

CLIENT: Yorkshire Water



CONTRACT TITLE: Hoylandswaine

CONTRACT No.: YJ202044

Completion notes:

- Refer to CG321-07 for guidance
- Sections which are not applicable should be deleted from Plan
- Submit relevant sections only to client in accordance with their requirements e.g. H&S Plan
- Where a Client requires separate Environmental & Quality Management Plans, these should be completed on CF321-80 & CF321-83 respectively and appended to this CPP.

Title page and approval record

Contract title :	Hoylandswaine
Site location:	Cooper Lane, Hoylandswaine, South Yorkshire, S36 7JE
Contract no:	YJ202044
Client:	Yorkshire Water Services

Principal Contractor:	Barhale Enpure JV
Registered Office Address:	Rose Wharf East Street Leeds, LS9 8EE

Produced by :		
Issue No:	Contracts Manager/Site Manager (Name & Signature)	Date
01	Nicholas Smith	Jan 24

Approved for issue record:		
*Contract Manager (signature)		Date jan 24
* Or, if not produced by Contracts Manager, an equivalent person of the same position or higher		

Reviewed (To be reviewed by Contracts Manager every 2 months as a minimum)			
Date	Position	Initials	Comments
Sep 24	Contracts Manager	NPS	Project Update September 24

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Overview

This CPP has been developed specifically for the above mentioned contract and states how the contract will be managed by describing the specific resources, responsibilities and procedures for managing the Contract, describing the procedures and the checks necessary to construct the works in a safe and sustainable manner.

The procedures adopted for the Contract will be selected from the Barhale Integrated Management System (IMS) but where necessary may be amended to suit the Contract requirements.

This document is a live document and as such information will continually be added as the Contract progresses. It will be reviewed at regular intervals and any lessons learnt will be shared throughout Barhale.

Compliance with this CPP will be monitored through regular audits / inspections carried out by:-

- Local HSEQ Advisor
- Commercial Managers
- Site Manager & Visiting Management
- Internal auditors

Distribution

Name of holder	Title/company	Issue date
Jason Ross	Project Manager/ BEJV	Sept 24
Mark Nuttall	Project Manager – Civils	Sept 24
David Hopper	SHEQ Manager	Sept 24
Joe Summers	YWS Project manager	Sept 24
Matt Ely	Project Delivery Lead/ BEJV	Sept 24
Nick Smith	Contracts Manager/ BEJV	Sept 24

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Outstanding information

Any information which is unavailable at Contract Set Up and is required for completion of the CPP should be listed here.

For example; Technical Queries (TQ's), Utility Drawings, Subcontractor Risk Assessments and Method Statements etc.

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B	CDM Stakeholder – Drawings, Documents, Risk Registers & Pre-construction Information (PCI)
C	Site organisation charts
D	Site establishment, welfare and first aid
E	Emergency response plan
F	HSEQ Roles and responsibilities
G	Contract master filing system
H	Site waste management plan
I	Contract audit and inspection schedule
J	Customer stakeholder and engagement plan

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Section 1: Contract information, organisation & responsibilities

1.1 Commitment to the CPP & authorised signatories (including subcontractor representatives)

I have read the contents of this CPP & understand my role in its use and which documents I am authorised to sign (highlighted below):

List of documents from table below requiring signatures

Name	Position	Date	Authorised to Sign (Numbers as listed below)	Signature
Jason Ross	Project Manager	Sept 24	All	
TBC	Site Manager	Sept 24	All	
Haneen Al-Ibrahim	QS	Sept 24	all	

	Document		Document
1	Site Letters	13	Delivery Notes
2	Confirmation of Verbal Instructions (CVI's)	14	Waste Transfer Notes
3	Technical Queries (TQ's)	15	
4	Material Requisitions	16	
5	Plant Requisitions	17	
6	Material Received Schedules (MRS)	18	
7	Weekly Plant Returns (WPR)	19	
8	Inspection & Test Plans	20	
9	Inspection Checklists	21	
10	Sub-Contractor Timesheets	22	

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11	Sub-Contractor Dayworks	23	
12	Plant Timesheets	24	

1.2 Programme, documents and existing records

Programme details	
Date of contract award	Various PMIs issued – refer to CCM
Pre-construction period	8 months
Date of commencement on site	29 th January – Investigation works Oct 24 early PMI works Oct/Nov 24 – main construction works
Contract duration	6 months
Completion date	March 2025
Sectional completion dates (if any)	N/A
Defects period	12 months
Specific programme constraints	Compliance date to be advised by client
Brief description of work	BarhaleEnpure JV are working with Yorkshire Water to design and build additional works at Hoylandswaine STW to resolve the regulatory discharge compliance business risk following the Environment Agency introducing a new discharge consent requirement for waste water discharges at the works. The scheme will comprise the following solutions: - • A new FE sampling chamber into which the TSR treated flows and TSR pumping station overflow discharges are directed and will include a weir to create sump for sampling equipment, facility for flushing sedimentation behind weir and sufficient footpath/ hardstanding for sampling stations and control panels • Access footpaths • New Access Road • Chemical dosing plant and kiosk, bunds and hard standing • TSR unit and flocculation tank

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- Safety shower
- Delivery spill chamber
- Ducting and draw pits
- New pipe work, chambers and connections
- All associated base slabs for kiosks and kit above
- reinstatement works

EICA solution comprises

- Supply, install and test new local control panel for the TSR package plant
- Supply, install and test new local dosing control panels for the ferric dosing system
- Supply, install and test new trace heating
- Supply, install and test new fire and intruder detection systems for all kiosks on site
- Supply, install and test new instrumentation
- Supply, install and test proposed PLCs including hardware, software and all associated system integration works

APPENDIX B – Tender handover document checklist – including list of contract documents

Reference documents & existing records			
Please list any major supplementary documents which whilst not contained within the above contract documents, will be used for reference during this project. E.g. NJUG, CESWI (Specification for Water Industry), Utility drawings, Ground Investigations (if not forming part of Contract)			
Document	Detail	Status	Location
PCI	YWS Pre-contractor information		YorCDE

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KM3	KM3 approval		YorCDE
Topo/ GPR	Site topographical and GPR survey		Sharepoint

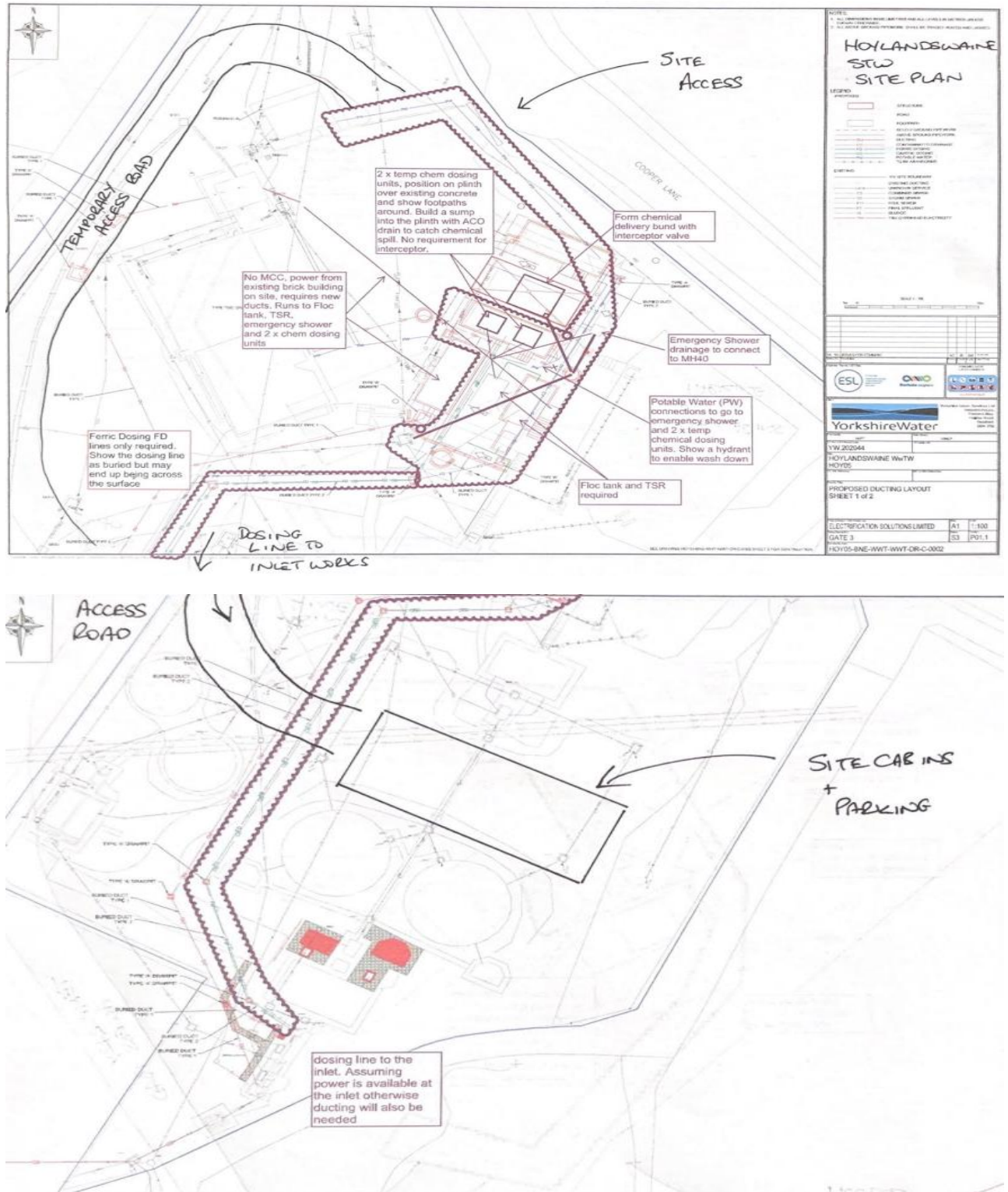
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Site Plan



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1.3 Contract Directory

BarhaleEnpure	Name:	Jason Ross
	Title:	Project Manager
	Address:	Rose Wharf, east Street, Leeds, LS9 8EE
	Telephone No:	██████████
Clients Representative:	Name:	Joe Summers
	Title:	Project Manager
	Address:	Western House, Western Way, Bradford, BD6 2SZ.
	Telephone No:	
Principal Designer:	Name:	Mollie Geoghegan
	Title:	Framework Design Manager
	Address:	Rose Wharf, east Street, Leeds, LS9 8EE
	Telephone No:	██████████
Designer(s):	Name:	Adam Strzelec
	Title:	Lead Design Coordinator
	Address:	Rose Wharf, east Street, Leeds, LS9 8EE
	Telephone No:	

1.4 APPENDIX C – Site organisation charts

1.5 APPENDIX D – Site establishment, welfare and first aid

Mobile welfare to be provided for construction of temporary access track

Main compound will be established once initial access road completed

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1.6 APPENDIX E – Emergency and response plan

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1.7 Integrated Management System list of applicable procedures and responsibilities

Operations		
Procedure Number	Title	Person(s) Responsible
321	Contract Planning and Management	Contracts Manager, Project manager, Site Manager
322	Inspection and Test Plans	Project Manager, Site Manager
323	Site Document Management	Project Manager, Site Manager, Foreman, Engineer
324	Excavations	Site Manager, Foreman
325	Management of Work Within Highways	Site Manager, Foreman
327	Waste Management	Site Manager, Foreman
328	Plant Management (Internal & External)	Site Manager, Foreman
550	Contract Monitoring and Review	Contracts Manager, Project manager, Site Manager
222	Customer Satisfaction	Contracts Manager, Project manager, Site Manager
Training and Development		
850	Learning and Development	Contracts Manager, Project manager, Site Manager, Foreman
852	CPCS Application and Renewal	Site Manager, Foreman
853	CSCS Application and Renewal	Site Manager, Foreman
Quality		
683	Audit and system surveillance	Contracts Manager, Project manager, Site Manager
684	Control of non-conforming product/defects	Contracts Manager, Project manager, Site Manager
Health, Safety & Environmental		
Procedure Number	Title	Person(s) Responsible
620	CDM	All site staff
621	Risk Assessments and Method Statements	Project Manager, Site Manager, Foreman, Engineer
622	Induction Process	Project Manager, Site Manager, Foreman, Engineer
623	HSE Consultation	All site staff
625	Safe Use of Plant	Site Manager, Foreman, site operatives
626	Lifting Operations	Project Manager, Site Manager, Foreman, Engineer, Appointed Person, Lift Supervisor
627	Manual Handling	Site Manager, Foreman, site operatives
628	Temporary Electric Installations	Electrical Site Manager
629	Working at Height	Site Manager, Foreman, site operatives

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630	Control of Substances Hazardous to Health (COSHH)	Site Manager, Foreman, site operatives
631	Fire Prevention	Site Manager, Foreman, site operatives
632	Avoidance of Underground Services	Site Manager, Foreman, site operatives
633	Confined Spaces	Site Manager, Foreman, site operatives
634	HAVS	Site Manager, Foreman, site operatives
635	Asbestos	Site Manager, Foreman, site operatives
637	HS&E KPIs	Site Manager, Foreman, site operatives
638	Hot Works	Site Manager
639	Noise	Site Manager, Foreman, site operatives
640	Work Adjacent to Water	Site Manager, Foreman, site operatives
641	Deliveries and Collections	Site Manager, Foreman, site operatives
642	Driver Safety	Site Manager, Foreman, site operatives
643	Avoidance of Overhead Services	Site Manager, Foreman, site operatives
644	Working with water, trade effluent and sewage	Site Manager, Foreman, site operatives
646	Contaminated Land	Site Manager, Foreman, site operatives
647	Energy Management	Site Manager, Foreman, site operatives
648	Planning and controlling isolations on energised systems	Commissioning Manager
650	Management of PPE	Site Manager
651	Legionella Management	Site Manager

Commercial and Supply Chain

725	Supply chain procurement and management	Contracts Manager, Project manager, Site Manager, QS
726	Sub-contractor assessment	Contracts Manager, Project manager, Site Manager, QS
740	Material and general services purchasing	Buyers, Site Manager, Foreman
741	New supplier approval and evaluation	Supply Chain Manager
Engineering & Design including Temporary Works		
525	Design Management	Project Manager, Site Manager

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526	Design Delivery	Principal Designer, Project Manager
528	Temporary Works Delivery	Temporary Works Coordinator, Project Manager, Site Manager
Corporate		
131	Emergency Response	Contracts Manager, Project manager, Site Manager
150	Risk Management	Contracts Manager, Project manager, Site Manager
151	Incident Investigation and Reporting	Contracts Manager, Project manager, Site Manager
152	Contact with Enforcement Authorities	Contracts Manager, Project Manager
160	Cascade	Contracts Manager, Project Manager

Reference Number	Title	Person(s) Responsible
Contract Specific (Client)		
	YW / Kelda Group 10 Life Saving Rules	All Site Staff
	YW / Kelda Group Stop Works Card	All Site Staff

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Life Saving Rules



Management Procedure (P4Y-SHE-MP004)

Management of Incident Reporting



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1.8 Contract specific roles & responsibilities

APPENDIX F - CF620-53 HSEQ Role and responsibilities chart

1.9 Document control

Company Integrated Management System documents are controlled via IMS and accessible through the Portal.

All Contract documentation shall be controlled in accordance with CPR323 – Site Document Management and the requirements of this Plan.

1.10 APPENDIX G – CG321-00 Contract Master Filing System

1.11 HS&E notifications / consents

File notifications in the relevant section of the contract Master Filing System. (APPENDIX G)

Notification / Consent	Date Requested	Date Received
HSE		
F10 (Principal Designer)	25/01/24	25/01/24
Local Authority		
Section 50 Road closure notices		
Section 80 intended demolition of any structure in excess of 1750 cubic feet		
Application to obstruct highway		
Discharge to Highway Gullies		
Application to erect scaffold on highway		
Provision of canteen if food to be prepared and sold		
Noise, section 61 Environmental Protection Act		
Other regulators		
Discharge to watercourse (EA/SEPA)		
Discharge to sewer (Water company)		
Abstraction Licence ($\geq 20\text{m}^3$ / 24hrs) (EA/SEPA)		
Land drainage / flood defence permit (EA/SEPA)		
Waste Management Permit or Exemption (EA/SEPA)		
Hazardous waste premises notification (more than 500Kg) (EA)		
Planning Permission (Local planning authority)	TBC	
Licence to disturb protected species (Natural England/SNH/CCW)		
Assent for works affecting protected habitats (e.g. SSSIs/important hedgerows) (Natural England/SNH/CCW)		

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Tree Preservation Orders (Local Planning Authority)

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1.12 Communication, liaison and consultation

CPR321 Contract Planning and Management and CPR623 HSE Consultation along with associated Guidance documents detail the meetings required prior to and during the construction phase and those who should attend including Subcontractors ensuring effective communication at all levels. Minutes from these meetings shall be filed as required by section 1.10 of this plan.

Contract Level

1. Tender Handover and Review
2. Pre contract planning
3. Contract Start Up
4. Weekly Site Planning
5. Client Progress Meetings
6. Monthly Contract Review (internal)
7. Project HSEQ Committee Meeting
8. Local 3 Pillar Meeting
9. Safety Consultation
10. Weekly HSEQ Flash report

Work Activity Level

1. Local 3 Pillar Meeting
2. Daily Task briefings
3. Tool Box Talks
4. SSoW debriefs

1.13 Procurement and supply chain management

Name of Subcontractor	Date of pre-commencement meeting	Date of commencement Of Subcontractor	Subcontractor completion date
Ground Risk Limited	n/a – via site visit	29/01/24	

1.14 Considerate Constructor Scheme (delete as appropriate)

- This project is not registered with the Considerate Constructor Scheme.

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Section 2.0 Health, Safety & Wellbeing

2.1 Health, Safety & Wellbeing Goals

Safety Objectives and Targets		
Measure	Corporate Target	Contract Target
Lost time frequency rate	≤ 0.1	0
No of service strikes per 100k hours worked	0.6	0
Senior Managers Inspections to plan	$\geq 90\%$	$\geq 90\%$
Site based employees receiving Health Surveillance	$> 90\%$	$> 90\%$
Near Miss report frequency rate (Monthly measure)	250	250
% of Operatives reporting near miss reports	65%	65%
% of employees time spent H&S training	1%	1%
% of employees attending RU OK & EBMHM training	$> 95\%$	$> 95\%$

2.2 Procedures & Alerts

Procedures

Many aspects of what Barhale do are covered by agreed procedures defining rules that must be adhered to. These procedures are listed in section 1.7 of this plan and can be found in the IMS located on Envoy.

Access to envoy is by the internet. If this cannot be achieved hard copies of the documentation should be downloaded for reference purposes. Cautionary note: to ensure latest versions are retained these hard copies should be checked against the Weekly Flash report for any updates.

Weekly HSEQ Flash Report

These are issued by email and include information on any significant events and learning opportunities. Relevant items will be briefed to the site workforce at the weekly 3 Pillar forums.

Weekly BEJV SHEQ meeting

Held once a week where all site management teams get together over a Teams call to discuss their weekly activities, positive interventions, good practices, non-conformances. The SHEQ team also present any safety alerts that have been received across the industry

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Alerts / Best Practice / Lessons Learned

Alerts / Best Practice / Lessons Learned may be issued by the HS&E Manager following accidents / incidents. These should be displayed on notice boards and briefed to all personnel including subcontractors. A copy of each alert is to be kept along with the briefing record.

Asbestos

The purpose of a Refurbishment/ Demolition Survey is to locate and describe, as far as reasonably practicable, all asbestos materials in the defined survey area via destructive and intrusive inspection as necessary. The survey will aim to gain access to all areas, including those that may be difficult to reach. In addition, a full sampling programme must be undertaken, and estimates of volumes or areas of asbestos materials must be reported. ACM's will be positively identified via analysis of representative samples to confirm if a material contains asbestos. The survey will include or refer to all easily accessible materials together with those hidden within the fabric of the building.

An R&D asbestos survey has been carried out and is filed on sharepoint and a copy is available on site

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2.3 Hazard summary

The Contracts Manager and Site Manager will develop a Construction Phase Hazard List comprising of:-

- Part One Designers Residual Risks & Client Risk Register items. A copy of these should be placed / noted in this section.
- Part Two Hazards recorded by estimators and those noted in the Pre-Tender Health and Safety information for which the Site Team is of the opinion that special provision is needed.
- Part Three Hazards of a general nature for which the Site Team will need to make special arrangements e.g. overhead cables, water courses, mud etc.
- Part Four Contract programme activities. It should be assumed that every Programme activity is a potential source of danger and a Risk Assessment produced for **every** activity.

REF:	ACTIVITY / HAZARD	RISK			DATE REQUIRED	VERIFICATION / CONTROL MEASURE (RA, MS, COSHH assessment etc.)	RAMS req'd	Person Responsible	CM Approval Required Y / N	COMMENTS
		H	M	L						
Part 1	Designers Residual Risks & Client Risk Register items. A copy of these should be placed / noted in this section.									
2.3.1.1	Refer to tender risk register									
Part 2	Hazards recorded by estimators and those noted in the Pre-Tender Health and Safety information for which the Site Team is of the opinion that special provision is needed.									

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2.3.2.1	Access to top of site		X		Feb 24	Install trackway for access Ensure pedestrian access used by site personnel	Yes	Site Manager		
2.3.2.2	Great Crested Newts		X		Feb 24	Refer to assessment from YWS ecologist for what activities can take place prior to ascertain presence of GCN on site Ecologist watching brief SSOW	Yes	Site Manager		Newts have been confirmed not to be present
Part 3	Hazards of a general nature for which the Site Team will need to make special arrangements e.g. overhead cables, water courses, mud etc.									

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2.3.3.1	Operational YWS site		X		Feb 24	Liaison with YWS site ops YWS to advise of other contractor activities YWS to handover site works area – extent to be agreed between ops and BEJV site team BEJV works area to be segregated and fenced off YWS site induction for all personnel as well as the BEJV induction Pre-condition photographic records	Task specific as needed			YWS and BEJV representatives to sign off handover permit before works start Areas handed over to be reviewed on a regular basis with YWS ops
2.3.3.2	Other contractors/ YWS activities		X		Feb 24	YWS to advise BEJV of other contractors and their site activities on site Contractors requiring access to BEJV handed over areas to comply with BEJV procedures Advanced liaison with contractors and YWS	No			

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2.3.3.3	Cooper Lane – narrow access road, some local residences			X	Feb 24	Customer stakeholder plan – develop alongside YWS comms plan Liaison as needed with residents – letter drop, community briefings, etc	No			
2.3.3.5	Services (overhead and below ground)		X		Feb 24	Follow cardinal rule 8 GS6 assessment for overhead power cable on site	Yes	Site manager		RAMS to be site specific for each activity
2.3.3.6	Construction Traffic		X		Feb 24	Cardinal rules 3 and 5 Traffic management plan Signage in place Site roads and access roads to be kept clean	Yes	Site Manager		No deliveries outside of working hours without prior agreement
2.3.3.7	Excavation works		X		Oct 23	Cardinal rules 7 and 8	Yes	Site Manager		
2.3.3.8	Deliveries and Collections		X		Oct 23	Cardinal rule 3 Designated areas for deliveries and collections	Yes	Site Manager		

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2.3.3.9	Lifting Operations		X		Oct 23	Cardinal rule 4	Yes	Appointed Person		
2.3.3.10	Working from Height		X		Oct 23	Cardinal rule 9	Yes	Site Manager		
2.3.3.11	Temporary works		X		Oct 23	Temporary works schedule TWC appointment in writing TWC to appoint TWS as required on site Temporary works checks and sign off	Yes	Site Manager		
2.3.3.12										
Part 4	Contract programme activities. It should be assumed that every Programme activity is a potential source of danger and a Risk Assessment produced for every activity.									

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2.3.4.1	Investigation works		X	Jan 24	Investigation specs to be detailed by design team Handover permit from YWS Cardinal rules 3 Site specific RAMS – SSOW Point of Work Risk Assessment Ecological watching brief	Yes	Site Manager		
	Haigh Screen Refurb		X	Feb 24	SSOW Specific commissioning plan PIP – agreement with YWS to carry out works	Yes	Project Manager		
	MCERTS – early start works		X	Feb 24	SSOW Specific commissioning plan PIP – agreement with YWS to carry out works	Yes	Project Manager		

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2.3.4.2	Site establishment			X	Jan 24	Cardinal rules 2 and 3 Traffic Management Plan Site set up Plan Cabin location and type on plan. Also stores, fuel, materials and plant storage Parking area agreed with YWS Temporary works for cabin footings and parking area SSOW Handover permit from YWS Gates maintained closed at all times CCTV security deployed out of working hours	Yes	Site Manager		Mobile set up for investigation works, early start works and main works until main compound in place
2.3.4.3	Trial holes		X		June 24	SSOW Cardinal rules 4, 7 and 8 Handover from YWS Service plans, GPR results and plans	Yes	Site manager		

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2.3.4.4	Ducting		X		Oct 24	SSOW Cardinal rules 4, 5, 7 ,8 and 10 Construction drawings Temporary works – categorise excavation and undertake relevant designs and checks Excavation inspection, barrier off open excavations Access via steps, ladder or ramp	Yes	Site Manager Temporary works coordinator		
2.3.4.5	Below ground pipework and manholes		X		Oct 24	SSOW Cardinal rules 4, 5, 7 ,8 and 10 Construction drawings Temporary works – categorise excavation and undertake relevant designs and checks Excavation inspection, barrier off open excavations Access via steps, ladder or ramp	Yes	Site Manager Temporary works coordinator		

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2.3.4.6	Access Road		X		Oct 24	SSOW Cardinal rules 4, 5, 7 ,8 and 10 Construction drawings Temporary works – for road use prior to full construction Ensure run-off is directed away from site drains and access road – use silt barriers	Yes	Site Manager Temporary works coordinator		Road is now only for temporary access
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2.3.4.7	Process Area		X		Oct 24	SSOW Cardinal rules 4, 5, 7 ,8 and 10 Construction drawings Demolition plan Temporary works – slabs and retaining wall BEJV Confined space procedures BEJV Lifting procedures Works area fenced off, secure and signed MEICA Site specific RAMs – SSOW Point of Work Risk Assessment Hot Work Permit – Where Required Confined Space Permit – Where Required	Yes	Site Manager Temporary works coordinator MEICA manager	Demolition plan for redundant sludge beds – refer also to hazard study 7
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2.3.4.08	MEICA works Screen install UMON4 Ferric Dosing Baffles RAM pumps TSR plant TSR backwash Mech install Access steel work Backwash pumps Static mixer Valves Safety Shower Castell Hose reels Sludge tank mods		X		Oct 24	SSOW Cardinal rules 4, 5, 7 ,8 and 10 Construction drawings MEICA drawings Demolition plan Temporary works..... BEJV lifting procedures BEJV confined space procedures MEICA Site specific RAMs – SSOW Point of Work Risk Assessment Hot Work Permit – Where Required Confined Space Permit – Where Required	Yes	MEICA manager MEICA Manager		
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2.3.4.09	Electrical Works Kiosks Instrumentation Electrical install		X		Oct 24	SSOW Cardinal rules 4, 5, 7 ,8 and 10 Construction drawings Electrical drawings Temporary works..... BEJV lifting procedures BEJV confined space procedures MEICA Site specific RAMs – SSOW Point of Work Risk Assessment Electrical Safety Permit	Yes	MEICA manager		
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2.3.4.10	Commissioning		X		Nov 24	Commissioning works..... Commissioning Plan	Yes	Commissionin g Manager		
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2.3.4.11	Landscaping and demobilisation		X		Jan 25	SSOW Cardinal rules 4, 5, 7 ,8 and 10 Construction drawings Completion photos Completion documents YWS walk round and handover	Yes	Site Manager		

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TITLE:** Hoylandswaine

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2.3.4. 12	Asbestos		√		Aug 24	Refer to latest PCI – YWS to provide latest R&D surveys and management plans for review BEJV to confirm if updated R&D survey required				
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Note – ALL High Risk activities defined above **MUST** be signed / approved independently by the Contracts Manager.

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2.4 Safe systems of work (SSOW)

All **High** risk activities / hazards require Contract Managers (CM) approval and this should be indicated within the table. Associated RAMS must be signed off by the CM. **Low** and **Medium** risk activities do not require sign off by the CM.

All items listed in section 2.3 of this plan must be risk assessed by the Site Manager or their designee in conjunction (where necessary) with the respective Subcontractors representative. Risk Assessments and Method Statements will be produced in accordance with CPR621.. A Register shall be kept using CF621-51 and kept with the associated documentation.

The SSoW package will be communicated to the workforce with each person involved signing the document to say they have understood the required process and actions. If there are any changes to personnel or methods of working the SSoW pack must be reviewed / amended and signed by existing and new team members.

2.5 Induction, competency & PPE

Site Inductions

CPR622 Induction Process shall be followed and an ongoing log / register of all site inductions shall be kept.

These inductions shall be managed as follows:-

- All Site personnel will receive the Barhale Site Induction Board (Site Specific) induction before commencing work on Site.
- All visitors to site will be accompanied and will receive the element of the Barhale Site Induction Board section dedicated to site visitors.

The Inductor shall ensure site specific hazards, restricted areas, site rules etc are highlighted.

Anyone receiving inductions will sign the induction register CF622-50 and Health and Safety declaration CF622-51.

Site Rules will be displayed in prominent positions and used as part of the induction.

If it is necessary to alter the rules at any time due to circumstances changing all personnel must be re-inducted by a Tool Box Talk.

Competency

All personnel competencies will be checked during the induction to ensure individuals have the correct competencies to undertake specified roles on site. All applicable certificates to demonstrate competencies held will be retained on site.

PPE

Mandatory Barhale PPE requirements are hard hat, high visibility vest, lace-up safety boots & gloves. Additional local PPE requirements are:

- *As per task specific RAMS*

All local PPE requirements will be covered in the induction. Where specific PPE is required to provide protection from plant, substances or the working environment, then these will be defined in task specific risk assessment.

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2.6 Plant and equipment

Managed by compliance with CPR625 Safe use of Plant, CPR328 Plant Management and CPR626 Lifting Operations

All items of mobile operated plant will only be controlled by competent personnel (i.e. valid CPCS or affiliated card)

Plant Selection

The High Risk plant list CG625-03 will be referred to during the selection / order stage to ensure that no equipment which is banned from use is selected and if not banned the correct level of approval is obtained. Site Management are encouraged to select equipment which returns high fuel efficiencies.

The Site Manager will keep a log of all operators of the plant on their Site.

Each authorised operator / user of plant is required to record their acceptance of responsibility for checking the machine is in a safe condition to use and they will report any defects in order that repairs can be made as soon as possible on CF625-53 Mobile operated plant daily inspection record

Excavator Operators are to complete declaration form CF625-54 before commencing work on Site.

Plant designated to lift (cranes, hoist, fork lift trucks etc) must have a current Certificate of Thorough Examination, a copy of which should be kept on site.

All lifts by cranes will be executed under the control of a person appointed in writing by the Site Manager in compliance with Regulation 8 of the Lifting Operations and Lifting Equipment Regulations 1998. All items of plant are to be logged on the Site Cost Control Sheet CF CF723-54. Smaller items of Plant and Equipment are also to be logged on CF322-53 Equipment Calibration Register along with copies of up to date calibration certificates etc. This register is to be monitored regularly and the calibration due dates must be highlighted within 1 month of the said date to enable adequate time for a replacement to be made or the calibration carried out.

2.7 Incident and near miss reporting and investigation

Incidents and near misses must be recorded and reported as described in CPR151 Incident Investigation and Reporting and CPR153 Reporting Near Misses, good practice or improvement suggestions procedures.

The following documents (where relevant) must be completed following injury, incident or accident: -

- 1) Accident book
- 2) Accident & Incident Report Form CF151-50
- 3) Detailed Incident Investigation Report CF151-51
- 4) Utility Damage Report CF632-52
- 5) Insurance form CF780-50

Add in any additional client specific reporting and incident escalation requirements.

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2.8 Management of Hot Works (Yorkshire Water Projects only)

Management of hot works should be in accordance with CPR638 Hot Work Procedure and MP54 Hot Work Management Guidance CG638-02 and MP54 Simplified Version. The Designer should provide residual design risk information for work areas which fall under hot work categories **A1/B1/A2/B2/A3** requiring Red and Amber Approvers and Permits to Work by a Yorkshire Water Appointed Person. Red & Amber Approvers must be nominated in the HSEQ Roles & Responsibilities Chart in appendix F.

CLIENT: Yorkshire Water



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SECTION 3.0 ENVIRONMENTAL

3.1 Environmental goals

Environmental Objectives and Targets		
Measure	Corporate Target	Contract Target
All Environmental Incident Rate (CAT1,2 &3 Incidents) (Monthly measure)	<=0.1	0
Carbon reduction measures – CO2 Kg / Hours worked	5% reduction	5% reduction
% of site based employees attending 1 or ½ day environmental training	>=95%	>=95%
% of waste diverted from landfill sites	>=95%	>=95%
Recycled aggregates as % of total aggregates purchased (by £)	25%	25%
% of excavated material re-used	30%	30%
Number of Environmental Front Foot actions per 100k hours	3	3
Near Miss report frequency rate (Monthly measure)	>=50	>=50

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3.2 ASPECT / ENVIRONMENTAL ASSESSMENTS

REF:	ASPECT / ENVIRONMENTAL HAZARD	RISK			DATE REQUIRED	VERIFICATION / CONTROL MEASURE (if High Risk add in RA number)	RA Req'd	RESPONSIBILITY	COMMENTS
		H	M	L					
3.2.1	Waste management		X		Jan 24	Site waste management plan Segregated waste skips Agree with YWS all site won spoil can be re-used on site to re-profile where needed Cardinal rule 1	No	Project Manager	
3.2.2	Use and re-use of materials			X	Jan 24	Recycled aggregates considered in lieu of virgin material Excavated spoil to be re-used on site where possible Spare/ excess materials from other sites to be considered	No	Project Manager	
3.2.3	Fuel/ Chemical spills		X		Jan 24	Correctly sized spill kits deployed around site works areas Spill kit use training Spill kit use drills COSHH stores Dedicated fuel storage areas	No	Site Manager	
3.2.4	Energy Use and Fossil Fuels			X	Jan 24	Eco efficient site cabins Connect to mains power where possible Plant turned off when not in use	No	Site manager	

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						Use of recycled products Source local material and labour			
3.2.5	Dust		X		Jan 24	Dust suppression measures during dry periods Retain treated concrete wash out water for use as dust suppression Retain water from site cabins	No	Site Manager	
3.2.6	Noise			X	Jan 24	Pre-start baseline noise assessment Noise assessments for site activities Silenced plant in use Noise reducing/ suppressing barriers no out of hours working without prior permission/ consultation	No	Site Manager	
3.2.7	Public disruption			X	Jun 24	Communication plan in place – YWS Advanced warning signage Customer liaison plan	No	Site Manager	
3.2.8	Topsoil strip			X	Jun 24	Topsoil stockpiled and sealed separately to other materials	No	Site manager	
3.2.9	Vegetation clearance			X	Jun 24	Refer to ecology survey Comply with recommendations from ecology report Root protection zones around trees	No	Site manager	

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3.2.10	Ground water		X		Jun 24	Discharge location agreed before works start – will need agreement from relevant authority or YWS Permit to pump Water treated for silt removal	Yes	Site Manager	
3.2.11	Surface water		X		Jun 24	Assess surface water run off areas before works start and throughout the site works Prevent run off off site Prevent run-off to drainage gullies	Yes – as part of site works	Site Manager	
3.2.12	SSSI sites (Pye Flatts Meadows) Site has been identified on the PEA as falling within the impact risk zone – however proposed development does not correspond with types of planning applications that need consultation with Natural England		X		Jan 24	Review at planning application stage when full works have been agreed	No	Project Manager	
3.2.13	BNG		X		Jun 24	Upon completion and acceptance of full design review options available if any habitat areas are lost – i.e grassland, hedges, trees. Develop plan to provide increase of BNG of 10%	No	Project Manager	
3.2.14	Bats			X	Jun 24	PEA recommends a dusk emergence survey is carried out b/w May and August – to be	Yes	Site Manager	

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						done at a time ahead of the main works starting			
3.2.15	Breeding Birds			X	March 24	Low risk but site will be checked ahead of works starting TBT on nesting birds risks, do's and don't's	No	Site Manager	
3.2.16	Great Crested Newts - Significant risk they are present on site however this has not been confirmed		X		Jan 24	eDNA survey to be carried out in spring 24 – results to determine next actions if GCN confirmed then mitigation plan will be developed ahead of any site works involving Natural England early works have been assessed and a plan developed as to what can and cannot take place ahead of the eDNA survey ecologist watching brief for early works	Yes	Project Manager	GCN confirmed not present

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Note – ALL High Risk activities defined above **MUST** be signed / approved independently by the Contracts Manager.

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3.3 Reuse of materials between contracts

The following materials have been retained from previous Contracts for use on this Contract or will be saved from this Contract for use on others:

Material	Use	From Contract	To Contract

This table can be updated as the Contract progresses.

3.4 Site waste management plan

APPENDIX H –Client SWMP or Waste Management Plan (CF637-50)

3.5 Carbon footprint

The project carbon footprint is calculated and detailed on CF637-52

3.6 Toolbox talks

The following Environmental Toolbox Talks have been identified for this Contract:

Great Crested Newts

Bats

3.7 Energy Efficiency

The following energy efficiency ideas will be instigated, promoted & monitored on this project:

- Use of Eco friendly Welfare units
- Increased use of electrically powered equipment to save fuel
- Zero plant & equipment idling when not in use
- Use of PR switches for welfare lighting
- Use of fuel efficient plant & equipment i.e. hybrid and HVO fuelled equipment

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3.8 Environmental Management Plan (EMP)

APPENDIX K- Where a Client requires a separate Environmental Management Plan it will be completed on CF321-80 and appended to this CPP in Appendix K.

CLIENT: Yorkshire Water



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SECTION 4.0 QUALITY

4.1 Quality Goals

Quality Objectives and Targets	
Measure	Contract Target
% of overdue NCR's (Majors & minors) from internal audits.	<=5%
No of profit near miss reports with root causes per 100k hours	>=128
% of site based employees receiving Quality in Construction training	>=95%
Post Project Review completed within 3 months of leaving site	
No of defects at contract completion	0

Insert Contract / Client specific quality goals here.

CLIENT: Yorkshire Water			
CONTRACT TITLE:	Hoylandswaine	CONTRACT No.:	YJ202044

4.2 Quality risk assessment – inspection and test plans

A summary of the Major activities to be undertaken as part of this Contract, and an assessment of the level of quality Risk associated with them.

The associated Inspection & Test Plans produced are to be placed in File 11.4

REF:	ACTIVITY	RISK FACTOR			DATE REQUIRED	VERIFICATION / CONTROL MEASURE	ITP Req'd?	RESPONSIBILITY	COMMENTS
		H	M	L					
4.2.1	Site investigations/ trial holes			X	Jan 24	Compliance with specifications produced by designers	Yes – bespoke to be agreed internally by site teams	Site Manager	

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4.2.2	Site set up			X	Oct 24	Site set up plan Traffic management plan RAMS BEJV site set up procedure Pre-start photos	No	Site manager	
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4.2.3	Ducting		X		Oct 24	KM7 accepted For Construction drawings Inspection and Test Plan Inspection and test records Temporary works	Yes	Project Manager Site Manager MEICA manager	
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4.2.4	Below ground pipe work		X		Oct 24	KM7 accepted For Construction drawings Inspection and Test Plan Inspection and test records Temporary works	Yes	Project Manager Site Manager MEICA manager	
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4.2.5	Site roads		X		Sep 24	Inspection and Test Plan Inspection and test records Temporary works	Yes	Project Manager Site Manager	
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4.2.6	Process Area		X		Oct 24	KM7 accepted For Construction drawings Inspection and Test Plan Inspection and test records Temporary works	Yes	Project Manager Site Manager MEICA manager	
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4.2.7	Civils site works		X		Oct 24	KM7 accepted For Construction drawings Inspection and Test Plan Inspection and test records Temporary works	Yes	Project Manager Site Manager MEICA manager	
4.2.8	MEICA works		X		Oct 24	KM7 accepted For Construction drawings Inspection and Test Plan Inspection and test records Temporary works		Project Manager MEICA Manager	

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4.2.9	Reinstatement		X		Jan 25	KM7 accepted For Construction drawings Inspection and Test Plan Inspection and test records	Yes	Project Manager Site Manager	
4.2.10	Commissioning & Testing		X		Nov 24	Commissioning Plan accepted by YWS Commissioning Plan	Yes	Commissioning Manager	

Note – ALL High Risk activities defined above **MUST** be signed / approved independently by the Contracts Manager.
Additional Pages shall be added as required by the size of the Contract

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4.3 Schedule of inspection checklists

Checklists are to be indexed to suit contract requirements

CHECKLIST REF:	ACTIVITY
	Refer to ITPs

Additional Pages shall be added as required by the size of the Contract

4.4 Audit, Inspection and Surveillance

APPENDIX I - for contract audit and inspection schedule

4.5 Quality Management Plan

APPENDIX L- Where a Client requires a separate Quality Management Plan it will be completed on CF321-83 and appended to this CPP in Appendix L.

CLIENT: Yorkshire Water



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5.0 Contract design

5.1 Temporary works (tw) & minor permanent works (pw)

The Temporary Works Co-ordinator (TWC) appointed for this Contract and has been approved by the Design & Engineering Manager and their name entered on to the “Temporary Works Register of Competent People” held by the Design & Engineering Manager. CG528-01 Temporary Works Roles and Responsibilities shall be used as guidance for this position.

The TWC for this Contract has appointed the following person(s) as Temporary Works Supervisors (TWS);

Name	Element / Area of Works	Date Appointed

TWS Roles & Responsibilities include: -

- Ensure TW equipment and materials are acceptable for use
- Identify and inform the TWC of any damages to equipment during use
- Ensure TW installed, tested, inspected, maintained, altered +/- dismantled as instructed by TWC
- Notify TWC of any changes to working conditions +/- method of operation, etc.

5.2 Design and construct

A Design Co-ordinator will be appointed to oversee the following design elements of the Contract:

- Develop and maintain the Design Phase Plan (DPP)
- Consultation / communication with operational staff
- Design delivery
- Implementation of Design Plan
- Manage the design team
- Ensure the full scope of design work is defined and resourced
- Advise on design procurement and design team composition
- Develop the design elements of the Contract Programme and this Plan
- Review change to design during the process to ensure that any remaining residual risks are mitigated as far as reasonably practicable
- Ensure that drawing registers are up to date and that **ONLY** “for construction” drawings are being utilised by the site team, and that design proposal documents are not used for construction purposes

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- If prescribed by the Contract that transmittals are required for all design submissions ensure that these are completed and a log maintained
- Advise via Early Warnings if the change has been brought about through alteration in the original scope of works
- Ensure effective means of communication, co-operation and co-ordination are established (within the design team and between the design team and the Client, construction team and supply chain)
- Ensure effective co-ordination of the interface between permanent works design and temporary works design activities
- Monitor, control and report on progress of design related activities
- Monitor, control and report on cost, time and risk impacts of design work and outputs
- Track design changes and advise the Contracts Manager of impacts (and mitigation measures)
- Ensure that design procedures, standards and outputs are of adequate quality
- Ensure that third party approvals are obtained
- Update progress on design and design changes

Where permanent Design is carried out by Barhale a Design Phase Plan (DPP) for this Contract will be produced by the Design Manager in conjunction with the Design Coordinator. The DPP is located in our Walsall office with the Design Team.

The DPP is an over-arching document covering all phases of design from inception to completion of construction. This section of the CPP is for the delivery of the design from construction stage to completion of the Contract.

6.0 Customer and stakeholder management

APPENDIX J – CF321-73 Customer stakeholder and engagement plan

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Appendix A – Barhale Enpure company policies

See Site Notice Boards

CLIENT: Yorkshire Water



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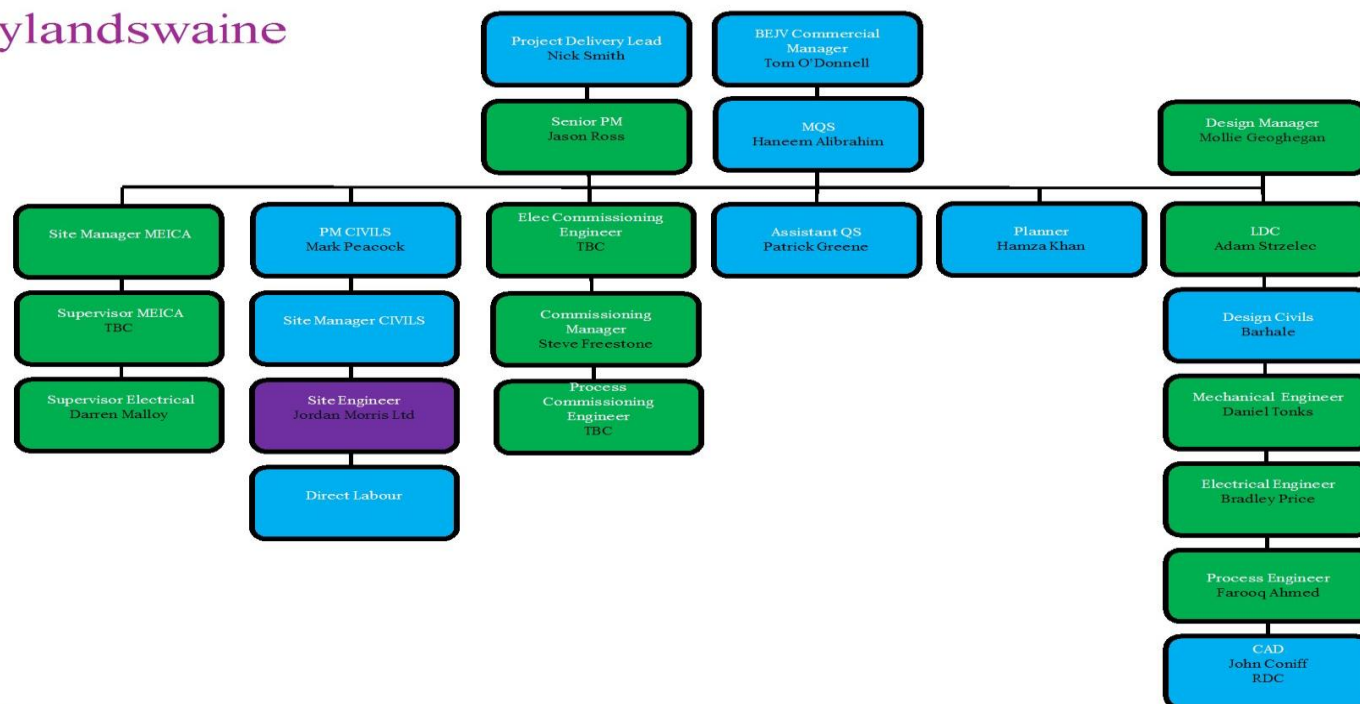
Appendix B - CDM Stakeholder – Drawings, Documents, Risk Registers & Pre-construction Information (PCI)

Refer to BEJV Sharepoint

CLIENT: Yorkshire Water			
CONTRACT TITLE:	Hoylandswaine	CONTRACT No.:	YJ202044

Appendix C – Site Organisation Chart

Hoylandswaine

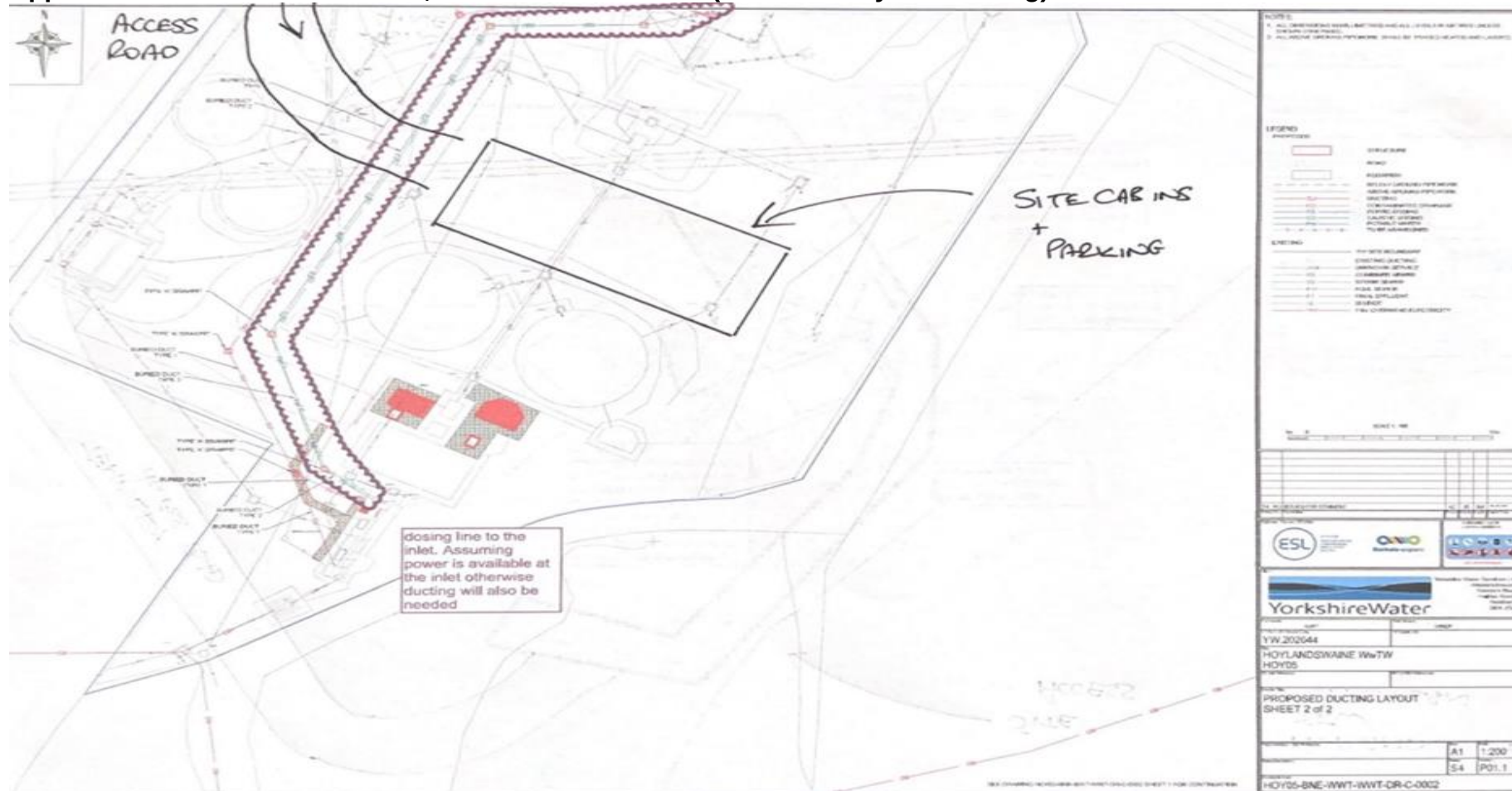


Key

Barhale	
Enpure	
Other	

CLIENT: Yorkshire Water		
CONTRACT TITLE: Hoylandswaine	CONTRACT No.:	YJ202044

Appendix D – Site Establishment, Welfare and First Aid (insert site layout drawing)

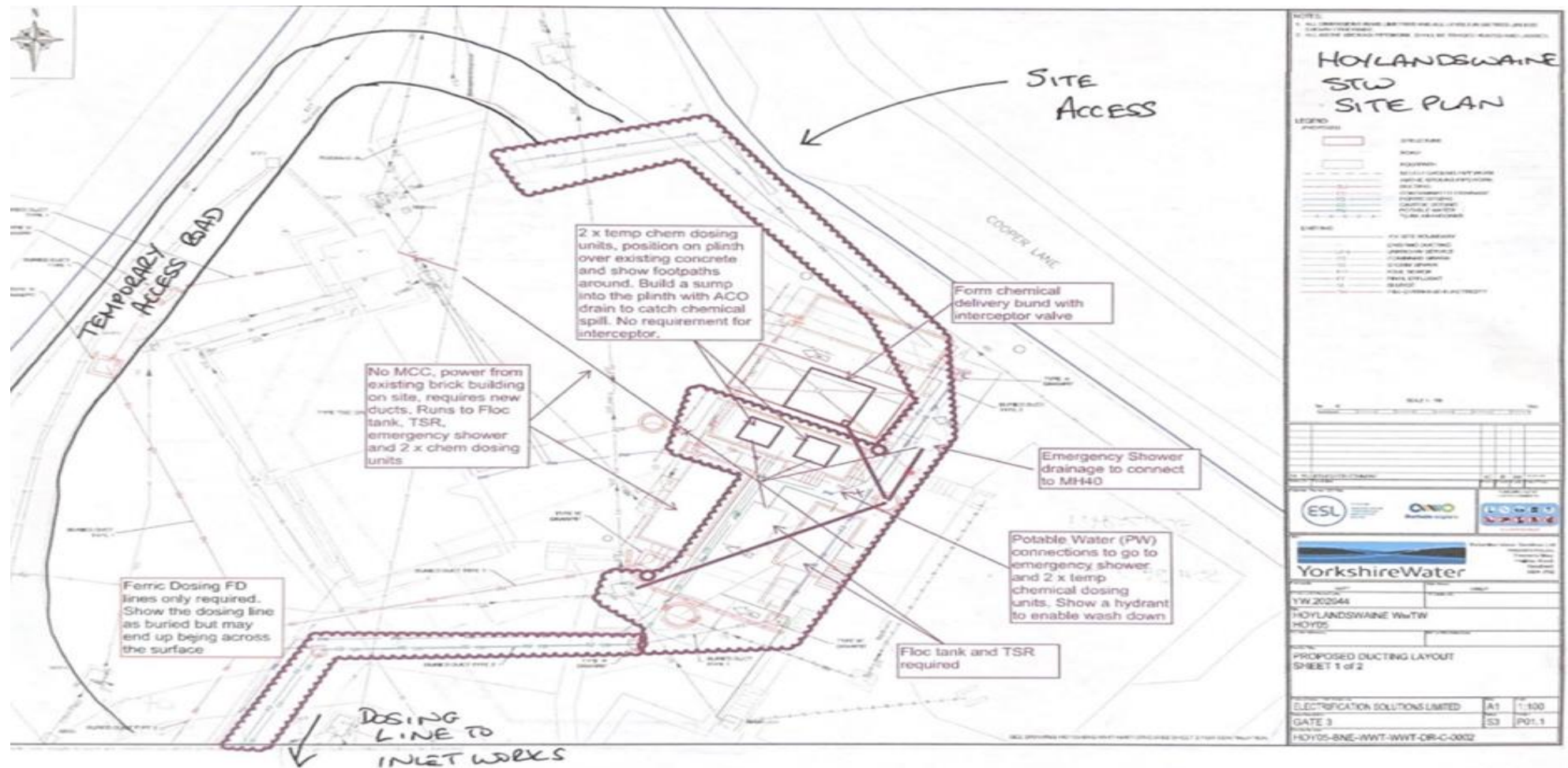


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Appendix D- Site Establishment (Welfare Facilities)

Activity:	Construction works		
Duration:	20 weeks	Approx. Max No. of Personnel:	10

Facilities	Details of Provision <i>(Please state what will be provided)</i>
General Services	
Lighting	Cabin lights on PIR sensors
Heating	Electric heaters per cabin
Water	Via water butts and cabin service (for toilets)
Other:	
Toilet Facilities	
No. of Male Toilets Required	2
No. of Urinals Required	2
No. of Female Toilets Required	1
Other:	
Washing Facilities	
No. of Sinks Required	1 in canteen, 2 in toilet block
Method of Drying Hands	Towels, hand dryer
Other:	
Storage & Drying of Work Wear	
Clothes Storage	Drying room cabin
Drying Facilities	Drying room
Other:	
Rest Facilities	
Tables/Chairs	3 tables, 12 chairs
Heating Food	Microwave
Heating Water	Kettle, water heater
Drinking Water	Water butt
Other:	
Maintenance & Cleaning	
Effluent and Waste Disposal	Weekly via cabin supplier
Cleaning Details / Frequency	Site operatives
Other:	
External Facilities	
External Lighting	
Protected Accesses	YWS Abloy lock/ BEJV daisy chain
Car Parking Arrangements	Adjacent to cabins in farmers field
Other:	

General comments on site welfare *(Include energy efficient requirements, size, type, number of units, justification for any non-compliance)*

Are specialist contractors required? (e.g. Asbestos, contaminated ground, lead)	Yes	No
	Yes	No

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Will the specialist contractors provide their own welfare				
Please state what specialist welfare facilities will be provided:				
Name:	N Smith	Position:	Contracts Manager	Date: Sep 24

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Appendix E- Emergency Response Plan (Insert copy of CF131-50)

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CONTRACT No.: YJ202044

Appendix F- HSEQ Roles and Responsibilities (Insert copy of CF620-53)

CLIENT: Yorkshire Water



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CONTRACT No.: YJ202044

Appendix G- Contract Master Filing System

CLIENT: Yorkshire Water



**CONTRACT
TITLE:** Hoylandswaine

CONTRACT No.: YJ202044

Appendix H –Site Waste Management Plan (insert copy of Waste Plan in CF637-50 or client supplied plan)

As used data is available monthly, issued to YWS and shared on sharepoint

CLIENT: Yorkshire Water		
CONTRACT TITLE: Hoylandswaine	CONTRACT No.:	YJ202044

Appendix I - Contract Audit/Inspection Schedule

Audit/Inspection Schedule														
Process / Procedure/Inspection	Appointed Auditor	Auditee	January	February	March	April	May	June	July	August	September	October	November	December

Key

Audit Planned	X
Audit Outstanding	
Audit Complete	

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CONTRACT No.: YJ202044

Appendix J – Customer Stakeholder and Engagement Plan

Refer to YWS comms plan

CLIENT: Yorkshire Water



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Appendix K – Environmental Management Plan (EMP) (CF321-80)

CLIENT: Yorkshire Water



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Appendix L – Quality Management Plan (QMP) (CF321-83)

Refer to section 4