

## CONSTRUCTION PHASE SAFETY, HEALTH & ENVIRONMENT PLAN

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13	July 2016	Issue Ref: 845 – Amendments to PM24 to include PM67
12	July 2015	Issue Ref: 784 Reviewed following changes to the CDM Regulations 2015
11	May 2014	Issue Ref: 762 Updated to allow completion when HFC acting as contractor. Minor amends to layout . Additional items included.
10	August 2011	Issue Ref: 624 Updated in line with the recent Company re-structure
09	November 2010	Include Client 'Environmental' contact
08	June 2010	Incorporate Site Carbon Toolkit – S124
07	February 2010	<b>Update to more fully incorporate Environmental considerations</b>
06	February 2009	<b>CDM 2007 Update &amp; General Review</b>
<b>REV</b>	<b>DATE</b>	<b>STATUS / DESCRIPTION OF CHANGES</b>

<b>DOCUMENT NO.</b>	<b>S042</b>
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## CONSTRUCTION PHASE SAFETY, HEALTH & ENVIRONMENT PLAN

**Project Name: Chipping**

**Project No: TBC**

Signed:	Signed:	Signed:
Date:	Date:	Date:
AUTHOR: (name)	REVIEWER: (name)	APPROVED: (Business Manager)

**User Note:** *All relevant Information from the Pre-Construction Information must be incorporated into this document*

*All on-screen grey areas to be completed (or noted n/a if not applicable)*

The electronic copy should be filed within Section 1 of the contract file on SMs laptop and the paper copy to be filed within Section 1 of the On-Site SHE File

Electronic copy to be forwarded to Head Office for filing in Contract Archive File.

Additional Notes:

First Draft

## **Introduction**

This Construction Phase Safety, Health and Environment Plan is issued in accordance with the 2015 Construction (Design and Management) Regulations, which came into effect on 6 April 2015.

This Construction Phase Safety, Health and Environment Plan has been prepared in accordance with Regulation 12 & Schedule 2 of the CDM Regs 2015 and in accordance with HFC's Site Waste Management Plan procedure.

The Principal Contractor/Contractor shall develop this Construction Phase SHE Plan as part of its duties and responsibilities under the CDM Regulations.

Under the HFC Site Waste Management Procedure the construction phase shall not start unless a Site Waste Management Plan has been developed. *Refer to Company Procedure PM24.*

When finalised and approved, this document, together with its associated appendices should be filed in Section 1 of the On-Site SHE File. All attachments should be filed in the relevant sections of the On-Site SHE File (see below).

	<b>SHE File Section</b>
<b>Construction Phase SHE Plan (S042))</b>	01
<b>App 1</b> Pre-Construction SHE Information (Pre-Construction Phase Health & Safety Plan)	
<b>App 2</b> Harry Fairclough Construction Limited Safety, Health, Environment and Welfare Policy. <i>Copy to be displayed on site notice board</i>	
<b>App 3</b> Site Layout Site. <i>Copy to be displayed on site notice board</i>	
<b>App 4</b> F10 – Notification of Construction Project to HSE. <i>Copy to be displayed on site notice board</i>	
<b>App 5</b> Welfare provision (Matrix – S042)	
<b>Attachments:</b>	
Attachment 1: Asbestos Reports (if necessary)	02
Attachment 2: Site Waste Management Plan (S90)	03
Attachment 3: Site Carbon Toolkit (S124)	04
Attachment 4: Emergency arrangements (Hospital Route)/Fire Plan/ Hazard Plan	05
Attachment 5: Environmental Aspects Impacts Register (SA33)	06
Attachment 6: RAMS (S113)	07
Attachment 7: COSHH Assessments ( <i>see Knowledge Bank</i> )	08
Attachment 8: Site Induction checklist / acknowledgement form (S76)	11

## 1 The Construction Phase SHE Plan

**App 1** Pre-Construction SHE Information

**App 2** Harry Fairclough Construction Limited Safety, Health, Environment and Welfare Policy. *Copy to be displayed on site notice board*

**App 3** Site Layout. *Copy to be displayed on site notice board*

**App 4** F10 – Notification of Construction Project to HSE. *Copy to be displayed on site notice board*

**App 5** Welfare provision (Matrix – S042)

## 2. DESCRIPTION OF PROJECT

2.1 Project description and programme details including key dates

2.2 Project directory

2.3 Extent and location of existing records and plans

## 3. MANAGEMENT OF THE WORK

3.1 Management structure and responsibilities

3.2 SHE goals for the project and arrangements for monitoring and review of health, safety and environmental performance

### 3.3 Arrangements for:

3.3.1 Production and approval of risk assessments & written systems of work/method statements/permits to work (PM034)

3.3.2 Regular liaison between parties on site

3.3.3 Consultation with workforce

3.3.4 Exchange of design information (client, principal designer and contractors)

3.3.5 Handling design changes during project

3.3.6 Exchange of SHE information between contractors

3.3.7 Selection and control of contractors PM032 & PM033)

3.3.8 Site security

3.3.9 Site induction

3.3.10 On-site training

3.3.11 Start of shift briefings

3.3.12 Welfare facilities, first aid, AED location

3.3.13 Reporting and investigation of accidents & incidents including near misses and environmental issues (PM062)

3.3.14 Occupational Health (PM106)

3.4 **Site rules (including drug & alcohol policy)**

3.5 **Fire, emergency and environmental arrangements (PM041)**

3.6 **Site Waste Management Plan (PM24)**

#### 4. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

##### 4.1 Safety risks, including;

- 4.1.1 Safe systems of work / permits to work (PM071)
- 4.1.2 Delivery and removal of material (including waste) and work equipment taking into account risks to public
- 4.1.3 Dealing with services
- 4.1.4 Accommodating adjacent land use
- 4.1.5 Stability of structures whilst carrying out construction work including temporary and existing unstable structures.
- 4.1.6 Preventing falls
- 4.1.7 Work with or near fragile material
- 4.1.8 Control of lifting operations (PM057)
- 4.1.9 Maintenance of plant and equipment (PM076)
- 4.1.10 Work on excavations and work where there are poor ground conditions
- 4.1.11 Work on wells, underground earthworks and tunnels
- 4.1.12 Work on or near water where there is a risk of drowning
- 4.1.13 Work involving diving
- 4.1.14 Work in a caisson or compressed air working
- 4.1.15 Work involving explosives
- 4.1.16 Traffic routes and segregation of vehicles and pedestrians including trains
- 4.1.17 Storage of materials and work equipment
- 4.1.18 Any other significant safety risks
- 4.1.19 Working in a high street environment

##### 4.2 SHE risks

- 4.2.1 Removal of asbestos (PM051)
- 4.2.2 Dealing with contaminated land
- 4.2.3 Manual handling (PM047)
- 4.2.4 Use of hazardous substances, particularly where there is a need for health monitoring (PM035)
- 4.2.5 Reducing noise (PM036)
- 4.2.6 Reducing vibration (PM056)
- 4.2.7 Working with ionising radiation
- 4.2.8 Exposure to UV radiation (from the sun)
- 4.2.9 Fumes (PM035)
- 4.2.10 Wild life consideration
- 4.2.11 Other significant health risks
- 4.2.12 Aspects & Impacts Register (PM048)

#### 5. THE CDM HEALTH AND SAFETY FILE

##### 5.1 Layout and format

##### 5.2 Arrangements for collecting and gathering of information

##### 5.3 Storage of information

#### Additional Note

**CDM Health & Safety File** – when acting as Principal Contractor Harry Fairclough Construction Ltd is required to prepare information for this file in a format agreed with the Principal Designer including information from subcontractors.

**HFC Site Safety Health, & Environment File ('HFC Site SHE File')** – Harry Fairclough Construction Ltd SHE File (Green File) must be kept on site until contract completion when this file **must** be returned to the SHEQ Department.

## 2. DESCRIPTION OF PROJECT

### 2.1 Project Description and programme details including key dates

#### Description

The site consists of 39 Dwellings with roads (adopted and non adopted), services, drainage and landscaping . The site access will be from Church Raike

#### Location

See site layout plan (1 App 3)

#### Programme details

Start date: TBC

Duration: TBC

### 2.2 Project Directory

*Details of client, principal designer, designers, principal contractor, contractor and other consultants*

Client Organisation: Chipping Homes Limited

Client Contact: Ken Whitaker

Contact Tel No:

Client Environmental Contact: Ken Whitaker

Contact Tel No:

Designer Organisation: Scott Hughes

Designer Contact:

Contact Tel No: 0161 605 0831

Principal Designer Organisation: Scott Hughes

Principal Designer Contact:

Contact Tel No: 0161 605 0831

Principal Contractor: Harry Fairclough

Principal Contractor Contact: Pat Farnan

Contact Tel No: 07801 021112

Contractor:

Contractor Contact:

Contact Tel No:

Contract Tel No:

Consultant 1

Organisation Name: Millison Associates

Organisation Contact Name:

Contact Tel No: 0161 228 0558

Consultant 2

Organisation Name: TPM Landscaping

Organisation Contact Name:

Contact Tel No: 0161 235 0600

Consultant 3

Organisation Name:

Organisation Contact Name:

Contact Tel No:

Consultant 4

Organisation Name:

Organisation Contact Name:

Contact Tel No:



**2.3 Extent and location of existing records and plans**

*Where relevant to health and safety on site, including information about existing structures*

Refer to HFC Site SHE File for service drawings and asbestos reports.

To be developed further. The Site Investigation and further investigation are required (particularly the old pavilion).

### **3. MANAGEMENT OF THE WORK**

#### **3.1 Management Structure and Responsibilities**

HFC Health & Safety and Environmental Policy contains a full management structure and responsibilities. Copies will be held on site with this SHE plan (Section 1 On-Site SHE File)

Client Operations Manager: TBC

HFC Site Management contact: P Farnan 07801 021112

#### **3.2 SHE goals for the project and arrangements for monitoring and review of the SHE performance**

##### Safety, Health & Environmental Goals:

No accidents, incidents or injuries to anyone and no damage to the environment.

##### Harry Fairclough Construction Ltd arrangements for monitoring and review of SHE performance:

Regular SHE site inspections / visits and audits will be carried out by the SHEQ Dept and weekly site inspections will be carried out by:

The Site Manager  
Name: Pat Farnan

#### **3.3 Arrangements for:**

##### 3.3.1 Production and approval of risk assessments & written systems of work/method statements ('RAMS'):

All safety critical work to be in accordance with risk assessments and method statements. RAMS to be approved by HFC site management before commencement of work. In each case, a briefing log is to be completed to confirm acceptance and understanding of the agreed working method by each relevant member of the workforce.

All operations will be managed with a suitable SSOW

##### 3.3.2 Regular liaison between parties on site:

Site meetings will be arranged at:

On site (Calendar to be agreed)

Contractors / subcontractors shall be briefed in content of this SHE Plan as part of site induction.

Daily liaison between contractors and the client will take place through prior arrangement:

TBC

##### 3.3.3 Consultation with workforce:

Safety Representatives have been appointed with the responsibility to promote and maintain a positive SHE culture and to liaise with the workforce about SHE matters

TBC

3.3.4 Exchange of design information :  
*between client, principal designer, designers, and contractors on site*

Where elements of design are carried out by the Principal Contractor or contractors – the Principal Contractor should advise the Principal Designer.

Design hazard/risk information - see HFC Site SHE File

3.3.5 Handling design changes during the project :  
Changes in design, or changes which negate primary assumptions made in the Pre-Construction Information shall be referred to the Principal Designer.

3.3.6 The exchange of SHE information between contractors :  
Relevant sections of this Construction Phase SHE Plan are to be briefed to contractors at induction and throughout the project as required.

The Site Manager is responsible for reviewing, updating and amending this Plan on an ongoing basis.

3.3.7 The selection and control of contractors :  
All contractors used are on the HFC approved sub-contractors list.

3.3.8 Site security :

Site will be securely fenced and CCTV camera security (monitored) will be in place for the housbuilding phase of the contract.

3,3,9 Site induction :  
To be conducted by HFC site management. All persons working on the site are to receive a site induction before commencing work. Inductions are to be recorded (**PM113 & PM111**) and such records forwarded to the Training Department at Head Office. Stickers to confirm receipt of a site induction will be issued and must be clearly displayed on safety helmets. Attention to be given to any noted Limitations in Fitness (Occupational Health Procedure PM106).

3.3.10 On site training :  
Tool box talks relevant to the tasks being performed will be undertaken on a regular basis (two weekly as a minimum). Operatives shall be appraised of method statements and shall sign-off method statements prior to starting work. (See also 3.3.11 Start of shift briefing below.) Attendance at on-site training shall be recorded (**Form S062**).

3.3.11 Start of Shift Briefings:  
Where appropriate, Start of Shift Briefings to be conducted by HFC site management and signed for (S062) by all persons attending prior to commencing work for the day.

Consider the following:

- Hazard Board
- Weather
- Hazards of the day / operations
- Other contractors
- Permits to work
- Other

3.3.12 Welfare facilities and first aid :  
The Trained First Aider for the site is:

P Farnan

Welfare facilities are provided by:

HFC

Nearest AED is located at:

Royal Preston Hospital, Sharoe Green Lane North, Fulwood, Preston,  
Lancashire, PR2 9HT

3.3.13 Reporting and investigation of accidents & incidents including near misses and Environmental issues : HFC procedure (**PM 062**) in accordance with RIDDOR. All accidents/near misses/adverse events to be reported immediately to the BM & SHEQ Mgr as appropriate.

3.3.14 Occupational Health (PM106):  
Identify and maintain the appropriate level of occupational health provision necessary to meet the requirements of the workplace

**3.4 Site rules (including drug & alcohol policy PM028) :**  
Rules from the Pre-Construction Information to be included.

**3.5 Fire, emergency and environmental arrangements:**  
A site plan highlighting escape routes to be clearly displayed on site notice boards. Name of Fire Wardens to be clearly displayed on site notice board. Information included in the induction is as follows (see also 3.3.12 above):

The Fire Assembly point is:

Site Cabins

The nearest Hospital is:

Royal Preston Hospital, Sharoe Green Lane North, Fulwood, Preston, Lancashire, PR2 9HT

The nearest Hospital A & E Telephone Number is:

01772 716565

Fire extinguishers are located at:

Site Fire Plan to be developed

Spill kit / drip trays located at:

Site Cabins and other noted places

### **3.6 Site Waste Management Plan:**

A SWMP is to be produced before the start of a project for all identified projects (Project Kick-Off Meeting) **(PM024)**. This SWMP must be updated throughout the life of the project and is to be filed, together with supporting documentation, including transfer notes, within the site SHE file.

SWMP required: (Yes/No) No

## 4 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

### 4.1 Safety risks, including;

Risk assessments and written method statements (RAMS) (also see 3.3.1). All necessary 'Permits to Work' (PM071) must be in place (completed, signed and briefed) before work commences.

#### 4.1.1 Safe Systems of Work / permit to work (PM071):

Permits will be used for high risk activities

#### 4.1.2 Delivery and removal of material (including waste) and work equipment taking into account risks to public

Strategy to be further developed with Muckshift Contractor. Temporary access will be provided, spoil will be stockpiled to agreed areas, wheel cleaning strategy will be in force as per our logistics plan

Delivery times on site will be: 0730 - 1800

Access route to site will be:

The site will be accessed from Church Raike. An appropriate temporary road will be constructed to facilitate the earthworks and infrastructure packages. The new site road will be constructed to base level and used as a site road for the housebuilding phase. See Site Logistics plan

Skips will be located at:

See Site Logistics plan

Any other site requirements:

#### 4.1.3 Dealing with services

Services drawings shall be obtained prior to any excavations/piling. Safe digging practices shall be used with trial holes where necessary. (**S050 Permit to Excavate**). The CDM Health & Safety file shall be updated with as-built services information as necessary.

Live Service Board will be in operation on site

#### 4.1.4 Accommodating adjacent land use :

Further development of clients strategy involving adjacent stakeholders will be developed.

Temporary works will be (**PM103 & S128**):

To be controlled by P Farnan (TWC)

#### 4.1.5 Stability of structures whilst carrying out construction work including temporary and existing unstable structures. :

To be controlled by P Farnan

- 4.1.6 Preventing falls: Working at height (PM029) shall be undertaken in accordance with approved method statements. Edge protection shall be used where necessary:

To be controlled by P Farnan

- 4.1.7 Work with or near fragile material:

To be controlled by P Farnan

- 4.1.8 Control of lifting operations :

Specific RAMS and or Contract Lift. PF to supervise

- 4.1.9 Maintenance of plant and equipment

Site Manager to cover as part of site induction. Contractors to confirm that any plant and equipment they intend to use on this project has been properly inspected, tested and maintained and is safe to use. HFC policy and procedure to be followed (PM076). 12 Monthly/6 Monthly Certification will be kept for all relevant plant/equipment in the Site SHE File.

P Farnan to monitor LOLLER and PUWER Registers.

- 4.1.10 Work on excavations and work where there are poor ground conditions

Monitored by P Farnan controlled by Groundworkers SSOW

Ground Survey Carried out: Yes /No SI available

Access Route to site will be:

See Logistics Plan

Further details:

See Site Logistics plan

- 4.1.11 Work on wells, underground earthworks and tunnels (S049 Confined Space Permit)

PF To supervise

- 4.1.12 Work on or near water where there is a risk of drowning

N/A

- 4.1.13 Work involving diving:

N/A

- 4.1.14 Work in a caisson or compressed air working:

N/A

- 4.1.15 Work involving explosives:

N/A

- 4.1.16 Traffic routes and segregation of vehicles and pedestrians including trains : Minor deliveries only, deliveries controlled by:

The site will be serviced by a temporary road for the infrastructure and first house building phase. Plant loading and unloading will take place from this area and locations agreed for stockpiles of spoil to be loaded from the temporary road will be used. A wheel cleaning strategy will be developed and enforced in line with our logistics plan.

Deliveries will be agreed with suppliers regarding both access and busy times of day in the village. HFC will conduct a review to ascertain the most efficient delivery and transport protocol with regards to access and disruption to village life.

All site personnel will be allocated space on site to park as shown on the Site Logistics Plan

- 4.1.17 Storage of materials and work equipment : Plant/Equipment will be kept in a locked toolbox when not in use. Plant will be immobilised overnight.

- 4.1.18 Any other significant safety risks :

- 4.1.19 Working in a high street environment:

N/A

## 4.2 SHE risks

Risk assessments and written systems of work

- 4.2.1 Removal of asbestos (PM051)

TBC although not thought to be any on site

- 4.2.2 Dealing with contaminated land

TBC although not thought to be any on site

- 4.2.3 Manual handling (PM047)

Refer to manual handling risk assessments/method statements for tasks relating to manual handling

Covered in RAMS and SSOW

Designer to provide sizes and weights of items that may present a manual handling risk.

HFC policy for all operatives to be trained in manual handling. Any risks to be identified and a method adopted to eliminate the risk.

- 4.2.4 Use of hazardous substances, particularly where there is a need for health monitoring: HFC policy (PM035) that all COSHH Assessments shall be obtained



and adhered to whilst executing the task. COSHH Assessments available in site office. Where work requires RPE, face fit testing shall be undertaken (**S137**).

4.2.5 Reducing noise (PM036)

Plant/equipment shall be fitted with noise reducers and usage will be monitored.

Noise will be monitored on site and cognisance will be taken of the neighbouring stakeholders disturbance. Noise and dust will form a key component of the agreement with groundworks and muckshifting contractors. Both planning conditions and feedback from stakeholders will be used to monitor and revise the noise and dust / mud alleviation measures adopted.

4.2.6 Reducing vibration (PM056)

Only reduced vibration plant/equipment shall be used and usage will be monitored and recorded (**Vibration Tool Timesheet S056**)

4.2.7 Work with ionising radiation

To be managed on site with TBT (none expected)

4.2.8 Exposure to UV radiation (from the sun)

To be managed on site with TBT

4.2.9 Fumes

To be managed on site with TBT

4.2.10 Wild Life Consideration

To be managed on site with TBT

4.2.11 Other significant health risks

Detail:

4.2.12 Aspects & Impacts Register (PM048, SA033)

TBC

## **5 CDM HEALTH AND SAFETY FILE**

### **5.1 Layout and format**

The Principal Contractor is required to prepare information for the CDM Health and Safety File in a format as agreed with the Principal Designer including information from sub-contractors. When acting as Principal Contractor, HFC will comply with this requirement. When acting as Contractor, HFC will supply any required information to the Principal Contractor.

The Principal Designer will prepare the master version of the CDM Health and Safety File incorporating information from the Principal Contractor as well as from the client, designers and contractors.

### **5.2 Arrangements for collecting and gathering of information**

The final version of information for the CDM Health and Safety File is to be submitted to the Principal Designer a minimum of one week before the anticipated date for Practical Completion of the works. However information will be gathered throughout the construction period.

### **5.3 Storage of information**

1 'Controlled' hard copy CDM Health and Safety File is to be held by the Client