Construction Management Plan

Project Name	South Holland Health and Wellbeing Hub
Project Number	M00514
Completed by	Adrian Coleman
Reviewed by	

Contents:

This is to state that I have read and understood the Construction Management Plan especially the appendices that apply to my relevant works and know where it is located.

All Operations, Construction and Building Managers that work on the project for Willmott Dixon are to sign.

All package supervisors from within the sub-contractors are to sign to show that the relevant appendices relating to works have been read and understood.

Name	Company	Appendices signed up to	Date	Signature
	Willmott Dixon	All		
	Willmott Dixon	All		
	Willmott Dixon	All		
	Willmott Dixon	All		

Name	Company	Appendices signed up to	Date	Signature

Construction Management Plan Revision Record

Date	Description of Change	Revision Status	Revised By
	Initial draft version by senior project lead	0	
	Checked by SHE Manager and issued to project team	1	
	Other Building Managers input	2	
	Final amendments before printing for site team.	3	

INTRODUCTION TO CONSTRUCTION MANAGEMENT PLAN (CMP)

This document provides information to enable Willmott Dixon to meet its obligations as Principal Contractor under the Construction (Design and Management) Regulations 2015, which under Regulation's 13 and 14 identify the 'duties of Principal Contractors'; to plan and manage health and safety in the construction phase and cooperate and consult with the work force.

This document further develops the information provided by the Client – the Pre-Construction Information.

The principle aims are to control health and safety on the project by the following methods:

1. To record the health and safety arrangements and organisation necessary to ensure, as far as is reasonably practicable, the health and safety of all persons who may be affected by the works and the monitoring procedures to ensure compliance, taking into account the risks involved in the construction works.

2. To coordinate the activities of all contractors and workers to ensure that they comply with the relevant Health and Safety Legislation and to encourage all involved to work together.

Extent and location of existing documents and plans relevant to health and safety on site (Pre-Construction Information (PCI))

A copy will be available with the CPP on site in the main office.

Note this can make reference to the onsite filing system or appendices to this plan.

On completion with the correct level of information this document should be printed and maintained up to date in the construction Management plan, a copy of which should be readily available at the project.

1. Description of Project

Project Description and program details including any key dates.

Project Name:	South Holland Health & Wellbeing Hub
Project Number:	M00514
Address:	Castle Sports Complex, 37 Albion St, Spalding, PE11 2AJ
Delivery Address:	Pinchbeck Rd, Spalding, PE11 1QF
What3words:	plant.then.boots
Approximate value:	£25 million
Expected project start date:	28/07/2025 (Early Works) 22/09/2025 (Main Works)
Mobilisation Period:	4 Weeks
Expected completion date:	04/01/2027

Scope of works:

The works incorporate an extension to the existing leisure centre to form a new Health and Wellbeing Hub (H&WH) to provide further sport, activity, and wellbeing facilities. The project also incorporates a refurbishment of the existing dry sports centre and the addition of new purpose-built wet facilities comprising:

- 25m x 6 lane swimming pool
- 20m Teaching Pool
- Village style changing
- 4 Badminton court sports hall
- 110 Station Fitness suite
- Studios
- Activity Zone
- Associated changing and support facilities
- Artificial turf pitch (being delivered by others)

Project Directory including details of Client, Principal Designers and other Designers or Consultants.

Client	Address	Phone	Contact	Email
Alliance Leisure	2430/2440, The Quadrant, Aztec W, Bristol BS32 4AQ	01223 403850	Sean Nolan	sean@allianceleisure.co.uk
Client's Project Manager - Hadron Consulting	Broom House 39/43 London Road, Hadleigh, Benfleet, Essex, SS7 2QL	07909 906955	Richard Thompson	rthompson@hadronconsulting.co.uk
CDM Advisor – Saunders Boston Architects	119 Newmarket Rd, Cambridge, CB5 8HA	01223 367733	Martin Lindus	martinl@saundersboston.co.uk
Principal Designer - Saunders Boston Architects	119 Newmarket Rd, Cambridge, CB5 8HA	01223 367733	Martin Lindus	martinl@saundersboston.co.uk
Designers/ Architects - Saunders Boston Architects	119 Newmarket Rd, Cambridge, CB5 8HA	01223 367733	Martin Lindus	martinl@saundersboston.co.uk
Structural Engineer - Engenuiti	27B Harper Road London, SE1 6AW	0207 089 5764	Chloe Macaulay	Chloe.macualey@engenuiti.com
Civils Engineer - Engenuiti	27B Harper Road London, SE1 6AW	0207 089 5760	Melissa Moore	Melissa.moore@engenuiti.com
Landscape Architect – One Environments	Sailors Bethel, Horatio Street, Newcastle upon Tyne, Tyne & Wear, NE1 2PE	0191 6053975	Peter Armstrong	p.armstrong@one-environments.co.uk

Client	Address	Phone	Contact	Email
Building Control – South Holland District Council	Council Offices, Priory Road, Spalding, PE11 2XE	01775 764723	Sam Maltby	smaltby@sholland.gov.uk

2.Management of the Project

2. Management of the Project

a. MANAGEMENT STRUCTURE AND RESPONSIBILITIES

Whilst the Organisation Chart shown in this section of the Construction Management Plan details the 'chain' of command', it is important to clarify the individual roles in relation to health and safety on site.

1. The Construction/ Operations/ Projects Manager will have overall responsibility for:

   a. Ensuring that the procedures laid down in the Construction Management Plan will be fully implemented. They will also be responsible for the updating of the Plan, as and when required, accommodating items such as Method Statements, Risk Assessments and Sub-contractor's safety Policies as these become available.

   b. Ensuring that sub-contractors have been given sufficient information to enable them to fully plan and implement their works with regard to the safety of their operatives and others who may be affected by their actions. This should include results of any surveys such as ground contamination, asbestos samples, traffic restrictions, public access, etc. Sub-contractors should also be provided with a copy of the C2 Appendix prior to commencement, to ensure Willmott Dixon SHE standards can be fully understood.

   c. Ensuring that relevant information such as Method Statements, Risk Assessments and Health and Safety Policies are obtained from Contractors and passed to the Project Manager for inclusion in the Construction Management Plan.

2. The project manager, Adrian Coleman, is responsible for the day-to-day implementation of the Construction Management Plan which includes:

   a. The recording of statutory checks and recording of inspections; scaffolding, excavations, lifting appliances, etc., on Field View or in the Site Safety Register.

   b. Checking and recording on form RMS-FM-001 that new starters have completed online Pre-Enrolment, and to give a site-specific orientation.

   c. Ensure that personal Risk Assessments are compiled for members of staff using the template form RMS-FM-014.

   d. Toolbox Talks to include the Monthly Blitz given to supervisors to pass onto operatives.

   e. Ensuring that operatives have the necessary skills and are adequately

competent to perform the given task or job, e.g. abrasive wheels, cartridge tools, dumpers, forklifts, MEWP's, etc. This can be achieved by having copies of relevant training cards, saved to the individuals Pre-Enrolment profile, and recorded on P1-HS-023 Plant Operator and Scaffold Checks on Field View.

f. Ensuring that sub-contractors are fully aware of all risks to health and safety which may affect them or their operatives, and that any operation carried out which may affect others will be fully communicated to the affected personnel via recorded daily All Safe briefings and Hazard Board talks.

g. Ensuring, in conjunction with the Construction/ Operations/ Projects Manager, that meaningful safety consultation meetings are held on site at regular intervals and minutes taken using form RMS-FM-020. Such meetings, as a minimum on a monthly basis, should engage the workers and allow all aspects of safety to be discussed with an upwards as well as downwards exchange of information with all contractors on site.

3. The Safety Health Environmental (SHE) Managers will review the Construction Management Plan prior to contract commencement. They will also monitor throughout the project's duration that the Construction Management Plan and other relevant safety documentation is maintained and updated during their visits to site.

4. It is the duty of all supervisory staff, including sub-contractors' supervisors, to ensure that works are carried out safely at all times and that the relevant regulations are being fully complied with. Where elements of good practice and safety compliance are observed workers will be given suitable recognition in the form of a Green Card.

   Disciplinary measures may be taken for minor breaches of safe working practices in the form of Yellow Card procedures.

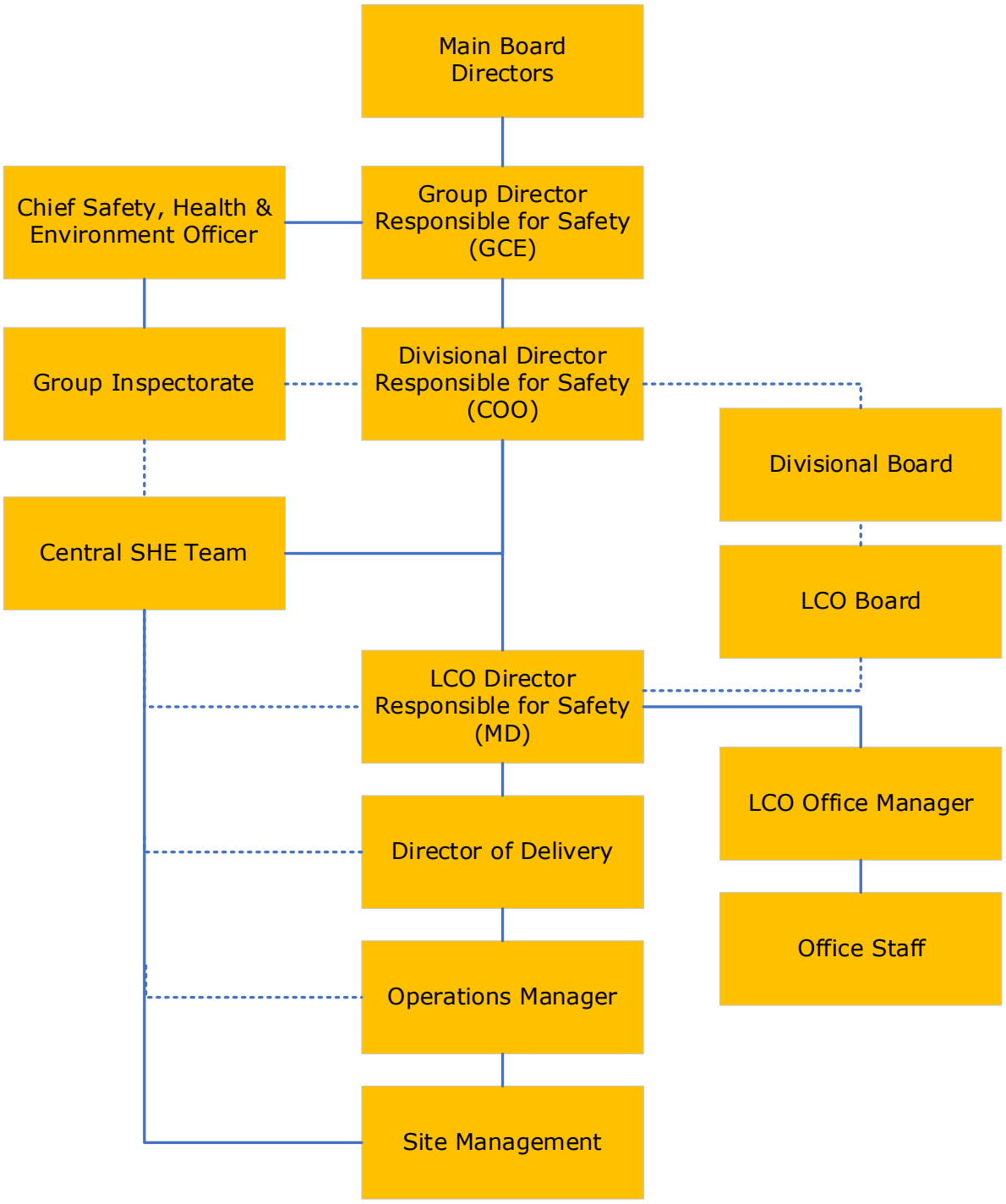
   Serious breaches may result in removal from site of the offending person/ persons or company in line with the Red Card procedures.

5. The SHE Manager's will provide guidance and advise staff to help with the implementation of the Construction Management Plan and safety in general on site.

6. In the early stages of construction, a meeting/meetings will be held with the Client / Principal Designer to discuss what information will be required for inclusion in the Health and Safety File and how and when this information will be supplied.

7. The aim of all projects is to have an accident, injury and incident free environment.

b. ORGANISATIONAL CHART FOR HEALTH AND SAFETY



Note: All names are within paragraph c overleaf.

c. THE TEAM STRUCTURE FOR THIS PROJECT IS:

Name	Position
Nick Heath	Director of Delivery
Clare-Louise Lipinski	SHE Director
Loren Hart	Regional SHE Lead
Ben Stoodley	SHE Manager
Francesca Wilkinson	Senior Sustainability Manager
Simone Codrington	Sustainability Manager
	Operations Manager
Adrian Coleman	Construction Manager
	Technical Services Manager
	Senior Building Manager
	Senior Building Manager
	Building Manager
	Assistant Building Manager
	Trainee Building Manager
Andy Burns	Senior Commercial Manager
Ben Moss	Senior Quantity Surveyor
	Quantity Surveyor
	Assistant Quantity Surveyor
Alexandra Medri	Design Manager
Stephanie Leonard	Estimator
Richard Lord	Planner
	Document Controller

d. HEALTH AND SAFETY GOALS FOR THE PROJECT

1. The project aims to deliver:

   - A zero-accident frequency rate (AFR)
   - No reported cases of Occupational Ill Health as defined by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations
   - An average Considerate Constructor Score of 40 or above, throughout the project.

Client health and safety objectives when planning and managing the construction work.

- To continue to provide a safe environment for any premises occupants during the refurbishment works
- To have no accidents on site or adjacent to the site
- To have no occupational ill health arising from the project
- To ensure that no environmental damage occurs
- To ensure the minimum disruption to the occupants of the surrounding buildings and local community
- To exclude unauthorised persons
- To provide safe access to, and egress from, workplaces
- To provide workplaces that are free from risks to the health and safety of persons at work, or affected by the work, so far as is reasonably practicable
- To provide operating conditions so that the lowest reasonably practicable levels of noise and dust are generated by construction activities.

2. It is the policy of Willmott Dixon that, so far as is reasonably practicable, the health, safety and welfare of employees, sub-contractors or workers, site visitors and the general public will not be endangered by the activities of the Company.

3. Management, supervisory staff and all other Company employees who authorise work will be responsible for ensuring that suitable and sufficient health, safety and welfare facilities are made available and that working conditions are, so far as is reasonably practicable, without risks to the health, safety and welfare of those on site.

4. All statutory duties and provisions will be complied with, and it is the duty of all Company employees to constantly assess methods of work and working places to ensure such compliance. Building Managers are to conduct regular site safety tours to achieve this.

5. All employees and sub-contractors are required to adopt systems of work and to maintain places of work that are, so far as is reasonably practicable, without risks to themselves or to any other person.

e. STANDARD SETTING

1. Willmott Dixon Group will only accept the very highest standards when it comes to health and safety.

2. We believe that our own company procedures exceed health and safety legislation and we insist that our contractors and sub-contractors rise to our standards.

3. We have an internal audit system to ensure the highest standards are maintained and these are detailed within this section.

4. The following are identified as minimum standards, which we expect all sub-contractors' partners to work to and comply with:
   - The Health and Safety at Work etc. Act 1974
   - Building Safety Act 2022
   - Health and Safety (Offences) Act 2008
   - The Management of Health and Safety at Work Regulations 1999
   - The Lifting Operations and Lifting Equipment Regulations 1998
   - The Provision and Use of Work Equipment Regulations 1998
   - The Construction (Design and Management) Regulations 2015
   - The Work at Height Regulations 2005
   - Control of Vibration at Work Regulations 2005
   - The Control of Noise at Work Regulations 2005
   - The Control of Substances Hazardous to Health Regulations 2002 (Amended)
   - The Environmental Protection Act 1990
   - Regulatory Reform (Fire Safety) Order 2005
   - JCoP for Fire Prevention on Construction Sites
   - Willmott Dixon Group Health and Safety Policy
   - Willmott Dixon Group Environmental Policy
   - Client Safety Rules as identified in the Pre-Construction Information provided wherever applicable.

5. As stated, the above are minimum standards and we further expect all work carried out on this project to be undertaken in accordance with all relevant Approved Codes of Practice, Codes of Practice, British Standards and guidance notes. Sub-contractors must ensure that when preparing safe systems of work and proposed methods of work that these systems and methods take into account all such standards and Willmott Dixon Group Sub-Contract and Appointment Appendices.

f. ARRANGEMENTS FOR MONITORING AND REVIEW OF HEALTH AND SAFETY PERFORMANCE

1. The management of health and safety during the Construction phase will be carried out by the implementation of:

   a. The Willmott Dixon Group Company Safety Policy

   b. Risk Assessments

   c. Method Statements for high-risk activities

   d. Site Safety Inspections of the work in progress to ensure compliance with items (a)–(c) above.

2. It is the responsibility of the Construction Management team to monitor and develop the Health and Safety Plan to ensure that:

   a. A common approach is developed for managing Health and Safety at Work

   b. Assessments are prepared by contractors as required by the Management of Health and Safety at Work regulations

   c. Suitable and sufficient welfare arrangements are provided for the number of personnel on site for the duration of the project

   d. The Construction Management Plan is implemented fully and updated regularly as appropriate, with changes briefed to all concerned on site

   e. Appropriate rules for a safe working environment are communicated to all during site specific briefings and enforced throughout the project.

3. The monitoring of health and safety on the project will be based on Occupational Health and Safety Management System ISO 45001:2018 with active monitoring systems, i.e. identification of potential risks before things go wrong. The following levels of monitoring will be implemented on the project.

   a. **Level 1: Action**: Visiting SHE Manager/Construction/Operations/Projects Manager.
   Evaluation of effectiveness of Willmott Dixon Group Health, Safety and Environmental Policies together with the availability and compliance with risk assessments in accordance with the Willmott Dixon Group Reward Scheme. Visits should be planned on a frequency determined by works in progress. (No less than 2 visits in 3 working weeks).

   b. **Level 2: Action:** Building Manager, Site Safety Supervisor.
   Daily visual inspection of works areas, tools and equipment, such as electrical tools, harnesses and discussion with employees and contractors regarding works in progress, safe systems of work and where applicable the issuing of further safety control measures.

c. **Level 3: Action:** Group Safety Inspectors.
The Willmott Dixon Group Safety Inspector in accordance with the Inspection Scheme Control Document, a copy of which is available on request and on the Intranet, will carry out independent monitoring.

d. **Level 4: Action:** To be carried out on a 4-monthly basis by a Senior Manager of Director status.

g. CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2015

1. In so much as the Construction (Design and Management) Regulations 2015 places duties on the Principal Contractor to develop the Construction Management Plan, we also need to conform to various other safety legislation, such as the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations, which require the establishment of company policies, procedures, etc.

h. SITE SAFETY REGISTER

1. In order to comply with our obligations regarding the recording of inspections and statutory requirements, we have devised and use an electronic Site Safety Register (Field View), which incorporates all the necessary statutory inspection requirements such as scaffolding, excavations, lifting appliances, checks on fire points/escape routes etc., together with our own company requirements for recording other significant information, such as, issue of PPE, record of certificates for plant and equipment, records for pre-enrolment, site orientation and task specific briefings.

2. We would emphasise that whilst these documents are physically separate from the Construction Management Plan, they are an integral part and should be used as such.

i. ARRANGEMENTS FOR THE SELECTION AND CONTROL OF SUB-CONTRACTORS

1. The CDM Regulations require that the Principal Contractor makes 'reasonable enquiries' to establish the competence and commitment to health and safety and the ability and resources to manage health and safety of contractors. It is also necessary for the Principal Contractor to be able to demonstrate that the 'reasonable enquiries' have been made.

   All sub-contractors go through an online system called Builders Profile. The Surveying Department will advise the Central SHE Team of any sub-contractors who are being considered for a contract and will issue details of Builders Profile which is a PAS91 compliant industry-wide information exchange for common PQQ information. This can then be accessed by main contractors quickly and efficiently. Our sub-contractor management team will use the Builder's Profile information to fully assess the supplier.

Within the Builders Profile system there is an up-to-date list with all sub-contractors who have been approved to work on Willmott Dixon projects.

2. Selection procedures

Contractors and Designers. Willmott Dixon Group selects contractors, designers and sub-contractors from those who, from previous experience, are known to adopt an approach to health and safety that is commensurate with the stringent criteria imposed by the company. Those where there is no previous experience are subjected to an enquiry procedure prior to being considered for selection. The criteria adopted in these cases are summarized as follows:

a. Sub-contractors Designers. A primary requirement is membership of a professional body. This must be supported by successful experience in the type of contract and environment for which the designer is being considered. Sufficient suitable qualified people and sufficient resources must be available to enable the standards imposed to be achieved and the designer must have adequate knowledge of health and safety and associated legislation.

b. Sub-contractors. When considered against the degree of inherent risk, which the contract contains, a contractor/sub-contractor, to be eligible, must be able to demonstrate:

- A commitment to the health and safety philosophy.
- A capacity to manage health and safety adequately by on site supervision.
- The ability and resources necessary to develop and implement the health and safety plan and to deal with high-risk elements.
- The ability and resources necessary to ensure compliance with the health and safety regime of the project.

c. Construction Skills Certification Scheme (CSCS). All contractors and sub-contractors are to be made aware of Willmott Dixon Groups commitment and expectations regarding CSCS and having a fully qualified workforce, the requirement for CPCS, IPAF, CISRS and CSCS cards. During the contract the conduct and attitudes of the contractor are monitored. Persistent failure to maintain the standards required may result in the contract being terminated.

ARRANGEMENTS FOR:

j. REGULAR LIAISON BETWEEN PARTIES ON SITE

1. Sound communications are seen as an essential element of every project undertaken by Willmott Dixon Holdings. These are conducted both formally and informally and involve as many of those engaged upon the project as is possible. Health and safety is an important item on the agenda of the monthly meetings

that take place which involve the management team, the Client's representatives and the contractors. Contract employees are encouraged to voice ideas and views.

2. Site and task specific briefings for sub-contract employees, is an essential feature of all contracts. During these sessions the employees are encouraged to voice concerns over matters relating to health and safety and to propose/discuss suggestions for improvements.

3. Design information, as it is received, is reviewed by the site management and where required the SHE Manager, to identify hazards which may be presented. Such hazards, together with proposed solutions are referred to the Principal Designer where deemed necessary, such as design and build. Where no hazards are identified, the information is passed to the appropriate sub-contractor. In cases where hazards cannot be avoided these are identified to the sub-contractor who is required to produce a risk assessment or, in cases of high-risk activities, a detailed method statement, maintained on site during the construction period in the Risk Assessment Register.

k. CONSULTATION WITH THE WORKFORCE

1. An active Safety Committee exists within Willmott Dixon Holdings, which has a membership representing all disciplines in the company. The Committee meets at regular intervals and minutes are distributed to COO's, Managing Director's and Director's responsible for Safety.

2. On a less formal level all employees of Willmott Dixon Holdings and employees of sub-contractors are encouraged to discuss health and safety with the Health, Safety and Environmental Manager during visits to site.

3. The consultation and communication notice will be displayed on all sites. This informs all persons to bring their concerns to the attention of the site management team, via their own Site Safety Supervisor (SSS). The mobile telephone number of the Health, Safety and Environmental Manager is also displayed on the notice board and they can be contacted on a confidential basis, if necessary.

4. Toolbox talks will be carried out by contractors and monitored by our site supervision. Topics for discussion will be agreed with the contractor and will include any relevant changes required to working practices. Where necessary the site team will identify any further talks required which may be required to be undertaken by the SHE Manager.

5. Safety meetings are to be a 'stand-alone' meeting and are not 'add-ons' attached to other meetings such as progress/Contract Review Meetings.

6. Daily All Safe briefings are to take place between WDG staff and sub-contractor Site Safety Supervisors to ensure works are planned and coordinated on a daily

basis. Any points discussed are to be communicated the ALL of the workforce.

l. THE EXCHANGE OF DESIGN INFORMATION BETWEEN THE CLIENT, PRINCIPAL DESIGNER AND CONTRACTORS ON SITE

1. It is usual to use an 'extranet' platform such as '4 Projects' for exchange of design information. We will ensure that 'versions' or 'revisions' of design information are controlled and that:
   a. Only the current or latest versions of drawings or other design information are exchanged between design team members, the Principal Designer and contractors on site.
   b. Only information which has been checked and approved before being annotated with 'Issued for Construction' is passed to subcontractors for their use on site.
   c. The Principal Designer is to be included on all such exchanges of information.

m. HANDLING DESIGN CHANGES DURING THE PROJECT

1. The Design Manager shall maintain and update internal or external change registers where applicable. All changes are to be recorded on the change register and discussed at the Progress Meetings during the project. A project hazard/risk register can track design changes where safety related issues have determined a change or modification to the design and in turn feed this back to the Principal Designer.

n. THE EXCHANGE OF INFORMATION BETWEEN CONTRACTORS

1. So far as it is relevant to the activities of particular contractors and so far as information is available, sections of the Construction Management Plan, together with design information and the health and safety standards that apply are presented as a part of the tendering documentation. Subsequent to appointment and as it becomes available, relevant information is passed to the contractor to facilitate the compilation of pertinent risk assessments and method statements.

o. SITE SECURITY – See Logistics Plan in Appendix 4

For site specific logistics, welfare and First Aid see Appendix 4

p. ON SITE TRAINING

1. The training of direct employees is the responsibility of Supervisory staff and direct employees will receive training in their responsibilities as defined in the policy.

2. Direct employees required to carry out key tasks e.g. forklift, scaffolding, etc., will be provided with the necessary training.

3. Minimum training of one day per year (7 hours) for direct employees is the objective of the company. This will be in addition to item 2 above and will include, CoSHH awareness, safe use of ladders, office safety, etc., so that safety awareness is continually built up within the company.

4. Project teams assisted by the SHE Managers are to monitor safety on site. They are to highlight any lack of safety awareness and where necessary give instruction on the relevant subject. This will be termed Continuation Training.

5. Continuation training can include not only employees but also contractors.

6. Contractors will be expected to ensure that all of their operatives are trained not only in the specific task/duty they are contracted for (roofing, scaffolding, excavating, demolition, etc.) but also in their general awareness towards health and safety (CoSHH, noise, dust, etc.). This is all linked into Achieving Behavioural Change and is a key element of the All Safe Strategies within the Group.

7. All Contractors must be fully aware of their statutory duties. This includes the recording of weekly checks correctly within the Site Safety Register or on Field View. Some local training may be needed from the site team to get the subcontractors weekly checks to the required standard and then maintained.
8. SHE Managers are responsible for the recording and retaining of Safety Training that takes place on site.

9. All employees are required to accept the Groups strategy of a fully qualified workforce.

q. SITE HEALTH AND WELFARE FACILITIES AND FIRST AID REQUIREMENTS

For site specific refer to Appendix 4

1. The site team will establish the welfare and first aid requirements before work starts, taking into account sub-contractor requirements if applicable.

2. Suitable and sufficient Health, Safety and Welfare facilities (as required by Schedule 2 of the CDM Regulations 2015) will be established on site and will be shown on the Logistics Plan, which will be displayed in the site canteen.

3. The location of first aid arrangements will be indicated by adequate signage together with notification to all site personnel during initial site-specific orientation briefings.

4. Names of qualified persons appointed in accordance with the Health and Safety (First Aid) Regulations 1981 will be clearly displayed at prominent positions on the site.

5. A First Aid Needs Risk Assessment RMS-FM-023 is to be produced and displayed within the site office and welfare area. This should be amended as the site conditions, working numbers and risks change.

r. SITE LOGISTICS PLAN – See Logistics Plan in Appendix 4 (Safety risks including):

A logistics plan is to be completed taking into account the items listed below and appended within Appendix 4. **This will include but is not limited to:**

a. Identify site boundaries and access / egress points to the site
b. Traffic and pedestrian routes, including crossing points
c. Vulnerable road users
d. Identify site accommodation welfare facilities
e. Identify pedestrian and vehicle routes
f. Identify location of First Aid facilities
g. Identify fire points and fire assembly points
h. Identification of any designated smoking / vaping areas.

s. THE REPORTING OF ACCIDENTS AND INCIDENTS INCLUDING NEAR MISSES (RMS-PR-002)

1. When an accident or dangerous occurrence takes place, it will fall into one of the following categories.
2. **Accidents Involving Injury:** All accidents to employees, workers, visitors, (or members of public affected by WD operations) no matter how minor, are to be entered onto the MiProject system as soon as possible following the incident. In any event the incident must be entered before the end of that working day, so that the whole of the Project Team are notified of the incident. The MiProject system automatically notifies those within Willmott Dixon Holdings who need to be informed of such incidents, whilst ensuring that data is distributed and stored securely.

   Note: Where a site or project does not have the immediate facility to record any incident on MiSHE they should be recorded on the related forms within the Register.

3. **Minor accident/Lost Time Injury (LTI) to employee:**

   a. Ensure details have been entered on the MiProject reporting system.

   b. Minor accidents to employees, workers, visitors, (or members of public affected by WD operations) must be recorded on MiSHE. If the other person is an employee of another company, the responsible person at the workplace should notify their employer. The MiSHE system is still to be used to record

the accident. Where the injury is a lost time incident details of lost days, hours should be recorded.

4. **Over Seven day Accidents:**

   a. Accidents must be reported where they result in an employee, worker or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident. Once the initial report is made on MiSHE, the Central SHE Team will be aware of the incident and track whether these 7 days are exceeded. He will then ensure that F2508 notification is made to the HSE.

5. **Specified Major Injury:**

   a. In the event of a specified major injury or a fatal accident occurring to **ANY PERSON** arising out of or in connection with our work, **immediately telephone the Regional SHE Lead**.

   b. If an injured employee, worker, visitor, (or member of public affected by WD operations) is admitted to hospital and is an inpatient for more than 24 hours, the accident becomes a 'specified major injury'. This must be notified to the Regional SHE Lead immediately.

   c. If the other person is an employee of another company, the responsible person at the workplace should notify their employer. The system is still to be used to record the incident.
   d. The Central SHE Team will ensure that a copy of the F2508 is received, scanned and loaded onto the MiSHE System.

6. **Accident Investigation:**

   All accidents will be investigated and the results of that investigation, where relevant, will be communicated to all that may be affected.

NOTE: Copies of F2508 or any enquiries from the Benefits Agency completed in respect of any accident will be sent to head office. These documents must be made available, if requested, to the Enforcing Authority or safety representative.

The requirements of Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR:2013) are contained, in full, in RMS-PR-002; This is held on "the Hub" and available on every site.

t. THE PRODUCTION AND APPROVAL OF RISK ASSESSMENTS AND WRITTEN SYSTEMS OF WORK

1. All necessary Risk Assessments and Method Statements (RAMS) will be prepared and kept in separate method statement files, which are held on site. All RAMS are to be reviewed and acknowledged using form RMS-PR-015.
2. We work on the principle of 'He who creates the risk - creates the necessary Risk Assessment/Method Statement'.
3. The requirement for a Method Statement will be highlighted to the sub-contractor by the Construction/Operations/Projects Manager, at the pre-order meeting and the requirement thereof forms part of the contract documents.
4. All such RAMS **must** be available on site **prior** to that operation/task commencing. These will comply with the requirement of the Health and Safety Policy to ensure that they are sufficient in detail.
5. All RAMS for the task are to be communicated to the operatives undertaking the task, they must be signed on site by all operatives who will agree to comply with the RAMS at all times. If at any stage of the work the RAMS require revision then work will not be permitted to continue until the revision is in writing and again all concerned have signed it.

u. SITE ORIENTATION

Prior to commencement on site the supply chain partner is made aware of the Willmott Dixon orientation process which is a two-tier system:

a. On-line pre-enrolment through the following link www.mipre-enrolment.co.uk this consist of 19 health and safety sections, which takes in and incorporates Willmott Dixons Health and Safety Requirements. This process must be completed by all operatives who are engaged to work on Willmott Dixon projects prior to arriving on site for the site-specific orientation.

b. When the operative arrives on site, they will be asked for their unique reference number to confirm that they have completed the pre-enrolment requirements, when this is confirmed the site manager will then complete the site specific orientation highlighting the suite rules, recording on RMS-FM-001.

v. SITE RULES

1. This will include but is not limited to:

Safety Organisation/SHE Manager	Chain of command
First Aid Facilities/Welfare	Emergency procedures
Project details	Emergency areas, fire point, alarm system
No go areas/Boundaries	Do's and Don'ts/Company Policies
On-site smoking rules	Site details (address/telephone no)
Reporting Procedure	Considerate Constructors Scheme
Personal Conduct/Disciplinary Measures	Categorisation of English Language skills: Fluent (1) Adequate working Knowledge (2) Insufficient Understanding (3)
Personal Safety 'Off Site'/Local Area Risks Consultation Meetings/Safety Concerns Waste Management	Red, yellow and green card procedure

CLIENT OR PROJECT SPECIFIC RULES

1. Risk Assessments/Method Statements/Safe Systems of Work are to be complied with.

2. If for any reason the system detailed needs to be altered in any way, work must stop, and the Site Manager notified immediately so that a Risk Assessment/Method Statement can be revised and re-signed.

3. Personal Safety: Irrespective of local risks employees should report any concerns to the site management.

4. There can be no contact or communications between site operatives and members of the public using the other facilities around the site

5. Asbestos is present within the existing building. If you find anything suspicious stop all works in the area and notify your supervisor immediately

6. Working hours are from 07:30 until 17:30 Monday to Friday and 07:30 until 13:00 Saturday

(Other points to be added if they become apparent)

It must be ensured that site workers are vigilant not to leave access gates or doors to the premises open and unlocked when unattended.

In particular, any plant room doors or riser cupboards must never be left unlocked or unattended.

The Principal Contractor must display the site rules, once these are agreed. All persons at the site must adhere to the arrangements as detailed on the site rules notice.

w. DRUGS AND ALCOHOL POLICY

1. Willmott Dixon Holdings has a zero-tolerance approach to the misuse of drugs and alcohol for both direct employees and members of the sub-contractors, and as such has an unannounced, random selection testing policy.
2. It is also the policy of Willmott Dixon Holdings that the use, suspected use or possession of illegal drugs or substances, or the consumption of alcohol, during working hours by any persons or member of staff working on/in a company site/contract or office, will be deemed to be a failure to comply with current regulations and legislation and may result in the individual being instructed to leave the site. The individual's employer will be contacted and informed of the action.
3. Where a manager has reasonable belief that a member of staff is under the influence of alcohol or drugs (whether prescribed or not) and that this is impairing his/her ability to perform normal duties (it shall be group policy to ensure that this is confirmed by at least two members of staff), the manager will ensure that the individual is taken off their normal duties with immediate effect pending investigation. Such investigation may include appropriate testing and could lead to disciplinary action.

x. FIRE AND EMERGENCY PLANS

1. All procedures will be in accordance with the JCoP for Fire Prevention on Construction Sites and the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and cover fires, acts of terrorism and all emergencies that may require the site to be evacuated (See Safety Policy and Manual).

2. **(TBA)** is the Responsible Person (RP) and is appointed as the Site Emergency Safety Coordinator for the project responsible for the following:

    a. Preparing the Safety and Environmental Emergency (& Incident) Planning Arrangements (SEEPA), and Fire Plan Drawings and Fire Risk Assessment for each building and site welfare facilities.

    b. The SEEPA should include procedures for:

        i. Maintenance of the Site Fire/Emergency folder
        ii. Emergency Fire Protection Arrangements including fire point locations and suitable firefighting equipment
        iii. Emergency evacuation from site including access and egress routes, emergency lighting, any necessary drills and practices

iv. Implementation of the Hot Work Permit System
v. Other procedures as identified in the attached document
vi. Implementation of weekly checks and monitoring. Records will be maintained of the inspection and maintenance of fire point equipment, fire escapes and fire routes using WD Weekly Checks on Field View
vii. Liaison as may be required with the local fire brigade and the issue and update of site plans.

3. Each sub-contractor is responsible for their own fire prevention equipment and no work must be allowed without suitable fire prevention procedures in place and approved by the Building/Site Manager.

4. All site offices will be equipped with a minimum of 1 x foam (or water dependent on risk) plus 1 x CO^2 extinguisher. These will be situated within the portacabins.

5. As the site progresses and the Fire Plan and Risk Assessment are updated, fire points will be established at various locations to suit the prevailing conditions. These will be shown, along with emergency exit routes within the SEEPA, and Fire Plan Drawings, which will be displayed in the site canteen.

6. Emergency drills will be held at regular intervals and recorded within Section 4 of the SEEPA. To ensure that the control of contractors is monitored should emergency evacuation be required, all contractors will be required to complete the site attendance log (attached) on a daily basis or using site specific digital entry/exit recording methods.

3. The Health and Safety File

The Health and Safety File is likely to be produced as per Client requirements. It is advisable that all O & M manuals are kept in digital format, with a reference inserted into this section once they are received from appropriate suppliers. If the Health and Safety File format is not Client specified, then the following can be used:

a. **Layout and Format**

The layout and format of the "Health & Safety File (H&SF)" should be undertaken in such a way as to make each part of the H&SF uniquely recognizable to all that use it. The H&SF should in all practicality be "Colour Coded", so that the user can quickly identify specific colours with specific sections of the H&SF.

b. **Arrangements for the Collecting and Gathering of Information**

During the construction phase copies of all 'as-built' drawings are filed. Prior to hand-over these, together with equipment operating instructions, maintenance schedules, information concerning any potentially hazardous materials, special cleaning arrangements, etc., are collected and presented to the Principal Designer for inclusion in the Health and Safety File.

c. **Storage of Information**

Throughout the construction phase of the project the Project team will collate the information required for the project file. At project completion the information will be developed into the project file.

Appendix 1
Setting All Safe Goals and Objectives

Appendix 1 - Setting All Safe Goals and Objectives

Introduction

It is important that all teams have a clear understanding of what they need to do with regard to achieving the organisation's All Safe goals and objectives.

The All Safe model provides an overall direction for health and safety goals within Willmott Dixon.

All Safe

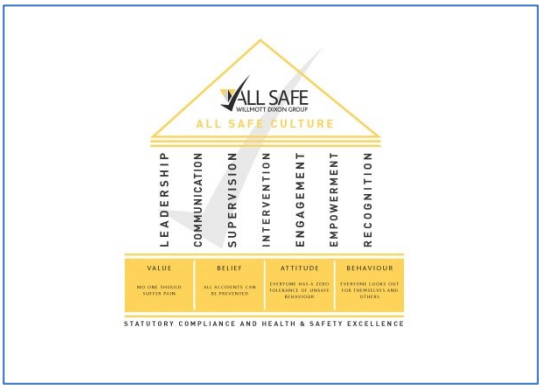
To achieve an All Safe environment, we have four All Safe principles that are required to be embedded in to the All Safe culture:

Value = No one should suffer pain

Belief = All accidents can be prevented

Attitude = Everyone has a zero tolerance of unsafe behaviour

Behaviour = Everyone looks out for others.



These principles above must be at the forefront in everything we do, in every decision we make and in every piece of work we undertake. It is not just about health and safety; these principles must guide our behaviour at all times, wherever we are working and what and whoever we are responsible for.

Each project has a part to play in delivering an All Safe Culture across our business and as such teams must consider how they can best deliver the above goals at each individual work site.

Project All Safe objectives will aim to:

- Reduce or eliminate the number of accidents and injuries on a particular site.
- Reduce hazards and risks on a particular site.
- Influence the behaviour and attitude towards Health and Safety by those on site.
- Achieve behavioural change amongst the operatives and site management where appropriate.

Setting Targets

During the early stages of the project, the project team utilising the Project All Safe Action Plan must review each pillar of the All Safe model. It would be unfair to benchmark the scheme maturity against the complete model at this stage but the aim of the Action plan is to systematically build each pillar to full maturity.

Achieving a fully mature All Safe culture is the primary aim of the project plan.

Each Project will:

- Hold a development workshop; each member of the team playing a part in the initial session, so views of the entire team are taken forward into the project All Safe Plan.
- Utilising the Project All Safe Action Plan template develop an initial set of goals and agree how they will be measured and who will take the lead responsibility for this each.
- Consider those objectives set by the Business Units annual action plan and where necessary develop actions that complement and deliver these, therefore contributing to the improved All Safe culture across the Business Unit.
- Set review dates for the plan; project goals may need to change or be revised to reflect and adapt the changing nature of the site. It is key that the goals remain **SMART**.

***Lead responsibility does not negate other team members from embracing, monitoring and taking an active role in delivering each of the agreed goals.

SMART goals:

- **Specific** – Related to a clearly defined outcome. It needs to be sufficiently detailed and focused to provide direction.

- **Measurable** – The results can be measured in terms of reduction, intervention etc., so that progress can be assessed.

- **Attainable** – Accomplishing the target needs to be challenging, but within reason for the resource and environmental constraints (nomadic workforce, ever changing work environment).

- **Relevant** – The targets are appropriate to the needs of the project.

- **Time-bound** – Specific timescales are set for accomplishing the target.

As the project progresses and the plan is reviewed, considering the ideas of those on site such as supervisors, the workforce and visitors to the project is essential.

Shared ownership of the Action Plan is essential to its success and the overall success of All Safe. Inclusion of those affected by or delivering the plan is therefore crucial in its continued development.

Project Health and Safety Action Plan - Appendix 1b

Leadership	Demonstrating effective leadership of health and safety is a key driver to the continued success of our businesses. It is important that everybody seeks to demonstrate effective health and safety leadership alongside and integrated with their other responsibilities and duties.	Action	Who will do it	How will we measure it
		Project Team.	Project Team	Review at monthly team meetings.
Communication	To keep everybody safe, communication of Health and Safety is essential. Staff must know about the risks they face, the prevention measures being taken, and any emergency action plans. This information should be provided in clear, non-technical language that will be easily understood.	Action	Who will do it	How will we measure it
		Information points to be displayed at strategic locations throughout site. (Main Entrance, Green Zone etc)	Project Team HS&E Team	Monthly Consultation Meetings HS&E Visits Operations Director visits
Supervision	Supervision ensures the control measures to protect against risk are up to date and are being properly used, maintained and monitored. Supervisors at every level need to know what is expected of them in terms of health and safety. They need to understand Willmott Dixons Health and Safety policy, where they fit in, and how we want health and safety managed.	Action	Who will do it	How will we measure it
		Who's Who – Visible Identification for all SSS.	Project Team	Monitor Board
		All WD Managers to have named PPE	Project Team	HS&E Visits
		Photo board to be put up on site with all relevant photographs of personnel	Project Team	HS&E Visits
		Hoist operator details to be displayed on the cage of the hoist in accordance with Group Policy	Project Team	HS&E Visits
Intervention	Safety interventions for the prevention of accidents at work are essential. When reviewing accident reports you often find references to a bystander who, somewhere along the line, saw that something was wrong but said nothing. There should be no compromise and work should only be undertaken when safe for all persons.	Action	Who will do it	How will we measure it
		All Safe Observation boards to be placed at strategic points across the project to encourage use.	Project Team	Number of observations received. Monthly Site Safety Consultations meetings
		All Site Safety Supervisors are encouraged to intervene if they see unsafe working practices. This includes with personnel who may not be from within their own company	Site Safety Supervisors	General behavior on site, and adherence to the 'Don't Walk By' safety blitz.
Engagement	We know that engagement leads to improved business performance, including safety. At Willmott Dixon, we need to reinforce our culture where our	Action	Who will do it	How will we measure it
		All visiting senior managers (WD) are to complete a Senior Managers Log at least once a month	WD Senior Managers	Senior Managers Logs
		Contract Review Meetings once a month	Senior Project Management	

	staff and 29workforce participate in our journey towards All Safe.			
Empowerment	Effective safety management cannot be fully reliant on formalised processes, detailed prescriptive procedures and strict hierarchical control. They cannot prescribe staff 's behavior in every work situation. Neither can workers be constantly supervised, to ensure they do the right thing. It is therefore better to share responsibility for operational safety decisions.	Action	Who will do it	How will we measure it
		SSS to decide upon recipients of Project Excellence Awards	SSS and Project Team	Consultation Meeting Minutes – Number Candidates nominated each month for award.
Recognition	Praise and recognition are essential to an outstanding workplace. Staff want to be respected and valued for their contribution. Everyone feels the need to be recognised as an individual or member of a group and to feel a sense of achievement for work well done or even for a valiant effort. Everyone wants a 'pat on the back' to make them feel good	Action	Who will do it	How will we measure it
		Positive reporting in site inspection reports and the issuing of green cards.	Site Team and Visiting WD Personnel	Number of Green Cards and Number of positive comments in reports. Monthly team meetings.
		Project Excellence Awards	SSS and Project Team	Consultation Meeting Minutes – Number Candidates nominated each month for award.

Appendix 2
Excavation, Ground Works and Service Avoidance Planning

Appendix 2 – Excavation & Ground Works Plan

Excavation, Ground Works and Service Avoidance Planning

Excavation, Ground Works and Service Avoidance Planning, in general, remain some of the most dangerous activities in the UK construction industry and include both of the highest risk categories; work at height (falls into open excavations – Plans for which are to be included within Appendix 5), and plant/machinery movement.

Every specific requirement that Willmott Dixon imposes is based on a previous incident or near miss. It's vitally important that lessons are learnt when things go wrong if future accidents are to be prevented, and to this end we would ask that you read and understand this document and make it clear to your workforce that the information it contains must be complied with fully.

General health and safety advice and other information is available from the Health & Safety Executive (HSE) (www.hse.gov.uk) or your own H&S Representative.

Site Specific Notes on Excavation, Ground Works and Service Avoidance Planning

- Conduct appropriate ground and service surveys prior to planning the works on site. This may help with designing out of risk.
- Mark up the site with known services, known voids and the proposed layouts of excavations and ground works required.
- Enter extent and approx. depth of excavations
- Detail and mark up where bulk excavation material will go
- Explain site access arrangements – route to be taken, contractor's car parking, prohibited arrival/leaving times etc.
- Detail and mark up any plant/person no go areas (overhead cables etc.)
- Detail and mark up storage arrangements (materials and fuel)
- Include relevant details on ground make-up (contamination etc.)
- Explain environmental issues – Tree protection, invasive species, ecology, archaeology etc
- Detail any community requirements

Health & Safety

Excavations:

1. All excavation work is to be properly planned with all necessary equipment available on site before the work commences.

2. A Service Avoidance Plan must be in place and signed up, as well as a Permit to Dig relevant to the task ahead issued on Field View before any excavation work takes place.

3. All open excavations must be properly fenced at all times. The fencing used must be substantial enough to prevent personnel from falling in. Heras fencing panels must be double clipped together as a minimum.

4. Rigid edge protection barriers must be provided at the top level of all open excavations, to prevent workers involved in the actual excavation work from falling in.

5. A temporary work design will be required at least 10 days in advance for work where the excavation needs to be supported.

6. Where possible, all excavations should be backfilled at the end of each day.

7. Where possible, access into excavations will be via proprietary stair systems, properly constructed steps cut into the ground or a ramp; access ladders should be considered as a last resort.

8. If ladders are to be used, they must be in good condition and properly secured against movement. They must be recorded in equipment registers and included in weekly checks. They are to be checked daily before use as part of the excavation.

9. Stop blocks are to be positioned and used, where vehicles are required to tip directly into an open excavation.

10. Material excavated from an excavation must be cast at least the same distance as the excavation is deep, away from the edge.

Service Avoidance:

1. Each project is to produce a Service Avoidance Plan (SAP) which details exactly the procedure to be adopted to avoid the striking of all services.

2. The Ground Works Supervisor, and others, will be required to sign up to the SAP.

3. All available information (GPR scans, CAT and Genny scans, and information from the Client etc.) will be used to identify the location of underground services.

4. Initial investigation by hand digging will be used to identify location.

5. No mechanical excavation will take place within 500mm of a known underground service.

6. Where possible, all services will be isolated prior to works commencing.

7. The area of excavation will be consistently scanned during the digging using a CAT and Genny which has been properly calibrated and used by a trained, competent person.

8. Work is to stop immediately where unknown services are identified, and a Building Manager notified. Work may only continue once approved safe systems have been put in place.

Overhead Service Avoidance:

1. Utility owners will be consulted regarding overhead services and working height restrictions. There may be additional utility owners control measures that have to be put in place. These should be appended to this document.

2. Crossing places under overhead cables will be established using a 'goal post' type structure. This will include warning signs giving the maximum permissible height. Guidance for this is available within HSE document 'Avoiding danger from overhead power lines Guidance Note GS6'.

3. All other overhead services will be fenced off to prevent plant / vehicle movement in the areas underneath them.

4. Specific measures will be introduced where plant is required to work directly under overhead services and may include the use of physical restrictors etc.

Mobile Plant:

1. All mobile plant and equipment must be in good condition and operated by a trained and competent person within the parameters of the manufacturer's guidelines.

2. Willmott Dixon only accepts CPCS and NPORS qualifications for mobile plant operators.

3. No passengers are permitted to ride on plant.

4. As far as reasonably practicable all plant shall be immobilised when the operator is not at the controls. Willmott Dixon operates a bungee key fob process where the machine's ignition key is connected to the operator.

5. All items of plant and machinery will be the subject of a weekly visual inspection to determine any faults or defects. This inspection is to be formally recorded.

6. All test and thorough examination documentation must be made available for recording with the site manager, before the item of plant is used on site, and preferably before it is unloaded from delivery transportation. This is to be recorded on form P1-HS-024 on Field View.

7. The traffic management plan must be observed and adhered to at all times, in particular site speed limits and warning signage.

8. Vehicles required to reverse must have a dedicated (trained) banksman, in addition to any audible warning devices or cameras.

9. Excavators must have a dedicated (trained) banksman, unless operating in a fenced off area where no pedestrians are present.

10. No plant or machinery is to be used on site until its presence has been brought to the attention of the site manager.

11. All mobile plant should have a 'Thumbs Up' warning sign indicating personnel in the vicinity of equipment are to gain the operators attention before entering the equipment working zone.

Environmental:

1. Fuel storage is to be positioned in an area away from plant and machinery usage to avoid the possibility of accidental fuel tank damage.

2. A set procedure must be followed during plant refuelling which will involve the use of drip trays and site-specific equipment.

3. A dedicated emergency procedure is to be adopted in the event of a fuel spill. All fuel spills regardless of quantity, must be reported to the site management immediately.

4. An emergency spill kit and suitable and sufficient fire extinguishers must be positioned adjacent to all fuel storage tanks, and refuelling points.

5. Waste documentation (licences and transfer notes) must be made available before any material is removed from site.

6. Lorries removing waste must be properly sheeted before entering the public highway.

7. Dust, noise and vibration must be kept to its lowest possible levels, using all appropriate and practicable control measures.

8. Please notify the site manager immediately if any plant, animal or archaeological remains are discovered.

Water run off:

During Excavation Works: -

Due to the high ground water levels, extraction and pumping licences are being obtained from the EA to allow the water to be pumped into the IDB drainage channel on the northern boundary of the site (Cemetery Drain).

To ensure the water is suitable to be discharged into the drain, the attenuation pond will be constructed 1st. Any subsequent ground water will then be pumped into the pond. This water will then be discharged into the drain at the approved flow rate through a 'Silt Buster' type pumping set up which will ensure the water is filtered and suitable for discharge.

All storm drainage will be in place as soon as practicable and utilised for any water run-off from roofs etc.

Water run-off from the site access roads/wheel wash will be controlled via a drainage channel constructed near the sit boundary. Water from this will be collected and pumped into the attenuation pond for treatment as per above

Appendix 3
Lifting Operations and Related Activities Plan

Appendix 3 – Lifting Operations & Related Activities Plan

Control of Lifting Operations

All lifting operations will be planned and carried out in accordance with:

- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)

This applies to the use of all lifting appliances or machines, i.e. pulley blocks, gin wheels, winches, piling frames, excavators, draglines, cranes, etc., and to the use of all lifting gear or tackle, i.e. chain slings, ropes, slings, shackles, eye-bolts, hooks, etc. at the project

All lifting operations will be planned by an appointed person as required by BS7121. All lifting operations will require a lift plan. A permit to lift is also to be completed prior to lifting operations, on Field View.

The Project Lift Supervisor is **(TBA)** (all contract lifts carried out under issue of WD permits by competent site manager).

The SHE Manager will be consulted at an early stage when any lifting operation is to be carried out, so that adequate planning can take place. It is a requirement of the Group Health and Safety Policy that all lifts must be approved by the SHE Manager prior to any lifting operation taking place.

CONSIDERATIONS

Workplace
- Ground conditions
- Temporary works
- Proximity hazards
- Over sailing risk
- Operation, travel erection and dismantle conditions
- Areas cordoned off

Loads
- Lift Weight (including lifting accessories)
- Load, Centre of Gravity
- Requirement for additional lifting equipment

Equipment
- Type of lifting appliance
- Max outrigger/track load @ radius
- Appliance deployment, (boom, jib, outriggers, counterweights)
- Lifting certificates available

Personnel

- Appointed person / Crane supervisor
- Slinger / signaller
- Identifiable
- Communication method between parties
- Training certificates

Appendix 4
Logistics Plan

Appendix 4 – Logistics Plan

Security/Site Set Up/Welfare/Materials management/FORS & CLOCS

Security

- Minimum, where practicable, is a solid 2.4m high hoarding, timber / blockade. Where this is not practicable, Heras style fencing may be considered.
- Consider whether 24/7 security will be required. Alternatives given risk levels may include remote monitoring.
- Carry out a Personal Risk Assessment on our site staff taking into account the risks involved with the location of the project.
- The default standard enforced on all projects (unless signed off by the Operations Director) is that all sites have a working turnstile installed at the earliest practicable time.
- Where practicable, projects should consider a dedicated gateman (trained as a traffic marshal – see job description below) who will control the site access process.
- The site must have in place a signing in/out process of all site deliveries. Subcontractors expecting deliveries must notify the site team to facilitate logistics planning.
- Subcontractors must be notified when a delivery arrives; they will then take control of the vehicle and offloading to ensure the safety of both driver and vehicle whilst on and upon leaving site.

Where a dedicated individual (Gatekeeper) controls access onto the project the following attributes must be considered:

- Appropriate CSCS card, CLOCS and traffic marshal training (including Willmott Dixon expectations and specific duties)
- Attend a Willmott Dixon health and safety briefing on their duties
- Be polite but robust
- Understand the site traffic management plan
- Be clean and tidy in appearance
- Be able to deliver driver briefings
- Work with the site team and set up/organisation of walkways
- Erect appropriate site signage
- Coordinate storage organisation and logistics management.

Standard Site Office Set Up

The standard set up should include office set up with canteen, drying room, toilets and shower facilities.

Where practicable, consideration is to be given to:

- Meeting and orientation rooms
- Site set up suitable for the peak number of operatives, which includes Willmott Dixon Managers, Quantity Surveyors team and sub-contractors Supervisors (SSS's)
- Hot desk for visitors.

Welfare

- Consideration is to be given to the planned amount of operatives expected on site, availability of services, travel distances around the site, etc. before selecting initial accommodation location(s)
- As a minimum standard a canteen, toilet and drying / changing facilities must be provided
- Any special requirements in the first few weeks may require additional welfare such as showers for demolition.

FORS and CLOCS

FORS is voluntary and open to any company operating a fleet including vans, lorries, mini-buses and coaches. This is as part of the construction industry's desire to protect vulnerable road users.

Dependent on the location of the project, or contractual agreements, this may be a requirement and must be discussed with contractors and suppliers before deliveries commence. For more information visit the FORS website https://www.fors-online.org.uk/cms/

Construction Logistics and Community Safety (CLOCS) is a scheme dedicated to improving the safety on roads in relation to construction vehicles. Willmott Dixon are now CLOCS Champions. In addition to this many of our client's now stipulate that CLOCS rules are to be enforced by any deliveries to the project. http://www.clocs.org.uk/

The site compound will be set up and consist of:

1no Biometric entry / exist turnstile.
Hoarding will consist of the following:-

Hoarding height of 2.4m.

Constructed using a GoHoard system or similar in yellow with ballast as per the temporary works design

The access gates to the site will be securely locked at all times until a delivery is made and then re-secured on completion. Outside normal working hours the gates will be left secured.

When a contract is located in an area where a genuine concern exists about employees 'off site' personal safety, the Health, Safety and Environmental Manager is to carry out risk assessments to ensure that control measures are in place to identify and effectively mitigate these risks.

Parking

Contractors and visitors parking will be available in the existing carpark accessed from Albion Street (This car park is being extended as part of the early works). A clear path to the site office will be identified (See logistics plan in appendix 4)

A site plan indicating the site boundary and all access points is contained within this document.

SITE SPECIFIC HEALTH AND WELFARE FACILITIES AND FIRST AID

a. Site cabins will be installed as soon as can be arranged. In the interim period, whilst there are some management on site, other available welfare facilities will be provided using 'oasis units`. This consists of a toilet block and welfare block and will be located on the site.

b. The site cabins will be connected to the mains electric by competent persons and all installations will be in accordance with BS 7375 or similar.

6. All welfare facilities will be maintained in good order. The welfare facilities on this site will consist of:

   Male and Female toilet block, changing rooms and shower. Canteen area with Microwaves, Fridges, Drinking water and Hot water. Office areas with meeting rooms, separate toilets and kitchen facilities.

7. First aid equipment requirement as identified by the First Aid Risk Assessment will be maintained both in the project office and other identified locations within the main working areas, due to the distance between them. It is likely that these additional first aid kits will be co-located with main fire points.

8. First aid box will be held and maintained in the site office on the main floor.

9. The nominated trained First Aider/s for this site is / are: **(TBA)**

   (1) - ……

   (2) - ……

   (3) - ……

   (4) - ……

10. **(TBA)** will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

11. The intention is to get a shower within the portacabins to cater for the demolition of the building. If these showers are rarely used, the showers are to be run for five minutes per week and the shower head cleaned to prevent the possibility of bacteria forming. This is to be recorded within WD Weekly Checks on Field View on a weekly basis.

Initial Welfare Arrangements

1. From weeks 1 to 8 a self-contained welfare unit will be sited on site accessed from Pinch Beck Road This will provide welfare facilities during this period. The following will be provided as a minimum:

   a. Drinking water container.
   b. Means of boiling water
   c. Hand cleanser in dispenser.
   d. Paper towels or other suitable means of drying hands.
   e. Storage facilities for protective clothing.
   f. Adequate first aid equipment.
   g. Toilets with hot running water.

2. Before work commences, the Site Team must make arrangements for the use by operatives of convenient sanitary and welfare facilities throughout the duration of the work.

SITE LOGISTICS PLAN – See Logistics Plan in Appendix 4 (Safety Risks including):

i. Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site.

ii. Wherever practical the layout of the site will include separate routes for vehicular traffic and pedestrians with priority given to safe access and egress to pedestrians.

iii. This principle will include for the elimination of reversing vehicles wherever possible. The traffic plan is to be made available to all suppliers and contractors working on site.

iv. A site entrance will be formed as detailed on the logistics drawings to provide access to the site compound.

v. Construction Logistics and Community Safety (CLOCS) is something that is coming to the fore within the UK and the industry. Willmott Dixon is committed to protecting vulnerable road users and our logistics plans will take into account the CLOCS standards and guides that are available online.

Loading/Unloading Arrangements

All deliveries will access the site from Pinchbeck Road and be off loaded following suitable methodology on site. Depending upon the site requirements the delivery wagon will exit via Albion Street on be turned on site (using the Banksman) and leave the site via Pinchbeck Road.

Traffic Management/Separation of Vehicle and Pedestrian Routes

Clear Pedestrian and traffic routes will be maintained at all times in and around the site (See appendix 4)

Reversing of vehicles must be avoided. Where essential, a banksman must be used to control such operations.

Emergency Arrangements/ Fire Protection Measures

The Principal Contractor will prepare emergency evacuation procedures and arrangements for fire prevention and protection during the works, these will also include for the unoccupied bowls hall.

DISABLED ACCESS

a. Sites should be aware of the requirements for facilities or access for the disabled, which may well include making provision for wheelchairs, hearing loops and the visually impaired, etc.
b. Sites are to investigate at the earliest opportunity if there is a requirement for disabled facilities on site; this would normally be client's or contractors who attend meetings.
c. Irrespective of attendance on site of disabled individuals, a sign is to be displayed at the entrance to all sites stating:

DISABLED ACCESS

IN THE EVENT OF ACCESS BEING REQUIRED

PLEASE CONTACT THE FOLLOWING FOR ASSISTANCE

SITE MANAGER: (TBA)

TEL NO.: (TBA)

Appendix 5
Work at Height Plan

Appendix 5 – Work at Height Plan

Project Fall Prevention Strategy

The main safety goal of this project is to achieve an injury and incident free place of work. This Work at Height Plan will help to deliver that goal by safely managing all aspects of working at height.

The purpose of this plan is to identify the activities on this project involving working at height and select the appropriate methods and equipment to undertake the work safely using the hierarchy of control.

Fragile Roof Surfaces

Consideration must be given to the location of any potential fragile roof surfaces including roof lights. More often than not these will have to be protected using collective fall prevention methods, subject to their condition and location.

Working at Height Hierarchy of Control

You only move up the hierarchy when you decide that the control is not practicable.

- Avoid the need to work at height, for example by using extending equipment from the ground
- Prevent falls using appropriate access equipment such as work platforms or rope access
- Reduce the distance and consequences of a fall should one occur

You should choose collective measures to prevent falls (such as scaffolds, MEWPs, towers) before other measures that may only mitigate the distance and consequences of a fall (such as fall protection systems – nets etc.) or which may only provide personal protection from a fall.

All work at height on this project will comply with the Work at Height Regulations 2005 and Willmott Dixon procedures. Further detail is contained within this document.

Coordination and Communication

Safety briefings take place regularly with all Site Safety Supervisors to discuss coordination of trades and workplaces. Any Work at Height operations that are planned will be discussed along with the control measures required. Any exclusion zones to protect from falling objects will be discussed and briefed to operatives by their Supervisors.

Work at Height operations requiring exclusion zones or permit to enter systems will be identified with clear and precise signage to make workers and visitors aware of the risks. The Hazard Board will also be updated with the high-risk operations that are occurring on site and the relevant control measures.

Review and monitoring arrangements

A review will be conducted during Contract Review Meetings and in discussion with the Site Safety Supervisors at the regular site safety consultation meetings. Contractors will be monitored for compliance with the agreed access and fall prevention measures described in this plan.

WD Procedures

Site specific activities

1. ***Scaffolding***

a. This will be installed to an agreed design or industry standard guidelines (TG20-21) and will be subject to temp works approval for installation and any amendment.
b. Only NASC approved contractors will be allowed to install or amend any scaffold on site, and only CISRS accredited scaffolders will be allowed to erect scaffold or amend it.
c. If any amendments are required then you should contact the site management to agree and implement the works using WD procedures.

2. ***Works off MEWPS***

a. Any works off MEWPS will be subject to a specific site-based RAMS and approved by site staff/safety manager and the lifting co-ordinator prior to being undertaken.
b. As part of any RAMS being submitted locations of work will be agreed and discussed and signed off by the temp works co-ordinator to ensure that the floor loadings will not be exceeded during use of the MEWP.
c. Any MEWP operators will need to CPCS trained as a minimum standard and will be required to attend the daily lifting co-ordination meetings to ensure safe co-ordination is maintained on site. A specific rescue plane will be included as part of any RAMS.
d. Barriers will need to be provided to all working areas which are under the control of the MEWP operator, with adequate signage in place to ensure that all are aware that works are being carried out a high level.
e. Site based assessment will be undertaken to ensure the provision of sky alarms where appropriate to avoid crushing injuries.
f. The site team are to ensure that there is a rescue procedure available on site and that the operators/other operative know how the procedure works this will be demonstrated on site.
g. All machines will be regularly maintained and subjected to both daily and weekly checks to ensure that they stay in a suitable condition for us.
h. A risk assessment will be available to show the requirement for anti-entrapment device requirements.

3. Working off low level scaffold towers/NMAE (Non-Mechanical Access Equipment)

a. Trades using this form of equipment will have specific site-based RAMS and this will fully detail all requirements for the safe and appropriate use of access equipment, it is currently envisaged that the following trades will likely to use low level access equipment on this site:
   I. M&E
   II. Steel fixers
   III. Ceiling fixers
   IV. Plasterers
   V. Painters

b. All mobile scaffold towers will only be erected/dismantled by competent PASMA trained operatives.

c. All NMAE will be inspected daily before first use and weekly and results recorded in the weekly inspections section of Filed View.

d. Further inspection will be required if the locations of the scaffold is amended or after any high winds or impact.

e. All NMAE equipment must display a NMAE tag which shows the last date the piece of equipment was inspected, mobile towers, ladders, podiums, hop ups and scaffolders step-ups.

Appendix 6
Dust Mitigation Plan

Appendix 6 – Dust Mitigation Plan
Introduction

A growing area of concern within our industry is the ill health to our workforce caused by exposure to hazardous dusts.

Dust can be and is generated in many ways across our sites, from different construction processes such as cutting and grinding, preparing and mixing materials for use, through to simply keeping the site clean and sweeping or hoovering up.

In order that we manage this hazard across our project each project will produce a dust mitigation plan.

When agreeing control measures with the subcontractors in regards to dust control, the use of Respiratory Protective Equipment (RPE) is to be considered a last resort. Other options that should be taken before the use of PPE include:

- Ordering the size of material that you need, rather than cutting on site
- Off-site prefabrication
- Capturing dust at source with adequate extraction/vacuum systems
- The use of spray guns or dust suppression systems

Action

Each project team will:

- From the Construction Programme, identify each operation that will generate dust during activity
- Using the dust mitigation plan and in conjunction with the subcontractor responsible for the activity consider:
    - The initial risk level/potential for creating dust?
    - Whether the dust can be reduced or eliminated by off-site cutting/machining etc?
    - What engineering controls will be put in place to give collective protection to the workforce
- Deal with any residual risk and consider whether Respiratory Protective Equipment is to be worn?

Face Fit Testing and the Selection of Respiratory Protective Equipment (RPE)

The use of RPE must be considered a last resort, as this control does nothing to protect the wider workforce and is reliant on an individuals will to comply. Having considered and adopted controls such as filtration, dust capture and suppression, secondary protection in the form of RPE may still be required.

As such the RPE must be correctly selected to address the remaining hazard and the individual issued with the equipment correctly trained in its use and face fitted to ensure the RPE will in fact give the protection required.

Current Willmott Dixon policy is that no disposable face masks are to be used on our projects, and that the minimum standard of protection required is an FFP3 rated half mask. Where personnel do not shave due to religious or other reasons, they are to be provided with a suitable full-face mask or forced air mask system, if required to conduct dusty works or visit dusty environments such as demolition sites.

Appendix 7
Asbestos Plan

Appendix 7 – Asbestos Plan

Form RMS-FM-18 is to be used for all asbestos related works in conjunction with the policies and procedures within RMS-PR-039. This form is also now available for use on Field View.

Where the presence of asbestos is known, the site management team will have received appropriate awareness training before works commence.

The Removal of Asbestos:

All work involving asbestos in any form will be carried out in accordance with:

- Work with Materials Containing Asbestos (ACoP) The Control of Asbestos Regulations 2012
- The Construction (Design and Management) Regulations 2015
- Asbestos; The Survey Guide HSG 264 (Amended 2012)
- Asbestos; The Licensed Contractors Guide HSG 247
- The Control of Asbestos regulations 2012
- Asbestos Essentials Advice on non-licensed work with asbestos
- Willmott Dixon Asbestos removal checklist

Prior to any Demolition or Refurbishment works being undertaken, the Project Team will ascertain at an early stage, normally by the provision of a Refurbishment and Demolition Asbestos Survey, whether asbestos in any form, is likely to be present and whether its presence will impact on the workforce where works are to be carried out.

Documentation

Before any asbestos removal takes place the following documentation must be in place and a copy held on site. The asbestos removal contractor will normally have a file with the following information:

- A copy of the Asbestos removal contractor licence
- A copy of the ASB 5 if notifiable
- A copy of the plan of works and method statement which was forwarded to the HSE.
- Training certificates of employees working on the project
- Employees Medical Surveillance in date certificates (within 2 years)
- Employees face fit test certificates
- Asbestos removal contractor's Waste Carriers Licence, along with relevant Environmental Permits for the waste station

Site set up and checks prior to asbestos removal
The Decontamination Unit (DCU) must be in place, and set up, as per the drawings in the method statement.

1. Is the (DCU) connected to the work enclosure? In some circumstances this may not be possible due to the location of the works being carried out. If this is the case then a plan must be in place to ensure the transit route from the work enclosure to the DCO or asbestos waste skip/vehicle is clearly marked and kept clear of all obstructions including other site operatives, if possible, who are not involved. At the time asbestos is being removed from the work enclosure, third parties are to be prevented from using the transit route, which should be clearly marked.

2. There may be a requirement for a portable DCU to be erected inside a building if it is not feasible to have one parked outside? This however must still have the same checks carried out prior to any work commencing the Willmott Dixon Asbestos check sheet.

3. Does the work enclosure have an air lock, and does it have a minimum of three compartments? Is each compartment door weighted at the bottom? Are hazard warning signs fixed and displayed at eye level. Are the compartments the correct size for the activity (such as storing waste prior to removal)?

4. The enclosure is to be constructed using 1000 gauge (250 microns) polythene sheeting supported as necessary by framework.

5. Are vision panels in appropriate locations so that work can be viewed by the site team?

6. In areas that cannot be viewed have CCTV cameras been set up, so works can be viewed by the supervisor and site team, to ensure that no poor working practices are being undertaken.

7. Are there sufficient ASBESTOS warning signs around the outside of the enclosure/working area?

Once the site enclosure has been erected a smoke test must be conducted to ensure that there are no holes or gaps in the enclosure. The smoke test is to be physically observed by a member of the project team, and the smoke test certificate is to be signed by that member of the project team.

Note: During the smoke test the Negative Pressure Unit (NPU) **must not** be in operation, and smoke alarms are to be isolated. Once the smoke test has been carried out and is satisfactory the NPU should then be switched on and the smoke should clear within a few minutes.

Tools and Equipment

All tools and equipment being used during the asbestos removal process must be checked for serviceability and test dates. All electrical equipment must be PAT tested every 3 months. Negative Pressure Units (NPU's) and vacuum cleaners with HEPA filters must also have a Dispersal of Particulate (DOP) test every 6 Months.

How many NPU's will be used will depend on the size of the area having ACM's removed. There should always be a HEPA filtered vacuum cleaner in the air lock for shadow vacuuming during removal and decontamination process (bags/operatives).

Note: There should also be a spare vacuum on site, in case one breaks down.

Protective Clothing

Prior to the removal of ACM's it will have been identified what protective clothing is to be worn. This will be recorded within the method statement or plan of works. It is particularly important to identity what colour protective clothing is being worn within the enclosure and during transit, so that everyone can see who is doing what and whether they are likely to be wearing contaminated clothing. White protective clothing is normally used for moving asbestos waste through the transit route.

Air Monitoring

Air monitoring should be established at the start of asbestos removal. This is to be undertaken by an independent organisation.

During the asbestos strip out monitoring should be carried out at a frequency that is known to the asbestos removal contractor and project team. During the air monitoring, air samples must be taken. The amount of samples and at what interval they are taken, is to be confirmed with the monitoring contractor. These air monitoring results are to be recorded and checked regularly, with liaison with the project team and asbestos removal operatives.

Emergency procedures

It is important to identify any emergency procedures for the removal of ACM's, in case there is an incident within the enclosure and an operative requires medical attention, or in the event of a fire when operatives are working in the enclosure. A plan must be in place so that operatives can evacuate from the working area without putting other operatives at risk of contamination from asbestos (See example).

Example Plan for Fire Emergency

As with accidents, action can only be determined by the seriousness of the situation.

- On discovery of fire the alarm must be raised immediately.
- If the fire is of a minor nature an attempt can be made to extinguish it with the extinguisher located adjacent (outside) the clean end of the 3-stage air lock.
- If felt that the fire is beyond your capabilities, the working area must be evacuated immediately.
- Depending on the location of the fire, evacuation will be through the 3-stage air lock.
- Decontamination procedures within the air lock will probably not be possible because of the time factor, but each operative shall collect transit overalls on passing through air lock. These shall be put on when clear of the enclosure on top of working overall.
- The Supervisor must check that all operatives are accounted for at the muster point.
- Further action will be as per contract specification, i.e. operatives to remain in general area until fire is extinguished to carry out decontamination and restore sheeting work, or proceed to hygiene facility for decontamination.
- Should the fire alarm go off whilst working within the enclosure, action shall be taken as above, i.e. area evacuated immediately. The Supervisor is to check every operative is accounted for. Operatives are to proceed to hygiene unit for decontamination (if circumstances allow).
- If fire occurs during non-asbestos work, all operatives to report to designated assembly point.

Example Plan for Elevated fibre levels outside the enclosure

- If any operatives are informed of any elevated fibre levels outside the enclosures then all works must stop immediately.
- The analyst employed on the site will be consulted in an attempt to ascertain what the source of the elevated fibre levels may be.
- In some circumstances these elevated fibre levels may have been caused by other non-asbestos materials on site. If identified as such by the analyst then work may recommence.
- In the event of subsequent elevated fibre levels being identified by the analyst as likely to be coming from either the enclosure, incorrect transiting procedures or insufficient cleaning of bags etc., then this should be addressed by the relevant site supervisor and no work shall commence until both the supervisor and analyst are satisfied that procedures are adequate and background levels are re-established at <0.010f/cm3 of air.
- Where circumstances as above are identified and rectified then consultation between the asbestos contractor, appointed analyst and Client will define whether or not continued background monitoring will be required.

Example Plan for Breach of a Waste Bag

- All waste should have been sufficiently dampened during the suppression and the removal operations, therefore if any waste bags are breached outside of the enclosure during waste removal the risk to other operatives or members of the public will be minimal.
- However, should such a breach occur on site then asbestos removal operatives will immediately restrict access to the 'contaminated' area, and initiate the clean-up procedures i.e. put on any additional/ required RPE and PPE, mist spray spillage, hand pick any large debris and bag immediately, H Type vacuum the area, assess the need for background air monitoring etc.
- Spillage kits are to include: H type vacuum, airless spray filled with a water/wet strip solution, waste sacks, tape, and polythene and barrier tapes.

Waste Disposal

As asbestos is a hazardous material it must be removed as hazardous waste using Hazardous waste consignment notes. Ensure that all loads of asbestos are recorded accurately and corresponding transfer documentation is available. All hazardous waste consignment notes are to be kept for 3 years.

Willmott Dixon Asbestos removal checklist.

To assist the site team in any asbestos removal all projects are to use the Willmott Dixon Asbestos check sheet. **This check sheet must be used for the removal of both notifiable and non-notifiable ACM's.**

This check sheet will give project teams information that needs to be checked before, during and after the removal of any ACM's from a project.

Potential Contamination of the Site

Asbestos: Asbestos Containing Materials (ACMs) is known to exist in various areas as detailed in the Asbestos Refurbishment/Demolition Survey in Appendix A

Should any further suspect materials be uncovered that have not been picked up by the survey during the works the Client must be immediately informed, whilst works in this section of the site cease. The nature of the materials uncovered would then require investigation and removal by competent persons.

Survey reports will be printed off and filed within the CPHSP folder once they are received.

Appendix 8
Demolition Plan

Appendix 8 – Demolition Plan

Demolition

Site Specific Risk Assessments

During the pre-construction stages of the Project the work activity program will be reviewed, and a list of hazardous operations will be identified by Bid Manager/ Operations /Construction Managers on the risk assessment and method statement (RAMS) program.

Prior to the commencement of hazardous operations, project specific risk assessments will be produced by subcontractors in line with the safe sequence of works as detailed within the Method statements.

It is the responsibility of the subcontractor to implement and monitor any requirements and procedures identified in these assessments and when necessary, provide the appropriate training for both their line managers and site operatives.

	Significant Risk Identified on this Project?	**Yes**	**No**
1	Work on excavations and work where there are poor ground conditions	✓	
2	Working at Height (preventing falls)	✓	
3	Stability of structures whilst carrying out construction / demolition work including temporary structures and existing unstable structure's	✓	
4	Dealing with services, water, electricity and gas including overhead power lines and temporary electrical installations	✓	
5	Work involving lifting operation's	✓	
6	Delivery and removal of materials (including waste) and work equipment taking into account of any risk to the public, e.g. during access to or egress from the site	✓	
7	Work with or near fragile materials		✓
8	Maintenance of Plant and Equipment	✓	
9	Traffic routes and segregation of vehicles and pedestrians	✓	
10	Storage of materials (particularly hazardous materials) and work equipment	✓	
11	Hot works e.g. Cutting, grinding, welding, spark generation etc.	✓	
12	Work on wells, underground earthworks and tunnels		✓
13	Work on or near water where there is risk of drowning	✓	
14	Work carried out in a caisson or compressed-air working		✓
15	Work involving the use of explosives	✓	
16	Work involving the assembly or dismantling of heavy prefabricated components	✓	
17	Other significant risk (Lead, Asbestos, Contaminated soils)	✓	

	Health Risks Identified on this Project?	**Yes**	**No**
1	Working alongside or Removing Asbestos	✓	
2	Dealing with contaminated land		✓
3	Manual handling	✓	

4	Use of Hazardous substances, particularly where there is a need for health monitoring		
5	Noise and Vibration	✓	
6	Exposure to UV radiation (from the sun)	✓	
7	Lead		✓
8	Construction Dust (i.e. evidence of Face Fit testing)	✓	
9	Other Health risks i.e. Aspergillum / Anthrax		✓

Environmental Aspects and Impacts

Using the environmental register, the Environment Manager's will identify and assess the aspects and impacts of the operations and activities upon the environment with such assessments filed within the site environmental plan.

The environmental aspects assessed include both the activities and operations which we have direct control over and also those of our sub-contractors and partners over which we can have a significant influence.

This will facilitate the implementation of environmental risk assessments and the associated action notes, which should be completed for any aspect that is rated as significant. We will then ensure the allocation of resources for any preventative actions and control measures identified which will be recorded. We will identify and assess the negative aspects and impacts of our operations and activities upon the environment, with such assessments filed within the site environmental folder.

Contractors, operatives and all other relevant personnel, undertaking activities/operations which may have a Health and Safety or an Environmental impact as prescribed in a work specific Risk Assessment will be made aware of its contents during

- Initial site-specific briefings
- The Risk Assessment and Method Statement briefing
- Tool box talks
- Specific safety meetings
- Individual briefings as appropriate

Confirmation of issue for work specific Risk Assessments must be recorded and acknowledged by all recipients in the Method Statement / Risk Assessment Briefing Register.

Environmental Permits and Licenses

The project may require one or more of the following environmental permits, licenses, consents or permissions for its operations. The Bid Manager shall contact the Environmental Manager if they are to undertake activities that may require a permit as detailed below:

- **Environmental Permit:** For concrete crushing
- **Abstraction License:** Usually for open loop boreholes
- **Trade effluent consent:** Required to discharge anything other than domestic sewerage to a foul sewer, dewatering, pool testing or other discharge other than toilet or kitchen waste
- **Section 61 consent:** Required when noisy works are likely to occur.
- **Waste Exemptions**
- **Wildlife permits:** There are numerous wildlife permits and these will be determined by what wildlife is on site e.g., badgers, bats etc.
- **Footpaths:** Consent in the form of a public path order is required from the local authority to enable any public footpaths to be diverted

Note: This list is not exhaustive and there may be other permits required for the works. If in doubt, contact the Environmental Managers for further instruction.

Appendix 9
Outside of Normal Activities

Appendix 9 – Outside of Normal Activities

Site Wide Activities

Activities with site wide implications, e.g. traffic control, materials storage and movement, access routes, site security and personal safety, etc., and activities which may affect the general public, are planned prior to the project commencing. Management of these is a component of the management of the site and is monitored during safety visits by the Safety Manager and the Group Safety Inspectors.

Operational activities are assessed in writing by the project management team to determine hazards and risks. Contractors are required to carry out detailed risk assessments and to produce methods by which identified risks may be either avoided or minimised. Certain high-risk operations, e.g. demolition, deep excavation, working in confined spaces, etc., are exempt from this procedure since they will automatically require detailed method statements to be produced.

Before the operations are allowed to commence, the methods proposed are submitted to the project management for agreement and, in the case of all high-risk activities, must be formally approved by the safety manager.

Details of specific control measures arising from such activities are to be included within this appendix.

The following section outlines the projects arrangements for dealing with those significant safety risks and includes:

Accommodating adjacent land use

Most building operations are inherently noisy and/or dusty and as such can give rise to nuisance for adjacent land users. We will endeavour to keep these to a minimum by the use of sprays where applicable and by ensuring that all plant used on site has the appropriate silencers, baffles, etc.

Accommodating adjacent land use

When working close to an existing building temporary dust screens will be erected as required to ensure that dust contamination is kept to an absolute minimum. This will be monitored by the project management and modified if required.

Noise surveys will be carried out as and when conditions dictate and a copy of such surveys will be kept on site.

Surplus materials will be placed in skips, for removal from site to a registered waste management site. All excavated material that is not required will be loaded onto suitable vehicles and deposed of under licence. All demolition materials will be removed similarly.
We will not allow any fires on site for the burning of materials.

Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures

According to BS 6100 'Building and Civil Engineering Vocabulary', temporary works are described as: "Works to stabilise or protect an existing building or structure that are not intended to be permanent", or; "Works undertaken during construction but not required to form part of the finally completed construction works". As such, they form an integral part of most construction operations. Their importance to the successful completion of a project cannot, therefore, be overemphasised.

The project will prepare a site-specific Temporary Works Plan**.**

Work with or Near Fragile Materials

If this is a new build and no fragile surface / materials will be present then state as such. On refurbishment or demolition projects consider existing roof lights, window openings, asbestos roofing sheets etc

Control of Lifting Operations

All lifting operations will be planned and carried out in accordance with:

- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)

This applies to the use of all lifting appliances or machines, i.e. pulley blocks, gin wheels, winches, piling frames, excavators, draglines, cranes, etc., and to the use of all lifting gear or tackle, i.e. chain slings, ropes, slings, shackles, eye-bolts, hooks, etc. at the project

All lifting operations will be planned by an appointed person as required by BS7121. All lifting operations will require a lift plan.

The Health, Safety and Environmental Manager will be consulted at an early stage when any Lifting operation is to be carried out so that adequate planning can take place. It is a requirement of the Group Health and Safety Policy that all lifts must be approved by the Safety Manager prior to any lifting operation taking place.

The Maintenance of Plant and Equipment

The requirements contained within the following regulations will be complied with as regards the use of any type of plant or equipment used on site:

- The Construction (Design and Management) Regulations 2015
- Lifting Operations and Lifting Equipment Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998
- Control of Vibration at Work Regulations 2005
- Noise at Work Regulations 2005

The Project Management will ensure that plant delivered to site is inspected before first use and that any required safety devices are available and in good working order including flashing amber beacons.

Any defects noted which it is considered could affect the safe operation of the plant or equipment will be reported to the company responsible for the plant or equipment immediately. The equipment shall be taken out of use until the defect(s) are repaired or the item replaced. Specific advice on this issue should be sought from the Safety Manager.

Work on Excavations and Work where there are Poor Ground Conditions

The following specific legislation and guidance contains requirements to be complied with:

- The Construction (Design and Management) Regulations 2015
- Avoiding Danger from Underground Services HSG 47
- Health and Safety in Excavations HSG 185

Work will be planned to ensure that any loading imposed on the sides of excavations do not cause any collapse.

Where personnel are required to inspect excavations for safety purposes, adequate training will be provided. Before allowing persons to enter any excavation, the Site Management must ensure that it is safe to do so. Where necessary, advice should be sought from the Safety Manager.

The Site Management or other competent person shall inspect the excavations on a weekly basis (maximum 7 days) and shall sign the Site Safety Register and include evidence of these weekly checks on Field View. All excavations are to be inspected and recorded daily, before work starts at the beginning and end of every shift and after any event likely to have affected its strength or stability.

Suitable and sufficient excavation support systems (as detailed within the agreed safe system of work/design) must be provided and installed by competent personnel before operatives are allowed to enter.

Work on or Near Water where there is a Risk of Drowning

Any work where there is a risk to operatives of drowning shall be carried out in accordance with the:

- The Construction (Design and Management) Regulations 2015
- Provision and Use Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999

The Site Team will ensure that the following arrangements are planned before work commences:

- Suitable fencing or barriers
- Life belts, safety lines and other related safety equipment
- Rescue boats
- Rescue teams and procedures
- Training for operatives and supervisors

The Site Management will ensure that all barriers, fencing and rescue equipment is provided, before work commences which could place personnel at risk from drowning.

The Site Management will ensure that only authorised personnel alter barriers, operate rescue equipment, boats, etc.

The Site Management will ensure that all rescue equipment is checked regularly and that any defective equipment is repaired or replaced immediately.

Work Involving Explosives

It is rare that explosives are used on our sites in any application other than the use of cartridge operated tools.

Where the use of explosives is planned the following principles will be adopted:

- Only cartridge tools of low velocity indirect type will be used on the company sites. The Site Team will inform sub-contractors of this policy.
- The Site Team will ensure that all operatives who will be required to use cartridge tools on site are trained by the cartridge tool manufacturer's representatives and certificates obtained which will be maintained on site.
- The Site Manager is to ensure that tools and cartridges are secured and stored separately and that the issue of tools and cartridges is stringently controlled and logged.

Project teams are to contact the SHE Manager if explosives are to be used in any other application.

Storage of Materials (particularly Hazardous Materials) and Work Equipment

The following specific legislation contains requirements to be complied with:

- The Control of Substances Hazardous to Health Regulations 2002 (as amended)
- The Management of Health and Safety at Work Regulations 1999

No material or substance shall be used on site until suitable COSHH risk assessments and Material Safety Data Sheets are available in the work place, and that all concerned are aware of, and are taking the necessary precautions to comply with the assessment and regulations.

All COSHH related material and substances are to be stored in suitable containers, boxes, or secure chests, etc., which should be suitably marked, clearly visible and preferably located externally. It is advisable that the location of extensive COSHH material is marked up on fire plans, in order that emergency services can be informed of their location.

Any Other Significant Safety Risks

Health Risks including:

Construction workers have one of the highest rates of work-related illness of all occupational groups. In 2015 and beyond occupational disease and ill health is a key priority for Willmott Dixon and actually forms part of our "All Safe" action plan. We will be significantly increasing our focus on raising awareness, promoting knowledge and ensuring control of health risks in construction.

Occupational ill health comes in many forms, some risks are:

- Hand Arm Vibration (HAV)
- Noise Induced Hearing
- Skin Disorders
- Respiratory Diseases, (Occupational Asthma, Respirable crystalline Silica, Chronic Pulmonary disease, Asbestos)
- Muscular-skeletal disorders

Employers Duties to Other Employees
Where workplaces are shared, each employer must take all reasonable steps to inform the other employers concerned of the risks to their employees' health and safety arising from work activities as part of his/her business. (Reg. 11 of the 'Management' Regulations 1999)

Employers Duties to Non-Employees
To provide information, instruction and training, where necessary, for health and safety, general requirement of Section 3 of HSW Act or more specific requirement of legislation (e.g. COSHH Regs) so far as reasonably practicable.

Health Risks including:

(a) Dealing with Contaminated Land

Within the built environment we are constructing more and more projects on reclaimed / remediated sites. As such it is becoming more common to deal with the legacies presented by these sites; hydrocarbons, buried asbestos etc are issues that we have had to contend with.

Taking the information provided to us by the ground investigation report we will develop a strategy to work safely within the ground. This may include simple controls such as good hygiene facilities and educating those on site up to more specific controls such as coveralls, RPE, gas monitoring etc., all of which will be detailed in our project specific Safe System of Work and Risk Assessments.

(b) Hazardous Substances, where there is a Need for Health Monitoring

There are several substances that require specific health monitoring that could be used on any construction project, Lead and Asbestos being the most common. However, COSHH assessments will establish what products may fall into this category.

We will ensure the employer of those working with said substance are aware of their duties to carry out health surveillance and request copies of medical certificates to demonstrate this process is taking place.

(c) Noise:

STANDARDS REQUIRED

The Control of Noise at Work Regulations 2005 requires employers among other matters to monitor noise levels on site and ensure that workers are not exposed to those set within the Regulations without adequate control measures in place.

GUIDANCE - L108 Reducing Noise at Work, Guidance on the Control of Noise at Work Regulations 2005, deals with the legal duties of employers, designers, manufacturers, importers, suppliers and competent persons.

PLANNING PROCEDURES

The Site Team will ensure that information on the noise level of any plant and/or activity which is intended to be used is obtained and taken into account before commencement of works.
The Site Team will ensure that any static plant to be installed on site or in the workshop is planned to be in a position which takes account of the effects of noise on the workers or public. Where personnel will be required to work in situations where high levels of noise are likely to be encountered, the Site Team will ensure that full details of anticipated noise levels and frequencies are obtained before work commences. Measures to reduce noise levels, below those levels considered to be unsafe, must be planned or, if this is not practicable, suitable hearing protection equipment must be selected for use by personnel.
Monitoring of noise levels and frequencies must be undertaken as required by the current regulations.

SUPERVISION - The Control of Noise at Work Regulations 2005 requires employees to prevent or reduce risks to Health and Safety from exposure to Noise at Work. The regulations require the following to be in place at all times:

- Assess the risk to employees from noise at work
- Take action to eliminate and reduce the noise exposure that produces these risks
- Provide employees with hearing protection if the exposure cannot be reduced by other methods
- Comply with the current legal limits on noise exposure
- Provide employees with information, instruction and training
- Carry out health surveillance where there is a risk to health and safety The Site Manager is to ensure that contractors have the management controls and systems in place by supplying a method statement and risk assessment of the control measures and safe systems specified.

SAFE SYSTEM OF WORKING

The Site Manager is to ensure that the following safe systems are incorporated as required/ necessary and applied by contractors: - Noise assessments to identify exposure to the workforce:

- Select quieter processes
- Re-design activities to eliminate or reduce noise processes
- Reduce the number of people exposed
- Limit the time spent in noisy areas
- Provide information, instruction and training
- Ensure that health surveillance is provided to medium and high-risk operatives
- Monitor and review

It will be deemed part of the contractor's safe system of work that the information specified above is provided at the commencement of the contract and monitored as the contract progresses and completes.
The Noise Regulations require specific action at certain noise levels. These relate to:

- The levels of exposure averaged over a working day or week, and;
- Maximum noise exposure (peak sound pressure) in a working day.

Action Levels

Lower exposure Value	Daily or weekly exposure of 80dB (A) Peak sound pressure of 135dB (C)	Hearing protection must be made available on request. Managers should seek to reduce the noise at source and/or reduce the duration of exposure.
Upper exposure action value	Daily or weekly exposure of 85dB (A) Peak sound pressure of 137dB (C)	Hearing protection must be worn when this value is exceeded. Managers should seek to reduce the noise at source and/or reduce the duration of exposure.
Exposure limit	Exposure limit daily or weekly exposure of 87dB (A) Peak sound pressure of 140dB (C)	These levels **must not** be exceeded taking into account attenuation achieved by provision of hearing protection.

The above assessment is an abstract from Willmott Dixons procedures, other health risks are covered and can be found in the procedures section of the RMS:

Willmott Dixon main priority is the Management of health risks – raising awareness, promoting knowledge with their supply chain and ensuring the control of health risks on their projects.

(d) Control of Vibration

Contractors will provide evidence that they have:

- Assessed the vibration risk to employees
- Decided if they are to be exposed above the daily exposure action value (EAV)
- Implement procedures and controls to eliminate and reduce these risks
- Provided health surveillance
- Decided if they are likely to be exposed above the daily exposure limit level (ELV) and if they are, take action to reduce their exposure below the limit value
- Provided information and training
- Maintained health records
- Kept records of and review and update risk assessments regularly.

(e) Manual Handling

STANDARDS REQUIRED

The following regulations apply to the manual handling or lifting of materials:

- The Construction (Design and Management) Regulations 2015
- The Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998

PLANNING PROCEDURES

All work will be tendered for or negotiated taking into account the above standards. The Site Team will ensure that materials are handled as far as possible by machine or other aides to lifting and handling. Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads in the form of site and load specific method statements.

All supervisory staff will be given training in the correct methods of handling and Lifting loads as part of their normal site safety training.

SUPERVISION

Supervisory staff will ensure that a manual handling risk assessment is completed and will instruct any operative in the correct handling and lifting of loads as required. Where necessary, operatives will be trained (Toolbox Talk) in the correct handling and lifting of loads.
The Site Manager will ensure suitable gloves are worn as required for the handling of materials which could cause injuries to the hands.
The company insists on the wearing of safety footwear and supervisory staff will remove from site any employee or sub-contractor wearing unsuitable footwear.
The supervisor will not require any operative, particularly a young person, to lift without assistance a load which is likely to cause injury.

SAFE SYSTEM OF WORKING

The main injuries associated with manual handling and lifting are:

- Musculoskeletal Disorders (MSDs)
- Back strain, slipped disc - Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis
- Bruised or broken toes or feet - various sprains, strains, etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build, physical fitness and risk assessments, etc. training provided should be based on the physical structure of the body and the Effect of attempting to handle loads in various positions, Where loads have to be manually handled, the need to ensure that access is safe is especially Important. The Safety Manager will arrange suitable training for any concerns regarding manual handling, however method statements are to include use of specific aides to lifting and moving and any job rotation systems which may be Necessary to prevent repetitive works. The use of mechanical aids for lifting is a priority for all manual handling tasks and aids to lifting such as suction kerb lifters Is now part of everyday construction methods? The HSE Manual Handling Assessment Chart (MAC) is available on the HSE website.
The project team are to consider any additional items that need to be included.

(xvi) Work with Ionising Radiation and Lasers

Ionising radiations occurs as either electromagnetic rays (such as X-rays and gamma rays) or particles (such as alpha and beta particles). It occurs naturally (e.g., from the radioactive decay of natural radioactive substances such as radon gas and its decay products) but can also be produced artificially.

In all cases a specific risk assessment will be developed following the guidelines contained within:

- Work with ionising radiation: Ionising Radiations Regulations 1999 Approved Code of Practice and Guidance

Where the use of Artificial Optical Radiation (AOR) sources will be used on site all measures in accordance with the Control of Optical Radiation at Work Regulations (AOR) 2010 will be complied with to ensure that there is no risk of exposure.

(xvii) Exposure to UV Radiation (from the sun)

Given the very nature and environment in which construction works take place, those working are at greater risk from the problems caused by ultraviolet (UV) rays in sunlight. We will make those on our site aware of the risks associated with working outdoors through site specific briefings and toolbox talks.

Further advice is contained within HSE Guidance document INDG147: Keep your top on - Health risks from working in the sun.

(xviii) Any other Significant Health Risks

The project team are to consider any additional items that need to be included or state not applicable.

Appendix 10
CoSHH Plan

Appendix 10 – CoSHH Plan

CoSHH

Willmott Dixon Group acknowledges that not all substances can be considered completely safe. All reasonable steps will be taken to ensure that exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

Where reasonably practicable, Willmott Dixon Group will undertake to control exposure by engineering means. Where exposure cannot be adequately controlled by engineering means, appropriate PPE/ RPE will be provided its employees.

No material or substance shall be used on site until suitable CoSHH risk assessments and Material Safety Data Sheets are available in the workplace, and that all concerned are aware of, and are taking the necessary precautions to comply with the assessment and regulations.

All employees including subcontractors will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

Willmott Dixon Group line management is responsible for the implementation of this policy.

The following specific legislation contains requirements to be complied with:

- The Control of Substances Hazardous to Health Regulations 2002 (Amended)
- The Management of Health and Safety at Work Regulations 1999

All CoSHH related material and substances are to be stored in suitable containers, boxes, or secure chests, etc., which should be suitably marked, clearly visible and preferably located externally. It is advisable that the location of extensive CoSHH material is marked up on fire plans, in order that emergency services can be informed of their location.

Appendix 11
Occupation Health Plan

Appendix 11 – Occupational Health Plan

OCCUPATIONAL HEALTH RISKS

Construction workers have one of the highest rates of work-related illness of all occupational groups. Occupational disease and ill health is a key priority for Willmott Dixon. We have significantly increased our focus on raising awareness, promoting knowledge and ensuring control of health risks in construction.

Occupational ill health comes in many forms. Some of the major diseases or malaises are:

- Hand Arm Vibration (HAV)
- Noise Induced Hearing Loss
- Skin Disorders
- Respiratory Diseases including, but not limited to, Occupational Asthma, Respirable Crystalline Silica, Chronic Pulmonary Disease and Asbestosis.
- Muscular-skeletal disorders

Employers Duties to Other Employees

Where workplaces are shared, each employer must take all reasonable steps to inform the other employers concerned of the risks to their employees' health and safety arising from work activities as part of his/her business (Regulation 11 of the Management of Health and Safety at Work Regulations 1999).

Employers Duties to Non-Employees

To provide information, instruction and training, where necessary, for health and safety, is a general requirement of Section 3 of the Health and Safety at Work Act or more specific requirement of legislation (e.g. CoSHH Regulations) so far as reasonably practicable.

Willmott Dixon main priority is the management of health risks, raising awareness, promoting knowledge with their sub-contractors and ensuring the control of health risks on their projects.

Appendix 12
Management of Direct Employees

Appendix 12 – Management of Direct Employees

Within this section, due consideration must be made regarding the activities of any individual deemed to be under the direct control of Willmott Dixon. This may include direct operatives and those employed by us through an agency, such as labourers, gatekeepers, security staff and banks men.

The findings of this process are then used to develop Safe Systems of Work (Method Statements), Risk Assessments and CoSHH assessments ensuring these individuals are put to work following due consideration of the potential risks.

A full risk assessment is to be recorded for the expected activities to be carried out by any labourers employed. This is to be contained within the site RAMS folders.

Appendix 13
Management of Controlled Areas

Appendix 13 - Management of Controlled Areas

1. **Safe Working Practices**

    a. Identification of Controlled Areas
    b. Planning
    c. Communication
    d. Information Instruction Training
    e. Emergency Procedures

2. **Accountability**

    a. RP and Deputy
    b. Sub-Contractor Responsible Person (SCRP) and Deputy
    c. Confirmation
    d. Monitoring

3. **Allocation of Duties**

4. **Go Live Meeting Records**

Glossary / Abbreviations

RP	Responsible Person
DRP	Deputy Responsible Person
SCRP	Sub Contractor Responsible Person
PTE	Permit to Enter

Introduction

During the lifetime of any construction project, the hazards and risks presented within the work environment change regularly.

These hazards can present themselves in many forms and may be as a result of the space itself (an unprotected roof, a poorly accessible room resulting in a confined space) or by the introduction of a particular hazard into the environment such as live services.

This document forms part of the Construction Management Plan and aims to capture the organisation and arrangements for managing any area within the project requiring specific controls through restricted access.

Within this appendix a list is to be maintained which includes:

- Details of those responsible for managing those areas
- Controls that are to be put in place in order to ensure that the risks are managed in a controlled way.

This document must be kept up to date, reviewed regularly and should be used to plan, prepare and inform those on site as to the presence of controlled areas and the procedures required should they need access to them.

Safe Working Practices

1. Identification of Controlled Areas

a. Ensure the Client provides Pre-Construction Information for the site. This may contain details of existing areas that may require restricted access and could include existing plant and electrical rooms, basement areas, areas where the presence of asbestos has been identified.
b. Ensure (particularly in the case of refurbishment or demolition projects) that a full survey of the existing documentation and structures are undertaken. Access may need to be restricted to areas where hazards exist (fragile roofs/roof lights or unsafe structures may be present).
c. Ensure the construction program takes into account specific periods that will give rise to the creation of controlled areas (Electrical Switch Gear and other plant being energised, formation of lift shafts and lift installation etc.)

2. Planning

a. Consider how access to controlled areas will be managed and how the areas will be secured from unauthorised access.

b. Where duties and responsibilities for access management and works within the controlled areas will be shared a "Go Live" meeting will be held. Records of this meeting must be taken, and copies kept in Part 3 of this appendix.

c. A marked-up drawing will be appended to Part 3 of this appendix indicating the location of all controlled access areas on the project.

d. Means of securing areas will be agreed and documented within the minutes of the "Go Live" Meeting along with the names of those authorised key holders.

e. Signage specific to the controlled area is to be posted at all access points. This should warn of no unauthorised access, the nature of the risk (Live Electrical Equipment, Confined Space or Fall from Height etc.) and who to contact to get a PTE.

f. Method Statements for the work must be reviewed and approved by a competent person. In the case of mechanical / electrical testing and commissioning the Technical Service Managers or their equivalent should be consulted in addition to the SHE Manager.

Safe Working Practices

3. Communication

a. Knowledge of controlled access areas is to be communicated at Site Orientation and via toolbox talks as required to ensure all on site are aware of the restrictions and procedure for gaining access.
b. Prior to any works commencing the RP is to ensure that the method statement is in place for the planned works and these works can be carried out safely without increased risk to the workforce. The RP must ensure that PTE is completed.
c. Where specific hazards exist, the person responsible for granting access to that area must prepare a briefing session. This will be delivered to all that require entry. The PTE has been completed by all parties concerned and signed accordingly.
d. An emergency evacuation plan is prepared as necessary and communicated to all requiring access.
e. An emergency communication protocol is agreed and communicated to all necessary parties.

4. Information Instruction and Training

a. All information concerning the hazards presented within or by the controlled area is to be communicated to the operatives who will need to work in these areas.
b. There may be times when specific training over and above that mentioned in item a may be required. e.g., in the case of confined spaces then specific training in entry procedures and emergency rescue will be required.

5. Emergency Procedures

The Site Environmental and Emergency Planning Arrangements (SEEPA) must be in place when undertaking work within a controlled area. Contact details for all relevant parties are to be available within the emergency file and listed in the SEEPA.