# Berse Road Development, Adra

## CONSTRUCTION PHASE HEALTH & SAFETY PLAN

**DATE OF ISSUE: February 2025**
**REVISION: 00**



## Project at:

# Berse Road Development
# Land South of Berse Road, Caego
# Wrexham. LL11 6TP

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

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

| Prepared by: | | |
|---|---|---|
| **Name** | **Signature** | **Date** |
| Mr. Colin Proffit-Jones<br>HSEQ Manager | | 18/02/2025 |

| Approvals: | | | |
|---|---|---|---|
| **Position** | **Name** | **Signature** | **Date** |
| Construction Director | Steve Davies | | 18/02/2025 |
| Projects Manager | Huw Davies | | 18/02/2025 |

## Issue Details:

| No. | Issued to (Name): | Position: | Location: | Date: |
|---|---|---|---|---|
| 1. | Gareth Davies-Jones | Client | Adra | 18/02/2025 |
| 2. | Tomos Williams | Client | Adra | 18/02/2025 |
| 3. | Simon Hughes | Employers Agent & Principal Designer | SP Projects Ltd | 18/02/2025 |
| 4. | Steve Davies | Construction Director | Wynne Construction | 18/02/2025 |
| 5. | Huw Davies | Project Manager | Wynne Construction | 18/02/2025 |
| 6. | | | | |
| 7. | | | | |

## Revisions:

| Rev. | Revision Details | | | Date: |
|---|---|---|---|---|
| 00 | ▪ First Issue for Approval Prior to Commencement | Prepared by: | Colin Proffit-Jones | 18/02/2025 |
| | | Approved by: | Steve Davies | 18/02/2025 |
| 01 | ▪ | Prepared by: | | |
| | | Approved by: | | |
| 02 | ▪ | Prepared by: | | |
| | | Approved by: | | |
| 03 | ▪ | Prepared by: | | |
| | | Approved by: | | |
| 04 | ▪ | 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

Berse Road Development

## 1.2 Site Location

Land South of Berse Road B5101, Caego. Wrexham. Ll11 6TP

The site is a greenfield site located along Berse Road, to the Northwest of Wrexham.




## 1.3 Project Description / Details of Completed Project

The project involves the development of 47 new timber frame dwellings with associated access, parking and infrastructure.

## 1.4 Contract Programme

Main Construction Phase to commence: March 2025
Construction Period: 80 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 Client/Principal Designer prior to commencement on site and a copy of the notification displayed in the site office.

### 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.

Nuisance:

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: 07:30 – 18:00 Saturday: 08:00 – 13:00 (with prior approval)
No works to place on Sundays.

Smoking:

A designated smoking area is to be established within the site welfare compound. Smoking is not permitted on the site or any building under construction. Disciplinary action will be enforced if anyone is found to be smoking on site/ not at the designated area.
The Site Manager can implement a smoking ban at his/her discretion.

Parking:

Parking will be made available within the site constraints and contractors' vehicles will not be allowed to park on the approach roads to the site.

Access:

Access to the site is off Berse Road the B5101. Construction traffic to access from the direction of Wrexham.




Deliveries to the site will be co-ordinated via the Site Manager with a schedule of deliveries implemented to prevent a build-up of vehicles at the site entrance. So far as is reasonably practicable, all vehicles are to be turned around on the site and not allowed to reverse into the public highway.

# 2.0 MANAGEMENT

## 2.1 Principal Persons/Organisations Involved

| Post | Organisation | Contact | Address: | Contact Details: |
|---|---|---|---|---|
| Client | Adra Cyf | Gareth Davies-Jones | Ty Coch. Llys Y Dderwen, Parc Menai. Bangor. LL57 4BN | Tel: 0300 123 8084<br>Mob: N/A<br>e-mail: gareth.daviesjones@adra.co.uk |
| Client Employers Agent & Principal Designer | SP Projects Ltd | Simon Hughes | Unit 7B Wilkinson Business Park, Clywedog Road South, Wrexham, LL13 9AE | Tel: 01978 532 821<br>Mob: N/A<br>e-mail: simon.hughes@sp-prpjects.com |
| Principal Architect | Wynne Construction | Alwyn Rowlands | Charles House. Kinmel Park, Abergele Road. Bodelwyddan. LL18 5TY | Tel: 01745 586 666<br>Mob: N/A<br>e-mail: alwyn.rowlands@wynneconstruction.co.uk |
| Structural / Civil Engineer | Eng Assist | Dave Barwell | Southbourne<br>Wallasey<br>CH45 8DA | Tel: N/A<br>Mob: 07763993213<br>e-mail: Dave.barwell@engassist.co.uk |
| Electrical & Mechanical Engineer | TBC | TBC | TBC | Tel:<br>Mob:<br>e-mail: |
| Principal Contractor (PC) | Wynne Construction | Steve Davies<br>Huw Davies | Charles House<br>Kinmel Park<br>Abergele Road<br>Bodelwyddan<br>LL18 5TY | Tel: 01745 586666<br>e-mail: steve.davies@wynneconstruction.co.uk<br>e-mail: huw.davies@wynneconstruction.co.uk |
| | Health & Safety Executive | Principal Inspectors | Regent House,<br>Regent Street,<br>Wrexham,<br>LL11 1PR | Accident Reporting: 0345 300 9923<br>Info Line: 0300 003 1747<br>Use the online form for other information |
| HSEQ Manager/ Responsible Person (Fire) | Wynne Construction | Colin Proffit-Jones | Charles House<br>Kinmel Park<br>Abergele Road<br>Bodelwyddan<br>LL18 5TY | Tel: 01745 568 666<br>Mob: 07825925366<br>e-mail: colin@wynneconstruction.co.uk |
| Project Manager/First Aider & Fire Warden | Wynne Construction | Huw Davies | Site Office | Tel: 07917904777<br>e-mail: Huw.davies@wynneconstruction.co.uk |
| Temporary Works Co-ordinator | Wynne Construction | Huw Davies | Site Office | Tel: 07917904777<br>e-mail: Huw.davies@wynneconstruction.co.uk |
| Appointed Person (Lifting Operations) | Wynne Construction | Colin Proffit-Jones | Charles House<br>Abergele Road<br>Bodelwyddan<br>LL18 5TY | Tel: 01745 568 666<br>Mob: 07825 925 366<br>e-mail: colin@wynneconstruction.co.uk |

## Statutory Parties

| | |
|---|---|
| **Local Authority** | Planning and Building Control. Wrexham County Council, Council Offices. Lampit Street. Wrexham. LL11 1AR |
| **Electricity** | SP Energy Networks - 0800 001 5400 |
| **Water** | Dwr Cymru (Welsh Water) - 08000 520145 |
| **Gas** | Wales & West Utilities - 0800 111 999 |
| **Telecommunications** | Openreach Network Damage: 0800 023 2023 |

## 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 issues that are relevant to the project. This will include discussing methods of working as detailed in their written method statements and risk assessments (This paperwork 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.

Employees of Sub-Contractors are to be provided with appropriate personal protective equipment as identified in task specific risk assessments. Those issued with personal protective equipment are to be given instruction and training on its use and storage.

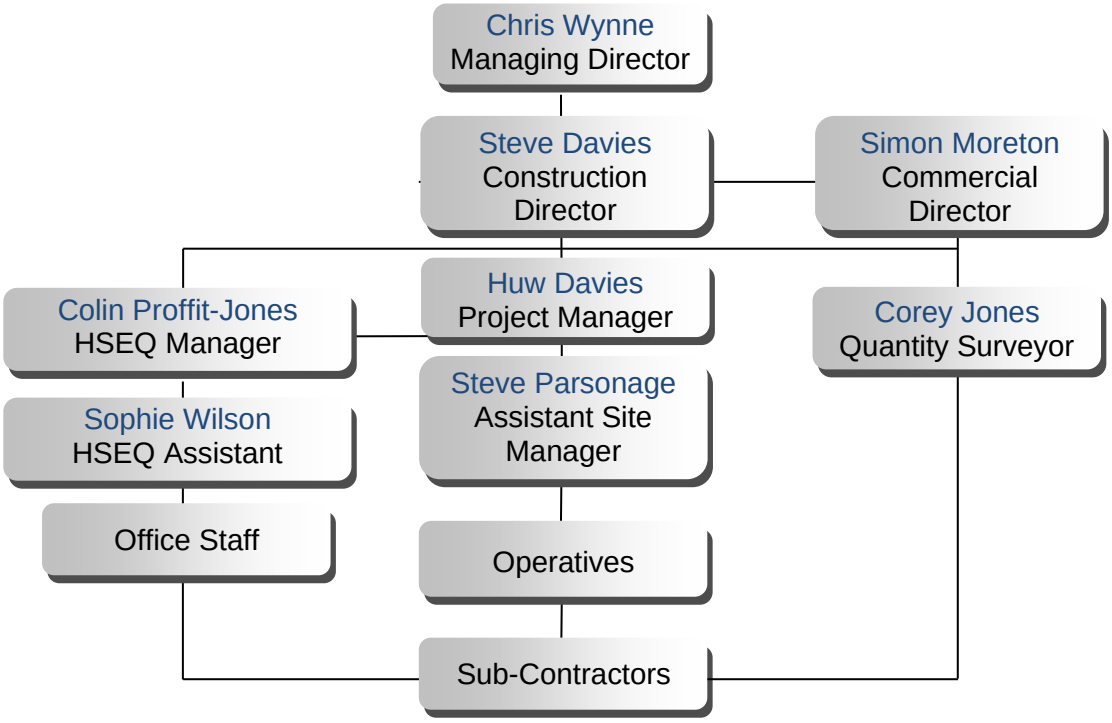
Monthly Safety reviews with the site management will take place to ensure all relevant health and safety documentation is kept up to date.

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**:

Refer to Section 3.12 for a live register of approved/vetted Sub-Contractors.

## 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 shall be signed by all persons who have been allocated specific responsibilities on this project.

### Roles & Responsibilities

### Project Manager

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

### Assistant Site Manager

The Assistant Site Manager along with the Project 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 (Client)

- To ensure that the works are undertaken with the minimum of disruption to adjacent residents, businesses, and the public.
- To avoid accidents, incidents or near misses to operatives, and the public, etc.
- To provide a clean, tidy, and safe working environment to enhance the reputation of all parties.
- To ensure that proper consideration and allocation of resources is provided prior to arranging to carry work.
- To undertake careful planning of the work and adequate management procedures are in place to provide a safe environment for all.

In relation to the operation of the CDM Regulations, the aim is to integrate health and safety into the management of the project and to encourage everyone involved to work together to:

a) improve the planning and management of projects from the very start;
b) identify risks early on so that they can be eliminated or reduced at the design or planning stage and the remaining risks can be properly managed;
c) target effort where it can do the most good in terms of health and safety; and
d) discourage unnecessary bureaucracy.

### Health & Safety Goals (Wynne Construction)

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 2025** | **Managing Director – Wynne Construction** | |

## 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 and readily available to the Client upon request.

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)<br>Miss Sophie Wilson (HSEQ Assistant) |
| Qualifications: | • NEBOSH Construction Certificate<br>• NEBOSH Environmental<br>• NEBOSH Fire |
| Telephone Number (Mob): | 01745 586666 |
| Frequency of Visits: | Approx. 2 inspections per month |

In addition to carrying out inspections, the HSEQ Manager 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 the supply chain 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 together with every person on site will complete Site Safety Induction Training in accordance with the Wynne Construction Induction process.

As Principal Contractor (Wynne Construction) shall at all times liaise directly with the Principal Designer, Designers, Engineers and the 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 every 6 months |
| 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 (Wynne Construction) shall at all times liaise directly with 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 shall 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 shall 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 heras fencing to segregate the Works and Wynne Construction's Compound, and to secure the site from unauthorised access. Storage and waste storage areas will be as per the site set up drawings (See File 1 – Section 6).

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 entire site shall be surrounded by a minimum of 1.8m high close mesh (double clipped) heras type fencing. This 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 left secure at the end of shift. Access gates will be kept closed and secured appropriately. Emergency 24-hour contact numbers to be clearly displayed at the site entrance.

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 need to sign in and out and 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.

**Online Induction Portal Access** - 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 on individuals' induction profiles and will be assessed 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 shall 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 record their attendance. All operatives and visitors on site must "sign in" when they arrive and "sign out" when they leave.

## 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 and displayed within the welfare facilities in prominent locations.

## 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 will be provided for all to use.

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

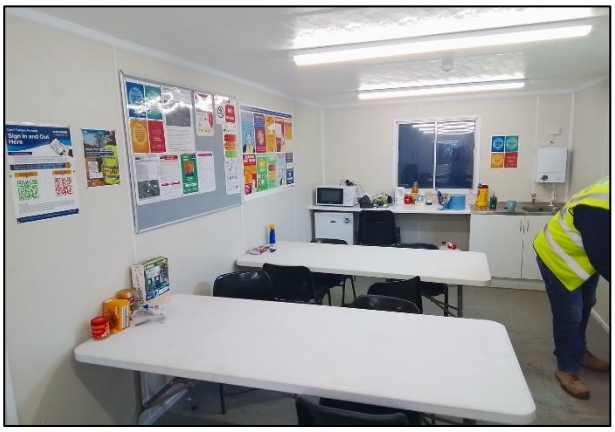
A suitable sized separate drying room area will be available to accommodate all site operatives.

At the beginning and end of the project, alternative, temporary facilities may have to be provided.
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 Site Welfare Establishment*

## 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 shall inform / advise all contractors of any additional information required as a result of a reportable accident / dangerous occurrence.

Reports are to be completed as per standard RIDDOR Reporting Protocol.

## 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.

**Principal Contractor**

A comprehensive list of risks associated with expected activities on site will be documented on in the Project SATChel which is contained in **File 1**.

Task specific Method Statements will be provided as requested by the site team.
Any works which give rise to significant risk should be included.

**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

Risk Assessments and Method Statements will be requested from the Supply Chain and uploaded to FieldView for review by the Site Management Team and the HSEQ Team.

| No | Description of work | Contractor Appointed | RAMS Received | Date Received | Approved |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
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| 14 | | | | | |
| 15 | | | | | |


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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.
These rules are subject to change dependent on the activities taking place. A copy of the rules will be displayed in the site welfare facilities.

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. Shorts are not permitted.
- 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 you being removed from site.
- Unauthorised visitors, children and personal pets are not permitted.
- 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 alcohol or drugs. The Site Manager has the authority to prevent access if he/she believes you are under the influence of drugs or alcohol. Random drug and alcohol testing is carried out. Failure to participate in testing will result in immediate removal from the site.
- Smoking is only permitted at the designated smoking area within the site compound.
- You must only enter and leave the site at the authorised points and not by any other route. You must record your attendance each day using the QR Code system.
- 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.
- The use of step ladders is prohibited on this project. Alternative access equipment must be utilised. Queries regarding access equipment are to be discussed with the Site Manager.
- Radios and headphones of any description are not permitted to be used on site.

**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:

Not Applicable

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.

### Joint Fire Code

The responsible person will ensure that the Joint Fire Code is applied during the construction phase and will provide adequate assistance, training and supervision to those delegated additional responsibilities. Regular liaison with the local fire and rescue service will take place and will involve regular visits to assess progress and review of fire safety standards.

Guidance from the Structural Timber Association (STA) will be referred to, to ensure the best methods are adopted during the construction of timber frame structures in relation to Fire Safety.

A temporary wireless fire alarm system will be installed as the works progress to provide early warning in the event of an emergency situation. Fire drills will be carried out at intervals no longer than three months and/or following any significant change in the construction phase.

All persons will be instructed in accordance with the site Fire and Emergency Procedure (**See Fire Log Book**). This Fire Risk Assessment and Plan shall 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

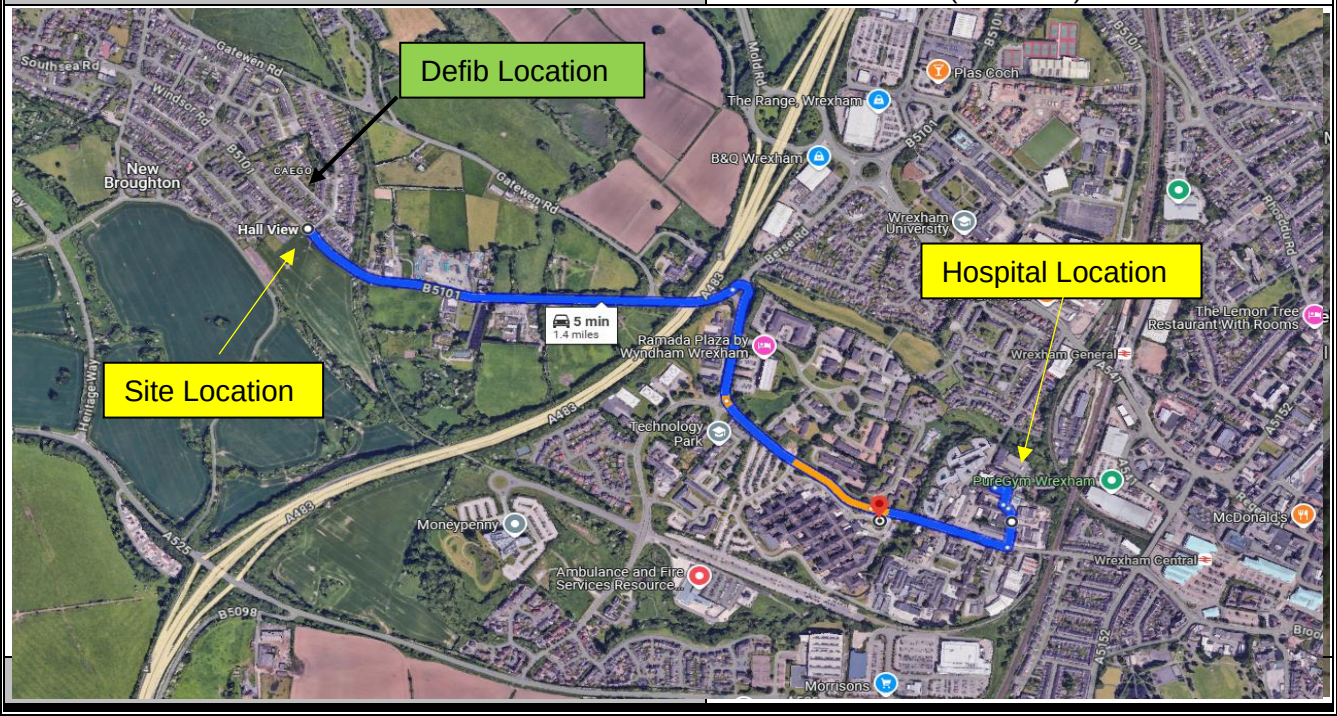

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| | | | |
|---|---|---|---|
| Gas: | 0800 111 999 | Nearest Clinic: | |
| Electricity: | 0800 001 5400 | **Wrexham Maelor Hospital**<br>**Crosnewydd Road**<br>**Wrexham**<br>**LL13 7TD** | **Telephone:** 0300 084 7847<br>**Fax:** N/A |
| BT: | 0800 023 2023 | | |
| Water: | 0800 520 145 | | |

# Site Emergency Notice (To Be Displayed on Site)

| | |
|---|---|
| Site Name: | **Berse Road Development** |
| Address: | Land off Berse Road, New Broughton. Wrexham. |
| Location of nearest Defibrillator (AED): | **Maelor House, Windsor Road. Wrexham. LL11 6SR** |

| | |
|---|---|
| Details of any COMAH Sites within 3 miles of site: | None |
| Telephone Number | Huw Davies (07917904777) |
| Location of Emergency Telephone | Use Mobile Phones |
| Location of First Aid Box | See Fire / Welfare plan (**Displayed**) |
| First Aiders | Project & Assistant Managers |
| Location of Fire Fighting Equipment (Extinguishers) | See Fire / Welfare plan (**Displayed**) |
| Emergency Evacuation Point | See Fire / Welfare plan (**Displayed**) |
| Emergency Warning | Wireless Fire Alarms |
| Address / Location of nearest Emergency Hospital (to include location map) | Wrexham Maelor Hospital<br>Crosnewydd Road<br>Wrexham<br>LL13 7TD<br><br>Tel: 0300 084 7847<br><br>What3words ///*wages.scrap.hedge*<br><br>Type of Hospital: Major acute - Major A&E - Open 24 hours<br><br>1.4 Miles from Site (5 minutes) |



# PROJECT FIRE SAFETY PLAN

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 within the 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 fire alarm will be sounded should a fire breakout on site. The site compound area will be 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 / or 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<br>▪ High standards of housekeeping<br>▪ 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 shall 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 shall 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)

| 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~~ | ~~**No**~~ | ~~See section below "Demolition and Dismantling"~~ |
| Preventing falls | **Yes** | See section below "Working at Heights" |
| Work with or near fragile materials | **Yes** | 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~~ | ~~**No**~~ | ~~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?** | | |
| None Identified | | |
| | | |


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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 | **No** | ~~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?** | | |
| | | |


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Safety Risks Control Measures

## Road & Traffic Systems Adjacent to Site

Construction traffic is to access the site from Wrexham along Berse Road, the B5101 avoiding the town of New Broughton. A new vehicle access point will be formed and is to be used as the main access into the development. Parking will be restricted to the designated parking area within the site constraints. A traffic management plan and site set up drawings will be included in the project files (File 1 Section 6).
Note – Overhead LV cables along Berse Road at the site entrance. Height Restrictions in place.

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

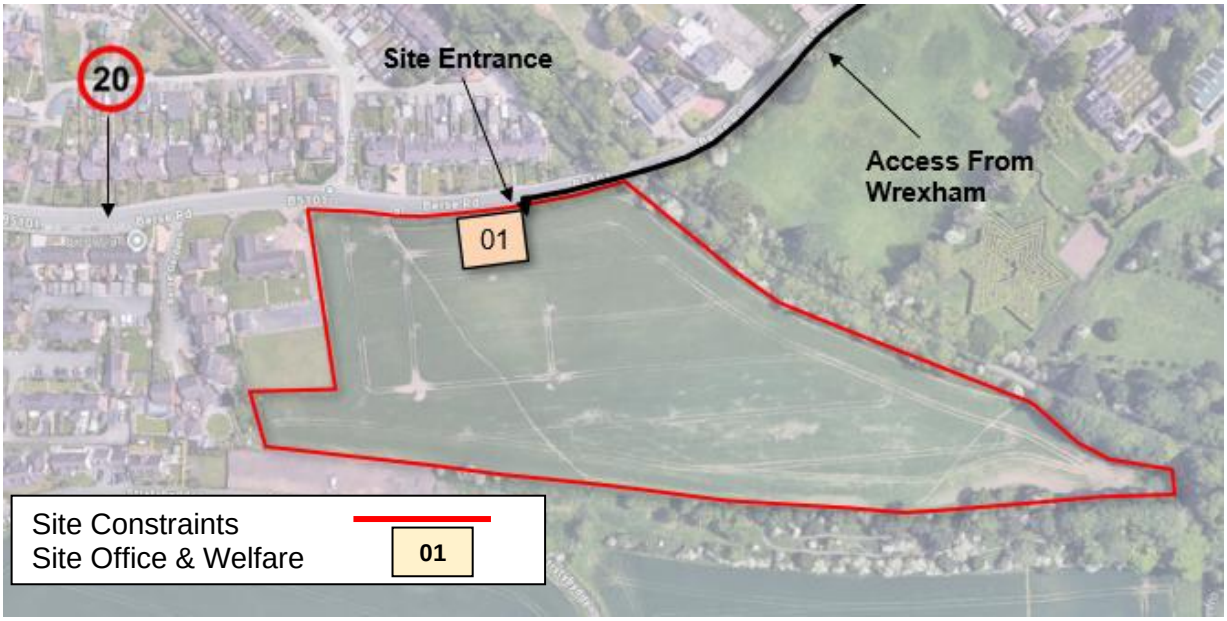
All abnormal deliveries should check their route to site before delivery. All plant and storage on site should be properly secured at night and when not in use.

Traffic advance warning signs advising of the construction site and presence of heavy vehicles will be installed at the start of the project. Speed limit along Berse Road is 20mph and on site will be 5mph.

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 |





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Safety Risks Control Measures

## Existing Services

Locations of mains services are TO BE IDENTIFIED AND ISSUED. Wynne Construction will obtain current Service Plans and Drawings from Utility Companies and ensure that locations are scanned to identify exact locations of services.

Scottish Power LV electrical services and Open Reach cables run at height on poles parallel to the site along Berse Road. Goal posts demarcating height restrictions will be positioned directly beneath the services and emergency contact details provided.
These services will be relocated as part of the main works of the scheme.

3no water mains are located within the site boundary and care must be taken whilst works are being carried out in the vicinity of them. Easements are in place for all the water mains which includes 10m on the 15" Trunk Main and 5m on the 6" Distribution lines.

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.

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

Construction is a vast and valuable industry which involves both the storage and on-going use of high value vehicles, materials, tools and machinery. The machinery, tools and fuel which can be stolen from sites and vehicles has a resale value which makes them highly attractive to criminals.

This Construction Site Security Plan details the arrangements that will be implemented during the construction phase of this project to ensure that the site remains safe and appropriate measures are in place to protect workers, plant and equipment from theft, vandalism, and other crime. The plan includes detail on physical security measures like fencing, remote monitoring, guards at access points and security protocols for workers and visitors.

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 and all areas under construction will be left secure at the end of shift. The Site Manager will be responsible for ensuring that a thorough inspection of the site boundary is undertaken on a regular basis and at the start and end of each working day. Access gates will be closed at the end of shift.

Site Constraints & Security Plan





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*Examples of Site Boundary Security*

Security Arrangements on this project will include:

- The use of a remotely monitored CCTV system and rapid response guard.
- Access control via designated points and routes.
- Temporary lighting (PIR) within the site compound and at various locations on the site.
- Boundary Fencing (min 1.8m in height)
- Lockable storage containers.
- Protection to scaffolding access points.
- Fire detection systems.

Security of Plant and Equipment

Plant and equipment will be left in a safe condition when unattended. Keys are to be removed and cabs locked to prevent unauthorised access. Plant and equipment are to be stored at the agreed location with the Site Manager.

Materials

Our Supply Chain will be responsible for ensuring that they implement adequate control measures to prevent/restrict the opportunity of theft on this project. So far as is reasonably practicable, materials are to be secured within a lockable storage container. Materials are not to be positioned close to the site boundary where there is a risk that they could be lifted through or over the site boundary fencing. Restricting materials being stored too close to the boundary fencing also assists with the prevention of unauthorised access being gained.

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 |


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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 |

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.

The use of ladders and step ladders are restricted on all Wynne Construction projects. Alternative access equipment such as podiums, delta decks or tower scaffolding is to be used. Where it is agreed with the Site Manager that no alternative access equipment can be utilised, a Permit can be issued by the Site Manager at their discretion to allow the use of ladders/step ladders.

*Examples of preferred access equipment*





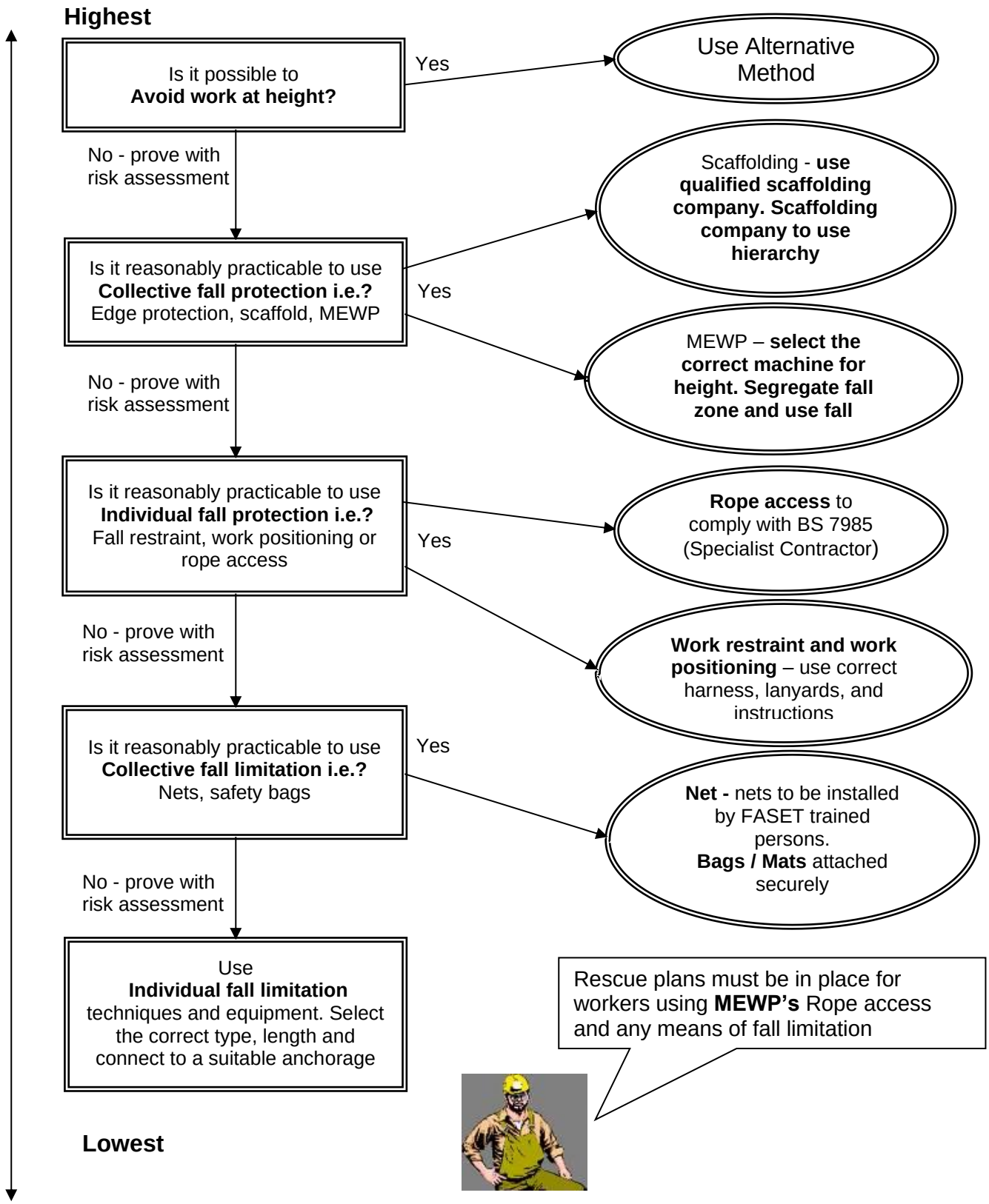
**Other Considerations -** The weather must also be taken into consideration when deciding upon a safe system for carrying out any work at height, because of the additional risks that this can present.

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 |


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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

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 |


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## 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 |


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Safety Risks Control Measures

## Maintenance & Use 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 shall 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 shall be used and maintained in accordance with the Provision and Use of Work Equipment Regulations (PUWER).

Operators of plant and equipment are expected to complete pre-use inspections each time before use and to provide records of inspections as evidence to the Site Manager.

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 electronically.

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.

All excavations will be support to prevent accidental collapse of trenches or battered back to a safe angle of repose for the ground conditions.

**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 |

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.

**Access and Egress to the Welfare Facilities / Site Compound**: Access to the site Welfare Facilities and Compound will be kept separate from the site areas. The separation must be made via physical barriers.

This is to minimise interaction between vehicles and site personnel walking around the site.

**Storage of materials**:

Storage of equipment, waste and materials will be too planned agreed storage areas.

**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 trafficked site.

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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## 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 |

Safety Risks Control Measures

## 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 the main point of contact for all 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 shall 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 shall be completed by the appointed Temporary Works Co-ordinator detailing the exact scops of the works and the required methods of support etc. Once a design has been issued by the competent designer, a Temporary Works Permit shall 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 |

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 will 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).

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 shall 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 |
| 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) |


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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.

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 Powered Concrete Mixers |
| 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 |

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.

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 |


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Health Risks Control Measures

## 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 CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

## Introduction

This Construction Environmental Management Plan (CEMP) incorporates the Environmental Management Systems for the project works. It sets out the policies and environmental controls required to ensure that the environmental impacts during the construction phase of the scheme are minimised. It highlights the key activity specific risks, detail control measures, and refers to all associated forms and registers where required.

This CEMP provides a framework to manage the environmental issues associated with the Project, to ensure compliance with the relevant Environmental Policy Statements, contractual and legal obligations. It is a bespoke Plan designed to minimise our impact and ensure the best service through construction.

The CEMP is to be read in conjunction with findings and recommendations provided following investigatory works completed by third party consultants i.e. Ecologists, Arboriculturist etc.

Environmental Policy Statement

The Project will comply with all relevant legislation, regulations and client Standards and additionally, obtain and comply with all necessary consents to ensure legal construction works.
The Site Management Team supported by the HSEQ Team are responsible for ensuring that the project complies with all applicable environmental legislation, regulations and other requirements.




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# Environmental Policy Statement

In the provision of **construction and construction related services (design, build and refurbishment) for public and private sector organisations,** Wynne Construction objective is to ensure that activities carried out either on site or at our premises do not have a negative impact on the environment. All employees are required to act with care and consideration, embracing the responsibility for protection & enhancement of the environment. We address environmental issues as an integral part of our management processes.

## Wynne Construction Are Committed to:

- Setting and reviewing annual environmental objectives & targets
- Protect the environment, including prevention of pollution
- Satisfy our compliance obligations
- Continually improve the environmental management system & enhance our environmental performance

## Legal Compliance & Environmental Management System

**Wynne Construction** is committed to the application of its Environmental Management System (EMS) that incorporates the requirements of ISO 14001:2015. The objectives include continual improvement, prevention of pollution, compliance with national and local environmental legislation and any specific requirements of Contracts. The EMS forms part of our Integrated Management System (IMS) and is subject to regular review. Key aspects of the environmental performance are regularly monitored & results are reported to all interested parties.

## Awareness & Training

The Company is committed to ensuring that all its directly employed personnel, subcontractors and suppliers are made fully aware of its environmental policy and the environmental targets and objectives that the Company sets. Appropriate environmental training is given to staff to ensure that the Company remains legally compliant and that all persons working on behalf of the Company actively protect and enhance the environment and prevent pollution.

## Enhancement and Minimisation of Impacts

The company is fully committed to protecting & enhancing the environment & preventing pollution in all areas of its operation. Where works unavoidably intrude on the environment, reasonable care is taken to identify the issues & implement control measures to minimise their impact.

## Sustainability, Resource Management and Waste

**Wynne Construction** is committed to sustainable construction and therefore careful attention is given to design as well as choice of construction methods and materials. Emphasis is placed on minimising energy use, waste and pollution, whilst maximising re-use and recycling wherever possible. **Wynne Construction** are committed to removing carbon from all operations and wider business activities consistently each year until we reach a net zero position by 2040. Where re-use and recycling are not possible, due care will be exercised in respect of waste disposal to ensure legal compliance and protection of the environment from harmful waste.

## Sub-Contractors

**Wynne Construction** will work with its Clients and any Sub-contractors to develop joint standards, improve practices and processes, and respect for the environment.

Copies of our Roles, Responsibilities & Authorities, Processes and ISO 14001 Certificate can be forwarded to interested parties on request.

| | | |
|---|---|---|
| **Signed:** |  | **Mr. Chris Wynne** |
| **February 2025** | **Managing Director – Wynne Construction** | |

## 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

This section of the CEMP details the procedures that are to be followed/implemented on site by all site personnel and sub-contractors to ensure the local environment is not affected with regards to pollution. Site personnel are to be made fully aware of all pollution prevention procedures during their site inductions.

Identification of Watercourses & Receptors

The most significant risk identified for this site is the potential for surface water run off into local stream, water courses and receptors. The site team will ensure that appropriate measures are implemented on site and detailed in this CEMP to avoid contamination and to prevent any spillages (bunded, fuel, drip trays etc).

If during the course of the works a spillage or contamination of a watercourse does occur, there will be suitable and sufficient equipment on hand to contain any spillages (spill kits). Works are to stop and if necessary, an appropriate response team employed to ensure effective clean-up of contaminated material and the correct disposal.

Responsibilities & Competence

On this scheme the Project Manager has been appointed as the “Responsible Person” and will manage the emergency response plan in the event of any Environmental Incidents. The Project Manager will be supported in this role by the HSEQ Team. The Supply Chain will also be provided with specific training to provide assistance if and when required. Contact details for the above-mentioned persons will be clearly displayed on site and information clearly explained to all site personnel upon their arrival to the site.

Storage of Fuels/COSHH

A designated secured location will be provided for the storage of fuels and COSHH substances on the site. This location will be regularly inspected by the Project Manager to ensure there is no evidence of leaks /spillages and items remain stored correctly.

A location will be established for the re-fuelling of plant and equipment with drip trays and spillage kits provided. Requirements for prevention of spillages and contamination will be discussed and monitored with the supply chain.

It is not envisaged that the volumes of fuels stored on site will be beyond the thresholds defined in the COMAH regulations.

Emergency Response

An emergency response plan has been developed for the scheme and will be managed by the Site Manager.

All environmental incidents and near misses will be recorded and reported as per Wynne Constructions standard Incident Reporting procedures. If applicable, incidents will be reported to Natural Resources Wales.

An appropriate number of spill kits will be available. 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.

Surveillance monitoring by the Project Manager and HSEQ Team will be undertaken during construction.

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 and an inventory of equipment within the kit will be clearly displayed.

Due care and attention must be made with regards to potential surface run-off affecting water courses and receptors, and when stockpiling of any materials should ideally not be located within the vicinity of the watercourses. Where stockpiles have to be located in the vicinity of a watercourse a buffer strip should be in place to reduce pollution risks.

Bunds will be created at potential risk areas and silt trapped, collected and disposed of correctly using an appropriately licences contractor. Locations of surface water drains etc will be identified on site.

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.

Construction of concrete structures during the construction phase would be monitored to prevent associated contaminated material entering any watercourses. Pre-cast work or permanent formwork will reduce the amount of in-situ concreting required adjacent and above the watercourses. Washing out of concrete wagons or other equipment used in concreting operations will be undertaken in designated contained washout areas. These will be located away from all watercourses and drains and will be impermeable to prevent infiltration to ground.

## 5.5 Waste Management

An outline Site Waste Management Plan has been completed for the project and will be updated with the records of waste leaving site.

Reviews of Site Waste Procedures and the Site Waste Management Plan will be undertaken at 3 monthly intervals by the HSEQ Team and 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 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. Lidded skips will be provided for lightweight waste materials.
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.

There should not be any significant quantities of inert waste taken off site as the intention is to design the project creating an earthworks balance on site, using all material suitable for re-use on an industrial site (EA guidelines). Surplus material will be used in site re-profiling.

In line with our Considerate Constructor requirements, a litter pick of the site and immediate surrounding areas will take place. These picks will be increased following adverse weather conditions.

**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. Each month, a comprehensive waste report will be compiled by the HSEQ Manager, detailing the exact movements of the previous month's 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<br>• Speed limits will be put into place on site for all vehicular movements<br>• All vehicles carrying loose material will be covered<br>• Facilities for wheel washing will be made available |
| Highways | • Where appropriate, use of road sweepers will be incorporated to ensure highways remain clear of dust and mud<br>• 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<br>• Location of stockpiles away from any sensitive receptors<br>• 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<br>• Where necessary, use of hoardings to be considered to ensure reduction in dust migration<br>• Deliveries of significantly dusty materials to be sprayed to reduce dust potential<br>• 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<br>• Regular liaison with EHO and Client to be undertaken<br>• Regular reviews of mitigation methodology to be undertaken by HSEQ Manager and Contracts Manager |

## Noise

Noise has the potential to cause disturbance, given the nearby location of residential buildings. It is essential that the works comply with any conditions which will be laid out by the Local Authority. Council's policy on hours of work is as follows:

- Monday to Friday 8am - 6pm
- Saturday 8.30am - 1pm
- No Sunday, Bank holiday or Public holiday working

Work may be permitted outside of these hours in exceptional circumstances and only by prior agreement with the Council and will be conditional on the contractor informing local businesses in advance of the proposed activity.

Any complaints raised due to noise should be recorded on the customer complaint form and handed to the HSEQ Manager for investigation. Details on how to record a complaint by members of the public will be displayed on the Site Information Board located at the site boundary.

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.

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 activities are to be undertaken which may result in vibration, 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 and appropriate controls put in place to eliminate or reduce the effects.

**Light Disturbance**

It is not anticipated that light disturbance will be an issue on this site for any residential properties or surrounding areas. The Site Management Team will ensure that when establishing the site welfare and office facilities, temporary lighting is positioned so as not to direct towards neighbouring properties. Security lighting and non-essential lighting will be fitted with automatic cut-off switches.

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 provided.

| 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.
- 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.

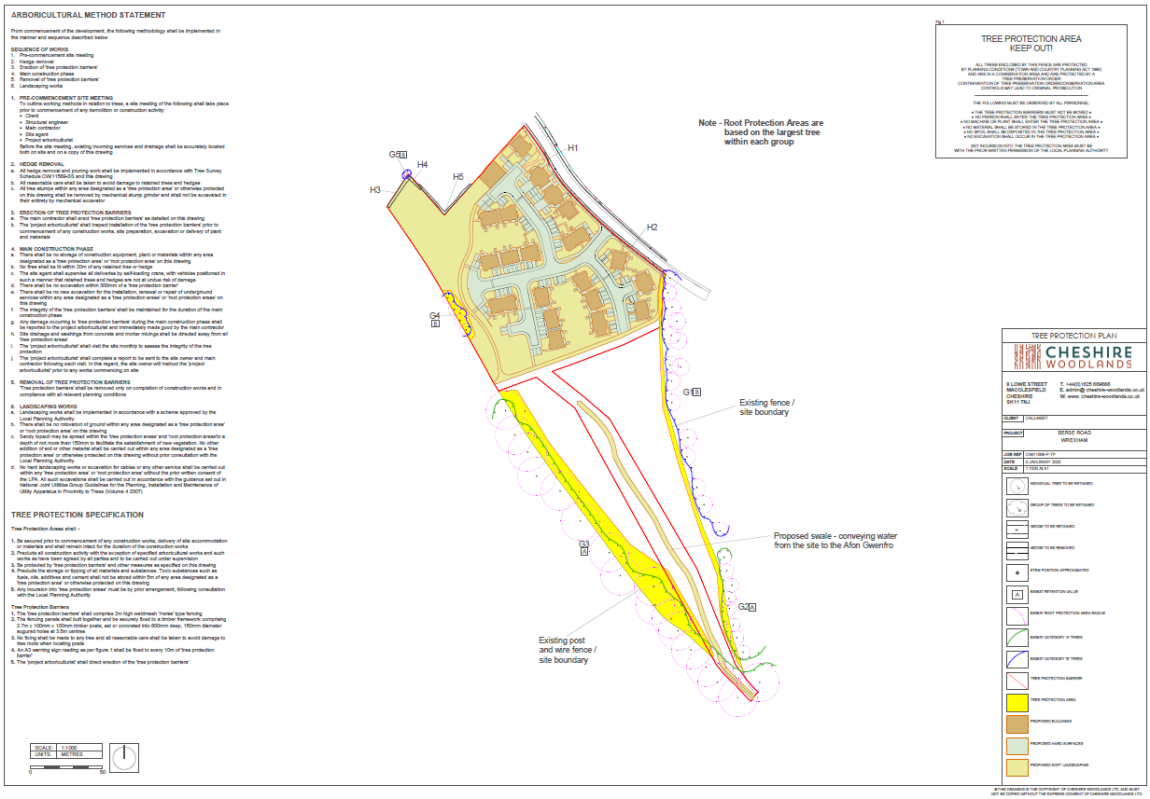
| Ecological Survey Calendar | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Badgers | | | | | | | | | | | | |
| Bat & Barn Owl Surveys | | | | | | | | | | | | |
| Bats – Activity Surveys | | | | * | | | | | | * | | |
| Bats – Hibernation Surveys | | | * | | | | | | | | * | |
| Birds – Migrant | | | | | | | | | | | | |
| Birds – Breeding Only | | | | | | | | | | | | |
| Birds - Winter | | | | | | | | | | | | |
| Dormouse | | | | | | | | | | | | |
| Otter | | | | | | | | | | | | |
| Reptiles | | | | | | | * | * | | * | | |
| Great Crested Newts | | | | | | | | | | | | |
| Water Voles | | * | | | | | | | | | * | |
| Phase 1 Habitat Surveys | * | * | | | | | | | | | * | * |
| NVC Surveys | * | * | * | * | | | | | | | * | * |

| Key | Recommended Survey Time | | Possible Survey Time | * | No Survey | |
|---|---|---|---|---|---|---|

Ecological assessments of the site including Ecology Appraisals and Arbocultural Assessments have been undertaken and can be found as an appendix to this plan. Recommendations and restrictions detailed with the reports will be communicated to all relevant personnel and measures put in place to prevent harm/damage to the local environment and habitats.

A section of hedgerow located along Berse Road will be removed as part of the scheme and will be completed before the bird nesting season commences. An Ecologist will be engaged to conduct a visual check of the hedgerow before the removal works commence.

The requirement for tree protection areas have been recommended (see below) and measures will be put in place prior to works commencing on site. These include the erection of tree protection fencing and signage clearly displayed.




Where any unexpected species is located by any personnel on site, all works within that area must cease immediately. Site management must be immediately informed along with the site

ecologist. No further work may take place within that area until confirmation has been given by the site ecologist and site management.

## 5.9 Native & Non-Native Invasive Species

Native & non-native species have not been identified on this project or nearby. If any are identified during the construction project, the site manager will be responsible for ensuring works are ceased and the appropriate personnel/organisations contacted and made aware.

## 5.10 Contaminated Land Management

Ground investigation works have been undertaken and the surveys are reviewed prior to commencement on site. It has been recorded that the current ground conditions on the site are good with no records of contamination identified. If contaminated ground is encountered all works will stop and further investigations conducted. If applicable, a certified and licensed waste carrier will be engaged for the collection and disposal of contaminated arisings.

## 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.

## 5.14 Visual Amenity

Wynne Construction will ensure that the site boundaries are kept clean and tidy at all times. Any hoardings and / or fencing will be well maintained and kept free of graffiti and non-site-specific posters. Damaged or unsightly fencing must be repaired or replaced as soon as possible. Local roads will be kept free of excessive dirt and mud; road sweepers and wheel wash facilities are to be used to prevent build up. It is the responsibility of the site management to ensure the cleanliness of the site is maintained and allocated personnel will be identified to carry out regular checks.

## 5.15 Community Liaison

Wynne Construction will actively seek to ensure community liaison is maintained throughout the duration of the works. Site specific activities will be planned which ensure interactivity with local communities, schools, colleges and charities. Wynne Constructions Social Value Team will plan Events for the project and will encourage local residents to participate as well as offer opportunities to meet and discuss the project with site management.
A Site Information Board will be erected at the site boundary on Berse Road and will display details of progress on site and upcoming activities. Details of the Site Management Team will be displayed along with details for logging complaints and praise.

# 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 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 shall 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 Site 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


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