



Construction Phase Plan Development Date :	14 May 2019
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Construction Phase Plan Sign Off

Title	Name	Signature	Date
HS&E Responsible Director	Simon Ratcliffe		
Contracts Manager	Stephen Brown	<i>S. Brown</i>	14 May 2019
Project Manager	TBA		
Site Manager(s)	TBA		
Senior Site Engineer	TBA		
Senior Quantity Surveyor	Wayne Clarke		
Design & Build Co-ordinator / Interface Manager	Daniel Betteridge		
HS&E Advisor	Simon Ratcliffe		
Principal Designer	HMP (Wakefield)		
Site Engineer	James Potipher (Datum)		

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	O	Tomlinson & Sons Training Matrix
	P	Programme of Works

Part 1 – Introduction

1.1 Introduction

This Plan is a dynamic document demonstrating how G.F. Tomlinson & Sons Ltd will plan and construct the works, with due regard to safety, health and environmental matters.

Within this template text in red is guidance on completion or examples which require deleting or changing to black to leave only project specific content.

The identification of project specific SHE issues and the manner in which the construction phase will be managed must be set out within the Construction Phase Plan. This plan must set out the organisation and arrangements that have been put in place to manage risk and co-ordinate the work on site. Tomlinson & Sons Group Safety, Health and Environmental Considerations must be used when determining project specific requirements; this document must be retained in the Construction Phase HS&E Plan and be focused, clear and easy for contractors and others to understand, emphasising key points and avoiding irrelevant material.

This Plan must not be a repository for generic risk assessments, records of how decisions were reached or detailed method statements. Assistance in compiling the Plan can be sought through G.F. Tomlinson HS&E Manager/Advisor(s).

The Plan must be reviewed regularly, normally at least monthly, at a frequency to be determined with reference to the risk profile of the project.

On completion of the project the Plan will be archived as appropriate with the contract documents.

Original Construction Phase Plan				
	Name	Role	Signed	Date
Prepared	S Brown	Contracts Manager		14 May 2019
Reviewed	TBA	Project Manager		
Authorised		HS&E Responsible Director		
Authorised		Principal Designer		

Part 2 – Description of Project

2.1 Project description –

£6.4m New Build industrial units. Five independent steel frames structures. 5 service yards. Below ground drainage and ducting. 2m high retaining structures. Site split over two tiers.

2.2 Programme Details –

Start date 17 June 2019. Finish date 16 March 2020. Duration 39 weeks.

2.3 Existing Records & Plans -

2.3.1 Internal Records [insert those that are relevant to this project]

Document Title	Document Originator	Location of Document
NA		

2.3.2 External Records [insert those that are relevant to this project]

Document Title	Document Originator	Location of Document
Clients Pre-Construction Information	R Blurton	GFT 10.2
Planning conditions	R Blurton	GFT 10.2
Environmental Impact Assessment	R Blurton	GFT 10.2
BREEAM / CEEQUAL Assessment	R Blurton	GFT 10.2
Ground investigation data / report	R Blurton	GFT 10.2
Ecology report	R Blurton	GFT 10.2
Service Plans	NA	
Asbestos Surveys	NA	
Others?	NA	

[Insert extent and location of records and plans from external sources that are relevant to safety, health and the environment. For example, asbestos surveys, ground investigation reports, BREEAM/CEEQUAL assessments, environmental impact assessments etc. Ensure all environmental reports are filed in one location.]

Part 3 – Project Directory

3.1 Client:

Network Space Developments Limited,
Centrix House,
Crow Lane East,
Newton-Le-Willows.
WA12 9UY

3.2 Principal Designer:

HMP,
2 St. Johns North,
Wakefield.
WF1 3QA

3.3 Principal Contractor (company head office) as per F10

G.F. Tomlinson & Sons Ltd, Tomlinson House, Duffield Road,
Stephen Brown 07515295121
Little Eaton, Derby DE21 5DR
JP Allen (Operations Manager)
01332 831600

3.4 Health, Safety & Environmental Manager

Graham McLoughlin g.mcloughlin@gftomlinson.co.uk
G.F. Tomlinson Group Ltd, Tomlinson House, Duffield Road,
Little Eaton, Derby, DE21 5DR
01332 833100

3.5 Health, Safety & Environmental Advisor(s)

Richard Hardy r.hardy@gftomlinson.co.uk
G.F. Tomlinson & Sons Ltd, Tomlinson House, Duffield Road,
Little Eaton, Derby, DE21 5DR
07908 199222

Designer (architectural, engineering or building services)

Architect and Landscape Architect:

The Harris Partnership,

2 St. Johns North,
Wakefield.
WF1 3QA
Tel: 01924-291800

Structural Engineer:

William Saunders Partnership (WSP),

Sheppard Lockton House,
Cafferata Way,
Notts.
NG24 2TN

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3.5.1 Health & Safety Executive (HSE)

To Report an incident telephone : 03453 009923
For information go to : www.hse.gov.uk

3.5.2 Environment Agency (EA)

<https://www.gov.uk/government/organisations/environment-agency>

3.5.3 Local Authority Environmental Health (EHO)

<https://www.barnsley.gov.uk/services/pollution/report-a-nuisance/report-construction-pollution/>

3.5.4 Water Authority

<https://www.yorkshirewater.com/contactus>

3.5.5 Sewerage Authority

<https://www.yorkshirewater.com/contactus>

3.5.6 Gas

<https://www.fulcrum.co.uk/>

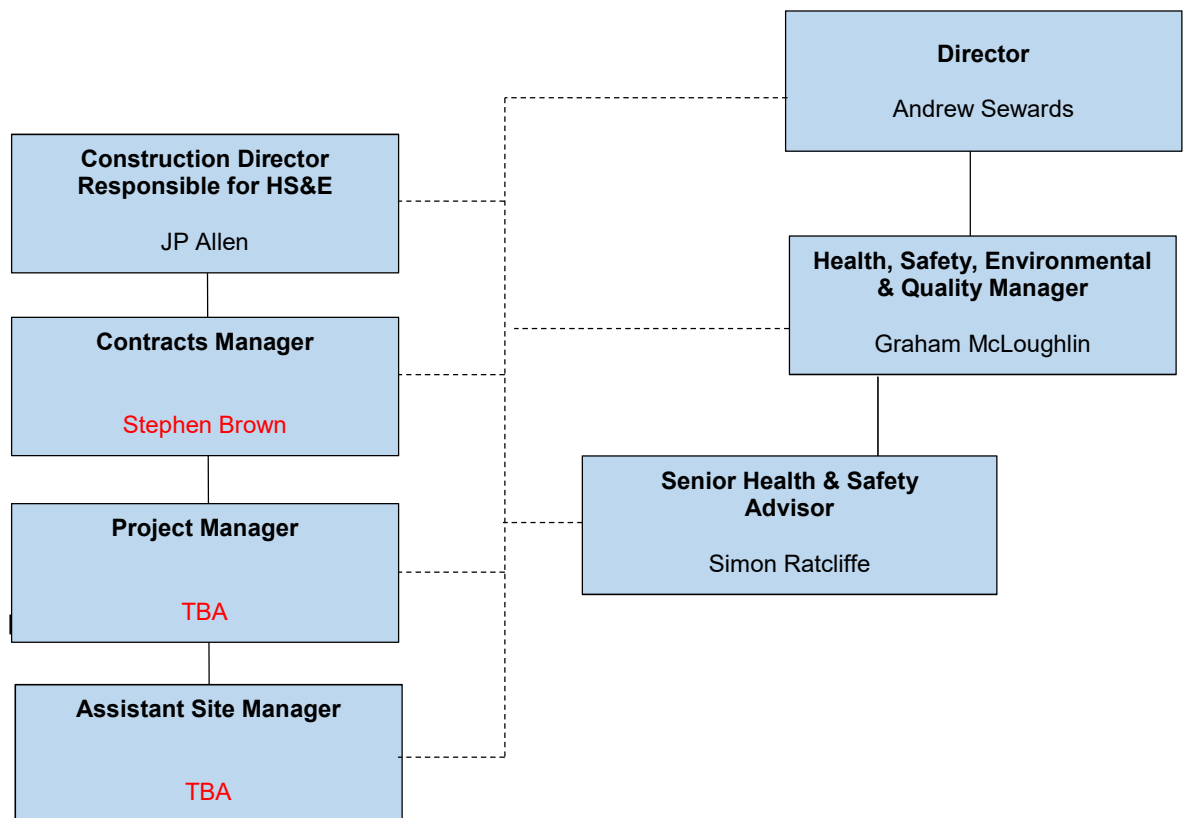
3.6 Electric

<https://www.northernpowergrid.com/contact-us>

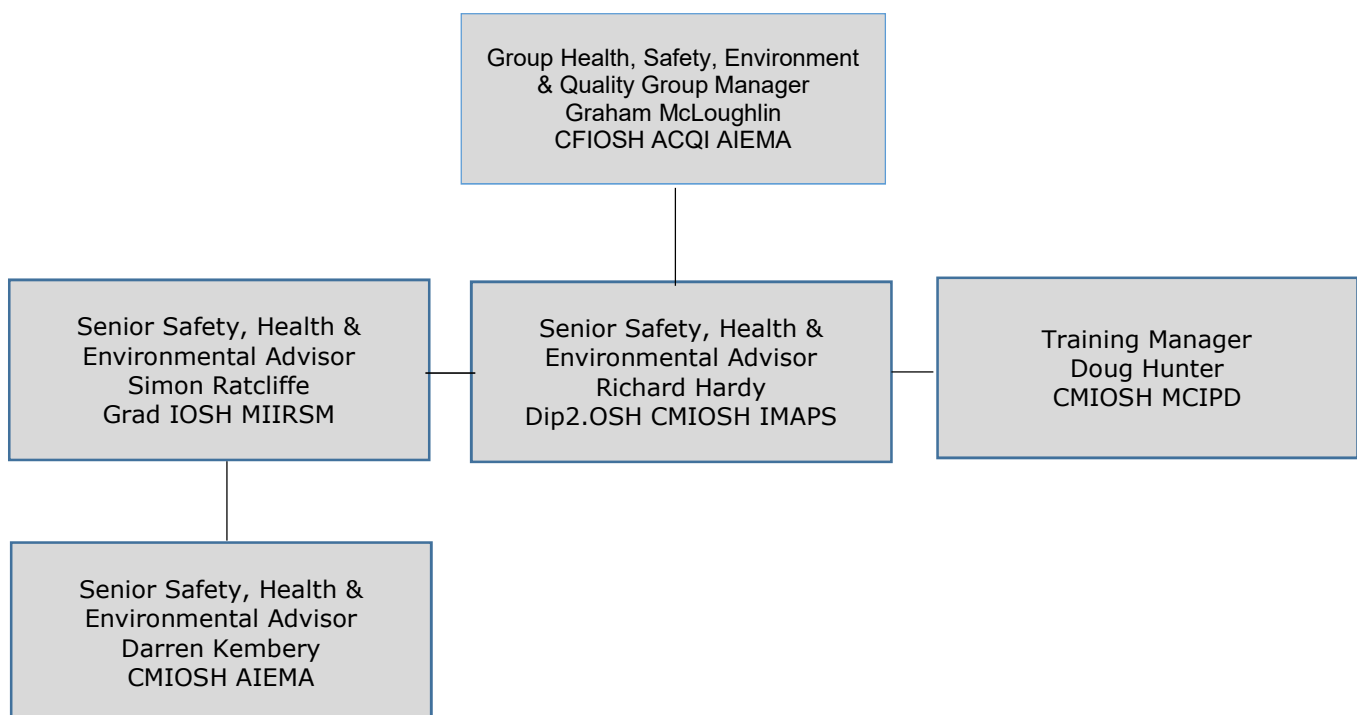
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Part 4 – Management Structure and Responsibilities

4.1 Project Management [Complete project specific management structure – example provided below]



G.F. Tomlinson Group Health, Safety, Environmental & Quality Structure



4.2 Key Project Appointments & Responsibilities

This section defines the HS&E responsibilities of key project personnel where appropriate change titles to suit business requirements:

Director Responsible for HS&E	JP Allen
- Review and approve Construction Phase Plans; - Monitor and control the management of the plans to ensure effective implementation; - Set HS&E objectives and review performance against them; - Determine strategy for achieving HS&E objectives and improvements; - Ensure that works are carried in a safe manner and that adequate resources are provided to carry out all operations with due regard to HS&E and welfare; - Assist in any regulatory, external or internal audit as required; - Report any HS&E initiatives that they consider could lead to improvement.	
Contracts Manager	Stephen Brown
- Ensure that workplaces under their control are adequate with respect to health, safety, welfare and the environment; - Ensure, so far as reasonably practicable that a suitable project specific Construction Phase Plan is prepared and implemented; - Make appointments where necessary, e.g. Site Management, Temporary Works Coordinators, Fire Marshals, First Aiders. - Ensure, so far as reasonably practicable, employees and contractors are competent; - Recommend training needs to suit individual and workplace requirements; - Ensure that a mechanism is in place for effective consultation with employees and contractors; - Hold regular meetings with the project team to review HS&E issues; - Review project management systems at regular intervals to ensure continued suitability and effectiveness; - Report to the Client on HS&E matters as required; - Provide regular reports on the effectiveness of the Construction Phase Plan to the Construction Director; - Assist in any regulatory, external or internal audit as required; - Report any HS&E initiatives that they consider could lead to improvement.	
Project / site Management	TBA
- Organise and implement the provision and maintenance of a working environment and systems of work that are, as far as is reasonably practicable, safe and without risk to human health or the environment; and carryout regular site monitoring. - Ensure that adequate monitoring and supervision arrangements are maintained and clearly defined areas of responsibility for all contractors - Evaluate and Approval of method statements and risk assessments; - Ensure HS&E notice boards display up-to-date information; - Assist in any regulatory, external or internal audit as required; - Report any HS&E initiatives that they consider could lead to improvement.	
HS&E Manager / Environmental Advisor	Simon Ratcliffe
- Maintain effective communications with Tomlinson & Son's Manager of Safety, Health & Environment to ensure adequate flow of HS&E information; - Provide advice to the Directors to enable them to set appropriate performance objectives and improvements; - Report on the levels of performance to enable Directors to review the effectiveness of current HS&E arrangements;	

HS&E Manager / Environmental Advisor	Simon Ratcliffe
- Advise managers on measures to ensure the effective operation of the Tomlinson & Sons Group Health, Safety & Environment Management System and the promotion of a HS&E culture; - Give advice and guidance, to any person who may require it, to promote the understanding and operation of HS&E best practice; - Carry out regular inspections and audits, provide reports, give guidance and advice to managers, contractors. - Liaise with Tomlinson & Sons Project / Site management as required; - To assist in any regulatory, external or internal audit as required; - Report any HS&E initiatives that they consider could lead to improvement.	
Project Team	See Project Directory
- Be familiar with the Construction Phase Plan and co-operate in its implementation; - Identify significant safety, health and environmental risks connected with their work package / activity; - Observe all environmental requirements and be respectful to the environment; - Report any HS&E initiatives that they consider could lead to improvement; - Conduct regular HS&E inspections; - Report all potential / actual HS&E risks to their supervisor as soon as possible; - Assist in any regulatory, external or internal audit as required; - Report any HS&E initiatives that they consider could lead to improvement.	
Contractor Teams	See Approved list of Contactors
- Be familiar with this Construction Phase Plan and co-operate in its implementation; - Report any HS&E initiatives that they consider could lead to improvement; - Manage all HS&E risks associated with their work activity / package in accordance with Tomlinson & Sons procedures; as required; - Provide environmental toolbox talks to site staff (see Section 4.14 for project specific requirement) - Report all potential / actual HS&E risks to their supervisor and Tomlinson & Sons Project Site Management as soon as possible; - Assist in any regulatory, external or internal audit as required; - Report any HS&E initiatives that they consider could lead to improvement.	

The following Appointments have been signed by nominated personnel and are located in Appendix N of this Construction Phase Plan:

Project Appointments	Required Yes/No	Name of Appointed
Temporary Works Co-ordinator	Yes	Stephen Brown
Site Safety Supervisor	Yes	PM
Asbestos Co-ordinator	No	-
COSHH Co-ordinator	Yes	SM
Electrical Duty Holder	No	-
Fire Safety Co-ordinator	Yes	PM
Deputy Fire Safety Co-ordinator	Yes	SM
Fire Marshall(s)	Yes	SM
First Aider(s)	Yes	PM/SM

Appointments may change during the construction phase

4.3 Project HS&E Objectives

G.F. Tomlinson & Sons Ltd have the following HS&E objectives for this project:

- Ensure adequate resources are available;
- To provide and maintain safe and healthy workplaces and safe working practices;
- Positively encouraging effective co-operation of contractors and others;
- Ensuring contractors and others have the necessary HS&E information, instruction, supervision and competence;
- Ensure that all workers receive a project specific induction prior to starting work and visitors are escorted while on site.
- To meet project environmental requirements such as BREEAM/CEEQUAL ratings and Local Authority/Framework reporting arrangements

4.4 Project Specific HS&E Objectives

BREEAM very good. CCS score of 37.

4.5 Consultation

G.F. Tomlinson & Sons Ltd are committed to carrying out effective consultation with everyone on this project. The table below identifies the options chosen on this project.

PROJECT LEVEL	
Methods of Consultation	Methods Selected (Tick as appropriate)
Site Specific HS&E Inductions	Yes
Trade Union Appointed Safety Rep	N/A
Site/Project Meetings	Yes-Weekly
Induction	Yes
WORKGANG LEVEL	
Methods of Consultation	Methods Selected (Tick as appropriate)
Toolbox Talks / Alerts / Bulletins	Yes
Site Management Tours	Yes
Regular HS&E Inspections	Yes
Method Statement Briefings	Yes
INDIVIDUAL LEVEL	
Methods of Consultation	Methods Selected (Tick as appropriate)
Feedback/Suggestion Boxes	Yes
Directly with each employee	Yes
Open door site office policy	Yes
If the method of consultation is not appropriate or your views are not being taken into account, please contact	
The HS&E Advisor Contact Simon Ratcliffe 07872676193	

4.6 Construction Plan Distribution & Document Control

The current edition must be available on site to all staff and relevant information provided to supply chain members. Changes to this document or appendices will also be communicated to affected contractors and workers through consultation methods described in 4.5 of this document. All revisions will be recorded on the 'revisions' list on the front cover of this document.

4.7 Construction Plan Review

This document and associated appendices will be reviewed when necessary or at least monthly, as a minimum standard. The purpose of the review is to ensure the controls described in this plan are appropriate and followed in practice.

Where contractors do not work safely or comply with the plan, G.F. Tomlinson & Sons Ltd will take appropriate action to deal with the risk

4.8 Construction Plan Archiving

On completion of the Ashroyd Business Park all documentation will be archived and available for reference.

4.9 Ongoing Design Work

All ongoing designs will be part of the minuted design reviews that are programmed every week. The Principal Designer and other designers will be an integral part of the design review meeting.

This plan will be reviewed in light of any on-going design work. Any revisions will be documented in 'revisions' lists. The hazards and risks associated with ongoing design work will be recorded and presented to affected contractors at the earliest opportunity. Designers risk assessments must be retained in Appendix B.

4.10 Selection of Contractors/Subcontractors

Selection of all contractors/subcontractors including designers and consultants will be in accordance with the G.F. Tomlinson's Procurement Procedure and CDM Procedure which meets the requirements detailed within HSE's Approved Code of Practice L153 'Managing health and safety in construction' Construction (Design & Management) Regulations 2015.

4.11 Exchange of HS&E Information Between Contractors

G.F. Tomlinson & Sons site team will manage and chair short minuted meetings on a weekly basis with contractors' Foremen/Supervisors to facilitate the flow of information between contractors and to review general HS&E performance and safe systems of work. The frequency will be determined by the planned work risks and subsequent arrangements. This meeting will also discuss training needs and findings from any inspection/audit/review by internal/external parties such as the Tomlinson & Sons HS&E team, HSE, EA, etc.

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4.12 Site Security

24hr CCTV coverage. 2.1m high perimeter heras fencing.

4.13 Site Induction

It is the responsibility of the Site Manager(s) to ensure each and every member of staff, operative or contractor arriving at site for the first time or after an absence of two weeks receives a site induction. The site induction must provide attendees with information on site specific HS&E hazards and risks that will be encountered, along with the necessary risk control measures and site rules.

Site inductions will be organised by the site management. It is the responsibility of the contractor to ensure their workforce arrives at the allotted time. Note, those attending late may be turned away.

All site inductions will be recorded on the Tomlinson & Sons Induction form that must be available for reference on site. Where it cannot be evidenced that a person has undergone a site induction they will be prevented from working until they have received the induction.

Frequent visitors, such as Consultants, Engineers & Health, Safety & Environmental Advisors, will need to be inducted to site. One-off or infrequent visitors can be escorted around site with the permission of the Site Manager who is responsible for ensuring the escort is competent to undertake the task and **must be supervised at all times.**

4.14 Training & Information

Health, Safety & Environmental training and information for this project will be provided through the following:

- Site Induction
- HS&E Notice Boards
- Regular Site Meetings
- Regular HS&E Meetings & Site Briefs
- Toolbox Talks
- Morning briefs for any activities with high residual risks that require vigilant controls.
- HS&E Bulletins / Alerts

Contractors must ensure individual competency can be demonstrated in accordance with Tomlinson & Sons procedures and must be relevant to the plant, equipment and activities undertaken on site. Competency records must be available on site for reference. Any training need identified is to be addressed by the relevant contractor and monitored to ensure compliance.

Contractors must ensure that relevant environmental and occupational health toolbox talks are provided in addition to safety related talks to project personnel at a minimum frequency of one per week. Delivery of additional toolbox talks, safety alerts, bulletins may be required by Tomlinson & Sons.

All Site Managers are required to provide evidence of CITB SMSTS five-day training.

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All Site Supervisors are required to provide evidence of CITB SSSTS two-day training

A copy of which is to be retained on site for reference. Trade operatives are required to provide evidence of competence. A copy of which is to be retained on site for reference.

Contractors will be required to provide details of training provision / arrangements for their workforce.

The following table provides details of standard site specific information:

Type of Information	Location	Action
Location of First Aid Box(es)	Site Office	Medical Room/Main Office
Location of First Aider	On Site	Site
Location of HSE F10	Site Office Notice Board	Site Office Notice Board
Insurance Certificates	Site Office Notice Board	Site Office Notice Board
Accident Book	Site Office	Site Office / locked-site manager

HS&E signage to be positioned in appropriate locations around the site to disseminate HS&E information. A HS&E information noticeboard is to be displayed in the canteen and the Project/Site Manager shall ensure that information is kept up to date.

4.15 Welfare Facilities

This site will have the following welfare facilities installed:

Type of facility	Used by	Location	Maintenance/Cleaning Frequency
Toilets	All	(Site Compound)	Daily
Showers	N/A	N/A	N/A
Dry Room	All	(Site Compound)	Daily

Welfare Facility	Quantity	Type / Comments
Offices	2	Client office / meeting room combined
Lockers		Wire cage lockers
Toilets - male	2	Water closets Wash stations Urinals
Toilets - female	2	Water closets Wash stations Sanitary Disposal
Canteen / Dry Room:	1	1, 32 x 10 combined canteen / dry room
Hot water for washing hands	2	(hot running water from day 1)
Drinking water supply	2	1, Mains fed water coolers provide in canteen
Means of Boiling Water	1	1, Zip boiler provided in canteen
Facilities for warming food	1	1, microwave in the canteen
LEP Cleaning Station		(LEP – Light Eye Protection) in canteen and onsite
Hand Care Station	2	(include sun screen) skin care station in toilets
Other		

While every effort is made to ensure that welfare facilities are clean, stocked and serviceable any shortfalls must be immediately reported to the Site Manager for action.

4.16 Reporting and Investigation of Accidents & Incidents, Including Near Miss/Learning Events

All accidents, incidents, dangerous occurrences, must be reported to the Principal Contractor's Site Manager. All Accidents will be recorded on the CO8.11 Accident Report Form. Hazards & Near Miss incidents will be recorded on the SO3.1 Health, Safety & Environmental Near Miss, Hazard & Incident Report.

4.17 Risk Assessments & Method Statements

All known HS&E hazards and risks will be reviewed at the pre-order meeting. Risk assessments, method statements and safe working practices are to be prepared two weeks in advance of commencement of the operation on site. All risk assessments must include reference to known environmental issues. Risk assessments and method statements will be recorded and retained on site. All method statements received from contractors are to be approved by reviewing against the G.F. Tomlinson & Sons Method Statement Evaluation Form SO2.12 Method Statement, Risk Assessment Briefing Record form. This process is to be recorded on the 'Date Checked' column in the table below. Where information is insufficient the contractor must be contacted urgently and a joint review carried out to establish a suitable safe system of work.

Specific hazards already identified by the Designer / Principal Designer in design risk assessments, drawing and pre-construction information and which generally affect the site or its proposed works are:

Ref No	Operation	Risk Assessment	Method Statement	Date Required	Date Issued	Date Checked
1	Kelly block removal	√	√	03/06/19		
2	Welfare establishment	√	√	03/06/19		
3	Temp fence erection	√	√	03/06/19		
4	Litter removal	√	√	03/06/19		
5	Vegetation strip	√	√	03/06/19		
6	Bulk earthworks	√	√	03/06/19		
7	Groundworks	√	√	TBA		
8	Steelwork	√	√	TBA		
9	Cladding / roof	√	√	TBA		
10	Internal concrete	√	√	TBA		
11	Blockwork	√	√	TBA		

4.18 HS&E Inspection, Monitoring, Audit & Review

General HS&E monitoring will be undertaken by the project team throughout the duration of the project.

Specific HS&E monitoring will be conducted by the project team in accordance with the contract and requirements of the client, local authority and other regulatory bodies. Significant HS&E issues will be raised at project progress meetings. All matters requiring action will be closed-out promptly.

Projects will be inspected & visited on a periodic basis to assess compliance with legislative requirements, contractual obligations, the Company Policy Statements and procedures.

Planned / Required Project/Site Monitoring Schedule					
Type of Monitoring	Frequency				
	Daily	Weekly	Monthly	Quarterly	Annual
HS&E Senior Management Tours		√(CM)	√(OM)		
HS&E Site Meetings		√(PM)	√(CM)		
Liaison/Stakeholder Meetings		√			
Contractors Meetings		√			
Project Progress Meetings			√		
HS&E Audit		√			
HS&E Inspections – G.F. Tomlinson & Sons HS&E		√	√		
HS&E Inspections – Contractor		√			
HS&E Inspections – Client		√			
SHE Monthly Return			√		
Emergency Procedure Drills				√	
HS&E Awareness Talks		√			
Site Dairy	√				

4.19 Communication with Statutory Stakeholders – HSE – EA – LA

All site visits/meetings and correspondence from enforcing authorities such as HSE, EA and Local Authorities will be recorded on site, reported to the Directors of G.F. Tomlinson & Sons and retained on site for reference. All requests for information from enforcing authorities are to be notified to the relevant HS&E Manager/Advisor without delay who will advise on the appropriate course of action.

4.20 Handling External Communications

Site communications will be dealt with in accordance with G.F. Tomlinson & Sons procedures. All complaints, compliments & comments are to be recorded and reported to the applicable Directors of G.F. Tomlinson & Sons as soon as practical.

4.21 Clients Restrictions & Site Rules

NA

Site Working Hours

Monday to Friday	08:00 to 17:00hrs
SATURDAY	08:00 to 13:00hrs
SUNDAY	NONE

Site activities to be conducted outside agreed working hours must be approved in advance by the Local Authority Environmental Health Department ref Project Directory.

The Project/Site Health, Safety & Environmental Advisor and the Client will be advised of all out-of-hours and weekend work, a minimum of one week before work is programmed to take place.

Noise, Dust & Vibration Limits

Working hours are to be restricted to those shown in table above.

Vehicles are to enter and leave site in accordance with the traffic management plan attached.

All vehicles associated with the project must park within the site boundary.

A working platform of Type 1 stone is to be established to eliminate risk of mud entering the highway.

Highway borne vehicles are to remain on the clean working platform. Only tracked vehicles will be permitted to leave the clean working platform.

Where necessary a jet wash will be used to clean the tyres of highway borne plant.

Dust will be suppressed using water bowsers spraying water.

4.22 Measurement & Testing

Measurement and testing will be undertaken as required by the client or other relevant body. Records will be stored on site and made available on request.

Where measurement and testing indicates non-compliance with contractual obligations or this Construction Phase Plan, corrective actions will be raised in accordance with company HS&E and quality management procedures.

Calibration will take place as recommended by the equipment manufacturer, and in accordance with company management procedures.

All G.F. Tomlinson requirements will be contained in the site-specific Test & Inspection Manual as per standardised format.

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Appendix A

Clients Pre-construction Information / SHE F10 Notification / Specific site rules

Site Rules

Major or recurring breaches of these rules, or other unsafe acts, may result in dismissal from site.

SITE ADDRESS & OPENING HOURS

- Site hours: Open from 07:30. Working hours: 08:00-18:00 Mon to Fri; 09:00 – 13:00 Saturday.
- All deliveries and access via the G.F.T Gate House – delivery drivers to receive induction

GENERAL INFORMATION

- Always work with regard to the safety of yourself and others you may affect (including the Client Personnel & the public).
- Report any unsafe conditions immediately to your supervisor or any member of G.F.T site staff.
- Use only designated access / exit routes from site. Do not climb over any hoardings or fences.
- Car parking space on site is limited. No parking on surrounding roads, utilities Client carpark
- Smoking permitted only in designated area.
- NO Mobile phone use is permitted only in the welfare area.
- Comply with method statements, all safety notices, instructions, and G.F.T Rules on display.
- The welfare facilities are cleaned regularly. Please leave them as you expect to find them.
- Make proper use of all safety equipment and facilities provided.
- Anyone found tampering with safety equipment without permission may be dismissed from site.

WORKING ON SITE:

- Have you read and understood the method statement for your work, or had it explained?
- Evidence of training is required (eg CSCS, CPCS, CORGI, IPAF, PASMA).
- Mandatory PPE: Safety helmet & boots, high visibility vest, gloves, shorts not permitted.
- Hearing protection, face masks, respiratory equipment to be used if required.
- A 'permit to break ground' system operates. No mechanical or power tool digging within 500mm of any service
- Only trained & certified slinger / signallers may attach loads to, and direct, the cranes.
- All hot works (inc cutting & grinding) require a Hot Works Permit issued by G.F.T management.
- Obtain COSHH assessments for substances used on site. Do not rely on container labels.
- All electrical tools are to be 110V, in safe working order and are to be tested every 3 months.
- Do not leave plant / power tools running or able to be operated when unattended.
- Ladders are only for access or short duration work once justified by a risk assessment.
- Mobile towers, podium steps or other proprietary equipment are to be used for low level works.
- Keep your workplace tidy. Put rubbish in bins provided and hazardous waste in the blue drums.
- Scaffold, edge protection, handrails, ladders, hole covers, fall prevention equipment must not be tampered with, altered, removed or climbed over.

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EMERGENCY PROCEDURES:

Familiarise yourself with the emergency procedures and the location of the assembly point.

FIRE

- Raise the alarm and follow the Emergency Action Procedures as displayed on site.
- If safe to do so, attempt to put fire out using extinguishers nearby.
- Proceed to site assembly point by the Client gate house (as shown on the Traffic Management Plan).

ACCIDENT

- Do not attempt to move anyone unless in immediate danger. Do not put yourself in danger.
- Inform G.F.T Staff and phone for ambulance if appropriate (site address at the top of this sheet).
- Do NOT move any equipment. However, turn off any plant as long as it is safe to do so.
- Report any incident to your management and ensure that any required records are kept.
- First Aid Equipment & Accident Book are located in the Site Offices.

ENVIRONMENT

In the event of a fuel, oil or fluid spill inform your Supervisor & G.F.T site management immediately, use spill kits provided.

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Author: Richard Hardy	Date: April 2017	Version: 1.1

Appendix B – Pre-Project Applicable Works & HS&E Considerations Summary

Applicable Works Checklist

Prepared in conjunction with the Pre-Construction Information Pack, Risk Register and other relevant information. Process to reflect construction programme details. The Risk Assessments identified below may be prepared or evaluated using the G.F. Tomlinson Safety, Health & Environmental Procedures and the supporting G.F. Tomlinson SHE compliance sheets.					
Ref	Trade / Activity	Safety	Health	Environment	Risk Assessment Required
1	Site Establishment	•	•	•	•
2	Temporary hoarding / fencing	•	•	•	•
3	Demolition (general)	•	•	•	•
4	Demolition (asbestos removal)	•	•	•	•
5	Existing buildings adjacent to works	•	•	•	•
6	Overhead services / obstructions				
7	Underground Services	•	•	•	•
8	Piling	•	•	•	•
9	Excavations	•	•	•	•
10	Haul road crossings on site	•	•	•	•
11	Bulk earthworks	•	•	•	•
12	Reduced level dig / imported fill	•	•	•	•
13	Contaminated ground	•	•	•	•
14	Environmental issues	•	•	•	•
15	Working on public roads				
16	Working over / adjacent to water	•	•	•	•
17	Working over / adjacent to railways				
18	Concrete works & reinforcement	•	•	•	•
19	Concrete repairs & finishing				
20	Pre cast concrete construction	•	•	•	•
21	Scaffolding	•	•	•	•
22	Erection of structures	•	•	•	•
23	Steel erection	•	•	•	•
24	Welding & Burning of steelwork	•	•	•	•
25	Roofwork and working near openings in floors	•	•	•	•
26	Infilling floor openings	•	•	•	•
27	Roofwork (flat roofs)	•	•	•	•
28	Roof structures (plates, trusses, timber)				
29	Roof coverings (felt / batten / tile)				
30	External cladding (including glazing)	•	•	•	•

Prepared in conjunction with the Pre-Construction Information Pack, Risk Register and other relevant information. Process to reflect construction programme details.		Safety	Health	Environment	Risk Assessment Req'd Y/N/NA
The Risk Assessments identified below may be prepared or evaluated using the G.F. Tomlinson Safety, Health & Environmental Procedures and the supporting G.F. Tomlinson SHE compliance sheets.					
Ref	Trade / Activity				
31	Rain water goods	●	●	●	●
32	Lifting operations	●	●	●	●
33	Manual handling	●	●	●	●
34	Site plant movements	●	●	●	●
35	Tools (electric / pneumatic / cartridge)	●	●	●	●
36	Confined spaces	●	●	●	●
37	Night working				
38	Bitumen waterproofing	●	●	●	●
39	Highly flammable materials	●	●	●	●
40	Installation of fire protection coatings (board)	●	●	●	●
41	Installation of fire protection coatings (spray)	●	●	●	●
42	Lift installation	●	●	●	●
43	Electrical / mechanical services	●	●	●	●
44	Plumbing works	●	●	●	●
45	Carpentry / joinery	●	●	●	●
46	Plastering / rendering	●	●	●	●
47	Ceiling fixing	●	●	●	●
48	Floor and wall tiling	●	●	●	●
49	Painting & decorating	●	●	●	●
50	Nuclear densometers, thermal welders, & lancers, HP water				
51	Use of lasers	●	●	●	●
52	Arc welding	●	●	●	●
53	Radiography				
54	Commissioning plant	●	●	●	●
55	Paving slabs, block paving, kerbs, edgings	●	●	●	●
56	Roads / paths surfacing	●	●	●	●
57	Fencing (permanent)	●	●	●	●
58	Landscaping	●	●	●	●
59	Tree surgery / use of chainsaws				
60	Fire prevention on site	●	●	●	●
61	Fire prevention in offices	●	●	●	●
62	Work in offices	●	●	●	●
63	Young persons	●	●	●	●
64	Cable pulling	●	●	●	●
65	Working in chemical / Radioactive situations				
66	Brickwork & blockwork	●	●	●	●
67	Cleaning / Builders clean	●	●	●	●

[illegible]

Appendix B - HEALTH, SAFETY & ENVIRONMENTAL CONSIDERATIONS

EXPLANATORY NOTES

This form is designed to be completed primarily by Planners and Estimators, with referral to other departments and management as appropriate, at tender stage. Please ensure that, when referral to other departments is necessary, adequate time is allocated for consultation.

This form serves three main purposes:

- It provides an aide-mémoire, regarding specific health and safety information to be provided by the client as pre-construction information, to enable identification of hazards and risks associated with the design and construction work.
- It provides a mechanism for recording the initial identification of hazards and risks associated with the project, their associated resource requirements, also recording where inadequate provision of information requires referral back to the Principal Designer.
- It provides a mechanism for identifying and recording information that tendering contractors will require to consider regarding hazards and risks on site that will impact on their activities.

Appendix B provides the basis for the development of the Construction Phase Plan, commencing with an initial Project Health & Safety Assessment using Appendix B of the Construction Phase Plan.

Appendix B – PROJECT HEALTH, SAFETY & ENVIRONMENTAL CONSIDERATIONS

Reference: Construction Design and Management Regulations – A.C.O.P.

For completion at Tender Stage with reference to the Pre-Construction Information provided by the CDM Appointed Principal Designer.

NOTE:

All applicable items must be carried forward to the Project Safety Assessment and all interested parties informed. If there is insufficient information refer back to the CDM Appointed Principal Designer.

APP = Applicable

CF = Carry Forward to the Construction Project Risk Assessment

		App	Comments	Project HS&E Assessment Y/N
1.	EXISTING ENVIRONMENT			
a)	Are there any planning restrictions which relate to the following?			
i)	Working hours	App		CF
ii)	Noise	App		CF
iii)	Dust	App	Monitor in windy conditions/ damping down with bowser	CF
iv)	Vibration	NA		
v)	Light	App	To be monitored – provision of temporary lighting where required	CF
vi)	Wheel wash	App	Monitor in wet conditions	
vii)	Operating a crushing &/or screening plant	NA		
viii)	Craneage – airspace	NA		
ix)	Archaeology or standing heritage	NA		
x)	Specific local authority KPI reporting requirements	APP	See Planning Tracker	
xi)	Restriction on vehicle emissions e.g. London Emission Zone (LEX), or use of plant / vehicles with Euro 4+ engines	N/A		
xii)	Drainage from temporary carpark(s) must incorporate an oil / fuel interceptor	NA	Permenant to be built during mobilization phase	
b)	Are there any existing services?	APP		CF
i)	Underground cables	APP	To be continual monitoring via cat & genny and permit to break ground	CF
ii)	Overhead cables	NA		
iii)	Gas Main	App	Planned works	CF
iv)	Telecommunications	App	Planned works	CF
v)	Fibre optic	App	Planned works	CF
vi)	Computer/Cable Vision	NA		

		App	Comments	Project HS&E Assessment Y/N
c)	Are there any traffic restrictions?			
i)	On / off site parking	App	Adhere to traffic management plan	CF
ii)	Delivery times	App	To be planned and monitored – traffic management plan	CF
iii)	Access for emergency vehicles	App	To be maintained	
iv)	Ground conditions	App	Monitor for purpose of material storage and access for deliveries	
2.	STRUCTURES - BUILDINGS			
a)	Are there any existing structures on site with specific Health and Safety hazards?			
i)	Asbestos	APP	Asbestos surveys available for reference of planning future works for the gate house	Yes – Survey on site
ii)	Fragile roofing	NA		
iii)	Unstable structure	NA		
b)	Are there any problems with the ground?			
i)	Contamination	App		
ii)	Subsidence	NA		
iii)	Instability	App	High water content in areas of the site	CF
3.	EXISTING DRAWINGS (IF APPLICABLE)			
a)	Have all available drawings of the structure(s) to be demolished, or incorporated into the proposed structure, been made available?		Not provided by client. GPR survey to be conducted	
4.	THE DESIGN			
a)	Have any hazards or work sequences been identified which may be a risk to workers' safety?			
b)	Have any precautions or sequences of erection been stipulated to improve safety?	App	Design package and interface with steel frame construction	
c)	Is prefabrication possible?	App	Attenuation. Retaining walls. Steel frame. Cladding sheets cut to size.	
d)	Is a BREEAM, CEEQUAL or similar rating required?	App	Very good	
e)	Have any decisions been taken by the design team with regard to reducing waste	App	Muck balance conducted. Minimal export planned.	

		App	Comments	Project HS&E Assessment Y/N
5	CONSTRUCTION MATERIALS			
a)	Have any hazardous materials been specified which cannot be avoided?	NA		
b)	Has any timber been specified that does not meet the requirements of G.F. Tomlinson's Timber Purchasing policy?	NA		
c)	Is there a need to demonstrate that materials have been responsibly sourced to meet, for example, BREEAM requirements	App	BREEAM requirement	
6.	SITE			
a)	Have any stipulations been made, or problems highlighted, regarding the location of site access, site accommodation, unloading/storage areas and traffic and pedestrian routes?	APP	Adhere to Client traffic management rules / site rules. Permission required for any on site/office electrical works. On site, electrical duty holders. Monitoring of pedestrian walkways	CF
7.	CLIENT'S UNDERTAKING (IF APPLICABLE)			
	Are there any identified SHE issues to take into consideration when working on Client's occupied premises?	App	Contractors restricted to authorized areas. Authorisation of any works outside the Principal Contractors CDM areas on site. Specific Induction on BS Site	CF
8.	SITE RULES			
	Have any specific site rules been stipulated by the Employer or his representative?	App	The Client has provided specific site rules. Included in the Pre-Construction information provided by the Principal Designer	CF
9.	LIAISON			
	Have procedures been established for the consideration of SHE implications arising from design elements of contractors work packages and substantial design changes?	App	Ongoing design review meetings. To be covered by Sub Contractors package risk assessments and safe systems of work	

		App	Comments	Project HS&E Assessment Y/N
10.	PROTECTION OF THE PUBLIC			
a)	Select perimeter / entrance locations and type based on risk.	App	Perimeter fence to be monitored.	
b)	Consider security requirements e.g. security guard, CCTV, lighting etc.	App	On site security arrangements for night / gate house supervision during working hours	
c)	Consider existing emergency arrangements, are they affected?	APP	Adherence to clients traffic management system on occupied site	CF
d)	Are public roads / paths affected, what type of physical barrier will be required?	App	Heras barriers	
e)	Are the public exposed to risks from falling materials / objects?	NA		CF
11.	WASTE MANAGEMENT			
a)	Has the Client produced an initial Site Waste Management Plan – if so have we obtained a copy?	NA		
b)	If we are importing more than 5000 tonnes of fill an environmental permit may be required	App	Bulk earthworks contractor will provide necessary permits for import of stone	
c)	If we are crushing or screening onsite more than 5000 tonnes of demolition material an environmental permit may be required	NA		
d)	With regard to disposal offsite, has the waste soil been classified as inert, non-hazardous or hazardous? Has a suitable disposal site been located?	App	WAC criteria met. Further tests to be conducted when site is occupied.	
e)	Do we have confidence in the quality of the soil data we have been provided with? Are further tests required?	App	Geotechnical survey has been provided	
12.	WILDLIFE / BIODIVERSITY			
a)	Are there any protected species or habitats identified, which may require special methods of working, protection or translocation? In particular:-	NA	Survey indicate that none have been found. Works to cease if wildlife encountered.	
i)	Amphibians, e.g., Great Crested Newts	NA	Survey indicate that none have been found. Works to cease if wildlife encountered.	
ii)	Mammals, e.g. Badgers, Bats, Dormice, Otter, Water Vole	NA	Survey indicate that none have been found. Works to cease if wildlife encountered.	

		App	Comments	Project HS&E Assessment Y/N
iii)	Reptiles, e.g., Adder, Slow Worm	NA	Survey indicate that none have been found. Works to cease if wildlife encountered.	
iv)	Specific plants, e.g., orchids	NA	Survey indicate that none have been found. Works to cease if plant life encountered.	
v)	Designated areas, e.g., Site Special Scientific Interest (SSSI)	NA		
vi)	Trees or hedgerows	App	Identified on Tree Survey drawings	
b)	Have any noxious or invasive plants been identified, e.g., Japanese Knotweed, Giant Hogweed, or Himalayan Balsam?			
c)	Has seasonality been taken into account when programming the work, e.g., bird nesting, bat roosting or amphibian breeding times?	App	Program works in nesting areas	
d)	Have opportunities been investigated to enhance the biodiversity of the project e.g. installation of bat or swift boxes, or use of native species in planting schemes??			
13.	WORKING OVER/ADJACENT WATER			
	If working over, in or adjacent to controlled waters a flood defence consent may be required	NA		
14.	DISPOSAL/DISCHARGE OF WATER			
a)	Dewatering (groundwater abstraction) may require an environmental permit	NA		
b)	Discharge of groundwater, water from excavations, etc. to controlled waters (ditches, streams, rivers etc.) will require the consent of the environment agency, and possibly an environmental permit	NA		
c)	Discharge of groundwater, water from excavations, concrete washout water etc. to a foul sewer will require the consent of the local sewerage undertaker	NA		
d)	Discharge of effluent from temporary site accommodation to the foul sewer will require the consent of the local sewerage undertaker	App	Application submitted to Yorkshire Water by Consultant Civil Engineer	

		App	Comments	Project HS&E Assessment Y/N
e)	Concrete washout water not to be discharge to ground, or to surface water drains, without treatment, and may require an environmental permit	App	Retain on site. Allow to evaporate. Break up and send to tip.	
15	OTHERS			
a)	Working on a live site	NA		

Appendix C – Initial Project HS&E Assessment

Site Management must consider the wider risks of the project such as public protection, segregation of vehicle and pedestrian routes etc. – this form is to assist in this in adequate time ahead of the relevant activities to all the plan to be suitably developed by the obtaining and review of specific risk assessments that need to be registered at 4.17 of this plan. This process is to include a review of Appendix A & B which includes the preconstruction information, designers risk assessments and the G.F. Tomlinson QSE procedures and associated compliance sheets, to pick up previously identified HS&E Issues.

Appendix C – Initial Project HS&E Assessment should then be used as the first part of the initial assessment process to capture the relevant information, and identify where specific risk assessments are required, and who is responsible for their production.

Appendix C – Initial Project HS&E Assessment should then be completed for all relevant activities, and the need for documented safe systems of work and further risk assessments identified.

Tracking of further Risk Assessments and method statements should be recorded in Appendix M of the Plan.

PROJECT HEALTH & SAFETY ASSESSMENT	
EXPLANATORY NOTES	
This assessment serves as a record of a pre-construction general review of the project with regard to Health and Safety Resourcing and Management of the attendant hazards and risks. Those items previously identified at design, tender and pre-construction stages being carried forward for development. This assessment should be co-ordinated by the Contract Manager or equivalent, as applicable, utilising the services of other departments and management as appropriate. The findings indicated here give only an indication of actions to be taken with allocation of responsibility and target dates for completion. They require periodic review and development by Project/Site Management into safe systems of work, based upon adequate job specific risk assessments and method statements. It is essential that provision dates for these be flagged up with adequate lead time to enable agreement and communication to relevant parties prior to works commencing. Refer to Health, Safety & Environmental Considerations.	

Appendix C – Initial PROJECT / SITE HEALTH & SAFETY ASSESSMENT

Project Title : _____ **Project No. : C**

Assessment by : _____ **Date :** _____

NOTE TICK BOX IF:

APP = Applicable

R/A = Risk Assessment

Refer to Appendix C Part 2 for more detailed Risk Assessments

Refer also to Appendix N for schedule of Risk Assessments and Method statements.

ADDITIONAL INFORMATION REQUIRED SHOULD BE NOTED ON SEPARATE HS&EETS

Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
1.0	Site Establishment	APP	Preparation of existing gate house for occupation	Yes	Sub-Contractor
		APP	Preparation of materials storage areas (ground works)	Yes	Sub-Contractor
2.0	Welfare	APP	facilities confirmed		
		APP	Accept, inspect, monitor & maintain throughout the duration of the project		
3.0	Fencing/Security	APP	Erection of site perimeter fencing and gates		

Appendix C – Initial PROJECT HEALTH & SAFETY ASSESSMENT					
Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
4.0	Access/Delivery	APP	Delivery driver inductions carried out and recorded – banksman where required		
		APP	Use of hiabs on site – lift plan	Yes	ALL SC's
		App	Site Traffic management plan in place	Yes	PC – G.F.T & Sons
5.0	Power/Electricity	APP	GPR service plans on place and consulted before the commencement of works		Sub-Contractor & Sub-Contractor
		APP	Method of works to be specific	Yes	ALL SC's
		APP	Services isolation permits to be in place	Yes	PC – G.F.T & Sons
6.0	Existing Services	APP	Service plans communicated and available on site	Yes	G.F.T & Sons & Client
		APP	Client permissions/authorisation		G.F.T & Sons & Client
		APP	Service permits in place (Client & G.F.T & Sons)		G.F.T & Sons & Client
7.0	Safety Information and Signs	APP	In accordance with G.F.T & Sons standards		
			Permit to break ground for the erection of any signs positioned in external ground	Yes	ALL SC's

Appendix C – Initial PROJECT HEALTH & SAFETY ASSESSMENT					
Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
8.0	Training	APP	Competencies defined for site management and statutory inspection/monitoring		G.F.T & Sons
9.0	Fire Precautions	APP	Clients fire and emergency procedures to be adhered to for site and office/welfare provisions		G.F.T & Sons
10.0	Emergency Procedures	APP	Refer to emergency signage & construction phase plan for procedures		
		APP	Clients emergency procedures to be adhered to		
		APP	New build to be monitored to ensure compartmentation compliance with level of fire risk (medium)		
11.0	Health Surveillance	APP	Plant operators -CITB CPCS	YES	ALL SC's

Appendix C – Initial PROJECT HEALTH & SAFETY ASSESSMENT					
Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
12.0	Personal Protective Equipment	APP	Personal Protective Equipment will be recorded in issue register for staff	YES	ALL SC's
13.0	Noise Control	APP	Activity specific	YES	ALL SC's
14.0	Materials Storage and Control	APP	Ground preparation –Consult all geotechnical ground survey reports - ground works -	YES	SC
		APP	Traffic Managements plan – materials delivery/transportation	YES	G.F.T & Sons & Client
		APP	Stacking of materials to be limited		G.F.T & Sons
		APP	No Stacking of pipes		G.F.T & Sons
15.0	Sub-Contractors Safety Management	APP	Inductions and pre-evaluations of design, risk assessments, safe systems of work and method statements	YES	G.F.T & Sons & Client
		APP	Provision of construction phase plan and review		G.F.T & Sons & Client
		APP	Specialist contractors to carryout monitoring		

Appendix C – Initial PROJECT HEALTH & SAFETY ASSESSMENT					
Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
16.0	Protection of Public	APP	Security	YES	G.F.T & SC
		APP	Clients arrangements / security in place	YES	SC
17.0	Contaminated Ground	APP	Consult all geotechnical ground survey reports and communicate to all relevant sub-contractors carrying out planned works	YES	G.F.T & SC
18.0	Roadworks/Traffic Management	APP	Traffic Management Plan	YES	G.F.T & SC
		APP	Attention to delivery times and provision site holding points on site	YES	G.F.T & Sons
			Required turning points to be pedestrian free with barriers – or provision of site banksman		G.F.T & Sons
			No reversing of HGV vehicles without a banksman (traffic management plan)		G.F.T & Sons
19.0	Asbestos/Lead	APP	Site gate house to be adopted by G.F.T & Sons Ltd for site access & egress	YES	G.F.T & SC
		APP	Asbestos removal – asbestos plan of works – Licensed contractor & HSE notification ASB5 (14 days)	YES	G.F.T & SC
		APP	Gate house demolition	YES	SC

Appendix C – Initial PROJECT HEALTH & SAFETY ASSESSMENT					
Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
20.0	Materials Handling	APP	No specified materials identified in the pre-construction information that relate to design risks for manual handling		
21.0	Plant and Equipment	APP	Traffic management plan	YES	G.F.T & Sons
		APP	Plant and equipment site register	YES	G.F.T & Sons
		APP	Provision of statutory inspection, test, examinations & maintenance	YES	SC
			Competency CITB CPCS – NPORS – site specific RAMS	YES	SC
22.0	Temporary Works	APP	Temporary works identification, brief & register	YES	G.F.T & Sons
		APP	Temporary works Coordinator appointed	YES	G.F.T & Sons
		APP	Temporary works permits to be used and attached to specific RAMS	YES	SC
23.0	Piling	APP	Consult all geotechnical ground survey reports and communicate to all relevant sub-contractors carrying out planned works	YES	SC
		APP			

Appendix C – Initial PROJECT HEALTH & SAFETY ASSESSMENT					
Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
24.0	Demolition	APP	Gate house (ref asbestos section)	YES	SC
		APP	Demolition plan	YES	SC
		APP	Ref site service plans		
25.0	Excavations	APP	Consult all geotechnical ground survey reports and communicate to all relevant sub-contractors carrying out planned works	YES	SC
		APP	Service plans	YES	SC
		APP	Permit to break ground	YES	G.F.T & Sons
		APP	Statutory monitoring	YES	G.F.T & Sons & SC
26.0	Confined Spaces				
27.0	Scaffolding	APP	NASC Registered scaffolding companies	YES	G.F.T & Sons & SC
		APP	Identification of temporary works	YES	G.F.T & Sons & SC
		APP	Statutory monitoring	YES	G.F.T & Sons & SC

Appendix C – Initial PROJECT HEALTH & SAFETY ASSESSMENT					
Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
28.0	Working at Heights	APP	Collection measures provided where practical -scaffolding, nets, edge protection by design	YES	SC's
		APP	Competencies identified, checked and monitored where applicable	YES	G.F.T & Sons & SC
29.0	Steel Erection	APP	Ground preparation and material layout plans	YES	SC
		APP	Craneage Lift plans & MEWPS – Cherry Pickers	YES	SC
30.0	Cladding	APP	Ground preparation for MEWP scissor lifts	YES	SC
		APP	Specific RAMS	YES	SC
31.0	Roof Work	APP	Specific design for edge protection	YES	SC
			NASC or FASET trained edge protection competencies in compliance with G.F.T & Sons Compliance Sheet.	YES	SC

Appendix C – Initial PROJECT HEALTH & SAFETY ASSESSMENT					
Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
32.0	Mechanical	APP		YES	SC
33.0	Electrical	APP	Client permission required where applicable in line with Client site arrangements and rules	YES	G.F.T & Sons & SC
		APP	Services isolation permits to be used when required	YES	G.F.T & Sons & SC
		APP	Sub-contractor specific RAMS	YES	SC
34.0	Work Over Water	APP	Construction of concrete header wall adjacent to the river Witham	YES	SC
		APP	Precautions, emergency rescue procedures to be specific and monitored	YES	SC
35.0	Specialist Process				

Appendix C – Initial PROJECT HEALTH & SAFETY ASSESSMENT					
Item	Activity	APP	Comments (what is known/ relevant matters)	ACTION	
				Specific RA required	By Whom
36.0	Any Additional Environmental Issues	APP	Monitor ground conditions and assess requirements of surveys		
		APP	Report any suspected ground contamination (other to what information has been obtained)		
		APP	Monitor weather forecast to identify inclement weather.		
37.0	Waste Management Strategy	App	Site waste management contractor – also to provide plan and recycle performance	YES	G.F.T & Sons
38.0	Other (Specify)				

Appendix C –Project Health & Safety Risk Assessment ~ Part 2

ACTIVITY	POSSIBLE RISKS	RISK (LOW, MEDIUM, HIGH)	ACTION REQUIRED TO REDUCE RISK TO AN ACCEPTABLE LEVEL	METHOD STATEMENT REQUIRED	FURTHER RA / MS REQUIRED (E.G. BY CONTRACTOR)
Protection of visitors and personnel (including G.F. Tomlinson & Sons staff) i.e. Site Manager, Assistant Site Manager, Site Engineers, Clerk of Works, General Operatives, Gate Attendant, Banksman, Hoist Operator and Quantity Surveyors	Impact Crushing Slips/trips Collision Personal Injury			YES	PC – Traffic Management Plan
Site establishment Setting up temp accommodation	Impact Crushing Obstruction Access Loss of Load				R
Fencing / Security	Fence Panels Falling Manual Handling Striking Existing Services				
Access to Site	Collision Impact Crushing Obstruction Access Routes Striking or Arcing OH Power			Traffic Management Plan	G.F.T & Sons
Roadworks / Traffic Management	As Above				

ACTIVITY	POSSIBLE RISKS	RISK (LOW, MEDIUM, HIGH)	ACTION REQUIRED TO REDUCE RISK TO AN ACCEPTABLE LEVEL	METHOD STATEMENT REQUIRED	FURTHER RA / MS REQUIRED (E.G. BY CONTRACTOR)
Existing Services	Fire Electric Shock Explosion Disruption to existing buildings	L M L	Service plans are available on site. All service plans to be communicated to tendering sub-contractors. Also, communicated at induction and permit receipt phases. Existing services should be marked out, pegged and have necessary signage where required. Cat Scan for services before spraying up the centre line and then peg out 0.5 metres each side	YES Service Plans Permits Client Authorisation	G.F.T & Sons ALL SC's
Power / Electricity	Electric Shock Burns Fire	L L	Client permission maybe required on site to access any power/electricity supplies, this must be investigated. Competent contractors Specific RAMS and permits in place for works at all times. Client electricity coordinator to carryout checks or issue permits where required in line with site arrangements. All electrical isolations must have a services isolation permit in place daily.	YES Client site rules Permits	G.F.T & Sons SC

ACTIVITY	POSSIBLE RISKS	RISK (LOW, MEDIUM, HIGH)	ACTION REQUIRED TO REDUCE RISK TO AN ACCEPTABLE LEVEL	METHOD STATEMENT REQUIRED	FURTHER RA / MS REQUIRED (E.G. BY CONTRACTOR)
Plant & Equipment	Impact Crushing Collision Electric Shock	M L	All plant to be serviceable and maintained in good order. Plant to be recorded on the plant & equipment site register. All statutory inspection, test, examination & maintenance records to be provided with RAMS. Sub-contractors will specify plant and equipment with competencies.	YES	ALL SC's
Use of step ladders	Fall of operative Falling objects Ladder instability / movement	M L L	The use of any ladder or step ladder will only be authorised by assessment. This will be carried out on the Ladder & Step Ladder Justification Assessment RA20. All step ladders/ladders must be BS EN 131 standard No ladders will be left lying around site All step ladders/ladders will be inspected and monitored on a weekly basis and have the G.F.T sticker attached and recorded.	YES RA20	G.F.T ALL SC's
Use of mobile towers	Fall of operative Falling objects Collapsing or soft Ground	M	Mobile towers only to be erected by competent persons that have PASMA training. No towers are to be borrowed/loaned by other sub-contractors Towers will be inspected if erected for more than 7 days and will have a scaff tag attached	YES	SC

ACTIVITY	POSSIBLE RISKS	RISK (LOW, MEDIUM, HIGH)	ACTION REQUIRED TO REDUCE RISK TO AN ACCEPTABLE LEVEL	METHOD STATEMENT REQUIRED	FURTHER RA / MS REQUIRED (E.G. BY CONTRACTOR)
Work at height (WAH)	Fall of operatives Falling objects Loading out Access	M	Pre-vetted competent contractors All work at height activities will be subject to specific RAMS. Collective work at height fall prevention will be preferred over individual PPE methods. Netting of roof areas will take place as soon as practical and will advance at least one bat length of the steel structure from working areas.	YES Pre-Vetting	G.F.T & Sons SC
Roofing	Collapsing or soft Ground	L	Access to the roof will be via a G.F.T Roof permit via a Hacki Tower at all times.	Specific RAMS	SC
MEWP's		L	Loading out of roofs will only take place when netting and gutters are in place to safe guard falls of operatives de rigging lifting tackle. Drop zones (for roof works) will be maintained at all times to mitigate the risk of falling objects onto other site personnel.	YES	SC
Access		L	All edge protection will be subject to design BS EN 13374 – or NASC SG27:09 Temporary Edge Protection on Open Steelwork.	YES – Design (Temp Works)	SC
		L	Scaffolders to be NASC members ref The G.F. Tomlinson & Sons Ltd Safety, Health & Environmental Policy		SC

ACTIVITY	POSSIBLE RISKS	RISK (LOW, MEDIUM, HIGH)	ACTION REQUIRED TO REDUCE RISK TO AN ACCEPTABLE LEVEL	METHOD STATEMENT REQUIRED	FURTHER RA / MS REQUIRED (E.G. BY CONTRACTOR)
Materials Handling	Fall of Materials Overturning of plant/cranes	L	Reference Geotechnical survey for ground conditions (CBR's) Ground conditions prepared where necessary or use of plants mats for out riggers (temporary works) Lift plans for all lifts Preparation of ground conditions for use of MEWP/cheery pickers for steel erection Competent Slinger banksman's	YES Ground Survey Temp Works for plant outrigger mats YES	G.F.T & Sons SC Design SC
Materials storage & control	Falls of materials Obstruction of access routes Unauthorised access / use	L	Material storage areas to be identified, suitable ground conditions and access maintained for plant and equipment. Areas to be pedestrian free. Materials stacks limited in height. No stacking of drainage pipes	Traffic management Plan	G.F.T & Sons
Manual Handling	Musculoskeletal injury	M	All contractors to identify manual handing risks with their site-specific RAMS prior to starting works and provide manual aids as per assessment to mitigate risks. Provision of fork lifts and telehandler where practical	YES	SC

ACTIVITY	POSSIBLE RISKS	RISK (LOW, MEDIUM, HIGH)	ACTION REQUIRED TO REDUCE RISK TO AN ACCEPTABLE LEVEL	METHOD STATEMENT REQUIRED	FURTHER RA / MS REQUIRED (E.G. BY CONTRACTOR)
Ground Conditions	Soft ground, sloping ground, water, overturning of equipment, ground washout, undermining	M	Site weighbridge to be tested or removed at the site entrance adjacent to the gatehouse. Regular ground monitoring to be carried out.	YES	SC
Vibration	Hand Arm Vibration	H	Roofing & Cladding package contractors to provide information on nut runner gun exposure in trigger time. Risk assessment to be provided with exposure calculations. Evidenced of monitoring must also be provided by the sub-contractor	YES	SC
Use of hazardous materials	Dermatitis, Respiratory problems, Eye Damage	M M M L	All sub-contractors RAMS will identify use of any hazardous materials with precautions. No design construction materials have been identified as hazardous in the pre-construction information Ref Asbestos section/survey Mandatory water suppression for Stihl Saws on site with use of FFP3 masks. External weather conditions will be monitored for provision of eye wear (dust of adjacent land)	YES	SC G.F.T & Sons

Appendix D – Traffic Management Plan

Site Plan Drawing Numbers: (Attach Drawing Plan)	DISPLAY Traffic Management Plan on Notice Board
Type of vehicles likely to be on site	HGV vehicles, Client HGV, Plant and domestic vehicles.
Amount of parking required on site	Provision for 4/8 pieces of plant. 25 max domestic vehicles

Current Site Issues

Restricted routes to site	
Parking restrictions in area	Site management & site personnel to use Site Car Park.
One way systems or other road control in place	One way system on site – designated turning points during construction phase
Emergency routes to be maintained	
Type of roads (e.g. busy, one way, etc)	
General information about area (e.g. schools, residential, shops, etc)	
Overhead Services	

Traffic Management Required

Access route to site cabins	Marked on Traffic Management Plan
Route for materials to be moved from site to working area	Marked on Traffic Management Plan
Parking areas	Marked on Traffic Management Plan
Deliveries and unloading areas	Holding areas and material storage areas TMP
Parking for scaffold trucks	
Reversing required	Banksman – or segregated site turning points
Pedestrian routes that require alteration	TMP – updates and revisions
Additional lighting required	N/A
Blind spots created and controls	N/A
Any effect on road / pavements e.g. by scaffolding	N/A

Traffic Management Plan Layout (Insert)

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Author: Richard Hardy	Date: April 2017	Version: 1.1

Please ref Site Office Notice Board

QSE Doc: LC10.1	Page 49 of 95	G.F. Tomlinson & Sons Construction Phase Plan
Author: Richard Hardy	Date: April 2017	Version: 1.1

Appendix E – Working at Height Strategy

[List all lifting operations and provide details of the arrangements and controls including specific lifting plans]

Work at Height Activity	Scaffolding/Edge protection	Alloy Tower	Scissor Lift	Cherry Picker	Hand rails	Air Bags / Mats	Podium	Step Ladders	Ladders	Harness	Roof Permit Req?
Steel Erecting			●	●	●					●	●
Netting Installation			●	●	●					●	●
Roofing Installation	●				●						●
Cladding			●							●	
Flooring	●				●						
Concrete pouring	●				●						
M&E fit out	●	●	●	●	●		●	●	●	●	

Work at Heights Rescue Plan Review

Contractors work at height specific risk assessments, safe systems of work and method statements i.e. Roofing/Cladding Packages are to be reviewed to ensure that sufficient rescue procedures are in place.

WAH Rescue Plan Assessment (Review RAMS)	Y/N	Comments
Rescuer(s): Identified in the method statement with contact details	NA	
Site Emergency Contact Details	NA	
Equipment used for Rescue & method	NA	
Have alternatives to using fall arrest equipment been considered?	NA	
Has rescue equipment been inspected and in good order?	NA	
Is equipment adequate for the rescue plan?	NA	
Have communication devices been identified, located and tested?	NA	
Are all rescuers familiar with the use of the rescue equipment?	NA	
If working over water, is there a boat available?	NA	

Appendix F – Lifting Strategy

Lift Plans List (Insert Contractors Lift Plans or reference Location File)

Lift Activity	Plant	Contract Lift Y/N	Date

Appendix G – Fire Safety & Other Emergencies Plan

Project Title:	Ashroyd Business Park
Start Date:	17 June 2019
Anticipated completion:	March 2020
Plan Produced By:	Steve Brown
Signature:	<i>S. Brown</i>
Date Produced:	14 May 2019
Maximum anticipated number of persons on site:	

Current Fire Hazard Risk Rating:

[Insert the default rating - NORMAL, unless it can be demonstrated by risk assessment that a high rating is applicable – ref pre construction information)

Revision Number	Description of Change	Updated by	Date of update
1			

1 INTRODUCTION

Referral to the above guidance and identified references is essential when developing or reviewing this site specific

Fire Safety and other Emergency Plan

2 ORGANISATION – EMERGENCY CONTACT DETAILS

Project: C1808 Ashroyd Business Park		
Address : Ashroyd Business Park Barnsley		Post Code : S74 9SB
Tel No :		Fax No:
Name	Role	Contact Number
G.F. Tomlinson & Sons		
JP Allen	Construction Director	07747 854610
(Name)		
(Name)		
(Name)		
	HS&E Advisor	
Client		
Enforcing Authorities		
HSE	HSE	
Environment Agency	Environment Agency	
Local Authority	Local Authority	
Emergency Services		
<u>Fire and Rescue Service</u>		
<u>Ambulance Service</u>		
<u>Hospital (A&E)</u>		
Police Station,		
Other (i.e. Local Services)		
Gas		
Electricity		
Water/Sewerage		
Telecom		
Cable		
Other Insert Details as relevant		

3 EMERGENCY & INCIDENT PREPAREDNESS

3.1 Environmental

In the unlikely event assistance is required the following company will be contacted by the site management:

Company: G.F. Tomlinson & Sons Ltd	
Name:	
Telephone:	(24hrs)

4 INCIDENT REPORTING

Should an incident occur, it will be reported as soon as practical to the HS&E Advisor and the applicable Directors of G.F. Tomlinson & Sons

5 GENERAL ARRANGEMENTS

[Insert site specific arrangements for each of the following – ref traffic management plan and assembly points and fire points]

5.1 Current Fire Hazard Rating

[Insert current rating (low, normal, high) on the front cover] Reference HSG 168 on risk classification and compartmentation requirements for escape.

5.2 Design Risk Assessment (FIRE)

Assessment to be undertaken at the design and site set up stage to ensure compliance with the HSG 168 and the Fire on Construction Sites Joint Code of Practice Code Issue 9. [Insert any comment regarding any concern or requirement for clarification to be raised with the Lead Designer/PD regarding the content of this document, along with any agreed amendments]

5.3 Construction Phase Fire Risk Assessment

5.4 Records of Appointment

Ref appointments section of the construction phase plan.

5.5 Site Layout Plan

Attach the current site layout plan/traffic management plan (Schedule I) include hazardous storage, i.e. oil storage, generators, spill kits, hazardous waste, gas bottles, etc.

5.6 Emergency Services Liaison

Insert details of:

- Design phase liaison
- Construction phase liaison
- Nearest hospital with A&E facility
- Arrangements for notification and briefing of emergency services

5.7 Fire Safety Emergency Precautions – Ref Traffic Management Plan

Insert details of the fire safety precautions to be applied

- (Insert) site fire emergency procedures to be adhered to at all times.
- The main gate house will be the fire muster point to undertake the roll call
- Fire points (radio communication) will be maintained on site and positioned in accordance to the site risks and transit routes
- Fire signage will be maintained throughout the site
- Combustible materials will be stored away from the buildings, where practical is metal containers
- Skips will be a least 10m from any building
- Flammable materials will be stored in metal containers away from buildings
- All/any LPG on site will require a specific assessment for use/storage.

5.8 Fire Protection

Installation of permanent/temporary fire doors and walls be will assessed during the design and construction phases to ensure compliance with HSG 168 Compartmentation requirements. These will be constructed of the correct fire rating materials as specified and programmed in to the works.

Emergency escape routes will be maintained at all times

5.9 Hot Work

All hot works, that includes cutting and grinding operations will be subject to a hot works permit. The hot works permit will address that all suitable controls are in place including the requirement of a (Insert time length – usually 1 hour) fire watch.

Hot works will be designed out where practical.

5.10 Temporary Covering Materials

LPS 1207 fire retardant rated temporary covering will be used for all floor coverings in the offices or new build (anywhere on site)

LPS 1215 fire retardant rated temporary covering materials will be used for scaffold sheeting or temporary partition sheeting internal/externally on site.

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Author: Richard Hardy	Date: April 2017	Version: 1.1

5.11 Portable Fire Extinguishers

Insert details of requirements for:

- CO2 fire extinguishers will be positioned on all floors within the build
- CO2 fire extinguishers will be provided in the offices/welfare and gate house
- Monitoring arrangements will be in place to ensure the continued serviceability and adequacy of all fire call points and extinguishers, this will be recorded weekly as part of the site management monitoring requirements
- Instruction/training of persons to be able to use fire extinguishers

5.12 Security against Arson

- G.F. Tomlinson & Sons Ltd will report any signs of vandalism or arson to the Client as soon as practical.
- Security provisions will be reviewed in the light of any observed/reported incidents.

5.13 Temporary Buildings/Accommodation

[Insert details regarding required specification, fire detection alarms and any limiting distances affecting selection and siting requirements]

5.14 Storage of Flammable Liquids and Gasses

[Insert details of measures to limit stocks and store appropriately]

5.15 Waste Management

[Insert summary details of measures contained within the Site Waste Management Plan to avoid unnecessarily increasing the fire loading on site by limiting the build up of waste e.g. the position of waste skips]

- Waste will be managed and handled in accordance with a Clients Waste Management Plan if in place or instruction.
- Competent waste contractor to be used contractor (copies of licenses)
- All skips will be positioned at least 10m from any building, this includes temporary buildings and cabins
- Skips will be emptied by an appointed waste contractor on a regular basis and not left to be overloaded.

5.16 Plant and Vehicles

[Insert details of measures to manage refuelling and siting of vehicles and plant powered by internal combustion engines]

- Refuelling of plant will be carried out in a designated area from a purpose manufactured fuel bowser positioned at least 15m from any building/structure with 110% spill capacity
- Fuel bowzers will be positioned at least 10m from a water course
- Drip trays and emergency spill kit will be in place and monitored daily (recorded weekly) by site management checks
- The fuel bowser will be identified on the traffic management plan and access/egress will be maintained at all times
- All fuel bowzers must be secured/locked out of site working hours

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Author: Richard Hardy	Date: April 2017	Version: 1.1

- Adequate emergency procedures and signage must be in place.
- All engines will be turned off whilst fuelling is taking place
- Any spillage incidents must be reported as soon as practical to site management
- Plant with internal combustion engines will not operate inside buildings and structures that are enclosed unless a specific assessment has taken place and it has been authorised by a competent person and senior management.

5.17 Stored Materials

[Insert details of measures to manage the storage of materials]

5.18 Smoking

- No Smoking on site
- A designated smoking area will be provided and maintained for use during breaks

6 ADDITIONAL SITE SPECIFIC EMERGENCY ARRANGEMENTS

- All site emergency arrangements must be conveyed to the client on an occupied site to ensure thorough understanding of potentially merged procedures.
- The Client in the occupied site may alert the Principal Contractor (G.F.T) of the requirement of a fire drill practice, or an actual site evacuation. At all times the Principal contractor MUST adhere to any request.

7 MONITORING & REVIEW

- Fire Safety Monitoring and monthly reviews of the Site Fire Risk Assessment and Fire Safety and Other Emergencies Plan will take place on a monthly basis or in the event of any significant design review change.

8 SPECIFIC ARRANGEMENTS

Where applicable, insert details of emergency arrangements in respect of:

8.1 High Rise Construction Projects (beyond the 30 metre reach of a parked fire appliance)

N/A

8.2 Timber Frame Construction

N/A

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Author: Richard Hardy	Date: April 2017	Version: 1.1

9 Construction Fire Risk Assessment (to be reviewed at least monthly)

Designers must comply with their duties under the CDM Regulations 2015, with particular reference to Regulations regarding fire, including any temporary fire precautions required during construction.

Reference must be made to the current editions of the following documents whilst completing this form;

- HSG 168 Fire Safety in Construction Work.
- The Joint Code of Practice, Fire Prevention on Construction Sites.
- UKTFA 16 Steps to Fire Safety on Timber Frame Construction Sites (where relevant)

Company:	
Project:	
Construction commencement date:	
Design Manager Name:	
Signature:	

Type of Structure

Timber Frame		Up to four storeys	
Steel Frame		Over four storeys	
Concrete Frame		High Rise (as defined in the JCOP, extract included on page 4)	
Other (Specify)			

Risk Classification

As defined in HSG 168 table 1 (extract included on page 4). Tick as appropriate	Normal	High
--	--------	------

Fire Strategy

Provide details: As per details in site induction also refer to site traffic management plan
--

Final Fire Fighting Solution

Provide details: All out policy If fire is detected raise the alarm and report to emergency muster point.

Fire Risk Management

Can non-combustible and non-flammable materials be specified to reduce the fire load?

Provide details: *(Consider fire protection treatments to timber frame building, paints, solvents, adhesives and packaging. Highlight where significant amounts of flammable materials are specified)* This detail can also be highlighted on the traffic management plan

Can Hot Works be avoided?

Provide details:
(Consider crimping, bolting, offsite fabrication / assembly etc.)

Fire Protection

The designer responsible for the Fire Strategy of the structure is to provide details of key design aspects relating to fire management which the contractor should take into account during construction.

Prevention of smoke and flame progressing through the structure during construction.

Provide details:
(Consider design features such as light wells, atriums, service ducts, stairwells and lift shafts. Provision of temporary fire doors, fire compartment partitions etc.)

Provision of temporary fire doors, fire compartment partitions etc.. will be installed as soon as practical to mitigate flame/smoke progression throughout the building during construction phase in corridors and office areas.

Provision of fire protective materials to structural steelwork. Creating fire stops.

Provide details: *(Specify which phase where protective materials and fire stopping must be installed prior to moving to the next phase)*

Permanent fire escape route and stairs.

Provide details: *(During construction consider temporary fire escape distances and provisions from within the building and from roofs. Provide proposals for protected stairways, temporary fire doors, signage, fire compartmentation and fire stopping to ensure travel distances are not excessive for construction personnel (refer to table 1 HSG 168) consider dead ends. Designers to identify any fire engineering solutions which may not be in place during construction (e.g. vents and fire load free areas)*

Earliest installation of final fire fighting, detection and alarm systems

Provide details: *(Consider phased installation and commissioning; This may include, sprinkler systems, dry & wet risers, fire hydrants fire alarms, heat & smoke detection & Building Management Systems (BMS))*

Construction Phase

As part of the construction phase planning a Fire Risk Assessment must be produced by the Principal Contractor. This should be undertaken in conjunction with the designer responsible for the fire strategy and cover the issues in the Joint Code of Practice, including;

- Prevention of smoke and flame progressing through the structure during construction.
- Provision of fire protective materials to structural steelwork.
- Creating fire stops
- Permanent fire escape routes and stairs installed at earliest opportunity
- Earliest installation of final firefighting alarm and detection systems.
- Co-operation with fire and emergency services.

The Principal Contractor will develop this into a Fire Plan for construction (including commissioning).

Liaison

Designer's / CDM Principal Designer (CDM - PD)

Comment from PD – Interface with other designers, principal contractor etc.

Client

Ensure consultation with client – Interface with public / occupied building.

NB Text given in red should be considered as guidance. It is NOT intended as an exhaustive list of points for consideration and must not be used as such.

DEFINITIONS

Type of Structure

High Rise Construction Site: a site where the workforce is at risk by being outside the distance by which the fire and rescue service can affect a rescue by mechanical means (currently 30m reach from the position where a fire appliance may be parked).

Risk Classification

Maximum Travel Distances
(Table 1, from HSG 168)

	Fire Hazard		
	Low	Normal	High
Enclosed Structures:			
Alternative Escapes	60m	45m	25m
Dead End	15m	18m	12m
Semi-Open Structures			
Alternative Escapes	200m	100m	60m
Dead End	25m	18m	12m

Semi-open structures are completed or partially constructed structures in which there are substantial openings in the roof or external walls, which would allow smoke and heat from any fire to readily disperse, and which are not at risk of exposure from radiation or direct impingement from a fire on the site.

Alternative escape routes should, where possible, proceed in substantially opposite directions. The principle is that they are sufficiently apart that any fire should not immediately affect both routes. As such, they should not be less than 45° apart.

Dead-end travel distances are significantly restricted. This is so people have time to negotiate their way past any fire between them and the exit before it threatens their escape.

Lower-hazard areas are those where there is very little flammable or combustible material present and the likelihood of fire occurring is low. Examples could be steel or concrete clad framework or structures in pre-fitting-out stages

Normal-hazard areas will cover the majority of situations. Flammable and combustible materials are present, but of such a type and disposition that any fire will initially be localised.

Higher-hazard areas are locations where significant quantities of flammable or combustible materials are present of such a type that, in the event of a fire, rapid spread will occur, possibly accompanied by evolution of copious amounts of smoke or fume. Normal precautions to minimise the fire load should ensure that such areas are rare on construction sites. Examples of where they might occur are demolition or refurbishment work involving oil-contaminated wooden floors or linings, and fixing floor and wall coverings using flammable adhesives.

Travel distances are measured as the actual distance a person must walk and not as the crow flies. Care should be taken to minimise obstructions so that maximum travel distances are not exceeded. It is sensible to arrange the work to keep travel distances as short as possible.

[Insert any comment regarding any concern or requirement for clarification to be raised with the Lead Designer/PD regarding the content of this document, along with any agreed amendments]

9.1 Construction Phase Fire Risk Assessment

To be reviewed in the event of any significant site activity changes to structure, activities, plant and equipment, site personnel or if any part of the structure/premises is handed over to a Client.

9.2 Records of Appointment

All appointments are recorded in the Construction Phase Plan

9.3 Site Layout Plan

[Attach the current site layout plan (Schedule I) include hazardous storage, i.e. oil storage, generators, spill kits, hazardous waste, gas bottles, etc]

Ref the Traffic Management Plan

9.4 Fire Safety Emergency Precautions

- (Insert) site fire emergency procedures to be adhered to at all times.
- (Insert) will be the fire muster point to undertake the roll call
- Fire points (radio communication) will be maintained on site and positioned in accordance to the site risks and transit routes
- Fire signage will be maintained throughout the site
- Combustible materials will be stored away from the buildings, where practical in metal containers
- Skips will be a least 10m from any building
- Flammable materials will be stored in metal containers away from buildings
- All/any LPG on site will require a specific assessment for use/storage.

9.5 Fire Protection

- Installation of permanent/temporary fire doors and walls will be assessed during the design and construction phases to ensure compliance with HSG 168
- Compartmentation requirements. These will be constructed of the correct fire rating materials as specified.
- Emergency escape routes will be maintained at all times

9.6 Hot Work

Risk assessments, method statements, permits and fire watch

9.7 Temporary Covering Materials

LPS 1207 fire retardant rated temporary covering will be used for all floor coverings in the offices or new build (anywhere on site)

LPS 1215 fire retardant rated temporary covering materials will be used for scaffold sheeting or temporary partition sheeting internal/externally on site.

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Author: Richard Hardy	Date: April 2017	Version: 1.1

9.8 Portable Fire Extinguishers

The following type and quantity of Fire Protection Equipment will be maintained on site:

Location	Hose	Water	CO2	Foam	Powder	Blanket
Site offices						
Canteen						
Construction site						

10 High Rise Construction Projects (beyond the 30 metre reach of a parked fire appliance)

11 Timber Frame Construction

12 Site Fire Safety & Other Emergencies Plan Review (Monthly)

	Yes/No*	Comments
Have a Site Fire Safety Coordinator & Deputy been appointed?	Yes/No	Name: Deputy:
Have the appointees received suitable training?	Yes/No	Details of training:
Have a suitable number of fire Marshalls been appointed?	Yes/No	Number: Names:
Have appointees received suitable training?	Yes/No	Details of training:
Has a Fire Risk Assessment been undertaken?	Yes/No	Date review due:
Are there means for warning of fire in place?	Yes/No	Type:
Are there means for fire detection in place?	Yes/No	Type:
Are there means for fighting fire in place?	Yes/No	Type:
Is there a hot work permit system in place?	Yes/No	
Are fire escapes, exit routes defined?	Yes/No	
Is there a procedure in place for calling Fire and Rescue service?	Yes/No	
Are Fire points established and in place?	Yes/No	
Is fire safety signage and notices in place?	Yes/No	
Is emergency lighting in place and functioning?	Yes/No	Date of last test:
Have assembly areas been established?	Yes/No	Location:
Are temporary coverings identified and compliant with Loss prevention standards? (LPS 1207/1215)	Yes/No	
Is there a Waste removal procedure established?	Yes/No	
Has a smoking policy been implemented?	Yes/No	
Are there security measures in place to minimise risk of arson?	Yes/No	
Is site fire plan displayed?	Yes/No	Location:
Is the site fire plan current?	Yes/No	Date review due:
Are work force informed of emergency procedure?	Yes/No	How:

Completed by: _____

Date: _____

Schedule I - Site Layout Plan Including Hazardous Storage

Use traffic management plan if sufficient detail is required included.

If Drains are on site, please include on the plan

[Drains must be labelled blue (surface / storm), red (foul) & red 'C' for combined. Also identify drains or controlled waters that may be at risk from spills, contamination or mis-use & indicate what measures are being implemented to prevent pollution

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Author: Richard Hardy	Date: April 2017	Version: 1.1

Appendix H – Occupational Health Strategy

Site management must consider the wider hazards and risks associated with the project such as occupational health concerns – this form is designed to assist site management identify and control occupational health hazards in adequate time ahead of the relevant activities and aid regular review.

Issue	Considerations	Hazards Identified	Controls planned
Working Hours/Resources	Stress Nightwork* *Risk Assessment Required.	N/A	
Demolition	Asbestos, HAV, Noise, Dust, Vibration	Asbestos	Survey Plans in place
Substructure	Pile cropping - HAV, Noise, Vibration, Dust	Dust / Silica inhalation	
Ground works	Heavy Components, noise, dust, skin problems	Dust / Silica inhalation	
Masonry or Cladding	Heavy components, noise, dust, skin problems	Manual handling cladding. Vibration – se of nut runners	Monitor weather conditions
Building Frame	Heavy components, skin problems, HAV	Use of gloves mandatory	Lift plans and SC's RAMS
Temporary Works	Heavy components, HAV, dust, skin problems	Heavy components	Pre-fabrication and lift plans in place
Roofing	Heavy components, HAV, skin & respiratory problems	Skin handling sheets Vibration – use of nut runners -HAVS exposure	SC to provide specific RAMS and tool (nut runners) vibration exposure
Insulation/Air Tightness	Dust, skin problems		
Internal Wall FiniHS&Es	Dust, skin problems, respiratory problems		
Internal Floor FiniHS&Es	Dust, HAV, skin & respiratory problems		

Exposure to Vibration

Vibration Magnitude levels for tools/equipment can be found in the manufacturers technical manuals but should only be used as a guide.

Occupational Health Assessments

Operations or Trades Identified as requiring health assessments and/or screening.	Contractor	How will this be addressed?
G.F. Tomlinson & Sons Labour		
Telehandler Operators		To provide medical surveillance, addressed at induction stage
Tower Crane Operators		
Asbestos Removal		
Lead Workers		
Others:		

NB: It is an employer's duty to identify risks to health via risk assessment and address/control as necessary. Arrangements, controls and precautions to mitigate the effects of occupational health risk should be detailed in the applicable contractors Health, Safety & Environmental procedures and the applicable risk assessments and method statements.

The following initiatives will be employed on site to reduce occupational health risks: -

Current HSE HS&E targets/initiatives can be viewed at:

- <http://www.hse.gov.uk/construction/healthrisks>

Appendix I – Temporary Works Plan

Temporary Works Procedure

1 Introduction

1.1 Temporary works

Is a widely used expression referring to an engineered solution used to enable construction of, protect, support or provide temporary access to the permanent works. Examples include but are not limited to earth works, excavation support, formwork, falsework, propping, scaffolding, support to an item of plant such as crane bases, site hoarding, cofferdams, anchors and ties etc.

1.2 Policy

It is the policy of the company to work generally in accordance with the recommendations of BS5975 Code of practice for temporary works procedures and permissible stress design of falsework, both for falsework and all other temporary works involved on the project

1.3 Flow chart

The flow chart on page 2 and associated notes on page 3 of the procedure depicts the general temporary works control requirements.

2 Roles and Responsibilities

2.1 It is important to establish clear responsibilities of all individuals involved in the temporary works

2.2 Principal Designer

The Principal Designer shall ensure co-operation between permanent and temporary works designers

2.3 Designated person

Responsible for establishing and implementing the temporary works procedure for control of the temporary works for the project.

2.4 Temporary works co-ordinator (TWC)

Responsible to the designated person, The TWC acts as the first point of contact between the designer and the site team engaged on the temporary works and ensures the temporary works design is implemented, this includes ensuring a design brief has been prepared and is available, design checks have been carried out at appropriate stages including final check prior to issuing of permit to load/dismantle, controlling documents relating to the design and construction of the temporary works, ensuring that on site supervisors (TWS) both in house and sub-contractor receive full details of the of the design including any limitations and guidance associated with it, ensuring temporary works are carried out in accordance with method statements/risk assessments and that any changes are brought to the attention of the designer.

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2.5 Temporary works supervisor (TWS) – Dependant on size of the Project

Responsible to the temporary works co-ordinator (TWC) and assists in the supervision and checking of the temporary works including the maintenance, erection and dismantling as applicable and liaising with the TWC to ensure any modifications or differences in the design are brought to the attention of the designer.

Where temporary works have been designed, and erected by others on site before G.F. Tomlinson & Sons occupation, the TWC must ensure that the following information is available:

- Detailed drawings.
- Detailed calculations.
- Proof of design check.
- Proof of inspection and maintenance.
- Calibration certificates for any measuring/test equipment.

If any of the above items are not available they must be produced in accordance with this procedure prior to use

3 Competence

All persons involved in the management of temporary works to have the relevant experience, formal temporary works training, qualification and authority to undertake their individual role. All persons must be formally appointed (appointment letter attached below) and certificates must be available on site

4 Related documents

BS5975:2008 Code of practice for temporary works procedures
HSE SIM 02/2010/04 the management of temporary works in the construction industry

Scope of Temporary Works



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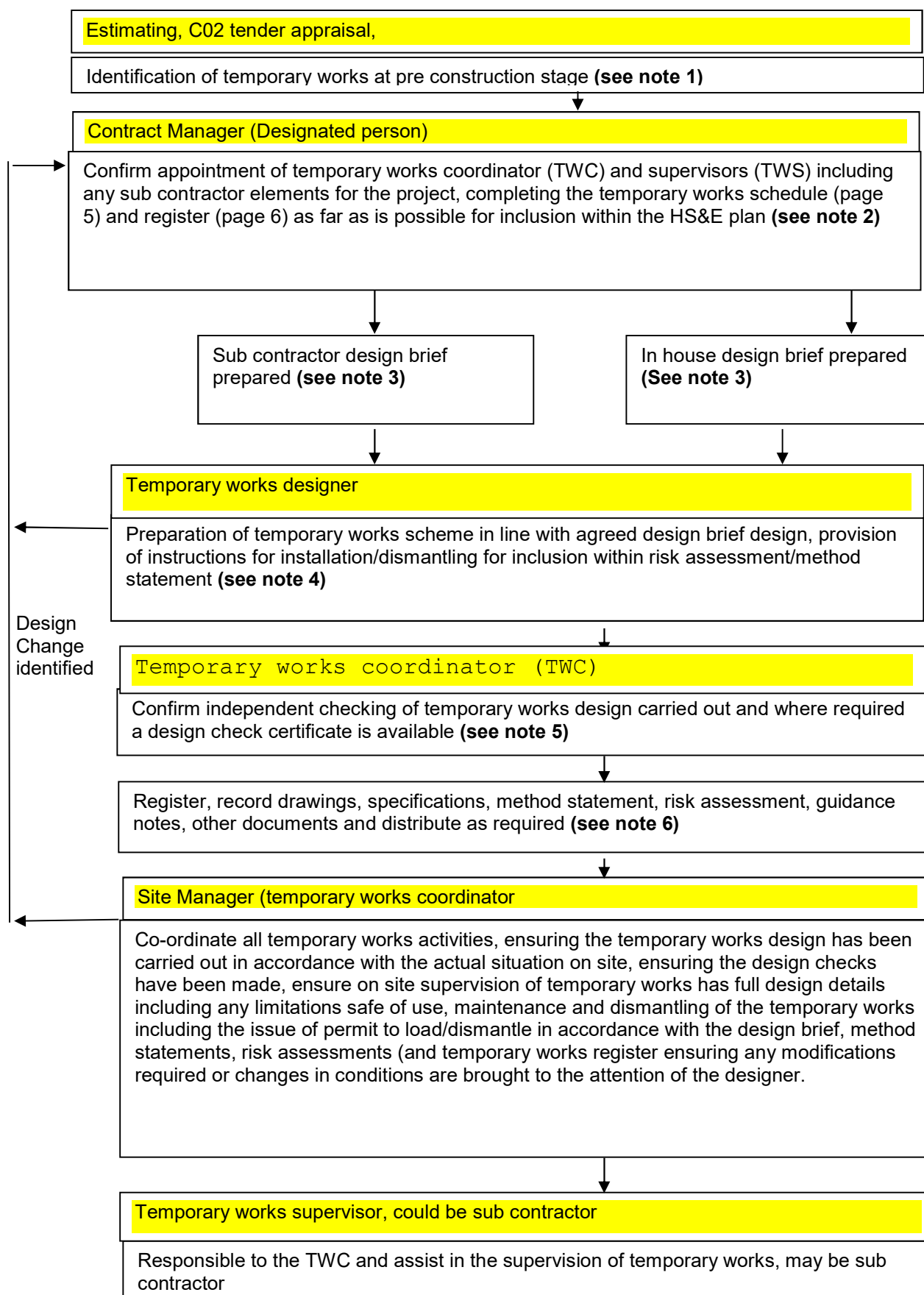
APPOINTMENT OF TEMPORARY WORKS CO-ORDINATOR

Project Title:	Contract Number:		
In accordance with BS5975 Code of Practice for Temporary Works Procedures and the permissible stress design of false work, the following person is hereby appointed as Temporary Works Co-ordinator.			
Name : Appointed by : :	Position : Position :		
The appointed Temporary Works Co-ordinator will carry out the following duties:- a) Check that the Design Brief is adequate and accords with site conditions. b) Check that the actual loads encountered on site, particularly the live loads, do not exceed the Designers assumptions and intensions. c) Check that each event of the design has been checked as required by the procedures and if in any doubt, implement another independent check. d) Check that a copy of the design has been sent to other interested parties (the Engineer/Architect/Employer/Client) as appropriate and check that their comments have been fully considered. e) Refer to the Designer for approval of any proposed changes in materials, construction methods, or any other significant changes. f) Compile/manage the Temporary Works Schedule and register. g) Inspect all aspects of the Temporary Works in accordance with current legislation and ensure any deficiencies are rectified. The following should be checked. • The materials used • That the application of the load will be controlled to the requirements given on the drawings • That any required bracing is complete and secure • That the correct sequence of erection and dismantling is observed • That any support which has to be left in during dismantling, is properly identified and left undisturbed h) Ensure permits to load/dismantle are in place, fully completed and signed off. The Temporary Works Co-ordinator may refuse to issue a permit or revoke a permit at any time.			
Whenever it is necessary for the Temporary Works Co-ordinator to be absent from site for a period, the designated individual must be advised in adequate time for alternative arrangements to be made.			
<table style="width: 100%;"> <tr> <td style="width: 60%;"> Signed: _____ (Designated individual) </td> <td style="width: 40%;"> Date: _____ </td> </tr> </table>		Signed: _____ (Designated individual)	Date: _____
Signed: _____ (Designated individual)	Date: _____		

Temporary Works

ACTION BY	ACTION	EVIDENCE
ESTIMATOR	Assess temporary works requirements within the current tender	Temporary works register S13.1
	Ensure allowance has been included within the tender bid for temporary works requirements	Tender Appraisal C02.2
	IF SUCCESSFUL	
CONTRACTS MANAGER	Organise internal handover meeting, appoint and record Temporary works co-ordinator as agreed with Construction/Commercial Director	Internal handover meeting C03.2
CONSTRUCTION DIRECTOR/ MANAGER	Confirm the appointment of the Temporary works co-ordinator for the project in writing for inclusion in the site temporary works file	Appointment letter
SITE MANAGER/ CONTRACTS MANAGER	Develop and maintain the Temporary works register along with design information	Temporary works register S13.1
CONTRACTS MANAGER/ QUANTITY SURVEYOR	Appoint Temporary works designers as required for individually identified activities	Temporary works register S13.1
CONTRACT MANAGER/SITE MANAGER	Ensure method statement availability for specifically identified Temporary works activities	Method statement/risk assessment
TEMPORARY WORKS CO ORDINATOR	Ensure adequate Temporary works supervision and implementation of Temporary works permit	Temporary works permit S02.13
	Records GO TO PROCEDURE S05	

The following process applies where temporary works are identified on the project:



Note 1 The early identification of temporary works on the project will ensure the adequate resources including planning is available to the project team in the management of any temporary works identified. (C02.2 Tender appraisal)

Note 2 The appointment of the TWC should be confirmed by the Contracts Manager with the site team at the internal handover meeting (C03.2 internal handover meeting). Initial completion of the temporary works schedule and register shall identify the risk rating of the temporary works i.e. complexity see table below, appointments of designer and independence of design checker, permit requirements etc. The TWC will manage the temporary works register on site. The temporary works register should be updated as construction progresses by the TWC.

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Temporary Works Risk Levels

Risk Level	Low	Medium	High
Description	TW used in low risk situations and where there is little interface with the public, incorporating standard equipment constructed in accordance with relevant Standards or Manufacturers requirements.	TW that are considered medium risk. TW that have a significant interface with the public.	One off schemes of unusual temporary works that may involve the fabrication of materials and equipment to produce a non-standard solution. Schemes that have a major impact on public safety or national infrastructure.
Site Establishment	- Site cabins to 2 storeys. - Silo bases to G.F. Tomlinsons established solutions. - Mesh panel fences erected in accordance with manufacturers recommendations.	- Site cabin establishments beyond 2 storeys. - Silo bases other than to G.F. Tomlinsons established solutions. - Proprietary solid panel system hoardings erected in accordance with manufacturers recommendations.	Hoardings exceeding 3.0m high.
Access	- Independent tied access and working scaffolds, unsheeted, debris netted or sheeted, less than 30m high within the criteria of TG20:08 tables 2,3 or 4 or within the criteria of G.F. Tomlinson established solutions. - Loading towers using tube and fittings to G.F. Tomlinson established solutions.	- Access and working scaffolds over 30m high within the criteria of TG20:08 tables 2,3 or 4, scaffolds incorporating fans, beams and scaffolds to open structures where the tie patterns shown in TG20:08 or G.F. Tomlinson established solutions are not achievable. - Loading towers using proprietary equipment	- Access and working scaffolds other than stated as low or medium risk and any that require non standard support conditions. - Temporary Roofs. - Hanging Scaffolds. - Suspension systems.
Formwork Falsework	- Formwork for columns using clamps up to 4m high. - Double sided wall forms using through ties up to 6m high.	- Single sided formwork up to 3.5m high. - Falsework to horizontal slabs and beams using proprietary Equipment.	- Formwork, falsework and support work schemes using non proprietary equipment. - Very complex schemes using propriety equipment e.g. flying forms and cantilever construction.
Construction Plant	- Mobile crane outrigger foundations using company guidance for cranes up to 100 tonnes. - Piling mats.	- Mobile Crane outrigger foundations for crane capacities greater than 100 tonnes. - Proprietary cantilevered loading platforms.	Tower Crane bases.
Excavations	- Excavation support up to 3m in uniform good ground conditions and where no dewatering is required. - Excavations where ground movement is not important. - Excavations using Trench Boxes in dry good ground conditions, where limiting ground movement is not important and surcharge loads do not exceed 10kN/m².	- Excavation support in uniform fair ground conditions with limited open sump dewatering required. - Excavations where limiting ground movement is preferred but not critical. - Excavations using Trench Boxes in dry fair ground conditions, where limiting ground movement is preferred but not critical and surcharge loads do not exceed 20kN/m².	- Excavation support in ground other than as described in medium risk category. - Excavations where ground movement is critical. - Major excavations >6m depth or with plan dimensions exceeding 12m. - Cofferdams. - Excavations using Trench Boxes other than as described in medium risk category. - Tunnels and headings.
Structural Stability	Demolition schemes not requiring removal of complete structural elements, e.g. needling for small openings.	- Demolition schemes removing entire structural elements but not including full façade retention. - Temporary stability of permanent works during construction.	- Façade Retention. - Temporary underpinning.
Permanent Works/Other	- Manually loading out of materials onto floors. - Water mains end cap restraint and pressure testing up to 16 bar and 150 mm Diameter.	- Plant loadings on permanent works from MEWP's. - Water mains end cap restraint and pressure testing up to 25 bar and 300 mm Diameter.	- Any other schemes not covered elsewhere. - Items with potential to affect railway infrastructure i.e. requiring Form C certs. 1. Marine works.

Control Measures Required		Low	Medium	High
Admin	List on TW Control Register	Yes	Yes	Yes
	Design Brief	Yes	Yes	Yes
Design	Drawings / Manufacturers Data	Yes	Yes	Yes
	Design Check ⁽¹⁾	Yes - Unless designed by an engineer experienced in TW design	Yes	Yes - By independent Designer
	List of Residual Risks	Yes	Yes	Yes
Construction	TWS Appointed for TW item	Yes	Yes	Yes
	Safe System of Work	Yes	Yes	Yes
	Permit to Load/Unload & Hold Points	TWC discretion	Yes	Yes
	Inspection Checklist	TWC discretion	TWC discretion	Yes
	Designer Inspection	No	TWC discretion	TWC or Designer Discretion Prior to loading or bringing into
Operate & Maintain	Inspection by TWC and/or TWS	Yes	Yes	Yes
	Hold Points	TWC discretion	TWC discretion	Yes
	Inspection Register	TWC discretion	TWC discretion	Yes
Dismantle	Safe System of Work	Yes	Yes	Yes
	Permit to Load/Unload & Hold Points	TWC discretion	Yes	Yes
	Inspection Checklist	TWC discretion	TWC discretion	Yes
TWC discretion may be appropriate beyond that identified above. Any variance from this table MUST be fully documented				
(1) – Equivalent categories to BS5975:2008, Low – 0/1, Medium – 1, High – 2/3				

Note 3 A design brief should be prepared to serve as the starting point for subsequent decisions, design work calculations and drawings. All concerned with the construction should contribute towards the preparation of the brief as required, certain information from the design brief may be of relevance to the permanent works designer. Confirmation of sub-contractor temporary works design elements should be raised at pre let meetings (C06 Purchasing subcontractors) and should include how the competence of the designer is verified.

Where the in house design of temporary works has been identified then the competence of the designer shall be confirmed (S04 Evaluation of professionals)

Note 4 The temporary works designer should identify from the design brief and associated information, the various loads that will act on the structure together with the combinations in which they will be considered. British standards and other documents used in the design process should be identified. Temporary works should be designed in accordance with recognised engineering principles. The temporary works should be designed with regard to ease and safety of erection and dismantling. Designers and suppliers should provide guidance on the implementation of their design.

Note 5 Prior to the commencement of the construction work, the proposed temporary works design should be checked for concept, adequacy, correctness and compliance with the requirements of the design brief. Checks on the design should be carried out by competent persons with the relevant independence in relation to the category of design as shown below and identified on the temporary works register, evidence of the design check should be available i.e.

Extract from BS 5975

Category	Scope	Comment	Independence of checker
0	Restricted to standard solutions only to ensure the site conditions do not conflict with the scope or limitations of the standard solution	This applies to the use of standard solutions, the original design requires structural calculation and checking to category 1,2 or 3 as appropriate	Because this is a site issue, the check may be carried out by another member of the site or design team
1	Simple designs such as formwork, falsework (where top restraint is not assumed, needling, propping to brickwork, openings in single storey construction	Design undertaken using simple methods of analysis in accordance with relevant standards, suppliers technical literature or other reference publications	This check may be carried out by another member of the design team
2	More complex or involved designs such as excavations for foundations, structural steelwork connections, for reinforced concrete	Checks include designs where a considerable degree of interpretation of loading or soils information is required before design of foundation, excavation support or slope	This check carried out by an individual not involved in the design and not consulted by the designer
3	Complex or innovative designs, which result in complex sequences of construction	Unusual designs where significant departures from standards, novel methods of analysis or considerable engineering judgment required	This check carried out by another organisation and design check certificate obtained

Note 6 TWC to ensure the on-site supervision receive full details of the design, including any limitations and guidance notes associated with it and preparation of specific method statements.

Note 7 The design documentation, method statement & risk assessments for temporary works shall be reviewed and briefed (S02.12) to those undertaking the work ensuring the conditions on site during construction are consummate with those assumed in the temporary works design. Inspections of the temporary works to check the adequacy of critical elements prior to loading should be carried out to confirm the works have been constructed in accordance with the design information. A permit to load/dismantle to be issued where identified within the temporary works register (C08 Contract delivery)

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Schedule of Temporary Works/Register (Example Document)



Safe System of Works Checklist –Installation and Use of Temporary Works

2. Responsibilities are clearly defined and allocated i.e.:
 - (a) Temporary Works Co-ordinator in place? ✓ x
 - (b) The person responsible for supervising the erection, dismantling and maintenance of the works ✓ x
3. **The Design i.e.:**
 - (a) Is it a proprietary system? ✓ x
 - (b) Is it a designed system? ✓ x
 - (c) Is the designer identified? ✓ x
 - (d) Is the design brief referred to? ✓ x
 - (e) Has the design been checked and by whom? ✓ x
 - (f) Does the design include provision for access, access platforms, working platforms and edge protection? ✓ x
4. **Installation**
 - (a) Are the required site conditions made clear as to:
 - Space ✓ x
 - Ground conditions ✓ x
 - Access, Egress ✓ x
 - Water run-off ✓ x
 - (b) Is the installation sequence clearly described? ✓ x
 - (c) Is a safety check list required to aid monitoring of the erection sequence? ✓ x
 - (d) How will foundations be checked? ✓ x
 - (e) Are exclusion zones and their management identified? ✓ x
5. **Loading and Use**
 - (a) Are Permits to Load required? (Check design & Instructions) ✓ x
 - (b) If not how will approvals be recorded? ✓ x
(e.g. Scaffolding Handover Certificate)
 - (c) What is the checking/inspection procedure during loading? ✓ x
 - (d) Will the loading be checked against the design? ✓ x
 - (e) How will the loading requirements be communicated? ✓ x
 - (f) Are maintenance requirements defined? ✓ x
6. **Striking/Dismantling/Removal**
 - (a) Is a Permit to Strike required? If not, why not? ✓ x
 - (b) Is the sequence of removal set out? ✓ x
 - (c) Is the means of lowering materials clearly spelt out? ✓ x
 - (d) Are exclusion zones and their management identified? ✓ x
7. Are the G.F. Tomlinsons Temporary Works Procedure being complied with? ✓ x

Temporary Works Permit (Example Document)

S02.13



TEMPORARY WORKS PERMIT				
CONTRACT No:		CONTRACT TITLE:		
Description of Temporary Works this permit covers:		Describe any additional stage permit requirements:		
CONTRACTOR, COMPANY WORKING TO PERMIT:				
Scope of permit * delete as applicable	Loading out	Unloading	Dismantle	Other, Describe
Temporary Works Co-ordinator implementing permit (TWC) :		Temporary Works Supervisor implementing permit (TWS):		
Name		Name		
CONFIRM THE FOLLOWING HAVE BEEN UNDERTAKEN:		Initial	NOTES	
Design information available and followed inc drawings, specifications				
Materials and components used clearly identifiable as per design requirements				
Authorised plant/equipment in use				
Method Statement/Risk Assessment completed and Safe System of Work including sequencing established				
Temporary works inspected in line with design requirements prior to issue of permit				
Operatives competent, instructed and briefed on safe system of work to be followed				
Temporary works supervisors identified				
NAMES OF ALL PERSONS INVOLVED IN THE WORK				
ISSUE: I authorise the above work to proceed				
Signed:		Name	Date:	Time:
Temporary Works Co-ordinator/Supervisor				
WORK COMPLETE: I confirm the work is complete and the area left safe.				
Signed:		Name:	Date:	Time:
Temporary Works Co-ordinator/Supervisor				
Site Office white copy Issue pink copy				

Appendix J – Services Plan

[Insert arrangements for installation of services to site. Include testing regime(s)]

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Appendix K – Demolition Plan

[If Applicable – Sub Contactors RAMS]

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Appendix L Environmental Management Plan (EMP)

1 INTRODUCTION

[Throughout this document red text is provided as a prompt, and must be edited or deleted in line with project specific requirements]

G.F. Tomlinson is committed to managing the environmental impacts associated with [Insert project name] and achieving consistently high standards of performance throughout the duration of the project.

The purpose of this Environmental Management Plan (EMP) is to:

- **Ensure compliance with all applicable legislation & statutory controls** (see schedule II) – this includes planning conditions, Section 106 agreements and client's environmental requirements;
- **Ensure Conformance with the Company Environmental Policy Statement** (Appendix P) – including all associated G.F. Tomlinson standards and procedures;
- **Achieve Company Objectives & Targets**
- **Deliver best practicable environmental performance** – this means preventing pollution, minimising adverse environmental impacts and securing the potential benefits associated with higher standards of environmental performance.

The EMP identifies specific environmental issues associated with [Insert project name], and stipulates core procedures that will be used to manage them. Relevant environmental information will be communicated as required.

All amendments to this EMP must be made by the specific project/site management.

2 GENERAL PROJECT ENVIRONMENTAL REQUIREMENTS

2.1 Waste Management

[Insert project name] will manage waste.

When considering management options for identified waste streams, G.F. Tomlinson and supply chain members will adhere to the principles outlined in the waste hierarchy below.



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G.F. Tomlinson and supply chain members will ensure waste is stored away from drains, boreholes, wells and controlled waters. Containers shall be in good condition and, where required, covered to prevent dust and litter being blown out. If there is any likelihood of stored waste contaminating the surrounding environs, all necessary steps will be taken to ensure no contamination occurs. This may include the use of containment bunds with rain shelters and the use of sealed containers, i.e. clip-top drums and fluorescent tube coffins. Before waste is treated and / or removed from the site, all subcontractor's / waste contractors must provide the project team with legible copies of the following documentation:

- Environmental permits (mobile plant licences) and exemption certificates authorising on-site crushing and screening activities;
- Waste Carriers Registration Certificates;
- Environmental Permits, (Waste Management Licences and PPC Permits);
- Notification certificate of exemption from environmental permitting.

The project team and, where applicable, subcontractors will ensure that the removal of all inert / non-hazardous waste is recorded on Waste Transfer Notes. These documents must be kept for a minimum of two years. These documents will be stored on site and made available on request.

The project team and, where applicable, subcontractors will ensure the removal of all hazardous waste is recorded on Hazardous Waste Consignment Notes. These documents must be kept for a minimum of three years. These documents will be stored on site and made available on request.

Legible copies of all Waste Transfer and Consignments Notes, recording the removal of waste from the project/site must be issued to G.F. Tomlinson. This includes waste generated on site by subcontractors).

When removing hazardous waste from the project/site the following Premises Code must be used on all Hazardous Waste Consignment Notes: This is the 6 digit alpha numeric code given to the project when registering the site as a producer of hazardous waste with the Environment Agency

2.2 Storage of Fuel, Oils & Building Chemicals

Containers must be stored within a Spill Nappy (or similar), bund or any other suitable secondary containment system (SCS). All containers must be located in a safe place to minimise the risk of damage and locked-off when not in use.

For oil tanks, intermediate bulk containers and mobile bowzers the SCS must be able to hold:

- Where one container is being stored - a minimum of 110% of the total volume;
- Where more than one container is being stored - a minimum of 110% of the largest container's storage volume, or at least 25% of their total volume (whichever is greater);
- For drum storage, the interceptor tray must be able to hold at least 25% of the total storage capacity of the drums.

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Bunded areas must be made impermeable to water and oil. The base and walls must not be penetrated by any valve, pipe or opening that is used for draining the system. For further guidance on bund construction and other requirements, please refer to CIRIA publication *Construction of bunds for oil storage tanks (R163)* and Environment Agency Pollution Prevention Guidelines 2 and 6.

Areas used to store fuel / oil and other potential contaminants are identified on the traffic management plan.

2.3 Particulate Matter (Dust) & Noise

2.3.1 Mobile Crushing & Screening Process

Crushing and screening of demolition material must be conducted in accordance with the plant operators' manual and, where applicable, environmental permit (mobile plant licence) / waste exemption certificate. The operator must use the Best Available Techniques (BAT) for preventing or, where this is not practicable, reducing emissions from the installation. The following items must be considered when attempting to reduce the environmental impact of this process:

- Location;
- Operation;
- Maintenance;
- On-site transfer of dusty materials;
- Condition of roadways / haulage routes;
- Stockpiling materials.

2.3.2 General Site Activities

With regard to nuisance, the methodology in which work activities are undertaken must apply Best Practicable Means (BPM) in order to minimise negative impact on local, sensitive receptors, such as schools and domestic dwellings. However, if measures to reduce excessive dust and noise are unsuccessful, work must stop and an alternative method devised before work can resume.

The following measures must be considered when attempting to reduce noise and dust:

- Use sheeted lorries and sealed / covered skips;
- Use dust extraction equipment when drilling and cutting;
- Damp down haulage roads and stockpiled materials in dry or windy weather;
- Sweep access roads regularly;
- Grass over topsoil which is being stockpiled for landscaping or off-site re-use;
- Locate plant and equipment away from sensitive receptors;
- Use screens, including earth bunds to act as acoustic barriers;
- Isolate plant and equipment when not in use;
- Fit white noise systems on vehicles to reduce noise nuisance when reversing;
- Keep engine compartment doors closed;
- Limit vehicle movements on-site, i.e. use of one-way system.

2.4 Previously Unidentified Issues

If one or more of the following is discovered, work in that location must stop immediately and the Director(s) must be informed:

- Contaminated soils;
- Archaeological remains or features;
- Suspicious objects;
- Underground storage tanks;
- Invasive species, i.e. Japanese Knotweed;
- Protected species, i.e. badgers, bats, amphibians, reptiles and plant life.

2.5 Specific Project Environmental Requirements

This section incorporates information derived from documents scheduled in 2.3.2 of the Construction Phase Plan. – consider the following headings:

Unexploded ordnance (if information provided elsewhere, reference where)

- Sensitive areas (reference emergency procedure)

External (Client / Enforcing Authority) requirements

- KPI monitoring requirements, i.e. noise, dust, vibration, tree protection, protected species, waste, power usage, water consumption, commercial deliveries, etc.
- BREEAM assessment requirement, i.e. excellent
- Materials with recycled content & low embodied energy
- Considerate Constructors scheme, i.e. minimum score
- Employment & / or training opportunities for local people
- Liaison / working with schools & local community groups
- Volunteering & charity work

2.6 Watercourses and Wells

- Protection required, i.e. measures to prevent run-off
- Minimum distance required for protection
- Consents required / obtained

2.7 Waste (Significant Waste Streams that will be Generated)

- Re-use of demolition materials, i.e. soil & stones, crushed concrete etc.
- Waste exemption(s) required i.e. u1
- Reclaim demolition materials i.e. bricks, tiles and architectural features
- Waste segregation on / off site
- Use of prefabricated materials

2.8 Contaminated Ground, Issues with Ground Water & Dewatering

- Hydrocarbon contamination
- Areas used for the disposal of other wastes i.e. asbestos
- CFA, LDA and driven pile solutions
- Re-use or disposal of groundwater i.e. required discharge consents

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2.9 Standing Heritage & Archaeology

- Listed buildings i.e. consents required / obtained
- Protection of WWII 'pill boxes' & anti-tank defences
- Archaeological investigations & sensitive areas

3 Materials and Design

- Materials with recycled content & low embodied energy
- BREEAM, CEEQUAL, Code for Sustainable Homes Assessment requirement i.e. excellent
- Use of BRE Green guide to specification & a web-based resource called Greenspec
- If G.F. Tomlinson & Sons are not responsible for project design, have we influenced our Client to consider eco materials & construction techniques
- Reference sustainable procurement policy, i.e. use of local suppliers & labour
- Reference timber purchasing policy i.e. use of FSC, PEFC
- Local supply chain (reducing nuisance, carbon emissions & simultaneously bringing socio-economic benefits to the immediate and surrounding area

Cross reference external (Client / Enforcing Authority) environmental requirements as required

3.1 Sensitive Neighbours (If information is provided in the plan state where)

- Schools
- Healthcare facilities
- Places of worship
- Residential areas
- Local community meetings

3.2 Ecology & Biodiversity

- Tree protection & tree protection orders (TPOS)
- Protected plant species, protection / translocation required
- Protected species, i.e. badgers, bats, birds, newts - include protection required, specific demolition requirements, construction of receptor areas, nest boxes, etc.
- Invasive species, i.e. Japanese knotweed

3.3 Waste Contractor Environmental Reporting

Where applicable, outline company specific requirements

Waste Contractors are to provide waste notes and consignment notes. They should be also requested to send a site report periodically

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3.4 Emergency & Incident Preparedness

In order to minimise the risk of a pollution incident, subcontractors must ensure all operatives understand the environmental risks associated with their work activity and what control measures are in place to eliminate or reduce negative environmental impact.

Should an environmental incident occur, it must be reported to the site management immediately, that in turn will invoke the necessary emergency procedures.

All Environmental incidents will be reported to the applicable Directors, authorities, EA and will be investigated thoroughly and recorded.

3.5 Monitoring, Auditing & Reporting

Please refer to 4.18 of the Construction Phase Plan.

3.6 Management Structure & Responsibilities

Please refer to 4.1 and 4.2 of the Construction Phase Plan

3.7 Training Awareness & Competence

Please refer to 4.14 of the Construction Phase Plan

4 ENVIRONMENTAL ASPECTS & IMPACTS

[Outline details of company specific method for recording significant aspects & impacts – example provided below].

The project team has identified elements of its work which will have an impact on the environment.

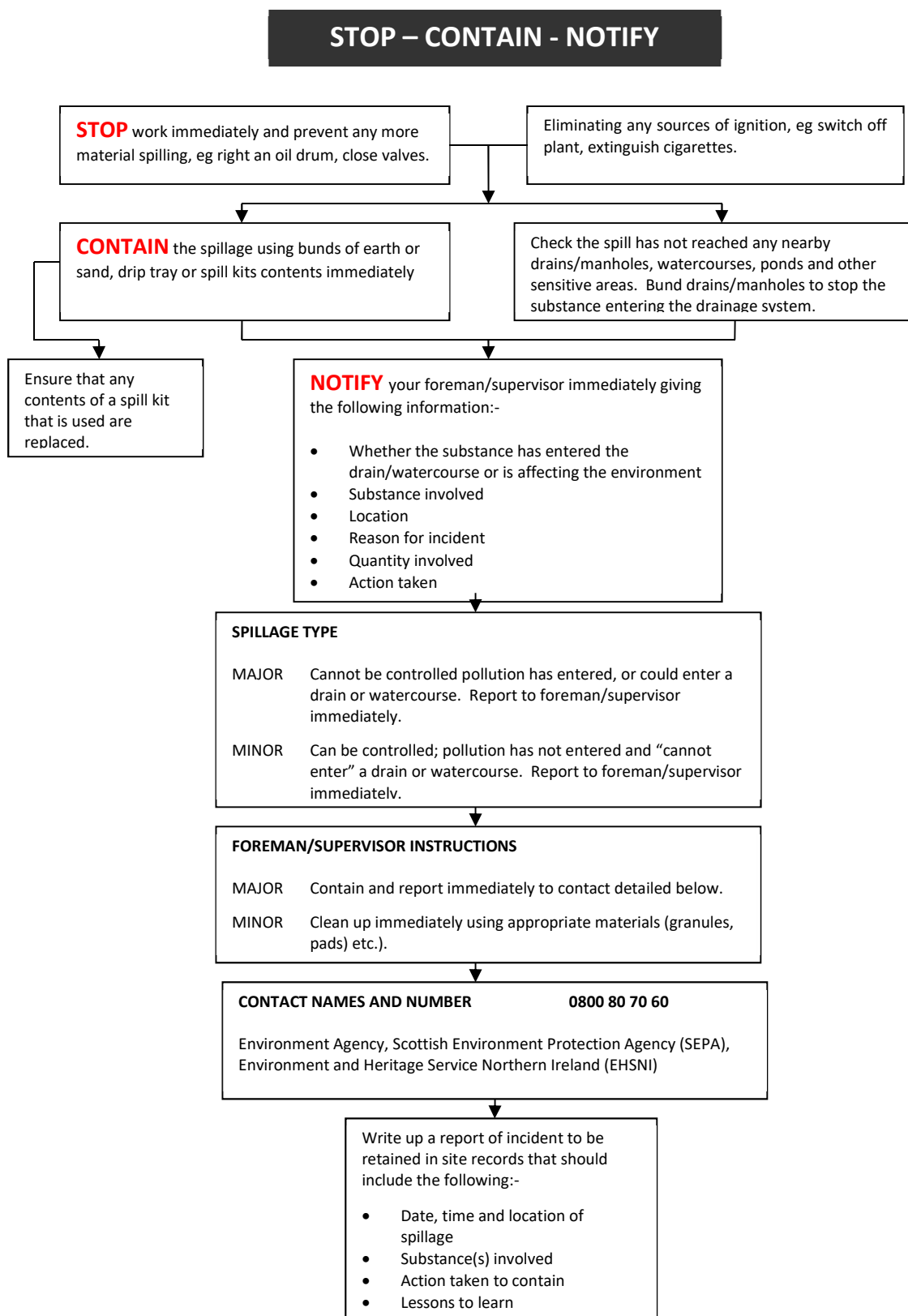
Work activity / package Aspects & Impacts Registers will be developed and provided to all subcontractors. The subcontractor must manage all risks associated with their work activity / package in accordance with this document.

Where the subcontractor identifies additional environmental risk, it is the subcontractor's responsibility to inform the Principal Contractor.

G.F. Tomlinson & Sons Ltd. may, from time to time, externally communicate information relating to significant environmental aspects and the company's performance. Such decisions will be made by appropriate management and documented.

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5 Site Spillage Procedure



Waste Management Register

Hazardous waste premises code:		Expiry date:		Revision no:	0	1	2
--------------------------------	--	--------------	--	--------------	---	---	---

[illegible]

Hazardous Waste Register

- This form must be completed for all hazardous / special waste movements including waste transferred from Scotland to England
- Hazardous / special waste must have a fully completed hazardous waste consignment note that must be retained for three years
- Waste must only be managed by competent persons on site
- The consignment note must be returned with 'Part E' signed by the receiving waste facility to ensure waste has reached the intended destination
- Hazardous / special waste such as soils and asphalt must not leave site prior to the receipt of Waste Acceptance Criteria (WAC) Test results

Consignment note number	Date	EWC Code	Waste Description	Volume / Weight	Location of WAC Test results	Carrier's name address & registration number	Verified with regulator?	Waste facility address & permit number	Verified with regulator?	Date 'Part E' returned

Appendix M – Risk Assessment & Method Statement Register

REF:	ACTIVITY	CONTRACTOR (STATE IF G.F. TOMLINSON & SONS)	DATE EVALUATED	DATE ACCEPTED	DATE BRIEFED TO OPERATIVES
1					
2					
3					
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30					

Appendix N – Company Policy Statements

[Insert HS&E Policy Statements]

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Appendix O – Training Matrix

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Appendix P - Programme of Works

(Programme Displayed in Site Cabin)

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