they must reduce noise and vibration exposure by such means as taking regular breaks, reducing the time of use on the equipment, enforce use of PPE for noise and vibration and encourage operatives to keep warm and promote exercise for better circulation in the body.

With noise, contractors must first consider reducing at source and selecting low emission equipment. PPE is a last resort and is unlikely to reduce the exposure figures.

Contractors working on site must ensure that the vibration figures for all tools are known and personnel exposure figures are provided to personnel to allow them to monitor action and limit values. A policy and procedure must be in place before commencing work.

When there is a need for health monitoring when carrying out specific work with noise producing plant or equipment or vibratory tools then evidence of this will be required from the contractor prior to commencing work on site.

Due to the close proximity of neighbouring properties the site will not operate at weekends and site noise should be controlled and reduced as far as possible at all times.

Our Working hours are

Monday to Friday 08:00 to 18:00 hours

Saturdays 09:00 to 13:00 hours

The noise levels are detailed in the planning restrictions document and must not be exceeded. We recognise noise and neighbours do not mix. We will liaise with the Client to discuss planned activities, ensuring nothing impacts the surrounding

Procuring the right equipment and managing activities at help control noise pollution. Should noisy operations that could produce levels greater than 85db (A) be required, we would inform the Client Project Manager. All practical steps should be taken to reduce noise, for example the use of acoustic screening or machinery or tools with output levels less than 85db

No noisy project work operations are to be undertaken at any time before 8.00am on any day of the week.

3.19 EXPOSURE TO UV RADIATION (From the Sun)

The welfare facilities will contain supplies of sun barrier cream where external works are required to be undertaken and this will be detailed in the site induction.

Note: Personnel on site will not be permitted to wear shorts or remove tops at any time. Long sleeved shirts/ clothing must be worn (not vest type). T-shirts to elbow length must be worn as a minimum. Details of this will be provided to all personnel at the induction.

3.20 COVID-19 Virus

Please refer to appendix 1 (Project Site rules) and separate Contractors COVID-19 Site operating procedures document and Contractors site-specific induction and risk assessments for the control measures, protocols and safe systems of work being implemented on the project to control and prevent the spread of the COVID-19 virus.

Face Coverings Must Be Worn on Contractors Premises:-

- When entering or moving round a site office (Face coverings can be removed once seated and provided 2m social distancing is adopted).
- When entering or moving round a kitchen, canteen, drying room or toilet unit.
- When working inside a building and more than one person is present.
- If entering a building with only one person present then access must be granted by the current occupant so that face coverings can be donned on entry.

Note: Provided 2m social distancing can be maintained when working or moving around externally then you do not need to wear a face covering.

If you have a medical condition that will not allow you to wear a face covering then you must notify site management so that additional protection measures can be put into place to protect you.

4.0 THE HEALTH AND SAFETY FILE

4.1 LAYOUT AND FORMAT

The Health and Safety File information will be collected by Contractors and will then be handed over to the Principal Designer for comment prior to issue to the client. The information, layout and format of the Health & Safety Files will be agreed with client and Principal Designer during the course of the project works. **One hard copy and two electronic copies will be prepared and handed over on completion of the project.**

4.2 ARRANGEMENTS FOR COLLECTION AND GATHERING INFORMATION

Contractors will collate the information during the work and present it to the Principal Designer as the project progresses to ensure the format and content are suitable.

The information will initially be held electronically on the company server until ready to hand over to the Client/ PD.

APPENDIX 1

- Site Safety File Layout
- Site Safety Rules

FILE 8: SITE HEALTH, SAFETY AND ENVIRONMENTAL FILE

Kingston Wharf Open Storage Area

1. Introduction
2. Health & Safety Policy Statement and Environmental Policy Statement
3. Company Insurance
4. Pre-Construction Health and Safety Information
5. F10 Notification and HSE Correspondence
6. Construction Phase Plan
7. Technical Reports/ Asbestos Survey Reports
8. Accident Book Entries
9. Accident Reports
10. Fire Safety Plan
11. Environmental Management
12. Traffic Management/ Site Logistic Plan
13. Safety Meetings
14. Emergency Procedures

15. A&E Hospital Information

16. Emergency Contacts

17. COVID 19 Checklist

18. COVID 19 Site Safe Operating Procedures

19. Risk Assessments, Method Statements and COSHH Assessments A-Z

20. Temporary Works Information and Register

21. Toolbox Talk Information and Attendance Sheets

22. Site Managers Monitoring Forms

23. Contracts Manager Inspection Checklists

24. Environmental Checklist

25. Fire Safety Equipment Register

26. Workplace Inspection Register

27. Plant and Equipment Register

28. Telehandler Checklist/ Register

29. Permit Register

30. Portable Appliance Register

31. Action & Notification Forms

32. Cleaning Log

33. Fall Protection Equipment Register

34. Vibration Exposure Register

35. Weekend/ Out of Hours Notification Forms

36. Blank Permits

37. Completed Permits

38. Induction Register

39. Induction Record Forms

40. Contractors General Induction

41. Site Specific Induction Information

42. Induction Questionnaire and Test Sheets

43. Site Personnel Register

SITE RULES; KINGSTON WHARF BUSINESS PARK PROJECT

- 1) **Access to the working area can only be obtained following the site-specific induction and all personnel are required to confirm they understand the requirements of Method Statements/Risk Assessments associated with their work. An emergency contact name and number will also be required. Your temperature will be taken before entry to site and if above 37.8°C then you will not be allowed to access the site. All personnel will strictly adhere to the COVID-19 site protocols at all times and 2m Social distancing must be adopted at all times on site. Face coverings must be worn by all personnel and visitors on any Contractors premises in strict accordance with Contractors company procedures.**
- 2) Personal Protective Equipment shall be worn at all times and by all parties with the working area. There will be no exclusions. The basic minimum requirements are:-
 - **Safety Helmet**
 - **Safety Footwear** (to include steel toe cap and midsole)
 - **Hi Viz waistcoat or jacket**(Other PPE will be as per the requirements of the risk assessments)
- 3) **Long sleeved shirts/ clothing must be worn (not vest type). Shorts are not permitted to be worn on site. T-shirts to elbow length must be worn as a minimum.**
- 4) **A site personnel attendance register will be completed by the Contractors staff member taking your temperature before entry to site. A site personnel attendance register ('sign in' and 'sign out') will be instigated for use in case of Emergency. This must be completed by all staff, operatives, visitors etc. Located within the site office.**
- 5) There must be no fraternising with any of the adjacent buildings staff, pedestrians or the passing public. Please report any incidences to the Site Manager.
- 6) All site employees are to make themselves aware of the emergency, first aid and fire safety arrangements and escape routes on the site and the site assembly point. **If in any doubt ask the Site Manager or your supervisor.**
- 7) **VAPING AND SMOKING IS BANNED ON SITE OR IN CLOSE PROXIMITY TO THE SITE. An external smoking area may be set up within one corner of the confines of the site compound area. This is the only location you may smoke.** Anyone found smoking or vaping on site will be asked to leave site with no return. **This includes the smoking of any E-Cigarettes.**
- 8) Any accidents, incidents or near misses are to be reported to the Site Manager. Accidents however minor must be entered into the accident book held in the site office on the safety noticeboard. The completed form will then be removed and placed into the secure filing system. The Site Manager is your certificated First Aider's and the First Aid kit is held within the site office.
- 9) Diabetics, asthma, epilepsy sufferers and person using drugs for medication are required to report their condition to the site manager either during or just after the induction. This information will be kept confidential.
- 10) The consumption or possession of alcohol on the site is strictly prohibited. No person will be allowed to work on this site either having consumed alcohol or if suspected of being unfit for work as a result of alcohol.
- 11) The possession or taking of drugs on this site other than for authorised medical purposes is strictly prohibited. The taking of drugs for medical purposes is to be notified to the Site Manager.
- 12) All access and emergency routes shall be kept free from obstruction at all times
- 13) The consumption of food and drink on site is prohibited with the exception of drinking water. Please use the canteen provided.
- 14) Operators of Plant and equipment shall be trained in the use of the equipment they are using and be trained to a standard acceptable to Contractors Construction. These qualifications are to be produced at induction to the site management on request and prior to any works being undertaken.
- 15) **Only 110 Volt electrical tools are permitted on site and these must be accompanied by a current PAT certificate/ tag.**
- 16) **The speed limit on all main perimeter access roads leading to site will be 30 mph. The speed limit for all vehicles on site and within the site compound and for entering and exiting the site will be 5 mph.**
- 17) It is strictly forbidden to ride on plant as a passenger (e.g. Dump trucks / JCB).

- 18) All site employees shall co-operate in keeping the site tidy and clear away debris and rubbish at the end of each work shift. This includes the site welfare facilities.
- 19) **Reversing on site can only be carried out under the guidance of a trained banksperson.**
- 20) All plant and equipment must have the engines switched off and keys removed when plant is not in use or at the end of each shift.
- 21) No site employee is to interfere, damage or abuse any safety sign or item provided in the interests of site safety.
- 22) No one is to remove or interfere with any scaffold structure/work platform unless they are trained to do so and have the site manager's permission. (CISRS Scaffolders Certificate).
- 23) Site employees are to report any defects to plant or equipment to their manager immediately
- 24) Permits to Work will be required in respect of various elements of the project.
Temporary Works, Hot Works, Confined Spaces, Demolition, Excavation, Electrical Isolation, Roof Access, Use of a Crane (This is not an exhaustive list and will develop throughout the works).
- 25) **Ladders should be used for access to a working platform only and should be secured. Step ladders should only be considered after all other alternatives have been considered and cannot be used. Podium steps and mobile scaffold towers are the preferred method for accessing work at height.**
- 26) **Hours of work for Demolition / Clearance / Construction (Performance)**
All works relating to the demolition, clearance and construction of the development shall only take place between the hours of:
Monday to Friday 08:00 to 18:00 hours
Saturdays 09:00 to 13:00 hours
And at no time on Sundays and recognised public holidays.
Any works outside the permitted hours shall be confined to the internal preparations of the buildings without audible noise from outside the building, unless otherwise agreed in writing by the Local Planning Authority.
- 27) No fluids, chemicals or wash down of any mortar or concrete containers – or wagons is permitted into the ground. Any accidental spills are to be reported immediately and the emergency spill plan put into action. An emergency spill kit is available from the site office.
- 28) **No mud or debris is to be taken or deposited onto the roadway.**
- 29) **The existing roads, public footpaths, pedestrian and delivery vehicle routes must not be blocked at any time.**
- 30) **Radios and MP3 players are not permitted on site.**
- 31) **There is to be no lone working on site.**
- 32) **Halogen-type lights are not permitted on site. All lighting such as festoons, floodlights and worklights, are to be LED. Any lighting to provide flood lighting to the site compound/pedestrian routes are to be positioned so it does not pollute adjacent areas (face into the site). Lights will be fitted with timers/photocells only to operate when needed.**
- 33) **All deliveries to the project must be notified to the Site Manager 24 hours prior to arriving on site and must be undertaken in strict accordance with site delivery procedures.**
- 34) **No work involving blowlamps, soldering irons, cutting torches etc. may be carried out on site during the last hour of any working day.**
- 35) **All materials, tools, plant and equipment must at all times be stored within the site compound area and project work areas and in a safe and secure place. No plant, equipment or materials is to be left unattended outside the project work areas or site boundaries.**
- 36) **Any works outside the confines of the agreed project works areas may only be carried out after strict permission has been received from Contractors Site Management.**

- 37) All delivery drivers, contractors and visitors to the site will not be permitted to take any photos or video at any time using any devices (i.e. Smartphone, ipad or camera) unless they have sought and been given strict permission by Contractors Site Management. Any unauthorised use of a device will result in the person's device being confiscated and the person being removed from site with no return.
- 38) Prior to any personnel going on any roof area a ROOF ACCESS PERMIT must be obtained from Contractors Site Management.
- 39) Wash hand stations will be located around the site in designated positions. Please wash your hands immediately when arriving on site and before commencing any work and when leaving work. Please wash your hands on a frequent basis throughout the day in accordance with government guidance to prevent the spread of COVID-19.

**REMEMBER: DON'T WALK BY - REPORT ALL UNSAFE CONDITIONS IMMEDIATELY
IF IN DOUBT, ASK!!**

CONTRACTORS OPERATE AN 'OPEN DOOR' POLICY – TALK TO THE SITE MANAGER

APPENDIX 2

- Risk Assessment and Method Statement Checklist

Risk Assessment and Method Statement Checklist

Project Name

Project Number

Subcontractor

Task / Activity

All risk assessments & method statement, (RA & MS) submitted by subcontractors must be suitable and sufficient for the work being undertaken. This means that they must address the significant risks and be clear on how controls will be controlled. The following checklist must be completed by the appointed Affiliated Site Management Team Member prior to allowing work to proceed therefore sufficient time must be allocated by the commercial team to, review, part of the AA & MS, checking and re-submission if required. A work response which is stated as 'Full' or 'Part' must be rejected. The amended AA & MS must be resubmitted for review. Works can only proceed once the RA & MS is deemed to be suitable and sufficient. This checklist is a guide for minimum requirements and is not exhaustive there will be other terms you may consider need to be included within RA & MS.

This check is not an acceptance of responsibility for the way in which works planned, resourced, carried out and all work must be monitored on a ongoing basis.

RISK ASSESSMENT-S

Do the risk assessments meet the following criteria?

Yes No Part * Insert Comments in box below

1. Project particulars stated	<p>Check</p> <ul style="list-style-type: none"> Project title & description, location, date Has risk assessment been undertaken, if so is it dated & valid? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Risk assessment follow the HSE's 5 Steps to risk	<p>Check Significance, Risk are identified and identified:</p> <ul style="list-style-type: none"> Priority of risks (HS, CJP, etc.) How to manage the risk Risks are identified and prioritized The assessment is reviewed 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. All significant risks are considered?	<p>Check</p> <ul style="list-style-type: none"> All identified risks have been identified, those risks that could result in L1S or higher are identified 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

METHOD STATEMENTS

Does the method statement meet the following criteria?

No Part * Insert Comments in box below

4. Subcontractor Package, Title, Revision, Number and Date.	<p>Check:</p> <ul style="list-style-type: none"> Company, name, title, revision number and date. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Description of the work.	<p>Check that the following are included:</p> <ul style="list-style-type: none"> Work to be done Sequence of work Time for work Location of work on site Method of work Details of waste control and removal 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Risk Assessment and Method Statement Checklist

MHHIOD STATEMENJS(Continued)

Does the method statement meet the following criteria?

Yes No Part " Insert Comments in boxes below

<div style="background-color: #4a86e8; color: white; padding: 5px; font-weight: bold;">6. Resources Required.</div>	<p>Resources required:</p> <ul style="list-style-type: none"> Personnel involved in training/competence. Plant and equipment to be used Relevant training, certificates and examinations/certificates to be withheld, e.g. (PCS, 12 month thorough examination, weekly refreshers, etc.). Supervision - by whom and name. Materials to be used (environmental details or production information (e.g. MSD or SDS)). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<div style="background-color: #4a86e8; color: white; padding: 5px; font-weight: bold;">Access / Egress Loading and Unloading.</div>	<p>Access/Egress, Loading / Unloading:</p> <ul style="list-style-type: none"> ISO of for, unloading area and work area. Details of all plant equipment materials to be used. Details of loading/unloading areas. Lift Plan & Risk Assessment for Cranes Lifts. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<div style="background-color: #4a86e8; color: white; padding: 5px; font-weight: bold;">8. Control Measures.</div>	<p>Control Measures:</p> <ul style="list-style-type: none"> COSHH Information. Induction, Lifting, etc. Securely confined space, rowing etc. Signage Permits to work/Access Manual Handling: correct weight, lift, load, etc. Prohibition of work Prohibition of work PPE must be used. Environmental Protection. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<div style="background-color: #4a86e8; color: white; padding: 5px; font-weight: bold;">9. Specialist Involvement</div>	<p>Specialist Involvement:</p> <ul style="list-style-type: none"> Details of any contractor, used, temporary work, etc. (e.g. scaffolding, etc.). Relevant qualifications (e.g. JIB, etc.) Health and safety, structural calculations, etc. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<div style="background-color: #4a86e8; color: white; padding: 5px; font-weight: bold;">10. Emergency Arrangements</div>	<p>Emergency Arrangements:</p> <ul style="list-style-type: none"> First aid, on whom (e.g. if ill, injured, etc.). First Aid, First Aid, etc. Fire Evacuation: Musters, etc. Signage, etc. Signage, etc. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<div style="background-color: #4a86e8; color: white; padding: 5px; font-weight: bold;">Temporary Amended Systems.</div>	<p>Temporarily amended systems:</p> <ul style="list-style-type: none"> Temporary amended systems. Temporary amended systems. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Risk Assessment and Method Statement Checklist

MHHIOD STATEMENTS(Continued)

Does the **method** statement meet the following criteria?

Yes **No** **Part** • If's it c mMents Inbo.:cs below

<p>12. Who the informat will be su to and commun to.</p>	<p>Who will the informati nes / Will be submitted ut. initial...tiding:</p> <ul style="list-style-type: none"> OieckIn" review and updatd LI provisions. Oiar1 re,quireme-nts. Commilboo of operative-5-bnef. 	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<div style="border: 1px solid black; height: 80px;"></div>
<p>13. Monitoring and Compliance.</p>	<p>Monitoring and Compliance:</p> <ul style="list-style-type: none"> Ref t C!! to Rid: An!!!HfHHS and Cor'lrol Mnsuru. Mooltorine by ...,hom and wlen. Enf<N*«mint • hQ,w bwwtujm 	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<div style="border: 1px solid black; height: 80px;"></div>

Is the Risk Assessment & Method Statement Satisfactory?

YES - ACCEPT | NO - REJECT
Monitor for the Works | Request resubmission

Initial Review

By (Name) _____ Date _____

Which sections need amendments.

Comments after 1st re-submission

By (Name) _____ Date _____

Which sections need amendments.

Final Review carried out by:-

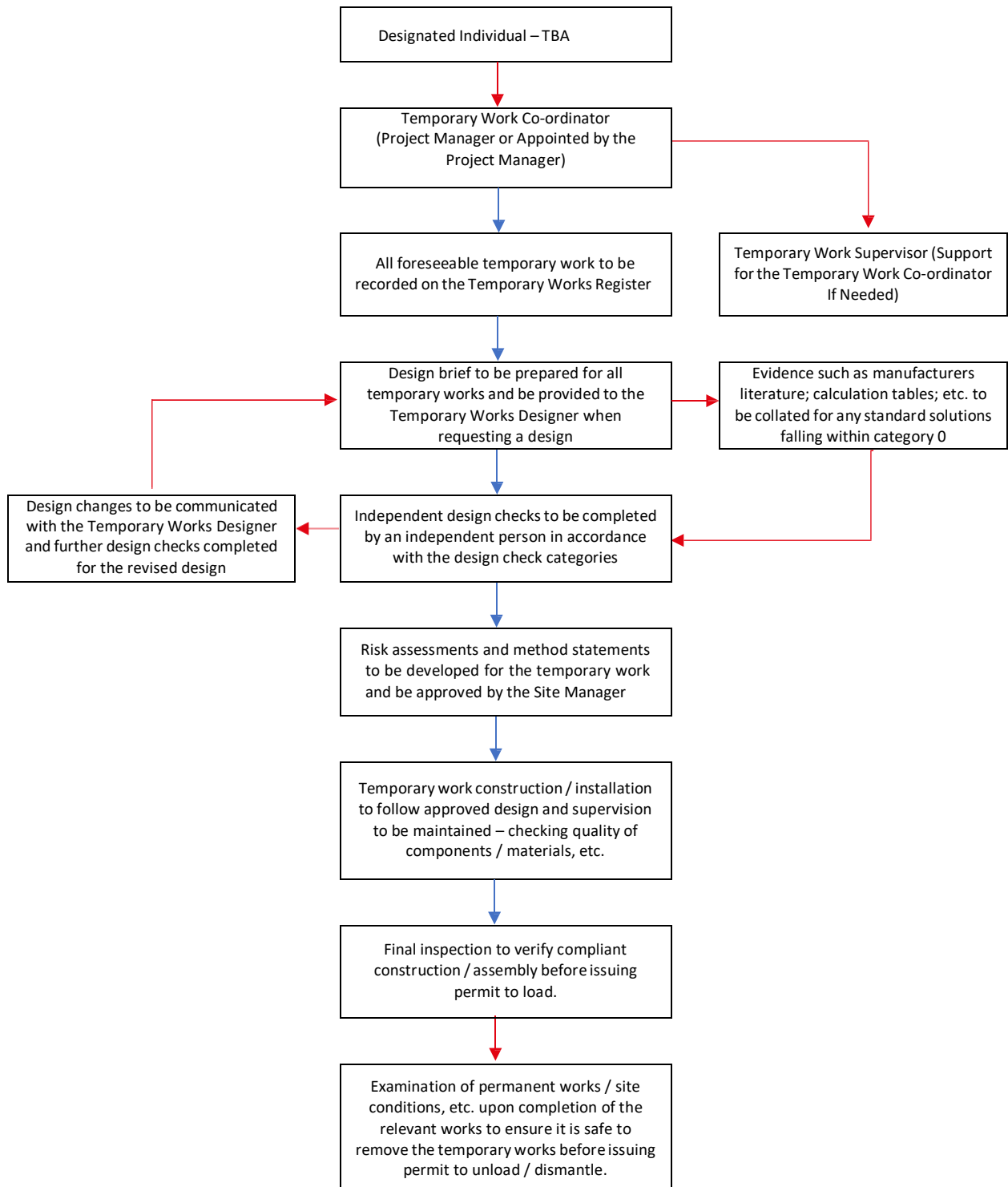
By (Name) _____ Date _____

Comment

If the risk assessment/method statement fails to meet the required standard after the 1st re-submission then seek guidance from our Health and Safety manager@r.

APPENDIX 3

Temporary Works Process Chart



APPENDIX 4

- Site Logistics and Layout Plan



APPENDIX 5

- Contractors H&S Assessment Form

CONTRACTOR COMPETENCY QUESTIONNAIRE

From: Contractor TBA		Telephone:	
		E-mail:	
To: Organisation Name Address		Telephone:	
		Fax:	
		E-mail:	
		Ref:	
Completed by:	Position:	Date:	Sig:
Proposed Project:	KINGSTON WHARF		
Request for information from			
Company:		Contact Name:	

Should your company be accredited to one of the SSIP (Safety Schemes in Procurement) bodies such as CHAS, SMAS, Safecontractor etc. then please complete questions 1, 3, 8, 12, 15 & 19 only.

Otherwise, please answer the following questions and supply the relevant information, as requested providing supporting details and documentation separately.

1. **Company Health and Safety Policy**
Please provide a copy of your current Health and Safety Policy.

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
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2. **Health and Safety Management Arrangements**
Please provide information on your company Health and Safety Management arrangements to show; how you discharge your duties under CDM 2015 and other relevant safety arrangements, general health and safety management and how health and safety arrangements are communicated to employees.

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
---	-----	----

3. **Health and Safety Advice**
What access does your company have to competent health and safety advice, and especially construction related advice. Provide details of the qualifications and experience of the personnel/company that provide health and safety advice.

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
---	-----	----

4. **Training**

Please provide information on training in health and safety provided to your employees indicating minimum standards for specific roles within your company. Please provide evidence (certificates of training)

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
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5. **Qualifications and Experience**

Provide information showing relevant qualifications and experience of employees, including managers and supervisors.

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
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6. **Auditing, Monitoring and Review of Policy and Procedures**

What procedure has your company in place for inspection of and monitoring the correct implementation of procedures?

How and when are reviews undertaken?

What is the company health and safety audit procedure and who carries out the audit?

Provide sample copies of recent inspections/audits.

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
---	-----	----

7. **Worker Involvement**

How do you consult the workforce on health and safety matters?

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
---	-----	----

8. **Accident Reporting Investigations**

Provide information on your procedure for reporting, recording and investigation accidents and incidents.

Provide records of all accidents, riddors, enforcement actions against the company in the last 5 years, together with any remedial actions taken by the company.

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
---	-----	----

9. **Competence and Performance of Sub-Contractors**

What are your arrangements for ensuring the competence of any sub-contractors who are used, and any sub-contractors who they may use?

How do you monitor sub-contractor health and safety performance?

Please provide examples.

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
---	-----	----

10. **Risk Assessment/Method Statement Procedures**

What is your company procedure for carrying out risk assessments/method statements and ensuring they are job specific and communicated to your employees?

Please provide examples.

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
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11. **Co-operation and Co-ordination**

How does your company engage in co-operation with others, and the co-ordination of work activities?

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
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12. **Environmental Policy**

Do you have a policy and arrangements for dealing with environmental issues?

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
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13. **Environmental Advice**

Do you have access to competent advice on environmental issues?
Please indicate whether provided from an internal or external source.

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
---	-----	----

14. **Environmental Performance**

Do you involve your employees to help ensure good environmental performance?
How is this done?

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
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15. **Waste**

Do you have procedures in place to reduce waste materials from your products/services?

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
---	-----	----

16. Reduction of Energy Usage

Do you have procedures in place to reduce energy requirement in your products/services?

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
---	-----	----

17. Sourcing Materials

Do you buy your materials from 'Environmentally friendly' sources?

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
---	-----	----

18. Emergency Procedures

Do you have procedures in place to respond to and mitigate the impacts of any emergencies or events that may harm the environment?

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
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19. Professional Bodies

Is your company a member of a professional body or organisation relating to construction, health and safety or the environment?

<i>Attachment enclosed</i> <small>Please tick as appropriate</small>	yes	no
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APPENDIX 6

- Coronavirus (COVID 19) Site Operating Procedures (Please refer to separate document)