

# Construction Phase Plan



P/2015/01571  
Received 10 Nov 2015

<b>Project Number:</b>	<b>CDW8936</b>
<b>Project Title:</b>	<b>THE DOVE WAY,UTTOXETER HWRC</b>

## Construction Phase Plan

This document has been prepared in accordance with the requirements and recommendations of the Construction (Design and Management) Regulations 2015 and the associated Approved Codes of Practice				
	<b>Name</b>	<b>Signature</b>	<b>Position</b>	<b>Date</b>
<b>Prepared By:</b>	Lee Norton		Site manager	6 <sup>th</sup> Nov15
<b>Reviewed By:</b>	Richard Farmer		Contract Manager	5 <sup>th</sup> Nov 15
<b>Authorised for Issue:</b>			Project Director	
<b>Reviewed:</b>			CDM Coordinator	
<b>Note:</b>	Please ensure that you have the final version of this document signed and authorised for issue PDF the signed document cover and add it to the electronic version of this document as a Quality Assurance Record			

# Construction Phase Plan



## Record of Revisions

### Document History

Issue	Date	Purpose / Amendment
Rev 0	2 <sup>nd</sup> Sept 2015	Enabling Works
Rev 0	5 <sup>th</sup> Nov	Main Works

### Authorisation and Acceptance Summary

Issue	Date	Prepared By	Reviewed By	Authorised By	Status
0	2 <sup>nd</sup> Sept	Lee Norton	R Farmer		
1	5 <sup>th</sup> Nov	Lee Norton	R farmer		

### Status

<b>I</b>	For Information
<b>D</b>	Draft
<b>P</b>	Preliminary
<b>R</b>	Review
<b>A</b>	Approval

## **1.0 Description of Project**

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- 3.2 Health Risks, including:
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  - Emergency Procedures
  - Fire Management Plan
  - Traffic Management Plan
  - Programme of Works
- B Additional Organograms / Competency Evidence**
- C Amey Policies**
- D Risk Assessments / Method Statements**
- E Site Inductions**
- F Hazardous Materials / COSHH Assessments**
- G Product Data Sheets**
- H Drawings and Information**
  - Statutory Undertakers
  - Designers Drawings
  - PC's Drawings
  - Contractor Drawings
- I Structural Principals and Test Certification**
- J F10**
- K Pre Construction Information**
- L Health & Safety File – Operation, Maintenance & Information on Disassembly**

1. Description of Project	
1.1 Project Description	
<i>Scope of Works</i>	<p>Site Access Road &amp; Household Waste Recycling Centre A new T-junction and a 7.3m wide site access road (approx. 200m) will be constructed off the A518 The Dove Way, Uttoxeter to provide access to a new Household Waste Recycling Centre (HWRC) and a commercial development (to be constructed at a later date).</p> <p>The works are being carried out in two phases and will include : -</p> <p><b><u>Phase 1 ‘Enabling Works’</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Preliminary &amp; Additional Ground Investigation as per the Geotechnical Specification;</li> <li><input type="checkbox"/> Site Clearance;</li> <li><input type="checkbox"/> Sewer Protection Works;</li> <li><input type="checkbox"/> Earthworks (Topsoil Strip &amp; High Energy Impact Compaction);</li> </ul> <p><b><u>Phase 2 ‘Main Works’</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Earthworks (Excavation &amp; Fill);</li> <li><input type="checkbox"/> Drainage and Service Ducts;</li> <li><input type="checkbox"/> Fencing and Road Restraint Systems;</li> <li><input type="checkbox"/> Kerbs, Footways and Paved Areas;</li> <li><input type="checkbox"/> Pavements;</li> <li><input type="checkbox"/> Traffic Signs and Road Markings;</li> <li><input type="checkbox"/> Street Lighting and CCTV;</li> <li><input type="checkbox"/> Statutory Undertakers work will include electric, water, telecommunications and gas;</li> <li><input type="checkbox"/> Landscaping.</li> </ul> <p>This PCIP covers the Enabling Works and the Main Works.</p>
<i>Site Address &amp; post code</i>	<p>The site is located to the east of the A518 The Dove Way, Uttoxeter and is bounded by a Severn Trent Water sewage treatment works to the east and the A50 dual carriageway to the north. There is no specific postcode for The Dove Way but the closest postcode is ST14 5AA. The land is triangular in shape and the centre of the site is approximately referenced as follows: - OSGR (409350, 334500)</p>

# Construction Phase Plan



## 1. Description of Project

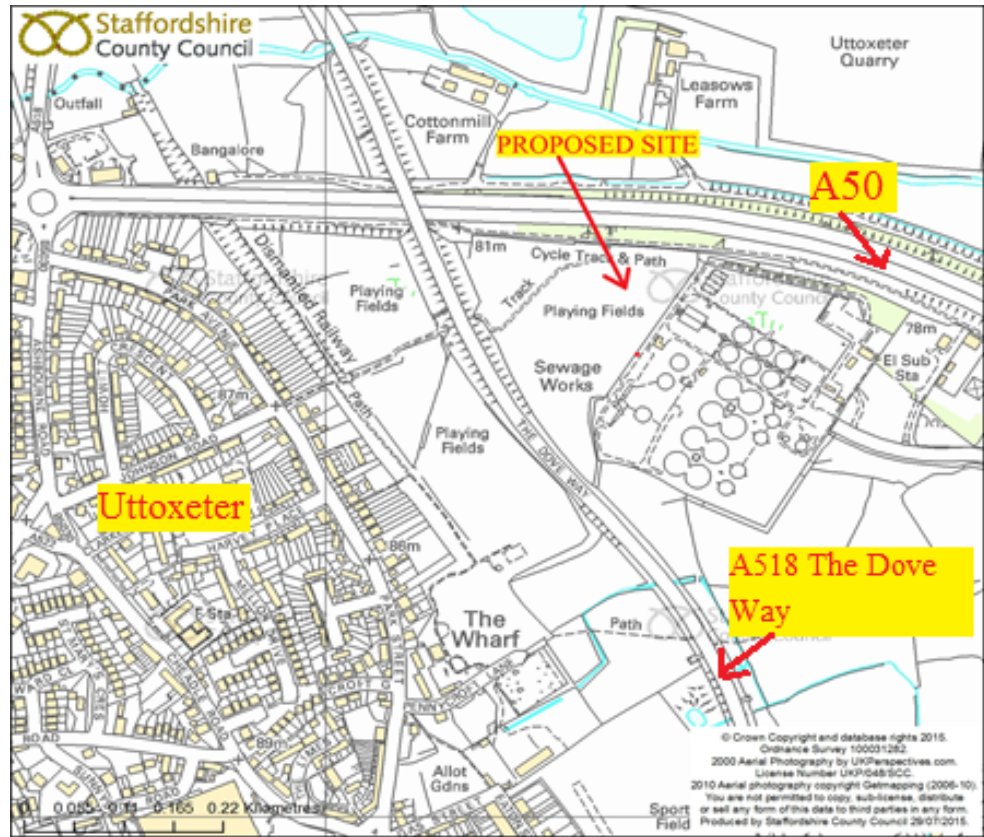
### 1.1 Project Description

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## 1. Description of Project

### 1.1 Project Description

Site Location Plan



Update map  
State location

Update and  
state location



1.2 Programming of the Project			
Time Allowed by Client (Mobilisation Period in weeks)			
Site Works Start Date	<b>2<sup>nd</sup> september</b>	Duration of Works	<b>June 2016</b>
Maximum number of people at work on site at one time	<b>50</b>	Planned number of Contractors	<b>8</b>
Working Hours	7.30 to 5pm		
Proposed Phasing	The initial works on site will include additional ground investigation, the removal of the Japanese Knotweed and earthworks, including dynamic compaction. The construction of the site access road will follow to then allow for the construction of the Household Waste Recycling Centre.		

1.3 Contacts: Details of Client, Designers, CDM Coordinator and other Consultants			
<b>Client (HWRC)</b>	Staffordshire County Council No. 1 Staffordshire Place Tipping Street Stafford Staffordshire ST16 2DH	Contact	Sally Talbot
		Position	Group Manager, Waste Management & Environmental Projects
		Tel	01785 276 227 / 07773 791 335
		Fax	
		Email	sally.talbot@staffordshire.gov.uk
<b>Client (Access Road)</b>	East Staffordshire Borough Council The Maltsters Wetmore Road Burton upon Trent Staffordshire DE14 1LS	Contact	Catriona Gilbey
		Position	Enterprise Manager
		Tel	01283 508664 / 07966342221
		Email	Catriona.gilbey@eaststaffsbc.gov.uk
<b>CDM Coordinator/Principle Designer</b>	Amey No. 1 Staffordshire Place Tipping Street Stafford Staffordshire ST16 2DH	Contact	Stephen Knott
		Position	Project Manager
		Tel	01785 277 458 / 07794 248 477
		Fax	
		Email	stephen.knott@staffordshire.gov.uk
<b>Designer Geotechnical</b>	Amey International Design Hub Colmore Plaza 20 Colmore Circus Birmingham B4 6AT	Contact	Thomas Bulteel
		Position	Principal Engineering Manager
		Tel	0121 212 5380 / 07808 397 295
		Fax	
		Email	thomas.bulteel@amey.co.uk
<b>Designer drainage</b>	Amey 1st Floor Distington House 26 Atlas Way Sheffield S4 7QQ	Contact	Stefan Morgan
		Position	Technical Director
		Tel	07980 375 646



## 1.3 Contacts: Details of Client, Designers, CDM Coordinator and other Consultants

		Fax	
		Email	
<b>Designer Highways</b>	Amey No. 1 Staffordshire Place Tipping Street Stafford Staffordshire ST16 2DH	Contact	Trevor Thornton
		Position	Senior Project Engineer
		Tel	01785 895121
		Fax	
		Email	
<b>Local Authority</b>	Amey No. 1 Staffordshire Place Tipping Street Stafford Staffordshire ST16 2DH	Contact	
		Position	
		Tel	01785 276683
		Fax	
		Email	
<b>Principal Contractor</b>	Amey No. 1 Staffordshire Place Tipping Street Stafford Staffordshire ST16 2DH	Contact	Peter Boulton
		Position	Principal Operations Manager
		Tel	01705 354 005
		Fax	
		Email	peter.boulton@amey.co.uk

<b>Contractor</b>	TBC	Contact	
		Position	
		Tel	
		Fax	
		Email	

## 1.4 Extent and Location of Existing Records and Plans

Existing Site Records			
	Yes	No	Comments
Existing Drawings	x		Survey of the existing site.
Health and Safety Files		x	There are no existing Health & Safety Files for this site.
Ground Conditions / Soils Reports	x		Phase 1 Geo Environmental Assessment Report Land Off The Dove Way July 2010 (NTE285/01/V1) – BWB Consulting. Phase 2 Geo Environmental Assessment Report Land Off The Dove Way Aug 2010 (NTE285/05/V1) – BWB Consulting. Phase 2 Geo Environmental Factual Report Land Off The Dove Way, Aug 2010 (NTE285/03/V1) – BWB Consulting.
Asbestos Records / Register and Surveys	x		Signs of asbestos have been found at a depth of 1 to 2m during the completion of the ground investigation. Immediately upon observing asbestos, works were terminated and findings reported to the Site Agent. The findings will be arranged to be tested by Amey Consulting. Results of the subject material if asbestos will be identified and categorised. Amey LG has put safe systems of work in place prior to the additional ground investigatory work being completed and shall safely manage the situation in accordance with their site specific risk assessment method statement and safe system of work.

# Construction Phase Plan



1.4 Extent and Location of Existing Records and Plans				
Contamination Test Results	x			See BWB Consulting reports above.
Public Rights of Way		x		On the western side of the site there is an underpass beneath The Dove Way which provides pedestrian access to the proposed site – see extract of map showing Rights of Way.
Other Available Information				
Buildings / Structures to be refurbished, altered or demolished				
	Yes	No	Comments	
Architectural		x		
Structural		x		
Mechanical and/or electrical		x		
Public Health		x		
Location of existing services, particularly those that are concealed				
Statutory Undertaker	Not Present	Over Head	Under ground	Comments
Electricity Networks				
400kV	x			
133kV	x			
66kV	x			
33kV	x			
11kV		x	x	On the A518
240 / 415Volts	x			
Water (Foul and Potable)				
Public Foul			x	Twin public foul gravity sewers cross the proposed road at approximate Chainage 180 and public area of the proposed HWRC.
Pressurised Foul			x	A single pressurised foul sewer crosses the proposed road at approximate Chainage 60.
Public Combined Gravity			x	
Pressurised Combined			x	
Culverted Watercourse			x	Out fall for Storm water system
Water Main			x	1 inch water pipe parallel and close to the Northern perimeter of the proposed site.
Aqueduct	x			
Communications				
BT Openreach		x		There is an overhead BT cable close to the Northern perimeter
Virgin Media	x			
National Grid (Transco) Gas				
LP Mains	x			
MP Mains	x			
IP Mains	x			
LHP Mains	x			
NHP Mains	x			

# Construction Phase Plan



1.4 Extent and Location of Existing Records and Plans					
<b>Fuel Pipelines</b>					
		X			
<b>Street lighting</b>					
Street lighting		X			
<b>Other</b>					
<b>Ground Conditions</b>					
	<b>Yes</b>	<b>No</b>	<b>Information Source/Comments</b>		
Contaminated Land		X	See BWB Consulting reports above.		
Instability		X	See BWB Consulting reports above.		
Subsidence		X	See BWB Consulting reports above.		
Old Mine Workings		X			
Underground Tanks & obstructions		X			
Other					
<b>Existing Structure</b>					
	<b>Yes</b>	<b>No</b>	<b>Comments</b>		
Materials and Substances with health Hazards	X		See BWB Consulting reports above.		
Materials with Safety Hazards (inc Tar based surfacing)	X		See BWB Consulting reports above.		
General Conditions		X			
Potential Instability		X			
Other	X		Sewer Treatment Plant		
<b>Existing Transport Systems and Restrictions</b>					
	<b>Yes</b>	<b>No</b>	<b>Comments</b>		
Local Authority Road	X				
			AADT	8888	%age HGV
Waterways		X			
Public Rights of Way	X		On the Western side of the site there is an underpass beneath The Dove Way which provides pedestrian/cyclist access to the area of the proposed commercial site.		
Access to Adjacent Land	X		All visitors must report to the site office before entering the construction site.		
Emergency Access Routes	X		Emergency services will be notified in advance of any road works carried out on The Dove Way.		

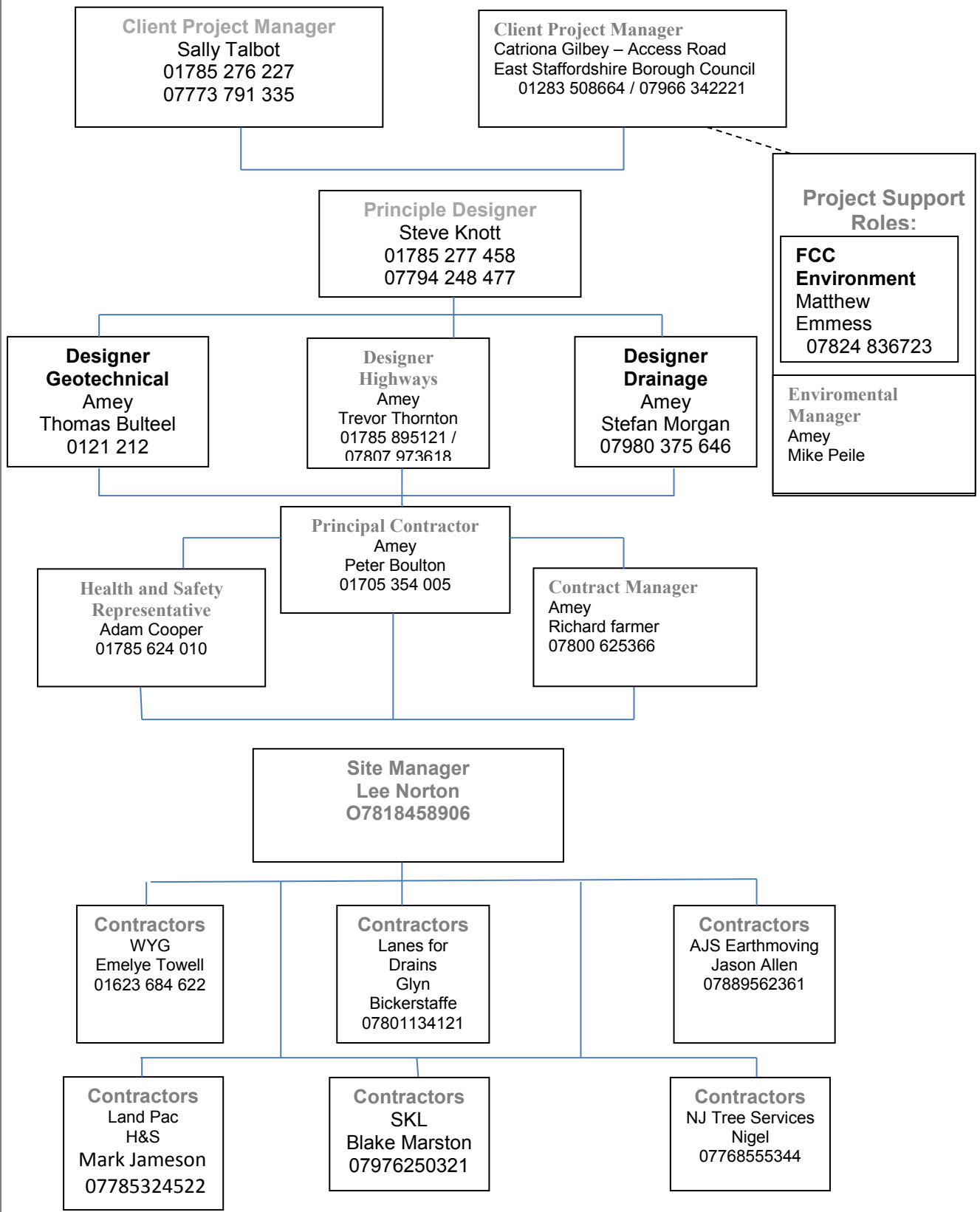
# Construction Phase Plan



1.4 Extent and Location of Existing Records and Plans			
Access for Occupiers / Visitors		x	All visitors must report to the site office before entering the construction site. Parking for site staff and visitors will be in safe zone in temporary traffic signals on the A518 until the new access road is in place to allow for the site compound to be built. All deliveries will take place within the traffic management area or on the site itself. All visitors must receive site induction to include the potential exposure to Asbestos. Once the main entrance has been constructed the new compound will be constructed .This area will be large enough for all site vehicles/visitors to park and receive all deliveries. Welfare facilities will be established in this area and a secure fence will be placed on the perimeter.
Other			

## 2.0 Management of Work

### 2.1 Management Structure and Responsibilities



### Responsibilities of Site Management and Operational Staff

## **Project Director**

- Ensure that suitable and sufficient resources are available to implement the requirements of this plan
- Assign key responsibilities to individuals to help deliver the Construction Phase Plan
- Review and approval of the Construction Phase Plan, ensuring it's requirements are implemented
- Approve Sub-Contractors and Suppliers.

## **Temporary Works Co-Ordinator**

- Ensure that any operations deemed to require temporary works have been designed, assessed and checked to ensure compliance to the Code of Practice BS 5975:2008, and in accordance with Amey' HS-Temp Works-MS-01 Temporary Works Design.
- They will consult with other contractors TWCs as required.

## **Safety Adviser**

- Provide professional advice with regards to health, safety and environmental issues
- Monitor Health and Safety performance

## **District Manager**

- Ensure the requirements of this plan are implemented with regard to quality, health & safety and environmental issues
- Liaise with the transport manager to ensure proper servicing and maintenance of vehicles, plant and equipment.
- Investigating incidents and accidents
- Ensure weekly Health and Safety audits of the site are carried out
- Review and approve risk assessments

## **Area Steward**

- Ensure Environmental and Health and Safety issues are considered to minimise risks on site and impact once construction is complete
- Prepare this plan ready for review and approval, and ensure it is updated and further developed as required
- Communicate the contents of this plan to Site Supervisors

## **Site Supervisor**

- To ensure that work carried out under their supervision complies with the requirements of this plan and Amey's procedures
- Carry out site inductions and work box talks
- Ensure that no work is undertaken unless a suitable risk assessment has been carried out
- Prepare risk assessments where none exist
- Collate HAV record sheets, if required
- Receive and process variation orders

## **Contractor's Operatives**

- Ensure that safety of all personnel and public is top priority
- Carry out work activities in a safe manner in accordance with the inductions received and Amey's procedures
- Ensure that, HAV record sheets, daily vehicle checks and where appropriate near miss forms are completed and passed to the site supervisor.
- Ensure cleanliness and tidiness of the site.

## 2.2 Health and Safety Goals for the Project

- Zero harm
- To achieve a sustainable working time ethos throughout the business to support the health & safety of all our people.
- To achieve a culture of safe and responsible operation of road vehicles and associated equipment.
- To reduce the impact that others have on the safety of our people by ensuring compliance with CDM Regulations by both internal and external parties.
- To encourage further environmental awareness and improve sustainability of our operations and reduce Pollution.
- To identify the measures needed to eliminate or to minimise the risks associated with the construction, Commissioning, maintenance and decommissioning of the works. This pre-construction information provides information that may assist those likely to be affected by such risks during construction.
- Carry out the contract works within the contract timeframe, to the requirements set out in the Contract Documents such that traffic flows and pedestrian walkways are maintained so far as reasonably practicable to minimise risk to health, safety and welfare of staff operatives and public during and arising From the works.

## 2.3 Arrangements for Monitoring and Review:

### Audits by Client

All parties will be checked for competency and awareness of CDM 2015. Communication Coordination and Cooperation is taking place. Sufficient time and resource has been allocated to have a safe project. See Appendix B & C.

Suitable Welfare is present – Principal Contractor to confirm.

The Site Supervisor will undertake a daily inspection of a work activity method statement and highlight any items that do not comply.

### Audits by Principal Contractor

The Health & Safety Representative will conduct a periodic audit and produce a written summary report of findings. This report will be presented to the Project Manager who will delegate actions to rectify all non-conformances to a given timetable.

Copies of the audits will be issued to the Principal Designer.

The frequency of these audits will be dependent on risk and will change dependent on scores, accidents and perceived risk.

Regular monitoring by the Principal Contractor may indicate that the Construction Phase Plan needs revising, in which case all site staff shall be notified of any significant changes to the Plan.

General health and safety issues shall be raised at Progress Meetings. Any issues requiring more immediate action shall be brought to the attention of the Health & Safety Representative as soon as possible.

The Principal Contractor shall establish liaison procedures between the Site Supervisor and Police for dealing with road traffic collisions in the traffic management systems if applicable.

Principal Contractor shall monitor the construction methods to ensure compliance with the Construction Phase Plan. If health and safety is found to being compromised, they shall take appropriate corrective action.

## 2.4 Site Specific Arrangements for:

### (i) Regular liaison between parties on site

Regular progress meetings shall be held between the Principal Contractor, Principle Designer and Contractors.

### (ii) Consultation with the workforce

The Site Supervisor and Area Steward will ensure that all members of the team are aware of any changes to

the programme, design or procedures.

The Site Supervisor shall undertake work box talks with the works team on a weekly basis when required. Work box talks are to be added to Appendix E of this Plan.

Individuals are invited to speak with any member of the Site Management Team if they have any suggestions, concerns, or questions relating to Health & Safety in the workplace.

**(iii) The exchange of design information between the client, designers, CDM coordinator and contractors on site**

All design queries to be directed through the Principal Contractor to appropriate designer and CDM Coordinator.

**(iv) Handling design changes during the project**

Any design changes shall be discussed at the weekly progress meetings and any new drawings or documentation will be issued through the Principal Contractor for distribution. New and/or amended drawings will be recorded on the register contained in Appendix H.

Risk assessments and methods of work will be re-assessed on the issue of revised drawings or documents.

**(v) The selection and control of contractors**

Any contractor will have met the requirements of Amey's assessment procedure before being selected for the Works.

A check will be made on the qualifications of contractors staff before they are permitted to start works on the project. Amey's site supervisor will be responsible for undertaking these checks. The supervisor will request and check original documents, photocopies will not be accepted. Copies of certificates will be kept in Appendix B of this document. A check with any relevant awarding bodies will also be undertaken if there are any concerns.

**(vi) The exchange of health and safety information between contractors**

Health and Safety information will be exchanged by the means of this document and any pre-construction hazards shall be passed onto all involved in the project.

At the weekly progress meeting a Health and Safety section shall be inserted into the agenda to further encourage information exchange.

**(vii) Site security**

A site compound shall be established and secured by 2m high fencing panels. Whilst undertaking the works the immediate works areas shall be fenced off using appropriate fencing. This will be in a temporary position until the new access is constructed off the A518.

Any visitors to the site shall make their presence known to the site supervisor. If any unauthorised persons are noticed within the confines of the site, this shall immediately be brought to the attention of the site supervisor.

**(viii) Site induction**

All personnel that will be working on this site will have had a site specific induction also any Contractor's works specific inductions.

All persons entering the site shall be inducted into the hazards to include the potential risk of exposure to asbestos on the site.

**(ix) On site training**

Work box talks on relevant topics shall be undertaken on a weekly basis if required.

**(x) Welfare facilities and first aid**

A welfare unit incorporating washing, toilet and welfare facilities shall be located on site (see Layout plan in Appendix A).



A first aid kit will be present in the welfare unit. First aid kits are also located in 3n Amey vehicles. The names of First Aiders are displayed in the site office / welfare unit. First Aiders are also responsible for the contents of the first aid boxes and notifying the site supervisor if supplies are needed.

A&E Hospital

The nearest A&E Hospital is: Queens Hospital A&E, Burton on Trent, DE13ORB.

**Tel: 01283 566 333 Fax: 01283 593 032**  
<http://www.burtonhospitals.nhs.uk/>

## (xi) The reporting and investigation of accidents and incidents including near misses

All emergency contact numbers will be displayed on the site notice board and A&E routes given out at the site induction.

Western Power 0800 6783 105

South staffs water 0845 607 0456

All accidents and incidents, no matter how minor, must be reported to the Site Supervisor, who will inform the Area Steward / Project Manager / Project Director (depending on the scale of the accident or incident). All accidents must be recorded in the accident book. All near misses must be reported; fill in the Near Miss Form and hand it to the Site Supervisor.

The Network Manager will determine if the accident / incident is reportable under the RIDDOR Regulations. If the accident / incident is reportable, the enforcing authority must be notified by the quickest practicable means, and the accident / incident reported by the approved form within ten days of the occurrence.

An investigation team will be convened by the Principal Contractor within 24 hours to investigate all major injuries, dangerous occurrences or fatalities.

Responsibility for reporting shall be as described below and a copy of the F2508 (and F2508A, in the case of a specified disease), shall be supplied to the Amey HSEQ advisor, to verify that reporting has been done.

Nature of Accident or Incident	Person responsible for notifying the HSE of the event.
Death, major injury, over 7-day injury, or case of disease.	The Person's Employer
Of a self-employed person at work in premises under the control of someone else.	The person in control of the premises at the time of the event.
Specified injury, over 7-day injury or case of disease of a self-employed person at work in premises under their control.	The self employed person or someone acting on their behalf.
Death, or injury requiring removal to a hospital for treatment (or major injury occurring at a hospital): of a person who is not at work (but is affected by the work of someone else), e.g. a member of the public or a visitor to site not employed by any contractor or supplier involved in the works.	The person in control of the premises at the time of the event, where or in connection with the work, the accident causing the injury took place. (Subject to information available)

**(xii) The production and approval of risk assessments and written systems of work**

The production and approval of risk assessments and written systems of work shall be as follows:

Contractor produces risk assessment	
Principal Contractor reviews	
Approval	
Site Induction / Work Box Talk	
Work on site	

On this project the approval of Risk Assessments shall be with Adam Cooper

## 2.5 Site Rules

- All visitors to receive Amey site induction.
- Safe Systems of work for Contaminated land to be in place to include the wearing of FFP3 masks when instructed on the permits to dig.
- Site visitors to report their presence & departure to site supervisor/manager or foreman.
- Safety helmets and Boots must be worn at all times.
- Reflective PPE to be worn at all times.
- Storage areas must be agreed in writing prior to use.
- No person to be on site under the influence of drugs, alcohol or any other stimulants.
- No reversing of vehicles without a banks person.

**Initial site rules will be reviewed by Principal Contractor?**

## 2.6 Fire and emergency procedures

- A designated fire assembly point shall be set up outside of the site. This shall be conveyed to tenants of any adjoining properties. This is shown on the drawing in appendix A.
- Fire extinguishers are located in the welfare unit and works vehicles. Do not use fire extinguishers unless you are trained to do so.
- Site induction will include Fire Precautions e.g. correct storage of materials, waste collections etc. and the actions to take in the event of a fire
- The safe systems of work will be discussed for the discovery of buried asbestos.
  
- In the event of an accident, contact the appropriate emergency service.
- The location of the Hospital and details of the route is found in Appendix A of this document.
- Any accident or incident involving employees, contractors or the public is to be reported immediately to the Site Supervisor.
- The Accident Book is held at xxx; ensure that all accidents are entered (with a supervisor present to provide assistance).

**Initial procedures will be reviewed by Principal Contractor?**

## 3.0 Arrangements for controlling significant site risks

### 3.1 Safety risks, including:

#### (i) Delivery and removal of materials and work equipment

Delivery or waste collection vehicles will access the site from A518 The Dove way. All Deliveries of site materials to be of loaded on the site where possible, any deliveries undertaken within the work zone on the A518 will be supervised and planned around off peak hours where possible. In adverse weather conditions road sweepers will be in place to clear any transfer of materials onto the public highway.

Any reversing movements shall be controlled by a qualified banksman.

#### (ii) Dealing with services

All service plans detailing underground plant have been obtained and made available to the works team; see Appendix H. A permit to dig (SHARC permit) has been completed.

A CAT scan of the site has been completed and the location of services marked.

Trial holes have been completed and the information documented.

Overhead services will be clearly marked out.

#### (iii) Accommodating adjacent land use

Pedestrian and vehicular access will be maintained to any properties which are adjacent to the works site.

All adjoining land owners shall be informed of our programme of works.

**(iv) Stability of structures whilst carrying out construction work**

It is envisaged that no excavation works will be undertaken adjacent to existing structures.

**(v) Preventing falls**

A daily review by operatives of any potential trip hazards within the site will be carried out before any work starts.

Any work at height will only be carried out after suitable and sufficient risk assessment has taken place; controls may include safety harnesses, a fall arrest system, safety nets, edge protection, crash bags etc.

**(vi) Work with or near fragile materials**

Not applicable

**(vii) Control of lifting operations**

All lifting operations to be carried out as per current LOLER (Lifting Operations and Lifting Equipment Regulations) and any associated risk assessments and work box talks (if applicable).

The following items shall be mechanically lifted:  
Pcc manhole/gully sections/Prefabricated Head walls etc?

The above list is not exhaustive; any lifting operations are to comply with the risk assessments.

**(viii) Maintenance of plant and equipment**

All O licence vehicles are subject to a daily drivers check; this is documented in the form of a pad. If any defects are found with the vehicle this shall be brought to the attention of their immediate supervisor who will instigate any repairs necessary. In addition to this each LGV is checked by a workshop on a six weekly basis.

All equipment is subject to a daily visual inspection. Each item of equipment has a service tag attached to it stating when its next service and full inspection is due.

Hand tools are also subject to a visual inspection.

No fuel shall be stored overnight on site. Fuel shall be brought to site as and when required basis and stored on the back of vehicles in a suitable container. Should any spills occur while re-fuelling these shall be cleared up using the spill kits that are provided on every vehicle.

**(ix) Work on excavations and work where there are poor ground conditions  
Permits to enter will be issued**

All excavations shall be undertaken mechanically except in restricted areas where this process shall be done manually.

No access to open trenches is permitted unless a suitable trench support system is in place.

All statutory undertakers plans have been made available to the works team, however where it is not clear when a particular service is located a hand dug trial hole shall be excavated. A CAT scan of the full site shall be undertaken and the position of services shall be marked on the ground in paint.

**(x) Work on wells and, underground earthworks and tunnels**

All safe systems of work and permits to enter will be issued before these works commence.

**(xi) Work on or near water where there is a risk of drowning**

Relivent Safe systems of work will be in place in line with the permit to works issued.

**(xii) Work involving diving**

Not applicable

**(xiii) Work in a caisson or compressed air working**

Not applicable

**(xiv) Work involving explosives**

Not applicable?

**(xv) Traffic routes and segregation of vehicles and pedestrians**

The site shall be signed and guarded in accordance with Chapter 8 regulations. Please see appendix A for the temporary traffic management plan, which will be updated on a works programme basis.

The immediate works area shall be protected using 2m herras fencing panels. The position and spacing of the signs shall comply with Safety at Streetworks and Roadworks – a code of practice. Site speed limits in place and confirmed at the site induction.

**(xvi) Storage of materials and work equipment**

Materials will be stored inside the site boundary fencing in a safe area to off load and load. Large items of plant will be left on within the site boundary, and be immobilised. Small items of plant will be in locked containers inside the site compound area.

**(xvii) Any other significant safety risks**

Contaminated Land

**Initial safety risks will be reviewed by Principal Contractor**

## 3.2 Health Risks.

**(i) The removal of asbestos**

The results of the GI report are to be issued by the Principal Designer. Before any work takes place appropriate RAMs and control measures are in place. A Licenced contractor (DMW) on site to monitor and remove any ACMs.

**(ii) Dealing with contaminated land**

The results of the GI report are to be issued by the Principal Designer before any work takes place appropriate RAMs and control measures will be in place.

**(iii) Manual handling**

Please refer to Risk Assessments within Appendix D.

**(iv) Use of hazardous substances, particularly where there is a need for health monitoring**

Normal construction materials are to be used on this project.

COSHH assessments are carried out and stored within Appendix F.

**(v) Reducing noise and vibration**

Low noise breaking equipment shall be used. The Principal Contractor will check this on site.

Vibration monitoring will be in place during the ground consolidation works on the treatment works boundary and in proximity to existing services.

**(vi) Work with ionising radiation**

Not applicable

**(vii) Exposure to UV radiation**

Barrier cream shall be made available to all site staff for the duration of the works.

**(viii) Any other significant health risks**

Please refer to Appendix F of this document.

**Initial health risks will be reviewed by Principal Contractor**

## 4.0 Health and Safety File

### 4.1 Layout and Format

The Health and Safety File shall contain the information needed to allow future construction work including maintenance, alterations and demolition to be carried out safely. The level of detail should allow the likely risks to be identified and addressed by those carrying out the work:

The layout of the Health and Safety File is shown in Appendix L.

### 4.2 Arrangements for collecting information

Information will be collated as the work progresses and held on site. When the work is completed the Principal Contractor will submit the information collected to the Principal Designer for inclusion in the Health and Safety File.

### 4.3 Storage of information

It is essential that clear concise records are kept. These may consist of annotated construction drawings, site notes, photographs, COSHH assessments and other relevant information.

## Appendix A

### Project Information

- 1) Location of A & E
- 2) Emergency Procedures
- 3) Fire Management Plan
- 4) Traffic Management Plan
- 5) Programme of Works



## Appendix B

### Additional Organograms / Competency Evidence





## Appendix C

### Amey Policies



## Appendix D

### Risk Assessments / Method Statements



## Appendix E

### Site Inductions



## Appendix F

### Hazardous Materials / COSHH Assessments

# Construction Phase Plan



## Appendix G

## Product Data Sheets

## Appendix H

### Drawings and Information

- 1) Statutory Undertakers
- 2) Designers Drawings
- 3) PC's Drawings
- 4) Contractor Drawings



## Appendix I

### Structural Principles and Test Certification



## Appendix J

### F10





## Appendix K

### Pre-Construction Information

## Appendix L

### Required Layout of the Health and Safety File

#### 0.0 Guidance Notes to Clients and those using and updating the Health and Safety File

##### 1.0 Nature of the Project

- 1.1. Project Description
- 1.2. Contact Information

##### 2.0 As Built Drawings and Photographs

##### 3.0 Summary of Environmental Restrictions, Interface Issues and Remaining On-Site Risks

- 3.1. Boundary and Access
- 3.2. Environmental Restrictions
- 3.3. Adjacent Land Uses
- 3.4. Storage of Hazardous Materials
- 3.5. Statutory Undertakers' Services
- 3.6. Ground Conditions
- 3.7. Existing Structures
- 3.8. Other Remaining On-Site Risks

##### 4.0.a Residual Design and Construction Hazards

###### (To be used on smaller projects)

- 4.1. Design Information
- 4.2. Construction Methods
- 4.3. Materials, Components and Treatments
- 4.4. Installed Materials, Plant and Equipment
- 4.5. Maintenance Procedures
- 4.6. Demolition

##### 4.0.b Residual Design and Construction Hazards

###### (To be used on larger or more complex projects where individual sections follow the Specification for Highway Works (SHW))

- 4.1. Brief description and location of this section of the works
- 4.2. Design Information
- 4.3. Construction Methods
- 4.4. Materials, Components and Treatments
- 4.5. Installed Materials, Plant and Equipment
- 4.6. Maintenance Procedures
- 4.7. Demolition

SHW sections used:

	SHW Series No.	Title	Used (Y/N)
4.0	0000	INTRODUCTION	
4.1	0100	PRELIMINARIES	
4.2	0200	SITE CLEARANCE	
4.3	0300	FENCING AND ENVIRONMENTAL BARRIERS	
4.4	0400	ROAD RESTRAINT SYSTEMS (VEHICLE AND PEDESTRIAN)	

# Construction Phase Plan



	SHW Series No.	Title	Used (Y/N)
4.5	0500	DRAINAGE AND SERVICE DUCTS	
4.6	0600	EARTHWORKS	
4.7	0700	ROAD PAVEMENTS – GENERAL	
4.8	0800	ROAD PAVEMENTS – Unbound, Cement and Other Hydraulically Bound	
4.9	0900	ROAD PAVEMENTS – Bituminous Bound Materials	
4.10	1000	ROAD PAVEMENTS – Concrete and cement bound materials	
4.11	1100	KERBS, FOOTWAYS AND PAVED AREAS	
4.12	1200	TRAFFIC SIGNS	
4.13	1300	ROAD LIGHTING COLUMNS AND BRACKETS CCTV MASTS AND CANTILEVER MASTS	
4.14	1400	ELECTRICAL WORK FOR ROAD LIGHTING AND TRAFFIC SIGNS	
4.15	1500	MOTORWAY COMMUNICATIONS	
4.16	1600	PILING AND EMBEDDED RETAINING WALLS	
4.17	1700	STRUCTURAL CONCRETE	
4.18	1800	STRUCTURAL STEELWORK	
4.19	1900	PROTECTION OF STEELWORK AGAINST CORROSION	
4.20	2000	WATERPROOFING FOR CONCRETE STRUCTURES	
4.21	2100	BRIDGE BEARINGS	
4.22	2200	PARAPETS	
4.23	2300	BRIDGE EXPANSION JOINTS AND SEALING OF GAPS	
4.24	2400	BRICKWORK, BLOCKWORK AND STONEMWORK	
4.25	2500	SPECIAL STRUCTURES	
4.26	2600	MISCELLANEOUS	
4.30	3000	LANDSCAPE AND ECOLOGY	
4.50	5000	MAINTENANCE PAINTING OF STEELWORK	

**Note: If the sections are not used, delete them from the main document.**

## Appendices

(The tables within the appendices should be updated and cross referenced to files holding the relevant information).

- A As Built Drawings and Photographs**
- B Surveys, Reports and Audits**
- C Design Information**
- D Construction Methods**
- E Materials, Component and Treatments**
- F Installed Materials, Plant and Equipment**
- G Maintenance Procedures**
- H Demolition**
- I Legislative Requirements**

NOTE: This should be amended to suit specific contract and client requirements in discussion with the CDM-C.