BARNSLEY FIRE STATION

Construction Phase Plan

11th MAY 2020

REVISION AND AMENDMENT REGISTER

DATE	PAGE NUMBER	REVISION DETAILS	REVISION NUMBER
June	All	First draft issue	1
June	All	Inclusion of JFF Documents	2
July	All	Removal of JFF Documents	3
July	All	Revision of Section 3	4
Sept 13	All	General Review	5
Feb 17	All	General Review	6
Nov 17	All	General Review	7
Oct 19	23	Replacement of reference to SWMP with RMP (Resource Management Plan)	8
Jan 20	All	Annual Review	9

CONTENT SECTIONS

1.0 DESCRIPTION OF THE PROJECT

a Description of Project
b Key Personnel and Organisations
c Existing Information and Reference Material

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Note: This is Construction Phase Plan is in accordance with the CDM Regulations Appendix Three: A copy of these Regulations can be found at: CDM 2015

SECTION 1

1.0 Description of Project

a) The project involves the demolition of some of the existing buildings & the construction of a new fire station (10,225 square feet) and associated community facilities, on an existing site along Broadway Road in Barnsley.
The site is to accommodate a mixture of functions, including operational services, administrative and training facilities for South Yorkshire Fire and Rescue Service, and will also include separate provision for partner and local voluntary organisations.

Date of Commencement: 15th June 2020
Length of Program: 42 weeks
Date of Practical Completion: 7th April 2021

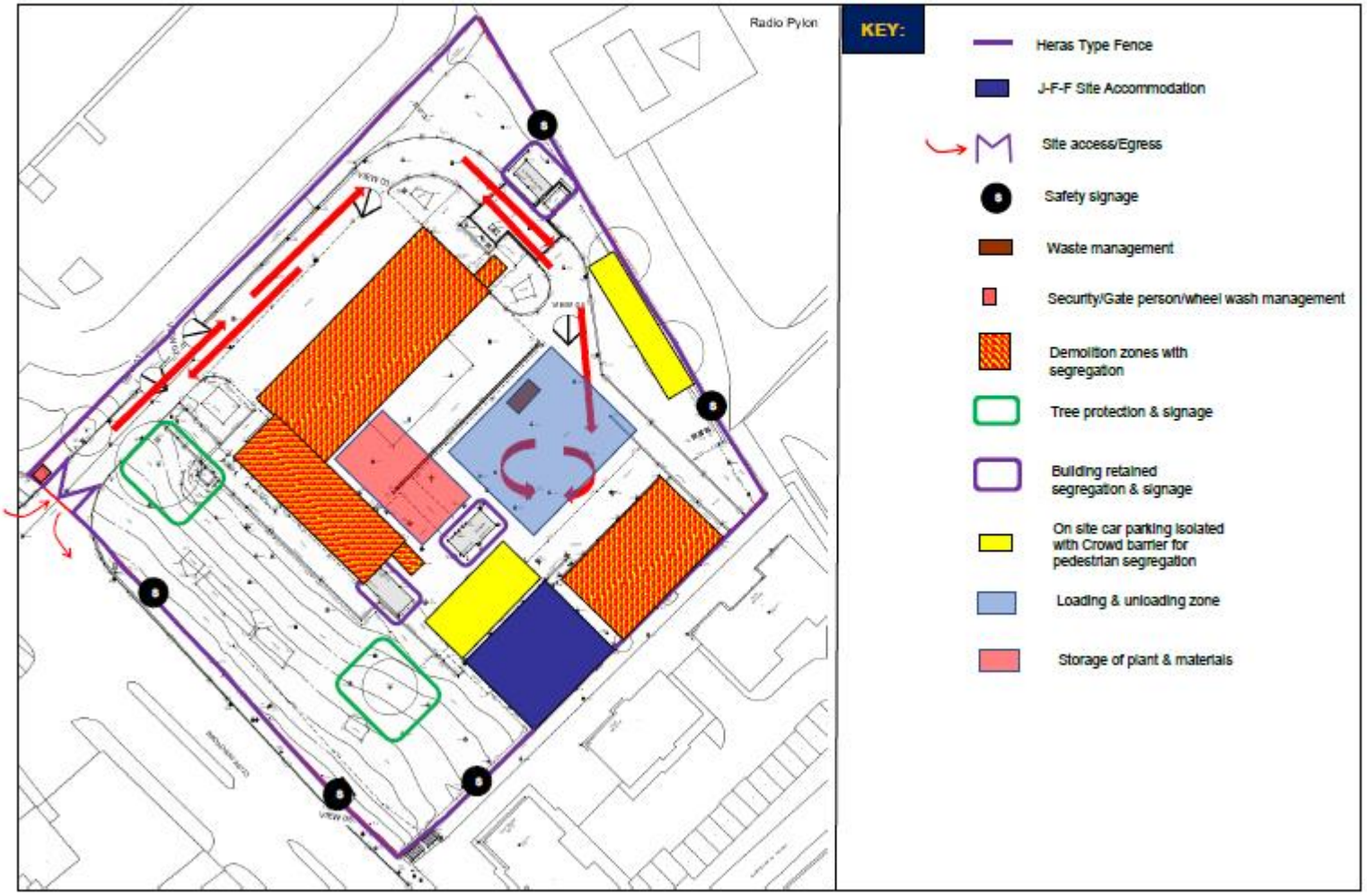
Site layout is identified in the indicative diagram below.

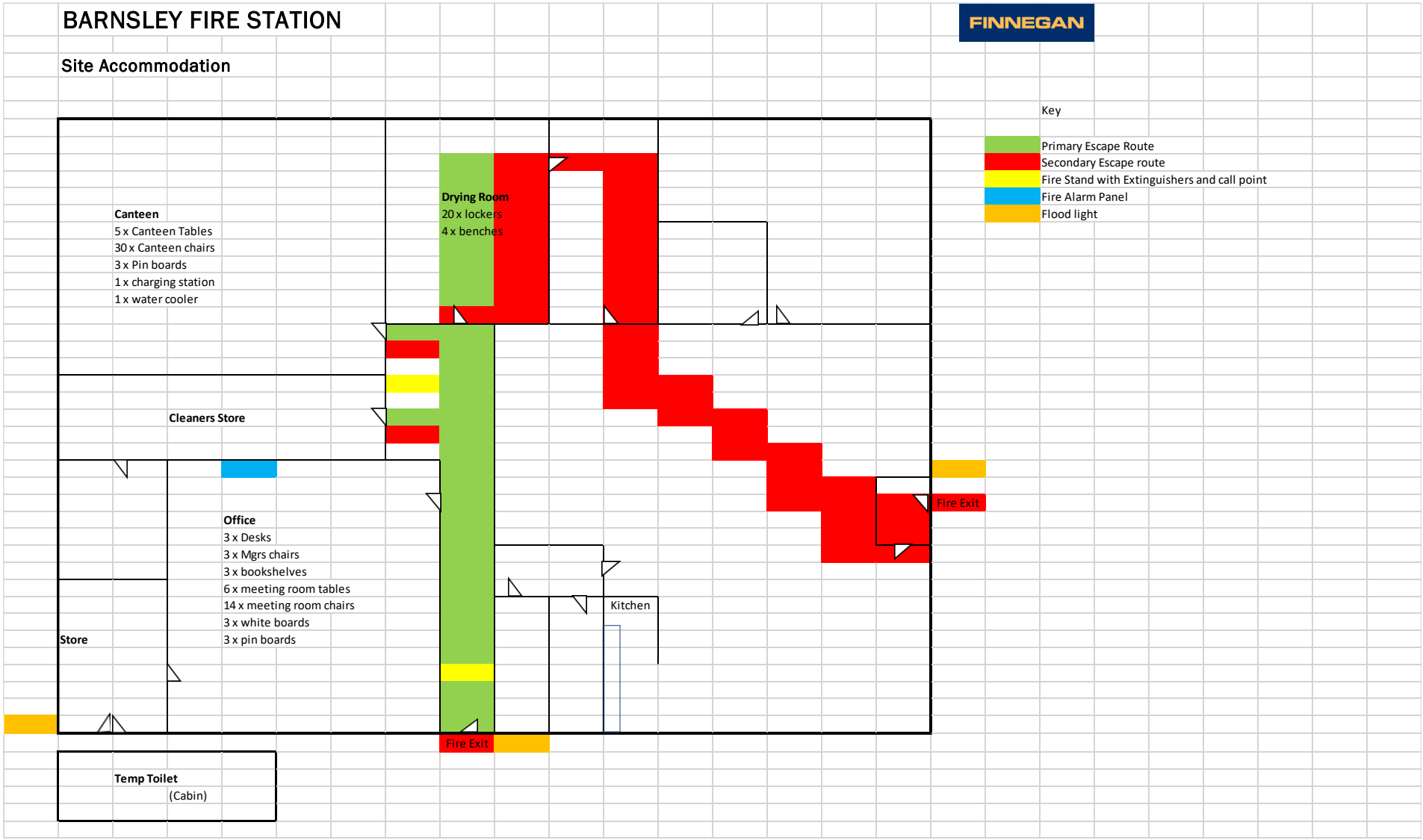
It identifies:-

Perimeter fencing.
Tree protection & signage
Site access for personnel and deliveries/ wheel washing arrangements
Positions of main sign boards.
Specific off-loading areas.
Layout of site compound and welfare/offices.
Car parking on site.
First Aid posts.
Existing buried and overhead services (Sumo Drawings etc).
Emergency access.
Temporary services.
Rubbish dump areas.
Fire points.
Fire assembly points.
Traffic Management and loading areas.

TRAFFIC MANAGEMENT & LOGISTICS PLAN
WEEKS 1 to 10

FINNEGAN




BARNSLEY FIRE STATION
FINNEGAN
Site Accommodation
Key
Primary Escape Route
Secondary Escape route
Fire Stand with Extinguishers and call point
Fire Alarm Panel
Flood light
Canteen
5 x Canteen Tables
30 x Canteen chairs
3 x Pin boards
1 x charging station
1 x water cooler
Drying Room
20 x lockers
4 x benches
Cleaners Store
Office
3 x Desks
3 x Mgrs chairs
3 x bookshelves
6 x meeting room tables
14 x meeting room chairs
3 x white boards
3 x pin boards
Store
Kitchen
Fire Exit
Fire Exit
Temp Toilet
(Cabin)

b) Key Personnel and Organisations

JF FINNEGAN – PRINCIPAL CONTRACTOR			
Simon Elvin	Site Manager	simonelvin@j-f-finnegan.co.uk	07774 733 014
John Ledger	Quantity Surveyor	johnledger@ j-f-finnegan.co.uk	07831 146 361
Paul Hudson	Contracts Manager	paulhudson@ j-f-finnegan.co.uk	07887 728 360
Dawa Singh	Pre-Construction	dawasingh@ j-f-finnegan.co.uk	07799 662 114
Shaun Pearson	Construction Manager	shaunpearson@ j-f-finnegan.co.uk	07836 223 463
Robin Clark	SHEQ Manager	robinclark@ j-f-finnegan.co.uk	07831 477 320
SOUTH YORKSHIRE FIRE & RESCUE - EMPLOYER			
Joe Campbell		jcampbell@syfire.gov.uk	0114 253 2378
Brendan Ingle	Inspecting Officer Sheffield Technical Fire Safety	bingle@syfire.gov.uk	07917 307 718
TURNER & TOWNSEND – EMPLOYERS AGENT			
May Lester	Project Manager	May.Lester@turntown.co.uk	07483 341 962
Errol Reshad	Assistant Cost Manager	Erol.Reshad@turntown.co.uk	07484 547 104
BOND BRYAN ARCHITECTS - ARCHITECT			
Ana M. Nates	Architect	barnsley.syfs@bondbryan.co.uk.	0114 266 2040
Duncan Hogg	Associate Director	barnsley.syfs@bondbryan.co.uk.	0114 266 2040
ALAN WOOD & PARTNERS (SHEFFIELD) – STRUCTURAL ENGINEERS			
Rebecca Thompson	Engineer	Rebecca.Thompson@alanwood.co.uk	0114 2440 077
Jonathan Saunders	Office Director	jonathan.saunders@alanwood.co.uk	07557 266 330
SILCOCK LEEDHAM CONSULTING ENGINEERS – M & E SERVICES CONSULTANTS			
Steve Riley	Mechanical Services Engineer	Luke.Alexander@slce.co.uk	0113 393 3310
Luke Alexander	Electrical Services Engineer	Steve.Riley@slce.co.uk	0113 393 3310

c) Existing Information and Reference Material

This information is located, maintained and accessed through TED. TED is the bespoke document management system that J F Finnegan operate. All Sites and Project are managed through this system.

Existing services drawing

Met - P18-00583 - Utility Mapping Sun

2.0 Management of the Work

COVID19

- All works will be undertaken in accordance with the CLC's guidelines – Revision 3. Copy attached.
- All employees will undertake a Site specific COVID19 induction – copy attached.
- All employees will be issued with Operative Information – what to do if taken ill – copy attached.

a) Management Structure and Responsibilities

Please find enclosed the hierarchical structure of the Construction Department: -

Management Structure Chart

The Construction Manager will conduct a formal weekly communication meeting with Contracts Managers, SHEQ Manager and other invitees as appropriate.

Prior to commencing on Site, the Contracts Manager will complete and issue the Site Quality Plan. He will maintain this plan, and associated paperwork systems, as the project progresses.

The Contracts Manager will have the overall responsibility for the running, production and delivery of the Construction Project.

The Project/Site Manager has control and accountability for all site-based operations and the overall running and housekeeping of the construction site.

The Project/Site Manager is to ensure that all operations: -

i. Start and finish on programme

ii. Follow the agreed sequence of works

iii. Are working in accordance with approved Method Statements, Safe Systems of Work and that all relevant permits to work have been issued.

iv. Are working in accordance with the specifications, contractor's proposals, employer's requirements and current revision of the construction issue drawings (or sub-contractors working drawing).

v. Are monitored accurately with all progress and works carried out fully recorded on daily diaries, weekly progress reports and digital photographs.

vi. The site, sub-contractors and employees operate in accordance with J F Finnegan's site safety rules. These site safety rules are identified within the site-specific induction – Zero Harm.

vii. The site-specific safety leaflet for:-

- Key Health and safety issues
- Key Site Safety Rule
- Key Site Environmental Rules (SERs)

Issued by the SHEQ Manager for every project.

viii. The Site/Project Manager is to ensure that all operatives who commence on site receives a full site-specific induction (by appointed person) and signs the J F Finnegan Site Induction Log.

ix. The Site/Project Manager is to ensure that no operations commence on site unless site specific RAMS have been issued and are available on site.

All works are to be carried out in strict accordance with all RAMS submitted.

x. All visitors to site must sign in and sign out using the visitor's log.

Any visitors wanting to walk around site must undertake a visitor's induction and be accompanied by J F Finnegan's Representative. Full PPE must be worn.

Any groups/clients wanting to visit site can only be permitted once permission has been given by the Project/Site Manager and notice of the visit informed to the SHEQ Manager/Contracts Manager.

Numbers must be limited with a safe pre-planned route agreed.

Where the project is managed by a Site Manager and an Assistant then these two staff will not be permitted to take annual leave together.

The cleanliness of the Site is the responsibility of the Site Manager. Housekeeping standards will be inspected during the formal weekly inspections undertaken by the SHEQ Manager.

b) Health and Safety Goals

The H&S goals of the project are to complete the project without injury to personnel or any environmental impact on time and to budget.

The JFF Document 'Health and Safety Arrangements' will form appendix one of this document.

The JFF Document 'Roles and Responsibilities' will form appendix two.

Both documents will be maintained on Site or accessible through TED.

Below is the JFF Health, Safety and Environment Statement of Intent.

Health, Safety and Environment Statement of Intent (Overall Policy)

It is the policy of the Company to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, and other persons who may be affected by the Company's operations. It is also the policy of the Company to ensure that a minimal adverse effect of the environment is maintained throughout general operations in order to prevent pollution.

This statement is made in accordance with the requirements of the Health and Safety at Work Act 1974 and the Environmental Protection Act 1990, but we also wish to emphasise our commitment to this because we recognise that the most important resource of the Company is its employees.

The Company commits to comply with the requirements of BS OHSAS 18001:2007 & ISO14001:2004 and will continually improve the performance of health, safety and environmental performance through the setting of objectives and targets.

The Company also commits to comply with applicable legal requirements and other requirements that relate to health, safety and environment.

We consider matters of health, safety and environment to be of equal importance to those of economy and productivity. We also recognise that injuries and ill health suffered through work can be prevented through effective management control and action. We also recognise the importance of reducing environmental impact to an absolute minimum.

We will provide information, instruction and training to its employees to enable them to discharge their duties under this Policy Statement.

We will consult directly with employees on health, safety and environmental matters.

The Company looks forward to co-operation from employees at all levels to make this Policy a success, to achieving continuing improvements in safety standards, and to creating a positive safety culture within the company.

The Company commits to providing adequate, professional resources to ensure that health, safety and environmental issues are correctly managed.

This Policy will be reviewed annually; when best practice or legislation dictates.

Signed:

Gary Smith
Managing Director

HS&E Policy Statement

c) Arrangements for the Management of:

Liaison & Design Changes - Design Team Meetings & Site Progress Meetings

These are held at intervals to suit the progress and design of the works. They are attended by the Contracts Manager, Design and Build Department, Project Surveyor and the relevant designers.

Meeting Notes are normally completed by the Contracts Manager or Project Surveyor. They are distributed to all relevant members of the Design Beam including the Employers Agent and Consultants and relevant design sub-contractors within 2 days.

These are held at monthly intervals to suit the Employer's Requirements. J F Finnegan will present a Progress Report and a Request for Information Schedule at this meeting. This is attended by all relevant members of the Construction Team.

Meeting notes will be completed by the Employers Agent/Representative. They are distributed to all relevant members of the Construction Team involved in the contract including the Employer, Consultants and Sub-Contractors as appropriate within 2 days.

The Contracts Manager will complete 'Construction Progress Report.' All sections must be completed and commented upon. The Report will be completed on a monthly basis.

Workforce Consultation

The workforce is informed of activities on Site via the Site Notice Board that is updated on a weekly basis by the Site Manager. Any member of the Site Team can, if they are concern, raise an NCR through the Contracts, Site or SHEQ Manager. This will then be addressed through the NCR Process identified within the ISO9001 Document.

Toolbox talks are issued on a weekly basis. These are written to reflect the risk on Site.

Additionally, Safety Alerts are issued to highlight issues that require attention of addressing immediately.

Exchange of Information

The Site Manager will conduct weekly meetings with Subcontract Management. These will review performance, attendances, quality, health and safety. Information requested will be minuted within this process.

Subcontractor Selection

Each subcontractor must complete, in addition to providing relevant insurances and warranty information, the document 'Safety Questionnaire.' This document requests accident information, HS&E information, accreditation and risk assessment

information. Following completion, the Subcontractor is entered onto the Approved Data Base.

Subcontract Packages

This section should replicate the processes identified within the Quality Plan.

Subcontractor Package	Awarded to	RAMS Requested
Ground investigation	*Starr Surveys*	YES
Demolition	*Stotts Demolition Ltd*	YES
Foundations	D&N Ltd	YES
Structural Steelwork	Nationwide Structures	YES
Precast stairs	*TBC - Package not yet awarded*	
Concrete Slab	*TBC - Package not yet awarded*	
Roof coverings	*TBC - Package not yet awarded*	
Wall claddings	*TBC - Package not yet awarded*	
Curtain Walling & windows	*TBC - Package not yet awarded*	
Vehicle & pedestrian doors	*TBC - Package not yet awarded*	
Canopies	*TBC - Package not yet awarded*	
Car park and external works	*TBC - Package not yet awarded*	
Mechanical	*TBC - Package not yet awarded*	
Electrical	*TBC - Package not yet awarded*	

Note: (LI) denotes work is proceeding under a letter of intent.

All risk assessments and method statements are requested by QS as part of a formal 'Prelet Meeting' that the Subcontractor attends. The RAMS are then reviewed in accordance with the procedure identified within this document.

Site Security Information

The Site will be protected by a static guard. The Security Company is First Response Security. Head Office / Contact Number 0330 124 5670.

Site Induction

A specific Site Induction, including Site Rules, is written for each project. This also includes Site Environmental Rules.

This is to ensure that all employed on the Project are fully aware of the Site Safety Rules, Site requirements and what to do in the event of an emergency.

Persons will not be permitted to enter Site or work on Site if they refuse to undergo the induction procedure or if they refuse to sign the Site Induction Log. This is an absolute requirement.

The Induction procedure will be conducted by a member of JFF Site Management.

As persons report to Site for the first time they MUST be taken through the induction procedure. They MUST then sign the Site induction Log and complete the Site Personal

Record. This information will be kept on Site only to be accessed in the event of an emergency.

After all questions have been answered and you and the 'inductee' are satisfied that they know what is expected on Site; they MUST then be issued with a completed helmet sticker.



JFF Safety Charter.pdf

J F Finnegan Limited

Barnsley Fire Station - Site Safety Rules

Site Personal Protective Equipment: Safety helmets, safety footwear and high viz vests **MUST** be worn at all times when on Site. Shirts must be worn in sunny weather and sun block must be worn on exposed skin. Safety equipment identified in risk assessments must be worn. Safety harnesses must be worn and clipped to MEWP, of any type, at all times. Reversing vehicles must be banked at all times and there is no parking on the site work zones at any time.

ALL accidents minor **MUST** be reported and entered in the site accident book. You **MUST** report any medical disorders to the site manager. In the event of emergency **ALL** personnel must assemble at the site assembly point. Access ways, stairways, means of escape and fire exits must be kept clear and unobstructed at all times.

Toilets and welfare facilities are provided. No meals to be eaten on site - use canteens provided. You **MUST** wash your hand before eating or using the toilet due to risk of ingesting contaminants. You have a responsibility to co-operate in keeping these clean and tidy - use the bins provided for litter. Anyone found using the Site as a toilet will be instructed to leave. No radios to be played on Site. The Project is CCS Registered – please act with consideration to our neighbours.

Only proper means of access must be used Ie podium steps. No makeshift access such as drums, pallets or bricks etc. will be used. No ladders or steps are to be used without a risk assessment. Only authorised persons will drive and operate site plant and equipment. Plant operative must log their licenses with Site Management at induction. Unauthorised riding on plant is not permitted.

No person will remove guard rail covers or protective devices unless authorised by Site Management and alternative precautions have been taken. Any dangerous situation, defect in equipment or plant must be reported to the Supervisor immediately. Only authorised personnel are allowed to repair electrical equipment and plant. The use of Stihl saws etc without dust suppression is prohibited.

Mobile Phones: Can be used on site, but you must ensure you are safe before using. If you are operating machinery, please make safe first & put to park and switch off. Ensure you are aware of other activities in your location, make sure you are in a safe location before using your phone. If situation is not safe – do not use your phone.

Ensure you obtain information on the health and safety requirements of any substance before being used on site e.g. paints, varnishes, adhesives, powders, chemicals etc.

All persons entering Site must sign in every morning. They must report for work in a fit and sober manner. The possession or consumption of alcohol and illegal drugs is prohibited on site. Any person found to be in an unfit state for work will be instantly removed. Smoking is not permitted on site but in designated shelters only. Foul and abusive language will result in your removal from site.

Do not lift / handle materials that are beyond your capability. Use mechanical means and obtain assistance. All mobile plant must be under the control of a Banksman.

We all have a duty to work in a safe manner and keep this site safe. It is your duty to report any unsafe condition or hazard to your supervisor or site management using the safety concern form provided. Failure to comply with any site safety rule or deviation from your company's risk assessment and method statement will result in instant removal from site.

A permit to work may be required for certain tasks such as hot work and excavation seek the permission of site manager.

All personnel are to inform the site manager of any medical needs /restriction and if they are taking any medication.

I confirm that I have read my company's risk assessment and method statement. I also confirm that I will work within that risk assessment, method statement and site rules.

********* IF IN DOUBT ASK *********

On Site Training - The Site Manager is to ensure that all general operatives detailed for specific roles have the relevant experience and training i.e. qualified banksmen, qualified to erect tower scaffolds etc. Ref training plan maintained on TED. The Site Manager is responsible for ensuring that an up to date copy is posted on the Site Notice Board.

First Aid Requirements

The number of First Aiders required is: 2

The number of First Aid boxes required is two; to be located in the Site Manager's Office. The person responsible for ensuring the provision and re-stocking of First Aid boxes is: The Site Manager

The names of personnel appointed on site to administer First Aid are:

Mr Simon Elvin	Refresher due on November 2020
Mr Paul Stothard	Refresher due on November 2022

First Aid provision will be afforded to all personnel on Site, but this does not preclude Sub-Contractors making their own arrangements.

Welfare Facilities – the following Welfare Facilities will be provided before work commences on site. Please note we will be using the existing ambulance building as our site establishment:

- Office
- Toilets
- Showers
- Canteen
- Lock up
- Meeting Room
- Drying Room

Reporting and Investigation of Accidents and Incidents.

Reporting and Investigation of Accidents and Incidents (Inclusive of environmental) – Can be found in the health and Safety Arrangements Document. It should be noted that all injuries are to be reported. AFR and AIR figures are calculated inclusive of subcontractor hours and safety performance.

<u>Incidents on or Adjacent Sites</u>

In all cases of theft and vandalism, the matter must be reported to the Police Station and a record of the Policeman's name, number be retained, and a crime reference number issued. This information is to be recorded on the insurance claim form. This is a requirement of the insurance company.

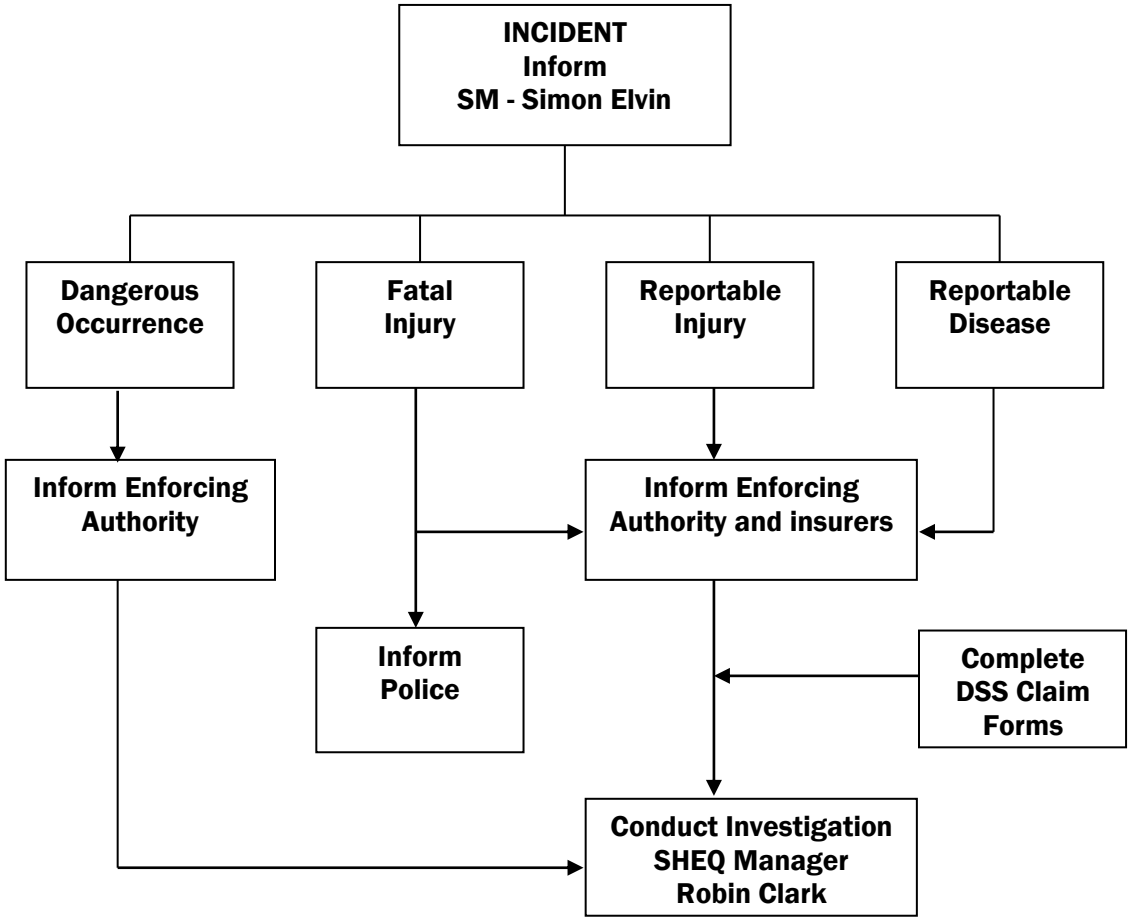
Any subcontractor requiring information is to liaise directly with the Site Manager to ensure that the correct and up to

Major Incident

If an incident or accident should occur on site, then further to calling any emergency services, the SHEQ Manager is to be immediately informed. Further to this call the Contracts Manager and/or Construction Manager are to be informed.

If questioned by the police/investigating authority, the employee must under no circumstances comment unless accompanied and advised by the SHEQ Manager.

Table 1: Flow of Information Following Injury.



Visits by HSE

If an arranged or unannounced visit is made by any HSE Inspectorate, then the SHEQ Manager is to be contacted immediately. Following this call, the Contracts Manager or Construction Manager are to be immediately informed.

A Director is to be informed of the outcome of the HSE's Inspection upon conclusion.

Risk Assessments and Method Statements

Risk Assessment Method Statement Procedure - A minimum of two weeks prior to commencing works on Site, all subcontractors are to submit Site specific risk assessments and method statements to the Contracts and Site Manager.

It is the Contracts and Site Managers responsibility to read and review these documents and comment on the sheet titled 'Risk Assessment & Method Review Sheet' below. No works are to commence until the review sheet has been completed by the Contracts and Site Manager.

Further clarification be sought from the Construction Manager and or SHEQ Manager.

RISK ASSESSMENT METHOD STATEMENT REVIEW

CONTRACTOR NAME: .....

DATE RECEIVED/METHOD STATEMENT: .....

DATE REVISED RAMS TO BE RECEIVED BY: .....

1. Comments

(If comments are made, this sheet is to be submitted back to the sub-contractor)

2. This section to be filled in by the sub-contractor

Find enclosed RAMS updated in accordance with comments raised.

I confirm that the work will only commence when the above comments have been addressed.

I confirm that all my managers and operatives will have read the RAMS prior to commencing works on site.

Signed: ..... Date: .....

Sub-Contractor: .....

3. I accept that the work can proceed in accordance with this Method Statement and Comments:

Signed: ..... Date: .....

Risk Assessment Method Statement Reviewed

4. The work to which this Method Statement applies must be carried out in accordance with the method statement. All work must comply with the Site Safety and Environmental rules. Any alterations to the method statement must be submitted, in writing, to JFF Ltd and a notice of agreement issued prior to implementation. No work under the revised method statement must take place until agreed by JJF Project Manager.
The issuing of this form on behalf of the above parties does not in any way relieve the sub-contractor of

his obligations and responsibilities under the Health and Safety at Work etc. Act 1974, the relevant legislation or construction design and management regulations and any other relevant safety guidelines. Any comments made do not vary the contractual requirements, diminish the liability of the originator or confer any responsibility on to the signatory.

Risk Assessment and Method Statement Check List

Contractor Name		Project Title		
RAMS for Activity				
Check	Guidance and Requirement		Adequacy	
			Yes	No
Scope of Work	Description of work defined by area. Should also describe limitations.			
Organisation	Names of key staff, supervisors, labour and competence. Copies of certificates and cards to be collected and filed.			
Risks	Have all risks been identified and mitigation measures implemented.			
Materials	Safe storage, identification, special measures required in storage or use, COSHH data sheets and assessment present. Hazardous materials are to be disposed of by the subcontractor.			
Plant and Equipment	Equipment required, including lifting equipment, copies certification of lifting equipment such as chains, certificates of thorough examination and calibration certificates. Subcontractor must produce a lifting equipment register.			
Tools	Are all hand tools PAT tested and are fitted with appropriate dust extraction and guards?			
Preparation and Permits to Work	Details of permits, electrical and mechanical isolation.			
Environment	Anticipated hazards and control measures, identification of spill kit, nappies, possible impacts to environment, dust, noise and vibration. Possible impacts on sensitive areas and wildlife.			
Emergency Procedures	Procedures and arrangements for dealing with HS&E incidents and accidents overreaching JFF's. Are flammable materials minimised and stored correctly.			
Method and Sequence	Proposed sequence of work and the interface with other Contractors.			
Protection	Protection of works, completed or partially completed.			
Inspection and check list	Required prior to, during and on completion of works – Test and Inspection Sheets – includes scaffolding weekly inspection.			
Records	Copies of weekly plant checks or quality checks.			
Occupational Health Risks	Have these been identified and mitigated against. Dust masks, type and face fit test certification. HAVS.			

Contacts:

Fire, Police and Ambulance: 999

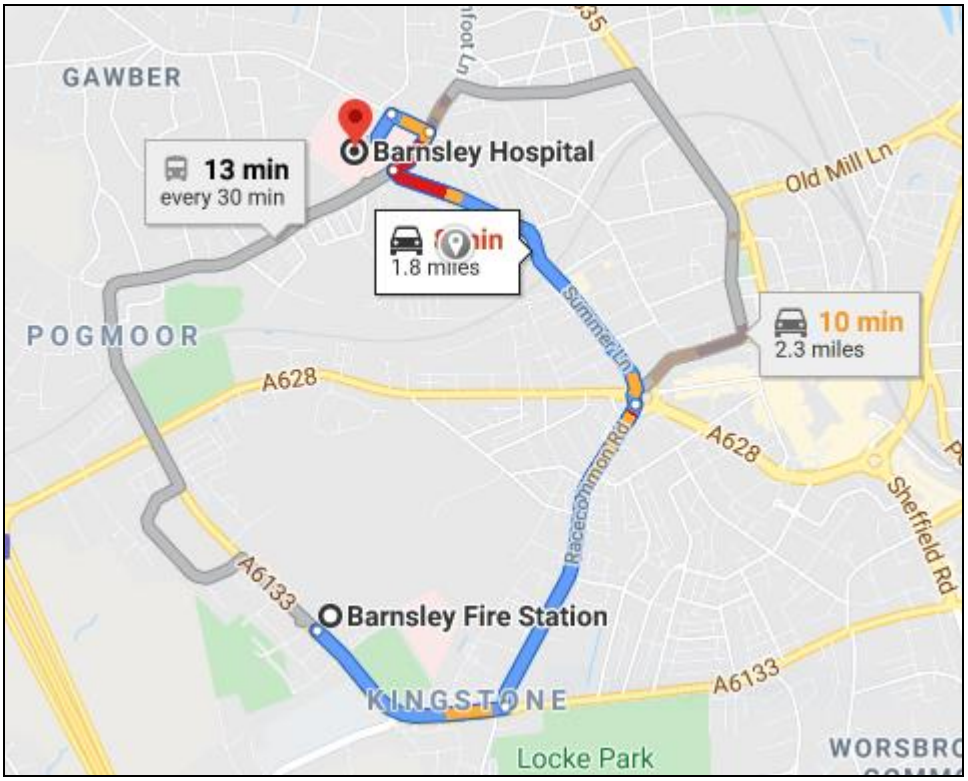
Nearest Casualty Department:

Barnsley Hospital NHS Foundation Trust
Gawber Road
Barnsley

S75 2EP

Tel: 01226 730000

Website: https://www.barnsleyhospital.nhs.uk/contact/



HSE Office:

Health and Safety Executive
Foundry House
3 Millsands
Riverside Exchange
Sheffield
S3 8NH

Tel: 0300 003 1647

https://www.hse.gov.uk/contact/maps/yne.htm

Environment Agency:

The Quadrant 2
99 Parkway Avenue
Sheffield
S9 4WF

Tel: 03708506506

Further Contacts

Water Emergencies	0800783444
Floodline	08459881188
Gas Emergencies	0800111999
Telecom Emergencies	08000232023
Electrical Emergencies	0800807060
Environment Emergencies	0800807060
Security Company	0330 124 5670

Further JFF Contacts

Site Manager: Simon Elvin	Mobile: 07774 733 014
Contracts Manager: Paul Hudson	Mobile: 07887 728 360
Construction Manager: Shaun Pearson	Mobile: 07836223463
SHEQ Manager: Robin Clark	Mobile: 07831477320
SHEQ Coordinator: Calum Volrath	Mobile: 07889 512 110

Working Hours/Overtime

The maximum working hours on the site are determined by the planning conditions (item 3) states that working hours shall only be:

Monday - Friday:	8.00 am to 6.00 pm
Saturday (if worked):	9.00 am to 2.00 pm
Sunday	No Working
Bank Holidays	No working

Generally, JFF site hours will be

Monday – Friday	8.00 am to 5.00 pm
Saturday (by arrangement only)	9.00 am to 2.00 pm

The Collection and Disposal of Waste

All sites must operate in strict accordance with the project site specific site waste management plan and the J F Finnegan Environmental Policy Statement.

A RMP will be produced, by the SHEQ Manager prior to commencing on site as part of the pre-construction information that will be issued to the Site Manger. The site layout for the RMP must be adhered to with the relevant skips dedicated to specific waste streams.

The Site Waste Transfer Note is to be completed by the Site Manager or his nominated representative. It is to be given to the Driver of the Skip Wagon and a copy is to be maintained on Site.

The Site Manager or his nominated person will witness all refuelling of plant and equipment. This is to ensure that the risk of environmental impact is minimised. Any spills must be cleaned up immediately.

All waste is to be handled by a registered waste carrier.

The Site Manager shall issue a 'Clean Up' Notice where the accumulation of waste has become a safety or environmental hazard. The Site Manager, after 24 hours if the waste has not been removed, will take the relevant steps to remove the hazard taking note of the actions taken. These actions are chargeable, and the Project QS and Contracts Manager must be informed. The completed notice is to be published to TED under Waste Management. Copies to the Contracts Manager, Project QS and SHEQ Manager.

3.0 **Arrangements for Controlling Specific Risks**

Below are incorporated documents:

JFF – Health, Safety and Environment Statement

JFF - Health and Safety Arrangements
JFF – Roles and Responsibilities

These documents are maintained on TED.

Safe Place of Work

The Site Manager will ensure that suitable and sufficient safe access and egress to and from places of work. Additionally, every other place to which workers have access within the site.

The site will be made and kept safe for, and without risks to, the health of any person at work there.

Records will be maintained using the Daily Point Check List. This will be adapted to reflect the risks and requirements of the Site.

The Site will have sufficient working space and be arranged so that it is suitable for any person who is working or who is likely to work there, taking account of any necessary work equipment likely to be used there. Where applicable, discrete working zones will be established and, where necessary, exclusion zones will be enforced to prevent unauthorised access.

Subcontractors are responsible for controlling the risks that are created by their own works and operations. These control measures will be clearly identified within their risk assessments and be suitable and sufficient to ensure that any residual risk is adequately controlled.

Good Order and Site Security

The Site Manager will maintain the Site in good order and maintain the highest levels of cleanliness.

Welfare facilities will be cleaned on a daily a daily basis.

Accommodating adjacent land use – the Site will be ring fenced. All neighbours will be contacted and informed of the project in accordance with the Considerate Constructor's Scheme.
Mature trees will be protected using heras fencing panels & signage displayed all in accordance with the details provided by David Watts Ecologist/Arboriculturist.

This fence will be inspected daily and a record maintained on the 25 Point Daily Check List

Stability of Structures

Stability of Structures such as temporary works. Note: no existing structures remain. Temporary Works Procedure

The Temporary Works Procedure will be implemented for:

- Suspended concrete floors (including composite floors) and stairs
- Concrete walls above 1200mm high
- Trench and manhole excavations deeper than 1200mm unless protected by trench boxes.
- Temporary support of an existing structure that is being altered.
- Temporary support of any structural member of the permanent structure being built.
- Piling or craneage hard standings.

This list is not exhaustive if in doubt ask.

The Designer's risk assessment should, by statute, identify any risks that require addressing. This should, identify the risk of collapse of any temporary works and how to reduce that risk to lowest residual and acceptable level.

Following this guidance, it is the responsibility of the Site Management team, including the Contracts Manager, to decide when to implement this procedure and who will be appointed under this procedure.

They will rely on their experience, knowledge and professional advice where and when necessary.

Demolition

The demolition or dismantling of a structure will be planned and carried out in such a manner as to prevent danger.

The arrangements for carrying out such demolition or dismantling must be recorded in writing before the demolition or dismantling work begins.

A competent subcontractor will be appointed. This subcontractor will be responsible for legal compliance such as the issue of statutory notices. RAMS will be reviewed as previously described.

Explosives

None anticipated to be used on this Project.

Excavations

(i) The Contracts Manager/Site Manager should take steps to ensure that sub-contractors provide adequate and suitable method statements for the excavation work, based upon sound risk assessments. Evidence of the suitability of the plant and equipment to complete the work should also be available. On site work should not commence until such information is available and has been assessed. Sub-contractor's attention is drawn to & they should be aware of existence of the mature trees within the site in fenced off protected areas - no excavations shall be made within these fenced off

areas. If any issues arise please bring this to the attention of the JFF Site Manager who will liaise directly with the Local Planning Authority.

The Contracts Manager/Site Manager have responsibility for ensuring the work progresses according to the method statements and risk assessments, and in line with the following guidance:

(ii) Collapse of the sides

The sides should be prevented from collapse by battering them to a safe angle or supporting them with sheeting or other systems. Installation of the supports should be applied without delay as the work progresses. Work should never be ahead of the support system that will require installation under the supervision of a competent supervisor.

(iii) Materials falling into excavations

Excavated spoil and other materials must be stored away from the sides of the excavation. Equally plant or vehicles must not be parked close by. The extra loadings these create can cause the sides to collapse, and further loose material can fall back into the excavation. Edge protection including toe boards will protect against falling debris, while the wearing of hard hats will afford protection to anyone working in the excavation.

(iv) People or vehicles falling into the excavation

Edges of excavations should be guarded with substantial barriers. This is a must where the excavations are greater than 500mm deep but, should also be considered where the risks of injury from a fall are increased by the activity in the excavation, e.g. Installation of concrete reinforcing rods. All excavations in should be fenced off to prevent access.

All forms of vehicles should be kept well away from the excavations. Vehicles passing close by may overload the edges leading to collapse. Where necessary clearly marked baulks or barriers should be used to keep vehicles away from the edges

Where vehicles have to tip materials into excavations, stop blocks should be used to prevent them running over into the excavation. The sides of the excavation where tipping is allowed will require additional support.

Coffer Dams and Caissons

None anticipated on this Project.

Reports and Inspection

The SHEQ Manager and Co Ordinator will make routine inspections of workplaces, including sites, offices and workshops to monitor working practices, and will also advise the site manager and operatives of any health, safety and environmental issues as they are raised. As well as monitoring work

in progress he/she will be concerned with work to be completed in the immediate future, discussing with the site manager the items that should be included in the risk assessment, and what job planning has been carried out.

On completion of the visit, a written report of the findings will be produced. These will be discussed with the site manager. This report will be published to TED within the Project Documents. Any issues will be identified with the publishing email that is generated by the Hazard Register. This will be copied to the Site Manager, Contracts and Construction Manager. The email will have identified remedial action and a time scale required to complete this action. The Site Manager will email the SHEQ Manager or Co Ordinator upon completion, copying the Contracts and Construction Manager.

The SHEQ Manager will also send the Managing Director a copy of the report for his information. In this way The Managing Director can monitor the Site Manager's actions. Records will be retained for 10 years.

If on a subsequent visit the SHEQ Manager is of the opinion that adequate action has not been, and will not be taken, he will inform The Managing Director as quickly as possible.

If the SHEQ Manager is of the opinion that an operation constitutes a risk of serious injury to any person or significant environmental impact, then he will take whatever action he feels necessary. If the Site Manager disagrees with this action, the SHEQ Manager will record his opinion in his written report and inform The Managing Director as quickly as possible and copy him with the report by the quickest possible means. The Managing Director will then resolve the issue.

Reports will be maintained on TED ad infinitum.

Energy Distribution Installations

(i) Existing services - Prior to commencing any site works, a ground radar survey is to be carried out with all information sprayed on the ground on site and an Auto Cad drawing produced identifying all the services discovered. All existing service records will be issued by the Client (or PD) as well as all disconnection notices. Any existing service drawings not issued are to be obtained by the Contracts Administrator.

It is the Site Managers responsibility to ensure that the ground radar drawings and existing site services drawings are to be copied and attached to every permit to dig that is to be issued.

No works are to commence on site unless the existing services procedure is followed and all existing drawings and plans issued to the Site Manager.

If works are to progress adjacent to existing services or if there is a ‘potential’ that the services could be in the vicinity, then ‘slip trenches’ are to be hand excavated to establish the positions.

Once services have been located in this manner, then the route of the service is to be clearly pegged out (off-set pegs) and warning tape.

Any 'high risk' services close to construction works are also to be identified as part of the site induction and noted on the permit to dig. Any works carried out adjacent overhead power lines is to be in strict accordance with HSG6. Avoidance of Danger from Overhead Electric Power Cables

Any sites undertaking excavations must have a CAT and 'genny' on site at all times. The equipment must not be used until valid calibration certificates are on Site.

The site may appear to be on "virgin ground" or have been "reclaimed" after extensive ground engineering works, the Construction Team should not assume that existing services are not present. Therefore, all areas to be excavated are to be surveyed using the onsite CAT detector and a permit to dig issued.

Works adjacent live services are to be carried out in accordance with HSG 47, Guidance for Permit to Dig and cross reference location of document, Measures required by the National Grid When Working in the Vicinity of Gas Apparatus and Open Reach BT "Dial Before You Dig".

Prevention of Drowning

Work near water – Not deemed of significant risk on this site.
Work on wells – A well is located on the site, no works anticipated, however protection measures will be applied.
Work involving diving – Not relevant on this site
No risk of drowning anticipated on this project.

Traffic Routes

Traffic routes and pedestrian segregations –Crowd barriers will be used to form walk and roadways. These will be fitted with appropriate directional signage.

Vehicles

(i) Access & egress to site for construction traffic is via the existing site entrance off Broadway, Barnsley. Vehicle movements, delivery and the removal of materials, including waste, will be in accordance with the Site Traffic Management & Logistics Plan. This plan will be subject to periodic review to ensure that it remains site specific and relevant to the risks on site. The pedestrian/vehicle interface will at all times remain separate. Crowd barrier will form the pedestrian and traffic rotes. Vehicle movements on Site will be banked at all times. All delivery and removal vehicles, such as skip wagons, will have warning beacons/hazard lights on when on Site.

(ii) Storage of Materials and work equipment – This is identified on Site Plan identified on Page 5. The materials will be stored and stacked in a well-ordered manner.

(iii) Forklift access will be maintained and where possible, materials will be placed directly on the working line.

(iv) Parking on site is limited, there is a small area demarcated as defined on the site TM & Logistics Plan for visitors & on-site parking.

Prevention of Risk of Fire, flooding or asphyxiation

A Site-Specific Fire Risk Assessment will be undertaken on Site. Primarily this will be as soon as is reasonably practicable following Site set up. The FRA will then be formally reviewed on a monthly basis or when the perceived risk on Site has changed.

The FRA will identify and specify:

- Firefighting equipment – this will be easily accessible.
- Fire detection equipment.

Each person employed on the Site will be required to attend an induction. This induction will include what to do in the event of a fire, where to assemble and how to raise the alarm.

- Hot work is only permitted when controlled by a hot work permit.

Emergency Procedures

'What to do in the event of an emergency' is identified within the Site Induction – Zero Harm. This is a bespoke site induction and is written to reflect the specific needs of the Project. It will clearly identify the means of raising the alarm and assembly point. The assembly point is identified within the site layout plan previously identified within this document.

Emergency Routes and Exits

A sufficient number of suitable emergency routes and exits will be provided to enable any person to reach a place of safety quickly in the event of danger.

All emergency route or exit must lead as directly as possible to the assembly point.

All emergency routes or exit and any traffic route giving access to it will be kept clear and free from obstruction and, where necessary, provided with emergency lighting so that it may be used at any time.

Each emergency route or exit will be indicated by suitable signs.

The emergency routes will form part of the Daily Check List – this list will be completed each day to ensure that the items identified above are maintained.

Fire Detection and Fire Fighting

Suitable and sufficient fire-fighting equipment and fire detection and alarm systems must be provided and located in suitable places across the Site.

Fire-fighting equipment or fire detection and alarm systems will be examined and tested at suitable intervals and properly maintained.

(Fire-fighting equipment will be easily accessible and signed appropriately.
Fire wardens will be trained and identified on the Project Boards.

Fire-fighting equipment will be indicated by suitable signs.

Fresh Air

So far as is reasonably practicable, the Site, or approach to the Site, has sufficient fresh or purified air to ensure that the site or approach is safe and without risks to health or safety.

The Construction Site is not an enclosed area.

Temperature and Weather Protection

So far as reasonably practicable, during working hours the temperature of a Site that is indoors is reasonable having regard to the purpose for which that place is used.

Subcontractors will be required to provide PPE and working equipment suitable for working outside in the ambient weather conditions.

Lighting

The Site and traffic route will be provided with suitable and sufficient lighting, which must be, so far as is reasonably practicable, by natural light.

The colour of any artificial lighting provided will be considered and will not adversely affect or change the perception of any sign or signal provided for the purposes of health or safety.

(Suitable and sufficient secondary lighting will be provided in any place where there would be a risk to the health or safety of a person in the event of the failure of primary artificial lighting.

Noise

All plant and equipment used on site will be low noise output. Locations of which will be considered relative to the site neighbours and potential nuisances. If required temporary screens will be utilised to attenuate noise

sources. These being demountable temporary fence solid panelling 2metres high.

Dust

All reasonable endeavours will be used to control dust emission throughout the project. We will employ a number of different methods depending on the task in hand. Wetting down, extraction, sealing excavated material piles, etc

4.0 **The Health and Safety File**

a) The health and safety file will be in the same layout and format of the previous Projects that JFF have completed.

b) The Project QS (TBA) will be responsible for the provision of information for this and the O&M Files.

All 'as built drawings' will form part of this file.

All residual risks will be identified, together with suggested control measures will be copied into the final Files.

c) Information will be stored electronically on TED. TED is the bespoke document management system that J F Finnegan operates. All Sites and Project are managed through this system.