



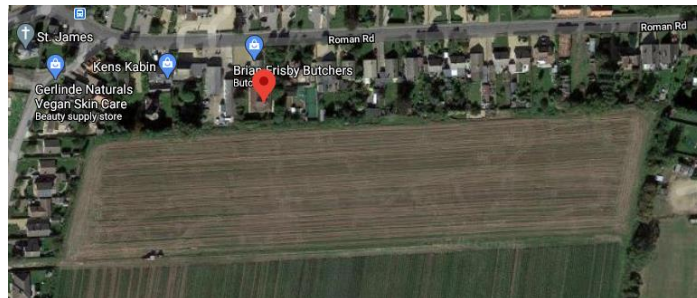
CONSTRUCTION PHASE PLAN

Prepared under the Requirements of the
**CONSTRUCTION (DESIGN & MANAGEMENT)
REGULATIONS 2015**

FOR

PHASE TWO

CONSTRUCTION OF 58 RESIDENTIAL DWELLINGS



AT

**CHAPEL WALK DEVELOPMENT
ROMAN ROAD
MOULTON CHAPEL
SPALDING
LINCOLNSHIRE
PE12 0XG**

TBC 2021 – TBC

Version 3 - 31.03.2021

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1.0 INTRODUCTION

The Construction Phase Health and Safety Plan has been developed by the Principal Contractor and all persons involved in the contract must actively contribute to the plan.

Contribution will be in either material form e.g. the provision of Method Statements and Risk Assessments and / or compliance with all relevant sections within the Plan.

The Plan has been written as a working document relative to the Project. It is intended to ensure that all the relevant Legislative responsibilities placed on the Principal Contractor shall be undertaken and all relevant Approved Codes of Practice and Health and Safety Guidance relative to the works shall be followed. It is not intended to refer to the specific legislation and guidance documents in every section of the plan specifically to avoid wasteful repetition of the accepted duties and requirements of the Principal Contractor and all others involved in the Project.

The sole purpose of Health and Safety Legislation is to eliminate the hazardous elements of the construction industry. The main problems are culture, attitude and ignorance. It is the prime objective of Postland Management Ltd. and their Site Manager to continually improve the approach to health and safety of all employees, contractors and all other persons who are involved in the project and health and safety legislation will be implemented without exception on these works.

The following section has been typewritten to serve as a useful reminder of other relevant pieces of legislation and guidance that all parties must comply with:

- The Health and Safety at Work Act, 1974
- The Management of Health and Safety at Work Regulations, 1999
- The Provision and Use of Work Equipment Regulations, 1998
- The Control of Substances Hazardous to Health Regulations, 2002
- The Manual Handling Operations Regulations, 1992
- The Personal Protective Equipment at Work Regulations, 1992
- The Control of Noise at Work Regulations, 2005
- Confined Spaces Regulations, 1997
- Lifting Operations and Lifting Equipment Regulations, 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013
- Health and Safety (Enforcing Authority) Regulations, 1998
- Safety Representatives and Safety Committees Regulations, 1997
- Health and Safety (Consultation with Employees) Regulations, 1996
- Control of Lead at Work Regulations, 2002
- Electricity at Work Regulations, 1989
- Control of Asbestos Regulations, 2012
- Working at Height Regulations, 2005
- Hazardous Waste Regulations, 2005
- Construction (Design & Management) Regulations, 2015
- Covid-19 Guidelines

INTENTION OF THE PLAN

The intention of this Plan is to document procedures for safe systems of work, the management and control of such works and identify matters relating to health and safety on the construction site known as Chapel Walk Development, Roman Road, Moulton Chapel, Lincs. PE12 0XG. Postland Management Ltd intends to obtain the maximum benefit from this plan by way of the layout and instruction given to the Site Manager in its implementation. The success of the plan will be judged, monitored and analysed on the following criteria.

- a. Health and Safety
- b. Contract Programme
- c. Overall efficiency
- d. Economic success

The four subjects are totally interrelated; to achieve one in the combination improves the prospects of achieving the other three with relatively little effort and certain success.

PRINCIPAL CONTRACTORS RESPONSIBILITIES

The appointed contractor will be expected to fulfil the role of Principal Contractor for the whole of the project in accordance with Regulations 5, 8, 12, 13 & 14 and Part 4.

The Principal Contractor will be required to develop a Construction Phase Plan as required by Regulation 13 & Appendix 3 of the Construction (Design and Management) CDM Regulations 2015. The Principal Contractor is reminded that it is a requirement of the Regulations that this Construction Phase Plan must be produced and then agreed either by, or on behalf of, the client as being adequate before work can commence on the site.

The Principal Contractor is reminded of the obligation to comply with all statutory requirements, particularly those enacted under the Health and Safety at Work etc. Act 1974 and the necessity of carrying out Risk Assessments and acting upon subsequent Safe Working Method Statements as appropriate.

The Principal Contractor must provide sub-contractors and directly appointed contractors with information about the project, which they need to enable them to carry out their work safely and without risk to health and safety, and must ensure safe working, co-ordination and co-operation between contractors

PROJECT DIRECTORY

CLIENT:

Postland Development Limited
Poplar Farm
Coates
Peterborough,
Cambridgeshire
PE7 2DU
Tel: 01733 841 931
Email: brent@postland.co.uk
Contact: Brent Warner
Fax: 01733 841931

PRINCIPAL DESIGNER:

Torney Limited
Gemini Suite
Rockingham Logistics Hub
Mitchell Road
Corby
NN17 5AF
Tel: 01536 446353
Email: tom@torneyltd.co.uk
Contact: Tom Bardwell
Mobile: 07939 524251

DESIGNER:

MTC Engineering (Cambridge) Ltd
Ground Floor 24 Church Street
Whittlesford
Cambridgeshire
CB22 4LT
Tel: 01223 837270
Email: office@mtcengineering.co.uk

PRINCIPAL CONTRACTOR:

Postland Management Ltd
Poplar Farm
Coates
Peterborough,
Cambridgeshire
PE7 2DU
Tel: 01733 841 931
Contact: Tom Clark Email: tom@postland.co.uk

ENFORCING AUTHORITY:

Health and Safety Executive
Woodlands
Manton Lane
Manton Lane Industrial Estate
Bedford
MK41 7LW

PROJECT DETAILS

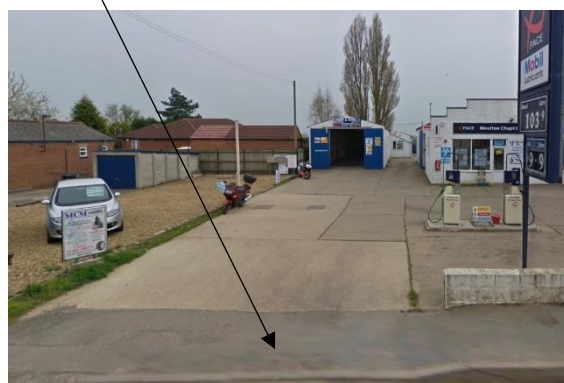
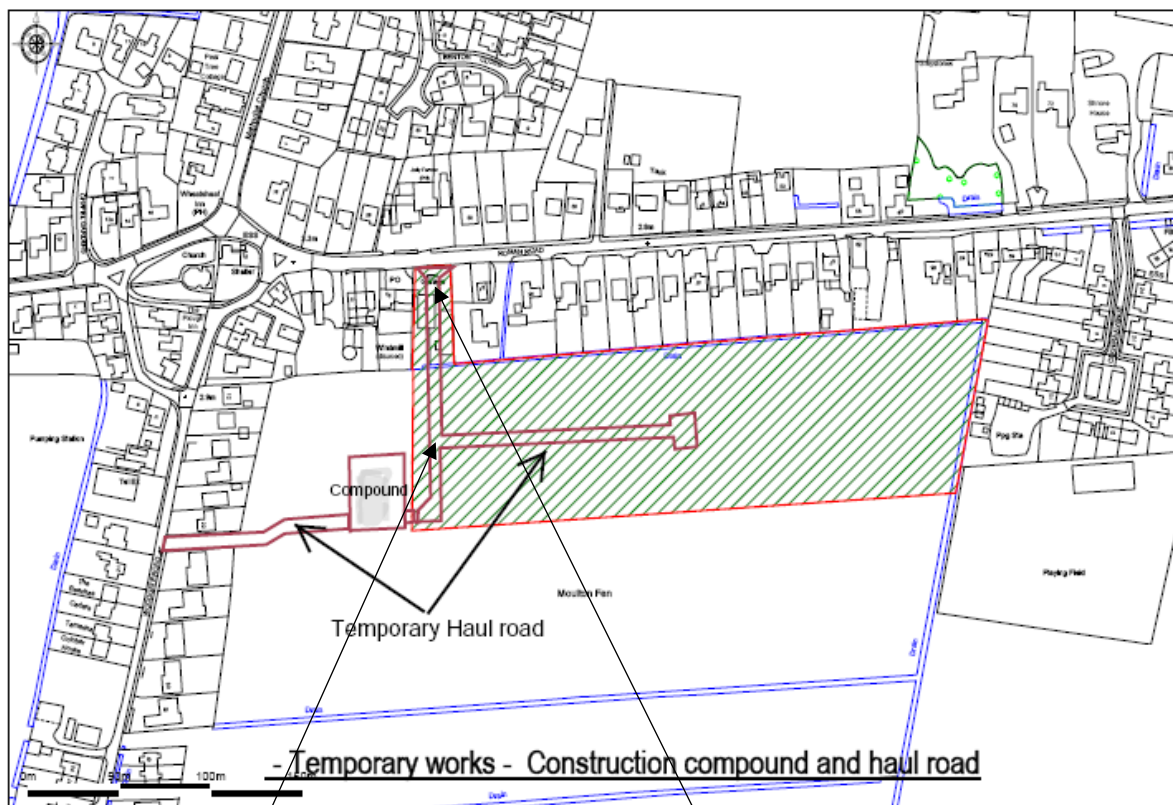
SITE LOCATION:

The site is located in the village of Moulton Chapel on greenfield land to the rear of existing properties off Roman Road and Woodgate Road. The surrounding area is a mix of residential dwellings and commercial undertakings with a village shop and a butchers either side of the site entrance off Roman Road. A wider entrance for haulage is available off Woodgate road to the site.

The National Grid Reference for the centre of the site is TF 2959 1817.

The site comprises the north-eastern part of a large arable field. The site is bounded to the east by a drain, with a pumping station and the rear boundaries of residential properties fronting Cekhira Avenue beyond. The northern site boundary was partly delineated by a drain with the rear gardens of residential properties fronting Roman Road beyond; whilst the western and southern limits of the site were defined by the limit of ongoing agricultural interest.

A mixture of trees and hedgerows were present around the northern and eastern perimeters and in rear gardens of the neighbouring properties.

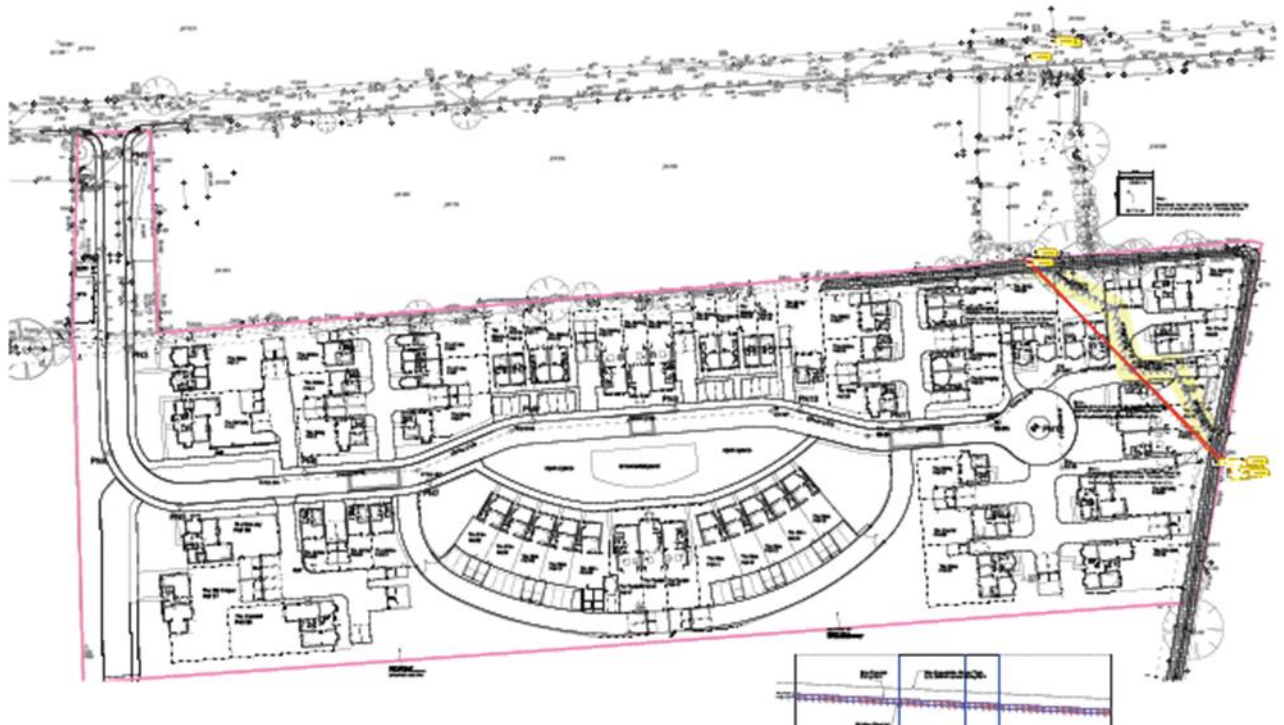


BRIEF PROJECT DETAILS:

Following the completion of Phase One on the project i.e. the general infrastructure works for the site including dwelling foundations, Phase Two will commence. This consists of the construction of fifty-eight townhouses, semi-detached and detached houses with between one and six bedrooms, associated parking areas, open-space and an access road to be named Chapel Walk using traditional building methods.

External works will include block and beams, brickwork and blockwork, joists, trusses, insulation and roof works. Internal works will include the installation of new wall finishes, flooring works, ceiling works, electrical and mechanical installations; fitting of new stairwells, kitchen installations, joinery works, plumbing and decoration.

All works will be carried out to the Clients specification.



Proposed plan of site

TIMING OF PROJECT:

This element of works are to be undertaken over a period of approximately a 140 week programme as detailed below:

Proposed Start Date: TBC 2021 (exact date tbc)

Proposed Completion Date: (exact date tbc)

Working hours will be 7:00am–5:00pm, Monday to Friday and Saturday 08:00am- 1:00pm, and at no time on bank holidays.

Emergency responses or work connected with security may be necessary outside those times

Postland Management Ltd can confirm acceptance of the contract period and can advise that, without the knowledge of any unforeseen circumstances, and with the current scope of works, all can be achieved without any compromise to the Safety and Health of all involved. Postland Management Ltd can confirm that due to the number of people expected on site, the duration and the resources planned for this project an F10 will be required for this project as it exceeds the criteria for notification under the CDM Regulations 2015. The Principal Designer will notify the HSE and a copy will be displayed on site.

- Control of access onto and off site.
 - Control of delivery vehicles to, from and around the site.
- Considerations Postland Management Ltd will take into account:**
- Working in close proximity to other contractors.
 - Manual Handling.
 - Plant & Equipment
 - Maintaining clear access for emergency vehicles.
 - Contact with live services.
 - Construction dusts.
 - Noise & Vibration.
 - Covid-19.
 - Working at height.
 - Control of highway safety

HEALTH & SAFETY STATEMENT OF INTENT

The safety and health of our employees' demands at least the same degree of attention and emphasis is as that placed on our mainstream activity which encompasses quality, proficiency, and efficiency, environmental and financial awareness. We also recognise our responsibilities for the health and safety of others who may be affected by our activities.

It is our aim to achieve a working environment in all construction projects which is free of work related accidents, dangerous occurrences and ill health; to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- identifying hazards on construction sites, assessing the risks related to them and implementing appropriate preventative and protection measures
- providing and maintaining safe plant and work equipment
- establishing and enforcing safe methods of work
- recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility
- ensuring that technical competence is maintained through the provision of fresher training as appropriate
- promoting awareness of health and safety and of good practice through the effective communication of relevant information
- furnishing the resources needed to meet these objectives

All employees, designers and Contractors on their part, are encouraged to give their fullest co-operation and to contribute actively towards achieving a work environment which is free of accidents, dangerous occurrences and ill health.

Our health and safety policy will be reviewed at suitable intervals to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

Signed: Brent Warner

Dated: 29th March 2021

PRINCIPAL DESIGNERS HEALTH & SAFETY GOALS

The Health and Safety goals for the project are:

- There shall be no incidents or accidents that pose a risk to Contractors, Client's Employees, and operatives, visitors to the site or the public outside the confines of the site.
- All Health and Safety actions and investigations to be completed within 48 hours of generation.
- Ensure that operations do not affect any safety systems or impede any escape routes at any time during the project.

PRINCIPAL DESIGNERS SITE RULES

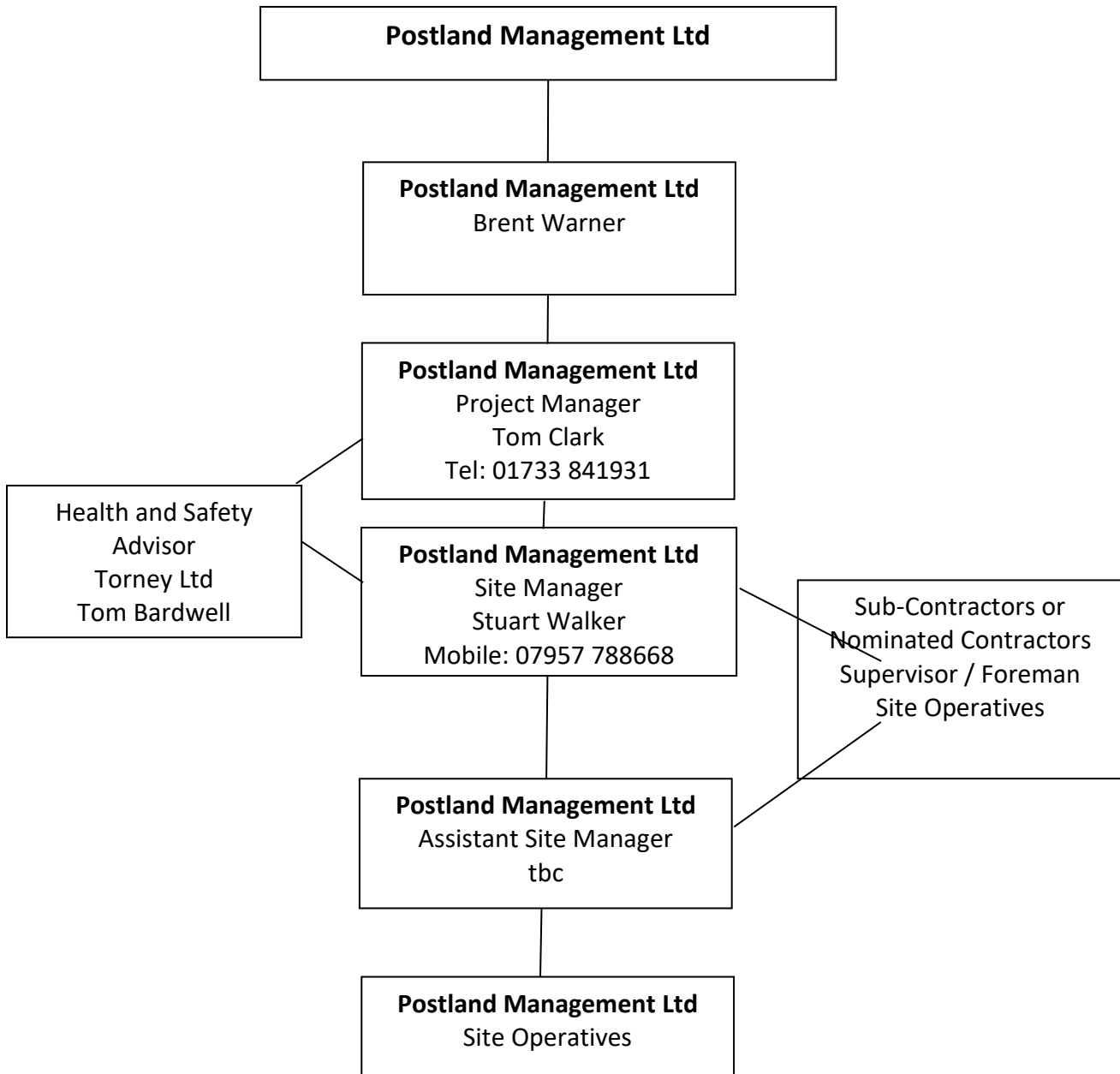
- All Contractors working on the site must understand the site rules and Site Management Procedures. Recorded induction training is required.
- All operatives to wear hard hats and safety footwear. Gloves, dust masks, eye and ear protection and any other personal protective equipment to be worn whenever appropriate.
- Site Manager to ensure that any person using machinery or equipment holds an operating license as necessary or is adequately instructed.
- Noise should be kept to a minimum at all times to avoid disturbing residents.
- All accidents must be reported and entered into the Accident Report Book. All accidents resulting in injury or damage to equipment must be recorded. Accidents to be initially reported to the Site Manager and subsequently to the Contract Administrator and Principal Designer.
- The telephone number for the nearest casualty hospital is to be available on site. Only qualified scaffolders to erect adjust and dismantle scaffold.
- Project signboards to be displayed during construction to provide contact telephone numbers in case of an emergency.
- All personnel visiting the site must initially report to the Site Manager.
- At least one member of the Principal Contractor's site personnel should be sufficiently competent in the administration of First Aid. A First Aider will always be on site. The Principal Contractor shall provide directional and warning signage to all areas.
- The Principal Contractor must establish specific emergency procedures understood by all Contractors on site. A no smoking policy will be required on site.
- No alcohol or unlawful substances will be allowed on site. Anyone found to be under the influence of the above must be removed from site.
- Mobile phones must not be used whilst driving or operating plant.
- No 240-volt hand tools allowed on site.
- Covid-19 Arrangements to be established in line with current government guidelines and a suitable risk assessment compiled and communicated to all operatives

- The HSE F10 notification form and construction phase Health and Safety Plan must be maintained on site.
- Maintain a social distance of 2m in line with the latest government guidance to Covid-19, ensuring frequent hand washing and sanitising.

Postland Management Ltd. will supplement this list with its own Site rules and those we feel are relevant to this specific project.

2.0 MANAGEMENT

Management Structure for the Health and Safety Administration of this Project:



Principal Contractor - Postland Management Ltd

Plan, manage, monitor and coordinate the construction phase of a project. This includes:

- liaising with the client and principal designer;
- preparing the construction phase plan;
Organising cooperation between contractors and coordinating their work. Ensure:
- suitable site inductions are provided;
- reasonable steps are taken to prevent unauthorised access;
- workers are consulted and engaged in securing their health and safety; and
- welfare facilities are provided

Principal Designer – Torney Ltd

Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:

- identifying, eliminating or controlling foreseeable risks;
- ensuring designers carry out their duties;
Prepare and provide relevant information to other duty holders;
Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.

Client – Postland Developments Ltd

Make suitable arrangements for managing a project. This includes making sure:

- other duty holders are appointed;
- sufficient time and resources are allocated;
- relevant information is prepared and provided to other duty holders;
- the principal designer and principal contractor carry out their duties;
- welfare facilities are provided

Site Manager – Stuart Walker Mobile: 07957 788668

Will be responsible for ensuring:

- day to day compliance and management of health, safety and welfare on site
- responsible for ensuring that adequate facilities are available
- for routine monitoring of activities during site works.
- responsible for ensuring that operatives and Contractors are competent and have adequate training.

The management responsibilities for the project are as laid out in the previous structure, with a brief outline of each organisation or persons responsibilities.

Postland Management Ltd has a fully updated Health and Safety Policy which all employees have knowledge of.

The Site Manager is the responsible person on site and has the full responsibility for all day-to-day work practices and health and safety matters as they arise.

COMMUNICATIONS

It is the intention of Postland Management Ltd to ensure close liaison with all stakeholders in all matters relating the health & safety management of the project. Formal meetings will be held with the Client's Project Team where all matters including design will be discussed. Any design issues arising from the meeting will be recorded and communicated to the site.

Postland Management Ltd as Principal Contractor will liaise with the Principal Designer regarding project design and associated risks arising during the construction phase. Design team meetings will be held as required chaired by Postland Management /Project Manager. The Designer should agree with the Principal Designer the arrangements for sharing information to avoid omissions or duplicated effort. Those who need the information should be given it at the right time. The project manager will monitor all communication between designers ensuring information is received and exchanged.

Matters relating to health and safety will be conducted on a formal basis and Method Statements, Risk Assessments, COSHH Assessments and COSHH data sheets will be required to be provided to the Principal Contractor at least three days (seventy-two hours) prior to any such work commencing. These will then be logged and reviewed with the assessments either approved or recommended for required amendments before being put back through the process. The Principal Contractor will ensure that the operatives on site are fully aware of the Method Statements and that all works are carried out in accordance with the Method Statements. Breaches of health and safety legislation by any member of the workforce will be recorded. Copies of such records will be forwarded to Postland Management Ltd. office.

This plan will be made available to contractors together with any other relevant information as to the risks. Contractors will be required to participate in joint discussions as to the safest way to execute the works as they provide a duty of care to one another. Contractors have a contractual duty to provide timely information for the health and safety file.

All contractors working on site, whether nominated, sub-contracted, direct or indirect must be inducted by a member of the Postland Management Ltd. site management team.

It will be deemed the responsibility of Postland Management Ltd. Site Manager to liaise with all personnel in connection with the following site issues:

1. Access/ egress from the site. 2. Site security. 3. Site working times. 4. Covid-19. 5. Daily Hazards

- 2.

Any information relating to risks to health and safety arising from the environment in which the project is to be carried out and/or the construction work itself will be passed onto Contractors as soon as it becomes apparent.

Regular co-ordination meetings are to be held with all parties involved to ensure that the disruptions caused by the works are being properly controlled.

The provision of information (including Site Specific Risk Assessments and Method Statements) by all Contractors is a general requirement of this plan and failure to provide information when required will prevent a commencement of works, which could have a severe consequence on the programme. Any failures owing to this will be immediately notified to the Clients Contract Manager and advice on necessary changes taken. Any extra costs incurred because of this may be borne by the responsible Contractor.

All operatives on site will be kept informed of all health and safety issues whether active or reactive through verbal communication with the Site Manager, the Contract Manager or the Health & Safety Director. The latter will visit site on at least one occasion during the project to carry out a Site Health & Safety Audit and will allocate time for operative to air concerns.

The likely presence of European workers and other non-English speakers will be considered when appointing contractors. They will be asked if they have addressed the problem of workers, not competent in the English language, receiving appropriate safety briefings before commencing work, and that appropriate arrangements will be put in place for safety instructions to be effectively communicated to all before attending site. The use of English speaking compatriots to act as interpreters to pass on information and act as a minder for the non-English speaker should be considered. The use of pictograms can be used for providing critical and emergency information. The Site Manager will expect that contractors have addressed the issues of non-English language workers before attending site.

Documents & Surveys

All ground investigation, ecological, heritage, archaeological, flood and service information has been made available and a copy will be available on site with the Postland Management Ltd Site Manager.

SELECTION PROCEDURES

All Contractors have a proven past record with Postland Management Ltd. The selection procedures are outlined in their tender documentation. However, each Contractor will be individually monitored throughout the whole of the contract and any Contractors who frequently breach regulations will be disciplined with a view to excluding them from site. It is not the intention of Postland Management Ltd to be subjected to or tolerate insubordination about health and safety. Postland Management Ltd reserves the right to immediately remove any Contractor from site who breaches the regulations in a manner which puts people at risk.

In the event of Postland Management Ltd employing other Contractors the following criteria will be adhered to:

- Postland Management Ltd will have previous experience of the Contractor, his attitudes towards health and safety and his ability to carry out the work safely.
- If the above does not apply, the Contractor will have a proven track record in type of the works which he is about to undertake.
- The Contractor can show that he has a positive and proactive attitude towards health and safety and can demonstrate this.
- The Contractor must have fully completed a Contractor Competence Questionnaire to be vetted by a member of Postland Management Ltd management.

Materials

All materials will be compliant with the Client's specification and sourced from approved suppliers.

Safety Data Sheets are requested on the purchasing of new products to ensure compliance with the COSHH Regulations. This information along with technical details is kept by Postland Management Ltd Health & Safety Advisor. COSHH assessments are procured from this information and kept within the CDM File on site and, where relevant, will be included in the Health and Safety File.

Plant

Plant will be selected for its suitability and safety in carrying out the work. Postland Management Ltd will source plant from approved suppliers. All plant will comply with current legislation in its use. Daily checks will be made by the Site Manager/Supervisor to ensure it is correctly used and maintained. All plant operators will have correct certification and have competency levels checked before using plant and equipment.

SITE RESTRICTIONS AND CONTROLS

Covid-19

The site will be complying with the latest Government guidance surrounding Covid-19 with ensuring all non-essential visits to site are avoided. Access and egress points will enable social distancing to reduce congestion. Anyone needing to attend site will be required to wash their hands for 20 seconds using soap and water and then again so before leaving.

All vehicles will deliver to the compound and lay down within the sites demise. Drivers should remain in vehicles where possible to prevent the spread of Covid-19. Where drivers are required to exit, they will wash or sanitise their hands before handling material. The site set up will be established in the area of land adjacent to the construction works as detailed in the proposed plan drawing on page 16 below. Suppliers will be informed that all traffic will enter the site from Woodgate road.

Access/Egress/Control of Mud

The Principal Contractor must endeavour to maintain good neighbourly relations with adjoining owners or users of land and / or buildings and avoid particularly in respect of noise, vibration, dust, fumes, smells etc. It will be deemed the responsibility of the Site Manager to control and monitor delivery arrangements. Part of the earlier stages of work will be to establish a suitable compound area for cabins, contractor parking, material delivery and offloading as detailed in the compound plan below.

An internal haul road is to be created as part of the initial works on the project to allow adequate access off Woodgate Road, using the available wider entry as the designated route. All parties needing to attend site will be informed this is the access to use with signage situated to inform all of the route. This will provide a safe means of access and egress to the site compound and drop off areas.

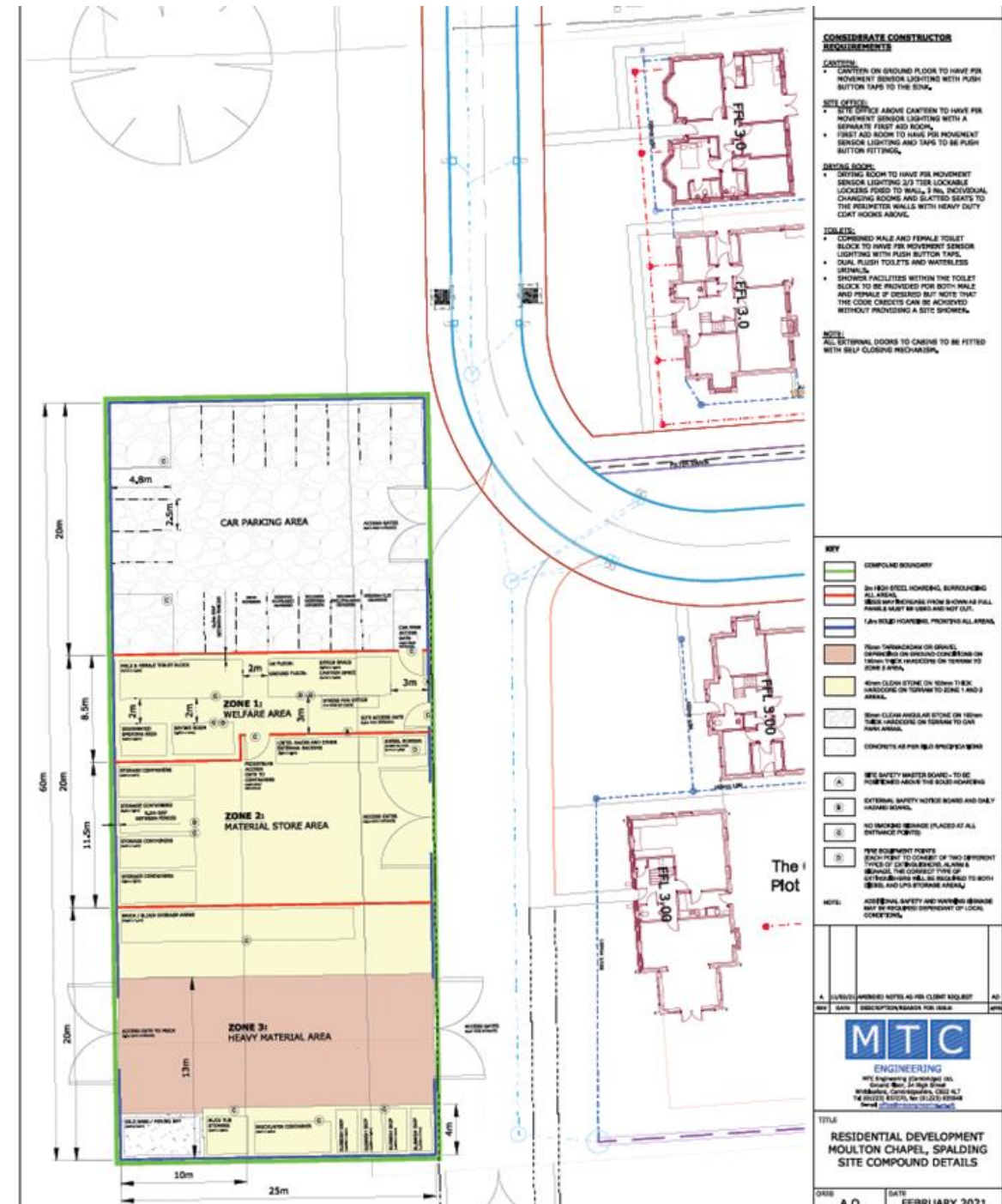
The site's main access and egress is planned to change during the project following the completed construction of the Roman Road entrance. Delivery vehicles will then enter from Roman Road and exit via Woodgate Road rather the two way traffic on Roman Road which all other vehicles will utilise. This will reduce the localised congestion and create a more efficient traffic flow around the site and surrounding residential roads. Both access roads will be stoned up to minimise risk of vehicles getting stuck and also to reduce the likelihood of mud, dirt and dust spreading away from the site on vehicles wheels.

It is the intention of Postland Management Ltd to control delivery operations. It will therefore be deemed the responsibility of all Contractors to inform Postland Management Ltd Site Manager of their intentions with reference to delivery operations e.g. stone deliveries.

All vehicles leaving the site must have their wheels cleaned to remove any surplus mud to prevent the contamination of the roads using an on site pressure washer. If for any instance any mud is deposited on the public highway suitable cleaning arrangements will be made as

soon as practicably possible using a road sweeper or attachment to the site telehandler. The Site Manager will liaise with residents to address any complaints received. These will be documented, and any preventative action will be recorded.

The removal of rubbish and excess materials from site will also be arranged by Postland Management Ltd in such a way that the adjoining premises and the public suffer no inconvenience. The Site Manager will control all traffic movement, including access and egress to the site. If necessary, a banksmen will be deployed to assist in the smooth delivery of items and to prevent contact with pedestrians and vehicles.



Proposed compound plan of site

Segregation

As Principal Contractor under the Construction (Design & Management) Regulations 2015 we have responsibility for health & safety on the site.

The site will be secured at the front access area with offset gates so vehicles do not block the public highway. The position of fencing will be agreed with the Client's Project Manager.

Signs will be in place giving directions and contact details. Pedestrian access around the site will be by defined routes and all site operatives and visitors will be required to use these routes. Safety posters and warning signs will be displayed to inform all contractors and pedestrians as to what is going on. The site set up will be agreed with the centre management prior to first day on site.

Only bona-fide visitors will be allowed access and as the site shall be a controlled area, no visitor will be allowed access without the correct Personal Protective Equipment, Safety Footwear, Hard Hat and High Visibility Clothing are mandatory.

Heras fencing and or hoarding will be used to segregate the working areas around the entire perimeter of the site. These works will form part of the initial set up and a gated entrance will be created to the front of the site and kept closed during work activities.

General Arrangements

We will liaise with nearby residents and users of the access routes affected by the works to ensure that they are made aware of the nature of different hazards that may occur during the construction work. We will agree any arrangements for temporary restrictions that may arise from the works. Suitable signage will be erected to warn the public and residents of the dangers of the construction works. Suitable arrangements will be in place when undertaking the construction work to ensure that access and the health and safety of the neighbouring residents, access roadway users, visitors and the public is maintained. The 'site office' will be set up in the construction site compound and all personnel and visitors accessing and exiting the site will have to sign in and out. The position of the compound should remain constant during the works.

The site is a smoke-free site to comply with the Smoke-Free (Premises & Enforcement) Regulations 2006. The Site Manager may allocate a smoking area outside the fenced area.

It is unlikely that there will be too much waste generated for these works and hence skips if needed will be located suitably in the compound. There will be no fires permitted on site at any time.

A diesel bowser will be located on site and will be double bunded if so. Suitable drip trays and plant nappies will be used to prevent spillage. Spill kits will be available in case of accidental pollution.

Care will be taken to prevent damage to surrounding roads and footpaths. During any works liable to cause such damage Postland Management Ltd. Site Manager will inspect the area regularly and any damage likely to be a risk to health and safety will be rectified or

cordoned off immediately.

Most of work will be carried out during normal daylight hours (Monday to Friday 07.00 to 17.00, Saturday 08.00 to 12.00) unless advised otherwise in the event of emergencies.

Noise & Vibration

Noise will be monitored regularly. Noisy works will be limited to times that do not adversely affect the neighbouring residents and businesses (avoid early am) All necessary tests will be carried out to ascertain excessive noise levels and appropriate actions taken thereafter. If any tasks are deemed as to provide an excessive noise output, then these jobs must be carried out in convenient hours so as not to disrupt neighbours.

All contractors and delivery drivers will be instructed to switch off engines when machinery is idle or not in use. Speed limits on site will be set to 5mph and haulage roads maintained to minimise any over-revving of engines.

All plant and equipment will be serviced and maintained in line with the Provision & Use of Work Equipment Regulations as well as scheduled servicing requirements to ensure all equipment runs as intended (minimum noise).

The land was previously agricultural and hence the arable working of the land would have created similar noise emissions from tractors, combines etc.

Along specific boundaries, additional fencing is required which will act as a physical, aesthetic and acoustic barrier.

The site compound, storage area and parking is strategically located away from occupied property boundaries as this will be a key area of activity and hence some noise.

Dust

To minimise dust nuisance during dry weather we will ensure areas can and will be dampened down during all phases of work.

A stoned up haulage road will be established to stabilise the traffic route and heavily reduce the off-site transfer of soils and other materials. In addition, the haulage roads will be established as a 5mph speed limit and watered down and kept clean regularly. Where feasible, HGV's that deliver dusty materials will be sheeted or covered over.

Material storage in the form of aggregates will be delivered on an as needed basis to minimise the need for stock piling which in turn could lead to windborne dusts escaping to nearby residential properties. In the event that this is required, they will be sheeted or dampened down during dry periods.

Construction activities such as cutting blocks, kerbs, chasing blockwork etc will be done with tools with built in suppression to protect workers and those affected by the possible dust produced.

Wood cutting will be done externally where feasible to ensure maximum ventilation but equipment will be fitted with extraction where possible.

Flood Risk Management & SUDS

Flooding from surface water runoff is a potential risk during short, intense rain storm events or longer duration storms, when the capacity of underlying soils and drainage systems is exceeded and rainfall runs overland to pond in depressions within the landscape. It is therefore important that due consideration is given to temporary changes in surface water runoff patterns as a result of the any construction work taking place at the site.

Construction activity could cause temporary increases in the coverage of impermeable surfaces (or surfaces with restricted permeability), and this has the potential to result in localised increases in the rates and volumes of surface water runoff that are generated during rain storm events. If not appropriately managed this may present risks of flooding on-site or off-site in the wider catchment. In the absence of appropriate drainage management measures, this could also lead to an increase in flood water levels.

The following measures would be used to manage surface water runoff during the construction phase:

- Vehicle traffic would be limited to major path routes through the site to avoid soil compaction and the associated increased likelihood of surface water runoff;
- All existing field drains would be monitored by works staff to ensure blockages do not occur during the construction phase. A suitable monitoring programme would be implemented, with records kept of any maintenance requirements to be undertaken on a reasonable timescale by a suitably qualified person.

3.0 IDENTIFICATION OF HAZARDOUS ACTIVITIES

Site Management

The Site Manager has a duty to recognise and control activities that are likely to place persons at risk. To assist the Site Manager to do this effectively, he will refer to the Method Statements provided by the Contractors and analyse their proposals against the conditions created by other works in progress.

Safety Method Statements for all activities with specific risks and hazards will be required from all Contractors prior to any work starting on site. These will form the basis of the controls operated through this Plan.

Postland Management Ltd are to implement a management checklist procedure in order to ensure that all documentation is collated for due consideration.

Postland Management Ltd Site Manager will append to this plan, or keep within the Site CDM File, all Method Statements arising from the identified risks. Owing to the nature of this project further Method Statement's should be developed as the precise nature of the work becomes apparent.

Contractors Method Statements, Risk Assessments and COSHH Assessments must be provided a minimum of two days (forty-eight hours) before Contractors operatives are to attend site. It should be noted that Material Safety Data Sheets shall not be accepted in place of COSHH Assessments.

Covid-19

The site will comply with the latest guidance on Coronavirus (Covid-19).

Current guidance will be adopted and sourced from reliable sources for example:

- Construction Leadership Council white paper – Site Operating Procedures = Protecting your workforce version 7. Published 7th January 2021
- Public Health England / Gov.uk – Coronavirus – what you need to know.
- HM Government – Working safely during COVID-19 in construction and other outdoor work. Revised 10th January 2021

Operatives will maintain a safe social distance of 2 metres from one another at all times throughout the project whilst ensuring good ventilation in the working area. Sanitising facilities will be available for all too frequently wash their hands and arms including on arrival and departure from site. Operatives are to arrive to site in separate vehicles, bring their own food and drink, use their vehicle for rest/meal breaks and to only use their own tools. Anyone who experiences any of the virus' symptoms will not attend/ leave site and follow the government's guidance on self-isolation.

Close contact work (within 2 metres) will be aimed to be eliminated at all times or undertaken off site. Where close contact work between operatives are less than 2m apart, for example, heavy or awkward lifts the work will be restricted to a maximum of two persons and a 15 minutes per task with operatives washing hands before and after the task.

Each activity will be risk assessed using the hierarchy of controls. In this event a form of RPE will be used as a last resort to minimise the likelihood of transmitting any vapour release from the nose and mouth onto others and/or surfaces which may then become contaminated. Re-usable PPE should be thoroughly cleaned after use and not shared between workers whilst single use PPE should be disposed of so that it cannot be reused. Please refer to the Covid-19 Risk Assessment at the end of the plan detailing all the measures to be put in place.

Services

Where practicable we will use battery operated power tools.

Existing drawings of the services (gas, electricity and water) will be identified prior to any works.

A CAT scanner will be used to assist in the validation of any services on drawings supplied by the Client. CAT scanner is a useful tool, but it is operator dependant, and is not 100% accurate in detecting all services, and it should be used in conjunction with any existing surveys or drawings. CAT equipment must be undertaken by a trained operator and evidence of calibration will be held on site.

There are no overhead services and hence a GS6 assessment is not required.

All service works will be carried out by a qualified tradesman and verified 'dead' prior to works commencing. If temporary lighting is required, it will be installed and maintained by a qualified electrician.

Access & Traffic Management

The site access is close to a few occupied properties which could increase the chances of interference with third parties. Fencing will be erected and secured around the full site demise to minimise the risk of unauthorised visitors. An additional solid hoarding will encompass the compound with 3 sets of steel gates secured as well as segregated pedestrian access. All temporary works will be compliant of

Traffic Management will be a factor to the success of the project due to the proximity to works and the need to maintain access for materials, contractors etc to continue works elsewhere. Operatives transiting between areas and current custom and practice of the employees will be controlled with temporary fence lines, walkways and provisional car park modifications and re-routing of traffic of all types. All temporary works will be managed in accordance with the HSE SIM 02/2010/04 and BS5975 and with provisions made for a suitably qualified temporary works co-ordinator to manage the temporary works file.

Signage detailing clear and visible directional information for visitors, sub-contractors, deliveries and third parties will be present to inform all of the safe access route to take for their requirement.

Occupational Health

Any tasks involving the manual handling of heavy or awkward loads will be done using mechanical equipment where feasible (i.e. pallet truck or trolleys). Where this is not practicable, then team lifting will be adopted using good lifting techniques (bend the knees, not the back). All operations involving moving and handling shall be fully risk assessed and the risk reduced to the lowest level, which is reasonably practicable.

Exposure to hand-arm vibration (HAVS) from use of equipment and tools will be monitored throughout the project with the promotion of health surveillance. Information and instructions will be communicated to contractors via tool box talks and risk assessment reviews to ensure HAVS is controlled in accordance with The Control of Vibration at Work Regulations 2005.

Construction dust must be effectively controlled with measures put in place to minimise the risk of silica dust via water suppression, on tool extraction and respiratory protective equipment. Joinery and woodworking tools will be fitted with M Class extraction to minimise wood dusts in a specified cutting only location away from the works in progress. Operatives must wear respiratory protection (FFP3) during tasks that will create hazardous dust with certification evidence that they have been face fit tested following the completion of a risk assessment for each task.

Any stockpiles of aggregate material will be monitored during dry periods and wet down where necessary to mitigate wind blown dust contaminating nearby residential properties.

Regular cleaning of working areas will be undertaken to minimise travelling dust via a suitable vacuum with the manufacturers guidelines followed for filter replacement and associated task specific PPE worn. Dry sweeping will not be permitted, as a last resort if sweeping needs to be done the area will be dampened down and swept immediately.

Where the risk of dust is present from the working activities all components of the process i.e. the task, the work area, the duration and frequency will all be competently assessed prior to the operation to ensure the effects are controlled in line with COSHH regulations.

Lighting will be established throughout the compound both on higher poles (flood lights) but also on the units.

Working at Height

All scaffolding and work platforms required to complete the works shall be erected by a competent scaffolding Contractor built to a specific design. All erected work platforms will be inspected on completion and alteration by the Site Manager and the installer and a required record of that inspection will be made in the site register. Postland Management will ensure a competent person carries out 7 day inspections as laid down in the regulations and shall keep the records within the prescribed register. No person other than those authorised and competent will be allowed to alter a work platform at any time - any person found to be doing this will be dismissed from site immediately.

Where access for working at height is above 6 metres, a temporary works design for the scaffold will be in place. The scaffold design will be retained for inclusion in the Health and Safety File (under 'Residual Risks') for future reference.

Where required working at heights will be done off a suitable working platform following the completion of a 'Working at Heights' permit and proof of training by the individual.

Working off access towers will also require a 'Working at Heights' permit and must be erected and checked by a competent person. All guard rails and toe boards and stabilisers where necessary must be utilised.

All roof works will be carried out in accordance with HSE Guidance HSG33 Health and Safety in roof works. Only operatives who are competent and physically & mentally suitable will work on the roof.

The site manager will ensure that Risk and Method statements are in place for the planned works and that you have read, understood and signed them. Before any work or access on to a roof, fragile materials will be identified, and precautions decided. Roof-edge barriers (or scaffolds) will be erected to prevent people and materials falling. A combination of netting, air bags or decking will be installed below first floor joist level and upper floor truss level to protect against falls.

All equipment will be subjected to stringent detailed inspections which will be documented. All roof works will be supervised throughout. No roof works will take place in adverse weather conditions in accordance to HSE guidance.

Working at heights works involving mobile elevated platforms will only be permitted by the Site Manager following the completion of a 'Working at Heights' permit and proof of training by the individual e.g. IPAF. Safety harnesses must be worn by all individuals on all 'boom' types of lifter and individuals are responsible for ensuring the correct harness is used for individual pieces of equipment. The operation will be planned beforehand and carried out in accordance of the associated RAMS. The location of work will be segregated on the ground and where necessary a competent banksman in position to safely dictate any movement.

All works off step ladders will be limited. Steps will only be used if it is not reasonably practicable to use anything else as a working platform. Steps, if used, must be of grade 1 type and must only be used if the task is low risk and of short duration or if there are immovable objects that restrict other forms of platform being used. All tasks are subject to a risk assessment.

Plant and Equipment

Heavy plant will be abundant on site and will only be operated by trained and competent personnel. Evidence of training will be logged. Plant inspections and maintenance checks will be undertaken and logged by the operators. All LOLER certificate for lifting equipment and accessories will be available and in date.

Edge protection will be used for any exposed excavations where persons are liable to cause injury to themselves.

Where practicable we will use battery operated power tools and it is our intention to install a temporary supply. Where this is not possible we will use a petrol generator.

Fire Precautions

Any hot works must be communicated to the Site Manager before work commences, together with the filling out of the permit system and ensuring the Site Manager is aware of current works.

Firefighting equipment will be kept nearby in case of emergency. At this stage this will be required to the compound area and refuelling location only although plant may have extinguishers within.

Housekeeping

Electric cables and leads will be kept tidy and away from walkways to reduce trip hazard potential.

Areas will be stoned up to prevent slips, trips and falls.

Any sharp items must be handled with extreme care (Shovel, mechanical grabs) and disposed of within a Sharps box. Postland Management Ltd will expect to see evidence of current and suitable Contractors Insurances such as; All Risks, Public Liability, Products Liability and Employers Liability. No LPG gas cylinders will be stored on site. If any hazardous substances used on site they will be in a suitable container.

Excavations

Excavation works are expected to be completed in phase one of the projects works. If any further is needed as part of this project the works will conform to the following:

Excavation works will be carried out by experienced operatives who will be supervised during the whole of the works. Only experienced- trained operatives will operate the plant and equipment. A copy of training records of all personnel will be available on site. All personnel within the work area will wear the appropriate PPE. All Operatives within the working area to read all method statements, risk assessments and sign. All excavations will be fenced off if unattended at any time. Where necessary all operatives to be given associated Tool Box talks by Site Supervisor. No excavations to commence until a permit to dig has been issued and all services have been located. Areas of known services or 'no digging' must be marked and appropriately cordoned off.

Where appropriate when reversing vehicles, a banksman should be in attendance at all times. All excavation will be fenced off. Ladders used only for access and egress. Only trained operatives are to enter a confined space.

Collapse of excavations

Temporary support - Before digging any trench pit, tunnel, or other excavations, decide what temporary support will be required and plan the precautions to be taken.

Make sure the equipment and precautions needed (trench sheets, props, baulks etc.) are available on site before work starts.

Stepping & Battering the excavation sides – Stepping or battering the excavation sides to a safe angle of repose may also make the excavation safer.

In granular soils, the angle of slope should be less than the natural angle of repose of the material being excavated. In wet ground a considerably flatter slope will be required.

Falling or dislodging material loose materials - may fall from spoil heaps into the excavation. Edge protection should include toe boards or other means, such as projecting trench sheets or box sides to protect against falling materials. Head protection should be worn.

Effect of plant and vehicles - Do not park plant and vehicles close to the sides of excavations. The extra loadings can make the sides of excavations more likely to collapse.

Falling into excavations Prevent people from falling - Edges of excavations should be protected with substantial barriers where people are liable to fall into them.

To achieve this, use: Guard rails and toe boards inserted into the ground immediately next to the supported excavation side; or fabricated guard rail assemblies that connect to the sides of the trench box the support system itself, e.g. using trench box extensions or trench sheets longer than the trench depth

4.0 EMERGENCY PROCEDURES

FIRE

The Site Manager is designated the position of Site Fire Marshall. Once Postland Management Ltd has taken possession of the site the Fire Marshall will conduct a Fire Risk Survey and if necessary produce a Fire Plan. Fire exits, and assembly points will be clearly defined, and all exit routes will be kept clear.

Suitable firefighting equipment will be placed around the site and a howler alarm system or klaxon will be used to enable the alarm to be raised. The Site Manager or responsible person will ensure all operatives and visitors are evacuated from the site.

Emergency evacuation procedures will form part of the induction training. Any hot works or works that may affect the plan will only be done following consultation and approval from the Site Manager.

The site boundary will be deemed a non-smoking area and any operatives ignoring this rule will be escorted from the site.

Postland Management Ltd will ensure that all Contractors adhere to good housekeeping practices with regular clearance of combustible material.

Firefighting equipment will be available and designated members of the site staff will be competent in its use.

Hot Work Permits will be required for any work which may give the slightest risk of fire and the precautions required will include the provision of firefighting equipment suitable for the purpose and a means of raising the alarm. All work requiring Hot Work Permits will cease between one to two hours before end of shift and a visual inspection will take place immediately before the site is left for the day. The persons carrying out the works will carry out the inspection, accompanied by the Site Manager. The Hot Work Permit will be handed back to the issuer on completion of the day's work.

APPOINTED FIRE MARSHALL: Stuart Walker Mobile: 07957 788668

FIRST AID

A minimum of 1 qualified first aider on site at all times.

A First Aid Box and Eye Wash Station will be kept in the site office by the Appointed First Aider.

Notices relating to the first aid provision shall be communicated during the induction process.

Emergency Numbers shall be listed and kept within the site office by the Appointed First Aider.

The location of the nearest Hospital (Accident and Emergency) shall also be kept by the Appointed First Aider.

The principal aim of the first aider, site manager and all on site of First Aid is to save lives.

Covid-19 First Aid measures put in place will consist of avoiding person to person contact where possible, if not then wash hands before and after giving first aid. Chest compressions only for non-breathing casualties – no rescue breaths, and all equipment to be cleaned and disinfected after use.

APPOINTED FIRST AIDER: Stuart Walker Mobile: 07957 788668

All accidents, injuries or dangerous occurrences should be reported to the Site Manager immediately, however, small or insignificant they may seem.

A Site Accident Book should be kept by the Appointed First Aider and any records should be succinct and kept up-to-date.

REPORTING INJURIES, DISEASES AND DANGEROUS OCCURRENCE REGULATIONS 2013 (RIDDOR)

Fatalities and specified incidents **only** have by law to be notified by the quickest practicable means (Tel: **0345 300 9923** Monday to Friday 8:30am to 5:00pm) to the Health and Safety Executive (HSE). All other specified incidents and accidents can be reported online using the appropriate form on the HSE website

It shall be the duty of the Site Manager to ensure the immediate notification is made to Head Office in the event of a serious accident or occurrence. The Head Office will then immediately inform the HSE, their appointed Health and Safety advisor, and the Clients Project Management Team, of the situation.

Reportable specified injuries are:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

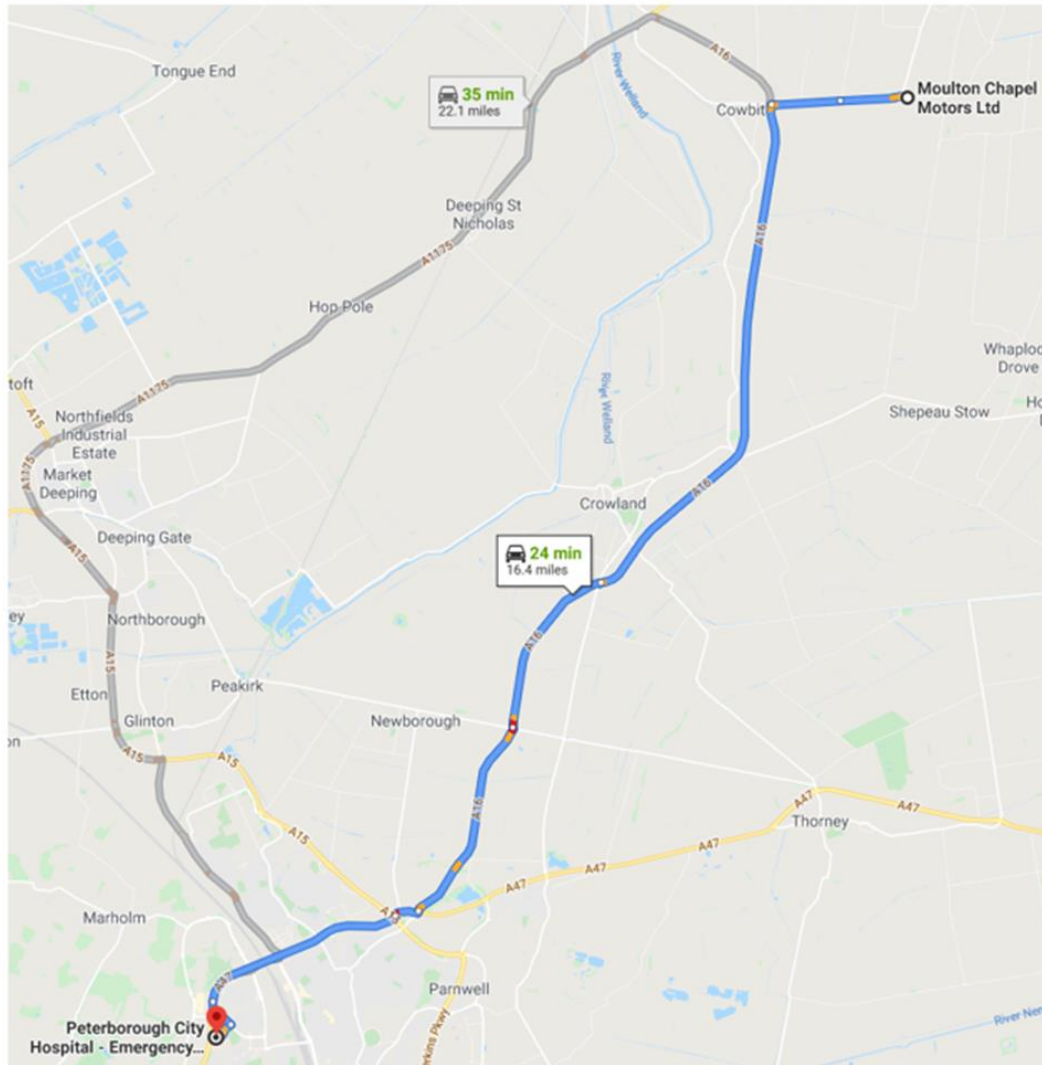
Typical dangerous occurrences would be:

- Collapse of a structure
- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
(These must be reported even if no injury occurs)

NB: The above is not a complete list. Reference should be made to the RIDDOR Regulations for the full list

Nearest 24 Hour A & E Hospital

Peterborough City Hospital
Edith Cavell Campus
Bretton Gate, Bretton
Peterborough
Cambridgeshire
PE3 9GZ
Tel: 01733 678000
16.4 miles 24 minutes



Nearest Fire Station

Lincolnshire Fire & Rescue Service,
West Elloe Road, Spalding, Lincolnshire, PE11 2BH
Tel: 01522 555777

Nearest Police Station

Spalding Police Station
Westlode Street, Spalding, PE11 2AF
Tel: 01522 532222

5.0 WELFARE

Welfare arrangements will be proportionate to the scheduled works and provisions we will be made to comply Schedule 2 with the Construction (Design and Management) Regulations 2015. We will make all operatives and sub-contractors aware of the arrangements and inform them of their location.

Temporary power will be established and installed and tested by a trained and competent person.

We will provide a powered welfare unit, site office, drying room and flushing toilet blocks within the site demise and Postland Management Ltd Site Manager is to be deemed responsible for ensuring it is maintained in good order. The site office will be used for inductions and first aid. Adequate seating and tables will be provided. Compound is as detailed on page 16 of the plan.

The Site Manager shall employ/deploy a site labourer to help with the cleaning of the facilities on a regular basis.

Additional cleaning provisions and a documented cleaning regime will be put in place to ensure compliance with current Covid-19 guidelines.

Facilities will follow the latest Covid-19 Government guidance with a suitable and sufficient provisions to minimise queuing and maintain 2m social distancing. Break times will be staggered with the promoting of breaks to be taken in vehicles. Regular and frequent cleaning and sanitising of all facilities will be undertaken. Please refer to the Covid-19 site specific Risk Assessment attached to the end of the plan that all attending site will be advised and monitored on.

6.0 TRAINING

Postland Management Ltd Site Manager has extensive experience in the following site disciplines:

Site Management
Health and Safety Awareness
Fire Awareness Training
Site Waste Management

The Site Manager shall be responsible for informing and instructing all employees, Contractors, and visitors of any relevant matters under the requirements of the Health and Safety Plan/s and the contents and control measures of any assessments carried out. All operatives who are to operate or erect any machinery, plant or equipment on site shall be fully trained and competent in its use. They will provide details of their qualifications and competence (i.e. training certification). No work will be allowed to commence unless this information has been provided and verified.

INDUCTION TRAINING

Postland Management Ltd will ensure that each site visitor/operative will receive induction training before being allowed onto the site. This induction will include at a minimum:

Project outline
Senior management's commitment
Covid-19 procedures
Key personnel
Site specific safety risks
Traffic routes
Security arrangements
Welfare arrangements
Consultation arrangements
Site PPE requirements
Fire procedures
Good housekeeping - fire prevention - how to raise the alarm
Fire exits - assembly points
Hot Work Permits - who needs them and how they are used
Action which will be taken for any breaches
First aid
Who is the First Aider, where can he be found?
The location of First Aid Kit
Arrangements for reporting accidents
The use of dangerous substances/accident procedure
Who should be notified?
What information will be required?
What precautions should be taken?
Dangerous areas of site (e.g. excavations)
Brief talk on type of work and the dangers involved for example low levels of isolated contamination was noted during the site investigation, and ground workers

will be instructed on the necessity to maintain good hygiene procedures during the works.

Working at height permits – who needs them and how are they used. Are stepladders to be used – if so a Risk Assessment will be required?

All personnel will be made aware of Postland Management Ltd Environmental Policy and any control measures in place to manage the environmental aspects of the site. These may include operation of the site waste management plan, noise, dust and vehicle movements. A full induction tick list is to be completed by the Site Manager and all operatives/visitors. It should be noted that new starters (e.g. school leavers, apprentices) within the construction industry will not be allowed to self-supervise.

SITE WASTE MANAGEMENT

There is no requirement to for a Site Waste Management Plan, but irrespective of this all efforts will be made to ensure the waste produced is eliminated, reduced, reused, recycled or disposed of in the correct way. All waste will be handled and disposed of in line with the current 'Duty of Care' Regulations. It is the responsibility of all persons on site to dispose of waste in the correct receptacles and to report any waste escaping from the site area.

All site personnel will be instructed during the induction process and informed of the correct disposal routes for different types of waste.

Waste removal vehicles must be sited inside within a secure site compound or be securely fenced. Accurate recording of amounts of waste disposed of must be kept. Predictions of the amount and type of waste generated will be difficult, but all efforts must be made to identify the type and amount of waste likely to leave site.

All active and hazardous waste leaving the site must be carried out by a licensed waste carrier and disposed of at a permitted waste disposal site. All movements of waste must be recorded, and copies of the licences and waste transfer/consignment notes must be available within the plan.

If the contractor is intending to transport any waste between locations, this must be recorded, and a valid waste carrier's licence will be required. Only specially licensed carriers are permitted to transport hazardous waste and all movements must be accompanied with a hazardous waste consignment note.

TOOL BOX TALKS

The Site Manager will deliver toolbox talks to all operatives irrespective of their trade or employer. The talks will be specific to the site activities and will be when it is deemed necessary and a time convenient to the Site Manager.

Subjects will include:

- Working at Heights (including scaffolds, mobile towers, ladders)
- Restricted access (including clear walkways)
- Safe use of electricity (including portable hand tools, extension leads)
- Good housekeeping - fire precautions
- Construction Dusts
- Traffic Management – Segregation/reversing/banksman
- Manual Handling
- Personal Protective Equipment
- Storage of material
- Vehicle loading and unloading
- Mobile Access Equipment
- Abrasive wheels
- Site Waste Management
- Covid-19

All operatives will be able to air any views regarding Health and Safety at this time. Any items of concern will in turn be fed back to the Client or the Health & Safety Advisor.

7.0 SITE RULES & PROCEDURES

Postland Management Ltd Site Rules form a part of this the Construction Phase Health and Safety Plan. It is important that all are made aware of the rules of working on a construction site in the interest of their safety and the safety of others. Failure to work to the safety rules on any site may result in instant dismissal and as such this briefing will act as a final warning.

GENERAL

These are the general safety rules for working on this site.

The minimum protective clothing is:

- Safety boots or shoes.
- Safety helmets.
- High Visibility Jackets / Vests.
- Other additional items will be worn as operations dictate.

GENERAL ITEMS

- It is your responsibility to ensure you are familiar with operations detailed in Method Statements and follow all given instructions.
- Smoking on the site is strictly prohibited.
- No persons will be allowed onto any contract whilst under the influence of alcohol or drugs. Any persons suspected of the above will be requested to leave the site. If you are taking drugs for medical reasons you must inform your Supervisor and the Site Manager.
- Never use equipment unless trained and authorised to do so.
- All Hot Work and Working at Height will be the subject to a Permit.
- No electric leads will be allowed to trail across the site in a manner likely to cause injury
- No food or drinks will be allowed in the work areas.
- Your First Aider on this site is Stuart Walker Mobile: 07957 788668

All must ensure all injuries are treated and recorded. In the event of a serious accident, contact the nearest member of staff and emergency services will be called.

SITE RULES

A type-written sheet shall be given to each person who is inducted upon site and each person will be asked to sign say that he/she understands and will abide to the Rules contained therein.

All attending site will be additionally inducted on the sites' Covid-19 rules. Inductions will be conducted in the open air and limited to 4 inductees per induction, keeping 2m apart at all times. The operatives will be informed of the procedures of experiencing the virus' symptoms and will not attend/ leave site and follow the government's guidance on self-isolation.

Daily Covid-19 checks will be undertaken to monitor and maintain that rules and procedures are adhered to and in line with the latest Government guidance. Please refer to the Covid-19 site specific Risk Assessment attached to the end of the plan that details all the measures to be put in place on hand cleaning, enhanced hygiene and social distancing rules.

SITE PLANT AND EQUIPMENT

Only operators authorised by the Site Manager will be allowed to operate plant on site. All operators must be adequately trained and certified.

LIFTING OPERATIONS

- All plant and equipment must have current test/examination certificate and only be used by authorised persons.
- Only recognised banksmen are to direct lifting operations and all lifting positions will be under the supervision of the Site Management.

PERMITS TO WORK

Permits must be obtained before any Hot Work or working from height is carried out. Nobody should proceed until they have personally seen and understood the applicable permit and the specific rules that apply. Permits must be obtained before any ground disturbance works are undertaken.

FIRE

It is essential that all persons on site are familiar with the Fire Plan and are aware of the location of firefighting equipment and escape routes. No fires must be lit on any part of the site. The requirements of Dangerous Substance and Explosive Atmosphere Regulations regarding storage and handling must be observed in respect of any paint, thinners, petrol, gases or other substances brought onto site. All such substances require the permission of the Site Manager to be brought onto site. All Hot Work must be carried out in accordance with an approved Method Statement and Hot Work Permit instructions (as above).

STORAGE OF MATERIALS

All materials must be stored as instructed by the Site Manager. Oil fuels will be kept to a minimum quantity. Fuel for machinery will be kept within a bunded tank and positioned on some form of hardstanding or stoned area with drip trays and spill kits available. Smaller jerry cans for hand tools will be secured in a lockable container. Chemicals and paints will also be stored securely in containers. All operatives must keep their work area clear and prevent any accumulation of debris and materials. On completion of work the site should be left clean and tidy and disposal of waste must be carried out in accordance with relevant legislation.

HAZARDOUS MATERIALS

All contractors are familiar with the hazardous products to be used in these contract works and COSHH assessments will be available on site.

Asbestos is unlikely to be an issue on site. All buildings have previously been removed and asbestos taken away on a separate contract.

In the event of unearthing asbestos (e.g. in soils) we will cordon the areas off, seek specialist advice and continue works when and where instructed to do so.

HEALTH AND SAFETY PLANS

Both the Pre-Construction Information, produced by the Client's Principal Designer and the Construction Phase Plan should always be available, so reference may be made to them.

OPERATIVES RESPONSIBILITY ON SITE:

- You **must** follow the instructions given to you by your foreman/supervisor in relation to COSHH, Noise, Risk Assessments and any Method Statements, and you should make yourself aware of their content i.e. risks and precautionary measures which require to be undertaken.
- Report hazards, faults and near misses to Site Manager.
- DO NOT play dangerous or practical jokes on site.
- Use correct tools and equipment. DO NOT compromise or take short cuts.
- Follow all instructions - if in doubt ASK! Failure to work in a safe manner may result in your dismissal from site.

Your safety and the safety of everyone else depend on co-operation and consideration. If you are not sure about something, ask. If you believe something is wrong, tell your supervisor. The site office contains details about site safety for this site and you should make yourself aware of it and all other notices and warning signs posted on site.

BE SURE TO UNDERSTAND THESE INSTRUCTIONS
DO NOT PLAY AT SAFETY BUT MANAGE IT THROUGHOUT EACH PROJECT
THAT IS, WORK SAFELY OR LEAVE SITE, THE CHOICE IS SIMPLE

IF IN DOUBT AT ANY TIME ASK,
NO MATTER HOW STUPID YOU MAY FEEL IT IS

WE ARE ALL HERE TO ACHIEVE THE SAME GOAL,
THE SAFE COMPLETION OF THE WORK
AND IT WILL ONLY BE POSSIBLE BY TEAM WORK AND CO-OPERATION

INTRODUCTION

The Principal Contractor has a duty to ensure that all project operations are carried out safely. The Principal Contractor expects the full co-operation and commitment of all its staff, contractors and visitors in fulfilling this duty. Where unsafe practice is identified, the Principal Contractor recognises their responsibility to take appropriate action. The Principal Contractor will operate a disciplinary code on all sites. The code allows for warnings to be issued and recorded.

RESPONSIBILITIES

SITE MANAGER/FOREMAN will be responsible for evaluating individual cases and issuing and recording any warnings and keeping the Contract Manager informed.

PROJECT MANAGER will monitor the performance of all individuals and report any relevant details at the weekly site meeting. When a yellow 'card' has been issued he must inform the individual's employer as soon as possible and request a reply in writing giving details of what action has been taken to prevent a reoccurrence of the breach.

HEALTH & SAFETY ADVISOR will collate data from the logs to monitor the performance of contractors or individuals for future reference.

1. INDUCTION

- 1.1 The Site Manager or his deputy, will make all personnel coming onto site aware of this procedure and the possible penalties for any breaches of the Principal Contractors Site Rules and any other Health and Safety requirements.
- 1.2 At the time of induction, a record of the name, company and the date of the induction will be recorded in the log.
- 1.3 All personnel entering the site will sign to say they have read and understood the Site Rules, plus any other Health and Safety requirements, and that they are aware of the consequences of breaching them as described in this procedure.
- 1.4 If any Site Rules are added or amended to adapt to site conditions, all new and inducted personnel must be made aware i.e. relaxing the hard hat rule.

2. WARNINGS

2.1 First Warning (White Card)

Any unsafe behaviour or condition should be discussed with the individual concerned and a warning will be issued, indicating the improvements required. This warning will be in place for a period of one month from the date of the offence. After that time the warning will expire and no longer form part of an individual's work record.

Examples of infringements at this level are:

- Any breach of the Site Rules.
- Knowingly working without current permit i.e. hot work, excavation, electrical systems, working at height.

-
- Operating plant, equipment and transport without authority.
- Unauthorised alteration of working platforms.
- Failure to use defined access routes.
- Failure to use access equipment provided; e.g. scaffolding, towers, ladders and harnesses.

2.2 **Second Warning (Yellow Card)**

Should the first warning go unheeded, or the individual commits a second offence within one month, a second warning will be given. This will result in the individual being interviewed by the Site Manager who will explain the reasons why it has been issued and give guidance on how to proceed in the future. The Contract Manager will immediately inform the individual's employer and a written reply must be given detailing what action has been taken to prevent any further breaches.

Examples of the infringements at this level are:

- All the examples listed under the "white" card but seen for a second time in one month.
- Failure to observe an instruction on safety issues, whether by signage or given verbally.
- Failure to comply with agreed methods of safe working e.g. risk assessments, method statements, task sheets etc.

2.3 **Exclusion from Site (Red Card)**

Any individual committing gross misconduct relating to safety issues, or a further subsequent offence by an individual who has already received a yellow card, will result in the individual being permanently removed from the site. The exclusion from site is the most serious action that can be taken and as such will require the individual to be suspended from work while a full inquiry into events is held by the company.

Examples of the infringements at this level are:

- All examples listed under 'White Card' but seen for a third time in one month.
- Premeditated breach of safety rules where there is a perceived risk to life.
- Unauthorised removal of safety devices (e.g. limit switches, interlocks, guard rails etc.) where, in the opinion of the Manager, there was immediate risk to life.
- Deliberately exposing the public to danger by not complying with agreed safe methods of work

- Deliberately not complying with the instructions in method statements, risk assessments or task sheets.

For any situations referred to above, a review meeting will subsequently be held between representatives of both the Principal Contractor and the contractor company to determine whether any further action may be required to prevent reoccurrence.

3. DOCUMENTATION/MONITORING

- 3.1 The Site Disciplinary Log must be kept up to date by the Site Manager or his deputy.
- 3.2 All records will be kept by the Principal Contractors and will be used to collate data to monitor future performance of individuals and contractors.
- 3.3 The Project Manager will monitor performance and record details in the minutes of the weekly site meetings.

9.0 MONITORING

The Site Manager and Clients Project Management team will monitor the attitude to Health and Safety of all operatives involved in the works. Breaches of Site Rules or Health and Safety legislation will be recorded, and any such breach deemed to be serious could result in an operative being removed from site immediately.

The Postland Management Ltd Health & Safety Advisor, will visit the site at unannounced regular intervals to inspect, advise, comment and report on conditions prevailing at the time. The Client's H & S advisors may also make visits to site to report on general health and safety performance.

The Site Manager shall be responsible for the maintenance of all the required site-based inspection records. All the required statutory inspections shall be carried out and the relevant records kept on site. In addition to this all attendance records and records of instruction shall be kept with this Health and Safety Plan. Details of actions taken should be recorded at the time of an incident.

Investigations will be carried out on all accidents and incidents and the findings used to produce procedures to prevent any such reoccurrence.

10.0 CONTINUING LIAISON

To ensure that all objectives of this plan are being met and the requirements are being adhered to Postland Management Ltd shall hold regular briefings with all relevant Contractors. The meetings shall discuss and resolve any Health and Safety issues that may arise during the works.

The Management have indicated that regular site progress meetings are to be held. Health and Safety issues are to be included on the agenda of these meetings to allow the full project team to discuss and agree action on these matters as they arise.

Once definitions have been made and measures applied to problem areas it will be deemed the responsibility of Postland Management Ltd health & Safety Advisor or Site Manager to append to this Plan any information that may be deemed necessary to develop this Plan further than existing.

Postland Management Ltd are to ensure that specific procedures for considering the health and safety implications of design elements are undertaken, paying particular attention to matters which arise during construction and which may not have been fully considered previously, especially where a substantial design change has occurred which may affect resources.

11. HEALTH AND SAFETY FILE

On completion of their involvement in the project or their own sections of the works all Designers, Consultants and Contractors will be required to produce suitable information to enable the compilation of a Health and Safety File for the project – this will include:

Record Drawings (As-built/As-fitted)

- Full set of Record Drawings has been prepared together with design responsibilities and relevant drawing register. This includes drawings kept on site that may have been varied or updated without re-issues.
- Full list of Sub-Contractors and main suppliers used on the project.

Construction Methods and Materials

- COSHH Assessments / Hazard Data Sheets for all Hazardous Substances / Materials that may be present after the Construction Phase.
- Technical literature for materials used.

Access Equipment and Maintenance Facilities

- Provide statements on how safe access is gained to roof areas, canopies etc.

Maintenance Procedures and Requirements for the Structure

- Provide details of recommended cleaning and maintenance procedures for all elements of the structure, finishes, fixtures and fittings.
- All Certificates of Tests carried out.

Utilities and Services

- Details of location and nature of all utilities and services that Consultants, Designers and Contractors may be aware of.

The information will all be compiled and formatted following instruction from the Principal Designer and handed over to the Client within the legal framework laid down within the Construction (Design and Management) Regulations 2015.

The Principal Designer has provided a file which has included some initial information.

All parties are reminded that they have a duty to supply information forthwith.

SITE RULES ALL CONTRACTORS AND SITE VISITORS

Location: Chapel Walk Development, Roman Road, Moulton Chapel, Spalding, PE12 0XG

1	No unauthorised persons are allowed on site.
2	All operatives entering the site for the first time must report to the site office for safety induction and accreditation.
3	All operatives and visitors must sign in and out of site each time they enter/exit site.
4	All electrical tools should be suitable for use, inspected and PAT where required.
5	All those entering the site shall wear a hardhat, hi-visibility jacket and safety boots at all times. Exceptions to this rule are solely at the discretion of site management.
6	No unauthorised vehicles shall be allowed on site. Parking in designated areas only. Site plant and transport routes to be specified.
7	All accidents and unsafe situation or occurrences must be reported to the site manager immediately.
8	The consumption of alcohol or use of drugs on site is prohibited. Any person suspected on being under the influence of alcohol or drugs will be ordered to leave the site immediately.
9	Adjustment or removal of any part of a scaffold must only be carried out by those trained and authorised to do so.
10	All operatives must comply with the site Covid-19 procedures
11	No personal headphones or similar equipment are allowed on site.
12	No temporary or permanent part of the works shall be damaged or defaced.
13	No plant, materials or material waste shall be removed from the site without the authorisation of the site manager.
14	Permits for hot work, excavations and working at height must be obtained before commencement.
15	Plant and equipment must only be operated by authorised and trained personnel and licences must be produced if required. Operatives must wear seat belts if fitted.
16	Relevant test certificates/certificates of thorough examination for plant and equipment shall be submitted to the site manager before use.
17	All instructions and directions of the site manager must be complied with.
18	Risk assessments and method statements to be strictly complied with.
19	No smoking or vaping on site, except in designated areas.
20	Disciplinary procedure for safety or environmental related breaches on this site consists of the red card system. Serious breaches will be treated as gross misconduct and liable to instant removal from site.
21	Precautions for the prevention of fire, displayed in the office/canteen, must be complied with.
22	Dust extraction or suppression to be used for tasks generating construction dusts. Operatives must wear suitable RPE and be face fit tested.

HEALTH AND SAFETY INDUCTION CHECK LIST FOR ALL CONTRACTORS AND SITE VISITORS

It is our intention to complete this project without exposing anyone on or off the site to undue risk to their health and safety

Location: Chapel Walk Development, Roman Road, Moulton Chapel, Spalding, PE12 0XG

Name of person being inducted:

Name of person carrying out this induction:

Company:

Today's date:

1	Location of emergency exits and assembly points.	16	Report any accidents and dangerous occurrences to the Site Manager.
2	Location of fire extinguishers and method of raising the fire alarm.	17	RAMS have been read, understood and acknowledged (signed against)
3	No burning of rubbish on site. Remove all debris regularly to the site skip.	18	Power tools to be 110v maximum and have guards fitted.
4	Permit required from Site Manager for hot work, excavations and working at height	19	Trailing leads are to be kept as short as possible.
5	No smoking on site except in designated areas	20	Wear safety goggles and gloves when using power tools.
6	Informed of all site specific Covid-19 rules, procedures and provisions.	21	All power tools are to be in good condition and PAT tested.
7	Location of first aid box, first aiders and accident book. Report all accidents.	22	Do not use equipment unless you are trained, competent and licensed.
8	All risk, COSHH assessments and safe systems of work to be followed.	23	All vehicles, plant and equipment are brought to site at owners risk.
9	Safety footwear, hi viz and safety headwear to be worn at all times.	24	Report any suspected hazardous materials to the Site Manager. (e.g. asbestos, sharps)
10	Use suppression or extraction methods for all tasks generating construction dusts	25	All site personnel are responsible for good housekeeping.
11	Notice board is in the Site Office for safety and general information.	26	Alcohol and drug abuse are prohibited and subject to instant dismissal.
12	You must comply with the Site Managers advice at all times.	27	You must comply with the company safety plans, safety rules and notices.
13	Under no circumstances are you to alter or tamper with scaffolding.	28	Only park company vehicles in the designated areas.
14	Ladders are to be tied and footed and removed from working areas at night.	29	Do you suffer from any form of ill-health? If so, specify:
15	All roof works are to have edge protection at all times.	30	Do you take any form of medication? If so, what type and where kept:

When working or visiting this site and by signing this induction form, you agree to accept responsibility for your own safety, the safety of your colleagues and the safety of any others that may be affected by your acts or omissions. You also agree to comply with all of your legislative duties and to abide by the Site Rules

Signature of person accepting this induction:

Print Name: _____
CSCS No: _____
Expiry Date: _____



Chapel Walk Development, Roman Road, Moulton Chapel, Spalding. PE12 0XG

FIRE RISK ASSESSMENT (SEE SEPERATE FIRE PLAN)

The Site Manager is designated the position of Site Fire Marshall. The Site Manager will liaise with the Project Manager to establish existing emergency exits and discuss any isolation of fire alarms and reallocation of emergency exits.

Fire exits and assembly points will be clearly defined on the site plan and all exit routes will be kept clear. There are fire exits located to the rear and front of the unit.

Emergency exits to the rear and front of the unit will be checked to ensure free access is maintained for us, sub-contractors and visitors.

Emergency evacuation procedures will be posted in the office/canteen and will form a major part of the induction training. Any hot works or works can only be carried out after the issuing of a hot work permit by the Site Manager.

The unit will be deemed a non-smoking area and any operatives ignoring this rule will be escorted from the site.

Postland Management Ltd. will ensure that all Contractors and visitors will adhere to good housekeeping practices with regular clearance of combustible material.

Firefighting equipment will be strategically placed within our working area and designated members of the site staff will be competent in its use.

Hot Work Permits will be required for any work which may give the slightest risk of fire and the precautions required will include the provision of firefighting equipment suitable for the purpose and a means of raising the alarm. All work requiring Hot Work Permits will cease between one to two hours before end of shift and a visual inspection will take place immediately before the site is left for the day. The persons carrying out the works will carry out the inspection, accompanied by the Site Manager. The Hot Work Permit will be handed back to the issuer on completion of the day's work.

Waste skips will be sighted away from buildings and emptied as quickly as possible once they have been filled. The Site Manager will ensure the waste skips are emptied and that spillages are cleared as they occur. Waste bins in working areas will be emptied daily.

Service isolations will be arranged with the Contract Manager prior to commencement of any works, only fully trained competent persons will be employed to undertake these works. Warning notices to be displayed & isolation procedure employed.

The correct locking off device will be used and suitable notification made. Electricians will liaise with Postland Management Ltd Site Manager at all times.

APPOINTED FIRE MARSHALL: Stuart Walker