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CONSTRUCTION ENVIRONMENTAL MANAGMENT PLAN

PROJECT TITLE: **ERBISTOCK WEIR**

PROJECT ADDRESS: Erbistock weir, Erbistock, Wrexham, LL13 0DR

TELEPHONE: Elgan Metcalfe – 07881 592097

CLIENT: Natural Resources Wales

CEMP Prepared by:	**Reviewed by:**		**Authorisation for issue:**
Sign:	Sign:	Sign:	Sign:
Print: Adam Jones	Print:	Print:	Print:
Date: 01.04.24	Date:	Date:	Date:

This title page is to be kept and displayed as the cover sheet for all future revisions.

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Manylion y Prosiect / Project Details

Teitl y Brosiect / Project Title:	**Bala, Llyn Tegid**
Cyfeiriad Gweithle / Project Address: Cyfeiriad / Address: Ffôn / Phone: Site Supervisor	**Site Office** Site Compound Erbistock Weir Erbistock Wrexham LL13 0DR Elgan Metcalfe
Cyflogwr / Employer: Cyfeiriad / Address: Cyswllt / Contact: Ffôn / Phone:	**NRW** Ty Cambria Newport Road Cardiff CF24 0TP Joel Rees-Jones/Gethin Morris
Principal Contractor: Cyfeiriad / Address: Ffôn / Phone: Cyswllt/Contact	**SE Metcalfe a'i Gwmni Cyf** Tan yr Eglwys Llanrhychwyn Trefriw Llanrwst Conwy LL27 0YJ Elgan Metcalfe
Principal Designer: Cyfeiriad / Address:	AECOM 2 City Walk Leets LS11 9AR

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Designer / design support:	Aecom
Cyfeiriad / Address:	Winslade House Winslade Park Manor Drive Clyst St Mary Exeter EX5 1FY
Cyswllt / Contact:	Mark Biesta
Ffôn / Phone:	

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Disgrifiad o'r Prosiect / Description of the Project

The work consists of:

The works comprise the removal and re-construction of sections of Erbistock Weir in line with the clients specification.

Works are to include: -

- Initial site establishment to include access trackway, welfare, and compound.
- Removal of vegetation and trees (as required and agreed to create access)
- Earthworks to form access from adjacent field to weir.
- Forming cofferdam
- Construction works.
- Re-instatement of area on completion (incl removal of compound and trackway)

Hours of work will be 7:00 – 18:00 hrs, Mon to Friday.

Duration of Works: **estimated** 15 weeks

Construction programme to follow which will have a full breakdown of the work.

In-river work period 15th May-17th October

Site Access:

Access to the site will be from the A528, and via aluminium trackway across agricultural fields in the location as agreed with the client.

Utility Services:

All services to be identified from Service Drawings and CAT scans as required.
There are no overhead services located on the access to site or at the site itself, there are nearby O/H Power and BT Cables, however these are considered to be outside of the work area and not affected by the works.

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Health & Safety and Environmental Goals

- To put into practical effect the commitment to health & safety made in the S E Metcalfe a'i Gwmni Cyf Health, Safety & Environmental policies & procedures.
- Ensure a systematic approach to management of Health, Safety & the Environment.
- Establish effective controls to minimise environmental impact & control all forms of pollution while seeking ways to conserve natural resources.
- Establish training regimes for all staff and operatives appropriate to personal needs and the project requirements.
- Provide a structure to ensure that health, safety & environmental issues are effectively managed in a consistent and integrated manner.
- Ensure the company meets the requirements of all relevant health, safety & environmental legislation.
- Ensure adequate control and co-ordination of all parties to the construction phase of the project with regard to health, safety & environment.
- Generate a culture where everyone, irrespective of his/her position, realises that they have a part to play in ensuring that accidents and ill health are prevented and that impact on the environment is minimised.
- To ensure a safe work environment for all those who work on the project.

Management of the Work

The following arrangements will be followed in accordance with the company's current common practice, which is:

- Daily workforce briefings will take place at start of every day where any incident/occurrence/issues from previous day will be reviewed with the workforce and the team will be briefed on the day ahead i.e. risks to be aware of etc. This will include any subcontractors working on site.
- Prior to commencement those involved will be briefed on the risk assessment & method statement for the work and an acknowledgement register signed for record purposes.
- Details of any incident/occurrence will be fed back to head office where management will assess and determine appropriate course of action.
- Weekly review will be carried out by Site Supervisor
- Regular site inspections/audits will be conducted by our QHSE Consultant
- All subcontractors will be managed and answerable to SE Metcalfe Site Management.

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- Subcontractors must submit risk assessments & method statements for their work for approval at least 3 days prior to commencement.
- Regular meetings between SE Metcalfe and site representative will be carried out as required.
- Any temporary works will be managed.
- Pre Construction Information to be referred to at all stages to ensure work is carried out safely.
- ECoW to check on European Protected Species during site visits.

Communication with Client, Designers

Regular liaison will continue to be held between Contractor, Client, Designers, and Sub-contractors by e-mail, post and verbally with records kept in accordance with company's accredited integrated Quality, Health and Safety and Environmental Management Systems. All parties will be involved in any design changes to ensure that the project runs as smoothly as possible and to ensure that all potential risks have been eliminated and that the hierarchy of control is applied and that any residual risks are reduced as far as reasonably practicable and are controlled.

Site Welfare & Equipment

Located in the compound will be the welfare and storage units, offices etc. comprising of the following: - (TBC)

- Welfare units including Office, Canteen, Toilets. This will include a water supply, with the facility to heat water, and warm food, as well as washing and drying arrangements, and a place for storage of personal items, and drying clothes.
- Generator
- Storage container
- Fuel bowser/cube – double bunded.
- COSHH and flammable storage boxes

Light

Light pollution to be avoided.
No work to be carried out outside of normal working hours, unless agreed.

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Consents for Temporary Works

- Temporary Flood Risk Activity Permit (FRAP) required.
- Permanent Flood Risk Activity Permit issued August 2023
- Footpath will not be diverted. There will be a permanent banksman on site to guide potential footpath users. Signage will be in place to warn users of the work site activities.
- Bat and nesting bird survey undertaken on 8th April. See Report Potential Roost Feature Assessment of Trees Document

Care to be taken with high rainfall.
Work area to be securely fenced off as required.

Competence of Individuals & Training

SE Metcalfe, and any subcontractors, will ensure that those engaged in their undertakings are competent for the tasks they have to perform. Details of training and skills testing of sub-contract employees must be provided to SE Metcalfe on request.

SE Metcalfe shall audit training and skill levels periodically and sub-contractors shall be required to take prompt remedial action if deficiencies are found.

All personnel on site will receive an induction specific to the site activities which will include reference to the work in proximity to the watercourse and other environmental constraints.

This will also include reference to the site rules, highlighting any specific requirements.

Toolbox talks will be carried out during the contract with topics chosen to reflect the work underway. Toolbox talks will be delivered by personnel with the relevant competencies to the toolbox topic.

Ecological Clerk of Works role will be undertaken by LIFE Dee River staff.

Site Visitors

Visitors will not generally be permitted onto site without the express permission of the Project Site Manager/Supervisor.
Adequate arrangements shall be made to ensure that *bona fide* visitors to the project receive adequate instruction on Health, Safety & Environmental matters.

All visitors will be required to sign the visitor's book.

Visitors are required to undergo a site safety induction, and have to follow the site rules as explained:

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- They will be accompanied by a responsible person at all times.
- They will be required to wear protective clothing as per site rules.

Traffic Management, Deliveries, Storage & Security

Traffic Management

Traffic Management Plan to be put in place before works commence.
A Public Right of Way (PRoW) runs along the side of the watercourse in the area to be used for the site compound. This Public Right of Way will not be diverted. There will be a permanent banksman on site to guide potential footpath users.
Signs/fencing to be erected as required and maintained, insuring potential footpath users are aware of the work site and the need to proceed with care.
Access to the site will be from the A528 and via an aluminium trackway to be installed as part of the works.
Deliveries will be scheduled during the day and as required, guided by a traffic marshal.
Any plant movements in the area will be controlled by a banksman at all times.
Quality of local roads and footpaths to be maintained during the works, with road sweeping in place as required. This will be monitored by the Site Manager and visiting QHSE Consultant

Safe Movement of Vehicles & Pedestrians

Arrangements will be made to ensure that pedestrians and operatives are kept clear of site vehicles and mobile plant by the provision of adequate traffic management and other controls. This will encompass both the site and compound areas and will include barriers where required, and walkways where possible.
A Traffic Marshall will be made available for all deliveries onto site where the need exists. The Traffic Marshall will ensure the area is clear prior to reversing vehicles.

All vehicles and mobile plant being used for construction work shall:

- Be driven in a manner which is safe.
- ONLY BE MOVED WHEN UNDER THE DIRECT CONTROL OF A BANKSMAN.
- Be loaded in a way that it can be driven, operated, or towed safely.
- Have means to provide adequate visibility to the operator.
- Have suitable steps taken to prevent unintended movement of the vehicle
- Have the person in control of the vehicle able to give adequate warning to any person liable to be at risk from movement of the vehicle.

All plant and vehicles leaving the site will have clean wheels and bodywork free of loose material.

Roads will be monitored to ensure they are swept as required.

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Footpath closures will be implemented as required, with fencing and signage in place to clearly state the closures, and alternative routes where possible. Footpaths or alternative routes will be maintained where possible but closed as necessary.

Deliveries

All significant deliveries to site must be pre-arranged with preferably 24 hours' notice given to SE Metcalfe site staff by the relevant contractor/supplier.

Storage

All materials will be stored in the designated storage area within the site compound, with materials taken to the work area on an "as required" along with any material and equipment in use during that day and returned to the compound at night.
In accordance with COSHH guidelines, all Hazardous Substances will be stored within a designated COSHH store – a lockable storage box. All flammable materials will be stored in a lockable steel storage box. All containers and storage boxes are marked to indicate their contents and will be in the compound away from any watercourse.
All material stockpiles will be located greater than 10m away from any watercourse.
Buffer zones will be in place in the storage area with silt netting as required.

Site Security

The site compound will be secured by Heras security fencing and locked to prevent any unauthorised access.
Gates to be closed and locked as required.
Keys must be removed from plant and machinery when not in use. They must be securely parked outside working hours.

Excavations / Temporary works

All excavation work / Temporary works installation will be covered by RAMS, approved prior to work commencing, and a permit system.
All excavations / temporary works will be inspected daily by the site manager, and the RAMS communicated to all staff and briefed daily.
Traffic controls will be put in place prior to work commencing, as required, with segregation in place to prevent unauthorised access. This will include Heras type fencing and signage to ensure access is denied, with diversions for pedestrians marked.

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Emergency Procedures & Plans

Fire

The site manager will carry out and record a fire risk assessment in the first week on site. This should include both office & site arrangements. Any actions required will be carried out immediately. Details are included in the Construction Phase Plan prior to commencement of work on site. A site-specific plan will be produced covering the main compound area and fuel storage facilities. Dry powder fire extinguishers will be positioned in the Site Office, canteen, and storage container. Where required, alternative temporary arrangements will be made, in agreement with the appropriate liaison.

First Aid

Adequate provision of first aid cover must be made with first aiders clearly identified within the site office and welfare units. Adequate provision must also be made for non-employees and contractors i.e. positioning of first aid boxes, means of communication, locations, and routes to nearest appropriate medical facility etc. For this site a first aid kit for a minimum of 10 persons and a separate eye-wash station will be available within the Site Office and a sign displayed outside the office. In addition to this, all SE Metcalfe vehicles carry first aid boxes.

Environmental

Provisions for pollution prevention and environmental emergencies must be available on site.
Minimum requirements:

- Spill kits in work area, excavator & refuelling point.
- Drip trays at refuelling point.
- Fuelling point bowsers/cubes to be fully double bunded.
- Discoloured water to be carefully monitored and addressed.
- Silt mitigation measures to be in place, such as silt traps, bunded areas etc.
- Visual water checks are to be carried out on a regular basis.

Commented [OM1]: The *Contractor* carries out suitable fire risk assessments and arranges his own procedures and fire plan. Details are included in the Construction Phase Plan prior to commencement of work on site. Site-specific plans are produced covering:
Main compound area
Fuel and chemical storage facilities
Other areas as assessed by the *Contractor*

Commented [CW2R1]: As stated, the Site Manager will carry out a Fire R/A in the first week on site. This is a standard procedure we carry out on all contracts.

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Accident Reporting & Investigation

All accidents, incidents, dangerous occurrences and near misses must be reported immediately to SE Metcalfe management.

All accidents that result in personal time loss or damage to plant or properties (of any nature) will be investigated by the employer or responsible person with full participation and co-operation of any sub-contractors involved. A full report must be compiled with any witness statements and photographs to assist in the final conclusions & recommendations.

Where the responsibility for investigation lies with SE Metcalfe, this will be carried out by the line management with assistance where necessary from the QSHE Consultant.

All near miss reports will be recorded and forwarded to the SE Metcalfe management for action. Any issues and findings will be highlighted within daily briefings and filing within site health & safety file with a copy sent to head office. Any issues will also be forwarded to other sites for awareness and briefings and where applicable to NRW for highlighting to other interested parties.

Any accidents or serious incidents will be reported to the Client (Project Manager) at the earliest opportunity.
Details of any investigations carried out, and any corrective/preventative measures taken or required will be communicated to all parties to ensure there is no repeat.
Near misses will be recorded and reported periodically, as required.

Subcontractors

Any subcontractors appointed to work on the project will be approved to work for SE Metcalfe. They will be required to produce their own Risk Assessments and Method Statements, which must be submitted to SE Metcalfe Site Agent for approval before starting work on site. They will also be required to read and agree to comply with our health & safety policy prior to commencement on site.
All subcontractors will receive an induction, and briefings as all site staff. Work will be supervised as required by SE Metcalfe staff.

Plant & Other Work Equipment

Equipment to be checked upon arrival on site and prior to first use. Relevant documentation and certification must be made available and retained on site within the site H & S file:

- 12 month thorough examination test certificate.

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- SWL Certificate (prior to any lifting operations).
- Operator CPCS (or equivalent) cards relevant to the particular item of plant.

Any items of plant or equipment without relevant certification or found to be defective should be stopped and reported to site management. Significant faults should be reported, and item quarantined immediately.
All items of plant and equipment brought to site are monitored for low vibration and will require vibration monitoring values to be provided. This information will begathered during method statement & risk assessment preparation stage. Noise will be monitored as required by site supervisor under site conditions and recorded. Full PPE is available on site.

A fuel bowser/cube will be stored in the compound, steel construction, double bunded, lockable.
Plant will be always refuelled in the compound, where there are spill kits and fire extinguishers to hand.

Small items of plant and tools will be refuelled on a drip tray in the compound where practicable, again, with spill kits and fire extinguishers to hand.
Other fuel is stored in a lockable steel container, with only small amounts stored for immediate use.

Lifting Operations

All lifting operations will be subject to a lifting plan prepared by the Site Manager/Supervisor

For **single, routine**, **low risk** lifts a non-crane lift plan will be produced in conjunction with a suitable and sufficient risk assessment.

All lifting operations will be controlled by a trained Slinger/Signaller.

Manual handling

Manual handling is to be avoided where possible by use of mechanical means.
If it cannot be avoided then it is minimised, and team lifting employed if required.
All generic tasks have been assessed, and mitigation put in place. Any other tasks will be assessed, and controls put in place as required prior to the task. This will be communicated at the daily brief, or at the time of the task.
All operatives have received manual handling awareness training, and this is the subject of regular toolbox talks to remind personnel of the risks.

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Noise and Vibration

All pieces of plant and equipment have been assessed for noise and vibration and maximum trigger times are recorded and briefed, as well as the requirement for hearing protection. All equipment and plant are regularly serviced and maintained, to ensure noise and vibration levels are minimised. Any impact on the surrounding environment will be assessed and communicated to all those involved.

Preventing falls & Working near Water

There will always be a minimum of two persons working together when near the water (i.e. no lone working).
As the work progresses, any changes will be re-briefed as necessary.
There will be work in the vicinity of running water, and drops, which will be barriered off as required. Personnel will be briefed on specific RAMS, Permits and by daily briefs.
Personnel on site will be trained in River rescue.
Water levels will be monitored to ensure work can be carried out safely.
Weather conditions will be regularly monitored to ensure their persons, equipment and materials are not at risk from rising water levels.
Release of water upstream will be communicated at all times.

Existing Services

All services to be identified from Service Drawings and CAT scans as required.
There are overhead services located nearby, however these are outside of the work area and will not affect the works.

Should any services be found during the works then the location will be provided to the Project Manager. Records will be taken of any unmarked buried services and features on the mark-up of record drawings provided for the Health & Safety File.

Contaminated Land

None expected.
Should any be found then discussions with the client will be made to plan the disposal.

Adjacent Land Use & Stability of Structures

Close liaison will be kept with those potentially affected by the works, including any potential access, traffic, noise, and dust issues.

COSHH

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All products/substances which could prove harmful to health used or stored on site will have a manufacturer's data sheet and risk assessment. From the information given, a COSHH risk assessment will be prepared to ensure safe use of the products.
These will be listed on the register in the site files.
A designated COSHH store will be available on site consisting of a labelled, lockable steel unit.

Asbestos
No Asbestos envisaged, but should any be found, the client will be informed, work will stop immediately, and the area cordoned off. A specialist contractor will be used for the removal and disposal.

Archaeology
The likelihood of any archaeological findings is low; however, all persons should be vigilant for any potential archaeological findings.

Confined space work
It is not anticipated that there will be any confined space working on site.

Site Safety Rules
SE Metcalfe site rules for the management of health & safety are developed to be appropriate to the risks faced on site. This will be displayed in the welfare unit on site. This will include the assembly point, mobile phone usage and smoking area locations.

Environmental

Pollution control
Pollution control is of the upmost importance for this project due to the works being carried out within the river Dee. For pollution control on this project there are two sources which are of immediate concern: chemical spills and mobilisation of silt/ silt runoff. The main outline of the mitigation measures are:

- No COSHH storage will be allowed on the river embankments, any COSHH products not in use must be returned to the compound.
- Plant nappies will be in place under any item of stationary plant.
- Fuels will not be stored in the work areas; this will be stored in the main compound. A designated refuelling area will be set up in the compound area (away from the watercourse)
- No plant will be stored in work areas overnight
- All stockpiles of soils will be situated within the site compound.
- All stockpiles will be sealed and bunded with silt fencing.
- Daily watercourse monitoring will be undertaken by the site manager / ganger to include checking all the above is in place.

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Protection of designated habitats and protected species

The Development will be carried out in accordance with the Tree Protection Plan.
Tree clearance to be carried out following inspection by a bat ecologist under a bat licence. Any signs of nesting birds to be reported and work to stop until investigated.

If trees are to be protected, these will be marked accordingly, with the locations briefed to site staff.
Any protected species identified are to be reported and work is to stop until a satisfactory plan is agreed.

Management of Alien (Invasive Non-Native) Species

There is evidence of INNS species downstream of the weir, these are to be monitored to ensure that they are all outside of the work area.

Protection of trees There are several trees that will need to be removed to allow access to the works, these trees will be cut as required, but others will be protected to avoid unnecessary tree loss/damage. All operatives will be briefed on the trees to be kept.

Reinstatement of working area

Land of compound area to be reinstated after completion to agreed standards. A photographic record will be taken for all working areas, comprised of pre- commencement and post-work photographs.

Waste

The main wastes will be wood from the trees and the materials removed from the weir.
Any waste produced and removed will be done by a licenced contractor and taken to a registered site.

THE HEALTH & SAFETY FILE

Further discussion on the detailed contents of the Health & Safety File will be undertaken during the construction phase of the project.

Information for the Health and Safety File will be collected as the contract progresses and will be passed on to the client as required.

NRW template to be used for H&S File.

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Emergency Procedures

1.0 Scope

This emergency plan outlines procedures to be adopted in the event of any of the following incidents occurring:

- Fire.
- Fuel/Oil Spillage.
- Serious Accident.
- Flooding.

2.0 Responsibilities

The Site Manager is responsible for providing adequate information and if necessary, training to enable all personnel on site to discharge their responsibilities under this plan.

Contractors' on-site supervisors are responsible for ensuring that their personnel understand the requirements of this plan, in particular the assembly points and roll- call requirements.

All personnel on site have a responsibility to understand and comply with the requirements of this Plan and undertake NO ACTION that will endanger themselves or others.

The Site Manager or a competent nominated deputy will undertake the duties of the INCIDENT CONTROLLER specified on this Plan.

3.0 Security

The possibility of potential emergency situations arising from arson, sabotage or vandalism should not be overlooked. Vigilance on site of all personnel is required to prevent such situations occurring. In particular:

- Vulnerable areas should be kept locked and secured when unmanned.
- Access routes & roads must be kept clear of obstructions and parked vehicles.
- Security arrangements to control pedestrians and vehicles on site must be

complied with.

- Unauthorised personnel on site should be challenged about their presence and if necessary, reported to the Site Manager and/or the police.
- Ensure that any boundary fencing is maintained in good condition - defects should be reported to Site Manager for immediate attention.

4.0 Emergency Procedure

Dependent on the type and nature of each Incident

The incident controller (Site Manager or appointed deputy) once in command of the circumstances of the incident will:

- Sound the evacuation alarm.
- Ensure that all relevant emergency services have been summoned.
- Instruct a suitable competent person to undertake a roll call of personnel at the assembly point with each supervisor of personnel accounting for the people under his/her supervision including visitors.
- Ensure, where appropriate, and it is safe to do so, that unnecessary plant and equipment is shut down.
- Ensure, through the nomination of a competent person that the emergency services are directed through a safe access route to the incident. Also, that they are provided with any necessary information to deal with the incident, e.g. plan of site, COSHH data sheets and assessments, etc.
- Ensure that no personnel re-enter the site until advised by the emergency services that it is safe to do so.
- If appropriate, barrier off the area of the incident to prevent unauthorised access and contamination of a possible investigation by management or the enforcing authorities.
- Inform the management reporting line of the incident and where appropriate the safety consultant and the enforcing authorities.
- Inform NRW as per reporting requirements.
- Prepare a preliminary incident report.
- Where portable firefighting appliances have been used ensure that they are replenished as soon as possible for future operation.

5.0 Assembly Points

The Emergency Assembly Point is marked with appropriate signage. This will be communicated to all personnel working on or visiting the site during the induction

process.

6.0 Emergency Incidents

Dial the Emergency Services Police/Ambulance 999

6.1 Fire

Anyone discovering a fire should:

- Dial the Fire Service on the Emergency Phone no 999.
- Raise the alarm and contact the incident controller.
- Advise the incident controller of the size, type and location of the fire and any other relevant information.
- Tackle the fire, if they are trained and competent and it is safe to do so without endangering themselves.

The incident controllers will, acting on the information supplied call the emergency services, and if necessary, implement the emergency evacuation procedure.

6.2 Explosion or Risk of Explosion

In the event of a gas explosion or the imminent risk of explosion (e.g. from a leaking LPG or Welding Gas Bottle) any personnel becoming aware of the situation must inform the incident controller IMMEDIATELY and warn adjacent personnel to proceed to their assembly points via a safe route.

The incident controller will immediately contact the emergency services and invoke the emergency evacuation procedure.

6.3 Chemical Spillage

In the event of a chemical spillage the person discovering the spill will immediately inform the incident controller and if possible, identify to him the chemical(s) involved and have available the relevant COSHH data sheet and the COSHH risk assessment.

If appropriate, the incident controller will invoke the emergency evacuation procedure.

6.4 Fuel/Oil Spillage

A person becoming aware of a fuel/oil spillage should immediately contact the incident controller advising him of the location and hazards generated by the incident.

The incident controller will then determine how the spillage is to be dealt with, with reference to the relevant COSHH assessment and if necessary, by summoning the appropriate emergency services or specialist services. If appropriate, the incident controller will invoke the emergency evacuation procedure.

6.5 Environmental Incident

In the event of an environmental incident, immediate action to contain the situation should be taken e.g. prevent further spillage, use spill kits to prevent further impact etc. The incident controller should be informed immediately, and he will assess further action required. All environmental incidents and polluting releases into the watercourse whether chemical or silt will be immediately reported to NRW's incident hotline 03000653000.

The incident controller will invoke the emergency evacuation procedure if required. He will also contact the relevant emergency services, or NRW if a major spill is likely to impact on the sea or potable water.
He is to inform the QHSE Consultant, Elgan Metcalfe and the NRW hotline.

6.6 Serious Accident

In the event of a serious accident occurring (e.g. collapse of structure) the incident controller must be informed immediately.

The incident controller will call the emergency services to deal with the Incident and treat the resultant casualties and if the hazards remaining warrant it he will invoke the emergency evacuation procedure.

6.7 External Situation

Where there is a possibility of a major incident arising from adjacent premises it may be necessary to evacuate the site.

When such circumstances arise the incident controller will liaise with emergency services called to the external incident and take their advice as to the continuation of work on site.

In the event of an evacuation of the site being necessary the incident controller will invoke the emergency evacuation procedure.

6.8 Flooding

As the River Dee is heavily regulated daily updates will be given by LIFEDeeRiver staff as to expected river flow conditions. Site Manager will check weather forecast daily and discussed and assessed in daily commencement meetings. River levels will be visually checked and recorded during a work day.

If there is any flooding with the potential to affect the work area or workforce, then steps are to be taken to clear the area of tools/plant where this can be done safely. Operatives are to be evacuated to a safe place, and the situation monitored. Area to remain clear until the flooding has dissipated enough for a return to work.

7.0 Action by other Personnel

Unless nominated to undertake specific duties by the incident controller, all OTHER PERSONNEL will on becoming aware of an emergency situation or hearing the evacuation alarm:

- If safe to do so, shut down plant and equipment and render it safe, and then follow a safe route to their assembly point taking NO ACTION that will endanger themselves.
- Report their presence at the assembly point to their supervisor and assist the supervisor in accounting for any missing personnel.
- Personnel with specialist training and certificate, i.e. first aiders should then report to the incident controller and render any assistance as directed by the incident controller.
- Supervisors at the assembly point must account for staff and visitors under their control to the nominated person (Site Manager or Site Supervisor) undertaking the roll call. Any missing personnel should be reported to the incident controller for the emergency services to locate.

8.0 Evaluation Plan

The effectiveness of this plan should be demonstrated by a practice session organised by the incident controller at a convenient time and date, and a record kept of such sessions including any significant comments/findings.

Accident Reporting

General

- If an accident occurs, however minor its effects may first appear, it shall be reported to the site supervisor or assistant.
- Details of the accident shall be entered into the site's accident record book. This applies to injuries received by sub-contractors, public, visitors etc. as well as company employees.
- The site supervisor must report each accident to the QHSE Consultant and Elgan Metcalfe

- NRW to be informed at the earliest opportunity, and investigation sent within 14 days.

Site Supervisors' Duties in Relation to Accidents

- The site Manager will ensure that in the event of a fatal or major injury to any person, a dangerous occurrence, or a notifiable disease, then the QHSE Consultant is informed immediately, and he will ensure the Health and Safety Executive (or other enforcing authority where appropriate) is notified immediately online or by telephone. This is in accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2012, and is obligatory. Detailed definitions of these situations can be found in the regulation's guidance document L73 (Fourth edition) https://www.hse.gov.uk/riddor/reportable-incidents.htm
- If any injury results in **any** person being absent from work for more than 7 days, and then notification must be made within 15 days of the incident.
- Ensure that work in the vicinity of a notifiable accident is suspended pending an investigation while also making the area as safe as possible.

Accident Record Book

The information to be recorded shall be:

- Time and date of accident
- Location of accident
- Name(s) of injured person(s) and occupation(s)
- Nature of the accident and name(s) of witness(es)
- The extent of the injuries sustained and details of first aid treatment given.
- Whether the local HM Inspector (HSE) was informed and the person's name (if possible) or other enforcing authority.
- The signature of the site supervisor or assistant, indicating that the details have been verified as accurate.
- Form BI 510 should be completed and sent immediately to our head office in accordance with the Data Protection Act 1998.

Investigation

Each accident will be considered for investigation by the Elgan Metcalfe and the QHSE Consultant. If required, an outside investigation may be undertaken to retain and demonstrate an independent but compassionate attitude towards accident recording.

S.E. METCALFE
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