Prifysgol Wrecsam
Wrexham University

WYNNE CONSTRUCTION
DELIVERING COLLABORATIVE SUSTAINABLE SOLUTIONS www.wynnegroup.com

Construction Phase Plan (Including Environmental)

To comply with the requirements of the Construction (Design & Management) Regulations 2015

Revision 01

Project at:

HEIQ Building Phase 2B
Enabling Works
Wrexham University
Mold Road, Wrexham
LL11 2AW

Prepared by:		
Name	**Signature**	**Date**
Mr. Colin Proffit-Jones HSEQ Manager		16/09/2024

Approvals:			
Position	**Name**	**Signature**	**Date**
Construction Director	Steve Davies		16/09/2024
Project Manager	Graham Dickson		16/09/2024

British Assessment Bureau UKAS MANAGEMENT SYSTEMS 8289 ISO 9001 QUALITY MANAGEMENT

British Assessment Bureau UKAS MANAGEMENT SYSTEMS 8289 ISO 14001 ENVIRONMENTAL MANAGEMENT

British Assessment Bureau UKAS MANAGEMENT SYSTEMS 8289 ISO 45001 HEALTH & SAFETY MANAGEMENT

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Issue Details:

No.	Issued to (Name):	Position:	Location:	Date:
1.	Paul Moran	Client	Wrexham University	16/09/2024
2.	Simon Hughes	Employers Agent	SP Projects Limited	16/09/2024
3.	Graham Dickson	Contracts Manager	Wynne Construction	16/09/2024
4.	Steve Davies	Construction Director	Wynne Construction	16/09/2024
5.	Andrew Williams	Project Manager	Wynne Construction	16/09/2024
6.				
7.				
8.				
9.				
10.				

Revisions:

Rev.	Revision Details			Date:
00	▪ First Issue for Approval (Covering Enabling Works)	Prepared by:	Colin Proffit-Jones	16/09/2024
		Approved by:	Graham Dickson	16/09/2024
01	▪ Full Review ▪ Update to project team. ▪ Update to Contract Programme ▪ Updates to Section 3.6 to include temporary fencing. ▪ Further detail included for dust & vibration management.	Prepared by:	Colin Proffit-Jones	21/10/2024
		Approved by:	Graham Dickson	21/10/2024
02	▪	Prepared by:		
		Approved by:		
03	▪	Prepared by:		
		Approved by:		
04	▪	Prepared by:		
		Approved by:		
05	▪	Prepared by:		
		Approved by:		
06	▪	Prepared by:		
		Approved by:		

This Construction Phase Plan will be reviewed, added and updated as the project develops. Circumstances when the plan will be amended are as follows:

- ***Further design work is completed***
- ***New information from sub-contractors***
- ***Unforeseen circumstances***
- ***Variations to designs***

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1.0 DESCRIPTION OF PROJECT

1.1 Full Title of Project

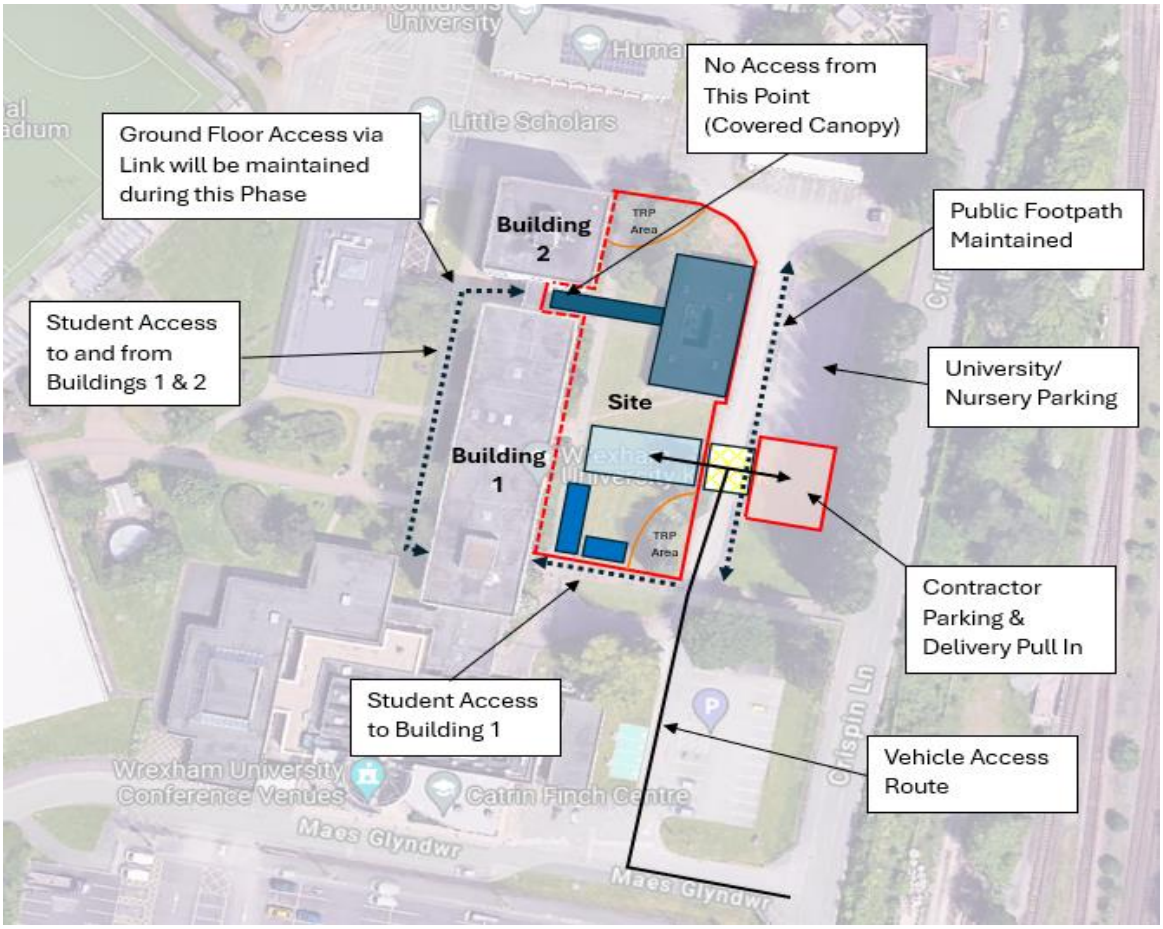
HIEQ Building Phase 2B

1.2 Address, Telephone / Fax Numbers & Location of Site

Wrexham University
Mold Road,
Wrexham.
LL11 2AW

Tel: Graham Dickson (07718769475)
E-mail: graham.dickson@wynneconstruction.co.uk

The site is located on the Wrexham University campus, south of the Human Performance Lab and a Communal Garden, east of the Wrexham University K, M & J Block, west of Crispin Lane and north of the Catrin Finch Centre.



1.3 Project Description / Details of Completed Project

The project consists of the demolition of an existing single-storey building and the construction of a new double-storey teaching and innovation block connected to the existing HEIQ Building, traditionally known as Block's K & M.

Enabling Works Include:

- Erection of Site Hoarding
- Closure of pedestrian footpath
- Tree protection measures
- Demolition of existing single storey building and covered walkway
- Diversion of existing on site services.

1.4 Contract Programme

Enabling Works & Demolition: September 2024

Main Construction Phase to commence: January 2025
Construction Period: 51 weeks

A copy of the programme can be found in **File 1 or displayed in the site office**

F10 Notification

An F10 Notification will be submitted by the Principal Designer and will be displayed on the Health and Safety Notice board within the site welfare facilities.

Existing Site Information

Pre-Construction information has been provided during the Tender stage of the contract and detail included in sections of this plan. Information is available to the site team both electronically and as hard copies.
Service information will be provided to relevant Sub-Contractors who are involved in tasks such as isolation of services, excavations etc.

1.5 Restrictions that may affect the Work.

Necessary precautions to be taken to prevent nuisance from noise, smoke, dust, rubbish, vermin and other causes. Noise reverberation / transmission through concrete/steel structures can be problematical and frequent liaison with adjoining neighbours is essential.

Wynne Construction will be restricted to the areas of works and the points of access.

Working Times: Mon – Fri: 07:00 – 18:00

Smoking

A designated smoking area is to be established within the site welfare compound. Smoking is not permitted on the site or building under construction. Disciplinary action will be enforced if anyone is found to be smoking on site/not at the designated area.

Parking

Designated parking locations will be provided in the car park adjacent to the site. Active travel and use of public transport will be encouraged to the supply chain.

No Contractors' vehicles will be allowed to park on the approach roads to the site.

Access

The main access to the site is from Crispin Lane via Mold Road. Care is to be taken by large vehicles due to vehicles parking along Crispin Lane, reducing the road to one lane in some areas.



The use of a competent banks man will be adopted wherever applicable to direct and co-ordinate movements into, around and off the site. Signage will be displayed advising employees and individuals at the University of traffic movements.

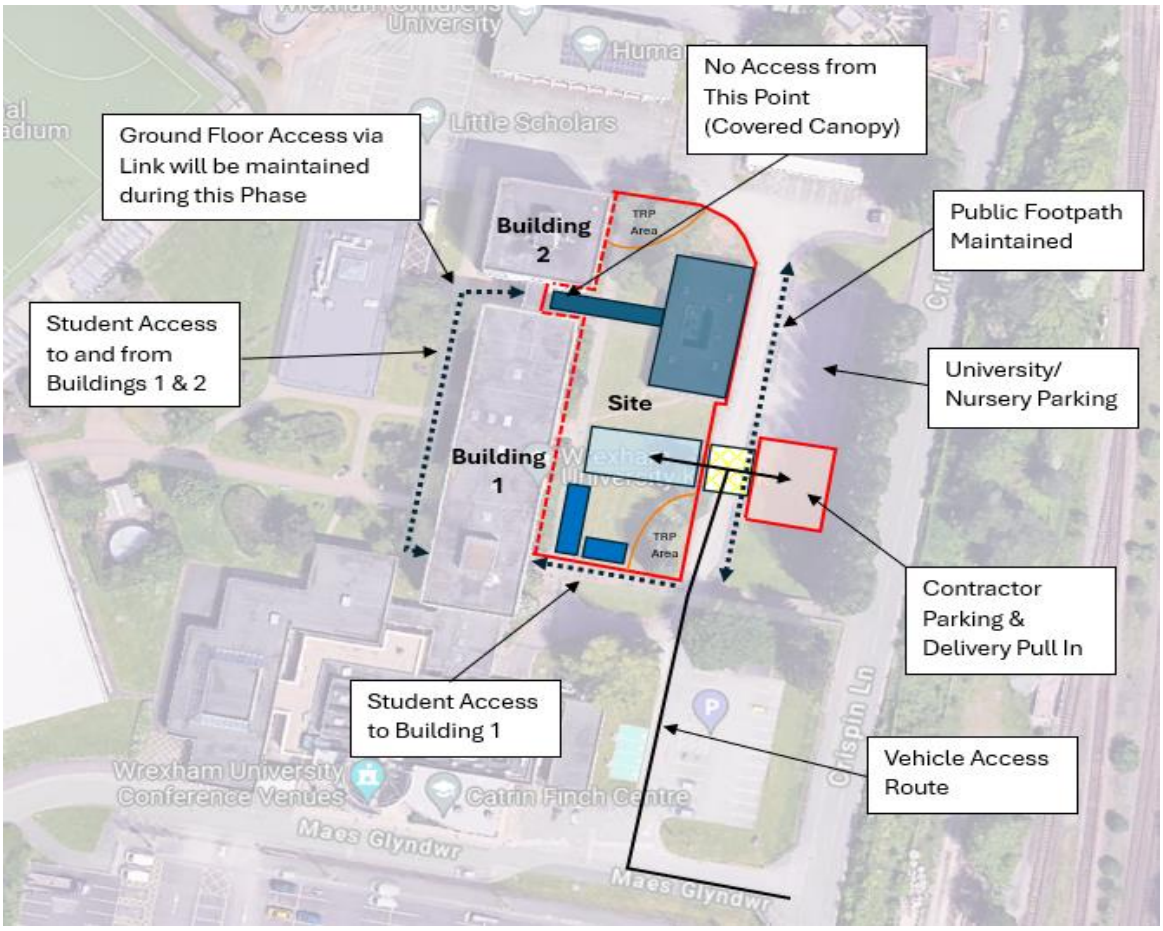
Deliveries to the site will be co-ordinated via the Site Manager with a schedule of deliveries implemented to prevent a build-up of delivery vehicles at entrance points. Attempted un-scheduled deliveries to site will be turned away and the Sub-Contractor contacted immediately. Emergency vehicles must be afforded access at all times.

Deliveries to site to avoid peak times when students are arriving and departing from the campus. These times are: 08.30am – 09.15am and 16.30pm – 17.00pm

The existing pedestrian footpaths around the site boundary and on the car park adjacent to the nursery building will be maintained. Segregated pedestrian access routes and walkways will be provided to and around the site in order to provide safe access for site operatives and others. The routes will be identified on the Site Traffic Management Plan.

Agreed Traffic Management & Site Set Up Plan

The plan below details the agreed diversion routes that will be in place to allow students and visitors to the University to access locations safely whilst the construction phase is underway.


No Access from This Point (Covered Canopy)
Ground Floor Access via Link will be maintained during this Phase
Public Footpath Maintained
Building 2
TRP Area
Student Access to and from Buildings 1 & 2
University/ Nursery Parking
Site
Building 1
TRP Area
Contractor Parking & Delivery Pull In
Student Access to Building 1
Vehicle Access Route
Little Scholars
Wrexham University Conference Venues
Catrin Finch Centre
Maes Glyndwr
Crispin Ln

2.0 MANAGEMENT

Post	Organisation	Person	Address:	Contact Details:
Client	Wrexham University	Paul Moran	Wrexham University Mold Road Wrexham LL11 2AW	Tel: 01978 290666 Mob: 07860715256 e-mail: paul.moran@glyndwr.ac.uk
Principal Designer (PD)	Wynne Construction	Colin Proffit-Jones	Charles House Kinmel Park Abergele Road Bodelwyddan LL18 5TY	Tel: 01745 568666 Mob: 07825925366 e-mail: colin@wynneconstruction.co.uk
Client Employers Agent	SP Projects Limited	Simon Hughes	Unit 7B Wilkinson Business Park Clywedog Road South Wrexham LL13 9AE	Tel: 01978 532821 Mob: N/A e-mail: simon.hughes@sp-projects.com
Architectural Design	Day Architectural	Richard Day	13 Swan Street Manchester M3 2BW	Tel: 0161 834 9703 Mob: N/A e-mail: Richard.Berry@day-architectural.com
Civil & Structural Design	Eng Assist	Dave Barwell	Southbourne Wallasey CH45 8DA	Tel: N/A Mob: 07763993213 e-mail: Dave.barwell@engassist.co.uk;
Mechanical & Electrical Design	Furtureserv Limited	Aneta Drabot/ George Oldfield	19 Old Hall Street Liverpool L3 9JQ	Tel: 0161 8349703 Mob: N/A e-mail: adrabot@futureserv.co.uk / goldfield@futureserv.co.uk
Landscape Architectural Design	Landstudio	Kate Richards	The Old Rectory St Marys Hill Chester. CH1 2DW	Tel: 01244 319019 Mob: N/A e-mail: kate@landstudio-uk.com;
Principal Contractor (PC)	Wynne Construction	Graham Dickson	Charles House Kinmel Park Abergele Road Bodelwyddan LL18 5TY	Tel: 01745 586666 e-mail: Graham.dickson@wynneconstruction.co.uk
	Health & Safety Executive	Principal Inspectors – Damian Corbett	Regent House, Regent Street Wrexham LL11 1PR	Accident Reporting: 0345 300 9923 Info Line: 0300 003 1747 Use the online form for other information
HSEQ Manager	Wynne Construction	Colin Proffit-Jones	Charles House Kinmel Park Abergele Road Bodelwyddan LL18 5TY	Tel: 01745 568666 Mob: 07825925366 e-mail: colin@wynneconstruction.co.uk
Site Manager/ First Aider & Fire Warden	Wynne Construction	Martin Roberts Andrew Williams	Site Office	Tel: 07825925370 (Andrew Williams) Tel: 07443997147 (Martin Roberts) e-mail: Andrew.williams@wynneconstruction.co.uk e-mail: martin.roberts@wynneconstruction.co.uk
Temporary Works Co-ordinator	Wynne Construction	Andrew Williams	Charles House Abergele Road Bodelwyddan LL18 5TY	Tel: 07825925370 e-mail: Andrew.williams@wynneconstruction.co.uk
Appointed Person (Lifting Operations)	Wynne Construction	Colin Proffit-Jones	Charles House Abergele Road Bodelwyddan LL18 5TY	Tel: 01745 568 666 Mob: 07825925366 e-mail: colin@wynneconstruction.co.uk

2.2 Works Undertaken by Others

Prior to any contractor commencing works on site, they will be required to attend a pre-start meeting with the site management team.

The meeting will consist of all Health and Safety matters that are relevant to the project. This will include discussing methods of working as detailed in their written method statements and risk assessments (This information will be required in advance of the meeting for internal review purposes).

All contractors will be required to provide a suitable and appropriately detailed method statement and any risk assessments / COSHH assessments relevant to their works. (Of which copies will be retained electronically on-site during the works.

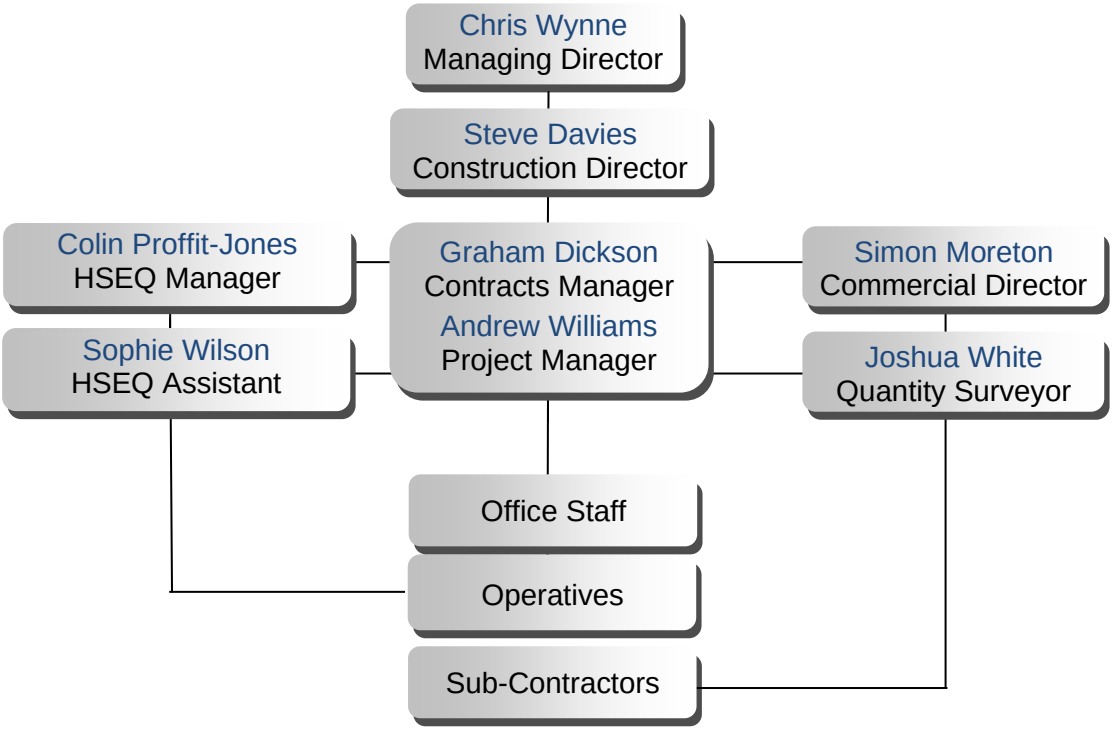
Monthly Safety reviews with the site management team will take place to ensure all relevant health and safety documentation is kept up to date.

Where high risk activities are being undertaken the HSEQ Manager will be notified by the operations management team to provide assistance in the evaluation process. The core standards to be achieved by contractors are identified in the sub-contractor evaluation procedure.

Contractors Vetted:

Contractor Name	Details of Work to be undertaken	Contact Details	Contractor Vetting Date
Thomas Contracting Ltd	Groundworks	Joe Clarke <joe@thomascontractingltd.com>	
Fred Weston	Electrical Works	Mark Roberts <mark.roberts@fredweston.co.uk>	
Athertons Mechanical Ltd	Mechanical Works	Paul Jones <paul.jones@athertons.co.uk>	
Kendley Ltd	Steelworks	Paul Roberts <paul@kendleysteel.co.uk>	

2.3 Management Structure & Responsibilities



A copy of the project specific health & safety management responsibilities is to be displayed on the project's health & safety notice board(s) and it will be signed by all persons who have been allocated specific responsibilities on this project.

Roles & Responsibilities

Contracts & Project Manager

The Contracts and Project Managers are responsible for the overall co-ordination of the project which includes collaborating and maintaining a healthy relationship with key duty holders. The Contracts and Projects Manager are responsible for ensuring that adequate resources are available and for ensuring that key milestones are met. The Contracts Manager will also ensure that support is provided to the project team.

Site Manager

The Site Manager will be responsible for the daily operations of the project including the planning, execution and delivery of a project through to completion. They will manage and lead the Site Construction team and the Sub- Contractors during the construction stage of the project and ensure that health and safety standards are met.

Health & Safety Team

The Health and Safety Team will be responsible for ensuring that a positive health and safety culture is adopted on the project and provide support to the wider project team. The team will be responsible for carrying out regular inspections of activities being undertaken and for the recording and investigations of incidents that may occur on the site and implementing changes where required.

Supply Chain

The Appointed Supply Chain are responsible for the execution of works on the project. They are responsible for ensuring that adequate resources are available and deadlines are met. They are also responsible for providing suitable supervision for the management of their workforce and complying with all health and safety procedures that are in place.

2.4 Health & Safety Goals

In addition to achieving the Company's health & safety objectives, this project team has the following goals:

- To have zero reportable accidents or dangerous occurrences
- To monitor and review as the project commences
- To carry out weekly health & safety inspections
- To ensure that all persons involved on the project carry out their duties in a safe manner
- To ensure the general public is unaffected by our works

Any amendments to the Safety Plan will be communicated to all relevant contractors.

The Wynne Construction Occupational Health & Safety Policy can be found on the following page:

Occupational Health & Safety Policy Statement

Wynne Constructions objective is to achieve excellence in occupational health, safety and welfare, not only in respect to its employees, but also in relation to all suppliers, sub-contractors, client staff, the general public and any others who are involved or affected by our activities.

Wynne Construction is committed to:

- Provide safe and healthy working conditions for the prevention of work-related injury and / or ill health.
- To prevent injury and ill health to all employees and other applicable parties
- To comply with all applicable legislation pertaining to Occupational Health and Safety and other requirements
- Eliminate hazards and reduce occupational health & safety risks.
- Plan, organise and continuously review working practices so as to safeguard everyone that could be affected by our designs and operations.
- To set annual objectives and targets to continuously improve our occupational health and safety performance.
- Identify and provide training, supervision and information to help people to be fully aware of their responsibilities.
- Provide and maintain facilities and safety equipment appropriate to employees' activities.
- Ensuring regular consultation and participation of workers, and where they exist, workers' representatives.
- Measure and report our performance, benchmarked against the best in class, and actively seek improvement.
- Work with our supply chain partners to allow them to demonstrate an equal commitment to occupational health & safety.

Responsibilities:

Ultimate responsibility for the proper management of occupational health and safety rests with the Managing Director. It is the Managing Director's overall responsibility to ensure that the policy is effectively monitored and audited for compliance with the safety management system. The day to day responsibility to comply with the policy falls on the individual site / contracts managers.

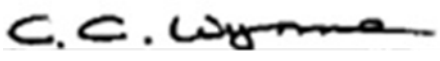
Each individual in Management / Supervisory positions is responsible for regularly reviewing standards and practices, assessing hazards and risks, and providing places of work that are inherently safe. Sufficient resources are to be allocated to discharge this responsibility. Managers / Supervisors are to display a clear and visible commitment to occupational health & safety.

All employees have a responsibility to themselves, their colleagues, **Wynne Construction** and the general public to work safely. They have a duty to co-operate with **Wynne Construction** in fulfilling its legal duties and must maintain their place of work and their equipment in a safe condition; and must not misuse anything provided in the interest of occupational health & safety.

Communication:

This policy will be brought to the attention and understanding of all employees, displayed on safety notice boards, and made available to other interested parties. People are to be encouraged to highlight areas of concern and proactively participate in delivering occupational health & safety excellence.

Copies of our Roles, Responsibilities & Authorities, Processes and ISO 45001:2018 Certificate can be forwarded to interested parties on request.

Signed:		**Mr. Chris Wynne**
February 2024	**Managing Director – Wynne Construction**	

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2.5 Monitoring of Works

Monitoring will be carried out on this project in accordance with the company standard.

Copies of all Health & Safety Monitoring carried out on this project by the management team will be filed electronically on the **FieldView** System.

The Site Management Team will be responsible for the day-to-day monitoring of works which includes health and safety management.
Formal monitoring will be carried out weekly, but if safety breaches are observed during any informal walk around, these should be reported and rectified and **not** ignored.

Health, Safety and Environmental support appointed for this project is:

Name:	Mr. Colin Proffit-Jones (HSEQ Manager) Miss Sophie Wilson (HSEQ Assistant)
Qualifications:	• NEBOSH Construction Certificate • NEBOSH Environmental • NEBOSH Fire Management
Telephone Number (Mob):	01745 586 666
Frequency of Visits:	Approx. 2 inspections per month

In addition to carrying out inspections, the HSEQ Team will provide health & safety support as requested or deemed necessary.

3.0 ARRANGEMENTS

3.1 Regular Liaison between all Parties on Site

Prior to commencement on site and during works on site, Site Management team will hold regular meetings with every contractor to discuss safety planning, risk assessment, method statements and programming of site works. This may be part of a progress meeting. Positive action must be made to encourage involvement of all contractor workforces to contribute through their line management.

All Wynne Construction employees and Sub-Contractors on site will complete Site Safety Induction Training in accordance with the Wynne Construction Induction process. Specific H&S arrangements will be communicated to all personnel upon their first day on site and again following any updates to rules or requirements.

As Principal Contractor and Principal Designer, Wynne Construction will at all times liaise directly with the Designers, Engineers and Client with respect to any further potential health & safety issues which may arise on site during the course of the work to avoid any hazardous situations. This will assist in implementing any further safety measures or precautions that may be required.

3.2 Consultation with the Workforce

The following is a table detailing how Wynne Construction will consult with the workforce during this project.

	Type of Consultation	Recommended Frequency
1	Project Induction	Prior to Any Works on Site
2	Safety Meetings	Held Weekly
3	Worker Representatives	As necessary
4	Open Project Meeting	Held at regular Intervals (during HSEQ Manager Audits / Inspections)
5	Toolbox Talks	Completed Weekly
6	Safety Task Analysis	As necessary
7	Method Statement Briefing	Prior to any works being carried out
8	Suggestion Boxes	As necessary
9	Direct Consultation	On Site Tours
11	Open Door	Contact Name: Site Manager
12	Other	

3.3 Exchange of Information on Design and Design Changes on Project

As the Principal Contractor and Principal Designer, (Wynne Construction) will at all times liaise directly with the Principal Designer, Designers, Engineers and the Client with respect to any design changes which may arise on site during the course of the work. There will be a Monthly progress meeting where the above will be discussed and reviewed.

3.4 The Selection and Control of Contractors

Contractor and Sub-contractor's assessment - The competence of contractors with regards to health and safety awareness will be assessed at the pre-appointment stage. Safety policies, method statements, risk assessments, insurances and all other relevant documents are to be provided in sufficient time to permit comment, approval, etc. prior to commencement of works on site. Contractors will, prior to appointment, be required to complete a "TASC Member Evaluation Questionnaire".

Arrangements for the selection of sub-contractors to ensure that they have adequate procedures and resources to comply with all relevant statutory provisions will be carried out using the relevant procedure.

3.5 The Exchange of Health & Safety Information between Contractors

A meeting is to be held on a weekly basis between site management and sub-contractor representatives to discuss Health, Safety and Environmental matters. During this meeting, the sub-contractor will be encouraged to highlight any health and safety concerns they have been made aware of. These can then be addressed by the site management team to improve performance.

3.6 Security

There will be a requirement for temporary fencing to segregate locations where Wynne Construction will be completing works.
Storage and waste storage areas will be as per the site set up drawings below.

"HSG 151 – Protecting the Public – Your Next Move" will be referred to for guidelines.

Where Heras fencing and timber hoarding is erected, it will be a minimum of 1.8m in height and double clipped. Fecing will be inspected at the beginning of each day and prior to departure from site by the Site Manager. A record of this inspection will be made.

The site compound will be secured at all times and all areas under construction will be secured at the end of shift. Access gates will be kept closed and secured appropriately. Emergency contact numbers will be clearly displayed at the site entrance.

Access controls in place by the Client will be adhered to by all those involved in the project. Wynne Construction operates a QR Code Signing In/Out procedure which each operative/visitor will utilise.

Signage will need to be clear to inform the contractors and public of the dangers and of any change in fire routes. Signage will only be secured to the site boundary fencing once calculations of wind loadings have been taken and formal sign off by the TWC given.

All visitors will be escorted at all times in the construction areas.

3.7 Site Induction

All management, operatives and sub-contractors will be expected to complete an online site induction via the Wynne Construction Induction Portal prior to arrival on the site. After completing the online induction and upon arrival to the site, the site manager will carry out a review of the information submitted by the individual and will complete the induction process by providing a site-specific overview of the site, its logistics and current health & safety arrangements.

Specific H&S arrangements in place by the Client will also be discussed during the site inductions.

Link to Induction Portal

https://inductions.wynneconstruction.co.uk/

Individuals will also be requested to read through their task specific risk assessments and method statements, signing declaration of their understanding. Individuals will be expected to provide evidence of competencies for their duties. A record of competencies will be compiled by the Site Manager.

The Site Manager / Contracts Manager / HSEQ Manager will make all operatives aware of the content of this plan, fire evacuation procedures, site rules etc. Statutory health and safety notices will also be clearly displayed on site. Safety issues will be reviewed, as deemed necessary, and on a regular basis with sub-contractors.
New persons to site must report to the site office immediately and sign the visitors' book. All operatives and visitors on site must "sign in" when they arrive and "sign out" when they leave, on the attendance record sheet, located at the site office.

3.8 On Site Training

Training records for staff are maintained by Human Resources at Head Offices. All staff are provided with "in-house", safety and specialist subject training programmes to ensure competence and awareness of current health and safety legislation.

Additional safety training will be provided on the project, where required. This will be in the form of tool box or task talks and a record will be kept on the site, this will be carried out on a weekly basis or as stipulated by the Project Management Team or the HSEQ Team.

Site rules - All contractors and Sub-contractors (including visiting supervisory staff) and material suppliers, together with directly employed staffs (site based and visiting) are to be made fully aware of site rules. Site Rules are detailed on site induction documentation.

3.9 Welfare Facilities and First Aid

Wynne Construction will ensure that the appropriate welfare facilities are provided (CDM Regulations 2015 – Schedule 2) and maintained according to the size of the workforce and nature of the work
An assessment must be carried out to determine the specific welfare requirements and arrangements throughout the project; from day one of site set-up to the last day personnel are on site.

A guide for the number of toilets and hand wash basins required: –

Number of personnel	Number of Toilets and Hand Wash Basins	Number of Urinals
Up to 25	**2**	**2**
26 to 50	**3**	**3**
51 to 75	**4**	**4**
76 to 100	**5**	**5**
101 to 125	**6**	**6**

Provision should also be provided for females on a similar basis (i.e. 4 females on site must have 2 toilets and basins).

A mess room, canteen and toilet facilities of appropriate size for the expected numbers will be provided for all to use. Facilities will include a meeting room as requested by the Client.

The minimum requirements are a water boiler (for tea, coffee, etc.), fridge and microwave oven, cooker or similar to be made available for use.

A suitable sized separate drying room area will be available to accommodate all site operatives.

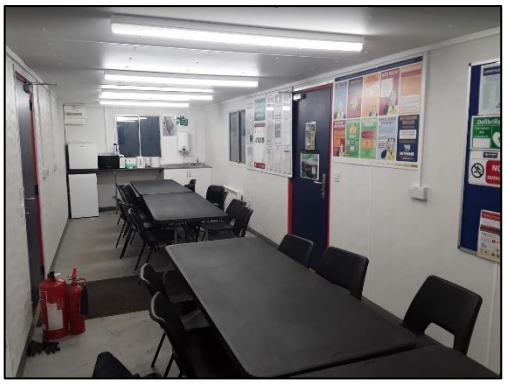
Site first aider(s) will be nominated by Wynne Construction and supported by major Sub-contractors. Name(s) will be made known to all site operatives by means of signs / notices at

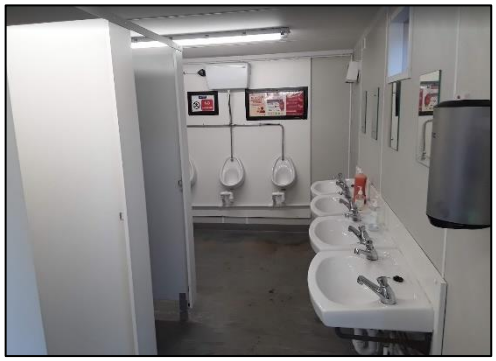
appropriate places. A First Aid kit will be located in the site office, denoted as such by the green and white First-Aid sticker.

A copy of the Welfare & First Aid arrangements can be found in **File 1**.

Site management will make arrangements to ensure all welfare facilities are cleaned on a regular basis and maintained to the highest standards.

Typical Welfare Provisions

3.10 The Reporting and Investigation of Accidents and Incidents

Requirements are summarised as follows:

- The Project Team must be informed of any accidents / incidents on site by the quickest possible means.
- Details of all accidents resulting in personal injury will be recorded in the accident book electronically, available on the **FieldView** System If an accident / incident has the potential to become reportable the HSEQ Manager must be informed immediately to instigate and investigation.
- All accidents, dangerous occurrences, near misses or environmental incidents should be reported to the HSEQ Manager at the earliest opportunity. If a person has not returned to work following a personal injury received during the course of his / her daily work activities on-site, for more than three days the accident must be reported to the HSEQ Manager who will advise any further actions to be taken.
- Wynne Construction will report all RIDDOR information in compliance with the Wynne Construction reporting procedures.
- The Site Manager or Contracts Manager will ensure that the relevant contractor reports all reportable injuries (over 7 days) and diseases to the Health and Safety Executive (HSE). http://www.hse.gov.uk/riddor/online.htm
- Wynne Construction will also ensure that each contractor records details of all accidents / incidents on site, unless otherwise agreed, and will require each contractor to bring their records to each progress meeting to discuss and verify any injuries / entries (reportable and non-reportable) since the last meeting.
- If a RIDDOR incident should occur to a member of the clients' team or a member of the public, etc. Wynne Construction will investigate the incident. Contractors are required to inform the

Wynne Construction Site Manager or Contracts Manager by the quickest possible means of any incidents on site.

- Formal notification will be made to the Wynne Construction Site Manager or Contracts Manager within 24 hrs. Reportable injury or disease information will be supplied to the Health and Safety Executive (HSE). The Wynne Construction HSEQ Manager will inform / advise all contractors of any additional information required as a result of a reportable accident / dangerous occurrence.

All incidents are to be reported as soon as reasonably practicable to the Client.

3.11 The Production and Approval of Method Statements and Risk Assessments

All risk assessments and method statements must be reviewed by the project team for their suitability and acceptability for the works undertaken. The document will need to be read, signed and dated by the entire workforce undertaking the works.

Meetings will be held at regular intervals to review all HSEQ matters relating to this project. A copy of the initial checklist together with the construction site Risk Assessments for this project can be found electronically on the **FieldView** System.

A site specific COVID Risk Assessment will be produced and displayed at a prominent location for the workforce to review.

Sub-Contractors

All contractors will be required to submit job specific method statements, risk assessments, full details of substances and products to be employed in accordance with the COSHH Regulations 2004 and full details of all relevant Codes of Practice together with a copy of their own safety policy.

All details are to be submitted a minimum of two weeks prior to commencement of the element of the work for comment.

All contractor method statements, and risk assessments are to be filed electronically on the **FieldView** system.

Any changes in methods of Working or Design must have Risk Assessments carried out and an updated Method Statement provided and accepted prior to any works commencing. Any such changes will be communicated to all those who may be affected.

The table in the next section (section 3.12) should be completed by the Project Team and / or the HSEQ Manager as the project progresses. Contents may vary depending on the type of project. The table should be completed as information is received and kept up to date.

3.12 Record of Method Statements and Risk Assessments

No	Description of work	Contractor Appointed	Method Statement and Risk Assessment Received	Date Received	Approved
1	Site Hoarding	Henry Willians & Son Ltd	Yes	02/09/24	Yes
2					
3					
4					
5					
6					
7					
8					
9					
10					

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3.13 Site Rules

The rules detailed below have been determined by risk assessment and apply to everyone working on the project. Client requirements have been included.

The Wynne Construction Contracts Manager or HSEQ Manager may impose additional or amended rules as the result of continued risk assessment review, on all or part of the project.

Any persons found contravening the rules below may be subject to disciplinary action, which could include exclusion from site.

The standard site rules are as follows:

- It is your duty to take care of your own health and safety and for the health and safety of all other persons who may be affected by your acts or omissions.
- You must remain alert at all times and keep a sharp look out, not only for vehicles and plant in the work's area but also for vehicles and plant which may enter the work's area accidentally.
- When on site you must wear safety footwear, safety helmets, hi-visibility vest or jacket and any other PPE required by contractor's assessments. The wearing of shorts is not permitted on any Wynne Construction Project.
- Good housekeeping is essential on the site. Keep the site tidy. Remove all rubbish as soon as possible. Ensure all materials are stored in appropriate container and in a proper manner.
- You must obey the instructions of your supervisors. Wilful disregard of these site safety rules will result in being removed from site.
- Unauthorised visitors, children and personal pets are not allowed in the work's area.
- You must not take part in or encourage 'horse-play' of any kind.
- Consumption of alcohol within the bounds of the site is prohibited. You will not be allowed to work if unfit to do so due to the influence of drink or drugs.
- You must only enter and leave the site at the authorised points and not by any other route.
- You are required to complete a site induction and will not be allowed to work unless you have done so.
- You will attend all site safety training sessions as may be required from time to time by site management.
- Report any hazards, near misses, etc to your supervisor / manager.
- All injuries, ill health and damage incidents must be reported to site management.
- Plant and equipment must only be operated by trained and authorised personnel in the manner for which it is designed.
- A permit to work system will be operated for the following activities: hot works, electrical systems, confined spaces, working at height, excavations. Other activities may be included as decided by the site manager.
- Scaffolding and / or suitable guardrails must be provided to areas where falls are possible. Where these cannot be provided other fall arrest systems such as netting will be used. You must not work in situations where there is a risk of falling. Safety harnesses must not be used without authorisation from Site Management.
- Do not use ladders which are not tied and secure or scaffolding which is incomplete.

The Company does not permit the consumption of alcohol during working hours and forbids the use of illegal drugs. Operatives are reminded that alcohol, on average takes one hour per unit to be processed and therefore care must be taken to ensure that you are not still under the influence of alcohol should you drink the previous evening.

Additional Rules that apply to this Project:

Arrangements for Bringing Site Rules to People's Attention:

Site safety rules are brought to people's attention by the following means:

- Safety Induction Training
- HSE Committee
- Signs and Posters
- Toolbox talks
- Team Meetings

3.14 Fire and Emergency Procedures

The nominated Responsible Person will produce a site-specific Fire Risk Assessment and a Fire Safety Plan for the site. Both will be reviewed on a regular basis to reflect the site as it progresses.

A wireless temporary fire alarm system will be installed as the project progresses. The alarm system will consist of push activated call points and will be positioned alongside the fire extinguishers on each floor and within communal areas. The existing system will be modified to suit the construction process as agreed with the client.

Emergency procedures that are already in place by the Client will be communicated to all personnel and complied with.

In the event of an emergency The Site Manager will be responsible for contacting the appointed Fire Officer for the Client and conducting a role call when individuals are gathered at the designated muster point. Once mustered, the Site Manager will notify the Client that everyone is present and accounted for.

All persons will be instructed in accordance with the site Fire and Emergency Procedure (**See Fire Log Book**). This Fire Risk Assessment and Plan will be regularly updated to take into account the changing state of the development during the construction process. All site personnel must be informed of any changes.

A site plan is to be provided and displayed in relevant locations for each project indicating the positions of the following:

- Access for emergency vehicles
- Fire escape routes and positions of fire exit signs
- Locations of fire alarm points & firefighting equipment
- Positions of emergency lighting
- Monitoring procedure
- Trained / Competent Fire Warden(s) (must be present on site at all times)

The location of the nearest Defibrillator (AED) must be identified and put on the emergency notice displayed (next page). Locations can be found on the following website:

Defib finder – find the defibrillators nearest you.

A site emergency notice must be displayed in relevant locations around the site.

COMAH Sites (Control of Major Accident Hazards Regulations 1999)

All businesses in Great Britain are legally required to protect their employees, third parties and members of the public who may be affected by their work activities. There are also various legal requirements that apply to protect the environment.

When an accident occurs, having significant quantities of flammable, environmentally hazardous or toxic substances on site increases the potential to cause multiple injuries or fatalities to those working on site or living in the local

community and / or cause damage to the environment. The COMAH Regulations aim to prevent major accidents and, should one happen, require businesses to limit the effects on people and the environment.

Wynne Construction must identify all COMAH sites within close proximity to our Construction Site and note any applicable emergency procedures if any alarms are sounded.

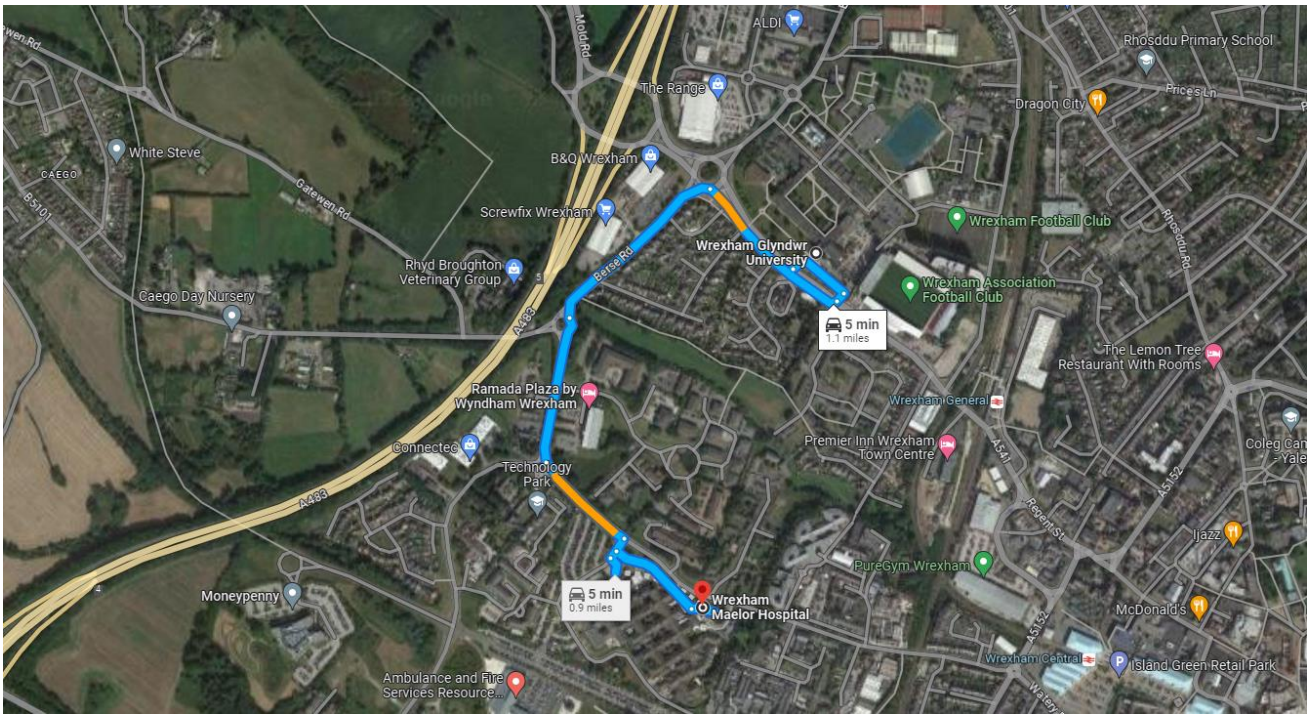
Use the following link to search for any COMAH registered establishments within 3 miles & include details found on the next page.

https://notifications.hse.gov.uk/COMAH2015/Search.aspx

Gas:	0800 111 999	Nearest Clinic:	
Electricity:	0845 272 2424	**Canolfan Iechyd Health Centre 71 Mold Rd, Wrexham LL11 2AW**	**Telephone:** 01978 720450 **Fax:** N/A
BT:	0800 917 3993		
Welsh Water:	0800 052 0130		

Site Emergency Notice (To Be Displayed on Site)

Site Name:	**Wrexham University – HEIQ Building Phase 2B**
Address:	Wrexham University. Mold Rd, Wrexham. LL11 2AW
Location of nearest Defibrillator (AED):	**Leisure Centre**
Details of any COMAH Sites within 3 miles of site:	None
Telephone Number	Graham Dickson (07718769475)
Location of Emergency Telephone	Use Mobile Phones
Location of First Aid Box	See Fire / Welfare plan (**Displayed**)
First Aiders	Site Manager
Location of Fire Fighting Equipment (Extinguishers)	See Fire / Welfare plan (**Displayed**)
Emergency Evacuation Point	See Fire / Welfare plan (**Displayed**)
Emergency Warning	Fire Alarms (Screamers / Rotary Bells)
Address / Location of nearest Emergency Hospital (to include location map)	Wrexham Maelor Hospital Croesnewydd Road Wrexham LL13 7TD Tel: 01978 291100 Type of Hospital: Major acute - Major A&E - Open 24 hours 1.1 Miles from Site (5 minutes)



Fire Wardens and Marshals	Site Manager

PROJECT FIRE SAFETY PLAN

SITE FIRE SAFETY PLAN (to be Displayed on Site)

To safeguard against life, damage to property and the effects of fire Wynne Construction will draw up a fire plan in line with the revised guidance HSG 168 Fire safety in construction. The site manager will be deemed as the responsible person on site. Fire arrangements will be conveyed to all persons during the site-specific induction signage will be displayed as needed and any changes will be agreed with the client's representative at the site and will be conveyed through the medium of toolbox talks to all operatives on site.

Fire Induction	All persons coming to site will undergo an induction detailing the precautions put in place and actions to be taken in the event of a fire or emergency.
Extinguishers	Will be positioned in the site office, compound and located at various points around the site depending on the work activities underway. A suitable fire extinguisher must be present when carrying out any Hot Works or Electrical works.
Exit Routes	These are to be kept clear at all times, should a need arise to change any routes all personnel will be instructed of the changes.
Assembly Points	An assembly point has been established at the welfare compound and is the main assembly point for those undertaking works on behalf of Wynne Construction.
Outbreak	A wireless fire alarm will be sounded should a fire breakout on site. The site compound area is designated as the assembly point for all persons on site. This will be conveyed during induction. The alarm must be raised immediately, and contact made with the Site Manager / Site Foreman, emergency services and Client.

DO NOT PRESUME THAT SOMEONE ELSE HAS MADE THE CALL TO THE EMERGENCY SERVICES.

The Site Manager / Site Foreman will also undertake a daily fire safety check, which will include:	▪ The means of escape is maintained ▪ High standards of housekeeping ▪ Hot work Electrical work or any work is carried out under a permit to work.

A "Hot Works Permit" will be required where there is a risk of fire to existing structures arising out of the construction activity.

The "Hot Works Permit" will detail the precautions and procedures to be adopted to avoid the risk of fire and to ensure that the area is left in a safe condition once works are complete.

Examples of activities that may require a Hot Works Permit are welding, brazing, flame soldering, grinding or using a blowlamp.

3.15 Scaffold Inspections

Wynne Construction Site Management will be responsible for the safe condition of all scaffolding in use on the project. All scaffolding will be inspected on a weekly basis.

Scaffold should only be erected, dismantled or adjusted by trained Scaffolders working in accordance with current legislation and the National Association of Scaffold Contractors (NASC) guidance document.

Where system scaffold is used, the competency of the persons erecting it should include formal training provided by the system scaffold supplier as a minimum.

The scaffold should be erected in accordance with the design prepared by a competent person and should not be used until a handover certificate has been completed by the scaffolder and the workplace management have inspected the scaffold.

Scaffold loading bays should be clearly signed with their safe working load and provided with safety gates.

The scaffold and access ladders should be visually inspected by a competent person at the start of each working day, and weekly inspections carried out and recorded (**See File 5**). The Scaffold should also be inspected following any alteration or incident that may have affected its stability e.g. high winds, struck by plant etc.

Site management will hold the Scaffold Register in the site office (**See File 5**).

All scaffold inspections will be carried out in accordance with current legislation.

3.16 Plant, Tools and Equipment

Plant, Tools and Equipment should be hired in from suppliers that have been approved by Wynne Construction. The selection of plant, tools and equipment will include for the reduction of ill-health effects, e.g. reduced noise and vibration emissions.

All plant and equipment should be fully certificated, have evidence of a current thorough examination and should only be operated by persons who have completed the appropriate training for the specific item of plant and equipment to be used.

All plant and equipment will be used and maintained in accordance with the Provision and Use of Work Equipment Regulations (PUWER). Powered equipment and tools brought onto site should have the appropriate records of PAT testing.

Records of inspection and service records will be kept on file electronically (**See FieldView**).

Sub-Contractors will be utilising a variety of equipment for working at height including, tower scaffolding, podiums, step ladders and MEWPS. If MEWPS are utilised, the floor loadings need to be taken into consideration and arrangements in place for accessing from the ground floor. The Client has confirmed that the personnel lift in reception can be used for this task.

Other plant and equipment that me be used include:

- Groundworks – excavators, dumpers, telehandler, various hand tools
- Internal Finishers – access equipment, 110v power tools, various hand tools
- Mobile crane and other lifting equipment

4.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

Contract Retained Risks which could be encountered during the project:

Control Measures:

- Risk Assessment
- Method Statement
- Permit to Work
- Other Assessments (COSHH, Manual Handling, Noise, Vibration)

The Client has confirmed that a Permit To Work Procedure is in operation and will be managed with Wynne Construction's Site Supervisor.

Safety Risks	Applicable to Project?	Control Measures
Delivery & removal of materials (Including Waste) & work equipment taking into account of any risks to the public, for example during access to or egress from the site	**Yes**	See section below "Road & Traffic Systems Adjacent to Site"
Dealing with services – Water, Electricity, Gas, Communications, including Overhead Power lines and Temporary Electrical Installations	**Yes**	See section below "Existing Services"
Accommodating adjacent land use (neighbours)	**Yes**	See section below "Site Security and Public"
Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures	**Yes**	See section below "Existing Structures"
Demolition and Dismantling Works	**Yes**	
Preventing falls	**Yes**	See section below "Working at Heights"
Work with or near fragile materials	**No**	See section below "Working on Roofs or Fragile Materials"
Control of lifting operations	**Yes**	See section below "Lifting Operations"
The maintenance of plant and equipment	**Yes**	See section below "Maintenance of Plant and Equipment"
Work on excavations and work where there are poor ground conditions	**Yes**	See section below "Excavations"
~~Work on wells, underground earthworks and tunnels~~	**No**	~~See section below "Wells, Underground Earthworks and Tunnels"~~
~~Work on or near water where there is a risk of drowning~~	**No**	~~See section below "Working on or Near Water"~~
~~Work involving diving~~	**No**	~~See section below "Diving Works"~~
~~Work on Cofferdams and / or Caissons~~	**No**	~~See section below "Working on Cofferdams and / or Caissons"~~
Work in Confined Spaces	**Yes**	See section below "Work in Confined Spaces"
Work using Compressed Air	**No**	See section below "Work using Compressed Air"
~~Work involving explosives~~	**No**	~~See section below "Working with Explosives"~~
Traffic routes and segregation of vehicles and pedestrians	**Yes**	See section below "Site Access & Egress Points, Personnel / Equipment Access"
Storage of materials (particularly hazardous materials) and work equipment	**Yes**	See section below "Storage of Materials"
Any other significant safety risks?		

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The next table is the significant health risks and control measures applicable to the project

Health Risks	Applicable to Project?	Control Measures
The removal of / exposure to asbestos	**Yes**	See section below “Control and Removal of Asbestos”
The production of dust	**Yes**	See section below “Dust Control and Suppression”
Dealing with contaminated land	**Yes**	See section below “Dealing with Contaminated Land”
Manual handling	**Yes**	See section below “Manual Handling”
Use of hazardous substances, particularly where there is a need for health monitoring	**Yes**	See section below “Hazardous Substances / COSHH”
Reducing noise and vibration	**Yes**	See section below “Controlling Noise and Vibration”
Work with ionising radiation	**No**	See section below “Ionising Radiation”
Exposure to UV radiation (from the sun)	**Yes**	See section below “UV Radiation (Exposure from the Sun)”
Any other significant health risks?		
	No	

Safety Risks Control Measures

Road & Traffic Systems Adjacent to Site

Traffic routes must remain clear at all times for emergency access and also the free flow of Client traffic. All the systems of work and traffic management are to be included in the project files.

All abnormal deliveries should check their route to site before delivery. All plant and storage on site should be properly secured at night and when not in use.

If applicable, advance warning signs advising of the construction site and presence of heavy vehicles will be installed at the start of the project. Speed limit on site will be 10mph.

The confines of the site will be under the full control of Wynne Construction. Suppliers will be informed of the location of the site. Delivery drivers coming to site will be asked to contact the Site Manager prior to arrival, so that they can be met by a banksman and parked safety ready for the removal of deliveries / materials. During the replacement / removal of skips vehicles entering the pedestrian zone will be under the direction of a banksman and barriers arranged accordingly.

Documents to consider mitigating the risk from Road & Traffic Systems Adjacent to Site:

Document Type	Document Title
Risk Assessment	Use and Loading of Transport
Risk Assessment	Use of a Telehandler
Risk Assessment	Use of a Mobile Crane
Risk Assessment	Use of a HIAB or Lorry Loader
Risk Assessment	Use of a Site Dumper
Risk Assessment	Use of a Mechanical Road Sweeper
Risk Assessment	Reversing Vehicles on Work Sites
Risk Assessment	Pedestrian Management
Risk Assessment	Working in Traffic Management
Risk Assessment	Temporary Traffic Light Control
Safe System of Work	Site Set Up Plan

Route to Site Compound



Safety Risks Control Measures

Existing Services

The Client is responsible for ensuring that adequate information is provided identifying the location of services within work areas.

Service drawings have been provided as part of the Pre-Construction Pack and identify known services within the immediate location of the site. Unknown services have also been identified and will investigated as part of the initial enabling works. Service Drawings will be included as part of the Permit to Break Ground (Permit to Dig). This information will be passed on to relevant Sub-Contractors involved in works on site.

It is the responsibility of Wynne Construction to undertake a visual survey and record / identify all services within the site area if required.

All existing services must be location isolated and disconnected prior to any works commencing and a certificate of reoccupation issued if applicable. “Lock OFF” procedures to be discussed with the Client and agreed.

Records of services isolated during the works will be made and issued to the Client upon completion.

Where there is a risk to construction work from overhead electric power cables:

- They must be directed away from the area of risk; or
- The power must be isolated and, where necessary, earthed

If the above cannot be carried out, suitable warning notices must be provided together with one or more of the following:

- Barriers suitable for excluding work equipment which is not needed;
- Suspended protections where vehicles need to pass beneath the cables; or
- Measures providing an equivalent level of safety.

Documents to consider mitigating the risk from Existing Services:

Document Type	Document Title
Safe System of Work	Obtain **Service Drawings** to know locations prior to work
Risk Assessment	Knocking in Kerb Pins or Setting Out Stakes
Risk Assessment	Land Surveying and Setting Out
Risk Assessment	Fencing / Hoarding Erection and Repair
Risk Assessment	Use and Unloading of Transport
Risk Assessment	Use of a Mobile Elevated Working Platform (MEWP)
Risk Assessment	Use of a Telehandler
Risk Assessment	Use of a Mobile Crane
Risk Assessment	Use of a HIAB or Lorry Loader
~~Risk Assessment~~	~~Use of a Wheeled Excavator~~
Risk Assessment	Use of Ladders on Site
Risk Assessment	Use of a Road Saw
Risk Assessment	Use of Gas Powered Tools (Nail Guns)
Risk Assessment	Working Close or Under Overhead Cables
Risk Assessment	Machine Excavation of Holes and Trenches
Risk Assessment	Use of a Mini Excavator
Risk Assessment	Hand Excavation of Holes
Risk Assessment	Excavations
Risk Assessment	Electrical Work and Isolation
~~Risk Assessment~~	~~Palisade Fencing Installation and Repair~~
Guidance Document	HSG 47 – Avoiding Danger from Underground Services
Guidance Document	GS6 – Avoiding danger from overhead power lines
Permit	Permit to Break Ground (Permit to Dig)
Permit	Permit to Work Electrical

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Safety Risks Control Measures

Site Security and Public

Where necessary in the interests of health and safety, the site must, so far as is reasonably practicable, and in accordance with the level of risk posed, comply with either or both of the following:

- Have its perimeter identified by suitable signs and be arranged so that its extent is readily identifiable; or
- Be fenced off.

It is imperative that the works areas are secured from unauthorised access.

All reasonable steps will be taken to ensure that only authorised persons are allowed onto the site or part of the site where construction work is being carried out.

Site boundaries, securely fenced and signed, will be adapted as and where necessary as work progresses. Please refer to "**HSG 151 – Protecting the Public – Your Next Move"** for further guidelines.

The site compound will be secured at all times; all areas under construction will be left secure at the end of shift. Access gate will be closed at the end of shift. Site fencing will be checked daily to ensure it remains secure.





Examples of Site Boundary Security

Signage will need to be clear to inform the contractors and public of the dangers and of any change in fire routes.

All visitors will need to sign in and out and be escorted at all times in the construction areas.

Documents to consider mitigating the risk from Site Security and Public:

Document Type	Document Title
Safe System of Work	Site Set Up Plan
Risk Assessment	Fencing / Hoarding Erection and Repair
Risk Assessment	Violence from Members of the Public
Risk Assessment	Use of a Petrol Disc Cutter
Risk Assessment	Use of a Mechanical Road Sweeper
Risk Assessment	Reversing Vehicles on Work Sites
Risk Assessment	Access for Visitors and Delivery Drivers to Hazardous Areas
Risk Assessment	Pedestrian Management
Risk Assessment	Stop & Go Board Traffic Control
Risk Assessment	Temporary Traffic Light Control
Risk Assessment	Working on Scaffolds
Guidance Document	HSG 151 – Protecting the Public – Your Next Move

Safety Risks Control Measures

Work in Confined Spaces

Confined Space: Any place, including a chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

Related Risks:

- Serious injury arising from a fire or explosion
- Loss of consciousness arising from an increase in body temperature
- Loss of consciousness or asphyxiation arising from gas, fume, vapour or the lack of oxygen
- Drowning arising from the increase in the level of liquid
- Asphyxiation arising from a free flowing solid or because of entrapment by it

Work in confined spaces should be supervised by a competent person and only suitably trained personnel should be allowed to enter any confined space. No confined space should be entered without the express permission of the operations management team, e.g. Permit to Enter issued and the provision of suitable equipment for confined space entry, work within and also for emergency rescue.

The operations management team should not allow work to commence until they have reviewed the information contained in risk assessments and method statements and they are satisfied that reasonable controls measures have been considered at the planning stage and controls that were identified are in place.

The confined space pre-entry checklist should be consulted prior to work commencing and the appointed competent person should complete the permit to enter. If the operations management team has any queries with the methods of working, the equipment or any other concerns then a specialist should be contacted.

The competency levels of all persons who form part of the confined spaces team should be checked as should the records of test and examinations for any plant or equipment that is to be used during the operation.

Operatives should be briefed about the specific working practices they must adopt and the risks associated with the area they will be working in, records of briefings should be kept.

If applicable, the appointed top man should use a system of checking the entry and exit of personnel from the confined space (Tally Sheet).

Operatives should, where appropriate, be issued with information and the symptoms of Leptospirosis and advised on the precautions and the actions to take if they feel unwell.

Documents to consider mitigating the risk from Confined Spaces:

Document Type	Document Title
Safe System of Work	Method Statement
Safe System of Work	Rescue Plan
Risk Assessment	Vertical Confined Spaces Entry
Risk Assessment	Horizontal Confined Spaces Entry
Risk Assessment	Leptospirosis & Biological Hazards
Risk Assessment	Work on or Near Water
Risk Assessment	Working with or Discovering Contaminated Ground or Materials
Risk Assessment	Excavations
Risk Assessment	Use of Temporary Earth Support in Excavations
Risk Assessment	Working around Manholes, Shafts and Other Voids
Guidance Document	INDG258(rev1) – Confined Spaces
Permit	Permit to Enter
Form	Air Quality Monitoring Sheet

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Safety Risks Control Measures

Working at Heights

The Working at Height Regulations came into force in April 2005. They call for a systematic approach to working at height, to include a hierarchy of control starting with a risk assessment of the process.

All work will follow a hierarchy of control set out in the agreed standards, which include. Risk assessment should look at the following elements:

- Avoidance – were possible avoid work at height
- Mitigate – mitigate the consequences of the fall preferring collective protection as opposed to personal i.e. scaffolding, netting as opposed to harnesses
- Competence – all persons involved should be trained in sae working procedures or working at height and the equipment they are using.
- Selection of Equipment- only use work equipment that is suitable for the purposes of adequate strength and free from defects.
- Regularly inspected- all equipment should be part of an inspection and maintenance regime.
- Records - Records must be kept of all such equipment and training.

On Wynne Construction projects the use of ladders/step ladders should be a last resort. Where space permits, all works at height should be completed using alternative equipment such as podiums, scaffolding towers or MEWPS.

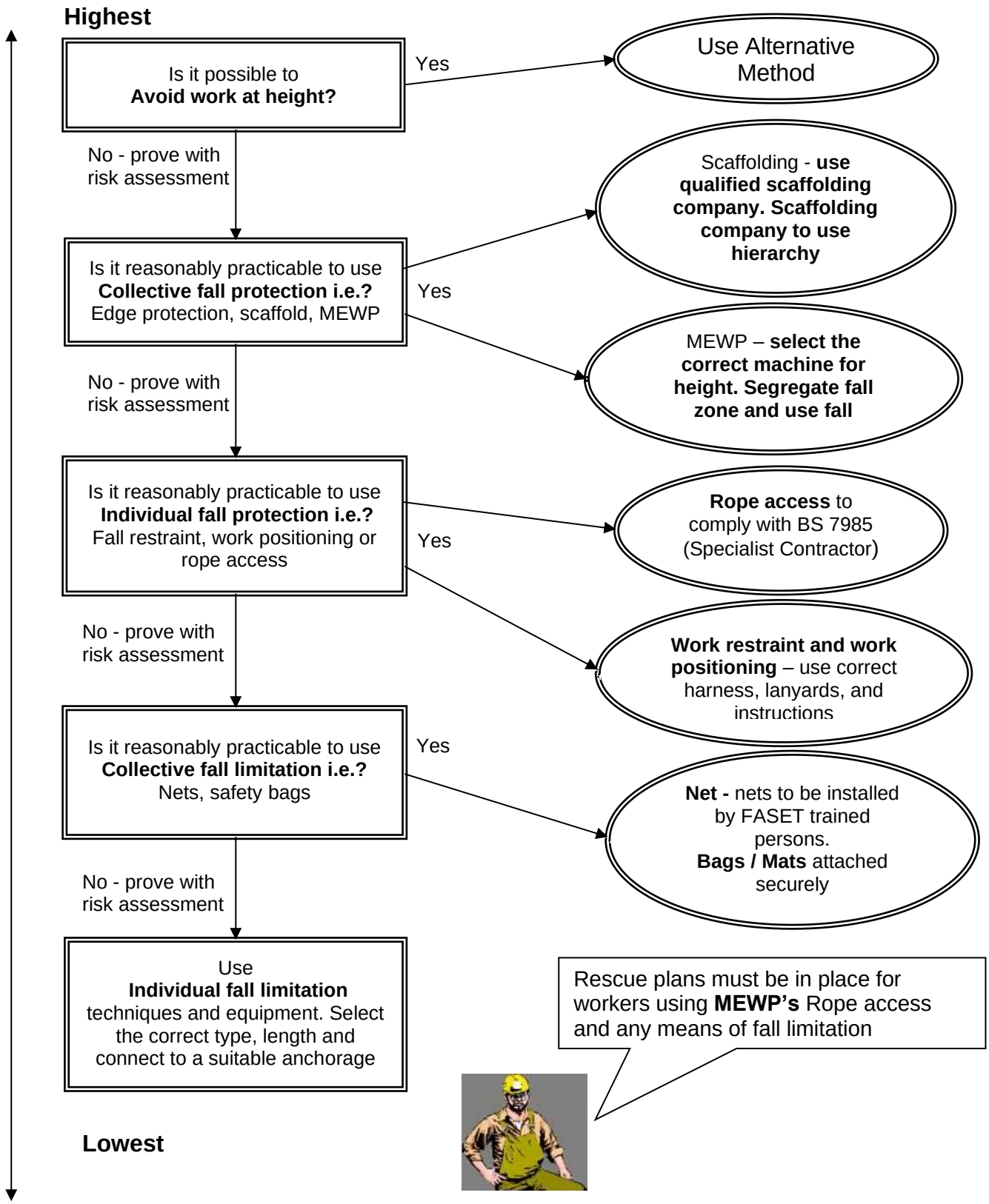
All Works at Height will be managed by way of a Permit system. The permit will record the type of equipment being permitted to be used and the risks associated with it.

Other Considerations - The weather must also be taken into consideration when deciding upon a safe system for carrying out any work at height, because of the additional risks that this can present.

Documents to consider mitigating the risk for working at heights:

Document Type	Document Title
Risk Assessment	Use of a Mobile Elevated Working Platform (MEWP)
Risk Assessment	Use of Podium Access Platforms
Risk Assessment	Use of Step Ladders
Risk Assessment	Use of Ladders on Site
Risk Assessment	Erection of Tower Scaffolds
Risk Assessment	Use of Tail Lifts
Risk Assessment	Use of Fall Arrest & Work Restraint Equipment
Risk Assessment	Working on Scaffolds
Risk Assessment	Brick and Blockwork Construction
Risk Assessment	Plastering
Risk Assessment	Painting Operations
Risk Assessment	Roofing Works
Safe System of Work	Rescue Plan for Works using Fall Arrest Systems
Permit	Permit to Work at Height
Guidance	INDG401 – Working at Height
Guidance	INDG455 – Safe Use of Ladders and Stepladders

WORKING AT HEIGHTS DECISION TREE:



Safety Risks Control Measures

Working on Roofs and Fragile Materials

The Working at Height Regulations came into force in April 2005. They call for a systematic approach to working at height, to include a hierarchy of control starting with a risk assessment of the process.

Any work on roofs must be risk assessed and have the following control hierarchy in place:

- Edge Protection – Handrails to prevent falls
- Fall Restraint – e.g. Man safe system (harness)..etc
- Fall Arrest – e.g. soft landing bags, safety nets..etc

Falls through fragile roofs and fragile roof lights cause death and serious injury.
They account for almost a fifth of all the fatal accidents which result from a fall from height in the construction industry.

The following are likely to be fragile:

- old roof lights;
- old liner panels on built-up sheeted roofs;
- non-reinforced fibre cement sheets;
- corroded metal sheets;
- glass (including wired glass);
- rotted chipboard; and
- slates and tiles.

Before work starts:

- Ensure that a competent person assesses the roof using a safe system of work
- Can the work be carried out from inside? Avoiding need to work on top of the fragile roof
- Ensure the work is properly planned in advance by a contractor with sufficient expertise in working on fragile roofs.
- Specify non-fragile assemblies for new and replacement roofs.
- Satisfy yourself that the contractors have allowed sufficient time to carry out the work safely.

Planned Roofing Works
Elements of the works include accessing the roof of the building to make good openings where existing mechanical units were extracted out from and the installation of AOV's. These works will be completed using the existing man safe system and the provision of scaffolding in areas. Permit system will be in place for these works.

Documents to consider mitigating the risk from Working on Roofs & Fragile Materials:

Document Type	Document Title
Safe System of Work	Method Statement
Risk Assessment	Use of a Mobile Elevated Working Platform (MEWP)
Risk Assessment	Use of Ladders on Site
Risk Assessment	Use of Bitumen Boilers
Risk Assessment	Use of Fall Arrest & Work Restraint Equipment
Risk Assessment	Working on Scaffolds
Risk Assessment	Pigeon Dropping Removal
Risk Assessment	Working with Asbestos
Risk Assessment	Working with Lead
Risk Assessment	Working on Roofs (Solid)
Risk Assessment	Working on Roofs (Fragile)
Risk Assessment	Roofing Works
Guidance Document	INDG 401 – Working at Height
Guidance Document	GEIS5 – Fragile Roofs

Management of Temporary Works

The health and safety risks associated with temporary works will be controlled by Wynne Construction with the formal appointment of competent designers, engineers and temporary works co-ordinators in conjunction with the operations management team. The site manager will have received Temporary Works Co-ordinator training and will be responsible for the co-ordination and management of temporary works.

A detailed process for the management of Temporary Works is available to all the site teams and contained within **Site File 6**.

Temporary works could include haul roads, excavations, ground dewatering, special foundations, pipe testing, watercourse diversions, dams, pedestrian bridges, vehicular bridges, false work, formwork, protection or support to statutory undertakers' equipment, existing structures, or scaffolding.

Temporary works will be controlled by the provision of risk assessments, method statements, permits to load / dismantle, etc and inspections during the works by competent persons. Where medium or high-risk temporary works are identified competent engineers should be advised by the design team and they should approve the design and checking strategy for the works and follow the engineering guidelines appropriate to the type of work.

A Temporary Works Permit will be completed by the appointed Temporary Works Co-ordinator detailing the exact scopes of the works and the required methods of support etc. Once a design has been issued by the competent designer, a Temporary Works Permit will be completed by the Temporary Works Co-ordinator and a record of the Permit made on FieldView.

The design of temporary works should take the following into consideration as a minimum:

- Load bearing capacity and nature of the site conditions
- Access for site and other traffic
- Means of safe access for erection, dismantling and placement of construction materials
- Anticipated weight of plant and equipment
- Effects of the weather

Documents to consider mitigating the risk from Temporary Works:

Document Type	Document Title
Risk Assessment	Fencing / Hoarding Erection and Repair
Risk Assessment	Storage of Loose or Palletised Materials on Sites
Risk Assessment	Major Project Site Welfare
Risk Assessment	Demolition of Structures
Risk Assessment	Breaking out of Concrete or Other Materials
Risk Assessment	Use of Temporary Structural Supports
Risk Assessment	Use of Temporary Earth Support in Excavations
Process 57	Control of Temporary Works

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Safety Risks Control Measures

Lifting Operations

The operations management team should classify and plan all lifts so that they are carried out safely. The planning of lifts will depend on their classification e.g. complex, standard, basic.

All lifts by cranes should be carried out under the control of an Appointed Person who has the adequate competency, training and knowledge to fulfil the role. No plant or equipment used in any lifting operations should be used unless persons with the correct level of competency have been nominated and the plant / equipment is suitably tested, examined and inspected in accordance with legal requirements. Lifts should not be carried out without the appropriate lifting plans and method statements being reviewed by the project management team.

Where simple lifts are carried out by other plant e.g. excavators, lorry loaders (HIAB) etc. a basic lifting plan should be completed that assesses the risks from the operations and ensures the suitability of the environment, the selection of machinery, the condition of lifting equipment and training and experience of persons involved in the process to carry out the lift safely.

Hoists are classed as lifting operations, where used, hoists should be designed and erected by competent persons and operated by trained competent persons. Hoists should be fully enclosed and fitted with gates, where personnel are to be carried interlocking gates are required. The hoists should only be used in accordance with manufacturer's instructions.

Appointed Persons should keep a log of the lifts they have supervised to demonstrate their experience and knowledge is continually updated.

Documents to consider mitigating the risk from Lifting Operations:

Document Type	Document Title
Safe System of Work	Lift Plan / Method Statement
Risk Assessment	Land Surveying and Setting Out
Risk Assessment	Use and Unloading of Transport
Risk Assessment	Use of a Mobile Elevated Working Platform (MEWP)
Risk Assessment	Use of a Telehandler
Risk Assessment	Use of a Mobile Crane
Risk Assessment	Use of a HIAB or Lorry Loader
Risk Assessment	Using Lifting Accessories
Risk Assessment	Use of a Wheeled Excavator
Risk Assessment	Use of Ladders on Site
Risk Assessment	Use of Tail Lifts
Risk Assessment	Use of Fall Arrest & Work Restraint Equipment
Risk Assessment	Reversing Vehicles on Work Sites
Risk Assessment	Working Close or Under Overhead Cables
Risk Assessment	Working on Scaffolds
Guidance Document	L113 – Safe Use of Lifting Equipment
British Standard	BS 7121 – Code of Practice for Safe Use of Cranes
Permit	Permit to Lift

Safety Risks Control Measures

Maintenance of Plant and Equipment

Plant, Tools and Equipment should be hired in from reputable suppliers or maintained at regular intervals if owned by the company. The selection of plant, tools and equipment will include for the reduction of ill-health effects, e.g. reduced noise and vibration emissions.

All plant and equipment should be fully certificated, have evidence of a current thorough examination and should only be operated by persons who have reached the age of 18 years, hold a relevant CSCS / CPCS / NPORS certificate of competence for the specific item of mobile plant, and they have been authorised to operate the plant by the project management team.

All plant and equipment will be used and maintained in accordance with the Provision and Use of Work Equipment Regulations (PUWER).

All powered equipment and tools brought onto site should have the appropriate records of PAT testing.

Plant and equipment that is to be utilised for working at height must be appropriate to the task and in good condition, free from defects. On this project access tower scaffolding and small push along MEWPS are the preferred options for working at height. Where access is restricted, the use of step ladders/ladders will be permitted.

Records of inspection and service records will be kept on file in the site office.

Documents to consider mitigating the risk from Maintenance of Plant and Equipment:

Document Type	Document Title
Safe System of Work	Equipment Inventory and Maintenance Schedule
Risk Assessment	LGV or Plant Maintenance (Light Maintenance Only)
Risk Assessment	Woodwork Machinery
Risk Assessment	Use of Lasers
Risk Assessment	Various Risk Assessments for Use of Plant & Equipment (see list online)
Risk Assessment	Use of Temporary Structural Supports
Risk Assessment	Use of Temporary Earth Support in Excavations
Form	Plant Daily Check Sheet
Form	Vehicle Daily Check Sheet
Form	Daily Equipment Check Sheet
Form	Woodworking Equipment Pre-Use & Maintenance Check Sheet
Guidance Document	INDG291 – Providing and Using Work Equipment Safely

Safety Risks Control Measures

Excavations

The Site Manager will ensure that all controls are put in place before issuing **Permits to Break Ground (Permit to Dig).** No person is permitted to enter any excavation until the areas have been CAT scanned and where necessary gas detection equipment has been used to ensure the safety of all persons.

Existing Services: Service plans and drawings from all utility companies are available and should be referenced before any excavation takes place. **A PERMIT TO BREAK GROUND (PERMIT TO DIG)** will be issued before any excavations are carried out.

All trial holes dug within 500mm of underground service should be excavated **BY HAND.**

All practicable steps must be taken to prevent danger to any person, including, where necessary, the provision of supports or battering, to ensure that:

- No excavation or part of an excavation collapses;
- No material forming the walls or roof of, or adjacent to, any excavation is dislodged or falls; and
- No person is buried or trapped in an excavation by material which is dislodged or falls.

Suitable and sufficient steps must be taken to prevent any person, work equipment, or any accumulation of material from falling into any excavation.

Suitable and sufficient steps must be taken, where necessary, to prevent any part of an excavation or ground adjacent to it from being overloaded by work equipment or material.

The Site Manager (or Competent Person) will inspect an excavation:

- At the start of the shift in which the work is to be carried out
- After any event likely to have affected the strength or stability of the excavation
- After any material unintentionally falls or is dislodged

Construction work must not be carried out in the excavation until any matters raised during the inspections has been satisfactorily remedied.

The excavation inspection record is required to be completed once every 7 days or where there have been significant changes.

Documents to consider mitigating the risk from Excavations:

Document Type	Document Title
Safe System of Work	Method Statement
Safe System of Work	Obtain **Service Drawings** to know locations prior to work
Risk Assessment	Knocking in Kerb Pins or Setting Out Stakes
Risk Assessment	Fencing / Hoarding Erection and Repair
Risk Assessment	Use of a Road Saw
Risk Assessment	Machine Excavation of Holes and Trenches
Risk Assessment	Hand Excavation of Holes
Risk Assessment	Excavations
Risk Assessment	Use of Temporary Earth Support in Excavations
Risk Assessment	Post and Rail Fencing Repairs and Minor Erections
Guidance Document	HSG 47 – Avoiding Danger from Underground Services
Guidance Document	CIS08 – Safety in Excavations
Permit	Permit to Break Ground (Permit to Dig)
Form	Service Strike Report
Form	Temporary Works Inspections

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Safety Risks Control Measures

Site Access & Egress Points, Personnel / Equipment Access

Traffic routes must be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size.

If a traffic route does not satisfy the above, suitable & sufficient steps are taken to ensure that:

- Pedestrians or vehicles may use it without causing danger to the health or safety of persons near it;
- Any door or gate for pedestrians which leads onto a traffic route is sufficiently separated from that traffic route to enable pedestrians to see any approaching vehicle or plant from a place of safety;
- There is sufficient separation between vehicles and pedestrians to ensure safety or, where this is not reasonably practicable:
    - Other means for the protection of pedestrians are provided, and
    - Effective arrangements are used for warning any person liable to be crushed or trapped by any vehicle of its approach;
- Any loading bay has at least one exit for the exclusive use of pedestrians; and
- Where it is unsafe for pedestrians to use a gate intended primarily for vehicles, at least one door for pedestrians is provided in the immediate vicinity of the gate, is clearly marked and is kept free from obstruction.

Access and Egress to the Site: The timing and routes for deliveries must be discussed and agreed in advance with the Site Manager. Gateman to be made aware of deliveries to site.

Note - Refer to Site Set Up Drawing Plan.

Access and Egress to the Welfare Facilities / Site Compound: Access to the site Welfare Facilities and Compound is via the main car park.

Storage of materials:

Designated storage areas have been agreed and will be segregated using heras fencing.

Removal of waste material:

Removal of waste material will be by site skips. Debris will not be allowed to accumulate to cause hazard. Should the need arise these will be covered, or of a lockable type to prevent any unauthorised persons gaining entry or debris being blown around.

All personnel must take care and follow basic pedestrian routes when walking from the compound to site as this requires walking through a live car park.

Documents to consider mitigating the risk from Site Access & Egress Points, Personnel / Equipment Access:

Document Type	Document Title
Risk Assessment	Use and Loading of Transport
Risk Assessment	Use of a Telehandler
Risk Assessment	Use of a Mobile Crane
Risk Assessment	Use of a HIAB or Lorry Loader
Risk Assessment	Use of a Site Dumper
Risk Assessment	Reversing Vehicles on Work Sites
Risk Assessment	Pedestrian Management
Safe System of Work	Site Set Up Plan

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Safety Risks Control Measures

Storage of Materials

Every construction site must be clean and in good order. Wynne Construction must plan how this will be achieved and maintain a safe and clean site throughout the project life. This will depend on effective material storage and waste management which will not only improve site safety but also reduce cost and protect the environment.

MATERIALS STORAGE:

Everyone including client, contractors, suppliers and the construction trades should co-operate to ensure efficient materials storage. Wynne Construction and the project client should discuss the arrangements for materials storage. To ensure safe storage of materials on site you should ensure that the following control measures are in place:

- Pedestrian routes are separated from storage areas
- Flammable materials are stored separately and that they are protected against accidental ignition
- Safe storage of materials at height is provided, with guard rails to protect people from falling when stacking or collecting the material
- Deliveries are planned to keep the amount of storage materials on the site to the minimum

WASTE MANAGEMENT:

It is important to plan in advance who will be responsible for collecting and disposal of specific wastes produced on site and how this will be managed in a timely and effective way. To ensure appropriate waste management, the following procedures should be implemented:

- Regular clearing of flammable materials
- Regular cleaning of work areas – everyone on the site should be kept aware of this
- Planning the position of waste storage space
- Providing wheeled bins inside the buildings for safe transport of waste outside the construction site
- Provide lidded, lockable bins/skips for disposal of lightweight and combustible materials.

Documents to consider mitigating the risk from Storage of Materials:

Document Type	Document Title
Risk Assessment	Fencing / Hoarding Erection and Repair
Risk Assessment	Storage of Loose or Palletised Materials on Sites
Risk Assessment	Vehicle and Site Fire Procedures
Risk Assessment	Storage of Fuel Bowsers on Site
Risk Assessment	Storage of Dangerous and Explosive Substances
Risk Assessment	Environmental Incident Procedures
Risk Assessment	Use and Loading of Transport
Risk Assessment	Access for Visitors & Delivery Drivers to Hazardous Areas
Risk Assessment	Pedestrian Management
Risk Assessment	Toxic or Dangerous Chemical Spillage
Risk Assessment	Non-Toxic or Dangerous Chemical Spillage
Risk Assessment	Containment of Waste Oil from Watercourses
COSHH Assessment	See COSHH Section in File 2 Section 3
Safe System of Work	Site Set Up Plan

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Health Risks Control Measures

Control and Removal of Asbestos (contaminated ground)

Asbestos can be found in any building built before the year 2000 (houses, factories, offices, schools, hospitals etc) & causes around 5000 deaths every year (Joiners, Electricians..etc).

'Work with asbestos' includes:

- Work which removes, repairs or disturbs asbestos;
- Work which is ancillary to such work (ancillary work);
- Supervising the work referred to in the two bullet points above (supervisory work).

Prior to any refurbishment and / or demolition a "refurbishment and demolition" survey has to be carried out and is to be referred to before work commences. Information may also be present in the building existing health & safety file (ask the Client or the Principal Designer).

An Asbestos Demolition Survey has been carried out by Sentinel Environmental Consultancy on the 11th March 2024 which has identified ACM's in good condition for removal. This survey can be found as an appendix to this report. A second survey is to be carried out prior to demolition works beginning so that areas which hadn't been surveyed can be accessed and the presence of ACM's confirmed throughout the building.

All handling, removal and disposal of asbestos must conform to the Control of Asbestos Regulations 2012.

The Contractor / Principal Contractor must implement appropriate emergency procedures if any other suspected ACM's are found in any of the working areas and this must be highlighted and identified.

The following process will be applied and implemented:

- Do not disturb suspected material and stop work immediately.
- Isolate the area, shut doors and windows etc.
- Inform people in the immediate area and request that everyone keep away.
- Contact the Site Manager, Principal Designer and the Client.
- Post warning signs.
- Appropriate risk assessments and control procedures will be agreed by the Contractor / Principal Designer and Client.
- Samples will only be taken by UKAS accredited asbestos company.
- Comply with the Client's instructions in regard to what is to be done concerning its possible removal.

Any persons that potentially can come into contact with Asbestos Containing Materials (ACM's) during their work must receive an asbestos awareness training session.

Any contractors removing asbestos must be trained and competent. Any licensable work with asbestos must also be notified to the HSE.

Documents to consider mitigating the risk from Control and Removal of Asbestos:

Document Type	Document Title
Survey	Refurbishment and Demolition Survey
Safe System of Work	Demolition Plan and / or Asbestos Removal Plan
Risk Assessment	Inspection of Dangerous Structures and Buildings
Risk Assessment	Site Welfare
Risk Assessment	Environmental Incident Procedures
Risk Assessment	Use and Loading of Transport
Risk Assessment	Use of Ladders on Site
Risk Assessment	Use of Hand Tools
Risk Assessment	Access for Visitors & Delivery Drivers to Hazardous Areas
Risk Assessment	Leptospirosis and Biological Hazards
Risk Assessment	Treatment of Sharps and Syringes

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Risk Assessment	Working with or discovering contaminated ground or materials
Risk Assessment	Demolition of Structures
Risk Assessment	Working with Asbestos
Guidance	L143 – Managing and Working with Asbestos
Asbestos Essential Guides	See online for the guides (mini method statements)

Health Risks Control Measures

Dust Control and Suppression

Construction dust is not just a nuisance; it can seriously damage your health and some types can eventually even kill. Regularly breathing these dusts over a long time can therefore cause life-changing lung diseases.

There are many different types of dusts that you may find on a construction site. There are three main types:

- Silica dust – created when working on silica containing materials like concrete, mortar and sandstone (also known as respirable crystalline silica or RCS);
- Wood dust – created when working on softwood, hardwood and wood-based products like MDF and plywood;
- Lower toxicity dusts - created when working on materials containing very little or no silica. The most common include gypsum (plasterboard), limestone, marble & dolomite.

Before work starts, look at ways of stopping or reducing the amount of dust you might make. Use different materials, less powerful tools or other work methods e.g. you could use

- The right size of building materials so less cutting or preparation is needed;
- Silica-free abrasives to reduce the risks when blasting;
- A less powerful tool – e.g. a block splitter instead of a cut-off saw;
- A different method of work altogether – e.g. a direct fastening system.
- On-tool extraction – removes dust as it is being produced. It is a type of local exhaust ventilation (LEV) system that fits directly onto the tool. This 'system' consists of several individual parts – the tool, capturing hood, extraction unit & tubing. Use an extraction unit to the correct spec. (i.e. H (High) M (Medium) or L (Low) Class filter unit). Don't just use a general commercial vacuum.

Water or on-tool extraction may not always be appropriate, or they might not reduce exposure enough. Often Respiratory Protection Equipment (RPE) has to be provided as well. You will need to make sure that the RPE is:

- Adequate for the amount and type of dust – RPE has an assigned protection factor (APF) which shows how much protection it gives the wearer. The general level for construction dust is an APF of 20. This means the wearer only breathes one twentieth of the amount of dust in the air;
- Suitable for the work – disposable masks or half masks can become uncomfortable to wear for long periods. Powered RPE helps minimise this. Consider it when people are working for more than an hour without a break;
- Compatible with other items of protective equipment;
- Fits the user. Face fit testing is needed for tight fitting masks;
- Worn correctly. Anyone using tight-fitting masks also needs to be clean shaven.

Remember: RPE is the last line of protection. If you are just relying on RPE you need to be able to justify your reasons for this. The HSE have a "zero tolerance" policy on dust and will issue notices / prosecute if any breaches are found.

When working in live environments, additional control measures such as the use of dust barriers and extraction units will be introduced to contain airborne particles that may be generated by construction activities.

Documents to consider mitigating the risk from Dust Control and Suppression:

Document Type	Document Title
Safe System of Work	Demolition Plan
Risk Assessment	Inspection of Dangerous Structures and Buildings
Risk Assessment	Personal Protective Equipment
Risk Assessment	Use of Electrical Hand Tools
Risk Assessment	Use of a Petrol Disc Cutter
Risk Assessment	Use of a Jig Saw, Use of Circular Saws, Use of a Panel Saw
Risk Assessment	Demolition of Structures
Risk Assessment	Breaking out of Concrete or Other Materials
Risk Assessment	Carpentry (General)
Risk Assessment	Mixing Plaster
Guidance	Construction Information Sheet No36 (CIS36 – Construction Dust)
Guidance	INDG463 – Control of exposure to silica dust

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Health Risks Control Measures

Manual Handling

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. But it's not just a case of 'pulling something' due to the weight of the item, although this can be a cause of injury. Injuries can be caused because of the amount of times you have to pick up or carry an item, the distance you are carrying it, the height you are picking it up from or putting it down at (picking it up from the floor, putting it on a shelf above shoulder level) and any twisting, bending stretching or other awkward posture you may get in whilst doing a task.

Manual handling is one of the most common causes of injury at work and causes over a third of all workplace injuries which include work related Musculoskeletal Disorders (MSDs) such as upper and lower limb pain / disorders, joint and repetitive strain injuries of various.

Manual handling injuries can occur almost anywhere in the workplace and heavy manual labour, awkward postures and previous or existing injury can increase the risk. Work related manual handling injuries can have serious implications for both the employer and the person who has been injured. Employers may have to bear substantial costs, through lost production, sickness absence costs of retraining, wages / overtime to cover for the absent person and potentially compensation payments. The injured person may find that their ability to do their job is affected and there may be an impact on their lifestyle, leisure activities, ability to sleep and future job prospects.

The Manual Handling Operations Regulations 1992 require employers to identify all Manual Handling tasks and to reduce the health and safety risk as far as is reasonably practical.

Wynne Construction should attempt to:

- Replace the manual handling task with a mechanical system, or if this is not possible;
- Provide some mechanical aids to the manual handling task and;
- To assess the remaining manual handling risk so that these can be controlled by a suitable safe system of work

Manual handling assessments will be used to assess all manual-handling tasks.

All Method Statements from Sub Contractors will be scrutinised to identify manual handling activities. Any Manual Handling activities which are planned by Wynne Construction will be assessed and recorded.

Documents to consider mitigating the risk from Manual Handling:

Document Type	Document Title
Manual handling assessments	See library in File 2 Section 4
Risk Assessment	Fencing / Hoarding Erection and Repair
Risk Assessment	Use of a Forklift Truck
Risk Assessment	Use of a Strimmer
Risk Assessment	Use of a Petrol Disc Cutter
Risk Assessment	Use of Powered Concrete Mixers
Risk Assessment	Use of Powered Vibrating Poker
Risk Assessment	Use of Heavy Pneumatic Breakers
Risk Assessment	Use of a Petrol-Powered Breaker
Risk Assessment	Use of a Pallet Truck
Risk Assessment	Handling of Windows and Other Glass Materials
Risk Assessment	Handling & Use of Drainage Pipes and Manhole Materials
Risk Assessment	Brick and Blockwork Construction
Risk Assessment	Kerb and Slab Laying (Mechanical and Manual)
Risk Assessment	Lifting and Handling Ironwork
Guidance	INDG143 - Manual Handling at Work (A brief guide)
Guidance	INDG398 - Making the best use of lifting and handling aids

Health Risks Control Measures

Hazardous Substances / COSHH

COSHH covers substances that are hazardous to health. Substances can take many forms and include:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases and
- Germs that cause diseases such as leptospirosis or legionnaires disease.

All hazardous substances will be assessed in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

The regulations place duties on all employers to carry out a COSHH assessment on all substances within the place of work, which are hazardous to health.

Appropriate facilities will be provided for the storage of COSHH Substances. Facilities are to be well ventilated and hazard warning signage displayed. COSHH Assessments and Safety Data Sheets will be available for all COSHH Substances.

These assessments must be completed with details of:

- The nature and form of the substance
- How the substance is to be used on site?
- Where on site the substance is to be used
- Exposure duration
- Precautions to be taken
- Emergency arrangements

New COSHH Pictograms:



Documents to consider mitigating the risk from Hazardous Substances / COSHH:

Document Type	Document Title
COSHH Assessments	See library in File 2 Section 3
Risk Assessment	LGV or Plant Maintenance (Light Maintenance Only)
Risk Assessment	Storage of Loose or Palletised Materials on Site
Risk Assessment	Storage of Fuel Bowsers on Site
Risk Assessment	Personal Protective Equipment
Risk Assessment	Leptospirosis & Biological Hazards
Risk Assessment	Working on or Near Water
Risk Assessment	Toxic or Dangerous Chemical Spillage
Risk Assessment	Non-Toxic or Dangerous Chemical Spillage
Risk Assessment	Litter Picking
Risk Assessment	Working with Lead
Risk Assessment	Welding and Cutting (oxy and arc)
Risk Assessment	Mixing Plaster
Risk Assessment	Painting Operations
Risk Assessment	Laying of Surfacing by Hand or Machine
Guidance	INDG136 – Working with substances hazardous to health

Controlling Noise and Vibration

Minimising Noise: The Control of Noise at Work Regulations 2005, place a duty on the employer not to expose their employees or other persons employed within their works to excessive noise levels. To this end action levels were produced:

80 dB(A) - Notify all of the noise level, make available suitable PPE and give adequate information, instruction and training in its use.

85 dB(A) - Reduce the noise at source as far as is reasonable by engineering controls, noise barriers etc and if still above 85 dB(A), ensure the use of the hearing protection that has been provided.

The rule of thumb noise assessment can be completed by any member of the site staff as a rough guide as to when a specific assessment should be completed.

If it is necessary to shout to be heard at a distance of 1 metre, this indicates that the noise level is 85 dBA or over and a specific assessment should be completed.

A specific noise assessment can only be completed by a competent person. This type of assessment would be carried out using noise-metering equipment.

Anticipated environmental noise levels can be easily calculated by obtaining the noise levels of all the plant and equipment which will be in use on the site and the distance to the nearest neighbours. For approximate measurements use app: Decibel 10th on iTunes.

All construction activities will be assessed to establish and where applicable reduce industrial and environmental noise levels.

Control of Vibrating Tools: Where the use of equipment that emits vibration is identified, its use will be assessed and controlled in accordance with the Control of Vibration at Work Regulations 2005. Failure to control vibrating tools exposure could lead to hand arm vibration symptoms (Vibration White Finger).

Documents to consider mitigating the risk from Controlling Noise and Vibration:

Document Type	Document Title
Noise Assessments	See library in File 2 Section 5
Vibration Assessments	See library in File 2 Section 7
Risk Assessment	LGV or Plant Maintenance (Light Maintenance Only)
Risk Assessment	Personal Protective Equipment
Risk Assessment	Use of Electrical Hand Tools
Risk Assessment	Use of Petrol Generators
Risk Assessment	Use of a Road Saw
Risk Assessment	Use of a Strimmer
Risk Assessment	Use of Plate Compactors
Risk Assessment	Use of a Petrol Disc Cutter
Risk Assessment	Use of Powered Concrete Mixers
Risk Assessment	Use of Powered Vibrating Pokers
Risk Assessment	Use of Heavy Pneumatic Breakers
Risk Assessment	Use of Pneumatic Hand Drills
Risk Assessment	Breaking out Concrete and Other Materials
Risk Assessment	Carpentry (General)
Guidance	INDG362 – Noise at Work
Guidance	INDG296 – Hand Arm Vibration

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UV Radiation (Exposure from the Sun)

Too much sunlight is harmful to your skin. A tan is a sign that the skin has been damaged. The damage is caused by ultraviolet (UV) rays in sunlight.

Who is at risk?

If work keeps workers outdoors for a long time their skin could be exposed to more sun than is healthy for them. Workers should take particular care if they have:

- Fair or freckled skin that doesn't tan, or goes red or burns before it tans;
- Red or fair hair and light-coloured eyes;
- A large number of moles.

People of all skin colours should take care to avoid damage to the eyes, overheating and dehydration.

What are the harmful effects?

In the short term, even mild reddening of the skin from sun exposure is a sign of damage. Sunburn can blister the skin and make it peel.

Longer term problems can arise. Too much sun speeds up ageing of the skin, making it leathery, mottled and wrinkled. The most serious effect is an increased chance of developing skin cancer.

What must we do to protect the employees?

- Make sure they keep their top on.
- Long trousers are to be worn at all times. (No shorts).
- Wear a hat with a brim or a flap that covers the ears and the back of the neck.
- Stay in the shade whenever possible, during your breaks and especially at lunch time.
- Use a high factor sunscreen of at least SPF15 on any exposed skin.
- All site personnel should be aware of keeping hydrated to prevent heat stroke / exhaustion.
- Tell them to check their skin regularly for any unusual moles or spots. See a doctor promptly if they find anything that is changing in shape, size or colour, itching or bleeding.

Documents to consider mitigating the risk from UV Radiation (Exposure from the Sun):

Document Type	Document Title
Risk Assessment	Land Surveying and Setting Out
Risk Assessment	Site Welfare
Risk Assessment	Personal Protective Equipment
Risk Assessment	Use of a Site Dumper
Risk Assessment	Use of a Ride on Roller
Risk Assessment	Working in Hot Weather
Risk Assessment	Stop & Go Board Traffic Control
Risk Assessment	Brick and Blockwork Construction
Risk Assessment	Roofing Works
Risk Assessment	Repair of Dry Stone Walling
Risk Assessment	Laying of Surfacing by Hand or Machine
Guidance	INDG147 – Keep your top on

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5.0 ENVIRONMENTAL MANAGEMENT

5.1 Environmental Impacts / Aspects

Wynne Construction place environmental aspects high on their agenda when carrying out projects. Throughout this project all environmental aspects will be investigated, and any action required will be undertaken to ensure that we comply with environmental regulations. Particular attention will be paid to re-cycling materials where ever possible and we will encourage all our sub-contractors to undertake this practice whilst carrying out work on behalf of us.

In line with Process 30 (Environmental Aspects), an Impacts and Aspects Matrix has been completed which clearly identifies all applicable legislation in relation to the identified environmental aspects for this project. This document can be found in File 3 (Section 2).

5.2 Environmental Risk Assessments

Using the information obtained through the Impacts and Aspects Matrix, environmental risk assessments have been undertaken. These environmental risk assessments will be used to determine the mitigation methodology to be utilised at this project. The environmental risk assessments can be found in File 3 (Section 3).

Where significant risks are identified, specific controls are to be put into place and details of these will be found on the Project SATCheL Form FILE 1 (Section 10). Each management plan will be thoroughly assessed by all project management and method statements will incorporate the mitigation for the assumed risk. Any changes to works packages must be reassessed prior to any commencement of work.

5.3 Prevention of Pollution – Spillages

A Pollution Prevention Plan will in due course be produced detailing all procedures to be followed on site by all site personnel and sub-contractors. This document will be clearly displayed within the project offices and can also be found in File 3 (Section 5). All site personnel to be made fully aware of all procedures and methodology detailed within it.

In the event of an Environmental Incident, procedures must be followed to ensure risks of further spillages / migration of pollutants are minimised. The Emergency Response will be found within the Pollution Prevention Plan. Contact details will be clearly displayed on site and information clearly explained to all site personnel.

The Pollution Prevention Plan will contain a clear detailed plan of the site which indicates the location of sensitive receptors such as watercourse, drainage and bore holes. An appropriate number of spill kits will be located within these areas and clearly marked on the plan. It is the responsibility of the site management to ensure all spill kits are fully stocked at all times, and an inventory of equipment within the container to be clearly displayed within the lid.

5.4 Water Management (Surface and Groundwater)

It is essential that no hydrocarbons, solids or any other contaminants enter any water course.

Spill kits will be made available, and site operatives trained in their use, to deal with any spillages. All spill kits will be fully stocked at all times and an inventory of equipment within the container will be clearly displayed within the lid.

A Pollution Prevention Plan will be developed in due course and will identify the location of possible surface water receptors and detail how these will be protected.
If any surface water requires run off into surface water drains then the appropriate licences will be applied for prior to taking place.

The positioning of fuel storage tanks and other potentially polluting materials and maintenance / refuelling facilities should be on bunded areas of hard standing with dedicated drainage systems. Stored materials on site will be checked regularly for containment integrity (both primary and secondary), quantity stored and security of storage.

5.5 Waste Management

Reviews of Site Waste Procedures and the Site Waste Management Plan will be undertaken at 3 monthly intervals by the Design Manager, or less if required. Site personnel will be trained in the use of the SMARTWaste Plan.

Environmental Permitting

Any activities within the site which may fall into the Environmental Permitting Regime need clarification and appropriate licences or exemptions. The site will maintain regular contact with the Environment Agency / Natural Resources Wales with regards to any issues arising through the Environmental Permitting Regulations.

Segregation of Waste

To ensure maximum potential for reducing waste to landfill, and encouraging reuse and recycling, waste will be segregated. Separate skips will be made available for all types of waste. Each skip will be clearly labelled, and site personnel will be informed of procedures within the induction. Regular monitoring will be undertaken to ensure correct procedures are followed at all times. The skips will be emptied at regular intervals to prevent overfilling. Appropriate skips will be provided for the disposal of lightweight/combustible materials. These disposal facilities will be fitted with lids and locked at all times.
Toolbox Talks will be undertaken with all site personnel to ensure full understanding of waste procedures.

Disposal of Non-Hazardous Waste

All non-hazardous waste will be removed from site within strict adherence to all waste legislation requirements, including Duty of Care Regulations. Prior to any agreed use of hauliers or waste disposal sites, the appropriate licences will be thoroughly checked to ensure that particular waste streams can be accepted, and carrier licences are valid. This can only be undertaken by authorised personnel and copies of all necessary licences must be retained on site at all time and reviewed for expiry - see File 3. No waste will leave site without appropriate waste transfer notes.

It is essential that all waste transfer notes are inspected for detail and must contain the correct description of waste as well as the correct waste code, in line with the List of Waste Codes Regulations. Only authorised and fully trained personnel may sign waste transfer notes. Regular audits will be undertaken to ensure correct procedures are being followed.

Disposal of Hazardous Waste

If applicable, the site must be registered as a producer of Hazardous Waste. No hazardous waste must leave site without the correctly completed Consignment Note. The consignment notes must contain all necessary information including waste description and hazardous waste registration number. Any carriers removing hazardous waste must have appropriate licences and disposal sites must be verified to be able to accept waste being sent. These checks and signing of consignment notes can only be undertaken by authorised personnel.

All hazardous waste must be stored on site in appropriate, covered or locked skips. No mixing of hazardous and non-hazardous waste is authorised.

Waste Reporting and Records

Waste transfer notes will be maintained throughout the duration of the project. Each waste transfer will be fully documented, and the Site Waste Management Plan updated accordingly. A comprehensive waste report will be compiled by the HSEQ Manager, detailing the exact movements waste, including destination and treatment. Regular auditing will be undertaken of all waste management systems. Records of Waste leaving site will be logged electronically on the **FieldView** System.

5.6 Construction Dust, Noise, Vibration and Lighting Management

Nuisance for the purposes of this document is broken into four sections, namely Dust, Noise, Vibration and Lighting. The following sections detail activities and control methods to be implemented on the project.

Sensitive receptors likely to be affected by construction nuisance include the residential / commercial properties closest to the site boundary and residential properties along construction traffic routes.

Dust

Mechanical disturbance of granular material exposed to air creates atmospheric dust, this type of dust generation is termed as 'fugitive' as it is not discharged into the atmosphere in a confined stream. The potential sources of these fugitive dust emissions are outlined below:

- Site clearance
- On site earth moving operations, site levelling, cut and fill etc
- Vehicle movements over haul roads and on-site during dry periods
- Wind blowing across the site during dry periods
- Stockpiling of excavated materials
- Cutting and grinding
- Accidental spillage and loss of load from vehicles carrying loose material
- Deep excavations

The generation of this fugitive dust required consideration of additional factors such as:

- Prevailing wind (speed, direction)
- Prevailing climate, including rainfall
- Location of sensitive receptors (including residential and commercial properties, habitats and watercourses)

Prevailing winds are specifically important when considering fugitive dust. The speed of winds can determine the dispersion of dust; high winds can increase the initial generation of dust, in addition to carrying the dust over greater distances.

Appropriate preventative measures to control dust emissions can significantly reduce the potential for dust generation. Implementation of the following methods will help to minimise risk.

Risk	Control Measure
Construction Traffic	• All construction traffic will follow specifically designated routes • Speed limits will be put into place on site for all vehicular movements • All vehicles carrying loose material will be covered

Highways	• Where appropriate, use of road sweepers will be incorporated to ensure highways remain clear of dust and mud • Road edges and pathways will be swept by hand and damped down as necessary
Stockpiles	• To be sealed or sprayed with chemical bonding agents as required • Location of stockpiles away from any sensitive receptors • To be seeded to allow the growth of grass if stockpiled for long periods of time
Dust Suppression	• Mobile bowsers to be deployed on site at regular intervals. Activity to be increased during significantly dry and windy periods • Where necessary, use of hoardings to be considered to ensure reduction in dust migration • Deliveries of significantly dusty materials to be sprayed to reduce dust potential • All cutting and grinding operations to conducted in ways to reduce risk of dust migration (wet cutting techniques etc)
Monitoring	• On-going monitoring to be undertaken by site personnel on regular basis, both on and off site to ensure no migration of dust • Regular liaison with EHO and Client to be undertaken • Regular reviews of mitigation methodology to be undertaken by HSEQ Manager and Contracts Manager

Noise

Noise has the potential to cause disturbance, given the location of the project and the live environment.

There are no restrictions in place regarding noise although it is the discretion of the Client to request that noisy activities are ceased during specific times of the day.

Any complaints raised due to noise should be recorded on the customer complaint form which can be found in File 4 (Section 7) and handed to the HSEQ Manager for investigation.

In addition, our team will embrace best practice with regards noise minimisation.
Best practice will include:

- All construction plant and equipment will comply with EU noise emission limits.
- Plant will be serviced regularly to minimise adverse noise impacts.
- All vehicles and mechanical plant used for the purpose of the works will be fitted with effective exhaust silencers and maintained in good efficient working order.
- Selection of inherently quiet plant where appropriate. All major compressors will be ‘sound reduced’ models fitted with properly lined and sealed acoustic covers which will be kept closed whenever the machines are in use and all ancillary pneumatic percussive tools will be fitted with mufflers or silencers of the type recommended by the manufacturers.
- Machines in intermittent use will be shut down in the intervening periods between works or throttled down to a minimum.
- Plant and equipment such as flatbed Lorries, skips & chutes will be lined with noise attenuating materials. Materials will be handled with care & be placed, not dropped.
- Materials will be delivered during normal working hours.
- Plant reversing near dwellings will have banksmen in place of ‘beepers’.
- All ancillary plant such as generators, compressors and pumps will be positioned so as to cause minimum noise disturbance, i.e. furthest from receptors or behind close boarded noise barriers. If necessary, acoustic enclosures and / or shielding will be provided.

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Where practical, noise barriers, close in to construction works, when working in the vicinity of the offices, will be provided. This will provide additional mitigation for the short-term significant construction noise effects at these locations.

Vibration

Where piling works are undertaken, vibration monitoring may be required to measure and manage the effects of the operation on the surrounding areas. Consideration will be given to the neighbouring properties and continual communication will be maintained.

Best practice should be utilised at all times, and on-going monitoring undertaken.

Where it is deemed that vibration may pose an environmental risk, this should be fully investigated by the Contracts Manager and the HSEQ Manager.

Light Disturbance

It is not anticipated that light disturbance will be an issue on this site for any residential properties or the Client.

Lighting arrangements will also take into consideration the potential disturbance of wildlife and ecology. The lighting design will minimise the impacts of light spillage on adjacent retained habitats through the attachment of directional hoods to lights & the use of low-pressure sodium lamps. Non-essential lighting will be fitted with automatic cut-off switches.

5.7 Archaeology and Heritage Management

No Archaeology report has been provided for this project.

The following procedure must be followed in the event of a find:
Immediately stop works in the area of the find
Protect the find and the area surrounding by fencing / blocking off and immediately contact the site manager
Contact the archaeologist and obtain advice on how to proceed
All significant finds must be reported

5.8 Flora and Fauna Management (Particularly relating to timing of works)

Good practice should be undertaken during the construction phase in order to avoid or reduce ecological impacts, including:

- Dust minimisation methods (e.g. wetting of dust-producing plant and machinery, covering of all vehicles carrying spoil) to avoid impacts on retained vegetation.
- Night working should be avoided wherever possible and all construction lighting should be directed away from retained areas of habitat. Security lighting and non-essential lighting should be fitted with automatic cut-off switches.
- Where works within and in close proximity to watercourses are to be conducted, namely new drainage systems, pollution prevention controls should be utilised to reduce the risk of sediment pollution resettling further downstream and potentially smothering benthic habitats.
- All clearance works, tree felling, and scrub removal should be undertaken outside the bird nesting season (i.e. should be undertaken during the period September – February), although if works cannot be avoided during the nesting season (March – August) then an ecologist should supervise any works.

Tree Root Protection will be in place for the trees located around the perimeter of the site.

5.9 Ecology

Sambrook Associates Ltd were engaged by the Client to undertake ecology assessments of the site prior to commencement of construction activities. The objectives of the assessments were to:

- Provide update baseline information on the current ecological features both on-site and in the immediate surrounding area (up to 30m where accessible).
- Identify the presence or potential presence of key protected species or habitats and
- provide an appraisal of any potential effects that the proposed development may have on these; and
- Provide recommendations for further pre-construction survey work and / or mitigation.
- measures if required and present opportunities for habitat enhancement.

The ecology assessment report can be found as an appendix to this plan.

Bats

Sambrook Associates Ltd carried out a Bat Assessment in July 2022 and identified no evidence of bats in the proximity of this site. The building set to be demolished (B07) was categorised as unsuitable for bat roosting in a report carried out by RPS in December 2018.

5.10 Contaminated Land Management

Ground investigation works have been completed by Curtins on the 11th September 2023 and the full report can be found as an appendix to this plan.

They have identified a Low Risk Rating from soils and dust from inhalation and ingestion accounting for the presence of low concentrations of asbestos in one topsoil sample taken from within the Social Space within the existing building. As per their recommendations, there is no specific requirement to remove soils from site as a result of them posing an unacceptable risk to human health or the environment. A specialist groundworks contractors will be utilised to complete the works.

If ground contamination is identified, works are to cease and further investigation works undertaken.

5.11 Resource Use

Wynne Construction will ensure where practicable, the use of recycled or sustainable materials will be utilised. In line with company protocol, all wood should be obtained from a certified sustainable source, such as FSC / PEFC.

A dedicated area will be maintained for storage of all materials and due care and appropriate handling will be undertaken at all times to reduce any risk of damages and wastage. Packaging of items should not be removed until required, to ensure maximum potential for returning of unused goods.

As much office waste as possible will be sent for recycling and strategies put in place to ensure minimal wastage, for example avoiding unnecessary printing etc.

Where possible, use of local suppliers will be considered to reduce transportation costs and maintain a low carbon footprint.

Waste disposal options will be investigated to ensure minimal transportation requirements where possible.

5.12 Energy Consumption / Monitoring

Switch it off schemes and other energy saving campaigns will be implemented on site to encourage all personnel to consider their carbon footprint both at work and home. Use of car sharing and buses will be encouraged. Posters will be clearly displayed within the site offices to ensure all personnel are aware. This will also be covered within the site induction and regular toolbox talks held relating to the subject.

Water Usage

Within site accommodation, water boilers rather than kettles will be used to encourage water savings. Taps will be switched off when not in use and all staff will be made aware of water saving techniques. Every effort to ensure reduction in water use should be implemented where available. Where possible, consideration will be given to rainwater harvesting on site.

5.13 Considerate Constructors Scheme

As part of Wynne Construction's Environmental Management System, it is expected that all sites will register the site with the Considerate Constructors Code of Practice. The site will target to maintain a score of no less than 38 on each site monitor's visit. The site will clearly display the associated posters and banners allowing local residents to see clearly all contact numbers. Wynne Construction will ensure all works carried out are undertaken in a manner which not only ensures best practice but ensures minimal disruption and cause for complaint by the public.

6.0 HEALTH & SAFETY FILE

What is the health and safety file?

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. The file is only required for projects involving more than one contractor.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

- A brief description of the work carried out;
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- Key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
- Hazardous materials used (e.g. lead paints and special coatings);
- Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- Health and safety information about equipment provided for cleaning or maintaining the structure;
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks. The file should not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise and easily understandable.

Wynne Construction must agree with the Client and Principal Designer the required information for inclusion in the Health & Safety File.

Contractors will be notified by Wynne Construction of the specific type of information required for inclusion in the Health & Safety File at the Pre-Let stage.

All relevant information for inclusion within the final Health & Safety File will be compiled during the contract and passed onto the Client.

7.0 PROJECT REVIEW

7.1 Construction Phase Plan

The Project Construction Phase Plan will be reviewed, updated and developed throughout the life of a project in line with the programme for construction and at no more than 4-week intervals. Changes to the project in terms of hazards will be identified and recorded.

The HSEQ Manager will carry this out as part of duties on site and sign the review sheet.

7.2 Sub-contractors

The HSEQ Manager, Contracts Manager, Quantity Surveyor and Project Manager will review the health and safety performance of each contractor on the completion of their works, before the contractor leaves site in accordance with the Commercial department procedures. The review process will consider at the following areas:

- Ability of either party to manage health and safety;
- Ability to control subcontractors;
- Supervision levels by both parties;
- Ability to write / approve method statements;
- On-site training achievements;
- Monitoring achievements;
- Completion of ‘Actions Required’;
- Provision of information to either party;
- An analysis of RIDDOR and non-reportable incidents; and first aid information.

7.3 End of Project Review

At the end of the project, but before the project team moves on, the HSEQ Manager will assemble the project team to review the health and safety performance of the project. A record of any achievements, failings and suggestions for improvement will be made. The health and safety review will include:

- The development of this plan throughout the project;
- Compliance with and implementation of each section of this Plan;
- Effectiveness of key safety appointments;
- Compliance of contractors; and
- Suggestions for improvement.

Issues for personal development should be discussed with individual staff and the personnel department where applicable.

Other references:

- Technical Notes
- Memorandums and other information issued from time to time by the Health, Safety & Environmental Manager
- Relevant HSE guidance notes
- Procedures manuals
- CITB GE 700