CONSTRUCTION PHASE PLAN

TANKERFORD LIMITED

MANOR ROAD SERVICE STATION
MANOR ROAD,
LANCING
WEST SUSSEX
BN15 0HL

ISSUE 1

15TH MARCH 2019

1.DESCRIPTION OF PROJECT 3
1.1.GENERAL DESCRIPTION OF PROJECT 3
1.2.GETTING TO SITE 4
1.3.AMENDMENT RECORD..... 5
1.4.REVIEW OF CONSTRUCTION PHASE PLAN 5
1.5.PROJECT DIRECTORY 5
1.6.THE PROJECT HEALTH & SAFETY GOALS 6
1.7.HEALTH & SAFETY MONITORING & PERFORMANCE 6
1.8.ROLES & RESPONSIBILITIES IN RELATION TO HEALTH & SAFETY..... 7
1.9.WORKING HOURS 9
2.MANAGEMENT OF WORKS 10
2.1.HEALTH & SAFETY POLICY STATEMENT 10
2.2.LIAISON BETWEEN PARTIES ON SITE 11
2.3.WORKPLACE HEALTH AND SAFETY CONSULTATION 11
2.4.THE SELECTION AND CONTROL OF CONTRACTORS 11
2.5.EXCHANGE OF DESIGN INFORMATION BETWEEN ALL PARTIES 12
2.6.SITE SECURITY 13
2.7.HEALTH & SAFETY INDUCTION, INFORMATION & TRAINING 13
2.8.WELFARE FACILITIES 14
2.9.CONSIDERATE CONSTRUCTORS SCHEME 15
2.10.FIRE & EMERGENCY ARRANGEMENTS 18
2.11.HOUSEKEEPING 22
2.12.ACCIDENT & NEAR MISS REPORTING 22
2.13.PRODUCTION & APPROVAL OF RISK ASSESSMENTS & METHOD STATEMENTS (RA/MS) 22
2.14.PERMIT TO WORK SYSTEMS 23
2.15.SITE RULES 23
3.ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS 24
3.1.TRAFFIC MANAGEMENT 24
3.2.WORKING AT HEIGHT 26
3.3.SERVICES, WATER, GAS, ELECTRICITY, etc 28
3.4.CONTROL OF LIFTING OPERATIONS..... 30
3.5.PLANT & EQUIPMENT 30
3.6.GROUND CONDITIONS 30
3.7.WORK IN CONFINED SPACES 30
3.8.DECOMMISSIONING OF TANKS..... 31
3.9.ADVERSE WEATHER 31
3.10.MANAGING TEMPORARY WORKS 31
3.11.STORAGE OF MATERIALS 31
3.12.CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) 32
3.13.ACCOMMODATING ADJACENT LAND USE 32
3.14.DEALING WITH CONTAMINATED LAND 33
3.15.ASBEST0S 33
3.16.MANUAL HANDLING 33
3.17.NOISE & VIBRATION 33
3.18. DUST CONTROL ,..... 34
3.19 WASTE MANAGEMENT 35
3.20.EXISTING STORAGE OF HAZARDOUS MATERIALS 35
4.THE HEALTH AND SAFETY FILE 35

1.1. GENERAL DESCRIPTION OF PROJECT

This project shall involve the decommissioning of the existing underground tanks followed by the installation of two new 60,000L underground fuel tanks and associated fuel pipework, and the installation of a forecourt separator and associated drainage alterations.

The scope of works at Manor Road Service Station will include:

- Breaking out forecourt and pump islands
- Decommissioning of existing underground fuel storage tanks and removal of fuel infrastructure
- Installation of new fuel tanks and infrastructure
- Erection of new forecourt canopy
- Construction of new pump islands and installation of fuel pumps
- Installation of drainage to canopy and forecourt, including new petrol interceptor
- Installation of drainage channels
- Installation of services to suit new layout
- Installation of new tank chambers
- Construction of forecourt and reinstatement of hard standing

The work has been split into phases for ease of compiling the H&S documentation however some phases may be carried out simultaneously, with co-ordination between contractors.

These include the following steps;

- Phase 1 – Enabling Works
- Phase 2 – Decommissioning of 2 no. underground fuel storage tanks
- Phase 3 – Installation of New Tanks and Pipework
- Phase 4 – Installation of Separator and Associated Drainage
- Phase 5 – Reinstate Forecourt

The work will be planned to minimise the number of contractors and personnel present on site at a particular time.

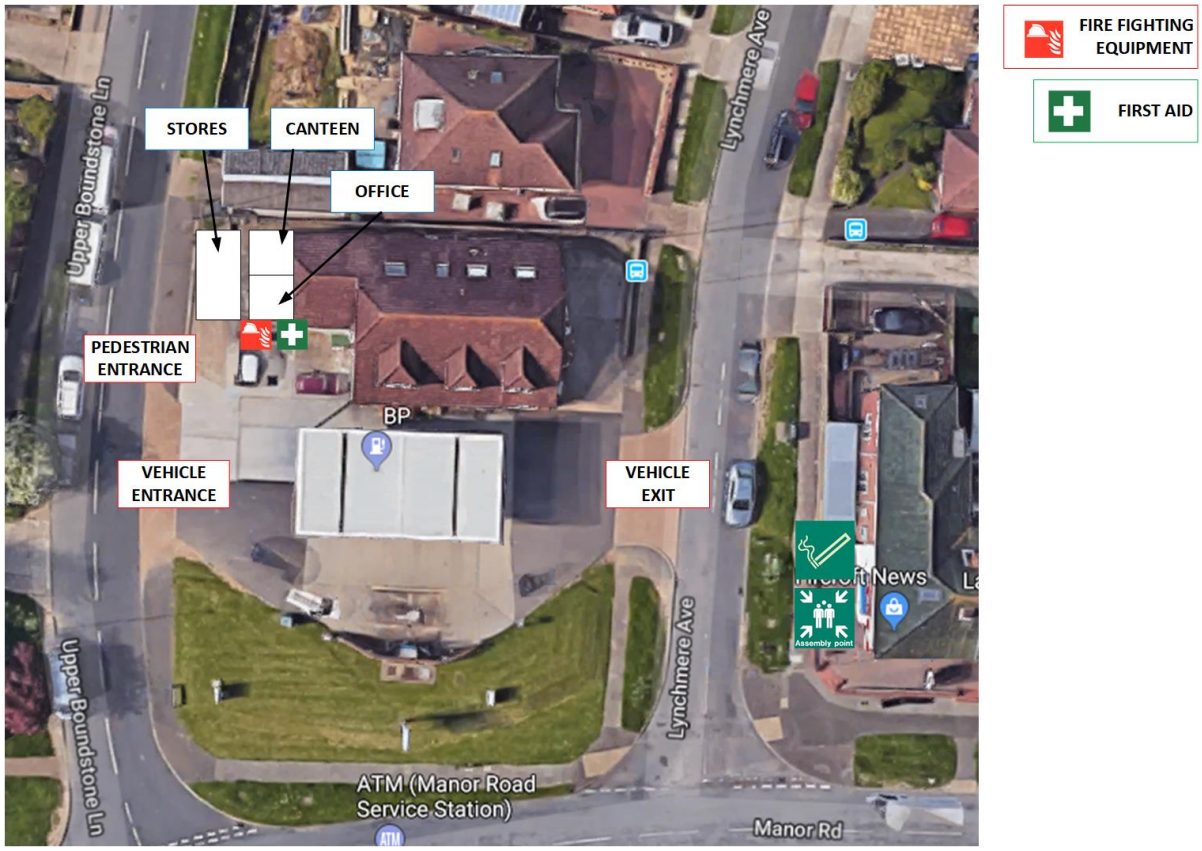
1.2. GETTING TO SITE

Site Address:

Manor Road Service Station
Manor Road,
Lancing
West Sussex
BN15 0HL

The service station is located North Lancing to the North of the A27 Upper Brighton Road, approximately 20 metres off the junction with Manor Road.

Access to the site is directly from Tupper Boundstone Lane over the existing entrance crossing and exiting onto Lynchmere Avenue.



1.3. AMENDMENT RECORD

Date	Rev No.	Issued By	Issued To	Comments
04/04/19	1.0	E Clarke	P Radnor	For Review

1.4. REVIEW OF CONSTRUCTION PHASE PLAN

The Construction Phase Plan shall be reviewed as a whole at maximum 2 monthly intervals. More frequent reviews will be undertaken whenever warranted, for example, whenever there is a process / procedure failure or change to the terms or scope of the Project.

A revision may be required to the Construction Phase Plan following the findings of on-site safety audits, inspections, fire drills, accidents or near miss reports, etc.

1.5. PROJECT DIRECTORY

	CONTACT	TELEPHONE	E-MAIL
CLIENT **Subu Nanthakumar**	**Tankerford Limited** Manor Road Service Station Manor Road, Lancing West Sussex BN15 0HL	07810562316	e63rs@yahoo.co.uk
PRINCIPAL DESIGNER	**Jennings Design Limited** York House Valley Court Canal Road Bradford West Yorkshire BD1 4SP		
PRINCIPAL CONTRACTOR	**Clarke Construction (Services) Ltd** Crestacre Barracks Lane Walsall Wood WALSALL West Midlands WS9 9DL **Site manager: Alex Clarke**	01543 361636	phil.radnor@clarkeconstruction.co.uk lucas.clarke@clarkeconstruction.co.uk liz.clarke@clarkeconstruction.co.uk
CDM ADVISOR	**Brian Elstone Surveying Services Ltd.** 4 Herne Court, Station Road, Rustington, West Sussex, BN16 3BQ	01903 784884 07710 593021	brian@elstone.biz

In order to prevent unnecessary waste of paper, only the Master Copy contained in the on-site file shall be amended in hard copy form. The H&S Manager will have ownership of the digital Master copy. All contractors shall receive a copy of the Construction Phase Plan prior to commencing work on site.

1.6. THE PROJECT HEALTH & SAFETY GOALS

The goal of the project is to develop project activities and create a building to the clients' specification, in a manner which does not put at risk the health, safety and wellbeing of any person affected by the works and its surrounding activities. This includes the safety of project construction workers, visitors or members of the public.

The main safety goal of this project shall be to avoid having any lost-time incidents.

The Health and Safety Policy (in Section 2.1) reflects our commitment to ensuring that health and safety at work is paramount to the business and that effective health and safety actively contributes to our success.
The site management shall endeavour to ensure that all statutory requirements and as far as possible relevant non-mandatory standards are met. Work activities shall be planned and managed in accordance with the Construction (Design & Management) Regulations 2015, and all other Health and Safety legislation (e.g. Health & Safety at Work Act '74, etc). Every employee on site shall be expected to actively participate in identifying and eliminating health and safety risks that may occur on site. Where a risk to health and safety cannot be eliminated, it shall be mitigated to a level which is as low as is reasonably practicable bearing in mind the principles of prevention.
Sufficient resources shall be provided to ensure the safe execution of this project. The site will be managed by a competent Site Manager with relevant levels of training and experience together with a visiting Contractor Representative and Health and Safety Manager.

1.7. HEALTH & SAFETY MONITORING & PERFORMANCE

Clarke Construction Services has an integrated environmental, quality and health and safety management system in place. This system is designed to maintain and continually improve the effectiveness and efficiency of the organisations performance. To monitor the company's performance on site the following inspections shall take place:

- The company from time to time may also use an external Health and Safety consultant to conduct further site audits.
- All accidents and near misses on site shall be investigated to identify the root cause and prevent recurrence.

1.8. ROLES & RESPONSIBILITIES IN RELATION TO HEALTH & SAFETY

Responsibilities
Principal Contractor:
Managing Directors:

The Managing Director has the overall responsibility for the planned implementation of the effectiveness of the Health & Safety Policy and to comply with all current Health & Safety Legislation. It is also the responsibility of the Managing Director to:

- Ensure that all safety standards are taken into account when planning and carrying out all works.
- Provide sufficient competent personnel to the project.
- Update the Safety Policy in view of new legislation and changes in the Management structure.
- Ensure that specific safety responsibilities are delegated to other personnel.
- Ensure that all employees are aware of the Company Safety Policy.
- Ensure that adequate insurances are in place for all work undertaken.
- Provide adequate information and training to all employees to ensuring that they can carry out their work safety.
- Set a good example by wearing the required Personal Protective Equipment when visiting site.
- Ensure that adequate procedures are in place for employee consultation, regarding Safety, health & welfare.

EHS Manager / H&S Advisor:

- Monitor all aspects of Safety, Health & Welfare in the company to ensure legal compliance and commitment to continual improvement.
- Responsible for liaising with all parties (Principal Designer, Client. HSE) and providing details of the resources required to enable the project be carried out in a safe, healthy and environmentally sound fashion.
- Vetting the health and safety procedures and documentation of contractors appointed to the construction works.
- Ensuring site set-up and welfare facilities.
- Production, distribution and review of Construction Phase Plan.
- Give support and assist the site manager in site inspections, contractor liaison and upkeep of CPP.
- Regular visits to inspect the site and provide feedback and support to the Site Manager and contractors regarding health and safety issues.
- Duty to provide toolbox talks to the site manager for employee instruction and feedback, or carry out toolbox talks himself.
- Ensure that an adequate number of trained First Aiders are on site during the project
- Investigate all accident, incidents and dangerous occurrences that may occur on site. Establish the cause and nature of the incident implementing preventative action to avoid re-occurrences.

- Ensure that the Clarke Construction Services Site Safety Management Folders are submitted to site and maintained throughout the duration of the project

Site Manager:

- Ensures that Health and Safety regulations and Clarke Construction Services procedures are followed and to insist that the prescribed standards are observed.
- Examines the workplace regularly for potential hazards and ensures that these hazards are eliminated or appropriate controls adopted and followed.
- Responsible for liaising with Client /Project Management/ Principal Designer and manage resources to enable the project to be carried out in a safe, healthy and environmentally sound fashion.
- Maintaining site files and records on site in conjunction with the H&S Manager.
- Managing of Subcontractors. This shall include ensuring contractors have an approved Risk Assessment, Method Statement, insurances and operative training cards when they arrive on site. Ensuring contractors complete regular toolbox talks.
- Monitoring contractors to ensure work is carried out as per RA/MS. Requesting additional method statement/risk assessment from contractors for new tasks.
- Ensure statutory inspections required are completed on site, e.g. inspections on scaffolding, cranes, MEWPs, lifting / work at height equipment, etc.
- Reporting of accidents, incidents to Clarke Construction Services. Participating in incident investigations.
- Issuing of Permits to Work.
- Ensuring the site secured to prevent unauthorised access.
- Issues warnings both written and verbal if required or instructed to do so.
- Ensure that a good example is set while on site, by conducting oneself in a safe manner at all times, including wearing all necessary Personal Protective Equipment.
- Carry out inductions (with operatives and visitors) and toolbox talks on site.
- Ensuring that all persons entering / leaving site sign in & out. Ensure that all test certificates for lifting equipment are available for inspection at any given time.
- Ensure that work at height is properly planned, supervised, completed by competent operatives, and that all equipment is inspected as per legal requirements.
- Ensure that all excavations are properly shored to avoid falling earth or collapse. Ensure that there is safe means of access and egress. Ensure that adequate protection around the excavation is in place at all times, particularly during non working hours.
- Monitoring and managing the following on site:

o Housekeeping / Safe access / egress routes for pedestrians and vehicles.

o Welfare facilities

o Traffic Management.

o Daily Sign-in & out forms.

o PPE compliance

o Fire & Emergency arrangements

Contractors

- Satisfy themselves that they are competent and adequately resourced.
- Plan, manage and monitor their own work to make sure that workers under their control are safe.
- Ensure that any contractor who they appoint is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
- Provide operatives with any necessary information, including about relevant aspects of other contractors' work which they need to work safely, to report problems or to respond appropriately in an emergency.
- Ensure that any design work they do complies with CDM Regulations.
- Co-operate with others and co-ordinate their work with others working on the project.
- Ensure the workforce is properly consulted on matters affecting their health and safety.
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

Visitors to Site

- Visitors to site must at all times be escorted by a person who has previously attended the full site-specific safety induction.
- Sign in and out when entering/leaving site.
- All persons visiting site must at all times remain in close proximity to the group leader.
- All persons entering site regardless of their position or reason for visiting site, must wear protective footwear, high visibility vests and a hard hat.
- Clarke Construction Services request that all visitors to site bring their own PPE.
- Visitors must take heed of, and obey the safety signage erected and be aware of the work environment, moving plant, trip hazards, etc.
- Please use allocated pedestrian routes about site to avoid coming into contact with moving plant and machinery
- Smoking is not permitted in any enclosed areas of the site.
- Any accidents, incidents or unsafe activities observed on site should be reported to the Clarke Construction Services Site Manager.
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1.9. WORKING HOURS

Normal working hours shall be from 07:30 -18:00 , 07:30-13:00 Saturday. Any working outside these hours must be approved in advance with the Contract Administrator.

As far as practicable, deliveries and construction related traffic will be planned to avoid road network peak periods (0800-0900 and 1700-1800). See also section 3.1. TRAFFIC MANAGEMENT.

No noise generating activities will be carried out before 8am.

2. MANAGEMENT OF WORKS
2.1. HEALTH & SAFETY POLICY STATEMENT

HEALTH AND SAFETY POLICY STATEMENT

Clarke Construction (Services) Ltd aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

- To ensure the principles of health and safety are clearly understood throughout the Company, we will be committed to:
- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Company subscribes;
- setting and monitoring of health and safety objectives for the Company;
- effective communication of and consultation on health and safety matters throughout the Company;
- assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the Company;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

Signature: _____ Date: 25/09/16.

Name: Mr L Clarke Position: Managing Director

Review Date: 25/09/17

2.2. LIAISON BETWEEN PARTIES ON SITE

The Construction Phase Plan:

The safety, health and welfare arrangements set out in this health and safety plan for the project will be communicated to all employees and others who may be involved as set out in the project contractor list. The plan will be distributed electronically and the current version shall be kept on site and available for all contractors, employees and visitors to view.

Risk Assessments & Method Statements:

Contractors must provide suitable and sufficient risk assessments and method statements in advance of their works package commencing. Clarke Construction Services shall review each risk assessment and method statement and act as a liaison between contractors on site to ensure that all activities are co-ordinated and that each contractor has been made aware of any particular risks from others activities that may affect their ability to work safely.

Site Meetings

Clarke Construction Services will agree in advance a schedule of operational meetings and monthly project meetings where Client and Site Management are involved.

The Site Management will hold regular contractor co-ordination meetings at which safety issues are to be discussed, including accidents, findings from safety inspections, etc.

2.3. WORKPLACE HEALTH AND SAFETY CONSULTATION

Induction

All operatives working on site shall undertake the site induction before they are permitted to enter site. Operatives shall be encouraged to ask any questions they may have regarding health and safety arrangements on site during the induction.

Safety Representatives

Clarke Construction Services recognises employee's rights to be consulted on all Health and Safety matters on site and see it as an opportunity to further improve the Health and Safety standards for all workers, visitors and members of the public. Clarke Construction recognises the rights of employee and trade union safety representatives and safety committees.

Site Management will invite any Safety Representatives on site to pertinent meetings. Site Safety Representatives will be requested to carry out a written observation report at a time agreed with the Site Manager, and bring to the attention of Site Management any dangerous situation or work activity that the Safety Representative becomes aware of in a prompt and appropriate manner

Tool Box Talks:

Toolbox talks are short talks on a specific health and safety issue to explore particular risks and explain about ways to deal with them. Tool box talk topics will be issued to Contractors Supervisors. The first topic for the Contractor/Subcontractors to discuss with their workers is their method statement for the work they are to carry out on site. All subsequent toolbox talks will be devised so as to be relevant and particular to the type of work that the Contractor is carrying out on site. The Contractor's Supervisor must return the completed attendance sheet to Clarke Construction.

Empowerment:

All employees are encouraged and empowered to stop working if they feel at risk. No punitive action will be taken against any worker who raises a health or safety concern on site. On the contrary, such action will be encouraged. Clarke Construction aims for employees to be confident that they will be involved in decision-making and that their views will be seen as a fundamental part of the company's health and safety management processes.

2.4. THE SELECTION AND CONTROL OF CONTRACTORS

Clarke Construction Services expects all subcontractors will carry out their work in a safe manner, taking cognisance not only of their own workers safety but also the safety of all others on site and members of the public who may be affected by their acts or omissions.
Clarke Construction's procedure for the selection, appointment and evaluation of sub-contractors shall be strictly followed to ensure that all subcontractors employed on this project are competent to perform their duties, made aware of site requirements and comply with the relevant health and safety legislation. The Site Manager shall maintain a register of documentation received from subcontractors to ensure that all contractors are compliant.
Contractors Minimum Safety Requirements

Competence: All operatives must hold a valid CSCS card to the appropriate level. No plant or machinery will be operated on site without first providing evidence of training, e.g. CPCS card. This may include training in the use of MEWP's, mobile towers (PASMA), lorry loaders, skip handling, telehandlers, excavators, dumpers, rollers, etc.

Supervision: Suitable supervision must be provided at all times. Any contractor with more 5 or more operatives on site must have a full-time supervisor on site with sufficient knowledge of health and safety, e.g.:

- CITB - Site Supervisors Safety Training Scheme (SSSTS)
- CITB SMSTS
- IOSH Managing Safely
- NEBOSH Construction Certificate.

All contractors must comply with the terms of the Construction Phase Plan, Health and Safety at Work Act and all other Regulations and Approved Codes of Practices relevant to their operations.

All contractors are required to attend **site meetings** when held at which point safety issues will arise for clarification and resolution.

In the event of a contractor employed by Clarke Construction Services sub-letting a part of their package to another sub-contractor, all work shall take place under the documentation of the first subcontractor employed. The sub-contractor must ensure they vet anyone they sub-contract to ensure they are competent to perform their duties.

All contractors must submit the following documentation before work is permitted to commence on site:

- Site-specific Risk Assessment & Method Statement (must be submitted at least 3 days before work is scheduled to commence to allow time for Clarke Construction to review RA/MS). Operatives must be briefed on method statement prior to attending induction.
- COSHH assessments.
- Copy of current valid insurance

When on site, contractors must ensure that:

- All employees attend the Clarke Construction Services induction.
- Statutory inspections must be carried out where required, e.g. plant or work at height equipment. Thorough examination reports must be available for plant and equipment.
- Site Rules are obeyed.
- Appropriate PPE is worn by all their staff.
- Toolbox talks are completed on a weekly basis.

2.5. EXCHANGE OF DESIGN INFORMATION BETWEEN ALL PARTIES

Design changes may occur throughout the project, with this in mind, regular liaison shall be held between the Client, the Principal Designer and their representatives with Clarke

Construction Services, to ensure that all relevant parties are aware of significant design changes that may produce health and safety risks.

As the project commences and becomes tangible, on-site meetings to deal with design changes will be held between all relevant parties, including the client, his designers, the Principal Designer, Clarke Construction and their consultants together with any other relevant party, affected by the design changes. Similarly, during the construction phase, meetings will be held with contractors and other interested parties concerning project and build risks.

Any proposed client design changes, requested post-contract are to be issued under covering client instruction direct to Clarke Construction Services, who will advise the client of any potential cost, health & safety or programme implications. No variations will be implemented prior to any associated H&S issues being reviewed with Principal Designer and this CPP updated.
Risk management throughout the project will give consideration to the principles of prevention in design, and consultation of safety on-site where new risk or risk ratings are increased to employee health and safety.

2.6. SITE SECURITY
The nature of works means the location of the loading/off-loading areas and material storage will change in different phases of the project.
The boundary of the site will be fenced off with secure site hoarding, complete with two lockable vehicle gates (entry and exit gates). Due to the location of the site, and the provision of contractor parking it is not deemed necessary to have a separate pedestrian gate.

The security of this site will be a critical factor to ensure the safety of members of the public for the duration of this project. All construction and welfare areas to be suitably enclosed with secure fencing around the perimeter to prevent unauthorised access onto site. The site shall be locked outside normal work hours. Heras fencing will be used as site perimeter fencing to mark the boundaries of the site and establish a compound for the site accommodation and material storage. The fencing will be secured with blocks and bolted together with clips. Site safety signage will be secured to the fencing using cable ties. The signage will mark the site entrance, and warn the public of the dangers of a construction site by use of signage along the length of the fencing. The site perimeter fencing will be checked daily and secured to prevent unauthorised access outside of site working hours.

Operatives / visitors will not be allowed access to the site or commence work until they have relevant Site Rules explained to them and undertake the site induction. Visitors to site must be accompanied by a Clarke Construction Services employee at all times. Under no circumstances are unauthorised persons allowed in the securely fenced compound works area, beyond offices and welfare unless escorted. Anyone entering site must sign in/out every time they enter or leave site. PPE will be maintained for visitors in the site office.

2.7. HEALTH & SAFETY INDUCTION, INFORMATION & TRAINING
All operatives working on site shall undertake the site induction before they are permitted to enter site. The site induction (PowerPoint presentation) shall explain the site rules and the relevant fire and emergency arrangements. At induction the operatives must provide their training card (CSCS or equivalent as a minimum) and have been briefed and signed onto their method statement and risk assessments for the works to be undertaken.

It is the responsibility of each contractor to supply Personal Protective Equipment (PPE) to their employees. The type of PPE will be dictated by the task and risk assessment, as a minimum this will be Hard Hats, Hi-vis Vests, and Safety Boots. Shorts or sleeveless shirts are not permitted.

Under no circumstances should personnel access the construction site without first receiving a Site Safety Induction.
No plant or machinery will be operated on site without first providing evidence of training, e.g. CPCS card. This may include training in the use of MEWP's, mobile towers (PASMA), lorry loaders, skip handling, telehandlers, excavators, dumpers, rollers, etc.

Toolbox talks are short talks on a specific health and safety issue to explore particular risks and explain about ways to deal with them. Tool box talk topics will be issued to Contractors Supervisors. The first topic for the Contractor/Subcontractors to discuss with their workers is their method statement for the work they are to carry out on site. All subsequent toolbox talks will be devised so as to be relevant and particular to the type of work that the Contractor is carrying out on site.
Health and safety information shall be provided by various means, including:

- Construction Phase Plan issued to each contractor upon appointment
- Site Information Signage – includes site management photographs and contact details provided.
- Meetings – including pre-start meetings with contractors, daily co-ordination meetings and weekly H&S meetings.
- Safety Alerts – following incidents or failings.
- Site Notice Boards - containing information on Emergency Contacts, Company Policies, Fire Evacuation Plan, Site Rules, Directions to local A&E, etc.

2.8. WELFARE FACILITIES

Clarke Construction Services will provide a dedicated welfare compound within the grounds of the site. This will contain a Site Office, drying room, canteen and toilet facilities and be the main site compound. All operatives, visitors and deliveries will be directed to this area.

The welfare facilities shall be installed from the beginning of the construction phase to a standard laid down in the Construction (Design and Management) Regulations 2015. The anticipated number of persons on site will determine the extent of the facilities provided.
The Site Manager on site will ensure that facilities are maintained in a good condition at all times. Clarke Construction Services will ensure the following facilities are maintained throughout the works:

Suitable and sufficient washing facilities shall be provided, including a clean supply of hot and cold water, soap and hand towels.

Toilet Facilities

Toilet facilities will be in the form of a chemical toilet located in the compound area for convenience, however, in the main shop itself, there will also be access maintained to the shop toilets which have hot and cold running water available if required.

Canteen Facilities

A clean and dry environment shall be provided for workers to eat and rest in during their lunch and tea breaks. Tables and seating shall be provided, with suitable means of preparing food such as a microwave and kettle. The canteen shall have an adequate supply of potable drinking water. Notice boards shall be maintained within the canteen to make operatives aware of health and safety and company news. Clarke Construction Services shall aim to help encourage the use of local businesses, by providing information to site staff on the location of local cafes and shops, etc.

Drying room

Changing rooms shall be provided with sufficient heating and include facilities to enable a person to dry his own clothing and personal effects.

Site Office
Table, seating, fire-fighting equipment and first aid equipment shall be installed in the site office on site. Clarke Construction Services shall keep Site Folders here, to maintain statutory inspections, induction records, waste records, etc.

The welfare facilities shall be regularly reviewed to ensure that they adequately meets the demands depending on the number of workers on site as per Schedule 2 of the Construction (Design and Management) Regulations 2015.

2.9. CONSIDERATE CONSTRUCTORS SCHEME

The Considerate Constructors Scheme is a national initiative set-up to improve the image of the construction industry. Clarke Construction Services shall ensure all works on site are in compliance with the Code of Considerate Practice, designed to encourage best practice beyond statutory requirements.
Some measures that shall be in place shall include:

- Signage installed at entrance – Clarke Construction Services out of hours contact number, CCS poster/banner and Site Information posted at entrance.
- Dress code enforced for on-site operatives.
- Notice Boards provided in office with company policies, emergency contact information, Site Rules, etc.
- Contractors shall be sourced locally and local businesses shall be promoted where possible.
- Plant and machinery turned off when not in use. Noisy activity occur away from site boundary, at times agreed with client.

2.10. FIRE & EMERGENCY ARRANGEMENTS

First Aid Arrangements

There will be a first aid box with adequate supplies in the main site office together with at least one trained first aider (e.g. the Clarke Construction Services Site Manager) whose details shall be displayed in the canteen and site offices.

All contractors will also be asked to provide details of any trained first aiders working on the site and the Site Manager will cover this aspect as part of operative's site induction.

Instruction & Information
Details on the site's fire and emergency arrangements shall be communicated to all employees during the site safety induction. A fire and evacuation drill shall also take place on site to test the fire safety arrangements for adequacy. Emergency Contact Details and the Fire Action Plan shall be posted in the site office and on site at each fire point.

Procedure for dealing with fires and emergencies on site:

- A suitable means of warning of fire shall be provided. Each Fire Point shall have a means of raising the alarm, i.e. a 'Howler' or a rotary bell.
- Clear access to the site and buildings must be maintained at all times. The escape routes must be provided with sufficient lighting and appropriate directional signage.
- Whoever discovers the fire should raise the alarm and notify the Site Management.
- The emergency services shall be contacted with the exact site location provided.
- All personnel are to leave their workplace and assemble at the Assembly Point. Do not stop to collect personnel belongings.

- Turn off powered plant and equipment unless these provide power for the emergency services. Turn off all heat producing equipment and shut cylinder valves.
- The fire can be tackled if safe to do so using the correct extinguisher.
- The information on the location of materials on the site and their flammability will be passed it on to the Fire Brigade/Emergency Services by the site manager.
- Every sub-contractor must conduct a head count of their employees. They will then report back to the Site Manager.
- The site manager shall wait at the site entrance to escort the emergency services to any injured persons at the scene of the incident.
- After the emergency the site manager will give the all clear.
- All incidents shall be fully investigated and reported in line with the Clarke Construction Services Incident Investigation Procedure.

Site Fire Safety Personnel

The person responsible for implementing the fire plan and ensuring it is complied with shall be the Project Manager. The Project Manager shall act as the Site Fire Safety Co-ordinator (The Responsible Person as required by the Regulatory Reform (Fire Safety) Order 2005 and Fire Marshall on site.

His duties shall include:

- Ensuring that all procedures, precautionary measures and safety standards as laid down in the Site Fire Safety Plan are clearly understood and complied with by all those on the project site.
- Ensuring that where necessary, a system using hot work permit is established and monitor compliance of the system.
- Carrying out periodic checks of fire- fighting equipment and test all alarm devices installed on site.
- Conducting weekly inspections of escape routes, fire and rescue access, fire-fighting facilities, any temporary emergency lighting, and work areas.
- During an alarm, those duties required for the safe evacuation of the site are executed, and all operatives and visitors report to the assembly point.
- Ensure a fire safe working culture is proactively promoted at all times.

Precautions to Prevent Fires

- A permit to work system shall be in place for Hot Works. Hot working shall be stopped an hour before people go home, as this will allow more time for smouldering fires to be identified.
- A risk assessment has been carried out to identify what emergency and fire precautions are needed – see Appendix A of the Construction Phase Plan.
- The quantity of flammables on site shall be kept to a minimum. Flammable solids, liquids and gases shall be stored safely on site away from possible ignition sources.
- Good housekeeping standards shall be maintained to prevent a build-up of rubbish on site.

Smoking is not permitted on site.

- Pipes, barrels, tanks etc. which may have contained flammable gases or liquids must be purged or otherwise made safe before using hot cutting equipment, such as a cutting torch or angle grinder. A pipe or container may appear to be empty, but can contain enough material on its sides, or within rust or other sediments, to produce a flammable or explosive atmosphere within it when heated or disturbed.
- To deter trespassers as well as preventing malicious fires, the site shall have secure fencing around the perimeter of the whole site.

Fire-Fighting Control Measures

- Equipment for firefighting shall be installed on site when the project is being established. Fire Points, necessary signage and alarms (e.g. howlers) shall be set-up at the site office when the site compound is initially being set-up.
- Fire points installed by Clarke Construction are for emergency purposes only and should not be moved, blocked or interfered with.
- All Fire points shall be clearly signed, 'FIRE POINT'. An adequate number of portable fire extinguishers (1No. CO_2 and 1No. Water) shall be available at each fire point. Any contractors carrying out hot works shall have their own extinguishers on site located at their work area when necessary.
- Where practicable, extinguishers within each fire point should be raised so that the carrying handle is approximately 500mm above the floor.
- Personnel must be sufficiently instructed to be able to use the portable firefighting equipment provided on site.

Fire Action Procedures

FIRE ACTION PROCEDURE

(To be Displayed at each Fire Point)

INTRODUCTION

The object of the Fire Action Procedure is to minimise the risk of all those employed or visiting the site, the members of public and the fabric of the building and its contents.

SITE

Clarke Construction Services Site, Manor Road Service Station, Manor Road, Lancing, West Sussex, BN15 0HL

CLARKE CONSTRUCTION MANAGEMENT

Site Fire Safety Co-ordinator: (Clarke Construction Site Manager) Alex Clarke

FIRE EVACUATION

1. On discovering a fire **raise the alarm** by activating the alarm at the fire point and notify the Fire Marshall
2. Fire Marshall to **call the Fire Brigade** and notify the Hospital staff on site.
3. On hearing the alarm, all personnel must **evacuate** the building immediately using the following route: direct route from building/site accommodation to the Assembly Point at Site Entrance Area. Do not stop to collect personal belongings, turn off powered equipment (unless they may be required for emergency services).



4. At the assembly point each subcontractor will be responsible for accounting for their own personnel and reporting to Site Management the names and possible locations of anyone missing.
5. Fire drills and evacuation will be held at the discretion of the Site Manager. The sign-in sheet will be used for checking those who are not in the building / still at risk.
6. The Site Manager will be responsible for informing the fire brigade of any inherent hazards within the site. They will be responsible for liaising with emergency services on their arrival.
7. Do not re-enter site until told it is safe to do so.
8. Information on means of escape will be provided on a regular basis. Should changes occur, each subcontractor will then be responsible for informing their own personnel.

HOT WORKS PERMIT

'HOT WORKS PERMITS" will be used whenever appropriate work is carried out. The site manager will be responsible for obtaining and revoking of all permits. The Site Manager will be responsible for checking all working areas at the end of each day or shift.

HOUSEKEEPING & STORAGE

The work area will be cleared of flammable and combustible materials on a daily basis. The following locations will be made for safe storage:

- Highly flammable liquids will not be used on this site.
- All gases will be stored and secured within a lockable cage.
- All waste will be stored ion containers and removed from the site daily.

WORK IN CLIENTS ESTABLISHMENT

No work to be carried out outside the site perimeter fencing/ hoarding.

The hospital's reception shall be notified of any incidents / emergency situations in order for them to take appropriate action in accordance with their own procedure.



SITE FIRST AID

First Aid treatment is available within the following location:

LOCATION: Site Office.

FIRST AIDERS: Richard Baldwin

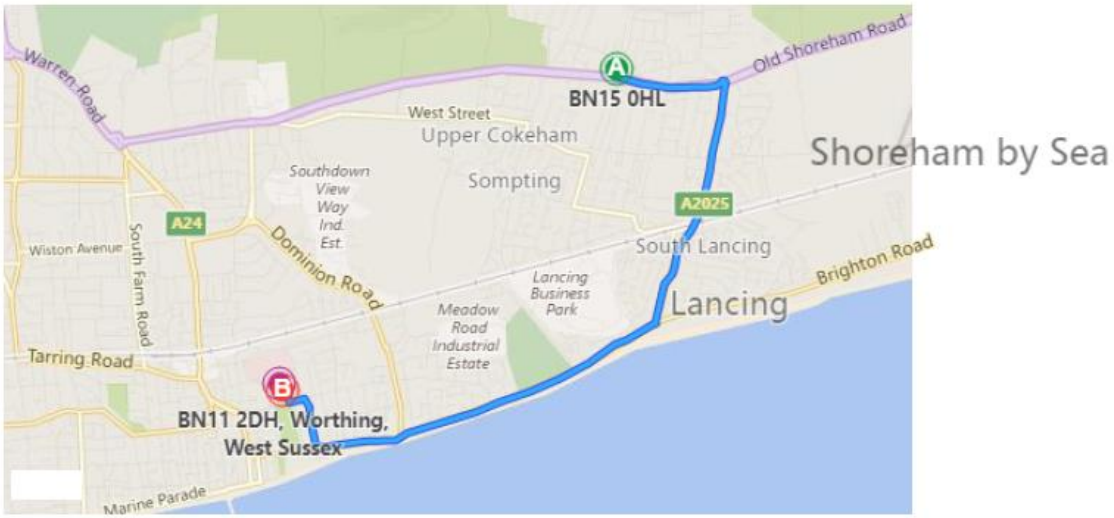
EMERGENCY CONTACT DETAILS

SITE ADDRESS	**Manor Road Service Station** **Manor Road,** **Lancing** **West Sussex** **BN15 0HL**
LOCAL HOSPITAL :	**Worthing Hospital** **Lyndhurst Road, Worthing, West Sussex, BN11 2DH** **01903 205111**
FIRE , POLICE OR AMBULANCE	**Dial 999 or 101 (Less Urgent)**
HSE	**Health & Safety Executive** **Rose court, 2 Southwark Bridge,** **London SE1 9HS** **02075562100**
FIRST AIDER	**Richard Balwin**
GAS EMERGENCY	**0800 111 999**
ELECTRICAL EMERGENCY	**0800 028 0247**
ENVIRONMENTAL AGENCY	**0800 807060**
CCS H&S MANAGER	**ELIZABETH CLARKE** **01543 361636**

LOCAL HOSPITAL DETAILS

EMERGENCY ARRANGEMENTS

DIRECTIONS TO Worthing Hospital
Tel: 01903 205111
Lyndhurst Road, Worthing, West Sussex, BN11 2DH



Driving directions from BN15 0HL to BN11 2DH, Worthing, West Sussex

15 min	Light traffic Via A2025, A259	3.8 mi
15 min	Light traffic Via A2025, A259	3.8 mi
21 min	Heavy traffic · 8 min delay Via A27, A24	4.8 mi

A BN15 0HL

↑ Leave Upper Boundstone Lane towards Pende Close

131 ft

↱ Turn right on to Manor Road, and then immediately turn left on to A27 / Upper Brighton Road

Minor Congestion

0.5 mi

↻ At roundabout, take 3rd exit on to A2025 / Grinstead Lane

Moderate Congestion

1.2 mi

↻ At roundabout, take 2nd exit on to A259 / Brighton Road

1.7 mi

↱ Turn right on to Farncombe Road

0.1 mi

↰ Turn left to stay on Farncombe Road

0.1 mi

2.11. HOUSEKEEPING

It is the policy of Clarke Construction Services to enforce and operate a strict housekeeping regime in all of its workplaces and sites. All sub-contractors are expected to comply with the housekeeping requirements imposed when working on Clarke Construction Services workplaces and sites. Any member of Clarke Construction Services site management may issue a clean-up notice to any sub-contractor/s on site. The Clean-up notice will specify the area of the housekeeping issue and the timescale in which the area must be cleaned.
In the event that the sub-contractors do not respond to the request documented on the Clean-up notice, Clarke Construction Services will provide labour to action the Clean-up Notice. The costs of the labour will be deducted from the account of the offending sub-contractor.

2.12. ACCIDENT & NEAR MISS REPORTING

- For an accident/dangerous occurrence on site, site management and the H&S manager must investigate the accidents/dangerous occurrence.
- Depending on the severity or potential outcome of the accident, dangerous occurrence the H&S manager or designate will carry out a full investigation (decided on an incident by incident basis).
- Accident & near miss report forms (SF01) shall be completed for all accidents involving personal injury to company employees, sub-contractor employees or members of the public. The site manager completes the form. All relevant sections of the form must be completed and shall be passed on to the H&S manager for verification. The H&S manager will update the accident form (SF01) to record the results of the corrective action and preventive measures taken.
- The HSE form F2508 / F2508a report of injury or dangerous occurrence (available from the HSE website) – will be completed by the H&S Manager in line with the requirements of RIDDOR.

2.13. PRODUCTION & APPROVAL OF RISK ASSESSMENTS & METHOD STATEMENTS (RA/MS)

All contractors will be required to prepare a site-specific method statement/risk assessment in advance of any work commencing on-site. All risk assessments and method statements shall be reviewed by Clarke Construction's management and either approved or returned to the contractor for amendments to be made. Contractors should submit risk assessments and method statements at least 3 days in advance of scheduled start date on site to allow sufficient time for documents to be reviewed.

- The Site / H&S Manager are responsible for reviewing the adequacy of a sub-contractors method statement and for ensuring that the risk assessments relate to the specific safety and health risks of the work that the sub-contractor will perform on the project.
- The Site Manager is also required to review and discuss the specific control measures which will be adopted to safeguard the safety and health of the sub-contractors employees and others who may be affected by the work. This must include the resources necessary such as the provision of any access systems, work equipment and personal protective equipment.
- If anomalies are found or if the safety/method statement is deemed to be inadequate the site manager will request that the sub-contractor makes amendments to his method statement/risk assessments before it can be accepted. Generic RA/MS will **not** be accepted.
- When the method statement has been agreed the sub-contractor must work to it.

Appointed contractors must explain the contents of each method statement to all persons involved in the works, with each employee signing an acknowledgment form agreeing to abide

by the safe systems of work. Amendments to RA/MS may be required as the job progresses due to changes in systems of work, equipment used, or unforeseen hazards on site.
Clarke Construction Services shall produce a stand-alone method statement to provide a safe system of work for the site crews installing the modular units.

2.14. PERMIT TO WORK SYSTEMS

Clarke Construction Services will manage high-risk activities on this project on a permit-to-work system.
These permits will cover:

- Permit to Dig (SF36) – where persons are excavating.
- Hot Works (SF40) – e.g. welding, use of angle grinders.

Permits will be issued and signed by the site manager and all permits will be returned to the site manager at the end of its cover period. Permits will be posted within the live health and safety files in the site office. None of the above works can be commenced without first obtaining a permit.

2.15. SITE RULES

1. Sign in / out daily when entering or leaving site. CSCS cards are mandatory for all operatives.
2. Mobile phones may only be used at designated Phone Zones. Mp3 players or radios not permitted on site.
3. Protection of the public is paramount. All works shall occur within the project boundary.
4. Co-ordinate deliveries with Site Management. Reversing vehicle must be supervised.
5. The site working hours are 07:30 – 18:00 Monday to Friday and 07:30 – 13:00 on Sat. Work outside these hours must be agreed in advance.
6. Operatives must be briefed and sign-off their method statements and risk assessments before starting work on site.
7. Housekeeping – Clean up as you go. Keep access routes clear of obstructions at all times. All rubbish must be placed in skips provided. Do not leave litter on site and never burn waste on site. Welfare facilities provided are to be kept clean and tidy, with waste disposed of in bins provided.
8. Report all accidents and defects to plant or equipment, unsafe acts or conditions to site management immediately.
9. Personal Protective Equipment (PPE) must be worn at all times on site –Hardhat, Hi-Vis Vest and Safety Boots as a minimum. No shorts.
10. All ladders, tools, machinery and vehicles shall be removed from site or securely locked away at the end of each shift.
11. Plant and machinery on site must be in good working order. All plant operators must hold the relevant training card. Scaffolds must be built by a qualified scaffolder, and inspected as per legal requirements. Ladders should be used for gaining access from one level to another – not as a place of work except for short-term, light work where scaffolds or podiums cannot access.
12. Openings in a floors or roof must be securely covered or guard railed-off to prevent someone or something falling.
13. Temporary electrics and power tools must be 110 volts with valid PAT test in place.
14. Avoid manual handling and use mechanical means (e.g. cranes) or lifting aids (e.g. trolleys) provided. If the load is too heavy, awkward, GET HELP.
15. Anyone suspected of being under the influence of drugs or alcohol will be removed from site.
16. Permits to Work are required for all excavations, hot works or in confined spaces.
17. In the event of a fire evacuate immediately and go to the assembly point. Smoking is not permitted on site.

Failure to comply with these site rules will result in removal from site

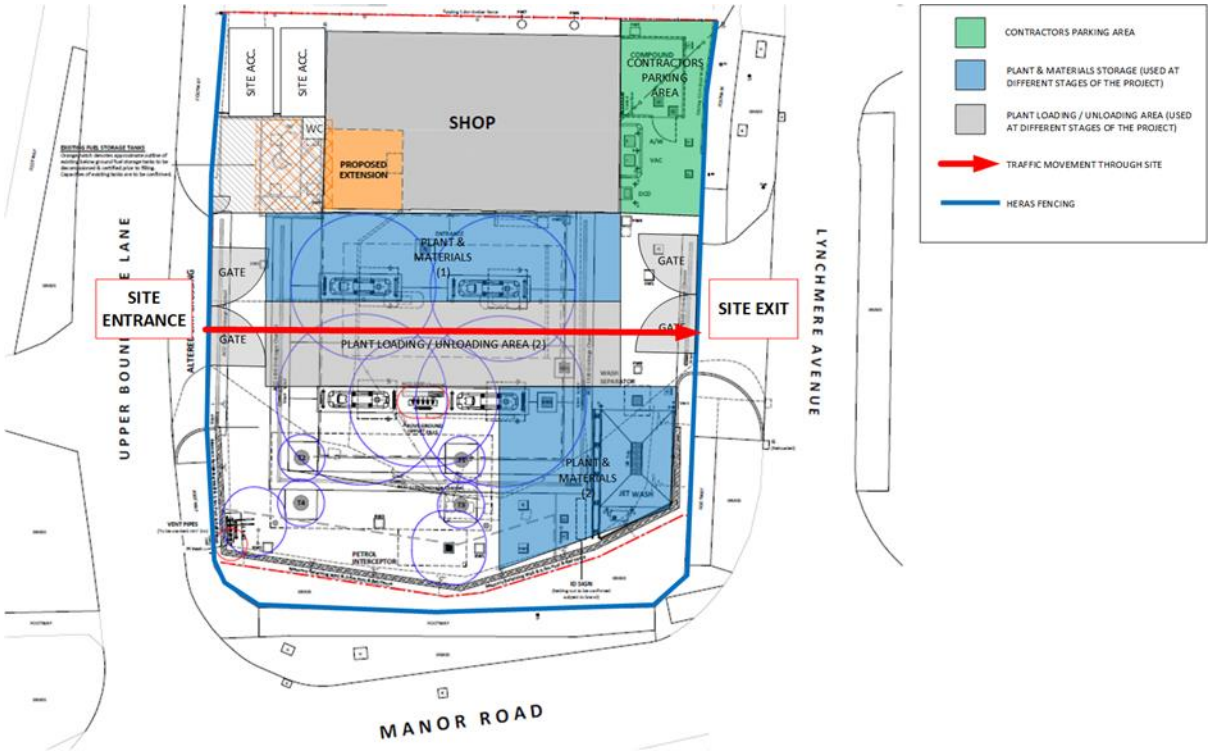
3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

3.1. TRAFFIC MANAGEMENT

One of the major risks on this project shall be the management of construction traffic to ensure the safety of. Strict controls shall be in place at all times to control vehicle and pedestrian movements at all times. Signage will be fixed to the site fencing to alert contractors footpath and road users to the site entrance. The existing site layout will be maintained for the flow of vehicles. Vehicles will be received either directly on to site when possible or escorted on to site by a banksman from the highway when required.

ACCESS TO SITE

Figure 1 illustrates the line of the site fencing, the location of the site entrance and exit, , designated areas for material and plant storage as well as vehicle loading and unloading areas, these will evolve as the phase of the project progress..



The site layout allows for multiple vehicles to be received on site simultaneously with a separate entrance and exit to minimise the need to reverse vehicles. The site will operate a one way through system. If the site entrance is blocked for any reason the site exit can be used to safely reverse vehicles in to site with the assistance from banksmen in to the required loading\unloading area.

DELIVERY NOTIFICATION

Deliveries will be planned by the site supervisor the day prior to them being required on site to avoid multiple deliveries arriving on site at the same time. Instructions will be given to suppliers to provide a minimum of 20 minute load spacing between vehicles to prevent any congestion on site or the local road network. In the event multiple vehicles do arrive simultaneously vehicles can be “stacked” on site.

As far as practicable, deliveries and construction related traffic will be planned to avoid road network peak periods (0800-0900 and 1700-1800).

All loading or unloading will be conducted in the designated area as agreed with the Site Management. There will be no loading or off-loading of materials permitted on any of the roads surrounding the site. Where necessary contractors shall off-load materials, and drive their vehicles off-site.

Materials shall be stored in a manner that will not pose a risk to site operatives, visitors or anyone on the adjacent properties. Materials will only be brought to site when needed in the next 48 hours and the material should be stored safely in an area designated by Clarke Construction Services. Materials shall be safely stored where they can't get knocked or blown from height.

PARKING

An area on site has been designated for contractors parking.

Vehicles will never be parked where they will obstruct access or emergency routes, or restrict all-round vision or movement of traffic and pedestrians in the local area.

The Site Manager and site traffic marshal shall monitor the parking arrangements on a daily basis to ensure all construction vehicles are parked in the designated on-site parking area and that access is maintained on the residential streets adjacent to the site

TRAFFIC RULES

- A 10 mph speed limit shall be strictly adhered to on site
- Reversing on site shall be avoided when possible. If it is necessary to reverse this must only ever be done under the control of a banksman.
- Under no circumstances should any vehicle be parked, or any materials/waste be allowed to accumulate that will block emergency services access to the site, fire escape routes within buildings, or areas adjacent to the final exit from buildings.
- To prevent mud from contaminating the surrounding roadways, particular attention will be paid to providing clean internal roadways and vehicle off-loading points. The Site Manager will review the internal road and pathways affected by project works for cleanliness on a daily walkabout. Where remedial action is necessary, the Site Manager shall implement a cleaning action which may require the use of wheel washing facilities and/or road sweepers.

MOBILE PLANT

- Construction plant can be heavy. It often operates on ground which is muddy and uneven, and where driver visibility is poor. People walking on site are injured or killed by moving vehicles, especially reversing ones. Others, particularly drivers and operators, are killed or injured by overturning vehicles and plant.
- Exclusion zones shall be created where necessary to segregate plant from other workers, e.g. when using 360° excavators. Keys must be removed from mobile plant when not in use to prevent unauthorised use.
- Mobile plant must be fitted with the necessary vision aids (mirrors, CCTV) and warning signals (reversing beeper).
- The use of mobile phones while operating plant & machinery is strictly prohibited.
- Passengers must not be carried on any vehicle unless the vehicle is designed for that purpose.

- If plant is to be used on public roads the operator should have a current driver's license and the vehicle should be taxed and insured. All mobile site plant must be equipped with either a drivers cab or roll over bar.
- Pedestrians should not approach the blind side of anyone operating machinery; make eye contact with the driver. HI-vis vests are mandatory for all pedestrians on site – this includes delivery drivers.

DELIVERY OF STEEL FRAME AND FUEL TANKS

Clarke Construction Services shall arrange for the delivery of steel tanks to site. Tank installation is programmed to take place at the beginning of April 2019 and it is anticipated that installation shall place over a one-day period. To complete the craneage installation of these tanks it will not be necessary to have any road closures in place. During installation loads shall be called in by the Site Manager one at a time to ensure there is never more than one delivery vehicle / trailer on site at any time.

Loads will arrive on site at approximately 45 minute intervals, and a detailed lifting plan shall be in place prior to delivery to site.

The appointed transport and Craneage Contractor shall survey the work area in advance to determine the ideal location to set-up, access routes to site, pinch points, potential overhead obstructions, etc.

Clarke Construction Services has surveyed the site and are satisfied that the vehicles can safely access the site and access routes that lead to the site.

3.2. WORKING AT HEIGHT

Work at height means working in a place (except a staircase in a permanent workplace) where falling could result in injury, even if it is at or below ground level. All working at height must be properly planned and supervised at all times, with competent staff employed.
Suitable and sufficient risk assessments and method statements shall be produced by those working at height on site. The following hierarchy shall be adhered to for all work at height:

1. WORK AT HEIGHT SHALL BE AVOIDED

Work from ground level or from an existing place of safety.
Off-loading Deliveries – whenever possible access to trailers to be avoided, with loads off-loaded from forklifts or lorry loaders instead.

2. FALLS SHALL BE PREVENTED

Where work at height cannot be avoided, work equipment shall be used to prevent a fall, e.g. guardrails, scaffolds, MEWPs, mobile towers. Scaffolding Contractors must comply with Clarke Construction's 'Scaffolding Specification' document.
Use of MEWPs & Scaffolds - Installation of Steel frame, brick and block work to exterior of building, roof and external finishes to building.

Podium Steps – internal fit-out works, mechanical and electrical installation, painting and decorating, etc.

PFPE in Work Restraint Mode – for roofing works, harness connected to crane / inertia reel during installation.

3. THE CONSEQUENCES & DISTANCES OF A FALL SHALL BE MINIMISED

If it is not possible to prevent a fall, the distance and consequences of a fall must be minimised, e.g. use of airbags or safety nets. The use of fall arrest equipment is a last resort. At all times the use of collective fall prevention shall be favoured over personal protection.

Use of PFPE - Erection of scaffolding, Stepladders shall not be permitted on site. Improvised work platforms shall not be allowed, e.g. trestles, carpenters benches, etc. All equipment used for work at height must be subject to weekly inspections by a competent person which must be submitted to Clarke Construction Services.

Scaffolding

Scaffolds must be built by a qualified scaffolder, and inspected as per legal requirements.

- Ensure that all work at height is properly planned by a competent person, appropriately supervised and carried out in a safe manner.
- Ensure that suitable and sufficient risk assessments are carried out for all work at height activities and that control measures are in place to protect all employees and any other person affected.
- Develop safe systems of work and written method statements.
- Ensure that all work equipment used for work at height is constructed so as to be suitable for the purposes for which it will be used.
- Ensure that practical measures are implemented to enable work involving system scaffold and mobile towers to be carried out safely.
- Ensure that all employees planning, supervising and carrying out activities involving system scaffold and mobile towers are adequately trained and competent.
- Ensure that adequate supervision is in place.
- Ensure that suitable personal protective equipment is provided.
- Ensure that system scaffold and tower scaffolds are erected, altered, moved and dismantled by competent persons and in accordance with the manufacturer's instructions.
- Ensure system scaffold and mobile towers are placed on firm, level ground with the locked castors or base plates properly supported.
- Ensure that the safe working heights are adhered to and stabilisers or outriggers used in accordance with the instruction manuals.
- Ensure safe working platforms are provided with suitable edge protection, toe boards and safe access.
- Ensure that regular inspections are carried out on system scaffold and mobile towers.
- Ensure that suitable and sufficient steps are taken to prevent or control unauthorised access.

Mobile Aluminium Towers

Mobile aluminium towers must be erected by competent operatives who have completed the relevant PASMA training course.

All aluminium mobile towers shall have a Scafftag in place, which shall contain an individual identification number for that tower and the users company's name. Scaffold inspections must be submitted on a weekly basis to the Clarke Construction Services site manager. A copy of the manufacturer's instruction manual must be maintained on site.

The following rules apply to the use of mobile towers:

- Before accessing a mobile scaffold tower ensure that it is on firm level ground and that the wheel brakes are on.
- The height of the tower should not exceed 3 times the minimum base dimension.
- Ladders or other devices should never be placed on top of the tower to extend the height.
- Always access the tower from the inside, never climb up the outside of a mobile scaffold tower.

- Never move the tower with personnel on board.
- Always check for overhead power lines before erecting or moving a mobile scaffold tower.
- Double handrails are required as edge protection, with the top guardrail at least 950mm high.
- The working platform should have a toe board of at least 150mm.

MEWP
Only trained and competent persons will operate MEWPs. A full body harness and fall restraint lanyard shall be secured to the anchor point in cherry-pickers at all times. Persons are not allowed to stand on the guardrails at any time and site adaptations to the MEWP are strictly prohibited. The relevant thorough examination certificate must be submitted to the Clarke Construction site manager for filing prior to use of the MEWP.

Personal Fall Protection Equipment
Safety Harnesses with lanyards will be used when working at height as a last line of defence - collective protective measures will be used as a priority. When using safety harnesses the operative will have been trained in the safe use and inspection of the safety harness and will submit weekly harness inspection sheets to the Clarke Construction Services site manager for filing.

Before use of safety harnesses is sanctioned contractors must display that they have a rescue and recovery plan in place and adequate resources for personnel who might fall using a safety harness.
Fragile Surfaces

Particular attention must be paid to any fragile surfaces such as skylights, or roof sheeting in the work area as the risk of falls from height is increased.

3.3. SERVICES – WATER, GAS, ELECTRICITY, ETC
The works shall include adjustments to mechanical and electrical services, hot and cold running water, waste disposals and underground drainage. To compliment such details as part of the initial enabling works, each service identified will be excavated, located and recorded against the information provided by the client. Local CAT scans will be undertaken by the appointed groundworks contractor prior to any excavation being undertaken. Existing services on-site shall be visually marked-out so all personnel on site are aware of the hazard. Liaison shall take place with the Client on-site, to agree how power shut off can be safely achieved when electrical works and the presence of live electricity is identified as harmful to personnel.

There are a number of services including fuel lines, (which are to be replaced), data cables, and water and electricity services running under the forecourt, some of which serve the buildings on the site and must be retained and protected. Trial holes should be excavated to identify the exact locations of services.

Clarke Construction will carry out a full CAT scan of the site before work commences and excavate trial holes by hand as necessary to identify the routes of all services.

Excavations
Where excavations are required the work must be properly planned and carried out to prevent accidents. On this project there shall be excavations of a significant depth (4.5m) for installation of the tanks, and for installation of the septic tank. The findings of the ground investigation suggest that excavations are likely to remain stable for short periods without

support or being battered back however we have planned for the use of ground support for the excavation of the tank hole and the installation of the tank. The ground conditions will be inspected during other excavation activities in order to determine if ground support will be required. The ground investigation suggests that de-watering of the excavation may be required.
The following control measures shall be implemented to ensure safety during all excavation works:

- A method statement complete with risk assessment will be submitted to Clarke Construction Services for excavation work.
- Ground CAT scanned prior to excavation. Hand-digging is required anywhere within 500mm of known services.
- Edges of excavations must be protected with substantial barriers where people are liable to fall into them. The contractor undertaking the excavation is responsible for erecting and maintaining the edge protection and the erection of warning signage.
- All excavations will have a safe access/egress point and no load, vehicle, plant or equipment will be placed near the edge of any excavation where it is likely to cause a collapse of the excavation.
- A safe means of getting into and out of an excavation shall be provided. If a risk assessment identifies that ladders are a reasonable means of access and egress from an excavation, they must be suitable and of sufficient strength for the purpose. They must be on a firm level base, secured to prevent slipping and, unless a suitable alternative handhold is provided, extend to a height of at least 1 m above the landing place.
- Excavations must be inspected by a competent person at the start of the shift.
- Where excavations require to be protected from collapse, the method used will be decided by risk assessment prior to excavations commencing.
- All manholes, gulley pots, ducts etc. at ground level will be adequately temporary covered prior to the permanent covers being put in place with steel plates where there is vehicular traffic and with plywood where there is pedestrian traffic.

Due to the existing site usage there is the potential for contamination to be present underground. Phase 1 and 2 Geo-Environmental Investigation Reports did not identify the presence of contamination however, when excavation of the tank hole commences there is the potential that contaminated may be encountered. If this occurs then the suspected contaminated material will be stored within a controlled drainage area and samples will be taken to quantify the type and levels of contamination, and assist with the determination of a suitable disposal route.

Electrical Safety:
A qualified and competent electrical contractor will design and install all electrical connections in compliance with the appropriate current electrical standards and regulations.
All transformers placed out on site will be designed to minimise the trailing of leads and should not be abused or dragged by its cables. All leads and sockets will be in good condition and checked daily for damage. Leads should not be laid across doorways or in access routes. All high voltage cables will be labelled as a minimum every 3 metres and securely clipped at high level or placed in a PVC duct.
Where possible cordless power tools should be used. All power tools on site will operate at 115volts or less. All portable electrical tools brought onto site will be tested on a regular basis by a competent person and the relevant register of inspection will be submitted to the site manager. Where work is required to be carried out on an energised piece of equipment a permit to work must be obtained.
Control measures proposed for high voltage risk are:

- Shut down power supply to area recognised as hazardous to site employees.

- Where this is not practicable, visually mark out electrical services on-site so all personnel are aware of the hazard and create un-authorised zones.
- Liaison with the site management team on-site to agree how power shut off can be safely achieved when electrical works and the presence of live electricity is identified as harmful to personnel at the connection period of works for new build.

3.4. CONTROL OF LIFTING OPERATIONS

All lifting operation on site must be properly planned, supervised and carried out in a safe manner. No lifting operations can occur until:

- A suitable lift plan is created
- Evidence of thorough examination of lifting equipment and accessories is provided.
- Competent operators, slinger/signallers and supervisors are in attendance.
- The lift area is free from other personnel.

A detailed lift plan shall be completed by a qualified Appointed Person for the installation of the tanks under a contract lift. Lifting operations will be segregated form others with physical barriers and sufficient supervision to be provided for all lifting activities. The transport and crane company shall review the work area in advance to review the access/egress routes to site, ground conditions, on-site hazards, etc.

3.5. PLANT & EQUIPMENT

Clarke Construction Services and its sub-contractors shall ensure that any plant and equipment they bring to site is inspected and maintained as per legislative requirements, e.g. PUWER / LOLER 1998. Certificates of thorough examination by a competent person shall be maintained for equipment as required. Where plant/equipment is hired, and brought to site, copies of test certificates would accompany same. Contractors must also provide Clarke Construction Services evidence of periodic inspections of plant and equipment during the project. Operators of plant and equipment must be competent to do so, with the necessary qualifications and experience.

3.6. GROUND CONDITIONS

The ground investigation report shall be forwarded to any groundwork contractor appointed to ensure that any issues addressed are taken into consideration when producing their risk assessment and method statement RA/MS.

3.7. WORK IN CONFINED SPACES

It is unlikely that there shall be confined space work on this project (as defined by the Confined Spaces Regulations 1997). A Permit to Work system shall be maintained to control work in confined space, ensuring that all risks are considered and that suitable control measures are put in place. This shall include provision of competent operatives, emergency arrangements, suitable rescue equipment, method statements, etc.

3.8. DECOMMISSIONING OF TANKS

Considerations before decommissioning tanks;

- Develop a safe system of work. A site-specific risk assessment and method statement shall be created in advance of the work.
- All fuel residue will be uplifted and the tanks cleaned and bottomed out in preparation for filling.
- The uplifted liquid will be disposed of by a suitably licenced specialist contractor.
- Foamed concrete will be gravity fed into the tank directly through the tank chamber lids until to tank is full, leaving no voids.
- Following filling, remaining associated pipework will be removed.

3.9. ADVERSE WEATHER

Site Manager shall ensure that during periods of adverse weather the site remains a safe workplace for employees, contractors and visitors. During adverse weather conditions the Site Manager has the right to stop works immediately and move operatives to place of safety, until he feels that area is safe for work to proceed.

- High Winds: Operatives must ensure that their work area has been inspected when high winds are forecast to ensure no loose materials are left lying around. Work at height may only take place if it is safe to do so. Scaffolds must be inspected following adverse weather that may have affected the safety of the scaffold.
- Rain / Snow: Designated pedestrian walkways shall be maintained to provide constant safe access from the welfare compound /entrance to the building. If necessary flooded area shall be pumped clear of water.
- Lightning: No outdoor work to take place during lightning strikes.
- UV Exposure: Too much sunlight is harmful to workers skin. A tan is a sign that the skin has been damaged. The damage is caused by ultraviolet (UV) rays in sunlight. To prevent exposure to UV rays the wearing of shorts or sleeveless shirts or vests on this site shall not be permitted.

3.10. MANAGING TEMPORARY WORKS

Temporary works are any formwork, falsework, scaffolds, supports, props or other element or assembly of elements designed or used to provide support or access during construction work. Where a contractor's works involve the use of temporary works the contractor shall liaise with Clarke Construction Services promptly to provide all necessary design calculations, specifications, drawings, layouts and design codes used, including all requirements for temporary stability, propping, bearing, bracing and loading.
It is the contractor's responsibility to provide the information in a timely manner to avoid any delays to the commencement date of his works, or part of his works, requiring temporary works

3.11. STORAGE OF MATERIALS

Materials must be stored in a manner that will not pose a risk to workers on site, visitors or anyone on the adjacent land. The following rules apply:

- Walkways must be kept free of tripping hazards such as trailing cables, building materials and waste. This is especially important for emergency routes. All flammable waste materials (such as packaging and timber off-cuts) must be cleared away regularly to reduce fire risks.
- Avoid storing materials at height. All materials should be secured to prevent being knocked or blown from a height.
- Outdoor footpaths shall be level and firm and should not be used for storing materials. Designated storage areas for plant, materials and waste shall be established and agreed with each contractor.
- Flammable materials will be stored away from other materials and protected from accidental ignition.
- Materials should only be brought to site when needed in the next 48 hours or as agreed with Clarke Construction Services Management and the material should be stored safely in an area designated by Clarke Construction Services.

3.12. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

If workers use or are exposed to hazardous substances on site, the Control of Substances Hazardous to Health Regulations 2002(COSHH) make it a legal duty for employers to assess the health risks involved and to prevent exposure or else adequately control it. All contractors appointed to the project are charged with the duty of inspecting their use of substances, and ensuring that suitable COSHH assessments are in place for the substance in use. Copies of same given to the Clarke Construction Services site manager and the details shared with employees who are exposed to hazardous substances.

It remains the duty of contractors on site to brief their employees on the health hazards and necessary control measures. Contractors shall ensure their staff have the appropriate personal protective equipment available to them in accordance with their assessment, and manage their use thereof. Any chemicals used on-site deemed hazardous shall be stored as per manufacturer's instruction, e.g. out of sunlight, excessive heat, well ventilated areas. Concerning LPG bottles, these are required to be stored in a lockable cage externally of any site buildings.
Adhesives, paints and epoxies that Clarke Construction Services regularly use will likely have minor harmful effects; however, with good ventilation of windows and doors being open and the correct PPE, the hazardous outcome is eliminated or at least greatly reduced to acceptable levels.

3.13. ACCOMMODATING ADJACENT LAND USE

Clarke Construction Services shall ensure that all construction work is carried out within a secure site at all times to ensure works are segregated from members of the public.
The following measures shall be implemented to ensure the safety of members of the public during the construction phase:

- The Site Management team shall liaise with the client's representative to make them aware of the forthcoming construction works and any activities that may affect regular activities.
- All construction and welfare areas to be suitably enclosed with secure fencing around the perimeter to prevent unauthorised access onto site. The site shall be locked outside normal work hours.
- Deliveries shall co-ordinated to avoid traffic congestion in the area. All deliveries must be booked-in in advance with the Site Manager, controlled by a banksman and travel at a walking pace.
- Vehicles will not be parked where they will obstruct access or emergency routes, and restrict all round vision or movement of traffic and pedestrians.
- Plant shall be isolated and immobilised when not in use to prevent unauthorised use.
- Hazardous Substances to be locked away when not in use.
- Ladders to scaffolds shall be removed outside working hours.
- Materials to be safely stored where they can't get knocked or blown from height.
- Any construction dust will be managed by wetting down the immediate area, so that members of the public will be un-affected by the works. The housekeeping on site will be monitored daily to avoid any contamination onto the adjacent grounds.
- The use of mobile phones is restricted to designated areas on site.
- Signage installed at entrance – Clarke Construction Services out of hours contact number at entrance.

Code of Conduct for Site Staff:
Upon induction, all site operatives shall be made aware of the Code of Conduct for working adjacent to school. All operatives on site must:
Stay within confines of the Clarke Construction Services site – obtain consent if access is required outside the site boundary.
Use only the agreed access routes. Obtain consent if alternative access routes area required.
Do not use inappropriate or profane language.
Dress appropriately – shirts to be worn at all times (no bare chests).

3.14. DEALING WITH CONTAMINATED LAND

No contamination has been identified in the Geo-Environmental Investigation report, however the previous land use means there is a possibility that contaminated ground could be present. If it is encountered a remediation strategy must be completed to ensure safe working procedures are in place and compliance with legislation necessary to deal with contamination.

Any appointed contractors shall be made aware of the potential presence of contamination in the soils, where relevant. All workers will be required to maintain a good standard of personal hygiene and the wearing of overalls, boots, gloves, eye protectors and the use of dust masks during periods of dry weather is essential.

3.15. ASBEST0S

We will not be carrying out any work on the existing building, our work will be restricted to external operations.

The Geo-Environmental Investigation report has and associated testing has not found any evidence of asbestos. However, there is a possibility that asbestos-containing materials may be located in the filled ground, and should this be the case then the Principal Contractor must advise the Project Managers immediately.

Any asbestos-containing materials must be disposed of in accordance with The Control of Asbestos at Work Regulations 2012In the event of asbestos being suspected elsewhere within the confines of the site boundaries, work shall cease and the area segregated until further testing is completed.

3.16. MANUAL HANDLING

Manual handling will be avoided whenever possible by using mechanical means of lifting, e.g. cranes. Where manual handling cannot be avoided Clarke Construction Services and contractors must risk assess all significant manual handling risks, which could be anything from lifting photocopying paper to moving heavy equipment around.

3.17. NOISE & VIBRATION

Noise
The Site Manager will coordinate with the Client and provide prior warning of any activity where noise levels may be increased by a significant amount. Direct liaison with the client will take place to arrange suitable times for these activities so as not to cause any disturbance. Currently there are no formal restrictions on noise levels.
All machinery and equipment shall be operated with a minimum of noise. All available devices, e.g. silencers, engine covers, shall be used at all times as recommended by the manufacturers. Machinery and equipment shall be kept in a good state of maintenance and repair.
The operation of stationary plant at night e.g. pumps, shall be avoided wherever possible.
Works shall be carried out and machinery shall be used having due regard to the recommendations contained in BS 5228:1984 (Parts 1, 2 and 3) and BS 5228: 1992 (Part 4) – Code of Practice for Noise Control on Construction and Demolition Sites.
Where engineering controls cannot reduce noise levels to an acceptable level, hearing protection shall be provided. It is mandatory that all employees are in possession of ear defenders at all times on site and to wear same when normal conversation with a fellow worker is difficult or strained at one metre or less from a local source of noise.
Anticipated noisy activities: use of power tools (drills, impact wrenches, woodworking equipment), mobile plant (reversing beepers, excavation works), use of angle grinders / disc cutters, operation of piling rig (foundation design not yet confirmed), kango hammer, etc.

Vibration
Many jobs in construction involve the use of hand-held power tools. The vibration from such equipment can cause hand-arm vibration syndrome (HAVS). Contractors must plan work to

avoid exposing employees to vibration. Where it is not possible to avoid exposure the following control measures must be taken:

- Vibration levels to be assessed to determine levels of exposure. Contractors must **calculate the estimated operative exposure** to vibration with a detailed risk assessment in advance of works taking place. This will detail the tool and activity to take place, the vibration level for tool to be used and estimated exposure time. This will allow the estimated daily exposure to be calculated to ensure that it does not exceed the EAV/ ELV.
- The maximum exposure limit must not be exceeded when using vibrating tool. A typical hammer drill would have to be used for more than 40 minutes in an 8-hour shift by one person to exceed the exposure action value. Contractors using vibrating tools shall **record the HAVS exposure** of their operatives on site on a daily basis throughout the works.
- Job rotation can be employed to reduce 'trigger time' for employees.
- Employees must keep their hands warm to improve circulation. Smoking also affects circulation, increasing the risk of HAVS.
- Employees suffering tingling sensation or numbness in fingers must tell their supervisor as this is an early warning sign.

3.18. DUST CONTROL

Clarke Construction will take all necessary measures to avoid creating a dust nuisance during the works. Measures to prevent dust will include the following practices:

- The provision of easily-cleaned hard standings for vehicles.
- The enclosure of material stockpiles at all times and damping down of dusty materials using water sprays during dry weather.
- The hard surfacing of heavily used areas to be kept clean by brushing and water spraying regularly.
- Control of cutting or grinding of materials on the site and using dust suppression.
- The complete sheeting of the sides of all vehicles carrying spoil and other dusty materials.
- Material should be stored away from the site boundary whenever possible.
- Unpaved roads and verges to receive regular damping down and cleaning where located close to sensitive locations.
- The effectiveness of these measures will be monitored frequently by the Site Manager.

3.19. WASTE MANAGEMENT

Clarke Construction Services has an Environmental Management System. As part of this EMS, Clarke Construction Services carry out the following:

- Identification of environmental legislation and other requirements relevant to the contracted work, taking particular note of relevant consents, permits and authorisations or planning obligations.
- Identify and assess environmental aspects associated with our operations.
- Establish environmental management arrangements relevant to the control of significant environmental aspects.

Clarke Construction Services shall minimise the waste generated on site. This is attained by pre-planning the work and only taking essential items into works areas. Waste disposal contractors shall be current licensed waste carrier and all appropriate waste documentation will be maintained in the site files with the site office.

Clarke Construction shall seek to reduce the amount of waste generated and responsibly dispose of waste by implementing site waste management through a registered waste management company. A waste minimization, re-use, recycling agenda shall be set and administered via the assistance of the Site Manager monitoring activities on-site and a contracted waste management organisation. The contracted waste management organisation shall undertake the segregation and recycling activities required.

With regard to on-site waste, material reduction and re-use, the site manager shall monitor material storage and use. Where there is possibility to re-use materials, this shall be implemented on-site under the instruction of the site manager and contractor foremen, bearing in mind quality of the build.

3.20 EXISTING STORAGE OF HAZARDOUS MATERIALS

The client will arrange for the bulk of the fuel in the tanks to be removed. However there will be residual fuel in the tanks. Possible contact with contaminated ground and exposure to petroleum/diesel vapours are potential hazards associated with this. These hazards need to be considered and addressed within any risk assessment and method statement. The intention is to decommission the existing tanks within the first phase of works in order to remove the risks associated with this storage. The new tanks will receive a splash load of fuel when the main construction activities have been completed and the site is preparing to open. All appointed contractors during the later phases will be trained and certificated to work on petroleum licences sites. The redevelopment work will be overseen by the petroleum officer.

4. THE HEALTH AND SAFETY FILE

Information for the health and safety file will be prepared as the project progresses and will be completed as soon as is practicable after the completion of the project and issued to the Principal Designer. Clarke Construction Services will liaise with the Principal Designer in handing over the necessary information for the H&S File, including as-built drawings.