

Construction Phase Plan

Town Farm

Pendleton

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Statement of Intent

The Principal Contractor, and all appointees are totally committed to health and safety and will provide, as far as reasonably practicable, the necessary leadership and resources required to maintain a safe and healthy working environment for employees and Contractors.

The minimum health and safety standards that will be adopted for this construction project are those are required by law, although the Company will constantly strive to exceed those standards wherever possible.

This Construction Phase Plan is intended to minimise the risk arising from specific hazards to the Pendleton project and general hazards inherent within the construction industry and is intended to ensure that the project is completed safely without accident or incident.

To ensure the health and safety plan is effective, The Principal Contractor will continually monitor its progress and make changes if necessary, and will make such changes known to everyone concerned by direct communication with individuals on site, by written notices or by correspondence with Contractors' head offices.

All persons connected with this project assume legal duties with regard to health and safety, and with this in mind, The Principal Contractor expects all employees and Contractors to inform an appointed duty-holder if any changes in circumstances arise that may necessitate a change to this Construction Phase Plan.

For and on behalf of The Principal Contractor



Client

Dated

In preparation of this Construction Phase Plan, the Principal Contractor has complied with the requirements of the Construction (Design and Management) Regulations 2015 and has sought guidance from the HSC Approved Code of Practice L153.

Project Information

Description of Works

The project consists of:

- The partial demolition of existing lean-to structure
- The refurbishment of a disused cattle shed
- The construction of 1 detached house with associated drainage
- Foul and surface water drainage installation and connection to existing manhole
- Associated external and landscaping works

Site Address

Town Farm
Main Street
Pendleton
BB7 1PT

Project Start Date & Duration

Start Date: TBC

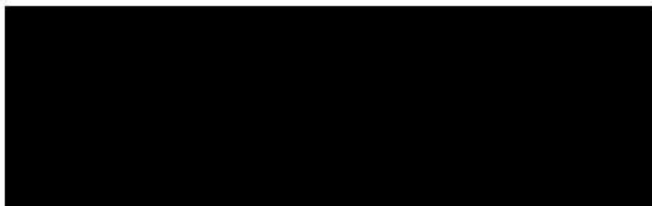
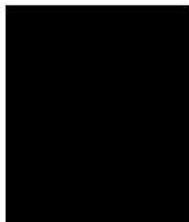
Duration: Approximately 8 months

Construction activities include:

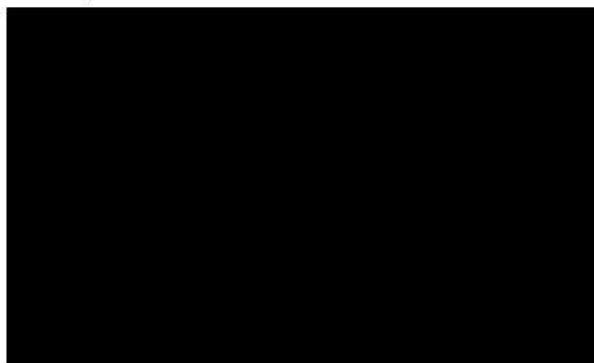
- SW and FW sewer installation
- Plot drainage and services
- Groundworks
- Concrete and reinforcement
- Stonework, brickwork and blockwork
- Roof trusses and roof tiling
- Internal joinery
- Mechanical Installations
- Electrical Installations
- Plaster boarding, linings and plaster
- Painting and decoration
- Hard and soft landscaping
- Paving

Project Duty Holders

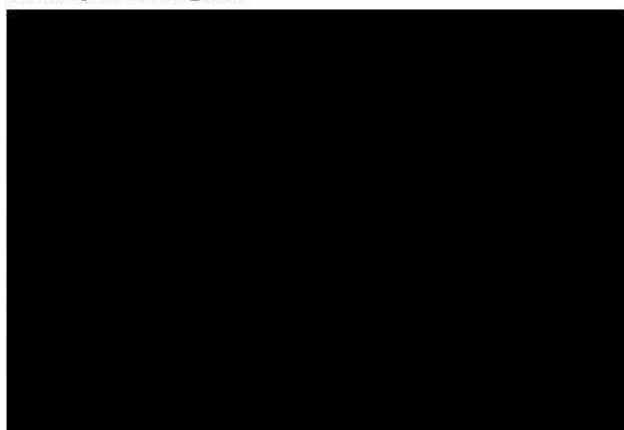
The following are appointed in accordance with the requirements of the Construction (Design and Management) Regulations 2015.



Principal Contractor



Principal Designer

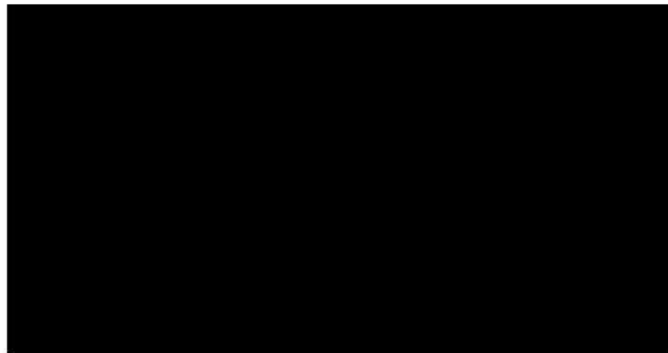


Additional Project Duty Holders 1

The following are appointed by the Principal Contractor to assist with health and safety management during the project and to help ensure compliance with the Construction (Design and Management) Regulations 2015.



Principal Contractor Health & Safety Advisors



Additional Project Duty Holders 2

The following list is not exhaustive but contains certain key responsibilities regarding the Pendleton project.

Other responsibilities may already exist or be introduced as the project progresses.

Site Manager Responsibilities

Appointed persons will ensure, as far as reasonably practicable, that:

- All staff, Contractors where applicable and visitors receive safety induction
- All persons wear the required items of PPE
- All staff work with regard to their own employer or the Principal Contractor risk assessments
- All staff have relevant training certificates on site
- All safety signs remain in place
- All hazardous works are suitably supervised
- SW or FW Excavations are properly fenced, protected from collapse and inspected
- Height-work is carried out safely using appropriate access equipment or systems
- All deliveries and movement of any vehicles within Main Street or near to the existing occupied property are suitably supervised
- Plant equipment is fit for the purpose and is properly inspected and tested
- Plant equipment and where applicable, excavation registers are complete and up to date
- A safety inspection of the working area is carried out at the end of the working shift
- Main Street pavements or areas near to the existing occupied property are kept free from parked vehicles, debris, materials or any other obstruction related items
- All duty-holders are kept informed of health and safety issues or developments

Health & Safety Advisors

Will, as far as reasonably practicable:

- Provide telephone advice at any time to assist duty-holders with safety matters
- Where required, assess the health and safety competency of potential Contractors prior to appointment
- Carry out regular recorded safety inspections with copies being discussed with the appointed Site Manager and issued to responsible persons where necessary.
- Assist with accident or incident investigation and liaise with enforcement agencies where applicable.

Contractors

The Principal Contractor will take all reasonable steps to ensure that only competent Contractors are engaged.

Competency Assessment

- Where applicable, the Principal Contractor health and safety advisors will arrange for issue to future and already appointed Contractors a health and safety competency questionnaire prior to appointment.

Competency assessment seeks to examine past and present safety performance, levels of individual competency and suitability of safety procedures and documents.

- Where safety documents are deemed not to be suitable or sufficient, the Contractor will be informed as soon as practicable and a request made for the necessary improvements to be implemented.
- The Principal Contractor health and safety advisors will maintain a current list of Contractors who have satisfied the requirements following Contractor assessment.

Site Staff Competency

- Staff arriving on site will be expected to have attained a CSCS or CPCS card as appropriate or to be able to satisfactorily demonstrate competence in other ways.

Cards will be shown to the Site Manager during safety induction and a register of card numbers kept.

Risk Assessment and Method Statement

- All Contractors will be expected to produce a suitable project specific risk assessment and method statement to be delivered for approval by the Principal Contractor health and safety advisors, as far as practicable at least 1 week prior to arrival on site.
- All submitted risk assessment and method statement documents will be forwarded to the construction site office prior to arrival of Contractor staff.
- Where a Contractor employs less than 5 employees and for occasions where a risk assessment has not been recorded, the generic risk assessment will form the basis of risk management on site.
- Contractors must ensure site staff are briefed regarding the contents of their own Company risk assessment and method statement.

As part of safety induction, arriving Contractors will be expected to sign a declaration register to declare they have read and understand their own Company risk assessment.

Welfare Arrangements 1

The Principal Contractor will take all reasonable steps to ensure there are sufficient facilities for the welfare of site employees and will comply with all legislative requirements.

Welfare Facilities

- The Client will provide tables, seats, potable drinking water, and hot and cold running water for general use by all site workers.

Suitable drying facilities for clothing will be provided by the Client.

Facilities will be made available within the adjacent disused barn area.

- A flushing toilet, plumbed into the existing foul sewer will be available where practicable.
- Until such time, a temporary serviced toilet will be provided.
- All site staff are instructed to keep welfare facilities as clean and tidy as is practicable.
- All rubbish, waste food and packaging materials etc. must be disposed of properly in the waste bins provided.
- All waste bins will be emptied on at least a weekly basis.

Rubbish and particularly food waste must not be allowed to accumulate on site.

Rubbish bags containing food waste must be removed from site on a weekly basis.

Waste skips should be emptied on a weekly basis.

- The main welfare areas will be cleaned on at least a weekly basis.
- Good occupational hygiene standards must apply and hands must be properly washed before and after using the toilet and before eating food.
- Any person who has a complaint or comment regarding the welfare facilities must report the matter to the Site Manager.
- Within the provisions of the Health Act 2006 all welfare facilities, storage cabins and within the constructed or partially constructed house are designated as NO-SMOKING.

First Aid Provision

- As far as is reasonably practicable, a trained first aid provider will be present on site at all times for the treatment of minor injuries.

The first aid provider is:



- An adequately stocked and sign-posted first aid kit will be provided on site at all times.
- All accidents must be reported to the first aid provider who will make an entry in the B 510 accident record book.
- In order to comply with current legislation, written entries in the record book will be removed and stored by the Principal Contractor.
- When required by legislation, the relevant enforcing authority will be informed of accidents.

Hospital Directions

Accident and Emergency Hospital

Where an injury requires treatment beyond that which can be provided by the First Aid providers, staff must attend an Accident & Emergency Centre.

The nearest A & E hospital is:

Royal Blackburn Hospital
Haslingden Road
Blackburn
Lancashire

BB2 3HH

Telephone Number: 01254 263 555

The hospital is located approx. 13 miles from site and is a relatively simple route to follow.

Directions

- 1 Turn right out of site onto **Main Street** and drive for approx. 750 yards.
- 2 At the end of the road turn left onto **A59**. Drive for approx. 1.7 miles, taking the 1st exit at 2 roundabouts, to stay on **A59**.
- 3 At the next roundabout take the 1st exit onto **A671**. Drive for approx. 1.5 miles.
- 4 Continue onto **Accrington Road / A680**. Pass **Game Cock Inn** on the right, followed by **The Albion** on the right.
- 5 Turn right onto **Blackburn Road / A678** towards the M65.
- 6 Turn left onto **A6185** towards the M65.
- 7 At the interchange take the 3rd exit onto **M65** towards **Preston / Blackburn** and drive for approx. 4 miles.
- 8 At **Junction 5**, exit the M65 via the **B6232 / A6077** exit to **Shadsworth**.
- 9 At the roundabout take the 3rd exit onto **A6077**. Pass **The Willows** pub on the left.
- 10 At the next roundabout take the 2nd exit onto **Haslingden Road / A6077**.
- 11 Pass a **Shell** garage on the right and then pass through 2 mini roundabouts.
- 12 At the next roundabout take the 2nd exit.
- 13 Follow the road, following signs for **Emergency Department**.

Route Information

The route to Royal Blackburn Hospital *should* be relatively clear and free from major congestion although significant delays may occur where major road-works are in operation.

- Where an accident is serious, the emergency services should be called to site immediately.
- Where the emergency services are required, call 999 and state the precise location of site:



- A person should wait at the entrance on Main Street to direct the emergency services.

Communication 1

The Principal Contractor will ensure, as far as reasonably practicable, that all persons connected with this project receive suitable and sufficient information and instruction regarding hazards and control measures so that they may contribute to a safe construction site.

Written Information

All site staff will have available for reference:

- A copy of this Construction Phase Plan.
- The Principal Contractor risk assessment.
- All submitted Contractor risk assessments and method statements.

All relevant documents will be available for viewing by any person within the site office.

Site Safety Induction

- All site staff and all visitors must report for safety induction when first arriving on site.
- The Site Manager will provide initial site safety induction recorded within a suitable register.
- Safety induction will take the form of identification of site hazards, control measures, rules and procedures for non-compliance.

NB Contractors must ensure that their own employees are briefed regarding the contents of their own Company risk assessments and method statements prior to arrival on site.

Where arriving staff are not aware of their own Company risk assessments, the Site Manager is authorised to deny entry to site.

Information, Instruction and Training

- Site staff will be expected to comply with any safety instructions given by the Site Manager.
- All persons connected with this project are informed they are free to ask for a health and safety meeting to be convened at any time during the project.
- The Principal Contractor health and safety advisor or Site Manager may arrange for ad-hoc health and safety and progress meetings to take place at any time during the project.
- Upon request, or at their discretion, the Site Manager or Manager will provide suitable 'tool-box' talk training sessions to individual workers or groups regarding any safety issues.

Communication 2

Design Information & Changes

The design of the house itself and any subsequent changes may have a major impact upon the safety of workers.

The Designer is aware of the requirement to as far as is reasonably practicable, reduce or eliminate the risk to safety arising from the design itself prior to initial construction.

- Where a risk to safety cannot reasonably be reduced or eliminated, the Designer must provide information accompanying the design to ensure that all duty-holders are aware of the risks and are able to take account of them.
- Any subsequent design changes which may impact upon safety must be communicated to the Principal Contractor in good time so that appropriate amendments can be made to the Construction Phase Plan.
- Where necessary, the Principal Contractor Site Manager will relay to all site staff any relevant information or details of required control measures necessary as a result of design changes.

Co-ordination Between Duty-holders

- To help ensure all parties are kept informed of health and safety developments, all duty-holders will inform each other of any relevant issues or initiatives.

Information should be delivered preferably in writing or by e-mail for recording purposes and via telephone for urgent issues.

Client Safety File

- Upon or prior to the completion of the project and handover to the householder, the Principal Designer will prepare a suitable Client Safety File.

All Contractors are notified that any requested information for inclusion in the file must be provided with 7 working days.

Communication 3

Safety Signage

All site staff are advised as to the meaning of various safety signs.

Blue	-	Mandatory
Red	-	Prohibition
Yellow	-	Warning
Green	-	Information/Safe Area

The following safety signage, or similar *may* be displayed on site.

▪ Construction Site – Keep Out	Prohibition/Warning	Site Entrance
▪ Safety Boots and Helmets	Mandatory	Site Entrance
▪ Hi-visibility Clothing	Mandatory	Site Entrance
▪ Children Must Not Play on Site	Prohibition	Site Entrance
▪ Fire Action Plan	Prohibition/Mandatory	Welfare facility
▪ Dry Powder Extinguisher	Information	Welfare facility
▪ First Aid	Information	Welfare facility
▪ Keep This Area Tidy	Mandatory	Welfare facility
▪ Scaffolding Incomplete	Prohibition	Scaffolding

Displayed Information

The following safety information will be displayed in the site welfare facility:

- Site Rules
- Hospital Directions

The Health and Safety Information for Employees Regulations 2009

A statutory 'Health and Safety Law – What You Should Know' poster will be displayed within the site welfare facility providing contact details of the local health and safety enforcement agencies.

Project Notification

The local Health and Safety Inspectorate has been informed of the nature of the project, start date and duration.

A statutory F10 notification form will be displayed within the site welfare facility.

Personal Protective Equipment

The Principal Contractor is aware that the use of personal protective equipment is only legitimate where a risk cannot be controlled by other means.

The following rules will be included within safety induction and are enforceable by the Site Manager who is authorised to dismiss from site any person not complying.

The Site Manager's decision regarding wearing of PPE is binding.

Personal Protective Equipment

All staff working within the Pendleton site must wear the following personal protective equipment (PPE) **AT ALL TIMES**:

- Suitable safety footwear with steel toecap and non-slip sole.
- Protective safety helmet, with the helmet facing the correct way *.
- Hi-visibility clothing

* The Site Manager may relax the wearing of safety helmets in certain circumstances and will inform site staff accordingly.

In addition:

- Suitable eye protection must be worn where there is a risk of eye injury.

When operating STIHL or other cut-off saws, eye protection must be compliant with **BS EN 166** and have an impact rating of 'B'.

- Suitable respiratory filter masks must be worn where a task creates air-borne dust.

For general construction tasks, FFP3 filter masks are suitable for protection against inhalation of concrete, cement, plaster and wood dust.

- Suitable hearing protection where a task involves noise above 80 decibels.

NB This level is below the mandatory limit set within the Noise at Work Regulations 2005 and is intended to reduce uncertainty regarding noise levels arising from specific work tasks.

Noise levels during use of abrasive wheel saws (STIHL or other cut-off saws), percussion hammer drills or cartridge operated tools is expected to above 80 decibels.

- Where necessary, the Site Manager may stipulate that other persons not directly involved in the work task wear the required items of PPE.
- Any person not wearing the appropriate PPE, and having received adequate warnings, may be asked to leave site.
- In addition, and where specified within a Contractor's risk assessment, or when deemed appropriate by the Site Manager, suitable PPE for protection against falls must be worn.
- Any person losing or damaging an item of PPE should report to the Site Manager.
- Impact to safety helmets or eye protection must be reported to the Site Manager.

Emergency Arrangements

Emergency Evacuation

- If a site evacuation is necessary, all persons should muster within the designated area outside the site entrance and await instructions from the Site Manager or a member of the emergency services.
- A roll call of site staff will be taken by the Site Manager at the muster point.
- Where the emergency services are required, staff should call **999** and state the precise location of site:



- Where the emergency services are called to site, a person should be appointed to wait at a safe position within Main Street, and where clearly visible, to direct the emergency vehicles.

Police Station

- In the event of an emergency requiring police attention, Lancashire Constabulary police department should be contacted.

Telephone Number: 101

Emergencies: 999

Notification of Site Neighbours

- In the unlikely event that a site emergency may impact upon neighbouring properties or the adjacent occupied house, occupants will be notified and asked to evacuate properties.

Where necessary, members of the public will be supervised and directed to the muster point or a place of safety.

Services Information 1

The existence and location of gas mains, electricity or telecommunication cables or pipes cannot be definitively and safely determined from existing drawings alone.

Referral must be made to the appointed Contractor or generic risk assessment regarding correct excavation techniques.

All control measures pertaining to mechanical excavation and hand digging must be in accordance with HSG (47).

Underground Services

- Generic Information - For the purposes of this CPP, and at time of writing, it is assumed that all previous services to site have been isolated.
- Referral must be made to the appointed Contractor or generic risk assessment regarding correct excavation techniques.
- All control measures pertaining to mechanical excavation and hand digging must be in accordance with HSG (47).

Services Information 2 - Emergency Numbers

Damage to ELECTRICITY SUPPLY CABLE - Emergency Procedure

- Contact must be avoided with the exposed cable and no attempt should be made to disentangle the cable from tools or equipment in use.
- Immediate contact must be made with Electricity North West.

Telephone Number: 0800 195 4141

- Where applicable, drivers must not leave the vehicle cab until told to do so by the Site Manager, or by a representative of the supply company.
- The area should be supervised by the Site Manager to prevent persons approaching.

Discovery of previously unknown GAS MAINS PIPELINE - Procedure

- Contact should be made with the National Grid.

Telephone Number: 0800 111 999

Damage to GAS MAINS PIPELINE - Emergency Procedure

- Where damage has occurred or where gas can be smelt, immediate contact must be made with the National Grid 24hr Gas Emergency department.

Telephone Number: 0800 111 999

- The site must immediately be designated as NO-SMOKING and all work tasks involving risk of ignition, including the movement of vehicles and the use of mobile telephones must cease.
- The area should be supervised at all times by the Site Manager who will prevent persons approaching the hazardous area.

Where major damage has occurred to a gas main which may impact upon neighbouring properties or the adjacent occupied house, occupants will be notified and asked to evacuate properties.

Members of the public will be supervised until the arrival of the emergency services.

Damage to or Discovery of MAINS WATER/DRAINS/SEWERS

- Contact should be made with United Utilities:

Telephone Number: 0800 330 033

Damage to or Discovery of BRITISH TELECOM CABLE

- Contact should be made with British Telecom:

Telephone Number: 0800 800 151

Accident Reporting & Procedure

The Principal Contractor aims to avoid all accidents and incidents resulting in personal injury or damage to property. However, the Company recognises that an unforeseen or unplanned event may occur and will comply with all legislative requirements regarding reporting and investigation.

The Principal Contractor is also aware of the importance of properly investigating near misses on site with the aim of avoiding a similar incident which may result in accident or injury.

Reporting of Accidents or Incidents

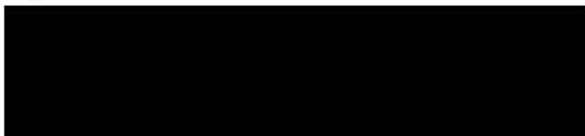
When required by legislation, the relevant enforcing authority will be informed of accidents by first visiting www.riddor.gov.uk.

HSE Incident Contact Centre
Caerphilly Business Park
Caerphilly CF83 3GG

Or by telephone: 0845 300 9923

- Where ANY serious accident or incident has occurred, or any fall from height, advice should be sought from the Principal Contractor health and safety advisors as soon as an injured person is under treatment and is made safe.

Where an accident has occurred resulting in a hospital visit after work or an absence from work, advice should be sought from the Company health and safety advisors as soon as is practicable.

- 
- The Company health and safety advisors will complete an internal accident investigation of all accidents and incidents which have resulted in injury or have been reportable.
 - The Company will keep written records of all accidents or incidents that are reported under the requirements of the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013.
 - All near misses which may have resulted in an accident and ALL incidents involving members of the public must be reported to the Site Manager and subsequently the Principal Contractor health and safety advisors as soon as practicable.

Security & Housekeeping Arrangements

Site Security

The construction site is located on Main Street which is a quiet rural area with occupied houses along the route which raises the likelihood that children may be present.

All reasonable precautions will be taken to prevent access to site by unauthorised persons and to reduce the risk to members of the public and particularly children.

- The construction site will be segregated from the existing dwelling and common areas with the provision of Heras fence panels.
- The site entrance will be secured with a padlock when unattended.
- Suitable prohibition and warning safety signs will be mounted adjacent the site entrance.
- Where required, a secure storage cabin will be provided to house larger items of equipment when not in use.
- Site staff will be instructed within safety induction they are responsible for ensuring tools and equipment are removed from site or placed in the secure areas at the end of the shift.
- Tools, equipment or materials will not be left unattended within or near to Main Street or common areas near to the adjacent property.
- The Site Manager will carry out an end of shift inspection of the work area and security fencing to ensure:
 - Tools, equipment and materials are removed or have been made secure.
 - Ladders have been removed or otherwise made inaccessible by boarding or similar.
 - Where applicable, fence panels are secure and safety signage remains intact.
 - The main gates are locked.

Storage and General Housekeeping

- Designated storage areas will be created away from pedestrian or vehicle travel routes.
- Brick pallets will be stacked no higher than 2 high.
- Roof trusses will be stored upright at the correct angle recommended by the manufacturer.
- ALL site staff are responsible for keeping the site tidy and free from trip hazards.
- To help achieve a safe working environment for all persons, all staff must ensure their work area is kept free from brick debris, wood, plumbing or electrical off-cuts, wrappings, scaffolding clamps or any other items or materials which may cause a trip or fall.
- Major chemical or other potentially hazardous substance spillages must be cleaned up or reported immediately to the Site Manager.
- Each worker is responsible for ensuring that rubbish or waste created from their work task is disposed of in the waste skips provided and they allow sufficient daily for housekeeping.
- Any person not cooperating with housekeeping in their working area may be asked to leave site and charges may then be applicable for the cost of clearing their working area.

Traffic Management 1

Control of Traffic to and from Site

The construction site is located on Main Street which is a quiet rural area with occupied houses along the route as well as being on a bus route.

Site Entry

- The Principal Contractor Site Manager should be kept informed of the timing of deliveries with heavy vehicles so that arrangements for acceptance can be made.
- All persons entering site or wishing to enter site with a heavy vehicle, must park in a safe position on Main Street and first report to the site office.

Where the site office is unoccupied, persons should wait for the Site Manager's return or telephone:



NB Instruction regarding the above control measure should be made in writing to all regular suppliers where deliveries with heavy vehicles are expected.

- All site staff should be instructed within safety induction that the access route through common areas is designated as a no-storage area and is to be kept free from obstructions.

Site Exit

- As far as reasonably practicable, exit from site must be in a forward direction only.
- Space must be made available to allow vehicles safe entry into site and then to be able to turn within site or where turning is not practicable, to carry out a supervised reversing manoeuvre with the aid of a competent banksman.

All site staff should be instructed within safety induction that the reversing area is designated as a no-storage area and is to be kept free from obstructions.

Where necessary and where space is reduced, the area should be protected by suitable barriers or fence panels.

Parking Cars or Vans

- Parking outside of site and within Main Street should be avoided where practicable.

NB Due to the relatively few numbers of site staff anticipated, it is expected that cars and vans should be able to park in allocated areas in site.

Where numbers of vehicles result in additional parking being required the Site Manager will seek suitable nearby locations and inform staff accordingly.

- A designated and clearly signposted car parking area will be created within the site boundary for the parking of vehicles.
- Where possible, vehicles should be reverse parked to allow safe forward movement at the end of the shift where visibility may be reduced.
- As far as is practicable, pedestrians will have clear access routes created from the parking area to the site office and welfare facilities.
- Tools and equipment will not be left unattended at any time within car park areas.
- Keys must be removed from vehicles as soon as they are parked and plant equipment keys must be removed from site at the end of the working shift.

Traffic Management 2

Site Traffic Management Policy

- Where necessary, a fenced area will be created to separate pedestrians and vehicles on any possible blind spot corners.
- When reversing with a heavy vehicle, all manoeuvres will be supervised.

The exception will be when a vehicle is fitted with a reversing camera or where the driver is able to rely upon mirrors providing 360° vision.
- During unloading or loading procedures, the work area must be supervised at all times by a competent person.
- Vehicles must observe a 5 mph speed limit within the construction site and adjacent shared areas.

Vehicle Movement Outside Site

- On all days, drivers must exercise extreme caution between the hours of 8.15 am and 9.15 am and after 15.00 pm where the risk of children being in the area is increased.
- As far as practicable, deliveries to site should be avoided before 09.30 and after 15.00.
- Drivers must observe a maximum 20 mph limit within Main Street.

Tools & Equipment

The Principal Contractor expects all tools and equipment to be used on site to be of sound quality and be suitable for the purpose.

Electrical Equipment

- Contractors are made aware that the use of 240-volt equipment is not permitted unless a specific risk assessment is submitted at least 7 days prior to intended use.
- Contractors must ensure that all electrical equipment that may be used on site is low voltage battery powered or 110 volt powered.
- The Principal Contractor will provide, as far as practicable, a suitable 110-volt power supply.
- Contractors must ensure that all electrical equipment is subject to inspection and electrical testing in accordance with standards set by the Institution of Engineering and Technology.
- Contractors are duly informed that it will be policy to carry out inspections of electrical equipment as appropriate to ensure that appliances are safe for use.

Plant Equipment

All plant equipment to be used must be suitable for the purpose and drivers and operators must be competent and be able to demonstrate competence with appropriate licenses or certificates.

- Plant equipment will be inspected on at least a 7-day basis with inspections being recorded within the Principal Contractor record book retained within the site office.

Where applicable, inspection must make provision for thorough inspection of 360° excavator manual, semi-automatic and fully automatic quick-hitch mechanisms.

- Where equipment is to be used as a lifting appliance, machines must be used in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 ACOP L113.
- Where an excavator may be expected to lift in excess of 1 tonne, suitable non-return check valves or a suitable lifting system must be fitted.
- Where applicable, restraining safety pins must be fitted into manual and semi-automatic quick-hitch mechanisms and all quick-hitches must be inspected and lubricated.
- 360° excavators must be fitted with suitable side and rear view mirrors.

Mirrors must be set correctly and be inspected on a daily basis by the machine operator.

- Dumper trucks and telescopic forklift trucks must be fitted with suitable roll-over protection overhead cages and flashing beacons fitted.
- Keys must be removed from all vehicles when left unattended.
- Keys must be removed from site at the end of the working shift.

Abrasive Wheels

- Where STIHL or other cut-off saws are to be used, operators must be competent.
- Referral must be made to page 14 of this Plan for requirements pertaining to PPE.
- Where used near to a site boundary or where dust or noise may cause a problem for members of the public, the Site Manager must be informed prior to work beginning.
The Site Manager will supervise the area and instruct when work should cease.
- When using cut-off saws, a suitable water-pumped dust suppression system must be used.

Excavation

The Principal Contractor is aware of the hazards involved with excavations generally.

All reasonably practicable measures will be taken to reduce the risk of injury or accident to a level as low as reasonably practicable.

NB At this stage of the project deep excavation is not anticipated.

Excavations - Prevention of Collapse

- Staff will be made aware that excavations where there is a foreseeable risk of ground collapse must be suitably protected prior to entry.
- Excavations will be protected by trench boxes or frames where necessary.

Where it is not practicable to use trench boxes or frames, suitable sheet piles will be used.

- Where boxes or frames are installed, any surrounding over-dig must be properly backfilled.
- Open excavations where there exists a foreseeable risk of falling a distance likely to cause injury will be suitably protected by edge protection in the form of 'clip-on' temporary railings.

Alternatively, edge protection will be created by removing sufficient material either side of a trench box to effect the trench protection itself to become edge protection.

At least 1 metre depth of material must be removed to ensure sufficient edge protection.

- All open excavations will be securely fenced off and sign-posted when no one is working on them and if they have not been backfilled by the end of the working day.
- During excavation work, regular inspections will be made of the general conditions and/or ingress of water that may affect stability.

Inspections will be recorded in the Principal Contractor excavation register.

- Entry into excavations will be via suitable Class 1: Industrial ladders.

Working at Height

The Principal Contractor is aware of the requirement for staff to work at height. As far as practicable, the requirements of the Work at Height Regulations 2005 (WAHR) will be adhered to.

All reasonable precautions will be taken to protect persons from falls by the provision of suitable access scaffolding, trestles with suitable hand and knee railing or by use of a Safety Deck System.

Use of Scaffolding

- Scaffolds will be erected by competent Contractors in accordance with Schedule 3 of WAHR.
- Until scaffolding is complete and the handover certificate has been issued, suitable 'DO NOT USE- SCAFFOLD INCOMPLETE' warning safety signage will be displayed.
- Scaffolding will be inspected on at least a 7-day basis with inspections being recorded within a suitable 'Reports of Inspection' record book or similar.
- Inspections must be carried out by a competent person such as the scaffolding Contractor.
Evidence of competency may be sought by the Site Manager.
- The Site Manager will carry out a daily visual inspection of scaffolds.
- Access ladders will be boarded or removed and made secure at the end of the working shift.

Use of Ladders

- As far as practicable, the use of ladders and stepladders will be minimised.
- Where the use of a ladder or stepladder becomes necessary, work will be in accordance with Schedule 6 of WAHR.
- Where it is not practicable to avoid using ladders or stepladders, Contractors must ensure all equipment is 'Class 1' Industrial, compliant with BS 2037 with at least a safe working load (SWL) of 150 kg.
- All ladder or stepladder users will be provided with an informal 'tool-box talk' training session provided by the Site Manager or Principal Contractor health and safety advisors.

Use of Bricklayers Trestles

- Where trestles are used, hand and knee rails and all stabilising legs must be fitted.
NB Edge protection is required on all trestles.

Fragile Surfaces

- It is not anticipated that fragile surfaces will be an issue within the Pendleton project.
- All roof-work must be carried out with caution and where damaged or unstable roof surfaces are identified, the Site Manager must be informed immediately.

Lifting Arrangements & Manual Handling

The Principal Contractor will ensure that all reasonable precautions are taken to ensure mechanical lifting takes place safely.

Mechanical Lifting

- All mechanical lifting must be carried out in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 ACOP L113.
- When lifting with any mechanical equipment, the general principles of BS 7121 must be complied with.
- Equipment such as block and tackles and accessories such as slings, chains and shackles must be clearly marked to indicate safe working loads.
- Equipment such as a block and tackle and accessories such as slings, chains and shackles must be thoroughly examined by a competent person at least every 6 months and more frequently if the equipment is exposed to conditions likely to cause deterioration.

Inspection certificates must be produced prior to lifting taking place.

In addition, the Site Manager will carry out a visual inspection of lifting equipment and accessories prior to lifting taking place.

- ANY mechanical lifting of rolled steel sections, heavy PCC components or roof trusses etc. must be properly planned and supervised in accordance with the general principles of BS 7121.

Evidence of competency to plan lifting operations may be sought by the Site Manager.

Where deemed appropriate by the Site Manager or Principal Contractor health and safety advisors, a written method statement must be produced prior to lifting.

- Where scaffolding is to be used within the lifting operation with the provision of lifting points, the hand-over certificate must first be examined by the Site Manager.

Manual Handling

The Principal Contractor is aware of the obligation to reduce the risk of musculoskeletal injury caused by excessive lifting to as low a level as reasonably practicable.

- Material storage areas should be chosen near to the work area to avoid the need for staff to carry items or materials excessive distances.
- Materials and components should be moved around site with the aid of a telescopic fork lift truck wherever practicable.

The FLT should be equipped with a suitable brick-grab for moving bricks and blocks.

- Scaffolding must be suitably staged and erected with loading hatches to reduce the need for staff to carry items manually.
- The carrying of items which prevent a worker having both hands free to grip a scaffold ladder should not be permitted.
- Access routes should be kept free from trip hazards as far as practicable and will be stoned where ground conditions make the carrying of tools, equipment or materials hazardous.
- Site staff should lift in teams where an item is sufficiently heavy or awkward to cause injury.

Where anyone is unsure regarding manual handling or is in need of mechanical or manual assistance, the Site Manager should be consulted.

Hazardous Substances

The creation of Classified or Special waste is not anticipated within the Pendleton project.

However, The Principal Contractor recognises that substances used in the construction industry may be harmful particularly if used excessively or if accessed by children.

COSHH Assessment

- Cement, concrete, oils, paints, protective coatings or other substances will be subject to an assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (as amended).

The Principal Contractor health and safety advisors will prepare generic assessments for commonly used substances.

Information includes that which may be necessary for the site first aid providers.

- Major spillages of substances must be reported to the Site Manager immediately.
- All practicable efforts must be made to ensure that hazardous substances classified as being harmful to the environment do not enter surface water or main foul drains.

Environmental Management 1

The Principal Contractor is aware of the possible impact upon the environment arising from the use of plant equipment and within construction generally, and is fully aware of the legislative requirements placed upon the Company.

To this end, the Company will implement all reasonably practicable control measures to help minimise the effect upon the environment arising from the work undertaken and will ensure that suitable waste management and emergency procedures are made known to staff.

General Re-fuelling and Sump Filling

- Re-fuelling or sump filling of plant equipment must take place in a safe, designated area away from watercourses and the site boundary.
- Filling area should be decided upon by the Site Manager upon site arrival.
- Where applicable, a suitable bunded fuel bowser should be used.
- During re-fuelling or sump filling, suitable drip trays should be positioned to collect spillages.

Spillage Procedure - Re-fuelling or Sump Filling

- Where a major spillage of fuel or oil occurs, spillage should be cleared with a suitable proprietary agent such as sand.
- Where necessary, contaminated soil or waste should then be excavated and piled or swept, bagged and disposed of at a Waste Transfer Station.
- In the event that a major spillage of fuel or oil occurs, and where liquids have entered a water-course, contact must be made with:

Environment Agency Incident Hotline:

0800 80 70 60

AND

The Principal Contractor health and safety advisors:



Emergency Action Procedure - Plant Equipment Sump Leak

- Where applicable, any 360° excavators in use within the Pendleton site should be fitted with hydraulic check valves to help prevent major hydraulic fluid leak.
- Operators must be instructed should any MINOR oil or fuel leak occur, then the machine should be tracked at least 20m from any watercourses or the site boundary, for repair.
- Operator must be instructed should any MAJOR oil or fluid leak occur, then the engine should immediately be stopped and the major leak procedure implemented:
 - 1 Switch off machine engine
 - 2 Immediately notify a colleague and seek assistance
 - 3 Deploy spill kit and create bund around machine
 - 4 Use any available soaking agents such as sand to help soak fluid
 - 5 Excavate and confine contaminated waste for disposal at a Waste Transfer Station

Environmental Management 2

The Principal Contractor is aware of the possible impact upon the environment arising from the use of noise or dust producing plant equipment and within construction generally, and is fully aware of the legislative requirements place upon the Company.

To this end, all reasonably practicable control measures to help minimise the effect upon the environment, and site neighbours, arising from the work undertaking and will ensure that suitable control measures will be implemented.

Use of Cut-off Saws

- Prior to using STIHL or other cut-off saws, a check will be made to ensure that the cutting wheel is fitted properly and is the correct specification for the material being cut and that both water nozzles and the water pump are functioning correctly.
- When using cut-off saws, a suitable water-pumped dust suppression system must be used to minimise dust and to help reduce noise levels.
- As far as practicable, cutting of PCC components etc. will take place in a designated area away from the site boundary or adjacent occupied house.
- Generic - Where it is not practicable to avoid cutting near to the occupied house, a polite request will be made to residents to close windows and doors and to ask that children or pets be taken indoors.

Control of General Dust - During Summer Months

- Where materials require removal from site with a tipper lorry or within a waste skip, hoppers or skips will be covered to minimise dust.
- Where prolonged weather conditions are hot and dry resulting in dust rising where plant equipment is in use, due consideration must be given to the use of water bowsers to keep dust levels down.

Waste Management

The Principal Contractor is aware of their obligations towards the management and disposal of waste and will take all reasonably practicable measures to ensure:

- Suitable and adequate waste skips are provided to all for separate disposal of materials to include wood, plaster-board and general site waste.
- All waste will be collected by licensed Contractors and disposed of at a site licensed to accept.
- Domestic waste and food packaging is not allowed to accumulate on site and is disposed of quickly.
- Generic Information - Any possible asbestos waste such as may be found as fragments within ground is collected, double-bagged and labelled ready for collection and disposal at a site licensed to accept such materials

Occupational Hygiene

It is not deemed reasonably practicable to avoid tasks resulting in noise or vibration.

Vibration

Levels hazardous to health should be reduced as far as reasonably practicable and prescribed limits must not be exceeded. Contractors should demonstrate control measures to avoid exceeding the daily exposure action value of 2.5 m/s^2 as detailed within the Control of Vibration at Work Regulations 2005 5 [1].

As general *guidance* only, the following control measures are suggested:

- Equipment must be used in accordance with manufacturers' instructions and supplier's recommendations regarding timescales for use.
- During *normal* operations the use of compactor plates must be rotated between staff to limit daily use to no more than 60 minutes.
- During *normal* operations the use of STIHL or other cut-off saws must be rotated between staff to limit daily use to no more than 60 minutes.
- During *normal* operations the use of powered breakers or Hilti equipment must be rotated between staff to limit daily use to no more than 50 minutes.
- Work should be rotated between competent staff and be spread over the working shift.

Wood Dust

- Dust extraction and full PPE must be used when operating powered wood-working equipment.
- Dust on work surfaces or floors etc. should be vacuumed and not swept

Noise

It is not deemed reasonably practicable to avoid tasks which may result in noise being created and to a level where the upper action level may be exceeded.

Levels hazardous to health should be reduced as far as reasonably practicable and prescribed control measures below must be observed:

- Where noise levels reach 85 dB hearing protection must be worn.

All reasonable efforts must be made to minimise the nuisance value of noise to site neighbours or occupants of future adopted houses.

- Joinery tasks involving the use of circular saws etc. should be avoided immediately near the site boundary or to the adjacent occupied property.
- Where it is perceived that noise may affect neighbours, a polite request should be made for residents to close windows or doors.

Weather Conditions

- Site staff will receive suitable instruction and information during safety induction regarding the hazards of working in heat and strong sunlight and necessary safety precautions to include:
 - The use of a suitable factor sun screen
 - The importance of covering skin
 - The importance of drinking water

Fire 1

Fire Potential

The Principal Contractor is aware of the dangers of fire within construction projects and the risk to site staff or neighbouring properties.

A fire may begin as a result of:

- Hot-work
- Smoking
- Faulty electrical equipment or wiring
- Poor plumbing techniques
- Damage to gas mains
- Arson

Fire Prevention

- All staff are required to assist with the prevention of fire on site.
- All staff are responsible for clearing away waste and materials created as a result of their work task as soon as practicable and in any case before the end of the working shift.
- Controlled fires are not permitted on site at any time.
- As far as practicable, hot-work must cease at least 1 hour before the end of the working shift.

Where hot-work takes place, a competent person must perform fire watch duties.

When the working shift is complete, the Site Manager will carry out an inspection of the work area to check for glowing or smouldering embers

- The Site Manager may designate the site 'NO-SMOKING' at any time.
- All electrical equipment must be subject to suitable inspection and test.
- All gas plumbing must be in compliance with the Gas Safety (Installation and Use) Regulations 1998 and be carried out by competent staff only.

Plumbers or gas fitters must be registered within the Gas Safe Register.

The Site Manager may seek evidence of accreditation prior to commencement of work.

- As far as reasonably practicable, flammable materials should be stored away from site boundaries where an arsonist may gain access.

NB Within the provisions of the Health Act 2006 all welfare facilities, storage cabins and areas within the constructed or partially constructed building are designated as NO-SMOKING.

Fire 2

Fire Fighting

- In the unlikely event that a fire may spread to nearby buildings, the emergency services must be contacted immediately.
- 1 x Dry Powder extinguisher will be located near to the working area during hot-work.
1 x Dry Powder extinguisher will be located adjacent the site office at other times.
Dry Powder extinguishers are suitable for use on wood or paper fires, flammable liquids, gases or electrical fires.
1 x water extinguisher will be located adjacent the site office at other times.
Water extinguishers are suitable for use on wood or paper fires.
- Staff must not attempt to fight a fire involving gas.
- Staff must not attempt to fight a fire unless a colleague has been informed of the fire.
- Gas fitters must ensure a suitable fire extinguisher is present when making gas connections.

Evacuation

- If a site evacuation is necessary, all persons should muster within the designated area outside the site entrance and await instructions from the Site Manager or a member of the emergency services.
- A roll call of site staff will be taken by the Site Manager at the muster point.
- Where the emergency services are required, staff should call **999** and state the precise location of site:



- Where the emergency services are called to site, a person should be appointed to wait at a safe position within Main Street, and where clearly visible, to direct the emergency vehicles.

Site Rules - Pendleton

The following safety rules apply to all persons on site:

1. Safety boots, helmets and vests must be worn at all times.
2. All staff must sign an attendance register each morning upon arrival.
3. Heavy vehicles must not reverse without the aid of a competent Banksman.
4. Drivers must observe a 5 mph speed site limit and a 20 mph limit within Main Street.
5. The main site gates must be closed each time a vehicle has entered or left the site.
6. Tools, equipment or materials must not be placed in any specified reversing areas.
7. Unauthorised persons must not operate plant machinery or vehicles.
8. All mandatory or prohibition safety signs must be obeyed.
9. Fences, barriers or tapes preventing access to hazardous areas must not be crossed.
10. Items must not be thrown from scaffolds, windows or any areas where they may cause injury to persons or damage to equipment or materials.
11. If a safety barrier or fencing section has to be removed, the person removing it is responsible for its replacement or for reporting it to the Site Manager.
12. The removal of scaffolding hand or knee rails or toe-boards is not permitted unless carried out by a certificated scaffolding Contractor.
13. Welfare areas and the partially constructed house are designated as No-Smoking.
14. Staff must be vigilant to prevent fires, particularly during the last hour of the working shift.
15. Hazardous liquids must be kept in suitable containers and not drinks bottles or similar and all chemical spillages are to be cleaned up immediately and reported to the Site Manager.
16. 240 volt electrical equipment is not permitted on site without a suitable risk assessment.
17. Water suppression and full PPE must be used when using cut-off saws.
18. Dust extraction and full PPE must be used when operating powered wood-working equipment and dust on work surfaces or floors etc. should be vacuumed and not swept.
19. Equipment faults, and especially electrical faults must be reported to a responsible person as soon as possible, and where the fault is major, equipment must not be used.
20. All accidents or illnesses thought to have been contracted on site must be reported to the first aid provider so an entry may be made in the accident record book.
21. Tools and equipment must be made secure at the end of the working day.
No items are to remain on site where they may be accessed by children or trespassers.
22. As a courtesy to local residents, bad language must be kept to a minimum.
In addition, excessive shouting is not permitted with the exception being to shout a warning.
23. The use of loud radios is prohibited on site unless within the welfare facility.
24. Waste food or other rubbish must be disposed of properly in waste bins or skips.
25. Staff must ensure work areas are tidy and clear of waste, off-cuts or wrappings etc.

These safety rules are not exhaustive and the Site Manager or health and safety advisors may introduce additional measures as the project progresses or when deemed necessary

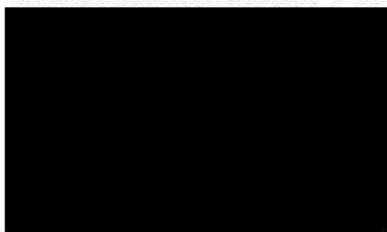
References

- Principal Contractor risk assessment

Legislation or Guidance Referred to or Implied

- Health and Safety at Work etc. Act 1974
- Construction (Design and Management) Regulations 2015
- Work at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Electricity at Work Regulations 1989
- Gas Safety (Installation and Use) Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Personal Protective Equipment at Work Regulations 1992
- Noise at Work Regulations 2005
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013
- Health and Safety Information for Employees Regulations 2009
- Health and Safety (First Aid) Regulations 1981
- Regulatory Reform (Fire Safety) Order 2005
- The Health Act 2006

This Construction Phase Plan has been prepared by:



Dated: 9th June 2021

Signed

