PROJECT PLAN

INCORPORATING

THE CONSTRUCTION PHASE
HEALTH & SAFETY PLAN
ENVIRONMENT PLAN
QUALITY PLAN
SITE WASTE MANAGEMENT PLAN
CONSTRUCTION METHOD STATEMENT
AND
CONSTRUCTION SURFACE WATER MANAGEMENT
FOR

ALLENBY COMMERCIAL (CONSTRUCTION) LTD

THE BELL INN
33 CHURCH STREET
PINCHBECK
PE11 3UB

ISSUE: 01
DATE OF ISSUE: 06.02.2026
PREPARED BY: PAUL SWALLOW

This Project Plan is made up of 4 parts and a set of appendices

Part 1 Construction Health and Safety Plan

Part 2 Environment Plan

Part 3 Q.A. Plan

Part 4 S.W.M.P.

Appendices

Appendix A	Site Location and/or Layout Plan
Appendix B	Existing Utilities Information
Appendix C	Survey Reports [where applicable]
Appendix D	Asbestos Records
Appendix E	Construction Programmes
Appendix F	Principal Contractor's Site Rules [Operatives and Sub-Contractors] Permit to Start Work Procedure Method Statement Review Checklist Procedure Site Safety Induction Procedure
Appendix G	<u>Emergency Procedures</u> ▪ Project Emergency Procedure ▪ Site Emergency Procedure ▪ Site Fire Plan and Risk Assessments ▪ Fire Prevention and Emergency Evacuation Procedure ▪ Accident/Incident Reporting Procedure
Appendix H	Pre-Construction Information Designers' Risk Assessments
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Appendix K	Pinchbeck 001 – Site Set Up Plan

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Introduction – General Statement of Health, Safety, Quality and Environmental Principles and Objectives

The purpose of this Health, Safety, Quality and Environment Plan is to ensure that all relevant statutory provisions are complied with and that the management and co-ordination of Health, Safety, Welfare and the Environment is maintained throughout the construction project, to avoid nuisance risks and accidents. Quality Assurance is an important factor in delivering the project on time, within budget and to the Clients specification and satisfaction.

As Principal Contractor we will co-ordinate all activities to ensure the Health, Safety and Welfare of everyone carrying out the construction work and, all others who may be affected by it, with the aim of completing the contract with zero accidents, or incidents.

Our Safety goals for the project will include:

- To complete the project with zero accidents or incidents.
- To provide high standards of performance throughout the site and across all activities with regard to the safety of all Construction Workers and Site Users.
- Minimal disruption to adjacent properties (where applicable).
- To protect the general public from risks from construction operations.

Environmental goals for the project will include:

The following Client considerations are to be taken into account by the Principal Contractor

- ***Refer to pre-construction information for any client considerations or restrictions.***

Our Environmental Goals for the Project will include:

- To minimize the impact of the construction works on the existing local business.
- To complete the project without any breaches of legislation.
- To minimize the impact of the construction works on the local environment.

This plan will document the procedures to manage the various elements of Health, Safety, Welfare; Environment Aspects and Impacts; Quality Goals and Objectives and will reviewed and updated by the Site Management Team in liaison with the Client's Representatives at the planned site progress meetings to be held on a planned regular basis.

Part 1

Construction Phase Health and Safety Plan

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1.0 Description of Project

Conversion of the former Bell Public House into five flats and the development of nine detached bungalows to the rear.
Bungalows to be typically brick and block construction, general earthworks, including all service infrastructure.
External hard-standings and landscaping.

Location: The Bell Inn, 33 Church Street, Pinchbeck, PE11 3UB

1.1 Programme and Timescales

Start Date: **TBC**
Duration: **TBC**

1.2 Client Specific Targets/Site Rules

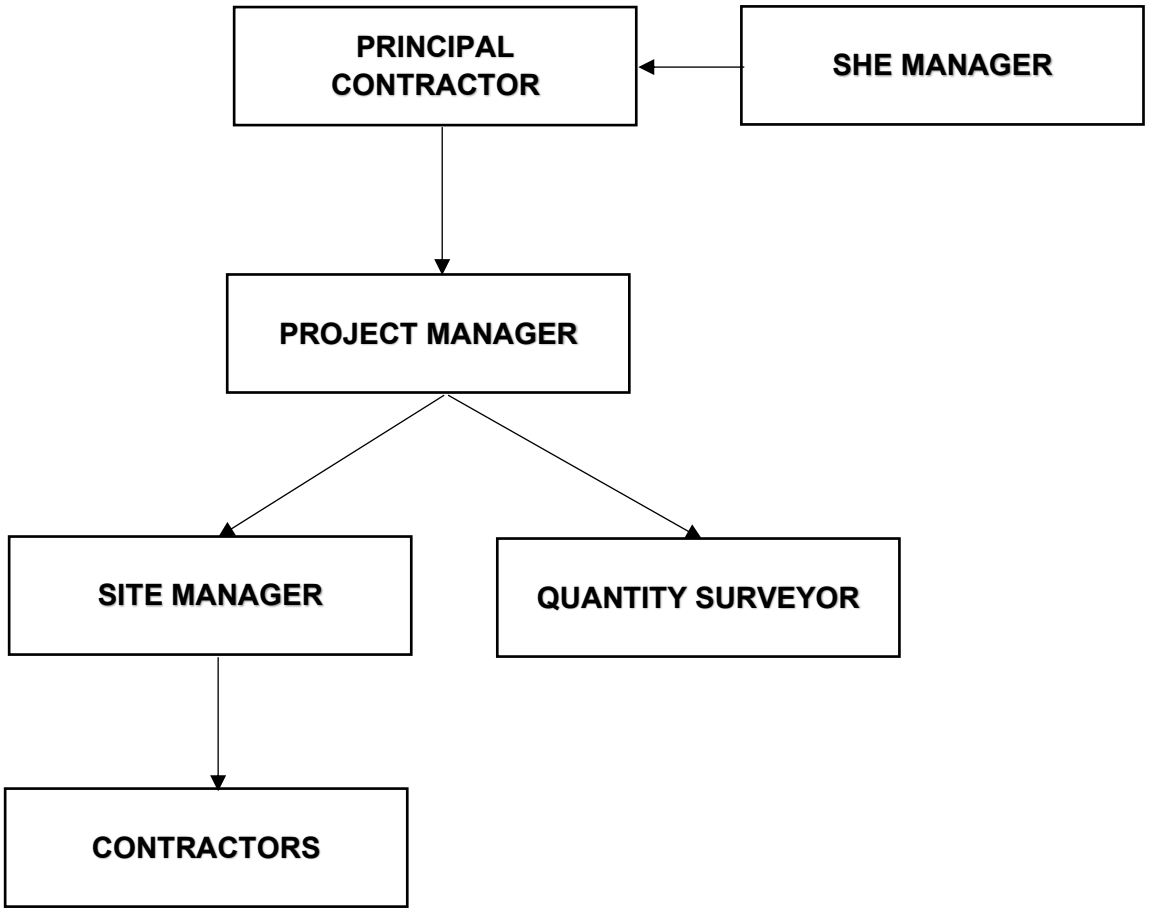
Client Specific Health and Safety Goals include:-

- To complete the project with zero accidents or incidents.
- To provide high standards of performance throughout the site and across all activities with regard to the safety of all Construction Workers and Site Users.
- Minimal disruption to adjacent properties [where applicable].
- To protect the general public from risks from construction operations.

2.0 Project Directory

Employer (Client)	**VENTURE BUSINESS PARKS** **STUDIO 140, MONOCLE** **184 FERENSWAY** **HULL** **HU1 3UT**	**Contact:** Name: Andy Hayton Tel.No. 01482 647138 Fax No. E-Mail:
Principal Designer	**DIXON DAWSON CHARTERED ARCHITECTS** **28 KENWOOD PARK RD** **NETHER EDGE** **SHEFFIELD** **S7 1NF**	**Contact:** Name: Tel.No. 0114 26838888 Fax No. E-Mail:
Quantity Surveyor		**Contact:** Name: Tel.No. Fax No. E-Mail:
Project Manager	**PAUL SWALLOW** **C/O ALLENBY COMMERCIAL**	**Contact:** Name: Paul Swallow Tel.No. 07498 322312 Fax No. E-Mail: pauls@allenbycommercial.co.uk
SHE Manager	**MARK DOBSON** **HULL BUILDING SAFETY GROUP LTD**	**Contact:** Name: Mark Dobson Tel.No. 07977 458217 Fax No. E-Mail: markhbsg@hotmail.co.uk
Principal Contractor	**ALLENBY COMMERCIAL (CONSTRUCTION) LTD** **STUDIO 140, MONOCLE** **184 FERENSWAY** **HULL** **HU1 3UT**	**Contact:** Name: PAUL SWALLOW Tel.No. 07498 322312 Fax No. E-Mail: pauls@allenbycommercial.co.uk
Site Manager(s)	**TBC**	**Contact:** Name: Tel.No. Fax No. E-Mail:
Site Address	**33 CHURCH STREET** **PINCHBECK** **SPALDING** **PE11 3UB**	

2.1 Management Structure



2.2 Responsibilities

a) Project Manager

The Project Manager has overall responsibility for the project and spends an appropriate amount of time on site to provide direction to the site management team.

Prime responsibilities are:

2 Detailed liaison with the Client or the Client's Agent/Architect etc. and Design Co-ordinator

3 Contract Planning
- long and short term.
- scheduling and requisitions of plant.
- scheduling of labour.
- Information requirements.

4 Management of labour.

5 Selection and Appointment of Sub-Contractors.

6 Monitoring of progress and resource requirements.

7 Monitoring site health, safety, environmental and quality standards.

8 Site Waste Management Planning

b) Site Manager(s)

The Site Managers will be responsible for day-to-day operation of the site and reports directly to the Contracts Manager.

Prime responsibilities are:

9 Constant liaison with the Project Manager.

10 Constant liaison with the Client and/or Client's Agent or Representative.

11 Management of labour, plant and materials.

12 Management of sub-contractors.

13 Assist Project Manager with Planning and Resource scheduling and monitoring of the project.

14 Maintaining Company standards for health, safety, welfare, environmental and quality standards

15 Reviewing Health, Safety, Environmental and Quality Plans – Updating as necessary.

16 Compliance with the specification and contract requirements.

17 Implementing Site Waste Management Plan.

c) Site Engineer (when applicable]

Responsible for the dimensional control and assists the Site Manager on a day to day basis.

d) Project Quantity Surveyor

18 Responsible for the letting of 'sub-contracts' in liaison with the Project Manager and Site Manager. Prepares and submits interim and final certificates. Provides Project Manager with on-going project 'costs'.

e) SHE Manager

19 Responsible for ensuring the Company Management Team are aware of their duties and responsibilities for Health, Safety and the Environment and assisting in the preparation of Health, Safety and Environmental Plans.

20 Assists the Project Manager, as necessary, to carry out site safety and environmental audits.

21 Monitors and Audits Company Quality Management System.

22 Monitors Company Environmental Management System including Site Waste Management Plans.

f) Buyer

23 Responsible for the purchasing of all site materials with, prime responsibility to ensure that materials orders conform to the project specified requirements.

24 Materials delivered to site in a timely manner, in close liaison with the Site Manager.

25 Carries out continuous assessment of suppliers and maintains an ‘approved list’ to ensure quality and environmental standards are maintained.

26 Monitors suppliers’ performance against Quality and Site Waste Management Plans.

3.0 Existing Information

Refer to Pre-Construction information – See Appendix H

4.0 Site Arrangements

4.1 Review and Monitoring of Health and Safety Performance

a) Before an operation begins on site

The Site Manager will review the following documents

- Pre-Construction Information.
- Project plan with specific reference to project hazard identification checklist and risk assessments.
- Review contractors documentation to include:
  - Method Statements.
  - Risk Assessments.
  - Material/COSHH Assessments.
  - Training and competency of operatives.
  - Test/maintenance certificates of plant/equipment.
- Record details of all operatives and visitors to the site.
- Carry out site induction following the guidelines set out in the 'Site Induction Checklist' (see Appendix F).
- Issue induction stickers to be affixed to contractor's safety helmets as a visual aid to show they have been inducted.
- Complete a 'Permit to Start Work' in accordance with the company procedure 'Permit to Start Work/Risk Assessment Procedure' (see Appendix F).

b) During the work on site

The Site Manager will monitor the performance of individual contractors against the following:

- The contractor's method statement and risk assessments.
- Inspection of the work area for safety, cleanliness/tidiness.
- Compliance with the Permit to Start Work.
- Other permits issued.
- Reports provided by Company Safety Officer.
- Reports provided by Independent External SHE Manager – Hull Building Safety Group.

The Principal Contractor, as members of the Hull Building Safety Group, have their sites inspected by an Independent Safety Officer, who ensures compliance with Health and Safety Legislation and provides written safety audit reports. The Principal Contractor's Project Manager is responsible for reviewing these reports and ensuring corrective actions are taken, where necessary.

c) Specific Requirements for Contractors

- Contractors must ensure that their employees and any sub-contractors appointed by them are competent to carry out and/or manage the work required of them effectively and safely.
- Supervisory staff must be nominated to ensure that the work is being carried out in a safe and satisfactorily manner at all times.

4.2 Selection of Designers/Sub Contractors/Materials/Plant and Equipment

4.2.1 Selection of Designers and Sub Contractors

- The full scope of the project works will be defined to designers and contractors and will include:

  - Pre-construction existing information.
  - Project hazards and risks.
  - Client's specific requirements/restrictions.
  - Site Rules.

- This information will form part of the Sub Contractor/Designer Pre Let Award meeting in accordance with Quality Management Commercial Procedures.

- Contractors selected to work on projects have already been vetted in accordance with the CDM 2015 Regulations – Approved Code of Practice, for competency. However, if they are new contractors they will be required to provide evidence of competency in line with the CDM 2015 Regulations prior to award of a sub-contractor order.

4.2.2 Selection of Materials

All materials used for the project will comply with the specification and be suitable for the purposes proposed on site. All necessary Health and Safety information will be kept on site in accordance with the Control of Substances Hazardous Health Regulations 2002.

Sub-Contractors supplying materials will be required to provide evidence that risk assessments have been carried out for materials to be used and Material Safety Data is available on site. Site Management will review this information as part of the Company's Permit to Start Work procedures.

4.2.3 Selection of Machinery/Plant

Machinery and other plant supplied by the Principal Contractor for the project will be fit for purpose and maintained and the operator will be fully trained, competent and where necessary carry a certificate of competency. Machinery and other plant are normally supplied to the Company by hire companies, who are also responsible for the plant maintenance.

Where plant and machinery are bought onto site by others, it will have all relevant documentation to show it has been maintained and tested and is fit for purpose and complies with the Provision and Use of Work Equipment Regulations 1998 and that the operator is trained and competent.

Site Management will review such information as part of the Permit to Start Work.

5.0 Site Wide Elements

The following common arrangements will affect all persons at work on the project and visitors to the site.

5.1 Site Access and Egress

- Access to the site compound will be via Church Street
- Large vehicles exiting the site will be controlled, where necessary, by a Banksman.
- All visitors and contractors will be required to report to the Principal Contractors Site Office and sign in and out in the respective registers.

5.2 Traffic and Pedestrian Routes

- Traffic and pedestrian routes into the site will be segregated wherever reasonably practical.
- Parking for Contractors' vehicles will be provided onsite within the site compound. Liaison with site required.
- Speed limits for site traffic will be clearly signposted as well as directional finger signs to clearly show route to the site.
- Clear access will be maintained at all times for emergency vehicles.
- Public road and footpaths adjacent to the site will be kept free from debris.

5.3 Site Rules

- The Principal Contractor has complied standard Site Rules one principally for contractors to consider as part of their sub-contract order and Site Rules for operatives on site. (copies are contained in Appendix F)
- All contractors will be required to undergo site induction on their first visit to site and will be required to sign to confirm they have received the Safety Induction and will agree to abide by the Principal Contractor's Site Rules at all times.

5.4 Smoking Policy

Smoking is not allowed on site, which includes all buildings undergoing construction or renovation, site offices, welfare provisions, secure stores and toilets.

5.5 Alcohol/Drugs Policy

Any persons found to be under the influence of alcohol and/or drugs will be immediately excluded from the site.

5.6 Housekeeping

Contractors are expected to maintain a high standard of cleanliness and good housekeeping within their work area. They must not prejudice housekeeping standards in other parts of the site. They must ensure, particularly, that:-

1) Their employees work carefully and tidily.
2) Accumulations of rubbish are removed from the work area, on a daily basis and disposed of off-site, or in the waste skips provided.
3) Gangways, roadways and other means of access are not obstructed by storage of materials.
4) All hazards are immediately dealt with as they arise.
5) Rubbish is not burnt on site.

5.7 Emergency Procedures – See Emergency Operating Procedure 'Emergency Procedures Plan' (Appendix G).

5.7.1 Fire

All personnel are to adhere to the Site Fire Safety Plan. In the event of a fire, personnel are to evacuate site in accordance with the Site Fire Instructions.

5.7.2 Bomb Threat/Alerts

In the event of a 'Bomb Alert', whether it is the discovery of an unexploded device on site or a potential bomb threat from external forces, the Site Emergency Procedure should be followed.

5.7.3 Chemical or other Spillages

In the event of a chemical or other spillage, the person discovering the spillage should alert the Site Manager who will decide whether a full site emergency evacuation is required and/or take the appropriate action to contain or stop the spillage.

Details of all the emergency procedures are contained in Appendix 6.0 and will be prominently displayed in the Site Offices and Canteen/Welfare Facilities.

Site Management are responsible for 'testing' the Emergency Procedures on a regular basis.

5.8 Accident Reporting and Investigation

- All personnel are to adhere to the Principal Contractor's Accident Reporting Policy.
- All **accidents and 'near miss' situations** are to be reported and recorded on the Principal Contractor's Accident or Near Miss Reporting Forms and investigated by the Project Manager and/or Company Safety Officer.
- Where appropriate, remedial actions will be instigated following the accident/near miss investigation by the Site Manager and monitored.
- Copies of all accident reports and notifications to H.S.E. will be provided to the Client's representative and dealt with by the Company SHE Manager.

5.9 Welfare

5.9.1 Kitchens/Mess Rooms/Toilets

Facilities provided on site are to be kept clean and tidy. Shared welfare arrangements will be in accordance with the requirements of the Construction (Design and Management Regulations) 2015 and will include provisions for canteen and drying facilities, provision for heating food (microwaves); hot, cold and drinking water and toilets and include appropriate showers and changing facilities as appropriate. Separate provision will be available for female staff on or visiting the site.

5.9.2 First Aid Provisions

- The first aid point is located in the site office along with a list of all registered first aiders. Registered first aiders will be identified on site by way of a first aid sign fixed to the safety helmet.

- The Principal Contractor's registered first aider for the works is TBC

- A list of other qualified first aiders will be posted in the site office.

6.0 Project Risk Assessment and their Effective Management

All activities carried out in the course of construction works will be assessed for Health and Safety hazards that may occur and the risk of the hazard causing harm or damage and to those persons who may be affected. The following section details the actions to be taken to eliminate, minimize and/or control the risks associated with the construction process.

6.1 Significant Hazards

The Principal Contractor has identified the significant hazards and these are detailed in the Health, Safety and Environmental Hazard Identification Checklist.

It should be noted that the majority of the works will be carried out by competent Sub-Contractors who will be required to provide Method Statements and Risk Assessments for their elements of the work.

The principal hazards include:-

- Foundations (assumed)
- Remaining (undetected) Services
- Work at Height/Adjoining property
- Lifting Operations
- Public/Pavement/School Interface
- Confined Space/Fire Risk
- Electrical/Gas Installations
- Plant/Vehicular movements

6.2 Sub-Contractor's Works

All sub-contractors will be required to submit, for approval, a detailed Method Statement supported by Site Specific Risk Assessments. **Written Method Statements must be submitted at least 10 working days prior to work commencing.**

6.3 Permit to Start Work/Risk Assessment Procedure

Prior to any element of the project works starting a 'Permit to Start Work' will be issued by the Site Manager in accordance with Company Procedure.

Regular meetings will be held with all contractors working on the site to liaise and co-ordinate work activities and review permits issued so as to ensure safe working conditions exist.

6.4 Security and Interfaces with Clients Activities/Existing Building Occupiers/ General Public

The Principal Contractor will take all necessary measures to protect the general public from any risks arising out of the construction works. Specifically these will include physical barriers segregating the site from the public and adequate signage warning the public of the site and its potential hazards.

7.0 Continuing Liaison

7.1 Contractor's Designed Works

The procedures for the consideration and evaluation of both health and safety implications of Contractor designed elements of the works will follow the recognized principles of prevention and protection and take account of issues highlighted within this Health and Safety Plan.

The following information is to be submitted by Contractors to the Principal Designer in sufficient time to allow adequate consideration by the Principal Designer and, where appropriate, the Design Team and the provision of relevant information to those persons affected by the works, prior to the commencement of the relevant works:-

- Suitable and sufficient information to demonstrate that health and safety issues have been adequately considered, including evidence of risk assessments being carried out.
- A list of health and/or safety hazards identified which cannot be designed out.
- A list of any specific construction sequences essential to the design.
- A list of any activities that require specific method statements from contractors.
- A list of any materials or substances which are specified or inherent in the design which are potentially hazardous to health and safety or the environment.

7.2 Design Variations

In the event of design variations the following action will be taken:

- The details of the relevant health and safety issues involved are to be reviewed with the Principal Designer and the Principal Contractor as soon as possible.
- The Designers must carry out risk assessment and identify hazards, issuing relevant information to the Principal Designer and Principal Contractor in sufficient time to allow for the revision of the Health and Safety Plan and notification of all persons affected by the health and/or safety implications of the changes prior to the commencement of the affected works.

7.3 Unforeseen Eventualities

The following action is to be taken in the event of unforeseen eventualities arising during the construction phase of the project which require significant design changes, or affect the resources required to carry out the work without risk to health and/or safety, or have other health or safety implications:-

- The Principal Designer and, where necessary, the Principal Contractor are to be advised as soon as possible.
- Full details of the relevant health and safety issues involved are to be reviewed with the Principal Designer and Principal Contractor as soon as possible.
- Full details of any revised designs, risk assessments and identified hazards and/or hazardous materials and substances are to be issued to the Principal Designer and Principal Contractor in sufficient time to allow for the revision of the Health and Safety Plan and notification of all persons affected by the health, safety or environmental implications of the changes prior to the commencement of the affected works.

7.4 Consultation with the Workforce

The Principal Contractor carries out consultation with the workforce in a number of different ways:-

1) Induction.
2) Issue and review of Permit to Start Work.
3) Toolbox Talks.
4) Regular meetings with contractor’s supervisors to review progress and to discuss any Health and Safety related issues raised by the contractor’s workforce.
5) Site information notice boards.
6) Face to face communication with site workers on a regular basis by visiting Management Members of the Principal Contractor.

8.0 Health and Safety File Information

Under the C.D.M. Regulations the following information must be provided by **ALL** Designers, Contractors, and Suppliers as appropriate:-

INFORMATION	**ACTION BY:**
As built record drawings/details of the project pertinent to the future maintenance cleaning (over 2m high), alteration, extension, demolition or dismantling of works forming any part of this project. (Schedules of drawings/details will be required from each Designer/Contractor - providing this information in order to assist in its collation)	All Designers Principal Contractor All Other Contractors
Statutory and other Test Certificates, together with commissioning data for all plant, equipment, systems and relevant structures.	All Commissioning Engineers All Relevant Contractors All Relevant Suppliers
All design criteria pertinent to the future use, maintenance, cleaning (over 2m high), alteration, extension, demolition or dismantling of works forming any part of this project.	All Designers All Contractors
General details of the construction methods and materials used in this project.	Principal Contractor All Contractors All Suppliers
Record drawings/details showing the location and nature of all utilities and services including emergency and fire-fighting systems, forming any part of this project.	All Designers Principal Contractor
Details of any maintenance procedures and requirements for the plant, systems, fabric, structure, etc. forming any part of this project.	All Designers All Contractors
Details of all significant health and safety hazards pertinent to the maintenance, cleaning (over 2m high), alterations, extension or demolition of any works forming any part of this project.	All Designers All Contractors
Details of any equipment, facilities or other provisions built into the works to assist with the maintenance, cleaning, alteration, extension, demolition or dismantling of any plant, systems, fabric, structures, etc. forming any part of this project.	All Designers Principal Contractor
Manuals produced by specialist contractors and suppliers outlining the operating and maintenance procedures and schedules for all plant and equipment installed as part of this project.	All Specialist Contractors All Specialist Suppliers

The Principal Contractor will be required to co-ordinate the provision of all trade/sub-contractors/ suppliers information ensuring that this is obtained at the appropriate time.

Unless otherwise agreed, an outline of the proposed information to be provided for the Health and Safety File shall be submitted to the Principal Designer at least two weeks prior to handover of the project, or any phase therefore. All detailed information should be made available to the Principal Designer by handover of the project (or phases thereof), in a form and the quantities agreed with the Client.

Where it is not practicable to provide the final approved information, a draft outline of the information to be provided and be submitted 7 days in advance of Practical Completion.

Part 2
Environmental Plan

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1.0 Identification of Project Aspects and Impacts

2.0 Legal Requirements
2.1 Legislation Register

3.0 Operational Procedures

4.0 Document Control

5.0 Environmental Records

6.0 Environmental Audits

Introduction

This Environment Plan should be read in conjunction with Part 1 of the Project Plans, which sets out the project description, timescales, management structure and responsibilities.

1.0 Identification of Project Aspects and Impacts

- As part of the initial project Risk Assessment carried out by the Contracts Manager, a hazard identification checklist is completed in liaison with the Environment Manager to identify the possible aspects and impacts (see Appendix I).

- The following project specific impacts have been identified that can affect the local environment:

- All of the above impacts will feature during the construction process and generic risk assessments have been completed to highlight the significant aspects and control measures to be applied. Site Management will use these generic risk assessments to monitor the impacts of the various elements of the construction to ensure:

    - The Company complies with all relevant environment legislation.
    - Operational controls are put in place for those significant impacts and aspects that could cause pollution.
    - Monitor the activities of all sub-contractors to ensure compliance with the Company's Environment Policy.
    - Make provisions for emergency actions to be taken in the event of a major spillage or incident.
    - Minimise nuisance/noise which could cause disruption to neighbouring premises.
    - Control and minimise waste in accordance with the Site Waste Management Plan.

2.0 Legal Requirements

2.1 Legislation Register

The aim of this register is to provide a resource to enable construction management to identify laws relating to operations to be undertaken and to ensure that appropriate systems are in place in order to comply with the relevant legal requirements.

The Company Legal Register is held electronically and available to Managers. The register is not intended to be exhaustive and for some specified areas of activity, there may be many other laws that should be considered. Legislation relevant to the day to day site activities has been identified under the following key subject areas:

- Waste
- Water and water waste
- Land and land use
- Air pollution
- Nuisance
- Other activities

If there is any doubt about the legal requirements that apply, advice should be sought from the Company's SHE Manager.

3.0 Operational Procedures

The Company has identified the significant operations that may give rise to pollution or complaint.

- Refueling of Contractors' Plant
- Noise/Nuisance Management
- Waste Management
- Emergency Procedures Plan
- Protection of the Ecology of a Site
- Material Purchasing

4.0 Document Control

Control of Environmental documents will follow Company Quality operating procedures.

5.0 Environmental Records

Site Environmental records will include the following:-

- Significant Impact and Aspect Identification Checklist (see Appendix I) and Risk Assessments.
- Project Objectives and Targets.
- Waste Disposal Records.
- Incidents and Emergencies.
- Audit Reports
- Complaints/Compliments.
- Environmental Performance of Suppliers and Sub-Contractors.
- Communication with Interested Parties.
- Non-Conformance (Findings) and Corrective Actions.
- Project Management Review Meetings.

These records will be stored electronically in project records or in site files.

6.0 Environmental Audits

Environmental audits will be carried out as part of a 'Project' Audit following the Company Quality Procedure.

Part 3
Project Quality Plan

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1.0 Quality Verification of Completed Works

2.0 Qualify Verification of Materials

3.0 Quality Records

4.0 Document Control

5.0 Quality Audits

6.0 Corrective and Preventative Action

7.0 Quality Control Policy Statement

8.0 Inspection and Test Plan

Introduction

PROJECT NAME: The Bell Inn, 33 Church Street, Pinchbeck, Spalding, PE11 3UB

The Quality Plan should be read in conjunction with the Construction Project Plan which sets out the Project Description, Timescales, Management Structure and Responsibilities.

1.0 Quality Verification of Stage/Completed Works

All works are to be carried out against the project specification and the Site Manager will verify standards of completed work against an agreed Inspection and Test Plan.

Key elements of work will be subject to inspection and approval and will be identified in consultation with the Clerk of Works/Client's Representative (as applicable) or a Consultant on a progressive basis.

These points will be identified as 'Hold Point' Inspections on the 'Inspection and Test Plan'.

Quality inspections will include:

General Surveillance (S)	-	General monitoring as work progresses on a day-to-day basis.
Hold Points	-	Critical points where a measurement or an inspection test is needed to verify conformance. Approval to proceed past a hold point must be recorded on the 'Inspection and Test' Plan by the Site Manager who is responsible for this procedure.

Defective/Work to complete/Missed Work/Variation Work will be recorded on the 'Work Inspection Sheet'.

2.0 Quality Verification of Materials

Materials delivered to site will be inspected for condition and compliance with the purchase order or specification. A nominated person will be responsible for accepting material deliveries and they will verify the materials delivered against the Supplier's Delivery Note.

If they are unable to ascertain the condition and specification of the delivered goods, they will mark the Delivery Note as "unexamined".

Company Procedure will be followed and the Site Manager will be responsible for countersigning and coding the Delivery Note "Goods Received Stamp" as verification that the goods comply with the purchase order or specification.

Goods Received Stamp

CONTRACT No.:	
DEL. No.:	
DEL. DATE:	
CODE:	
DEL. ENTERED:	
NOTES:	

Responsibilities:

Receiving Delivered Goods: Site Manager

Countersigning and Coding of Goods Received Stamp

Site Manager(s)

3.0 Quality Records

Records of all inspections will be maintained in accordance with Company Procedures with copies available to the Client Management Team when requested.

4.0 Document Control

All project correspondence including emails, faxes and drawings will be controlled in accordance with company operating procedures.

5.0 Quality Audits

- The Site Manager will be responsible for undertaking self-auditing on a weekly basis.
- The Contracts Manager is responsible for auditing the Site Manager's 'Compliance with Procedure'.
- A formal corporate project audit will be conducted by the Quality Manager and Construction Director in accordance with Company Procedure.

6.0 Corrective and Preventative Action

Corrective and preventative actions will be as Company Procedure and resolved actioned and closed out by the Contracts Manager in a timely manner.

7.0 Quality Control Policy Statement

Allenby Commercial Ltd will complete and handover any section of work with zero defects. This will be managed through the Quality Plan inspection and Test Plan.

The Contracts Manager is responsible for managing and achieving this.

8.0 Inspection and Test Plan

(To be developed by the Site Manager)

Acrobat Document

Part 4
Site Waste Management Plan

1.0 Project Details

Project Name:	Pinchbeck
Location:	The Bell Inn, 33 Church Street, Pinchbeck, Spalding, PE11 3UB
Start Date:	TBC
Duration:	TBC
Project Manager:	Paul Swallow
Site Manager(s)	TBC

2.0 Site Waste Management Plan

The Site Waste Management Plan will be developed on site and will be a 'live' on-going document to record waste separation for recycling and for transfer to waste treatment centres prior to going to landfill.

Details of Waste Carriers/Waste Recycling Centres and Waste Consignments will be recorded in the Site Waste Management Plan.

Appendices

Contents

Appendix A	Site Location and/or Layout Plan
Appendix B	Existing Utilities Information
Appendix C	Survey Report(s) [where applicable]
Appendix D	Asbestos Records [where applicable]
Appendix E	Construction Program
Appendix F	Principal Contractor's Site Rules for Operatives and Sub-Contractors Permit to Start Work Procedure Method Statement Review Checklist Procedure Site Safety Induction Procedure
Appendix G	<u>Emergency Procedures</u> ▪ Project Emergency Procedure ▪ Site Emergency Procedure ▪ Site Fire Risk Assessment Plan ▪ Fire Prevention and Emergency Evacuation Procedure ▪ Accident/Incident Reporting Procedures
Appendix H	Pre-Construction Information Designers Risk Assessments
Appendix I	Principal Contractor's Health, Safety and Environment Hazard Identification Checklist and Risk Assessments
Appendix J	Contractors Method Statements
Appendix K	Pinchbeck – 001 Site Set Up Plan

Appendix A **Site Location and/or Layout Plan**

Appendix B **Existing Utilities Information**

Appendix C **Survey Report(s) – where applicable**

Appendix D **Asbestos Records**

Appendix E Construction Programmes

Appendix F

Principal Contractor's Site Rules
Permit to Start Work Procedure
Method Statement Checklist
Site Safety Induction Procedure

SITE RULES FOR CONTRACTORS

Allenby Commercial (Construction) Ltd have produced a standard set of 'Site Rules' as required by the Construction (Design and Management) Regulations 2015 and are in line with the explicit and implicit obligations placed upon Contractors.

A Contractor is anyone who directly employs, engages construction workers or controls or manages construction work. All Contractors must be registered on our Approved List of Contractors and all Operatives attending site must have a CSCS Card or trade equivalent.

To ensure that Contractors take account of specific Health and Safety issues, a copy of any relevant sections of the Pre-Construction information will be issued as a tender document, along with the Site Rules - Site Operatives which should be appraised along with the undernoted conditions, which are those which may be considered in excess of statutory obligations, however, they must be regarded as conditions of contract.

1) All Contractors must comply with U.K. Health and Safety Legislation, Site Safety Notices and Site Instructions.
2) Sub-sub-contracting is only permitted with the written authority of Allenby Commercial (Construction) Ltd, with the Contractor being responsible for any Method Statement required by their Sub-Contractor.
3) Any individual in breach of safe working practices and may be removed from site. (*This may be temporary or permanent*).
4) Contractors are to submit the following documentation for approval **AT LEAST 10 WORKING DAYS PRIOR TO COMMENCEMENT**.
   Method Statements of work which must be **site specific** and to contain only information relative to the tasks involved. The Method Statement must comply with details outlined in the 'Method Statement – Review Checklist' (see Appendix 1.0) and include Site Specific Risk Assessments, COSHH Assessments and Assessments for Manual Handling, Noise, Vibration, Asbestos and Lead as applicable. **NO WORK WILL BE ALLOWED TO START ON SITE UNTIL A 'PERMIT TO START WORK' HAS BEEN ISSUED BY THE SITE MANAGER**. It should be noted that a change in work practices, variation or additional work will require a revised Method Statement submitting and the Permit re-issuing.
   It should be specifically noted that failure to comply with this requirement may materially affect the regular progress of the works, which would be dealt with as a default of the Contractor under the Sub-Contract Order.
5) It is a requirement that Sub-Contractors comply with 'The Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation', which is published by the Building Employers Confederation, the Loss Prevention Council and the National Contractors Group and the Heat Warranty attached.
   IT IS A COMPANY REQUIREMENT THAT ALL "HOT WORK" IS CARRIED OUT UNDER A PERMIT TO WORK.
6) Allenby Commercial (Construction) Ltd may hold Health and Safety Training Sessions on site. If requested to attend, Contractors must do so at their own expense.
7) No one under 16 years of age will be permitted onto site without the written permission of Allenby Commercial (Construction) Ltd.
8) Unaccompanied working will only be permitted with the approval of Allenby Commercial Construction Ltd.
9) All operatives engaged in any of the following activities must be trained, competent and in possession (on site) of C.I.T.B. Certificate of Training Achievement, i.e. CPCS Card or equivalent.
   i) Mobile plant operators.
   ii) Erecting or dismantling mobile scaffold towers.
   iii) Erecting or dismantling static scaffolding.
   (Note: Exemptions to this requirement will only be permitted following approval of Allenby Commercial (Construction) Ltd and may apply to low level platforms or proprietary formwork schemes which operatives who have been suitably trained may erect.
   iv) Lifting operations.
10) Operatives must in addition to wearing safety helmets, safety footwear, high visibility vests and gloves, wear such items of personal protective equipment as identified in their Companies risk assessments. Contractors who fail to supply their operatives with the correct P.P.E. for the site, **i.e.**

Safety Footwear; Safety Helmet, High Visibility Vest and Gloves will be sent away or the Company charged for the items supplied.

11) All temporary electrical systems and appliances/tools must be installed, commissioned, used, inspected and tested in line with statutory guidance. In addition the undernoted equipment is not permitted onto site, unless approved by Allenby Commercial (Construction) Ltd Site Management.
    i) Radios, MP3's or similar. This also includes the on-site use of mobile phones.
    ii) Radiant space heaters or similar.
    iii) Multi-way plug and socket adapters.
    vi) Portable and hand held tools for use with voltages above 110V – unless no alternative equipment is available, and providing the equipment is supplied via double insulated power cables and is protected by an earth leakage circuit breaker.
    viii) 240V Chargers for cordless power tools will only be permitted following approval and only then in agreed designated locations.

12) Contractors must ensure:
    i) A named competent permanent "on site" supervisor.
    ii) Provide a daily list of all operatives on site by signing 'in' and 'out' at the site office.
    iii) That all necessary Statutory Documentation/Test Certificates for cranes/mechanical and powered operated plant and lifting equipment are readily available for inspection and that all 'Work Equipment' is fit for use and properly maintained, so as to ensure the Health and Safety of operatives.
    iv) That all employees are aware of their methods of work as identified in their Company's method statement and are trained and competent to carry out their work and evidence is available on site.
    v) That all employees understand that they must not tamper, modify or move any access equipment, safe working platforms, scaffolds or other similar equipment.
    vi) That adequate resources are provided to clear up debris as work progresses and for the safe disposal of such waste. The burning of rubbish on site is prohibited. A copy of the Waste Disposal Certificate must be provided to the Site Manager.
    vii) All power tools to be used on site are either 110V or battery operated and have been PAT tested for serviceability. The provision of temporary power must have been agreed and/or approved by the Site Manager.
    viii) If asbestos or other similar dangerous material or substances are suspected or found then work MUST cease immediately and the Site Manager informed.
    ix) Materials must have the relevant COSHH Safety Data information and, if applicable, risk assessments carried out.
    x) Contractors are reminded that there are stringent restrictions on repetitive lifting tasks (especially with such things as kerbstones, lintels, blocks and paving slabs, doors, etc.) and Allenby Commercial (Construction) Ltd will insist that mechanical plant aids are provided. Similarly, where plant or equipment is used, both Noise and Vibration Assessments must be available.
    xi) All work at height must be 'risk assessed' and, wherever possible, an alternative method of work used, which eliminates work at height. Where it is not practicable, Contractors must ensure that 'suitable' access equipment is provided. **The use of ladders, including step-ladders, will generally <u>not be acceptable</u> as 'suitable' when such items as podiums and mobile access towers are available and more appropriate to the task. All mobile scaffold towers must display a 'Scaff-Tag' to provide evidence that the scaffold tower is correctly erected and has been checked by a competent person. Allenby Commercial (Construction) Ltd reserve the right to stop Contractors using 'unsuitable' access equipment.**
    xii) Contractors are responsible for the segregation of their works from others. The Contractor is responsible for ensuring the fencing line is maintained and kept secure at all times, whether the fencing is supplied by the Contractor or Allenby Commercial (Construction) Ltd.
    xiii) **It is particularly important that companies employing foreign workers make sure that these workers are adequately trained and understand UK health and safety requirements. Employers must be certain that supervision and workers understand one another and that management decisions and instructions will be properly understood and acted upon.**
    xiv) All timber supplied as part of the Sub-Contract Order must be from FSC sources and certification supplied to substantiate this.

xv) When Contractors are using motorised plant, Spill Kits must be provided.

xvi) Contractors must supply information to enable the Company to complete Site Waste Management Plans, including details of any hazardous waste.

xvii) Similarly, Contractors must provide such information as requested to measure Carbon Emissions and be pro-active in any environmental initiatives introduced by the Company.

HEAT WARRANTY

It is a condition precedent to the liability of the Insurers under this Policy that the following precautions are complied with on each occasion of the use or application of heat (as defined below) by or on behalf of the Insured taking place elsewhere than on the Insured's own premises.

A) Application of heat by means of electric oxyacetylene or other welding or cutting equipment or angle grinders, blow lamps, blow torches, hot air guns or hot air strippers.

i) The area in the immediate vicinity of the work (including in the case of work carried out on one side of a wall or partition, the opposite side of the wall or partition) must be cleared of all loose combustible material, other combustible material must be covered by sand or over-lapping sheets or screens of non-combustible material.

ii) At least two adequate and appropriate portable fire extinguishers, in proper working order, must be kept in the immediate area of the work being undertaken and used immediately smoke or smouldering or flames are detected.

iii) A fire safety check of the working area must be made approximately 60 minutes after the completion of each period of work and immediate steps taken to extinguish any smouldering or flames discovered.

iv) Blow lamps and blow torches must be filled in the open and must not be lit until immediately before use and must be extinguished immediately after use.

v) A person must be appointed by the Insured to act as an observer to watch for signs of smoke or smouldering or flames.

Sub-paragraph v) does not apply to the application of heat by means of below lamps, blow torches, hot air guns or hot air strippers.

B) Use of asphalt, bitumen, tar, pitch or lead heaters:

i) The heating must be carried out in the open in a vessel designed for the purpose and, if carried out on a roof, the vessel must be placed on a non-combustible heating insulating base.

SITE RULES (SITE OPERATIVES)	
1)	**All personnel entering a Allenby Commercial (Construction) Ltd Construction Site must:**
i)	Report to the Site Office.
ii)	(Make their presence known to the Site Manager) and, if visiting the site only, register in the Site Daily Visitors Book.
	Operatives and Sub-Contractors Operatives must be accounted for on a daily basis by the completion of a 'Daily Register of Labour on Site'.
2)	All operatives, including sub-contractors MUST on their first visit to site attend a Site Safety Induction Course and will be required to sign for acknowledging receiving the safety induction and acceptance of Allenby Commercial (Construction) Ltd Site Rules. Operatives may be required to wear an Allenby Commercial (Construction) Ltd identify badge.
3)	**The first 10 minutes of each working day or shift may be set aside for Site Specific Safety Briefings and Operatives must attend, when requested**
4)	**No work** must commence without:-
	i) The authority of the Site Manager.
	ii) That operatives have read and understood their Company's Method Statement.
	iii) **That all site Mandatory P.P.E., as required under our Site Rules, i.e. 'Hard Hat', High Visibility Vest, Safety Footwear and Gloves are being worn and that other P.P.E. identified in the Method Statement is available.**
	iv) **A Permit to Start Work has been issued by the Site Manager.**
	FAILURE TO COMPLY WITH THESE SITE RULES WILL RESULT IN PERSONNEL BEING EXCLUDED FROM THE SITE.
5)	All Operatives must ensure full compliance with current Health, Safety and Environmental statutory requirements and site safety notices and instructions.
6)	Personnel considered to be under the influence of alcohol or drugs will be excluded from site.
7)	Site operatives must not carry out work whilst taking medication where the side effects could lead to a Health and Safety risk, such as drowsiness, dizziness, co-ordination loss, physical weariness or any other debilitating side effect.
8)	No abusive language, wolf whistling or similar is acceptable and will result in the removal of those responsible from site.
9)	No playing of radios, CD players, walkmans or similar will be allowed.
10)	The use of personal mobile phones within the confines of the site is banned.
11)	Operatives must not tamper, modify or move any access equipment, safe working platforms, scaffolds or other similar equipment, without permission from the Site Manager.
12)	The wearing of shorts on site is prohibited and Contractors are reminded of the risks from sunburn and should not remove their tops in hot weather.
13)	ALL accidents/incidents/plant damage/loss or stolen goods must be reported IMMEDIATELY to the Site Manager and the appropriate report form completed.
14)	**If asbestos or other similar dangerous material or substances are suspected or found then work MUST cease immediately and the Site Manager informed.**
15)	**Site Working Hours generally are:** Monday to Friday inclusive - 06:30hrs – 19.00hrs Saturday - 06.30hrs – 16.00hrs Sundays & Bank Holidays - Not Permitted without approval Construction/Demolition works that are audible at the boundary of the site shall not take place outside 07.30 to 19.00 hours on Monday to Fridays, 08.00 to 12.30 hours on Saturdays nor at any time on Sundays or Bank and National Holidays. **Working outside these hours will be by agreement with the Allenby Commercial (Construction) Ltd Site Manager. Lone working on site is not permitted.**
16)	Allenby Commercial (Construction) Ltd operate a policy of **NO SMOKING** on their sites.
17)	All operatives on site must comply with the Site Fire Plan, be aware of Site Emergency Procedures and the location of Fire Appliances/First Aid Points and the Evacuation Muster Point – **If in doubt – ASK.**

SITE RULES (SITE OPERATIVES)	
PROJECT SPECIFIC RULES/CONDITIONS	

REVIEW CHECKLIST	YES/NO OR N/A	IF NO: COMMENTS FOR FURTHER ACTION	BY WHOM	REVIEW CHECKLIST	YES/NO OR N/A	IF NO: COMMENTS FOR FURTHER ACTION	BY WHOM
Does the Method Statement relate to the Contract/Site?				Is edge protection needed? If so, is it identified who installs and checks the edge protection/ work platforms?			
Is there a Specific Description of the Work Activity?				Has the Contractor specified any working procedures, i.e. Permits to Work			
Is there a sequence of how the work is going to be carried out?				Has any mechanical plant been identified?			
Where is the Work being carried out (i.e. ground floor level/on the roof etc.)? Has it been specified?				If Yes, have they confirmed that records of Testing/Inspection/Servicing will be provided?			
Does it specify who is to do the work, i.e. No. of men etc.?				Has the Contractor specified Training/ Competency of Plant Operatives? (Note copies of all Training Certificates must be supplied with the Method Statement)			
Are they fully trained for this work? (Copies of Training Certificates to be supplied with the Method Statement)							
Is there a commitment in their Safety Policy that operatives are trained and competent?				Have any hazardous materials been identified?			
Is there a named Supervisor for this job?				Has the Contractor provided COSHH Risk Assessments?			
Has the Contractor identified the hazards and carried out Risk Assessments?				Has the Contractor identified any manual handling issues? If yes – have they carried out a risk assessment? Have they identified means of lifting or moving heavy objects?			
Are these Risk Assessments specific to the Project Works?							
Do these include Environmental Risks? If so, are they:				Has the Contractor provided details of materials/equipment to be delivered to site and where these materials etc. are to be off-loaded and stored?			
Pollution to: Air ❑ Ground ❑ Water ❑ Ecology ❑ (Tick as applicable)				Does the Method Statement provide details of Testing/Commissioning? (where applicable)			
Does the work involve Work at Height? If so, has it been assessed for risk and the most suitable work platform been selected. I.A.W. the Work at Height Regulations 2005?				Does the Method Statement provide details of protection from or to others on site?			
				Does the Method Statement allow for the provision of all site operatives to sign for having read and understood the method statement?			

General Comments:

DOCUMENT REVIEW STATUS:

1)	❑ Work may proceed	2)	❑ Revise and resubmit. Work may proceed subject to resolution of indicated comments	3)	❑ Revise and resubmit. Work **may not** proceed	4)	❑ Review not required. Work may proceed

Reviewed By:	**SHE Manager**	**Project Manager**	**Site Manager**	
Date:				

METHOD STATEMENT – CONTENTS

1)	**DESCRIPTION OF THE WORK** A detailed description of the work is needed and should enable all persons who will read the Method Statement to understand what the work entails.	
2)	**SEQUENCE OF THE WORKS** Is there a particular order that the works should follow? This is particularly important in activities such as demolition where some activities must be carried out before others. In activities such as steelwork erection, this section may be very detailed and include drawings. Finishing trades may only be able to start working when another activity has been completed.	
3)	**RESOURCES (OPERATIVES, PLANT AND MATERIALS)** ▪ Who will be carrying out the works? ▪ Who will be the Supervisor? ▪ Details of Training and Competency (CSCS/CPCS) ▪ What plant will be used? Who will be the nominated [trained] drivers? – provide proof of competency ▪ Provide records of maintenance and testing [as applicable] of all plant, especially lifting equipment ▪ Outline details of materials being used/provide details of size/weights and how they are being transported to the work area	
4)	**ACCESS AND WORKING AREA** ▪ Describe/define the working area ▪ What will be the access provision to the works, e.g. into an excavation, working platforms, access on to the site, access to work at height ▪ Detail areas of storage of materials This section may need breaking down for particular activities, e.g. in demolition there may be access on the site, access to areas of high risk and local access such as a ladder or staircase. These all need to be covered.	
5)	**SPECIAL CONSIDERATIONS** For example, underground/overhead services, permits, occupied buildings, contamination, asbestos, etc. This section will depend very much on the site you are working on and should explain the specific control measures that will be used.	
6)	**PROTECTION FOR THE PUBLIC AND OTHER CONTRACTORS** What level of protection for other people is required? This may be barriers on the pavement, information about signs that should be in place and consultation with the users of the building. Is there information for other Contractors on how your work may affect them? e.g. when erecting scaffolding there may be no access for other Contractors while work is being carried out, how are you going to let other works know about this?	
7)	**SITE SPECIFIC RULES** There may be some site rules that are relevant to the work you are carrying out, i.e. specified delivery times, crane usage times. Information about other Contractors' works in the area that need to be considered.	
8)	**SECURITY SYSTEMS** Is there a requirement to report to Site Management before and after work is carried out e.g. confined space working or an area of the works of the site that needs to be shut down	
9)	**COSHH AND P.P.E. REQUIREMENTS** Are there any substances or materials hazardous to health? COSHH Assessments will be needed – not just Material Safety Data Sheets. Does any P.P.E. need to be worn, if so what type and when it should be used.	
10)	**RISK ASSESSMENTS** Risk Assessments should be provided and must be specific to the site. They should show the anticipated level of risk i.e. LOW/ MEDIUM/HIGH and the control measures to be taken to reduce the risk to the lowest level possible.	
11)	**COMMUNICATION** It is essential that all persons involved with the work have read and understood the Method Statement and there should be provisions for each person involved to acknowledge having done this. Additionally, other Contractors/Client etc. may need to have seen the Method Statement and this should be clearly stated.	

METHOD STATEMENT ACKNOWLEDGEMENT FORM

By signing this form you acknowledge that you have read and understood the Method Statement and Risk Assessments associated with your work on site.

Method Statement for _____ Prepared by _____ Date _____

NAME	COMPANY	DATE

PERMIT TO START WORK RISK ASSESSMENT FORM	**WORK ACTIVITY** _____ **CARRIED OUT BY** _____
LOCATION	**CONTRACT**

DESCRIPTION OF WORK

_____

_

_____

_

THOSE AFFECTED (Tick as applicable)

Employees ☐ Visitors ☐ General Public ☐

Other/Sub-Contractors: (List) ☐ ☐ ☐

HAZARDS IDENTIFIED	**INITIAL LEVEL OF RISK L/M/H**	**PREVENTATIVE CONTROL MEASURES**	**FINAL LEVEL OF RISK L/M/H**

CONDITIONS:

PERMITS REQUIRED (TICK BOXES WHEN REQUIRED)

HOT WORK ☐ EXCAVATION ☐ CONFINED SPACES ☐ CLIENT'S OWN ☐

ACCESS EQUIPMENT/FALL PROTECTION

LADDER ☐ MOBILE SCAFFOLD TOWER ☐ MEWP ☐ SAFETY NETS ☐ EDGE PROTECTION ☐

STEPS ☐ INDEPENDENT SCAFFOLD ☐ ☐ AIR BAGS ☐

RECORDS

RISK ASSESSMENTS: JOB SPECIFIC ☐ COSHH ☐ MANUAL HANDLING ☐ NOISE/ VIBRATION ☐

INDUCTION ☐ TRAINING COMPETANCY ☐ METHOD STATEMENT ☐

SITE RULES ☐ PLANT CERTIFICATES ☐ OTHER ☐

PERSONAL PROTECTIVE EQUIPMENT

HARD HAT ☐ HEARING PROTECTION ☐ FABRIC GLOVES ☐ ☐

SAFETY BOOTS ☐ GOGGLES/VISOR ☐ CARTRIDGE RESPIRATOR ☐ ☐

HIGH VIS VEST ☐ DUST MASK ☐ FALL ARREST HARNESS ☐ ☐

Remember PPE is always last resort

THIS PERMIT IS ISSUED TO THE PERSON NAMED BELOW (SUB-CONTRACTOR'S REPRESENTATIVE) WHO IS TAKING RESPONSIBILITY FOR CERTIFYING THAT IT IS SAFE TO PROCEED WITH THE ABOVE WORKS SUBJECT TO THE CONDITIONS SPECIFIED IN THIS PERMIT BEING ADHERED TO AND THAT ALL THE CONTRACTOR'S OPERATIVES HAVE:

i) **Read and Understood the Contractor's Method Statement**
ii) **Read and Understood the Permit to Start Work**

I have read and understood the conditions of this permit and agreed to abide by the conditions stated above. I understand that the Health and Safety at Work etc. Act 1974 places a responsibility on me to take reasonable care of myself and others who may be affected by my acts or omissions. I will co-operate with the management Allenby Commercial Ltd. to ensure the employer's duties are carried out and will not interfere with or misuse anything that is provided for my safety.

NAME	**SIGNATURE (SUB-CONTRACTOR'S REPRESENTATIVE)**	**COMPANY**

PERMIT ISSUED BY:		**DATED:**
PERMIT VALID FROM: *	**DATE:**	**TO DATE:**
PERMIT RENEWAL FROM:	**DATE:**	**TO DATE:**
PERMIT RENEWAL FROM:	**DATE:**	**TO DATE:**
PERMIT RENEWAL FROM:	**DATE:**	**TO DATE:**

*** Note: This Permit to Work can be extended provided that it has been reviewed by the Site Manager and the current conditions have not altered or changed.**

PERMIT TO START WORK/RISK ASSESSMENT PROCEDURE

The purpose of this document is twofold:

- It provides the facility for the Site Manager to carry out a Specific Risk Assessment for the operation of work being carried out. (This is a legal requirement under the Management of Health & Safety at Work Regulations) and to assess the risk(s) against 'those affected' i.e. other sub-trades.

- It provides a mechanism to ensure all the necessary safety documentation and procedures are in place, reviewed by Site Management with the Contractor concerned and that both parties are satisfied that the conditions of the Permit can be met.

This would include:

- Other Permits necessary (i.e. Hot Works).

- The correct type of access equipment, including fall protection, has been specified and supplied especially in light of the Work at Height Regulations 2005.

- Other Risk Assessments for:

    - Manual Handling
    - Noise and Vibration
    - COSHH (not just Data Sheets) for Materials/Substances being brought onto site

- Site Specific Method Statement is available, has been approved and that all site operatives have seen and signed to say that they have read and agree to abide by the method of work.

- All operatives have been inducted and read and understood Allenby Commercial (Construction) Ltd Site Rules.

- Training competency for such things as Plant Operators etc. are checked.

- Certificates/Records of Plant Maintenance checked (especially important for Lifting Equipment).

- Services Records checked for location and isolation.

- That all P.P.E., as laid down by Allenby Commercial (Construction) Ltd Site Rules and those identified in the Contractor's Method Statements, are available.

Finally, there is a facility for the Site Manager to impose any particular constraints or conditions that may be necessary to ensure the safety of 'others' on site (i.e. segregation issues).

The Permit should be signed by the Sub-Contractor's Competent Representative as an acceptance of the Permit and any conditions imposed.

The Permit is **NOT VALID UNTIL SIGNED AND DATED BY THE SUB-CONTRACTOR**.

Finally the Site Manager signs and dates the Permit and specifies the period of validity.

It should be noted that the Permit to Start Work should be reviewed on a regular basis to ensure that the current conditions have not changed or altered.

The Permit can be extended from its original period of validity providing the conditions have not changed or altered, this includes a change to the Contractor's Method of Work

CONTRACT NO.: **SITE:**

	Tick As Completed
	☐
➢ Explain Responsibility for their own safety and that of others (Behavioural Safety)	☐
➢ Confirm the location of hazard areas (*fragile roofs, excavations, electricity, noise, etc.)*	☐
➢ Provide details of first aid arrangements (*describe the procedure for receiving first aid. Location of first aid boxes and first aiders)*	☐
➢ Confirm the Company Policy for wearing safety helmets, high visibility jackets, gloves and safety footwear. (*The need to wear, avoiding risk of injury to head and feet and to be seen)*	☐
❑ *Gloves* ❑ *Boots* ❑ *Safety Helmet* ❑ *Eye Protection* ❑ *Dust Protection* ❑ *Other*	
➢ Describe fire-fighting and emergency procedure arrangements (*location of fire alarm points. Escape routes and fire assembly points. Ascertain knowledge of fire extinguishers*)	☐
➢ Describe Accident Procedure. (*Treatment and Reporting. Completion of Accident/Incident Report Forms. Absence from Work)*	☐
➢ Site Tidiness and Good Housekeeping. (S*torage and disposal of materials, safe access and prevention of vermin*)	☐
➢ Check competency certification to use and operate plant, etc. *Driver's Licence.*	☐
➢ Work at Height - Scaffold and Means of Access. (*Highlight basic safety with work on scaffolds. Not to use incomplete scaffolds. Access to work place*. *Not to alter any scaffolding)*	☐
➢ Report defects, near misses, unsafe systems of work, or potential hazards. (*Stress need to report defects, malfunctions in plant and equipment, horseplay, unsafe systems and methods of work and any hazards*)	☐
➢ Locate and provide details of welfare facilities. (*Availability of canteen facilities. Designated area where smoking is permitted. Storage of protective clothing and means of drying*. *Respect for the facilities provided)*	☐
➢ Outline traffic and pedestrian routes on site	☐
➢ Confirm No Smoking on Site	
➢ Outline Company Policy on Foul, Offensive and Abusive Language (*Equal Opportunities*)	☐
➢ Outline Company Policy on manual handling, hand arm vibration and hazardous substances	☐
➢ Outline contents of Construction Phase Health and Safety Plan and Site Rules	☐
➢ Outline Company Quality Policy	☐
➢ Outline Details of Considerate Constructors Scheme (*Stress importance of site specific aspects and impacts and control procedures in place*). See Site Notice Boards	☐
➢ Outline Company Environmental Policy/Objectives and Operating Procedures. See Site Notice Boards	☐
➢ Other ……	☐
FINALLY	
➢ Check operatives do not suffer from any medical condition such as diabetes, epilepsy, etc. which may pose a Health and Safety risk to themselves or others	☐
* Awareness Question Paper completed Satisfactory	YES/NO

Company Name _____

Print Name _____ Age [If Under 18] _____ Signed by Recipient _____ Date _____

Home Address _____ Tel No. _____

CSCS Card No. _____ Expiry Date _____

Next of Kin _____ Address _____ Tel No. _____

On successful completion of Safety Induction, complete and sign below:

Signed by Site Manager _____ Date _____

WE WELCOME YOUR INVOLVEMENT IN ANY SITE MATTER INCLUDING SAFETY, HEALTH, WELFARE AND ENVIRONMENTAL IMPROVEMENTS – JUST SPEAK TO ANY OF THE MANAGEMENT TEAM

NOTE: Where Agency Labour is being used, it is important to establish the levels of competency and understanding of Health and Safety and in the case of Ethnic Labour, their basic understanding of both spoken and written English. Where there is any doubts, levels of supervision should be assessed to monitor their progress.

INDUCTION AWARENESS QUESTIONS

Who is responsible for reporting any unsafe conditions on site?

- ☐ **A:** The Site Manager only
- ☐ **B:** The Client
- ☐ **C:** Health and Safety Executive Inspectors
- ☐ **D:** Everyone on site

You are about to start a job. How will you know if it needs a Permit to Work?

- ☐ **A:** You will be given a Permit to Work at the site induction
- ☐ **B:** The Health and Safety Executive will tell you
- ☐ **C:** You will not be allowed to start work until the Permit to Work has been issued
- ☐ **D:** You do not need to know, Permits to Work only affect Managers

When are you **most** likely to have an accident?

- ☐ **A:** In the morning
- ☐ **B:** In the afternoon
- ☐ **C:** During the summer months
- ☐ **D:** When you first start on site

When do you need to wear eye protection?

- ☐ **A:** On very bright sunny days
- ☐ **B:** If there is a risk of eye injury
- ☐ **C:** When your employer can afford it
- ☐ **D:** Only if you work with chemicals

If there is an emergency on site you should:

- ☐ **A:** Leave the site and go home
- ☐ **B:** Phone home
- ☐ **C:** Follow the site emergency procedure
- ☐ **D:** Phone the Health and Safety Executive

As an employee, you do not have a legal duty to:

- ☐ **A:** Use all equipment safely and as instructed
- ☐ **B:** Write your own risk assessments
- ☐ **C:** Speak to your Supervisor if you are worried about safety on site
- ☐ **D:** Report any equipment that is damaged or defective

When should you report environmental incidents and near misses?

- ☐ **A:** Never
- ☐ **B:** During your next break
- ☐ **C:** As soon as practical
- ☐ **D:** At the end of the day

To lift a load safely, you need to think about:

- ☐ **A:** Stand with your feet together when lifting
- ☐ **B:** Bend your back when lifting
- ☐ **C:** Carry the load away from your body, at arm's length
- ☐ **D:** Divide large loads into smaller loads

You are about to start a job. How will you know if you need any extra Personal Protective Equipment?

- ☐ **A:** By looking at your Employer's Health and Safety Policy
- ☐ **B:** You will just be expected to know
- ☐ **C:** From the risk assessment or method statement
- ☐ **D:** A letter will be sent to your come

Which of these statements about asbestos is **true**?

- ☐ **A:** Brown asbestos is safe but blue asbestos is a hazard to health
- ☐ **B:** White asbestos is safe to use
- ☐ **C:** All types of asbestos are safe to handle
- ☐ **D:** All types of asbestos are a hazard to health

Company Name _____

Name _____ Pass ☐

Date _____ Fail ☐

Appendix G **Emergency Procedures**

- **Project Emergency Procedure**
- **Site Emergency Procedure**
- **Site Fire Risk Assessment Plan**
- **Fire Prevention and Emergency Evacuation Procedure**
- **Accident/Incident Reporting Procedure**

Emergency Procedures Plan – SITES		
Item No.	**Procedure**	**Responsible Person**
	Introduction	
	In the event of a Safety or Environmental incident the following emergency procedures shall apply depending on the particular circumstances. The following situations are covered:- 1. Fire 2. Personal Injury Accidents 3. Striking or Causing Damage to Gas Mains/Pipes 4. Striking Electrical Cables 5. Striking Sewers or Water Mains 6. Striking Drainage Ducts/Pipes 7. Striking or Finding an Unexploded Bomb, Ordinance or Suspicious Package 8. Striking Other Pipes, Tunnels or Cables 9. Pollution of Drains or Surface Water Courses 10. Pollution of Ground and Ground Water Courses 11. Pollution Caused by Noise, Vibration, Dust, Odours and/or Emissions 12. Interference with Items of Archaeological or Historical Significance 13. Interference with Protected Wild Life 14. Chemical/Fuel Tanker Incident	
	For all above emergencies, complete an accident/incident report and, where applicable, put an entry in the accident book.	**Site Manager**
1	**Fire**	
1.1	The person who identifies the fire shall immediately: • Warn all personnel in the immediate vicinity • Notify the Site Manager of the situation stating the location of the incident and extent of fire	**Person identifying fire**
1.2	If suitable fire extinguishing equipment and trained operators are available, they should attempt to extinguish the fire.	**Trained Operator(s)**
1.3	If the fire cannot be controlled with equipment available, then immediately: • Telephone 999 and summon the Fire Brigade and an ambulance if personnel injury is also involved • If safe to do so, turn off relevant power supplies and gas and remove flammable materials from the vicinity	**Site Manager**
1.4	All personnel shall stop work on receiving the warning and make their way to the assembly point at the Site Office/Compound.	**All**
1.5	The Site Manager shall make the Fire Brigade aware of any materials in the vicinity of the fire, which represent a Health, Safety or Environmental Hazard.	**Site Manager**
1.6	When the all clear is given by the Fire Brigade Officer or the Site Manager return to work.	**Site Manager**
1.7	In the case when the Fire Brigade is called, the Site Manager shall notify the Project Manager and/or Company SHE Manager.	**Site Manager**

Item No.	Procedure	Responsible Person
2	**<u>Personal Injury Accidents</u>**	
2.1	The Injured Person or Other Personnel shall immediately: • Inform the First Aider • Inform the Site Manager	**Injured Person Other**
2.2	The First Aider, Site Manager or other personnel (in order of preference and availability) shall assess the seriousness of the injuries and shall, if it is considered that the person requires treatment at a Hospital, call 999 and summon an ambulance.	**First Aider/ Site Manager/ Other**
2.3	If the person can be treated satisfactorily at the location, then treatment shall proceed.	**First Aider**
2.4	In the case of "Reportable Accidents" the Site Manager shall notify the Company SHE Manager who will report the accident to the HSE Incident Contact Centre.	**Site Manager/ Company SHE Manager**
3	**<u>Striking or Causing Damage to Gas Mains/Pipes</u>**	
3.1	The person who identifies the item shall immediately: • Stop the works • Shut down all plant not fitted with Chalwyn valves, using mechanical means, if available, rather than electrical • Notify the Site Manager of the situation, stating the location incident	**Person identifying item**
3.2	Telephone the Emergency number**. If you use a mobile phone the use it outside the exclusion zone.**	**Site Manager**
3.3	Evacuate the area to a distance of 5 metres from small service pipes and up to 200 metres for high-pressure mains.	**Site Manager**
3.4	If safe to do so, remove and/or extinguish all sources of ignition, including smoking and electrical equipment in the immediate area.	**All**
3.5	**Should this gas ignite, do not attempt to extinguish the fire but call the Fire Brigade on 999.**	**All**
3.6	On arrival of the Emergency Services the Site Manager shall provide them with details of the incident.	**Site Manager**
3.7	Advise Project Manager.	**Site Manager**
3.8	In the case of "Reportable Accidents", i.e. those involving a large escape of gas, the Project Manager shall notify the Company SHE Manager who will contact the HSE.	**SHE Manager**
3.9	When the all clear is given by the Site Manager return to work.	**Site Manager**
4	**<u>Striking Electrical Cables</u>**	
	(Note some high voltage underground cables are oil cooled and the first evidence of a strike may be a jet of oil, possibly followed by a fire).	
4.1	Stop all operations.	**Operator**
4.2	If machine is still in contact with source, the operator shall remain in the cab and warn others not to approach or touch the machine.	**Operator**
4.3	Notify the Site Manager of the situation, stating the location of the incident and voltage of cable (if known).	**Operator**
4.4	If a casualty is in contact with source do not touch casualty.	**All**

Item No.	Procedure	Responsible Person
4.5	Switch off power if possible. If not possible and there is a casualty or the general public are at risk, call the emergency services.	**Site Manager**
4.6	If there is a casualty and the power cannot be isolated, safeguard yourself before attempting removal. Provided the voltage is less than 415V then stand on dry non-conducting material and use dry non-conducting material to push/pull casualty off the power source.	**All**
4.7	Contact the electricity supplier.	**Site Manager**
5	**Striking Sewers or Water Mains**	
5.1	The person who identifies the incident shall immediately: • Stop the works • Stop, contain and/or divert the spillage to prevent ingress into the drains or surface watercourses. It may be possible to divert spillage from water mains into drains or watercourses provided that water does not pick up silt in the process. • Notify the Site Manager of the situation, if possible stating the location of the incident, the source of the spillage and the offending material.	**Person identifying spillage**
5.2	Stop work and follow procedures for Pollution of Drains or Surface Water Courses below.	**Site Manager**
6	**Striking Drainage Ducts/Pipes**	
6.1	The person who identifies the incident shall immediately: • Stop the works • Stop, contain and/or divert any material to prevent ingress into the drainage duct or pipe • Notify the Site Manager of the situation, stating the location of the incident	**Person identifying spillage**
6.2	Inform the owner of the drainage duct or pipe.	**Project Manager**
7	**Striking or Finding an Unexploded Bomb, Ordinance or Suspicious Package**	
7.1	The person who identifies the item shall immediately: • Stop the works • Shut down all plant • Not handle the item • Notify the Site Manager of the situation, stating the location of the item	**Person identifying item**
7.2	Evacuate the area.	**Site Manager**
7.3	Call the Police, cordon off the area and try to prevent unauthorized entry.	**Site Manager**
7.4	When the all clear is given by the Police return to work.	**Site Manager**
8	**Striking Other Pipes, Tunnels or Cables**	
8.1	The person who identifies the problem shall immediately: • Stop the works and shut down all plant • Stop, contain and/or divert any spillage, if it occurs, to prevent ingress into the drains or surface watercourses. • Remove sources of ignition if material is flammable if safe to do so. • Notify the Site Manager of the situation, stating the location item.	**Person identifying problem**

Item No.	Procedure	Responsible Person
8.2	In the case of spills follow procedures for Pollution of Drains or Surface Watercourses below.	**Site Manager**
8.3	Inform the owner of the pipe, tunnel or cable.	**Site Manager/ Project Manager**
9	**<u>Pollution of Drains or Surface Watercourses</u>**	
9.1	The person who identifies the spillage shall immediately: • Stop, contain and/or divert the spillage to prevent further ingress into the drains or surface watercourses. • Remove sources of ignition if material is flammable if safe to do so. • Notify the Site Manager of the situation, if possible stating the location of the incident, the source of the spillage and the offending material.	**Person identifying spillage**
9.2	Measures shall be taken to contain the spillage i.e. using absorbent granules/sand/ pads from the spill kit, booms, etc. Seal surface water out falls if the spill is into the drainage system. Do NOT wash spillage into drainage system.	**Site Manager/ Operatives**
9.3	Advise Project Managers and the Company SHE Manager.	**Site Manager**
9.4	In the case of significant spills the Project Manager shall advise the Environmental Agency (EA) on emergency number 0800 807 060 (24 hour cover) and the Water Company. (If sewers are involved)	**Project Manager**
9.5	Any remaining spillage shall be mopped up using materials in spillage kit or “Gully Emptier” if applicable. Disposal of contaminated material shall be via reputable Waste Disposal Contractor and shall be regarded as “Special Waste”	**Site Manager**
10	**<u>Pollution of Ground and Ground Watercourses</u>**	
10.1	The person who identifies the spillage shall immediately: • Stop, contain and/or divert the spillage to prevent further ingress into the ground. • Remove sources of ignition if material is flammable if safe to do so. • Notify the Site Manager of the situation, if possible stating the location of the incident, the source of the spillage and the offending material.	**Person identifying spillage**
10.2	Measures shall be taken to stop further ingress of material into the ground. If the contaminant is a fluid then the surface material shall be soaked up using absorbent granules/sand/pads from the spill kit. Do NOT wash spillage into drainage system.	**Site Manager/ Operatives**
10.3	Any remaining spillage shall be mopped up using materials in spillage kit or “Gully Emptier” if applicable. Disposal of contaminated material and ground shall be via reputable Waste Disposal Contractor and shall be regarded as “Special Waste”.	**Site Manager**
10.4	If there is any evidence that a material (particularly if the spillage is a fluid) has percolated below the material that has been removed and could seep into the ground water then advise Project Manager and the Company SHE Manager.	**Site Manager**
10.5	In the case of significant contamination and/or possible seepage into ground water the Contracts Manager shall notify the Environmental Agency EA on emergency number 0800 807 060 (24 hour cover)	**Project Manager**

Item No.	Procedure	Responsible Person
11	**<u>Pollution Caused by Noise, Vibration, Dust, Odours and/or Emissions</u>**	
11.1	The person who identifies the problem, this may be a complaint from a third party, shall immediately: • Remove the source of the problem to prevent further contamination; this may involve stopping a particular operation. • Notify the Site Manager of the situation, if possible stating the location of the problem and the source of the problem.	**Person identifying emission**
11.2	If the Site Manager cannot resolve the problem, then advise Project Manager and the Company SHE Manager.	**Site Manager**
11.3	In the case of significant problems, which cannot be resolved at the local level, the Project Manager shall notify the local Environmental Health Officer at the Local Authority.	**Project Manager**
12	**<u>Interference with Items of Archaeological or Historical Significance</u>**	
12.1	The person who identifies the Item(s) shall immediately: • Stop work in area where items are located. • Stop anybody removing any items from the area. • Notify the Site Manager of the situation stating the location of the items.	**Person identifying item(s)**
12.2	The area surrounding where the items were found shall be fenced off.	**Site Manager/ Operative**
12.3	Advise the Project Manager and SHE Manager.	**Site Manager**
12.4	The Contracts Manager shall advise the local Archaeological Conservation Officer at the County Council Offices.	**Project Manager**
13	**<u>Interference with Protected Wildlife</u>**	
13.1	Some examples of protected wildlife are listed below: • Nesting birds • Badger Sets • Bat roosts • Snakes and Reptiles • Great Crested Newts and Natterjack Toads • Hedgerows, Wild Orchids, Protected Trees, etc.	
13.2	The person who identifies the possibility that the works may interfere with Protected Wildlife shall immediately: • Stop work in the vicinity of wildlife. • Stop anybody interfering with or removing anything from the area. • Notify the Site Manager of the situation stating the location of the problem.	**Person identifying problem**
13.3	In the case of significant damage or disturbance the Project Manager shall notify the Environmental Agency EA on 01115 945 5722	**Project Manager**
14	**<u>Chemical/Fuel Tanker Incident</u>**	
	Stop work and do not approach the vehicle if it will put you at risk	**All**
14.1	Move to a safe distance upwind of the spill and contact the Emergency Services on 999. **If you use a mobile phone then use it outside the zone where it could cause ignition of fumes from the spillage.**	**Site Manager**

Item No.	Procedure	Responsible Person
14.2	Attempt to prevent access to the area until the Emergency Services arrive and assist them when they do so.	**Site Manager**
14.3	Advise the Project Manager and the Company SHE Manager.	**Site Manager**
14.4	When the all clear is given by the Emergency Services return to work.	**Site Manager**

SITE EMERGENCY PLAN

SITE NAME AND ADDRESS: The Bell Inn, 33 Church Street, Pinchbeck, Spalding, PE11 3UB TEL.NO.:

In the event of an emergency – whether it be a fire, chemical spillage, or an accident or a bomb threat/alert etc. the person discovering the incident should immediately take the following action:-

ACCIDENT AND INCIDENT EMERGENCY PLAN

1) Call for assistance (in the case of fire, shout Fire Fire)
2) Raise the alarm (site warning bell/klaxon etc.)
3) **Delegate someone to:**
   - ❑ Inform the Site Manager who will take charge and
   - ❑ Call the emergency services (Dial 999)
   - ❑ Inform the Emergency Services of the Site Location (Address and Tel.No. above)
   - ❑ Obtain first aid assistance (as necessary) (Details of qualified first aiders are posted in the Site Office)
   - ❑ Delegate someone to go to the site entrance to be available to direct the Emergency Services to the scene of the incident.
     In the case of a fire, the Site Fire Co-Ordinator (normally the Site Manager) will decide whether it is safe to attempt to fight the fire.
   - ❑ Inform the Client or other site users (as applicable)
4) If the Site Manager is NOT available, the person delegated to raise the alarm should:
   i) Call the emergency services.
   ii) Delegate someone to go to the site entrance to meet the Emergency Services.
   iii) Return to the scene of the incident to confirm that the emergency services have been alerted.
5) **ALL OTHER SITE PERSONNEL not engaged in the incident should:-**
   i) Turn off generators, compressors and other powered equipment.
   ii) Turn off all heat producing equipment and stop cylinder valves and

EVACUATE THE SITE AND MUSTER AT THE DESIGNATED ASSEMBLY POINT, WHICH IS ADJACENT TO CONTRACTOR'S COMPOUND – SEE SITE LAYOUT PLAN

DO NOT RE-ENTER SITE UNTIL TOLD TO DO SO

ENVIRONMENTAL EMERGENCY PLAN

The potential emergency situations have been identified from the Aspects Register as:

1) Spillage of Diesel or similar
2) Discovery of contaminated ground

In these situations, the following actions must be taken:

i) Report the Incident to Site Management
ii) Try to identify source of pollution and stop flow
iii) Avoid pollution spreading – dam flow – divert from water courses/drains
iv) Get spillage kit
v) Collect and contain contaminated material and dispose of under Waste Regulations
vi) Report Incident to the Environment Agency when necessary

CONTAMINATED GROUND

If discoloured, unusual, oily or ground emitting fumes is discovered during excavation then:

i) Stop work
ii) Report it to the Site Manager
iii) Do not touch it, remember Health and Safety Procedures, it may then need to be analysed and disposed of as hazardous waste
iv) Do not continue work unless authorised by Site Management

WEAR PERSONAL PROTECTIVE EQUIPMENT WHEN HANDLING CONTAMINATED MATERIALS

SITE EMERGENCY PROCEDURE

EMERGENCY CONTACT DETAILS

In the case of all emergencies

DIAL 999

LOCATION OF NEAREST:

HOSPITAL A & E	Name:Johnson Community Hospital, Spalding Rd, Pinchbeck, Spalding PE11 3DT Tel: 01775 652000	
FIRE STATION	Name: Spalding Fire Station West Elloe Road, Spalding PE11 2BH Tel: 01522 555777	
POLICE	Name: Spalding Police Station Westlode Street Spalding PE11 2AF Tel: 101	
HSE	Health and Safety Executive Foundry House 3 Millsands Sheffield S3 8NH	Tel. No.
ENVIRONMENTAL AGENCY	EMERGENCY HOTLINE	Tel. No. 0800 80 70 60
WATER AUTHORITY	Anglian Water	Tel. No. 03457 145 145

LOCATION OF OIL/CHEMICAL SPILLAGE KITS SITE OFFICE

This Notice must be clearly displayed in all Site Accommodation Units including the Canteen

SITE FIRE PLAN AND RISK ASSESSMENT

SITE: **SITE FIRE SAFETY CO-ORDINATORS:**

	HAZARDS IDENTIFIED	RISK	LEVEL OF RISK	ACTIONS TAKEN
1)	Burning/Welding/ Grinding/Cutting Activities	Sources of Ignition	High	Controlled under a Hot Work Permit
2)	Storage of Flammable Materials/Liquids	Sources of Fire	High	All flammable materials stored in secure steel containers
3)	Accumulations of Waste	Source of Fire	High	Waste materials cleaned up on a daily basis and placed in respective waste skips

Detailed below is a list of general site fire precautions which must be adhered to and will significantly reduce the risk of fire. Site Fire Co-Ordinators should refer to 'The Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation' for further guidance and should complete a Site Fire Prevention Checklist. This Site Fire Risk Assessment will form part of site safety induction given to all operatives on their first visit to site.

1)	The site is to be maintained in a tidy condition with all combustible materials, including waste and welding etc. secured safely and/or deposited in waste skips on a daily basis. Waste skips should be sited away from the building under construction; site accommodation units and, where practicable, well away from site boundaries.
2)	All walkways/access points/fire exits to be kept clear at all times.
3)	Paints, flammable liquids and LPG cylinders etc., when not in use, must be stored in the areas designated by the Site Fire Safety Co-Ordinator.
4)	**ALL HOT WORK i.e. burning, welding, gas cutting, grinding etc. will be subject to a 'Permit to Work'.**
5)	Smoking is not allowed in site accommodation – i.e. offices, welfare and canteen facilities and lock-ups. Smoking in external areas may only be allowed at the discretion of the Site Manager/Site Fire Safety Co-Ordinator.
6)	All portable heating appliances must be safely secured and suitably guarded.
7)	Any temporary electrical wiring must be installed safely and in accordance with the latest edition of the I.E.E. Wiring Regulations and undertaken by a competent electrician.
8)	Wherever possible, trailing electrical cables should be run off the floors and walkways in order to reduce the risk of trip hazards.
9)	Portable electrical tools should be 110V or battery operated and should be regularly inspected and tested by a competent person.
10)	All stationery engine driven plant i.e. compressors and generators, must be positioned in the open air or in a well ventilated non-combustible enclosure. They must be sited so that exhaust pipes and exhaust gases are kept clear of combustible materials and should wherever practicable be separated from working areas and other buildings. Fuel tanks on engine driven plant must not be filled whilst engines are running. Provisions should be made to prevent spillages, however 'spill kits' must be provided in the case of an emergency/incident.
	The Site Fire Safety Co-Ordinator will ensure that a final inspection of the premises is carried out after ceasework for fire hazards and site security.

THE SITE FIRE ALARM(S) ARE LOCATED AT:

FIRE EXTINGUISHERS ARE LOCATED AT:

ALLENBY COMMERCIAL (CONSTRUCTION) LTD

FIRE PREVENTION AND EMERGENCY EVACUATION PROCEDURES – CONSTRUCTION SITES

This procedure details the responsibilities of the Site Fire Safety Co-Ordinator; the actions to be taken to minimise the risk of fire and the Site Emergency Evacuation Procedures.
Common causes of fire are:-

- Malicious Ignition (including by children)
- Hot Work
- Electrical Faults
- Cooking Fires in Kitchens and Canteens
- Carelessness in smoking or with lighted matches.
- Faulty or misused heating equipment.
- Incorrect storage and use of flammable liquids and compressed gases.
- Uncontrolled rubbish burning

This procedure details the responsibilities of the Site Fire Safety Co-Ordinator; the actions to be taken to minimise the risk of fire and the Site Emergency Evacuation Procedures.

- Ensure that all procedures, precautionary measures and safety standards, as laid down in the *Site Fire Safety Plan*, are clearly understood and complied with by all those on the project site(s).
- Where required by *the Site Fire Safety Plan*, ensure that a system using *Hot Work Permits* is established and check that it is followed.
- Carry out weekly checks of firefighting equipment and test all alarm and detection devices installed on site. Conduct weekly inspections of escape routes, fire brigade access, firefighting facilities and work areas and check that the requirements of the *Site Fire Safety Plan* are being followed.
- Where appropriate, liaise with the local fire brigade, including arranging site inspections and familiarisation tours. This is most likely to be appropriate on the more complex sites. Liaise with security personnel where they are employed.
- Maintain a written record of all checks, inspections, tests, fire patrols and fire drill procedures.
- Regularly monitor and check the detailed arrangements and actual procedures for calling the fire brigade.
- During an alarm, execute those duties required for the safe evacuation of the site, and ensure that all staff and visitors report to assembly points.
- Promote a *fire safe working environment* at all times.

Emergency Procedures

Fire Alarms

On all sites a means of warning of fire will be established. Hand bells, whistles, klaxons or manually operated sounders may be used, as long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm. Under the *Health and Safety (Safety Signs and Signals) Regulations 1996*, the signal for evacuation must be continuous.

Notices

Written *Emergency Procedures* will be displayed in prominent locations and made available to all employees on site. Details of the emergency procedure will form part of Site Safety Induction.

Clear access to the site and buildings will be maintained at all times.

Identified personnel, e.g. security guards, will be briefed to unlock gates, doors, etc. in the event of an alarm.

ACCIDENT/INCIDENT/NEAR MISS REPORTING PROCEDURE

This procedure details the actions to be taken following an accident/incident or near miss involving Allenby Commercial (Construction) Ltd employees and/or sub-contractor's working for the Company.

IN THE EVENT OF INJURY TO PERSONNEL

1) Obtain immediate first aid attention.
2) If on a site – inform the Site Manager, who will take control and inform the emergency services as necessary. If the Site Manager is not available the person discovering the accident, having sought first aid, should inform the emergency services, as necessary.
3) In the event that the accident could cause further injury to personnel or damage to property, then all necessary steps should be taken to safeguard personnel and/or property.
4) If possible and/or appropriate, cordon off the scene of the accident/incident to prevent disturbing evidence of the cause(s) of the accident.
5) The following persons should all be informed of the accident as soon as practicable following the accident so that an investigation can be carried out and/or the necessary Statutory Authorities informed.
   i) The Project Manager.
   ii) The Company Safety Officer.
   iii) Hull Building Safety Group Officer.
   iv) If unable to make contact with any of the above, inform a Company Director.
6) Record details of the accident:
   i) Site/Office Accident Report Book.
   ii) Top copy of the 'Accident Report Form' which should be returned to the Company Safety Officer (**within 24 hours of the accident**).
7) Should the injured party be absent from work for more than 7 consecutive days (excluding the day of the accident, but including week-ends and other holidays which would have been working days) or is admitted to hospital for more than 24 hours after an accident, the Company Safety Officer must be informed.
   Should an accident or incident result in the Client's activities being stopped then a report should be made, initially by telephone, but followed up in writing to the Managing Director and/or Finance Director.
   In the event of an incident/near miss, the details should be reported to the Site Manager who will record the details and carry out an initial investigation.
8) The Company Safety Officer will investigate all accidents in conjunction with the Project Contract Manager and the Hull Building Safety Group's Safety Officer as appropriate and recommend preventative action(s).
9) The Company Safety Officer will report all reportable accidents, dangerous occurrences to the appropriate authorities.
10) **Contact Telephone Numbers**
    Hull Building Safety Group – (Mark Dobson – SHE Officer) – 07977 458217

Appendix H i) **Pre-Construction Information**
ii) **Designers Risk Assessments**

Appendix I **Principal Contractor's Health, Safety and Environment Hazard Identification Checklist and Risk Assessments**

HEALTH, SAFETY AND ENVIRONMENTAL HAZARD/ASPECT IDENTIFICATION

PROCEDURE

Using the Hazard/Aspect Identification Checklist, identify the hazard/aspect present by marking the box **YES** OR **NO**.

Those Aspects/Hazards identified as being present in the operation should now be assessed for the consequence and probability by using the following risk rating matrix. Generally the higher the score, the higher the risk.

RISK RATINGS

LOW - SCORE 1 TO 4
MEDIUM - SCORE 5 TO 9
HIGH - SCORE 10 TO 20

Having established the initial risk rating, the precautions and controls taken to reduce the risk/ impact should be considered along with what P.P.E. may be required.

The resultant final risk rating should now be evaluated.

From the Generic Company Significant Aspects Summary produced certain activities are regarded as top priority for action. With these activities having a significant rating of over 100, due to the fact that the impact could result in pollution to the environment with both SIGNIFICANT LEGAL AND COST IMPLICATIONS.

These activities are highlighted in the Job Specific Assessment.

RISK RATINGS

From the Hazards/Aspects Identified the initial Risk Rating can be established using the Risk Rating Chart below:-

Consequence			Very Improbable (1)	Remote (2)	Possible (3)	Probable/ Likely (4)
	Catastrophic ➢ Major injury or Death ➢ Numerous Laws Apply ➢ Very Large Amounts of Damage/ Pollution ➢ Serious Impact on Profits ➢ Interested Parties – Extremely Concerned	(5)	MEDIUM	HIGH	HIGH	HIGH
	➢ Significant Injuries [Reportable to HSE] ➢ Law Applies Now ➢ Large Amount of Damage/Pollution ➢ High Losses and Clean Up Costs ➢ Interested Parties – Extremely concerned	(4)	MEDIUM	MEDIUM	HIGH	HIGH
	➢ Moderate Injuries [Lost Time Injuries] ➢ Medium Damage ➢ Medium Amounts ➢ Law Applies ➢ Concerned ➢ Interested Parties – Very Concerned	(3)	MEDIUM	MEDIUM	MEDIUM	HIGH
	➢ Minor injuries ➢ Law Pending ➢ Minor Damage ➢ Medium Costs [Losses and Clean up Costs] ➢ Growing Concern of Interested Parties	(2)	LOW	LOW	MEDIUM	MEDIUM
	➢ No Injury ➢ No Damage ➢ No Law Applies ➢ Low Cost [Losses and Clean up Costs] ➢ Minor Amount ➢ No Interested Parties	(1)	LOW	LOW	LOW	LOW
			▪ No incidents or Complaints seldom occur ▪ Controls effective ▪ Frequently checked ▪ Fully contained or enclosed	▪ Some Incidents or Complaints ▪ Regular occurrence ▪ Occasional checks ▪ Controls ineffective ▪ Partially contained or enclosed	▪ Many incidents and complaints ▪ Frequent or continuous occurrences ▪ Not checked or effectively managed ▪ Open to the environment	▪ Certain to occur ▪ Constant Complaints ▪ Monitoring not effective ▪ Controls not effective ▪ Potential Prosecution
			Probability			

Key

High
Medium
Low

- Having considered the initial Risk/Impact Rating, the precautions and controls taken to eliminate or reduce the Risk/Impact to the lowest reasonably practical, along with any P.P.E. that may be required.

- The resultant final risk should now be evaluated and recorded.

<u>Definitions of Risk Ratings</u>

- **Low [L] Risk – Score 1 to 4:**
  These risks are both unlikely to occur and not significant in their impact. They should be managed using normal or generic planning arrangements and require minimal monitoring and control unless subsequent risk assessments show a substantial change, prompting a move to another risk category.

- **Medium [M] Risk – Score 5 to 9:**
  These risks are less significant, but may cause minor injuries which may result in being reported under RIDDOR Regulations.

- **High [H] Risk – Score 10 to 20:**
  These risks are classed as significant with the possibility of a Death/Serious Injury or Significant Pollution Issue that would lead to a major investigation and probable prosecution by the appropriate Enforcing Authorities i.e. HSE or Environment Agency. They may have a high or low likelihood of occurrence, but their potential consequences are sufficiently serious to warrant appropriate consideration, not only to reduce or eliminate the risks, but generic planning and training should be put in place and the risk monitored on a regular frequency.

HEALTH, SAFETY AND ENVIRONMENT HAZARD IDENTIFICATION CHECKLIST
(INITIAL JOB SPECIFIC ASSESSMENT)

SITE:					**CONTRACT NO. C.**	
DESCRIPTION OF THE WORK						
	HAZARD/ASPECT	**Y**	N	If Yes Env. Aspect?	**Potential Harm/Damage/Loss or Impact on the Environment**	
1)	**SITE SET UP AND PREPARATION**					
	Ground Clearance				Damage to the Environment/Services/Property/Equipment	
	Site Establishment				Damage to the Environment/Services/Property/Equipment	
	Reduce Level Dig				Damage to Services/Collision/Nuisance to Neighbours/Pollution/Plant Movements	Prosecution
	Fill to Levels				Damage to Services/Collision/Nuisance to Neighbours/Pollution/Plant Movements	Prosecution
2)	**GROUND/ECOLOGY**					
	Contaminated Land				Damage to Health and Property	Prosecution
	Contaminated Water				Wildlife and Environment Cross Contamination	Prosecution
	Groundwater				Cross Contamination/Pollution/Drowning	Prosecution
	Uneven or Steep Land				Plant overturn and collision. Slips and trips. Damage to health, equipment and environment	
	Unstable Ground				Damage to Health and Property	
	Invasive Weeds				Disturbance and Spreading – Costs of Disposal and Treatment	Prosecution
	Protected Trees/Shrubs				Damage to the Environment – Disturbance to Wildlife	Prosecution
	Protected Wildlife				Damage to the Environment – Disturbance to Wildlife	Prosecution
	Other [Specify]					
3)	**SERVICES**					
	Live Electricity [Underground or Overhead]				Electrocution/Death/Explosion – Damage to Property and Equipment/Plant	
	Gas				Explosion/Death/Fire – Damage to Property and Equipment/Plant	
	Water				Flooding – Damage to Services/Property/Equipment/Plant	
	Sewage				Uncontrolled Sewage – Damage to Services/Health Issues/Environmental Contamination	
	Communications				Damage to Services/Property/Plant and Equipment	

	HAZARD/ASPECT	Y	N	If Yes Env. Aspect?	Potential Harm/Damage/Loss or Impact on the Environment	
4)	**SITE ACCESS SECURITY**					
	Access and Egress Routes				Slips/Trips and Falls; Highway Congestion; Collisions with Pedestrians; Nuisance	
	Traffic Routes/Plans				Collisions with Pedestrians/Plant; Nuisance; Pollution	
	Security Fencing				Trespass/Theft/Damage; Risk of Injury	
	Security Lighting				Nuisance; Pollution; Carbon Footprint	
5)	**CONSTRUCTION OPERATIONS**					
	Piling Activities				Damage to Services; Nuisance; Pollution	Prosecution
	Pile Caps and Ground Beams				Vibration; Noise; Nuisance	Prosecution
	Trenchwork/Deep Excavations				Ground Collapse; Damage to Health and Equipment	Prosecution
	Excavations Adjacent Building Structures				Ground Failure; Damage to Health, Structure and Equipment	
	Erection of Structural Steel				Pedestrian/Plant Collision; Damage to Health and Environment; Pollution	Prosecution
	Concrete/Screeding Works				Pedestrian/Plant Collision; Damage to Health and Environment; Pollution	Prosecution
	Brickwork/Blockwork				Damage to Health; Pollution; Slips; Trips and Falls	Prosecution
	Joinery Activities				Damage to Health; Pollution; Slips; Trips and Falls	Prosecution
	Roofing and Cladding Works				Damage to Health; Pedestrian/Plant Collision; Pollution	Prosecution
	Installation of Mechanical Services				Damage to Health; Slips; Trips and Falls	
	Installation of Electrical Services				Damage to Health; Slips; Trips and Falls	
	Installation of Plumbing Services				Damage to Health; Slips; Trips and Falls	
	Painting and Decorating				Damage to Health; Slips; Trips and Falls; Pollution	Prosecution
	Floor Finishes				Damage to Health; Slips; Trips and Falls; Pollution	Prosecution
	Landscaping Works				Damage to Health and environment. Disturbance of wildlife	
	Other [Specify]					
6)	**GENERAL OPERATIONS**					
	Plant Refuelling				Damage to Environment; Pollution	Prosecution
	Working at Height				Falls from Height; Objects Falling from Height; Damage to Health	
	Confined Spaces				Limited Access/ Egress; Asphyxiation; Damage to Health; Restricted Physical Movement	
	Plant Repairs/Maintenance				Damage to Health; Electrocution; Entrapment	
	Manual Handling				Repetitive Strain Injury; Damage to Health and Materials	
	Storage of Materials				Security; Stability; Damage to Materials	

	HAZARD/ASPECT	Y	N	If Yes Env. Aspect?	Potential Harm/Damage/Loss or Impact on the Environment	
	Working Over/Adjacent to Water				Drowning; Damage to Equipment and Watercourse; Pollution	Prosecution
	Harmful Substances – Storage/ Handling				Asphyxiation; Damage to Health and Environment	
7)	**SPECIALIST ACTIVITIES**					
	Demolition				Damage to Health; Nuisance; Damage to Property and Environment	Prosecution
	Asbestos Removal				Chronic Damage to Health	
	Other [Specify]					
8)	**GENERAL HAZARDS/ASPECTS**					
	Dust				Damage to Health and Environment; Nuisance	Prosecution
	Odours/Vapours				Asphyxiation; Damage to Health and Environment; Nuisance	Prosecution
	Leptospiropsis [Rats Urine]				Damage to Health from Soils or Liquids Urinated on by Rats	
	Fire				Damage to Health, Property and Wildlife	
	Flood				Drowning; Transfer of Contamination	Prosecution
	Noise/Vibration				Damage to Hearing; Hard/Arm/Whole Body Vibration; Disturbance of Wildlife; Nuisance	Prosecution
	Other [Specify]					

Issue No.:	Issue Date:	Carried Out By:

Appendix J **Contractors Method Statement**

Part 5
Construction Method Statement

The parking of vehicles of site operatives and visitors

All construction vehicles are to park in the designated parking area located on site.
Overflow parking is not permitted, where required, personnel will be advised to park vehicles on the public highway conforming with local parking arrangements.
The Site will be clearly sign posted from the main road (Church Street) for all Construction Traffic and Visitors.

Means of access for construction traffic

All Construction Traffic will enter site via Church Street.
See Appendix 11 – Pinchbeck – 001 Site Set Up Plan.
No Site Access is permitted from any other area, this is to be secured with Heras fencing.

Loading and unloading of plant and materials

Loading of materials/plant will be carried out within the Site boundary and under the instruction of the Site Manager.
Suitable lifting equipment and RAMS will be reviewed prior to commencing on site taking into consideration, Ground Conditions, Wind, Plant, Personnel, Other Site Activities, Time Etc.

Storage of plant and materials used in constructing the development

Plant
All Plant will be stored within the Site compound throughout the project.
Keys will not be left on site and will be the responsibility of the trained plant operators.
Where possible, plant will be fitted with anti-theft shutters/devices.

Materials
All Materials used for the construction project will be stored within the Site compound.
Steel Site Containers (20ft) will be available for material secure storage.

The erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate

The Entrance gates will be Heras Fencing allowing public viewing at any stage.
All areas within the site boundary will be secured/fenced with appropriate H&S signage displayed to prevent unauthorised access.

Wheel washing facilities

The construction site entrance area will be surfaced with temporary stone to eliminate ‘at source’ the requirement for wheel washing.
No roadworthy vehicles will be permitted to drive on soft ground and onto the public highway.
Only site-based Plant will be permitted to access the full site boundary and will be collected/delivered on a low loader positioned on the hardstanding.
The Site Manger will monitor this daily to ensure no site material is inadvertently dragged onto the highway.

Measures to control the emission of dust and dirt during construction

As noted above, we intend stoning the construction entrance area to minimise dirt leaving site.
Cutting equipment to use water as suppressant or suitable local exhaust ventilation systems.
All loads entering and leaving site are to be covered to prevent debris becoming airborne, spillage or depositing of any materials on the highway.

Measures to control noise levels during construction

As noted within the Site Rules (Item 15), working hours are to be limited to:
Monday to Friday inclusive - 06:30hrs – 19.00hrs
Saturday - 06.30hrs – 16.00hrs
Sundays & Bank Holidays - Not Permitted without approval
Working outside these hours will be by agreement with the Allenby Commercial (Construction) Ltd Site Manager.
Construction/Demolition works that are audible at the boundary of the site shall not take place outside 07.30 to 19.30 hours on Monday to Fridays, 08.00 to 12.30 hours on Saturdays nor at any time on Sundays or Bank and National Holidays.

Consideration is to be taken to local residents when working externally or in close proximately to the boundary during early morning works.

All Vehicles are to switch off engines – no un-necessary idling vehicles on site.

Equipment Selection

Site Plant/Machinery, considerations to installing modifications to control noise levels, installing silencers to plant machinery or sound dampening casing to equipment. Good maintenance practices will also make a noticeable difference. Ensuring bolts are tightened, parts are well lubricated and there is no wear or damage to the equipment, reducing the occurrence of rattling, screeching, clunking and all manner of other excessive operating noise.

Saw Cutting

Choose a blade with the largest quantity of teeth and small width
Choose a blade with the smallest possible gullets
Seek out blades which have in-built vibration dampening slots
Ensure the water supply to your blade is sufficient
Check equipment for wear, changing the blade if it shows signs of impairment

Scheduling Works
Site organisation will control the exposure to site noise.
Activities will be scheduled to limit the number of noisy activities at any one time, for example, excavation and concrete breaking should be separated and carried out at a reasonable time.

Foundation Works

Due to the ground conditions, our preferred foundation method is Bottom Driven Mini Piling as these are low-noise, low-vibration and require minimal site enabling work. Bottom Driven Mini Piles generate minimal vibration, reducing the risk of damage to adjacent structures and making them suitable for sensitive sites such as this.

We have included a Noise survey taken from a different project when installing bottom driven piles with a 500kg Hammer. The works were being carried out in an existing building so noise levels would be somewhat higher than what they would be outside.
Sample noise assessment noted below:

ROGER BULLIVANT

ROGER BULLIVANT LTD
PLANT DESIGN DEPARTMENT

NOISE & VIBRATION RECORD SHEET

Rig	Adler B25 (Cobra D500)
Site	
Date	28/07/23
Piles	220mm dia bottom driven steel casings
Weather	N/A (operating within building)
Personnel	
Equipment	-

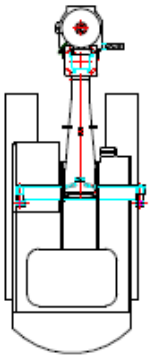
Noise readings

10m
51.4 dBA (Leq)
52.1 dBL (Peak)

5m
54.5 dBA (Leq)
54.9 dBA (Peak)

10m
50.9 dBA (Leq)
51.7 dBA (Peak)

5m
53.7 dBA (Leq)
54.6 dBA (Peak)



5m
54.0 dBA (Leq)
54.8 dBA (Peak)

10m
51.3 dBA (Leq)
51.9 dBA (Peak)

5m
54.7 dBA (Leq)
55.3 dBA (Peak)

10m
51.6 dBA (Leq)
52.3 dBA (Peak)

Part 6
Construction Surface Water Management Plan

Ground Investigation

See site investigation for detailed findings, summary below:

1 EXECUTIVE SUMMARY

Site Address	The Bell Inn, Pinchbeck, Spalding, PE11 3UB.
Proposed Development	The proposed development is outlined to be the construction of residential units comprising of eight, two-to-three-bedroom bungalows with associated parking, access road and soft landscaping. The existing Bell Inn on site is due to be converted into a retail unit with associated parking.
Fieldwork	• 4no cable percussive boreholes (CP01 to CP04 inclusive) to a depth of 15.45m below ground level (bgl) • Gas monitoring wells were installed in CP01, 03 & 04. • 2no hand excavated foundation exposure trial pits (FETP01 and 02) were carried out on the existing building. • 5no machine excavated trial pits (TP01 to TP05) • In-situ testing in the exploratory positions as California Bearing Ratio (CBR), Standard Penetration Tests (SPTs) and hand shear vanes. • Retrieval of samples for geotechnical and chemical testing.
Ground Conditions	• Topsoil was locally encountered to depths of between 0.10m (TP02) and 0.85mbgl (CP02), • Made ground was locally encountered to depths of between 0.30m (TP01) and 1.00mbgl (CP01). • Soft clay / silt with pockets of peat underlying made ground / topsoil to ~10m depth. • Firm to stiff clay encountered underlying soft cohesive deposits, proven to the base of the boreholes (15.45m). • Groundwater was encountered between 1.60m and 11.40mbgl.
Contamination Analysis	• Given the site's proposed land use, the levels of contamination recorded on site may pose a risk to the current and future users of the site. • If any zones of odorous, brightly coloured or suspected contaminated ground or groundwater are encountered then work should cease in that area until the material has been investigated. The results of the investigation will therefore determine whether or not remediation will be required. • Made ground classed as posing a low risk with respect to construction workers. PPE for workers. Damping down of site during dry windy conditions. • Suitable growing medium required for soft landscaped areas. • Controlled waters unlikely to be at risk. • With respect to utilities pH was elevated, precluding the use of copper pipes; as a minimum all services should be laid in clean trenches. • Sub surface concrete should be designed to DS-3 ACEC (Class AC-3). This assumes mobile groundwater conditions.
Geotechnical Analysis & Foundation Recommendations	• Consideration to be given to piled foundations. • Normal earthworks plant for excavations.

TABLE 2: SUMMARY OF GROUNDWATER STRIKES

Exploratory Position	Depth Encountered (mbgl)	Depth after 20 minutes (mbgl)	Strata
TP03	1.60	-	CLAY/SILT
TP05	1.80	-	CLAY
CP03	3.2	-	SILT
CP01	3.30	2.96	CLAY/SILT
	9.50	9.69	CLAY
CP02	3.00	2.70	CLAY/SILT
	11.40	11.15	CLAY
CP04	3.00	2.34	CLAY
	11.00	10.82	CLAY



SOLMEK
12-16 Yarm Road, Stockton on Tees, TS18 3NA
Tel: 01642 607083 Email: info@solmek.com

Figure Title
Exploratory Hole Location Plan

Project Number
M25-083

Project Name
The Bell Inn, Pinchbeck, Spalding

Client
Allenby Commercial

Date
September 2025

DRG Number
Figure 2

Scale
1:1000 @ A4 [DO NOT SCALE]

Legend Key
- Locations By Type - Empty
- Locations By Type - BH
- Locations By Type - TP
- Project Bounds - Project Bounds

Details of measures to avoid surface water running off the construction site onto the Highway.

The requirement for a Construction Surface Water Management Plan (CSWMP).
is based on the duty to ensure that surface water quality and quantity is managed throughout the construction process to mitigate impacts off site.
Forming part of the construction phasing, drainage channels will be formed across the site leading to areas of undisturbed ground whereby this can naturally soakaway.

This will be reviewed during the construction phase, secondary methods such as sump pumps could be considered subject to the volume of surface water encountered although this is extremely unlikely.
The Site Manager should sign up to the Met Office weather warning system and be aware of the alert level warnings as defined below:

Yellow: Be Aware
Yellow warnings can be issued for a range of weather situations. Many are issued when it is likely that the weather will cause some lowlevel impacts, including some disruption to travel in a few places. Other yellow warnings are issued when the weather could bring much more severe impacts to many people but the certainty of those impacts occurring is much lower. It is important to read the content of yellow warnings to determine which weather situation is being covered by the yellow warning.

Amber: Be Prepared
There is an increased likelihood of impacts from severe weather, which could potentially disrupt your works plans. This means there is the possibility of travel delays, road and rail closures, power cuts and the potential risk to life and property.

Red: Take Action
Dangerous weather is expected and, if you haven't already done so, you should take action now to keep yourself and your works force safe from the impact of the severe weather. It is very likely that there will be a risk to life, with substantial disruption to travel, energy supplies and possibly widespread. You should avoid travelling, where possible, and follow the advice of the emergency services and local authorities.

Details of proposed crossings of the highway verge;
Refer to construction drawings and separate RAMS available on site from the appointed sub-contractor.

Retained areas for vehicle parking, manoeuvring, loading and unloading for their specific purpose during the development;
As noted on Appendix 11 (Pinchbeck 001 – Site Set Up Plan), we are to use an existing area to set our welfare facilities and site compound.

Construction vehicle routing; the management of junctions to and crossings of the public highway and other public rights of way/footway;
As described above, initially the site traffic will be directed to our site office/welfare facilities accessed from Henry Boot Way, from here the site manager will co-ordinate the works and direct the contractors.
There will be no public access on site at any time and will be fenced off accordingly.

Cleaning of site entrances and public highway;
As required, we will appoint a sub-contractor to carry out cleaning services on the public highway.
This will be monitored by our Site Manager on a daily basis.

Maintenance

Welfare Facilities would undergo on-going maintenance to ensure low water use. In order to achieve this, basic checks can be carried out to ensure facilities are operating as designed through:

- Checking that taps are not dripping
- Checking that percussion taps do not run longer than necessary
- Ensuring that toilets are not leaking through the overflow or valves

Plant and equipment would have individual maintenance requirements. The instruction provided with the equipment or from the hire company would be followed to ensure efficient water use.

Training and Awareness

- Ensuring staff working on the site are aware of efficient, appropriate, and safe water using practices and habits is critical to reducing wasted water during the construction phase on site
- Appropriate time would be set aside during the site induction to include training to all staff in the usage of water, with tool box talks and refresher training repeated in advance of high demand periods.

Appendix K – Site Set Up Plan

Site Welfare will include 1No Office/Canteen, 1No container for tool/Material storage and WC facilities.



Construction Site Traffic

Subject to site activities, we will have 1No entrance into the site (right hand side of the Bell Inn) and 1No exit out of site (left hand side of the Bell Inn).
This will minimise the need to turn vehicles around whilst on site.

