CONSTRUCTION PHASE PLAN

Phase 1

Springfields Staff Car Park
Autumn 2023

INTRODUCTION

This Construction Phase Health and Safety Plan has been developed and produced in accordance with the requirements of the **Construction (Design & Management) Regulations 2015.** (CDM 2015)

The format and content of this plan is in accordance with the requirements of regulation 12 of the CDM Regulations and also addresses the specific guidance contained within Appendix 3 of the HSE Guidance Document 'Managing health and safety in construction'.

The site-specific Construction Phase Health & Safety Plan is prepared from this format and the information derived from the Pre-construction Information, produced by the Principal Designer. This information, concerning project health and safety issues provided by the Client, Designers and the Project Co-ordinator, has been or will be addressed in this plan as required. The Health and Safety plan will be developed and reviewed as the project works progress.

Whilst the headings and subjects covered by this plan are generic, the detail provided in the plan itself will make this a 'bespoke' Health and Safety management document applicable solely for this project. The plan will be developed as much as is possible before the commencement of the construction works, in particular, the procedures and arrangements which will be applicable to the general organisation of site safety and the initial working operations.

Additional documents (e.g. method statements and risk assessments) will be prepared by specialist contractors which will be further developed and reviewed with C G Godfrey Ltd management to reflect actual on-site conditions and requirements. To assist this process, reference to CITB Construction Skills Construction Safety document GE700 and C G Godfrey Ltd Health & Safety Site Pack will be used to establish a H&S plan for each operation which.

- identifies hazards,
- assesses risk,
- establishes agreed appropriate protective and preventive measures,
- explains means of communication to all parties involved or affected by the operation, including other trades and workers
- ensures that all essential materials, plant, equipment, training, competent people, including supervision and every other required item is in place prior to start of the operation
- ensures that adequate management resources are in place at the start of the operation to minimise risk of unforeseen issues creating unnecessary risks
- explains the monitoring & reviewing procedures at each of the above stages

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Small expansion of existing staff car park

1.1 Project description and programme details including any key dates

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Project Inception date:	29.01.2019
Planning Application Ref:	H16-0879-23
P.C Appointment date:	October 2023
F10 Submission Date:	Not required less than 500 man hours/30 days
Proposed Construction works start date:	20.11.2023
Hand over to client time:	1 weeks from start date

Proposed site working hours –Monday to Friday 0730 - 1700
No weekend working / currently planned.
No Sunday working unless agreed otherwise internally due to neighbouring residences.

1.3 Details of client, Principal Designer, Designers, Principal Contractor and other Consultants

Project Role	Name & Address	Telephone & Email
Client: Address: Contact:	Springfields Retails Outlet Camel Gate Spalding PE12 6EU Simon Stone/Jackie Sawyers	Tel 01775 760 906 Simon.stone@springfieldsoutlet.co.uk
Principal Contractor:/ Designer /Contractor Contact:	C G Godfrey Ltd – P Griggs Watson Batty Architects	01775 640 661 phil.griggs@cggodfrey.co.uk 01943 876 665 enquiries@watsonbatty.co.uk
External Safety Advisor:	PIB Lincsafe Stephen Bishop	07850464291 Stephen.Bishop@pibrm.com
Designer:/ Engineer Contact:	Watson Batty Architects	01943 876 665
Co-Ordinating Designer Contact-	Watson Batty Architects	01943 876 665
Contractor Contact		
Contractor		

Contact		

Designer /Contractor Contact		
Designer /Contractor Contact		

Sub-contractors details;

C G Godfrey would not be proposing to utilise ~~any subcontractors for the staff car park extension.~~

1.4 Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate (Details of Preconstruction Information)

Pre-Construction information has been provided by the Client and Principal Designer and includes the following:

- Site Masterplan – Phasing **SPFDS- WBA-SI-ZZ-DR-A-90_102 REV P6.**
- Email wording of minor works to be carried out.
- Site inductions, permits and site rules to be issued on commencement of works.

At this time, the risk of asbestos materials has been assessed and given only 300-400mm of soil is being removed from a "Green Field" part of the site it has been deemed that this is - N**o risk to the health, safety and welfare of those undertaking works at the site**

We shall undertake reasonable measures to ascertain the completeness of the information prior to starting this project.

If any further information is required, we shall liaise directly with the Client to get the information before proceeding.

The majority of information required for this project will already be available in the project office or with the Client's representative who we work closely with.

2.0 Management of the works

2.1 Management structure and responsibilities

DIRECTOR/S RESPONSIBLE FOR SAFETY: Matthew Morley and Donna Hume - NEBOSH
CONTRACTS MANAGER: Phil Griggs
PROJECTMANAGER: Phil Griggs
SITE MANAGER(S): Phil Griggs

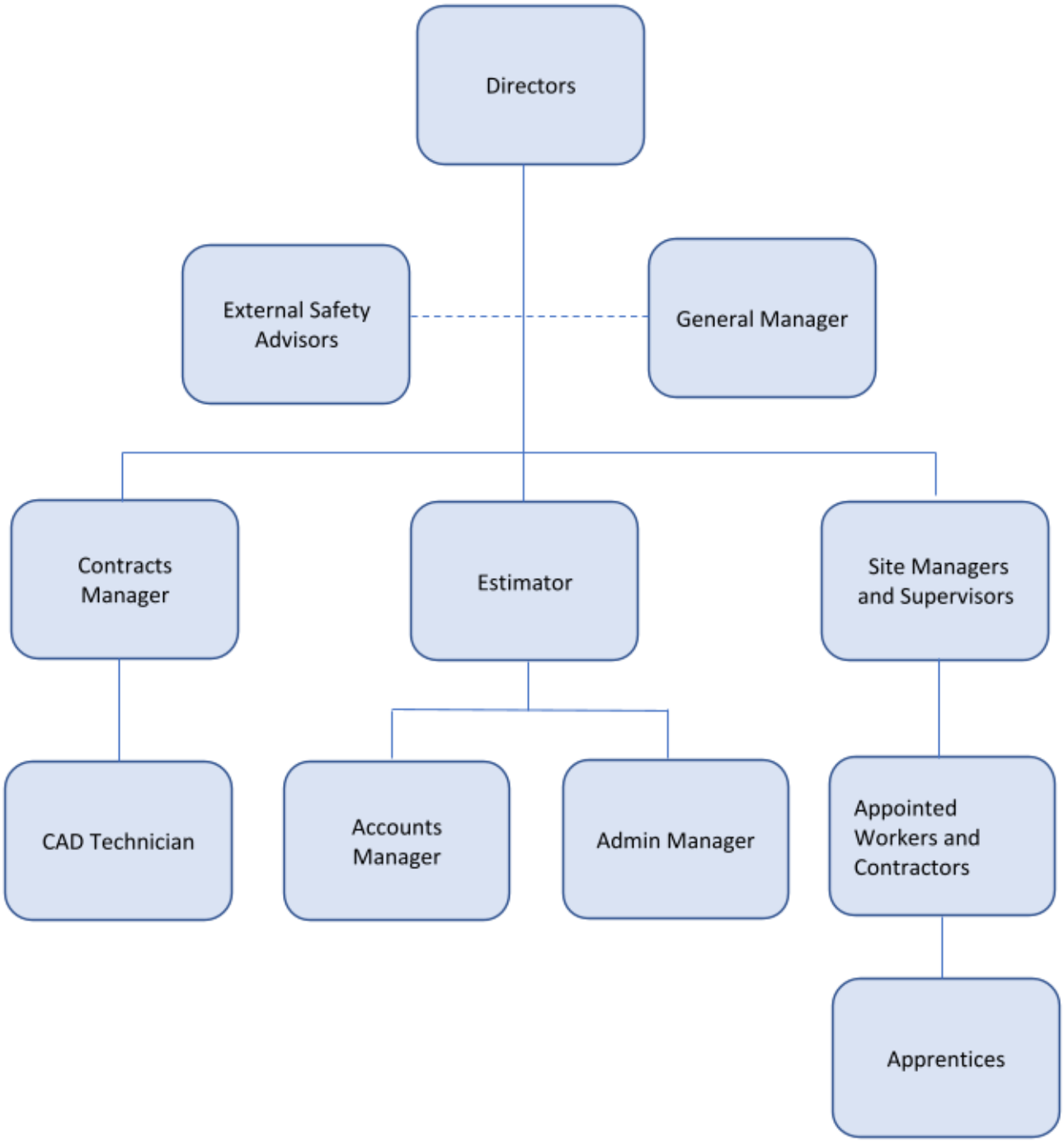
2.1.2 Project Safety Appointments

SITE SAFETY SUPERVISOR:(on – site) Lee Bateman/Dominic Stimson
FIRST AIDERS/NOMINATED PERSON: Lee Bateman, Phil Griggs
FIRE SAFETY: Dominic Stimson
SITE SECURITY: The client has excellent measures already in place. CGG will have additional segregation fencing during machinery movements
CO-ORDINATION OF SUBCONTRACTORS ACTIVITIES/OPERATIONS: (Receiving / Reviewing Risk Assessments / Safety Method Statements)

2.1.3 PROJECT SAFETY ORGANISATION CHART

C G GODFREY LTD

Company Organogram



2.2 Health and safety goals for the project and arrangements for monitoring and review of health and safety performance

2.2.1 Health & Safety Goals for the project set by the Client and Directors with the agreement and commitment of the Project / Site Managers. These goals will be explained to the contractors prior to appointment and to the project at their induction when their cooperation will be requested:-

a) Zero enforcement action taken over the duration of the project.
b) Achieving a reportable accident incidence rate 75% lower than the industry average.
c) Carry out continuous monitoring of health and safety application within the project teams and provide feedback for improvement.
d) To report to the Client or their representative on health and safety matters regularly.
e) To achieve at least 3 score of PIB Risk Management scoring system on their regular inspection report (compliant).
f) To maintain high standards of health and safety on site, ensuring minimum disturbance to nearby residents and facilities and those working on the site.
g) Identify and minimise all hazards and provide / maintain safe systems of work.
h) Establish a CDM Management System and Construction Zoned Area.
i) Conduct regular safety inspections and reviews.
j) Arrange for progress and planning meetings where H&S performance, design and work method changes are discussed and agreed and feedback from them.

2.2.2 A 'resident' member of the company's site management will provide for daily monitoring of health and safety standards on site. This person will be the appointed 'Site Safety Supervisor' who will be responsible for the co-ordination and management of all the companies work activities in respect of health and safety.

2.2.3 Project H&S Review Meetings:-

General progress meetings will be managed by the Client. Design and Site Progress Meetings will be managed by C G Godfrey Ltd and will include Sub Contractors. Details of further communication, information
and training needed for this particular work being carried out and identified by the PCI include.

- Everyone working on site must go through a Health & Safety induction process.
- Safety procedures must be stringently followed.
- Works will be phased to allow process to continue efficiently.
- Construction works will be suitably segregated and fenced to prevent unauthorised access and to ensure safety standards are maintained.
- Working with existing services and identifying concealed services.
- Traffic management proposals (considering site deliveries etc)

2.3 General Arrangements

2.3(a) Arrangements for regular liaison between parties on site

C G Godfrey Ltd will undertake Supervisors' safety briefings daily (Verbal) prior to commencing each day. All sub-contractors Supervisors or their representatives will be required to attend.

Other communications shall include those mentioned in 2.2.3 above along with regular Toolbox Talks.

2.3(b) Arrangements for consultation with the workforce

- Inductions: - RAMS inductions and induction to Springfields site
- Toolbox talks :- As and when necessary – only 1 week programme
- Regular communication and involvement:- will be required between the Principal Contractor and all sub-contractors / workers. C G Godfrey Ltd will oversee this involvement and include details within the site induction.

2.3 (c) The exchange of design information between the client, designers, Principal Designer and contractors on site

- C G Godfrey Ltd will communicate any relevant design information to sub-contractors during the induction phase.
- C G Godfrey Ltd will ensure appropriate communication with **all project stakeholders** including the Principal Designer to ensure that all design risks have been reduced to a level that is acceptable (or completely eliminated if possible), and appropriate controls put in place to manage anything highlighted in the designers' risk assessment and design risk register, where applicable.
- Any significant design changes will be brought to the attention of the Principal Designer as soon as possible.
- Design will be discussed at the regular project / progress / design team meetings.

2.3(d) Arrangement for handling design changes during the project

Any significant design changes will be discussed with the Designers and Client in a timely fashion and before the commencement of any design or construction work. Any residual risks from changes in design will be brought to the attention of all relevant parties (including workers and subcontractors) along with suggested systems of work / controls to manage the risks by means of safety briefings reinforced with bulletins.

2.3(e) Arrangement for the selection and control of contractors

Although no Sub-contractors are planned to be used, in the even they are out procedures are:

C G Godfrey current management procedures including: -

- Health and safety policy
- Subcontractor competency assessments

- Risk assessments
- Method statements
- Communication
- Permit to work systems.

Only competent contractors will be used on this project, they will be formally vetted by C G Godfrey Ltd to ensure they meet the minimum standards and have proven safety systems in place.

The client's representative and C G Godfrey Ltd site manager will undertake regular site safety inspections to check contractors for safe working practices and site rules. Any serious breaches will be dealt with expediently and may result in the exclusion of an individual or contractor from the site.

2.3(f) Arrangements for the exchange of health and safety information between contractors

Daily supervisors briefings will be held with all contractors on site to ensure deliveries are co-ordinated efficiently and safely as per delivery section 3.2.

2.3(g) Arrangements for site security

All the work is to be undertaken within the Clients site and therefore the Client's existing security measures will be sufficient. All visitors must sign in prior to entering the C G Godfrey Ltd site.

All site access points will be controlled or secured during our works.
Shared spaces will be carefully monitored and controlled in line with any agreement with the client in relation to these areas.

The compound area will include C G Godfrey Ltd vehicles and if deemed appropriate, will be Heras fenced to ensure the security of the plant and materials during the project.
The fencing will have suitable and sufficient signage on to direct non authorised personnel away from the area.

Site storage will be further secured within the compound and any dangerous substances or other items that need securing shall be stored in a suitably secure area that can be locked and monitored.
First Aid kits will be kept within the site vehicles given only a 1-week task as a maximum. Construction zones will also be suitably signed, segregated, and site users notified prior to works commencing, to warn of the significant construction related hazards.

2.3(h) Arrangements for site induction

Prior to the start of site for any worker or visitor they will attend a site-specific induction training course which will serve to provide them with sufficient information to start work on site safely.

The content of the Induction will include but not be restricted to:-

(i) Site description including details of ALL site-specific hazards and client considerations.

(a) Safety Organisation (chains of command)
(b) Attendance at Toolbox Talks
(c) First Aid - Emergency Procedure
(d) Fire Fighting Equipment & Hot Work Permit Procedure.
(e) Hazardous Locations / lifting zones / demolition zones
(f) Disciplinary Procedure
(g) Protection Equipment (safety helmet, hi-viz and safety footwear) to be always worn
(h) Additional PPE e.g. eye, ear and respiratory protection (Face fit tested) to be worn as required by SSOW
(i) Plant is only to be used by those authorised/trained to do so
(j) COSHH procedures to be followed. Information to be sought if not known.
(k) All workplaces to be kept tidy - check for safety before starting work
(k) Welfare facilities to be kept and left clean and tidy i.e. Toilets, Canteen etc
(m) Any person taking, or considered to be under the influence of alcohol or drugs shall be requested to leave site and may be subject to instant dismissal
(n) Emphasis on protection of the public \ occupants to be highlighted and securing of Heras fencing (double clipped) made a priority.
(o) Particular work being undertaken Risk Assessments/Method Statement discussed and agreed to be followed
(p) Site specific rules and standards (particularly client specific rules). see Site Rules.

The exact format of the induction has yet to be finalised but may consist of a verbal explanation of issues with a flipchart as an added visual aid. This is supported with the completion of an Induction Record Form to remind workers of the issues raised and to record personal and employers' details.

The Site Manager will keep a daily register of who is on site.

2.3.(i) Arrangement for onsite training

Personnel shall be expected to be fully trained prior to the start of the project with the minimum (Relevant to their role):

- SMSTS Training for management
- SSSTS Training for site contractor's supervisors
- UKATA asbestos awareness training for all personnel (where ether is a risk of exposure).
- CPCS or similar training for plant drivers
- First Aid for Supervisors
- Others specific to equipment being used and trade etc.

On-site training shall be limited to regular toolbox talks or job specific training for labourers etc.

2.3(j) Arrangements for welfare / parking / compound facilities etc

C G Godfrey Ltd shall make use of Springfields rest and toilet facilities given the short nature of the project and the excellent facilities available to staff on site.
The facilities shall be in line with the
requirements of Schedule 2 of the CDM Regulations as a minimum.

All materials and equipment will be stored in the compound area securely and left in a safe condition. Materials will be stacked in a designated area close to where they will be used.

The car park will be within the site with an area designated for C G Godfrey Ltd and contractor's vehicles.
Contractors may bring vehicles on to the actual site with permission to drop off materials and equipment etc but then them must be removed to allow works to progress safely.

2.3.(k) Arrangements for the reporting and investigation of accidents and incidents including near misses

FIRST CALL - PIB Risk Management

Our flow chart explains the procedures to be undertaken following an accident of site. This procedure will be followed regardless of who has sustained the injury. If in doubt a call be will be made to PIB Risk Management on 01777 861 861.

After a reportable or suspected injury has occurred, the site manager will complete an Internal Accident Report, after having contacted PIB Risk Management. They will also make the client aware of all accidents / incidents in a timely manner.

Additionally, through toolbox talks and at inductions, all workers will be encouraged to report "near misses". These may be defined as unforeseen, unplanned events which could have resulted in personal injury or damage.

When reported to or identified by site management, a decision will be made to either investigate the incident in the same way as a reportable injury accident or not dependant on the significance of the event.

If in doubt, contact with PIB Risk Management and or the Visiting Contracts Manager may clarify the most appropriate strategy.

2.4 Site Rules (including drug and alcohol policy)

C G Godfrey Ltd general site rules: -

- Strictly follow all the agreed method statements.
- Stop working if instructed to by supervisor.
- Stop working if you judge the area in which you work is unsafe or unhealthy and notify your supervisor immediately.
- Wear Helmet, hi-viz, safety boots and gloves, unless a risk assessment has been prepared to justify NOT wearing them.
- Site workers using prescribed or non-prescribed medication that may affect their ability to work safely, must notify their employer and C G Godfrey Ltd in confidence.
- No Smoking is permitted within the site boundaries.
- Food and drink may only be consumed in the canteen.
- Persons found to be responsible for defacing or vandalising anything on site, particularly the welfare facilities, plant and equipment, will be removed from site and re-admission denied).
- Persons found to be fighting or fooling around will be removed from site and re-admission denied.
- Workers found tampering with anything provided in the interest of Health & Safety e.g., scaffolding, guardrails, extinguishers, etc will be banned from the site.
- At all times, workers are to immediately notify C G Godfrey Ltd if they feel any areas is unsafe or unhealthy.
- All Employees are to remain within the agreed work area.
- High Public awareness; public area; children/traffic.
- Park in allocated / agreed area.
- Signage/fencing to be checked at regular intervals, at the end of shift.
- Cleanliness on site is high priority in this residential area.
- Good housekeeping is paramount.
- All contractors to complete the site induction whenever they attend site for the first time.
- Correct wearing of PPE on site.

l2.5 Fire & Emergency Procedures

2.5.1 The strategy to address fire risks will be developed during the progress of the works considering the requirements of the Construction (Design & Management) Regulations, the publication, **HSG168 "Fire Safety in Construction",** and the '**Joint Code of Practice on the Protection from Fire of Construction Sites**' (9th Edition).

2.5.2 Furthermore, assembly points will be established, and training will be given to all workers about what to do in an emergency ***(Leave by the nearest fire exit and assemble at the client's fire assembly point)***. Details of fire assembly points will be included in the induction and will also be displayed on suitable notices to ensure site staff are aware.

2.5.3 The attached notice (below) will be displayed, though will be revised as appropriate during the construction phase.

2.5.4 **The Fire plan** shall consider the Clients own plan and procedures and areas where others may be potentially at risk. The site manager will keep a fire / ammonia register in case of evacuation.

2.5.5 Hot works to be eliminated where possible and if carried out, will be done so in a strict permit system by competent, experienced persons.

2.5.6 Suitable means of raising the alarm (and suitable firefighting provisions) in the event of a fire are to be fitted during construction to reduce the risk of a catastrophic fire.

2.5.7 Hot works will cease **1-hour** before the end of the shift for a watch to be conducted. Records of the fire watches shall be kept in order to demonstrate that they are being undertaken.

2.5.8 No smoking allowed on site other than in designated smoking areas.

2.5.9 All existing fire exits and fire routs from the site will be always maintained for use, or alternatives implemented as required to provide similar exit routes. Any changes will be agreed with the client so they can make their staff aware of the temporary fire exit routes.

2.5.10 If work will restrict any exit (even for short periods) permission will be sought from the project team before work starts so alternative measures can be put in place.

2.5.11 Given the duration and nature of the project, a planned evacuation will not be required.

2.6 Use of Mobile Phones

Only to be used during break times and under no circumstances to be used whist driving vehicles or plant, this is a disciplinary offence.

2.7 Fire Prevention

A Site Fire Safety Plan will be implemented and will form part of the site induction briefing. Copies will be posted in the site office.

Means of warning of fire/emergency - Air horns/shouted verbal warnings
Assembly Point -Site Entrance

Fire equipment will be located at the Site Office, designated fire points around the site and all company vehicles.

Secure metal containers/cages will be used for the storage of Highly Flammable Liquids and Liquefied Petroleum Gases and will be kept locked at all times.

Double skinned tanks will be used for the storage of diesel oil.

3-monthly checks will be carried out on temporary portable electrical supplies and a certificate issued.

Flammable waste material will not be allowed to accumulate on site and will be disposed of to a lockable skip.

2.8 Personal Safety

Safety Requirements

C.G. Godfrey Ltd will ensure that safe working methods are devised and that Method Statements/Risk Assessments are prepared for each operation. Copies of all RAMS will be forwarded to the Principle Designer and the Client prior to commencement of the work. All PPE will be provided.

2.9 Waste

A waste management file will be retained on site for copies of licences and transfer notes to demonstrate compliance with Duty of Care.

Storage of Materials and Waste

a. All materials will be stored safely and securely at all times so as to prevent accidental damage, deterioration and contamination and not to present a safety hazard.
b. All goods/materials to be stored as manufacturer's instructions/compliance with product instructions and show correct labelling and product instructions/warnings.
c. Covered skips will be provided with waste disposal arrangements through a licensed contractor.
d. Waste will be segregated where possible for disposal i.e. builders rubble, plastic, paper metals etc. Metals, plastic, oils, diesel, paper and card are all collected from the West Pinchbeck offices on a regular basis.
e. Re-usable packaging will, where possible, be returned to the supplier.
f. Flammable material will not be allowed to accumulate within the area/on site.
g. Surplus materials and waste will be removed from site immediately and returned to the compound or storage areas provided. Storage area to be securely fenced at all times.
h. All debris, discarded packaging, rubbish, cuttings, scrap etc arising from the works must be cleared from the working area and placed in suitable containers at the end of each working day.
i. No materials or waste to be discarded outside the working area.
j. No burning of materials is permitted on site.
k. Good housekeeping must be practised at all times.

General/Hazardous/Controlled Waste

a. All waste will be segregated where possible at source to prevent contamination and aid re-cycling/reclamation.
b. Waste storage areas to be isolated ensuring skips are not overloaded and to prevent litter pollution.
c. Waste Disposal Contractors must be registered and adhere to the 'Duty of Care Regulations'.
d. All waste to be labelled as appropriate.

Emergency Procedures

FIRST AID

Nominated Trained First Aider or 'Appointed Person' Phil Griggs, Lee Bateman, Dominic Stimson

Location of First Aid Kit Within all CGG vehicles for this project

First Aid Facilities As above

EMERGENCY SERVICES CONTACTS:
Clients contact details

Police Tel: 999

Hospital: Boston Pilgrim Hospital, Sibsey Road, Boston, PE21 9QS (Johnson Community for minor injuries)

Fire Tel: 999.

FIRE PREVENTION
(See 6.3 Fire Evacuation Procedure)
Nominated 'Fire Warden' – Dominic Stimson
Fire Brigade Contacts: **Non-Emergency**

Location of portable/fixed Site Compound fire points and site points are established as the developed fire plan on display in various locations

Firefighting equipment:TO BE DETERMINED BY FIRE RISK ASSESSMENT

(specific to work areas)
Means of raising alarm: Air Horn or Vehicle Horn as per site induction

FIRE EVACUATION PROCEDURE

PROJECT FIRE EVACUATION PROCEDURE

Site Fire Officer:-

Upon discovery of a fire or upon hearing Klaxon.

a) Alert people within vicinity

b) Leave building / work area immediately by nearest exit

c) Do not attempt to fight fire

d) Do not attempt to collect up belongings

e) Inform site Fire Officer, IF POSSIBLE

f) Fire Officer to sound Klaxon

g) Fire Officer to call fire brigade

h) All site personnel to report to ASSEMBLY AREA located at:

i) Fire Officer to take roll call

j) Fire Officer to liaise with fire brigade when they arrive, and notify them if anyone is missing

k) Under no circumstances is anyone to re-enter the building / work areas until all clear is given by the fire brigade

l) All instances shall be recorded in the Project Health & Safety Procedures and Records File

A copy of this Notice is to be displayed in all site accommodation and at building exit points in accordance with the Site Fire Plan.
If site accommodation is supplied by client then clients plan is to be adhered to.

3.0 Arrangements for Controlling Site Safety Risks: to be assessed by site manager and covered within RAMs and Verbal Daily Briefings

3.1 Arrangements to address the safety risks identified in the Pre-construction Health & Safety Information and those identified during tendering stage.

When developing the project programme, the following aspects are to be noted --

1. All work will take place within Client's site / premises which will remain occupied and live during the entire works. Close liaison with the Client will be undertaken with daily briefings.

2. Work will need to be sequenced to fit in with the Client's processes.

3. All demolition / construction waste to be reused on site where possible, where not possible Waste Transfer Notes to be provided.

4. Access / deliveries into/out of the site must be co-ordinated with the Client and C G Godfrey Ltd.

5. Ample parking available on site and access roads appear to be suitable for all vehicle types given the large vehicles that currently visit the site for its normal operational demands.

5. The PC will make appropriate scanning and excavation arrangements to avoid contact with buried services, suspected or confirmed present, as may be the case. Controls shall be implemented in accordance with HSG47 should this become applicable. Any digging at depth for foundations, need to be done under strict permit along with relevant drawings made to those undertaking works fully versed in the service locations and using best practice industry safe digging practices.

6 . Hazardous Substances – dust creation to be minimised at source through process controls and release of dust to the air is to be prevented so far as is practicable. Appropriate PPE and RPE to be worn as per previous paragraph.

9. If required, a suitable asbestos survey will be undertaken prior to works commencing. An Asbestos Awareness programme shall be implemented, and a regular toolbox talk provided for all parties who may be caused to encounter the material. Significant findings of surveys shall be made available to those undertaking works where exposure may be a possibility.

10. Suitable and sufficient temporary works systems (including structural supports) will be utilised as appropriate to the task although upon review this is unlikely to be needed given maximum dig depths of around 400mm.

11. **Wheel wash system** to be implemented and included in the RAMS to ensure no construction debris is removed from site within the wheels of vehicles. Given the small amount of material to be excavated (<20t) it is deemed sufficient that the wheel wash arrangements will be a pressure washer to wash wheels, with a discharge sock to catch any debris being placed within the gulley pot.

3.2 Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public / client's personnel, for example during access to or egress from the site

3.2.1 Access to the construction site is from the main entrance. There is no access through the site for the public and traffic / pedestrians. All works areas should be properly segregated to avoid unauthorised access, and danger to persons not associated with the works.

3.2.2 Control of deliveries to avoid congestion.

3.2.3 Site location markers and appropriate signage will be placed at the site entrance only to avoid unwanted visitors to site given proximity of potential hazards.

3.2.4 Site compound / office: The location of site compound / Parking will be in the working area

3.2.5 Storage / Loading Areas: The location of storage and loading / unloading areas will be briefed to delivery drivers.

3.2.6 Storage of materials will be onsite in the designated compound storage area.

3.2.7 Some demolition / construction waste will be removed once Excavation for new bays is completed.

3.2.8 It is not permitted to discharge any trade waste to the drainage system.

Refer to the Site-Specific Traffic Management & Pedestrian Segregation Procedures & Plan

3.3 Dealing with services - water, electricity and gas, including overhead power lines and temporary electrical installations

In accordance with HSG 185 Health & Safety in Excavations & HSG47 avoiding danger from underground services, company procedures are as follows :-

- Obtain information regarding location of underground services from existing and previous service providers.
- Utilise the 'Dial before you Dig' service in addition to checking drawings.
- Using a Cable avoidance tool and generator, locate positions and mark service locations.
- Hand-dig trial holes at strategic intervals to unearth the various services – without damage using safe digging techniques.
- Indicate (spray work) to show routes of various services.
- Issue Permit to dig for all machine excavations having regard to proximity to these plotted services positions.
- Permits will be issued on a daily basis and will cover the following points:-
    - No machine digging within **1M** of plotted service positions.
    - CAT & Genny to be on hand at all times and used prior to machine dig.
    - Hand dig if in doubt.
    - Do not attempt to break up any service found in concrete.

3.2.2 Services are known to be located on the site as highlighted in the PCI and the relevant reports from the utility companies have shown this in their reports. These include water, electricity, data and foul / surface water drainage. The existing HV cabling is identified on existing plans and will not require GS6 Goal Posts to identify a safe working passage beneath on the access road.

3.2.3 C G Godfrey Ltd will liaise with the Client and service providers and compare results of service searches to ensure the latest known service locations have been made to all parties and highlighted by signage on the ground as well as drawings to all onsite notice boards / and in finer detail with the necessary permits planned to be used.

3.2.4 Water, electric and telecoms services reports to be carried out by the client and CGG will be in receipt of these drawings.

3.2.5 C G Godfrey Ltd will operate a strict permit to dig and assume services are evident onsite and undertake safe practice techniques as above in line with HSG47.

3.3 Accommodating Adjacent Land Use / Boundaries N/A

3.4 Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures N/A

Stability of structures shall be guaranteed so far as practicable through proper planning, and ensuring the competency of structural engineers and their calculations. This will include temporary structures including supports, Heras and scaffolding which shall be designed to withstand adverse weather.

Where temporary works are required, if required a suitably qualified Temporary Works Coordinator or Engineer shall be appointed as appropriate to ensure that works are undertaken satisfactorily to the Correct standards and with due diligence in mind.

3.6 Preventing Falls

3.6.1 All contractors will be required to produce method statements and risk assessments to address all risks and to implement measures to minimise or eliminate risks, especially those involved with working at height.

3.6.2 In accordance with the Working at Height Regulations 2005, C G Godfrey Ltd have introduced a control procedure to address this hazard.

3.6.3 Each contractor will explain how he will address the risk of falls from height using agreed control measures.

3.6.4 Additional measures will be taken in accordance with the Construction (Design & Management) Regulations 2015, e.g. weekly inspection of any scaffolding, guardrails etc.

3.6.5 A rescue plan will be prepared for **all** operations involving working at height, no matter how trivial, high off the ground/Below Ground or otherwise of short duration.

3.6.6 Specific training records are required for the erection / use of tower scaffolds and any mobile elevated work platforms. This includes harness training for the relevant piece of equipment.

3.7 Work with or near fragile materials
None Expected.

3.8 Control of lifting operations

3.8.1. All lifting operations shall be in accordance with LOLER, and only trained and competent persons shall undertake or be involved with lifting operations.

3.8.2 On this project limited lifting operations are anticipated but shall be contracted out to a competent contractor by Cougar Coatings for the placement of their apparatus.

3.8.3 It is anticipated that an excavator will service the site when required during the construction phases of the project. This will work to a lift plan with all persons involved trained and competent to industry standards. Only competent persons with appropriate training shall be permitted to operate forklift trucks.

3.9 The maintenance of plant and equipment,

3.8.1 All plant and equipment will be maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998 (where appropriate).

3.8.2 All mobile plant will be thoroughly inspected by the operator and results recorded in an appropriate form on a weekly basis.

3.8.3 All vehicle movements to be accompanied by a competent banksman, and C G Godfrey Ltd shall provide or arrange for adequate space for site vehicles offloading.

3.8.4 All contractors will, as part of their method statement submission explain their procedures for planned maintenance of all their plant & equipment. This will include the need for Portable Appliance Testing every 3 months or in line with HSG 107. .

3.8.5 All Plant operatives will be made aware of the site and to operate machinery in line with machinery operation guidelines.

3.10 Work on excavations and work where there are poor ground conditions

3.10.1 All contractors involved with excavations e.g. ground workers, will explain their permits & procedures to minimise the risk of working in or near excavations.

3.10.2 These will include the need for suitable and sufficient supports, or battering to an appropriate angle, prior to excavation starting. Furthermore, it will also address the need for support during the excavation as work proceeds to ensure that no temporary instability exists during exaction. Fencing to protect unauthorised access to the areas will also be in place during these works.

3.10.3 Ground condition surveys have been undertaken and will be referred to during any excavation work to ensure all excavations (no matter what depth) are suitably protected from collapse and designed by the Structural Engineer on site.

3.11 Traffic routes and segregation of vehicles and pedestrians

The working area is within a fenced and barrier completed area, no passage through is permitted or required.

3.12 Storage of materials (particularly hazardous materials) and work equipment

3.13.1 All materials will be stored on site within the site compound – refer to site plan for details of storage area.

3.13.2 The only hazardous substances to be stored on site will be fuels which will be suitably bunded and locked off to prevent tampering.

3.13.3 Work equipment will be stored in the compound (this will be secured out-of-hours). Plant will be immobilised when not in use.

4.0 Arrangements for controlling Occupational Health Risks
Data will be collected for any works falling into the HAVs categories. Occupational health questionnaires to be completed.

4.1 Arrangements to address the safety risks identified in the Preconstruction Health & Safety Information and those identified during tendering stage.
These will be addressed in the task specific RAMS and briefings.

4.2 The removal of asbestos

The Asbestos surveys are available from the Client upon request and makes up part of their file. ACMs identified in surveys/management plans should not be considered exhaustive. Those carrying out breakout works will be made aware and asbestos awareness trained and should it be discovered site supervisors informed.

Any work near or with asbestos will be completed by a competent contractor with any appropriate licences depending on the type of ACMs identified.

4.3 Dealing with contaminated land

Should works require penetration of soils, a soil investigation survey report must be carried out and results communicated and factored into all relevant works and safe systems of work.

Site Specific procedures agreed between Design Team, Contractors and, where applicable, Environmental Agency.

4.4 Manual handling

4.3.1 The designers are tasked with ensuring, where practicable heavy items have been either eliminated from the design or that it is intended that they are to be mechanically lifted into position. For example, the use of blocks in excess of 20kg unit weight should not be used on site, unless there are sound engineering reasons for their use. No worker shall be required to lift more weight than is comfortable for them, and controls will be implemented to ensure easy of dual-lifts and mechanical assistance where this can be given effect.

4.3.2 The use of lorry loaders, telehandlers, pallet trucks will minimise the risks of Musculo-skeletal disorders (MSD's). However, it will be responsibility of each contractor and C G Godfrey Ltd to ensure that no persons are exposed to undue risks as a result of manually handling any product, equipment or material.

4.3.3 The use of other smaller items of work equipment to reduce MSD's will be actively encouraged e.g., trolleys, winches and Genie lifts.

4.3.4 All site personnel shall have undertaken a recognised manual handling training course within the last 3 years. Toolbox talks will be carried out on this subject during the project.

4.5 Use of hazardous substances, particularly where there is a need for health monitoring.

4.5.1 The hazards involved with normal materials and substances used on site e.g., cement and diesel are well known and usual measures such gloves, masks and eye protection will be worn to address these risks.

4.5.2 The project includes the alteration of pipework. Care will be taken to manage this, C G Godfrey Ltd will provide all relevant training certificates and RAMS. Appropriate emergency procedures will be in place in relation to this part of the works. The potential risks will be included in the site induction.

4.5.3 Where contractors bring onto the site any hazardous substance, they will be expected to have undertaken a COSHH assessment on that product and advises us of its findings.

4.5.4 Additionally they will be required to advise all other contractors of the effect of such substances to others in the vicinity during Weekly Work Plan Meetings.

4.5.5 Operatives will also be given Weil's disease tool box talk to ensure they are made aware of the pest hazards associated with site clearance and what to do if they feel unwell.

4.5.6 C G Godfrey Ltd will monitor the measures to address any such risks.

4.5.6 Reducing noise and vibration

risk assessment will expect to see how they will address such issues in a hierarchical manner e.g. can the hazard be eliminated, substituted, exposure reduced in some other way and PPE should be used as a last resort.

Furthermore they will be expected to identify the risks not only to their own workers but also the effect on other workers in the vicinity.

We shall reduce noise and vibration wherever possible and are aware of the close proximity of residents and businesses who may be affected by disturbance.

4.6 Reducing noise and vibration,

Noise and Statutory Nuisance

Noise shall be minimised as far as possible by limiting the use of compressors and other plant to weekdays, Monday to Friday between the hours of 0800hrs to 1800hrs, unless otherwise instructed.

- All site plant/percussion tools/vehicles will be fitted with an effective silencer and all acoustic panels will be kept closed while plant is running.
- Acoustic screens/barriers to be used where demand states.
- Plant to be positioned as far away as possible from the point of use to minimise impact on environment
- Noise levels to be monitored with a noise meter
- Plant emitting excessive vibration will not be used without systems in place to counteract the vibration
- Ensure correct PPE is used
- Radios will not be permitted on site.
- Foul or abusive language will not be tolerated on site.

4.7 Exposure to UV radiation (from the sun),

4.7.1 It will be a site rule that the minimum clothing acceptable above waist exposed to the sun will be a tee-shirt together with a hi viz vest.

4.7.2 In addition Sunscreen of SPF > 40 will be provided in the welfare facilities in the summer months.

4.7.3 Finally, all workers exposed the sun will be given toolbox talks to advise them of the risks of UV rays i.e. melanoma and other skin conditions

4.8 Any other health risks

4.8.1 C G Godfrey Ltd shall ensure suitable Covid-19 Precautions and Procedures are in place in line with the latest Government and CLA guidance.

5.0 The health and safety file

Client Specific Requirements on content and/or format:-

HSE Guidance:-

When putting together the health and safety file, we shall consider including information about each of the following where they are relevant to the health and safety of any future construction work.

The level of detail shall allow the likely risks to be identified and addressed by those carrying out the work:

(a) a brief description of the work carried out.
(b) any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc).
(c) key structural principles (for example, bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
(d) hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc).
(e) information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling. etc);
(f) health and safety information about equipment provided for cleaning or maintaining the structure.
(g) the nature, location and markings of significant services.
(h) information and as-built drawings of the structure, its plant and equipment (for example, the means of safe access to compartmentalisation etc).

6.0 Environmental Management

6.1 Please refer to Project Environmental Plan. Appropriate waste management arrangements are to be made including using a licenced waste carrier for removal of waste. All transfer notes will be scanned and kept on file, including details of the waste removal contractor and their licence details.