WYNNE CONSTRUCTION

Delivering COLLABORATIVE SUSTAINABLE SOLUTIONS

Construction Phase Plan (Including Environmental)

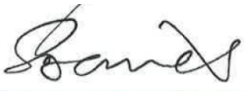
To comply with the requirements of the Construction (Design & Management) Regulations 2015

Revision 00

Project at:

Ysgol Treferthyr
A497/Stryd Fawr
Criccieth
Gwynedd
LL52 0RY

Prepared by:		
Name	**Signature**	**Date**
Mr. Colin Proffit-Jones HSEQ Manager		14/05/21

Approvals:			
Position	**Name**	**Signature**	**Date**
Contracts Manager	Steve Davies		14/05/21

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ISO 14001 CERTIFIED UKAS British Assessment Bureau

ISO 45001 CERTIFIED UKAS British Assessment Bureau

Issue Details:

No.	Issued to (Name):	Position:	Location:	Date:
1.	Alan Edwards, Richard Farmer & Geraint Owen	Client	Cyngor Gwynedd	14/05/21
2.	Gethin Jones & Mark French	Principal Designer	Ainsley Gommon Architects	14/05/21
3.	Mark Wilson	Project Manager	Site Office	14/05/21
4.	Steve Davies	Contracts Manager	Wynne Construction	14/05/21
5.				
6.				
7.				

Revisions:

Rev.	Revision Details			Date:
00	▪ First Issue for Approval	Prepared by:	Colin Proffit-Jones	14/05/21
		Approved by:	Steve Davies	14/05/21
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07		Prepared by:		
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		Approved by:		
09		Prepared by:		
		Approved by:		

This Construction Phase Plan will be reviewed, added and updated as the project develops. Circumstances when the plan will be amended are as follows:

- ***Further design work is completed***
- ***New information from sub-contractors***
- ***Unforeseen circumstances***
- ***Variations to designs***

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1.0 DESCRIPTION OF PROJECT

1.1 Full Title of Project

Ysgol Treferthyr, Criccieth

1.2 Address, Telephone / Fax Numbers & Location of Site

Ysgol Treferthyr
A497/Stryd Fawr
Cricieth
Gwynedd
LL52 0RY

Tel: Mark Wilson (07834088343)
E-mail: mark.wilson@wynneconstruction.co.uk

The site is of an approximate rectangle in shape, roughly orientated east-west and includes two field plots enclosed by mature hedgerows and stone walls. The two fields, although traditionally separate plots, are divided by a strip of trees running northeast-southwest rather than any reinforced boundary and livestock freely graze between both plots. The site measures c.5.6 hectares in area and is located on land to the south of the A497, Stryd Fawr / High Street, Cricieth.
To the east the site is bounded by Lon Fel which runs from south to north, connecting the coast road with north Cricieth. To the south of the site lies the Cambrian Coast Railway line, running east-west and servicing Pwllheli to Shrewsbury. To the west the Site is bounded by an unnamed road which connects the property of Dryll in the south with the A497 in the north.

1.3 Project Description / Details of Completed Project

Construction of new single storey primary school, including external works, MUGA pitch, sports field, forest school, services diversions and connections; forming a new access off the main road, pedestrian crossing and car park.

1.4 Contract Programme

Main Construction Phase to commence: September 2021
Construction Period: 70 weeks

A copy of the programme can be found in **File 1 or displayed in the site office**

1.5 Restrictions that may affect the Work

COVID-19: Following the outbreak of the Coronavirus Pandemic, a number of significant controls have been introduced on all Wynne Construction Sites. The controls are implemented to ensure the health and safety of all individuals who may be involved in the project including the Management Team, Sub-Contractors operatives and visitors. Considerations have also been introduced for the public.

The biggest challenge has been coordinating the workforce whilst maintaining the current safe social distancing guidelines of 2m between persons.

All sites have been briefed on the COVID-19 requirements as detailed in the latest guidance issued by the Government and Construction Leadership Council.

- Working Safely During COVID-19, Construction & Outdoors issued 11th May 2020 (Government)
- Site Operating Procedures Version 07 issued 7th January 2021 (CLC)

Further detail on the specific controls introduced on the projects can be found further in this Construction Phase Plan in text highlighted Red.

Nuisance: Necessary precautions to be taken to prevent nuisance from noise, smoke, dust, rubbish, vermin and other causes. Noise reverberation / transmission through concrete / steel structures can be problematical and frequent liaison with adjoining neighbours is essential.

Wynne Construction will be restricted to the areas of works and the points of access.

Working Times: Mon – Fri: 08:00 – 17:00
Saturday: 08:00 – 13:00 (With prior approval)

No work to be carried out on Sundays or Bank Holidays.

No restrictions in place for deliveries to site.

Smoking: Designated smoking area to be established. No smoking on the site.

Parking: Designated parking location will be established within the site constraints.

No Contractors' vehicles will be allowed to park on the approach roads to the site.

Access: Vehicular access will be as per the section "Road & Traffic Systems Adjacent to Site" of this Document.

The construction traffic route is via the A497/Stryd Fawr. A temporary access point for vehicles to use during the contruction phase will be

established where the permanent access point to the school will eventually be located.

The use of a competent banks man shall be adopted wherever applicable to direct and co-ordinate movements into, around and off the site.

Deliveries to the site will be co-ordinated via the Site Manager with a schedule of deliveries implemented to prevent a build-up of delivery vehicles at the site entrance. So far as is reasonably practicable, all vehicles are to be turned around on the site and not allowed to reverse into the A497/Stryd Fawr and the oncoming traffic. Emergency vehicles must be always afforded access.

Segregated pedestrian access routes and walkways shall be provided around the site in order to provide safe access for site operatives and others. The routes will be identified on the Site Traffic Management Plan.

To comply with government guidance, operatives are requested to avoid the use of public transport and to ensure that social distancing measures are considered when travelling in vehicles to and from site.

2.0 MANAGEMENT

2.1 Principal Persons Involved

Post	Organisation	Person	Address:	Contact Details:
Client	Cyngor Gwynedd	Alan Edwards Geraint Owen Richard Farmer	Swyddfeydd y Cyngor, Caernarfon, Gwynedd, LL55 1SH	Tel: e-mail: alanedwards@gwynedd.llyw.cymru; e-mail: richardjamesfarmer@gwynedd.llyw.cymru; e-mail: geraintowen2@gwynedd.llyw.cymru;
Client H&S	Cyngor Gwynedd	Manon Griffiths		Tel: e-mail:
Principal Designer (PD)	Ainsley Gommon Architects	Mark French Gethin Jones	The Old Police Station, 15 Glynne Way, Hawarden, Flintshire, CH5 3NS	Tel: 01244 537100 e-mail: mfrench@agarchitects.co.uk; e-mail: gjones@agarchitects.co.uk;
Principal Architect	Ainsley Gommon Architects	Gethin Jones	The Old Police Station 15 Glynne Way, Hawarden Flintshire CH5 3NS	Tel: 01244 537100 e-mail: mfrench@agarchitects.co.uk; e-mail: gjones@agarchitects.co.uk;
Structural / Civil Engineer	J P Structural Design Ltd	Jonathan Paull	Regus House, Chester Business Park, CH4 9QR	Tel: 01244 893430 e-mail: jonathan@jpstructural.co.uk;
Electrical & Mechanical Engineer	McCann & Partners	Darian Jones Geraint Hopkins	Suite 2, First Floor, Vivian Court, New Mill Court, Swansea Enterprise Park, Swansea, SA7 9FG	Tel: 01792 794285 e-mail: darian.jones@mccannp.com; e-mail: Geraint.hopkins@mccannp.com;
BREEAM Consultant	Melin Consultants	Jamie Best	The Beacon, Dafen Business Park, Llanelli, SA14 8LQ,	Tel: 085 094 1593 e-mail: jamie@melinconsultants.co.uk:
Principal Contractor (PC)	Wynne Construction	Steve Davies	Charles House Kinmel Park Abergele Road Bodelwyddan LL18 5TY	Tel: 01745 586666 e-mail: steve.davies@wynneconstruction.co.uk
	Health & Safety Executive	Principal Inspectors – Damian Corbett	Regent House, Regent Street Wrexham LL11 1PR	Accident Reporting: 0345 300 9923 Info Line: 0300 003 1747 Use the online form for other information
HSEQ Manager/ Responsible Person (Fire)	Wynne Construction	Colin Proffit-Jones	Charles House Kinmel Park Abergele Road Bodelwyddan LL18 5TY	Tel: 01745 568 666 Mob: 07825 925 366 e-mail: colin@wynneconstruction.co.uk
Project Manager/ First Aider & Fire Warden	Wynne Construction	Mark Wilson	Ysgol Treferthyr, Site Office	Tel: 07834088343 e-mail: mark.wilson@wynneconstruction.co.uk;
Temporary Works Co-ordinator	Wynne Construction	Mark Wilson	Ysgol Treferthyr, Site Office	Tel: 07843088343 e-mail: mark.wilson@wynneconstruction.co.uk;
Appointed Person (Lifting Operations)	Wynne Construction	Colin Proffit-Jones	Charles House Kinmel Park Abergele Road Bodelwyddan LL18 5TY	Tel: 01745 568 666 Mob: 07825 925 366 e-mail: colin@wynneconstruction.co.uk

2.2 Works Undertaken by Others

Prior to any contractor commencing works on site, they will be required to attend a pre-start meeting with the site management team. This will be held remotely where achievable.

The meeting will consist of all Health and Safety issues that are relevant to the project. This will include discussing methods of working as detailed in their written method statements and risk assessments (This paperwork will be required in advance of the meeting for internal review purposes). Discussions on COVID-19 will take place with contractors being made fully aware of the controls implemented on the project.

All contractors will be required to provide a suitable and appropriately detailed method statement and any risk assessments / COSHH assessments relevant to their works. (Of which copies will be retained electronically on-site during the works. COVID-19 will need to be identified as a potential risk during works and detail included on adequate control measures.

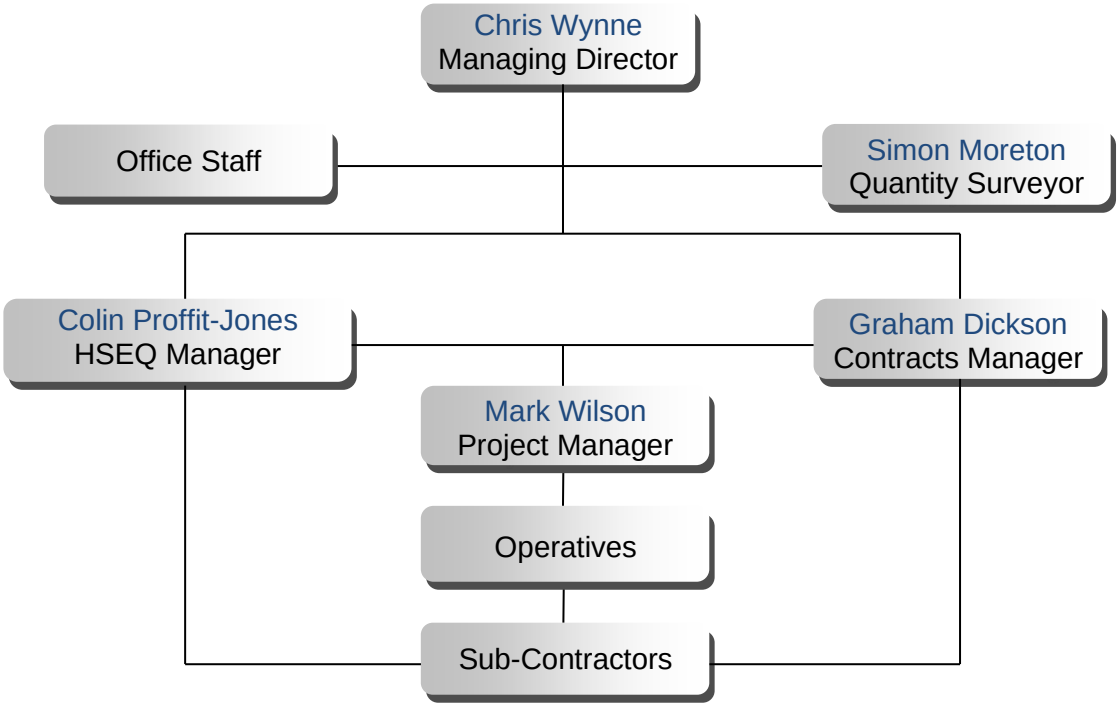
Monthly Safety reviews with the site management will take place to ensure all relevant health and safety documentation is kept up to date.

Where high risk activities are being undertaken the HSEQ Manager will be notified by the operations management team to provide assistance in the evaluation process. The core standards to be achieved by contractors are identified in the sub-contractor evaluation procedure.

Contractors Vetted:

Contractor Name	Details of Work to be undertaken	Contact Details	Contractor Vetting Date

2.3 Management Structure & Responsibilities



A copy of the project specific health & safety management responsibilities is to be displayed on the project's health & safety notice board(s) and it shall be signed by all persons who have been allocated specific responsibilities on this project.

2.4 Health & Safety Goals

In addition to achieving the Company's health & safety objectives, this project team has the following goals:

- To have zero reportable accidents or dangerous occurrences
- To monitor and review as the project commences
- To carry out weekly health & safety inspections
- To ensure that all persons involved on the project carry out their duties in a safe manner
- To ensure the general public is unaffected by our works

Any amendments to the Safety Plan will be communicated to all relevant contractors.

The Wynne Construction Occupational Health & Safety Policy can be found on the following page:

Occupational Health & Safety Policy Statement

Wynne Construction objective is to achieve excellence in occupational health, safety and welfare, not only in respect to its employees, but also in relation to all suppliers, sub-contractors, client staff, the general public and any others who are involved or affected by our activities.

Wynne Construction is committed to:

- Provide safe and healthy working conditions for the prevention of work related injury and / or ill health
- To prevent injury and ill health to all employees and other applicable parties
- To comply with all applicable legislation pertaining to Occupational Health and Safety and other requirements
- Eliminate hazards and reduce occupational health & safety risks
- Plan, organise and continuously review working practices so as to safeguard everyone that could be affected by our designs and operations
- To set annual objectives and targets to continuously improve our occupational health and safety performance
- Identify and provide training, supervision and information to help people to be fully aware of their responsibilities
- Provide and maintain facilities and safety equipment appropriate to employees' activities
- Ensuring regular consultation and participation of workers, and where they exist, workers' representatives
- Measure and report our performance, benchmarked against the best in class, and actively seek improvement
- Work with our supply chain partners to allow them to demonstrate an equal commitment to occupational health & safety

Responsibilities:

Ultimate responsibility for the proper management of occupational health and safety rests with the Managing Director. It is the Managing Director's overall responsibility to ensure that the policy is effectively monitored and audited for compliance with the safety management system. The day to day responsibility to comply with the policy falls on the individual site / contracts managers.

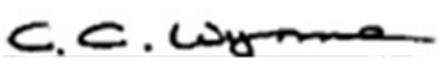
Each individual in Management / Supervisory positions is responsible for regularly reviewing standards and practices, assessing hazards and risks, and providing places of work that are inherently safe. Sufficient resources are to be allocated to discharge this responsibility. Managers / Supervisors are to display a clear and visible commitment to occupational health & safety.

All employees have a responsibility to themselves, their colleagues, Wynne Construction and the general public to work safely. They have a duty to co-operate with Wynne Construction in fulfilling its legal duties, and must maintain their place of work and their equipment in a safe condition; and must not misuse anything provided in the interest of occupational health & safety.

Communication:

This policy will be brought to the attention and understanding of all employees, displayed on safety notice boards, and made available to other interested parties. People are to be encouraged to highlight areas of concern and proactively participate in delivering occupational health & safety excellence.

Copies of our Roles, Responsibilities & Authorities, Processes and ISO 45001:2018 Certificate can be forwarded to interested parties on request.

Signed:		**Mr. Chris Wynne**
February 2021	**Managing Director – Wynne Construction**	

2.5 Monitoring of Works

Monitoring will be carried out on this project in accordance with the company standard.

Copies of all Health & Safety Monitoring carried out on this project by the management team will be filed electronically on the **FieldView** System.

Formal monitoring will be carried out weekly, but if safety breaches are observed during any informal walk around, these should be reported and rectified and **not** ignored.

Health, Safety and Environmental support appointed for this project is:

Name:	Mr. Colin Proffit-Jones (HSEQ Manager)
Qualifications:	• NEBOSH Construction Certificate • NEBOSH Environmental • NEBOSH Fire • Tech IOSH
Telephone Number (Mob):	07825 925 366
Frequency of Visits:	Approx. 3 inspections per month

In addition to carrying out inspections, the HSEQ Manager will provide health & safety support as requested or deemed necessary.

3.0 ARRANGEMENTS

3.1 Regular Liaison between all Parties on Site

Prior to commencement on site and during works on site, Site Management team will hold regular meetings with every contractor to discuss safety planning, risk assessment, method statements and programming of site works. This may be part of a progress meeting. Positive action must be made to encourage involvement of all contractor workforces to contribute through their line management.

All Wynne Construction employees and Sub-Contractors on site will receive Site Safety Induction Training (See **File 2** for the 'Site Safety Induction') in accordance with the Wynne Construction Induction document. COVID-19 information will be discussed during the site inductions.

As Principal Contractor Wynne Construction shall at all times liaise directly with the Designers, Engineers and Client with respect to any further potential health & safety issues which may arise on site during the course of the work to avoid any hazardous situations. This will assist in implementing any further safety measures or precautions that may be required.

Scheduled meetings on site will now be avoided and carried out by other means such as via conference calling. Unrequired visits to site will also be ceased until further notice.

3.2 Consultation with the Workforce

The following is a table detailing how Wynne Construction will consult with the workforce during this project.

	Type of Consultation	Recommended Frequency
1	Project Induction	Prior to Any Works on Site
2	Safety Meetings	Held every 6 months
3	Worker Representatives	As necessary
4	Open Project Meeting	Held at regular Intervals (during HSEQ Manager Audits / Inspections)
5	Toolbox Talks	Completed Weekly
6	Safety Task Analysis	As necessary
7	Method Statement Briefing	Prior to any works being carried out
8	Suggestion Boxes	As necessary
9	Direct Consultation	On Site Tours
11	Open Door	Contact Name: Mark Wilson
12	Other	

3.3 Exchange of Information on Design and Design Changes on Project

As the Principal Contractor and Principal Designer (Wynne Construction) shall at all times liaise directly with Designers, Engineers and the Client with respect to any design changes which may arise on site during the course of the work. There will be a Monthly progress meeting where the above will be discussed and reviewed.

3.4 The Selection and Control of Contractors

Contractor and Sub-contractor's assessment - The competence of contractors with regards to health and safety awareness shall be assessed at the pre-appointment stage. Safety policies, method statements, risk assessments, insurances and all other relevant documents are to be provided in sufficient time to permit comment, approval, etc. prior to commencement of works on site. Contractors will, prior to appointment, be required to complete a "Supplier Evaluation Questionnaire".

Arrangements for the selection of sub-contractors to ensure that they have adequate procedures and resources to comply with all relevant statutory provisions shall be carried out using the relevant procedure.

3.5 The Exchange of Health & Safety Information between Contractors

A meeting is to be held on a weekly basis between site management and sub-contractor representatives to discuss Health, Safety and Environmental matters. During this meeting, the sub-contractor will be encouraged to highlight any health and safety concerns they have been made aware of. These can then be addressed by the site management team to improve performance. Meetings to be held whilst ensuring that social distancing measures are met.

3.6 Security

There will be a requirement for heras fencing to segregate the Works and Wynne Construction's Compound, and to secure the site from unauthorised access. Storage and waste storage areas will be as per the site set up drawings (See File 1 – Section 6).

All reasonable steps will be taken to ensure that only authorised persons are allowed onto the site or part of the site where construction work is being carried out.

Site boundaries, securely fenced and signed, will be adapted as and where necessary as work progresses. Please refer to "HSG 151 – Protecting the Public – Your Next Move" for further guidelines.

The entire site shall be surrounded by a minimum of 1.8m high close mesh (double clipped) heras type fencing. This will be inspected at the beginning of each day and prior to departure from site by the Site Manager. A record of this inspection will be made.

The site compound will be secured at all times and all areas under construction will be left secure at the end of shift. Access gates will be kept closed and secured appropriately. Emergency 24-hour contact numbers to be clearly displayed at the site entrance.

As numbers on site increase, the introduction of staggered arrival and departure times may be introduced to prevent congregation of persons at entry points. Additional entry points to the site may also be introduced. Social distancing measures will be clearly identified and will include the introduction of one-way systems, restricted zones etc.

Signage will need to be clear to inform the contractors and public of the dangers and of any change in fire routes. Signage will only be secured to the site boundary fencing once calculations of wind loadings have been taken and formal sign off by the TWC given.

All visitors will need to sign in and out and be escorted at all times in the construction areas.

3.7 Site Induction

All management, operatives and sub-contractors will be expected to complete an online site induction via the Wynne Construction Induction Portal prior to arrival on the site. After completing the online induction and upon arrival to the site, the site manager will carry out a review of the information submitted by the individual and will complete the induction process by providing a site-specific overview of the site and current health & safety arrangements.

Individuals will also be requested to read through their task specific risk assessments and method statements, signing declaration of their understanding. Individuals will be expected to provide evidence of competencies for their duties. A record of competencies will be compiled by the Site Manager.

The Project Manager / Contracts Manager / HSEQ Manager will make all operatives aware of the content of this plan, fire evacuation procedures, site rules etc. Statutory health and safety notices shall also be clearly displayed on site. Safety issues will be reviewed, as deemed necessary, and on a regular basis with sub-contractors.
New persons to site must report to the site office immediately and sign the visitors' book. All operatives and visitors on site must "sign in" when they arrive and "sign out" when they leave, on the attendance record sheet, located at the site office.

3.8 On Site Training

Training records for staff are maintained by Human Resources at Head Offices. All staff are provided with "in-house", safety and specialist subject training programmes to ensure competence and awareness of current health and safety legislation.

Additional safety training will be provided on the project, where required. This will be in the form of tool box or task talks and a record will be kept on the site, this will be carried out on a weekly basis or as stipulated by the Project Management Team or the HSEQ Team.

Site rules - All contractors and Sub-contractors (including visiting supervisory staff) and material suppliers, together with directly employed staffs (site based and visiting) are to be made fully aware of site rules. Site Rules are detailed on site induction documentation.

Any updates to the current guidance relating to COVID-19 will be communicated to all persons.

3.9 Welfare Facilities and First Aid

Wynne Construction will ensure that the appropriate welfare facilities are provided (CDM Regulations 2015 – Schedule 2) and maintained according to the size of the workforce and nature of the work.

An assessment must be carried out to determine the specific welfare requirements and arrangements throughout the project; from day one of site set-up to the last day personnel are on site.

A guide for the number of toilets and hand wash basins required: –

Number of personnel	Number of Toilets and Hand Wash Basins	Number of Urinals
Up to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5
101 to 125	6	6

Provision should also be provided for females on a similar basis (i.e. 4 females on site must have 2 toilets and basins).

A mess room, canteen and toilet facilities of appropriate size will be provided for all to use.

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

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

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

Site first aider(s) will be nominated by Wynne Construction and supported by major Sub-contractors. Name(s) will be made known to all site operatives by means of signs / notices at appropriate places. A First Aid kit will be located in the site office, denoted as such by the green and white First-Aid sticker.

A copy of the Welfare & First Aid arrangements can be found in **File 1**.

Site management will make arrangements to ensure all welfare facilities are cleaned on a regular basis and maintained to the highest standards.

One of the main challenges during the COVID-19 outbreak will be maintaining social distancing between persons. The following procedures will be implemented.

- Staggered break times will be introduced on site to reduce the number of persons within the welfare facilities at any one time. Signage will be displayed detailing the permitted number of persons in the welfare facilities at any one time.
- Additional facilities (space permitting) will also be provided in areas such as meeting rooms and large open plan locations within the development.
- Cleaning regimes of the facilities will be increased, and monitoring stock levels of cleaning products enforced. Site Management team will need to ensure adequate stock is available and purchase replenishments as required.
- Access to facilities will be made available for delivery drivers to the site.
- Hand sanitiser stations will be located at the welfare facilities and also at points in construction areas.

3.10 The Reporting and Investigation of Accidents and Incidents

Requirements are summarised as follows:

- The Project Team must be informed of any accidents / incidents on site by the quickest possible means.
- Details of all accidents resulting in personal injury will be recorded in the accident book electronically, available on the **FieldView** System If an accident / incident has the potential to become reportable the HSEQ Manager must be informed immediately to instigate and investigation.
- All accidents, dangerous occurrences, near misses or environmental incidents should be reported to the HSEQ Manager at the earliest opportunity. If a person has not returned to work following a personal injury received during the course of his / her daily work activities on-site, for more than three days the accident must be reported to the HSEQ Manager who will advise any further actions to be taken.
- Wynne Construction will report all RIDDOR information in compliance with the Wynne Construction reporting procedures.
- The Site Manager or Contracts Manager will ensure that the relevant contractor reports all reportable injuries (over 7 days) and diseases to the Health and Safety Executive (HSE).
  http://www.hse.gov.uk/riddor/online.htm

- Wynne Construction will also ensure that each contractor records details of all accidents / incidents on site, unless otherwise agreed, and will require each contractor to bring their records to each progress meeting to discuss and verify any injuries / entries (reportable and non-reportable) since the last meeting.
- If a RIDDOR incident should occur to a member of the clients' team or a member of the public, etc. Wynne Construction will investigate the incident. Contractors are required to inform the Wynne Construction Site Manager or Contracts Manager by the quickest possible means of any incidents on site.
- Formal notification will be made to the Wynne Construction Site Manager or Contracts Manager within 24 hrs. Reportable injury or disease information will be supplied to the Health and Safety Executive (HSE). The Wynne Construction HSEQ Manager shall inform / advise all contractors of any additional information required as a result of a reportable accident / dangerous occurrence.

Individuals will be requested to comply with current government guidance in relation to Self-Isolation. The guidance details the procedures to follow if an individual begins showing symptoms of Coronavirus and also if they have been in contact with anyone who may be showing symptoms.

The link below can be used for the most current Government Guidance;

https://www.gov.uk/coronavirus

RIDDOR Reporting of COVID-19

A report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) will be completed when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

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

3.11 The Production and Approval of Method Statements and Risk Assessments

All risk assessments and method statements must be reviewed by the project team for their suitability and acceptability for the works undertaken. The document will need to be read, signed and dated by the entire workforce undertaking the works.

Meetings will be held at regular intervals to review all HSEQ matters relating to this project. A copy of the initial checklist together with the construction site Risk Assessments for this project can be found electronically on the **FieldView** System.

Principal Contractor

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

COVID-19 Implementations

A site-specific risk assessment has been compiled and identifies the risks presented from COVID-19. Activities include where persons may come into close contact with one another during their normal working tasks/duties. The risk assessment details specific control measures that are to be implemented to reduce the risk of the spread of COVID-19. The controls follow the guidelines as detailed in the current Government Site Operating Procedures (SOP's). The risk assessment will be reviewed on a regular basis by the HSEQ Manager and following ongoing consultation with relevant parties on the project.

Findings of the risk assessment will be communicated to all involved in the project. Declaration of this communication will be displayed on the site notice boards and can be found following the below link;

Wynne Construction COVID-19 Compliance Notice

Sub-Contractors

All contractors will be required to submit job specific method statements, risk assessments, full details of substances and products to be employed in accordance with the COSHH Regulations 2004 and full details of all relevant Codes of Practice together with a copy of their own safety policy.

All details are to be submitted a minimum of two weeks prior to commencement of the element of the work for comment.

All contractor method statements, and risk assessments are to be filed electronically on the **FieldView** system.

Any changes in methods of Working or Design must have Risk Assessments carried out and an updated Method Statement provided and accepted prior to any works commencing. Any such changes will be communicated to all those who may be affected.

Sub-Contractors are requested to include specific detail in their risk assessments on how they will adhere to the current Government and CLC Site Operating Procedures (SOP's) during their works. Amendments to risk assessments will be reviewed by the Site Management Team and also Wynne Construction HSEQ Manager. Sub-Contractors employees will be requested to read and confirm that they fully understand the changes to their Risk Assessments. Information expected to be detailed in the risk assessments include:

- Social distancing measures between employees and others on the site
- Use of welfare facilities
- Use of plant and equipment and risk from cross contamination
- Travelling to and from site
- Personal hygiene
- PPE requirements

The table in the next section (section 3.12) should be completed by the Project Team and / or the HSEQ Manager as the project progresses. Contents may vary depending on the type of project. The table should be completed as information is received and kept up to date.

3.12 Record of Method Statements and Risk Assessments

No	Description of work	Contractor Appointed	Method Statement and Risk Assessment Received	Date Received	Approved
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

3.13 Site Rules

The rules detailed below have been determined by risk assessment and apply to everyone working on the project. Client requirements have been included.

The Wynne Construction Contracts Manager or HSEQ Manager may impose additional or amended rules as the result of continued risk assessment review, on all or part of the project.

Any persons found contravening the rules below may be subject to disciplinary action, which could include exclusion from site.

The standard site rules are as follows:

- It is your duty to take care of your own health and safety and for the health and safety of all other persons who may be affected by your acts or omissions.
- You must remain alert at all times and keep a sharp look out, not only for vehicles and plant in the work's area but also for vehicles and plant which may enter the work's area accidentally.
- When on site you must wear safety footwear, safety helmets, hi-visibility vest or jacket and any other PPE required by contractor's assessments.
- Good housekeeping is essential on the site. Keep the site tidy. Remove all rubbish as soon as possible. Ensure all materials are stored in appropriate container and in a proper manner.
- You must obey the instructions of your supervisors. Wilful disregard of these site safety rules will result in being removed from site.
- Unauthorised visitors, children and personal pets are not allowed in the work's area.
- You must not take part in or encourage 'horse-play' of any kind.
- Consumption of alcohol within the bounds of the site is prohibited. You will not be allowed to work if unfit to do so due to the influence of drink or drugs.
- You must only enter and leave the site at the authorised points and not by any other route.
- You are required to attend an induction session and will not be allowed to work unless you have done so.
- You will attend all site safety training sessions as may be required from time to time by site management.
- Report any hazards, near misses, etc to your supervisor / manager.
- All injuries, ill health and damage incidents must be reported to site management.
- Plant and equipment must only be operated by trained and authorised personnel in the manner for which it is designed.
- A permit to work system will be operated for the following activities: hot works, electrical systems, confined spaces, working at height, excavations. Other activities may be included as decided by the site manager.
- Scaffolding and / or suitable guardrails must be provided to areas where falls are possible. Where these cannot be provided other fall arrest systems such as netting will be used. You must not work in situations where there is a risk of falling. Safety harnesses must not be used without authorisation from Site Management.
- Do not use ladders which are not tied and secure or scaffolding which is incomplete.

The Company does not permit the consumption of alcohol during working hours and forbids the use of illegal drugs. Operatives are reminded that alcohol, on average takes one hour per unit to be processed and therefore care must be taken to ensure that you are not still under the influence of alcohol should you drink the previous evening.

Additional Rules that apply to this Project:

1. Adherence to restricted areas – personnel are only permitted access to locations on site as agreed by the Site Management Team.
2. Individuals are requested to remain on the site at all times during their working day
3. Adherence to any new control introduced to prevent the risk of spread from Coronavirus between persons.

Arrangements for Bringing Site Rules to People's Attention:

Site safety rules are brought to people's attention by the following means:

- Safety Induction Training
- HSE Committee
- Signs and Posters
- Toolbox talks
- Team Meetings

3.14 Fire and Emergency Procedures

The nominated Responsible Person will produce a site-specific Fire Risk Assessment and a Fire Safety Plan for the site. Both will be reviewed on a regular basis to reflect the site as it progresses.

Joint Fire Code

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

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

All persons will be instructed in accordance with the site Fire and Emergency Procedure (**See Fire Log Book**). This Fire Risk Assessment and Plan shall be regularly updated to take into account the changing state of the development during the construction process. All site personnel must be informed of any changes.

A site plan is to be provided and displayed in relevant locations for each project indicating the positions of the following:

- Access for emergency vehicles
- Fire escape routes and positions of fire exit signs
- Locations of fire alarm points & firefighting equipment
- Positions of emergency lighting
- Monitoring procedure
- Trained / Competent Fire Warden(s) (must be present on site at all times)

The location of the nearest Defibrillator (AED) must be identified and put on the emergency notice displayed (next page). Locations can be found on the following website:

http://www.heartsafe.org.uk/AED-Locations

A site emergency notice must be displayed in relevant locations around the site.

The location of the Muster Point must be adequate in size to allow for a minimum of 2m distancing between persons. Additional Muster Points may be introduced to ensure this requirement is achieved. Consultation with the HSEQ Manager will be required prior to introduction of additional Muster Points.

COMAH Sites (Control of Major Accident Hazards Regulations 1999)

All businesses in Great Britain are legally required to protect their employees, third parties and members of the public who may be affected by their work activities. There are also various legal requirements that apply to protect the environment.

When an accident occurs, having significant quantities of flammable, environmentally hazardous or toxic substances on site increases the potential to cause multiple injuries or fatalities to those working on site or living in the local community and / or cause damage to the environment. The COMAH Regulations aim to prevent major accidents and, should one happen, require businesses to limit the effects on people and the environment.

Wynne Construction must identify all COMAH sites within close proximity to our Construction Site and note any applicable emergency procedures if any alarms are sounded.

Use the following link to search for any COMAH registered establishments within 3 miles & include details found on the next page.

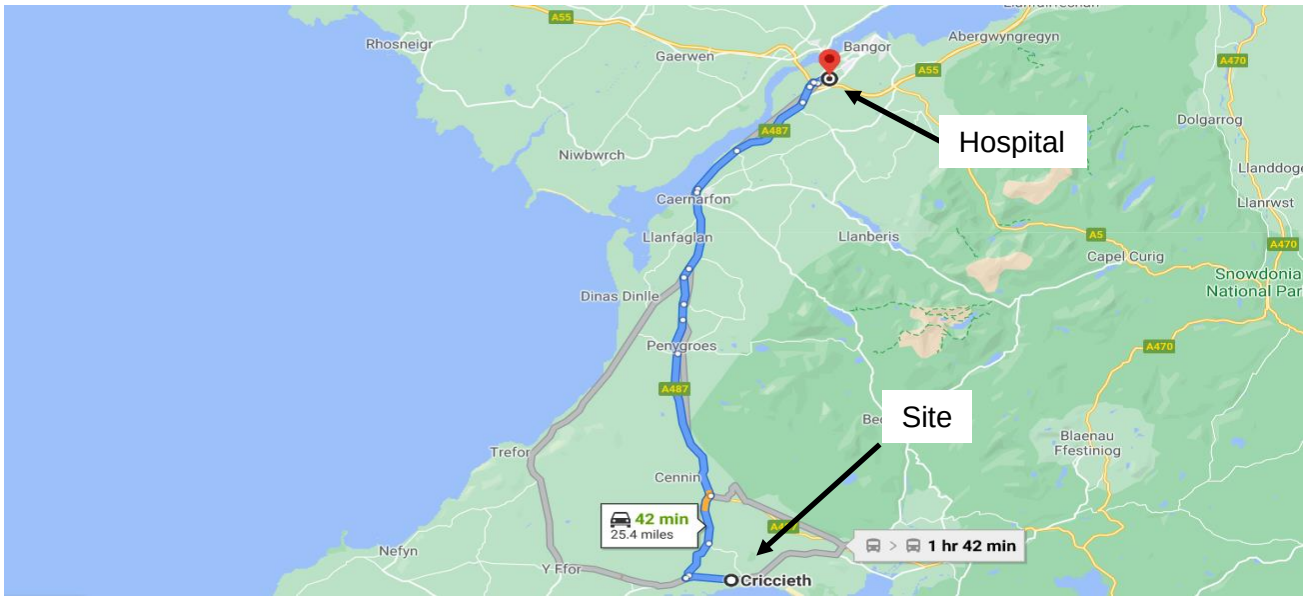
https://notifications.hse.gov.uk/COMAH2015/Search.aspx

Gas:	0800 111 999	Nearest Clinic:	
Electricity:	0845 272 2424	**Ysbyty Alltwen** **Tremadog** **Porthmadog** **LL49 9AQ**	**Telephone:** 01766 510010 **Fax:** N/A
BT:	0800 917 3993		
Welsh Water:	0800 052 0130		

Site Emergency Notice (To Be Displayed on Site)

Site Name:	Ysgol Treferthyr, Cricieth
Address:	Ysgol Treferthyr, A497/Stryd Fawr, Cricieth. Gwynedd. LL52 0RY
Location of nearest Defibrillator (AED):	

Details of any COMAH Sites within 3 miles of site:	None
Telephone Number	Mark Wilson (07834088343)
Location of Emergency Telephone	Use Mobile Phones
Location of First Aid Box	See Fire / Welfare plan (**Displayed**)
Name of First Aiders	Mark Wilson (07834088343)
Location of Fire Fighting Equipment (Extinguishers)	See Fire / Welfare plan (**Displayed**)
Emergency Evacuation Point	See Fire / Welfare plan (**Displayed**)
Emergency Warning	Fire Alarms (Screamers / Rotary Bells)
Address / Location of nearest Emergency Hospital (to include location map)	Ysbyty Gwynedd Penrhosgarnedd, Bangor, Gwynedd, LL57 2PW Tel: 01248 384 384 Type of Hospital: Major acute - Major A&E - Open 24 hours 25.4 Miles from Site (42 minutes)



Names of Fire Wardens and Marshall's	Mark Wilson (07834088343)

Delivering COLLABORATIVE SUSTAINABLE SOLUTIONS

SITE FIRE SAFETY PLAN (to be Displayed on Site)

To safeguard against life, damage to property and the effects of fire Wynne Construction will draw up a fire plan in line with the revised guidance HSG 168 Fire safety in construction. The site manager will be deemed as the responsible person on site. Fire arrangements will be conveyed to all persons during the site-specific induction signage will be displayed as needed and any changes will be agreed with the client's representative at the site and will be conveyed through the medium of toolbox talks to all operatives on site.

Fire Induction	All persons coming to site will undergo an induction detailing the precautions put in place and actions to be taken in the event of a fire or emergency.
Extinguishers	Will be positioned in the site office within the compound and located at various points around the site depending on the work activities underway. A suitable fire extinguisher must be present when carrying out any Hot Works or Electrical works.
Exit Routes	These are to be kept clear at all times, should a need arise to change any routes all personnel will be instructed of the changes
Assembly Points	Will be as directed by the Site Manager / Site Foreman and may change dependent on-site operations. Site Personnel will be informed of any changes.
Outbreak	A rotary bell / fire alarm will be sounded should a fire breakout on site. The site compound area will be designated as the assembly point for all persons on site. This will be conveyed during induction. The alarm must be raised immediately, and contact made with the Site Manager / Site Foreman, emergency services and / or client.

DO NOT PRESUME THAT SOMEONE ELSE HAS MADE THE CALL TO THE EMERGENCY SERVICES.

The Site Manager / Site Foreman will also undertake a daily fire safety check, which will include:	▪ The means of escape is maintained ▪ High standards of housekeeping ▪ Hot work Electrical work or any work is carried out under a permit to work.

A "Hot Works Permit" will be required where there is a risk of fire to existing structures arising out of the construction activity.

The "Hot Works Permit" will detail the precautions and procedures to be adopted to avoid the risk of fire and to ensure that the area is left in a safe condition once works are complete.

Examples of activities that may require a Hot Works Permit are welding, brazing, flame soldering, grinding or using a blowlamp.

3.15 Scaffold Inspections

Wynne Construction Site Management will be responsible for the safe condition of all scaffolding in use on the project. All scaffolding will be inspected on a weekly basis.

Scaffold should only be erected, dismantled or adjusted by trained Scaffolders working in accordance with current legislation and the National Association of Scaffold Contractors (NASC) guidance document.

Where system scaffold is used, the competency of the persons erecting it should include formal training provided by the system scaffold supplier as a minimum.

The scaffold should be erected in accordance with the design prepared by a competent person and should not be used until a handover certificate has been completed by the scaffolder and the workplace management have inspected the scaffold.

Scaffold loading bays should be clearly signed with their safe working load and provided with safety gates.

The scaffold and access ladders should be visually inspected by a competent person at the start of each working day, and weekly inspections carried out and recorded (**See File 5**). The Scaffold should also be inspected following any alteration or incident that may have affected its stability e.g. high winds, struck by plant etc.

Site management will hold the Scaffold Register in the site office (**See File 5**).

All scaffold inspections will be carried out in accordance with current legislation.

3.16 Plant, Tools and Equipment

Plant, Tools and Equipment should be hired in from suppliers that have been approved by Wynne Construction. The selection of plant, tools and equipment shall include for the reduction of ill-health effects, e.g. reduced noise and vibration emissions.

All plant and equipment should be fully certificated, have evidence of a current thorough examination and should only be operated by persons who have reached the age of 18 years, hold a relevant CSCS / CPCS / NPORS certificate of competence for the specific item of mobile plant, and they have been authorised to operate the plant by the project management team.

All plant and equipment shall be used and maintained in accordance with the Provision and Use of Work Equipment Regulations (PUWER).

All powered equipment and tools brought onto site should have the appropriate records of PAT testing.

Records of inspection and service records will be kept on file electronically (**See FieldView**).

Individuals will be encouraged not to share plant and equipment as this is a pathway for the Coronavirus disease to be spread between persons. Sub-Contractors will be requested to ensure that their workforce is adequately equipped to carry out their activities.
If plant and equipment is to be used by a variety of personnel, then adequate cleaning regimes are to be introduced.

4.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

Contract Retained Risks which could be encountered during the project:

Control Measures:

- Risk Assessment
- Method Statement
- Permit to Work
- Other Assessments (COSHH, Manual Handling, Noise, Vibration)

Safety Risks	Applicable to Project?	Control Measures
Delivery & removal of materials (Including Waste) & work equipment taking into account of any risks to the public, for example during access to or egress from the site	**Yes**	See section below "Road & Traffic Systems Adjacent to Site"
Dealing with services – Water, Electricity, Gas, Communications, including Overhead Power lines and Temporary Electrical Installations	**Yes**	See section below "Existing Services"
Accommodating adjacent land use (neighbours)	**Yes**	See section below "Site Security and Public"
Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures	**Yes**	See section below "Existing Structures"
Demolition and Dismantling Works	**No**	See section below "Demolition and Dismantling"
Preventing falls	**Yes**	See section below "Working at Heights"
Work with or near fragile materials	**No**	See section below "Working on Roofs or Fragile Materials"
Control of lifting operations	**Yes**	See section below "Lifting Operations"
The maintenance of plant and equipment	**Yes**	See section below "Maintenance of Plant and Equipment"
Work on excavations and work where there are poor ground conditions	**Yes**	See section below "Excavations"
Work on wells, underground earthworks and tunnels	**No**	See section below "Wells, Underground Earthworks and Tunnels"
Work on or near water where there is a risk of drowning	**No**	See section below "Working on or Near Water"
Work involving diving	**No**	See section below "Diving Works"
Work on Cofferdams and / or Caissons	**No**	See section below "Working on Cofferdams and / or Caissons"
Work in Confined Spaces	**No**	See section below "Work in Confined Spaces"
Work using Compressed Air	**No**	See section below "Work using Compressed Air"
Work involving explosives	**No**	See section below "Working with Explosives"
Traffic routes and segregation of vehicles and pedestrians	**Yes**	See section below "Site Access & Egress Points, Personnel / Equipment Access"
Storage of materials (particularly hazardous materials) and work equipment	**Yes**	See section below "Storage of Materials"
Any other significant safety risks?		
None Identified		

The next table is the significant health risks and control measures applicable to the project

Health Risks	Applicable to Project?	Control Measures
The removal of / exposure to asbestos	**No**	See section below “Control and Removal of Asbestos”
The production of dust	**Yes**	See section below “Dust Control and Suppression”
Dealing with contaminated land	**No**	See section below “Dealing with Contaminated Land”
Manual handling	**Yes**	See section below “Manual Handling”
Use of hazardous substances, particularly where there is a need for health monitoring	**Yes**	See section below “Hazardous Substances / COSHH”
Reducing noise and vibration	**Yes**	See section below “Controlling Noise and Vibration”
Work with ionising radiation	**No**	See section below “Ionising Radiation”
Exposure to UV radiation (from the sun)	**Yes**	See section below “UV Radiation (Exposure from the Sun)”
Any other significant health risks?		
Coronavirus Disease	**Yes**	As detailed within this Construction Phase Plan and supporting Risk Assessments.

Safety Risks Control Measures

Road & Traffic Systems Adjacent to Site

Traffic routes must remain clear at all times for emergency access. Parking will be limited to the designated parking area.

A traffic management plan and site set up drawings should be included in the project files (File 1 Section 6). The construction traffic route is via the A497/ Stryd Y Fawr.

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

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

If applicable, advance warning signs advising of the construction site and presence of heavy vehicles will be installed at the start of the project. Speed limit on site will be 5mph.

The confines of the site will be under the full control of Wynne Construction. Suppliers will be informed of the location of the site. Delivery drivers coming to site will be asked to contact the Site Manager prior to arrival, so that they can be met by a banksman and parked safety ready for the removal of deliveries / materials. During the replacement / removal of skips vehicles entering the pedestrian zone will be under the direction of a banksman and barriers arranged accordingly.

Documents to consider mitigating the risk from Road & Traffic Systems Adjacent to Site:

Document Type	Document Title
Risk Assessment	Use and Loading of Transport
Risk Assessment	Use of a Telehandler
Risk Assessment	Use of a Mobile Crane
Risk Assessment	Use of a HIAB or Lorry Loader
Risk Assessment	Use of a Site Dumper
Risk Assessment	Use of a Mechanical Road Sweeper
Risk Assessment	Reversing Vehicles on Work Sites
Risk Assessment	Pedestrian Management
Risk Assessment	Working in Traffic Management
Risk Assessment	Temporary Traffic Light Control
Safe System of Work	Site Set Up Plan

Safety Risks Control Measures

Existing Services

Locations of mains services are TO BE IDENTIFIED AND ISSUED. Wynne Construction will survey the locations of the existing services prior to commencing works in each area. Obtain Service Plans and Drawings from Utility Companies.

Mains services are located to the perimeter of the site along the A497
Note – Currently there are overhead power lines crossing the site. Safety Goal Posts will be erected/positioned beneath the power lines to prevent plant or equipment coming into contact with the lines. This will be discussed with the Power company before works commence.

Please refer to the drawings for connection points (File 1).

It is the responsibility of Wynne Construction to undertake a visual survey and record / identify all services within the site area if required.

All existing services must be location isolated and disconnected prior to any works commencing and a certificate of reoccupation issued if applicable.

Where there is a risk to construction work from overhead electric power cables:

- They must be directed away from the area of risk; or
- The power must be isolated and, where necessary, earthed

If the above cannot be carried out, suitable warning notices must be provided together with one or more of the following:

- Barriers suitable for excluding work equipment which is not needed;
- Suspended protections where vehicles need to pass beneath the cables; or
- Measures providing an equivalent level of safety.

Documents to consider mitigating the risk from Existing Services:

Document Type	Document Title
Safe System of Work	Obtain **Service Drawings** to know locations prior to work
Risk Assessment	Knocking in Kerb Pins or Setting Out Stakes
Risk Assessment	Land Surveying and Setting Out
Risk Assessment	Fencing / Hoarding Erection and Repair
Risk Assessment	Use and Unloading of Transport
Risk Assessment	Use of a Mobile Elevated Working Platform (MEWP)
Risk Assessment	Use of a Telehandler
Risk Assessment	Use of a Mobile Crane
Risk Assessment	Use of a HIAB or Lorry Loader
Risk Assessment	Use of a Wheeled Excavator
Risk Assessment	Use of Ladders on Site
Risk Assessment	Use of a Road Saw
Risk Assessment	Use of Gas Powered Tools (Nail Guns)
Risk Assessment	Working Close or Under Overhead Cables
Risk Assessment	Machine Excavation of Holes and Trenches
Risk Assessment	Use of a Mini Excavator
Risk Assessment	Hand Excavation of Holes
Risk Assessment	Excavations
Risk Assessment	Electrical Work and Isolation
Risk Assessment	Palisade Fencing Installation and Repair
Guidance Document	HSG 47 – Avoiding Danger from Underground Services
Guidance Document	GS6 – Avoiding danger from overhead power lines
Permit	Permit to Break Ground (Permit to Dig)
Permit	Permit to Work Electrical

Safety Risks Control Measures

Site Security and Public

Where necessary in the interests of health and safety, the site must, so far as is reasonably practicable, and in accordance with the level of risk posed, comply with either or both of the following:

- Have its perimeter identified by suitable signs and be arranged so that its extent is readily identifiable; or
- Be fenced off.

It is imperative that the works areas are secured from unauthorised access.

All reasonable steps will be taken to ensure that only authorised persons are allowed onto the site or part of the site where construction work is being carried out.

Site boundaries, securely fenced and signed, will be adapted as and where necessary as work progresses. Please refer to "**HSG 151 – Protecting the Public – Your Next Move"** for further guidelines.

The site compound will be secured at all times; all areas under construction will be left secure at the end of shift. Access gate will be closed at the end of shift. Site fencing will be checked daily to ensure it remains secure.

Signage will need to be clear to inform the contractors and public of the dangers and of any change in fire routes.

All visitors will need to sign in and out and be escorted at all times in the construction areas.

Documents to consider mitigating the risk from Site Security and Public:

Document Type	Document Title
Safe System of Work	Site Set Up Plan
Risk Assessment	Fencing / Hoarding Erection and Repair
Risk Assessment	Violence from Members of the Public
Risk Assessment	Use of a Petrol Disc Cutter
Risk Assessment	Use of a Mechanical Road Sweeper
Risk Assessment	Reversing Vehicles on Work Sites
Risk Assessment	Access for Visitors and Delivery Drivers to Hazardous Areas
Risk Assessment	Pedestrian Management
Risk Assessment	Stop & Go Board Traffic Control
Risk Assessment	Temporary Traffic Light Control
Risk Assessment	Working on Scaffolds
Guidance Document	HSG 151 – Protecting the Public – Your Next Move

Working at Heights

The Working at Height Regulations came into force in April 2005. They call for a systematic approach to working at height, to include a hierarchy of control starting with a risk assessment of the process.

All work will follow a hierarchy of control set out in the agreed standards, which include. Risk assessment should look at the following elements:

- Avoidance – were possible avoid work at height
- Mitigate – mitigate the consequences of the fall preferring collective protection as opposed to personal i.e. scaffolding, netting as opposed to harnesses
- Competence – all persons involved should be trained in sae working procedures or working at height and the equipment they are using.
- Selection of Equipment- only use work equipment that is suitable for the purposes of adequate strength and free from defects.
- Regularly inspected- all equipment should be part of an inspection and maintenance regime.
- Records - Records must be kept of all such equipment and training

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

Documents to consider mitigating the risk for working at heights:

Document Type	Document Title
Risk Assessment	Use of a Mobile Elevated Working Platform (MEWP)
Risk Assessment	Use of Podium Access Platforms
Risk Assessment	Use of Step Ladders
Risk Assessment	Use of Ladders on Site
Risk Assessment	Erection of Tower Scaffolds
Risk Assessment	Use of Tail Lifts
Risk Assessment	Use of Fall Arrest & Work Restraint Equipment
Risk Assessment	Working on Scaffolds
Risk Assessment	Brick and Blockwork Construction
Risk Assessment	Plastering
Risk Assessment	Painting Operations
Risk Assessment	Roofing Works
Safe System of Work	Rescue Plan for Works using Fall Arrest Systems
Permit	Permit to Work at Height
Guidance	INDG401 – Working at Height
Guidance	INDG455 – Safe Use of Ladders and Stepladders

WORKING AT HEIGHTS DECISION TREE:

Highest

Is it possible to **Avoid work at height?**

Yes → Use Alternative Method

No - prove with risk assessment

Is it reasonably practicable to use **Collective fall protection i.e.?** Edge protection, scaffold, MEWP

Yes → Scaffolding - **use qualified scaffolding company. Scaffolding company to use hierarchy**

Yes → MEWP – **select the correct machine for height. Segregate fall zone and use fall**

No - prove with risk assessment

Is it reasonably practicable to use **Individual fall protection i.e.?** Fall restraint, work positioning or rope access

Yes → **Rope access** to comply with BS 7985 (Specialist Contractor)

Yes → **Work restraint and work positioning** – use correct harness, lanyards, and instructions

No - prove with risk assessment

Is it reasonably practicable to use **Collective fall limitation i.e.?** Nets, safety bags

Yes → **Net -** nets to be installed by FASET trained persons. **Bags / Mats** attached securely

No - prove with risk assessment

Use **Individual fall limitation** techniques and equipment. Select the correct type, length and connect to a suitable anchorage

Rescue plans must be in place for workers using **MEWP's** Rope access and any means of fall limitation

Lowest

Safety Risks Control Measures

Working on Roofs and Fragile Materials

The Working at Height Regulations came into force in April 2005. They call for a systematic approach to working at height, to include a hierarchy of control starting with a risk assessment of the process.

Any work on roofs must be risk assessed and have the following control hierarchy in place:

- Edge Protection – Handrails to prevent falls
- Fall Restraint – e.g. Man safe system (harness)..etc
- Fall Arrest – e.g. soft landing bags, safety nets..etc

Falls through fragile roofs and fragile roof lights cause death and serious injury.
They account for almost a fifth of all the fatal accidents which result from a fall from height in the construction industry.

The following are likely to be fragile:

- old roof lights;
- old liner panels on built-up sheeted roofs;
- non-reinforced fibre cement sheets;
- corroded metal sheets;
- glass (including wired glass);
- rotted chipboard; and
- slates and tiles.

Before work starts:

- Ensure that a competent person assesses the roof using a safe system of work
- Can the work be carried out from inside? Avoiding need to work on top of the fragile roof
- Ensure the work is properly planned in advance by a contractor with sufficient expertise in working on fragile roofs.
- Specify non-fragile assemblies for new and replacement roofs.
- Satisfy yourself that the contractors have allowed sufficient time to carry out the work safely

Documents to consider mitigating the risk from Working on Roofs & Fragile Materials:

Document Type	Document Title
Safe System of Work	Method Statement
Risk Assessment	Use of a Mobile Elevated Working Platform (MEWP)
Risk Assessment	Use of Ladders on Site
Risk Assessment	Use of Bitumen Boilers
Risk Assessment	Use of Fall Arrest & Work Restraint Equipment
Risk Assessment	Working on Scaffolds
Risk Assessment	Pigeon Dropping Removal
Risk Assessment	Working with Asbestos
Risk Assessment	Working with Lead
Risk Assessment	Working on Roofs (Solid)
Risk Assessment	Working on Roofs (Fragile)
Risk Assessment	Roofing Works
Guidance Document	INDG 401 – Working at Height
Guidance Document	GEIS5 – Fragile Roofs

Lifting Operations

The operations management team should classify and plan all lifts so that they are carried out safely. The planning of lifts will depend on their classification e.g. complex, standard, basic.

All lifts by cranes should be carried out under the control of an Appointed Person who has the adequate competency, training and knowledge to fulfil the role. No plant or equipment used in any lifting operations should be used unless persons with the correct level of competency have been nominated and the plant / equipment is suitably tested, examined and inspected in accordance with legal requirements. Lifts should not be carried out without the appropriate lifting plans and method statements being reviewed by the project management team.

Where simple lifts are carried out by other plant e.g. excavators, lorry loaders (HIAB) etc. a basic lifting plan should be completed that assesses the risks from the operations and ensures the suitability of the environment, the selection of machinery, the condition of lifting equipment and training and experience of persons involved in the process to carry out the lift safely.

Hoists are classed as lifting operations, where used, hoists should be designed and erected by competent persons and operated by trained competent persons. Hoists should be fully enclosed and fitted with gates, where personnel are to be carried interlocking gates are required. The hoists should only be used in accordance with manufacturer's instructions.

Appointed Persons should keep a log of the lifts they have supervised to demonstrate their experience and knowledge is continually updated.

Documents to consider mitigating the risk from Lifting Operations:

Document Type	Document Title
Safe System of Work	Lift Plan / Method Statement
Risk Assessment	Land Surveying and Setting Out
Risk Assessment	Use and Unloading of Transport
Risk Assessment	Use of a Mobile Elevated Working Platform (MEWP)
Risk Assessment	Use of a Telehandler
Risk Assessment	Use of a Mobile Crane
Risk Assessment	Use of a HIAB or Lorry Loader
Risk Assessment	Using Lifting Accessories
Risk Assessment	Use of a Wheeled Excavator
Risk Assessment	Use of Ladders on Site
Risk Assessment	Use of Tail Lifts
Risk Assessment	Use of Fall Arrest & Work Restraint Equipment
Risk Assessment	Reversing Vehicles on Work Sites
Risk Assessment	Working Close or Under Overhead Cables
Risk Assessment	Working on Scaffolds
Guidance Document	L113 – Safe Use of Lifting Equipment
British Standard	BS 7121 – Code of Practice for Safe Use of Cranes
Permit	Permit to Lift

Safety Risks Control Measures

Maintenance of Plant and Equipment

Plant, Tools and Equipment should be hired in from reputable suppliers or maintained at regular intervals if owned by the company. The selection of plant, tools and equipment shall include for the reduction of ill-health effects, e.g. reduced noise and vibration emissions.

All plant and equipment should be fully certificated, have evidence of a current thorough examination and should only be operated by persons who have reached the age of 18 years, hold a relevant CSCS / CPCS / NPORS certificate of competence for the specific item of mobile plant, and they have been authorised to operate the plant by the project management team.

All plant and equipment shall be used and maintained in accordance with the Provision and Use of Work Equipment Regulations (PUWER).

All powered equipment and tools brought onto site should have the appropriate records of PAT testing.

Records of inspection and service records will be kept on file in the site office.

Documents to consider mitigating the risk from Maintenance of Plant and Equipment:

Document Type	Document Title
Safe System of Work	Equipment Inventory and Maintenance Schedule
Risk Assessment	LGV or Plant Maintenance (Light Maintenance Only)
Risk Assessment	Woodwork Machinery
Risk Assessment	Use of Lasers
Risk Assessment	Various Risk Assessments for Use of Plant & Equipment (see list online)
Risk Assessment	Use of Temporary Structural Supports
Risk Assessment	Use of Temporary Earth Support in Excavations
Form	Plant Daily Check Sheet
Form	Vehicle Daily Check Sheet
Form	Daily Equipment Check Sheet
Form	Woodworking Equipment Pre-Use & Maintenance Check Sheet
Guidance Document	INDG291 – Providing and Using Work Equipment Safely

Safety Risks Control Measures

Excavations

The Site Manager will ensure that all controls are put in place before issuing **Permits to Break Ground (Permit to Dig).** No person is permitted to enter any excavation until the areas have been CAT scanned and where necessary gas detection equipment has been used to ensure the safety of all persons.

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

Existing Services: Service plans and drawings from all utility companies are available and should be referenced before any excavation takes place. **A PERMIT TO BREAK GROUND (PERMIT TO DIG)** will be issued before any excavations are carried out.

All trial holes dug within 500mm of underground service should be excavated **BY HAND.**

All practicable steps must be taken to prevent danger to any person, including, where necessary, the provision of supports or battering, to ensure that:

- No excavation or part of an excavation collapses;
- No material forming the walls or roof of, or adjacent to, any excavation is dislodged or falls; and
- No person is buried or trapped in an excavation by material which is dislodged or falls.

Suitable and sufficient steps must be taken to prevent any person, work equipment, or any accumulation of material from falling into any excavation.

Suitable and sufficient steps must be taken, where necessary, to prevent any part of an excavation or ground adjacent to it from being overloaded by work equipment or material.

The Site Manager (or Competent Person) will inspect an excavation:

- At the start of the shift in which the work is to be carried out
- After any event likely to have affected the strength or stability of the excavation
- After any material unintentionally falls or is dislodged

Construction work must not be carried out in the excavation until any matters raised during the inspections has been satisfactorily remedied.

The excavation inspection record is required to be completed once every 7 days or where there have been significant changes.

Documents to consider mitigating the risk from Excavations:

Document Type	Document Title
Safe System of Work	Method Statement
Safe System of Work	Obtain **Service Drawings** to know locations prior to work
Risk Assessment	Knocking in Kerb Pins or Setting Out Stakes
Risk Assessment	Fencing / Hoarding Erection and Repair
Risk Assessment	Use of a Road Saw
Risk Assessment	Machine Excavation of Holes and Trenches
Risk Assessment	Hand Excavation of Holes
Risk Assessment	Excavations
Risk Assessment	Use of Temporary Earth Support in Excavations
Risk Assessment	Post and Rail Fencing Repairs and Minor Erections
Guidance Document	HSG 47 – Avoiding Danger from Underground Services
Guidance Document	CIS08 – Safety in Excavations
Permit	Permit to Break Ground (Permit to Dig)
Form	Service Strike Report
Form	Temporary Works Inspections

Safety Risks Control Measures

Site Access & Egress Points, Personnel / Equipment Access

Traffic routes must be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size.

If a traffic route does not satisfy the above, suitable & sufficient steps are taken to ensure that:

- Pedestrians or vehicles may use it without causing danger to the health or safety of persons near it;
- Any door or gate for pedestrians which leads onto a traffic route is sufficiently separated from that traffic route to enable pedestrians to see any approaching vehicle or plant from a place of safety;
- There is sufficient separation between vehicles and pedestrians to ensure safety or, where this is not reasonably practicable:
    - Other means for the protection of pedestrians are provided, and
    - Effective arrangements are used for warning any person liable to be crushed or trapped by any vehicle of its approach;
- Any loading bay has at least one exit for the exclusive use of pedestrians; and
- Where it is unsafe for pedestrians to use a gate intended primarily for vehicles, at least one door for pedestrians is provided in the immediate vicinity of the gate, is clearly marked and is kept free from obstruction.

Access and Egress to the Site: The timing and routes for deliveries must be discussed and agreed in advance with the Site Manager.
Note - Refer to Site Set Up Drawing Plan.

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

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

Storage of materials:

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

Removal of waste material:

Removal of waste material will be by site skips. Debris will not be allowed to accumulate to cause hazard. Should the need arise these will be covered, or of a lockable type to prevent any unauthorised persons gaining entry or debris being blown around.

All personnel must take care and follow basic pedestrian routes when walking from the compound to site as this requires walking through a trafficked site.

Documents to consider mitigating the risk from Site Access & Egress Points, Personnel / Equipment Access:

Document Type	Document Title
Risk Assessment	Use and Loading of Transport
Risk Assessment	Use of a Telehandler
Risk Assessment	Use of a Mobile Crane
Risk Assessment	Use of a HIAB or Lorry Loader
Risk Assessment	Use of a Site Dumper
Risk Assessment	Reversing Vehicles on Work Sites
Risk Assessment	Pedestrian Management
Safe System of Work	Site Set Up Plan

Safety Risks Control Measures

Storage of Materials

Every construction site must be clean and in good order. Wynne Construction must plan how this will be achieved and maintain a safe and clean site throughout the project life. This will depend on effective material storage and waste management which will not only improve site safety but also reduce cost and protect the environment.

MATERIALS STORAGE:

Everyone including client, contractors, suppliers and the construction trades should co-operate to ensure efficient materials storage. Wynne Construction and the project client should discuss the arrangements for materials storage. To ensure safe storage of materials on site you should ensure that the following control measures are in place:

- Pedestrian routes are separated from storage areas
- Flammable materials are stored separately and that they are protected against accidental ignition
- Safe storage of materials at height is provided, with guard rails to protect people from falling when stacking or collecting the material
- Deliveries are planned to keep the amount of storage materials on the site to the minimum

WASTE MANAGEMENT:

It is important to plan in advance who will be responsible for collecting and disposal of specific wastes produced on site and how this will be managed in a timely and effective way. To ensure appropriate waste management, the following procedures should be implemented:

- Regular clearing of flammable materials
- Regular cleaning of work areas – everyone on the site should be kept aware of this
- Planning the position of waste storage space
- Providing wheeled bins inside the buildings for safe transport of waste outside the construction site
- Provide lidded, lockable bins/skips for disposal of lightweight and combustible materials.

Documents to consider mitigating the risk from Storage of Materials:

Document Type	Document Title
Risk Assessment	Fencing / Hoarding Erection and Repair
Risk Assessment	Storage of Loose or Palletised Materials on Sites
Risk Assessment	Vehicle and Site Fire Procedures
Risk Assessment	Storage of Fuel Bowsers on Site
Risk Assessment	Storage of Dangerous and Explosive Substances
Risk Assessment	Environmental Incident Procedures
Risk Assessment	Use and Loading of Transport
Risk Assessment	Access for Visitors & Delivery Drivers to Hazardous Areas
Risk Assessment	Pedestrian Management
Risk Assessment	Toxic or Dangerous Chemical Spillage
Risk Assessment	Non-Toxic or Dangerous Chemical Spillage
Risk Assessment	Containment of Waste Oil from Watercourses
COSHH Assessment	See COSHH Section in File 2 Section 3
Safe System of Work	Site Set Up Plan

Health Risks Control Measures

Control and Removal of Asbestos (contaminated ground)

Asbestos can be found in any building built before the year 2000 (houses, factories, offices, schools, hospitals etc) & causes around 5000 deaths every year (Joiners, Electricians..etc).

'Work with asbestos' includes:

- Work which removes, repairs or disturbs asbestos;
- Work which is ancillary to such work (ancillary work);
- Supervising the work referred to in the two bullet points above (supervisory work).

Prior to any refurbishment and / or demolition a "refurbishment and demolition" survey has to be carried out and is to be referred to before work commences. Information may also be present in the building existing health & safety file (ask the Client or the Principal Designer).

All handling, removal and disposal of asbestos must conform to the Control of Asbestos Regulations 2012.

The Contractor / Principal Contractor must implement appropriate emergency procedures if any other suspected ACM's are found in any of the working areas and this must be highlighted and identified.

The following process will be applied and implemented:

- Do not disturb suspected material and stop work immediately.
- Isolate the area, shut doors and windows etc.
- Inform people in the immediate area and request that everyone keep away.
- Contact the Site Manager, Principal Designer and the Client.
- Post warning signs.
- Appropriate risk assessments and control procedures shall be agreed by the Contractor / Principal Designer and Client.
- Samples will only be taken by UKAS accredited asbestos company.
- Comply with the Client's instructions in regard to what is to be done concerning its possible removal.

Any persons that potentially can come into contact with Asbestos Containing Materials (ACM's) during their work must receive an asbestos awareness training session.

Any contractors removing asbestos must be trained and competent. Any licensable work with asbestos must also be notified to the HSE.

Documents to consider mitigating the risk from Control and Removal of Asbestos:

Document Type	Document Title
Survey	Refurbishment and Demolition Survey
Safe System of Work	Demolition Plan and / or Asbestos Removal Plan
Risk Assessment	Inspection of Dangerous Structures and Buildings
Risk Assessment	Site Welfare
Risk Assessment	Environmental Incident Procedures
Risk Assessment	Use and Loading of Transport
Risk Assessment	Use of Ladders on Site
Risk Assessment	Use of Hand Tools
Risk Assessment	Access for Visitors & Delivery Drivers to Hazardous Areas
Risk Assessment	Leptospirosis and Biological Hazards
Risk Assessment	Treatment of Sharps and Syringes
Risk Assessment	Working with or discovering contaminated ground or materials
Risk Assessment	Demolition of Structures
Risk Assessment	Working with Asbestos
Guidance	L143 – Managing and Working with Asbestos
Asbestos Essential Guides	See online for the guides (mini method statements)

Health Risks Control Measures

Dust Control and Suppression

Construction dust is not just a nuisance; it can seriously damage your health and some types can eventually even kill. Regularly breathing these dusts over a long time can therefore cause life-changing lung diseases.

There are many different types of dusts that you may find on a construction site. There are three main types:

- Silica dust – created when working on silica containing materials like concrete, mortar and sandstone (also known as respirable crystalline silica or RCS);
- Wood dust – created when working on softwood, hardwood and wood-based products like MDF and plywood;
- Lower toxicity dusts - created when working on materials containing very little or no silica. The most common include gypsum (plasterboard), limestone, marble & dolomite.

Before work starts, look at ways of stopping or reducing the amount of dust you might make. Use different materials, less powerful tools or other work methods e.g. you could use

- The right size of building materials so less cutting or preparation is needed;
- Silica-free abrasives to reduce the risks when blasting;
- A less powerful tool – e.g. a block splitter instead of a cut-off saw;
- A different method of work altogether – e.g. a direct fastening system.
- On-tool extraction – removes dust as it is being produced. It is a type of local exhaust ventilation (LEV) system that fits directly onto the tool. This 'system' consists of several individual parts – the tool, capturing hood, extraction unit & tubing. Use an extraction unit to the correct spec. (i.e. H (High) M (Medium) or L (Low) Class filter unit). Don't just use a general commercial vacuum.

Water or on-tool extraction may not always be appropriate, or they might not reduce exposure enough. Often Respiratory Protection Equipment (RPE) has to be provided as well. You will need to make sure that the RPE is:

- Adequate for the amount and type of dust – RPE has an assigned protection factor (APF) which shows how much protection it gives the wearer. The general level for construction dust is an APF of 20. This means the wearer only breathes one twentieth of the amount of dust in the air;
- Suitable for the work – disposable masks or half masks can become uncomfortable to wear for long periods. Powered RPE helps minimise this. Consider it when people are working for more than an hour without a break;
- Compatible with other items of protective equipment;
- Fits the user. Face fit testing is needed for tight fitting masks;
- Worn correctly. Anyone using tight-fitting masks also needs to be clean shaven.

Remember: RPE is the last line of protection. If you are just relying on RPE you need to be able to justify your reasons for this. The HSE have a "zero tolerance" policy on dust and will issue notices / prosecute if any breaches are found.

Documents to consider mitigating the risk from Dust Control and Suppression:

Document Type	Document Title
Safe System of Work	Demolition Plan
Risk Assessment	Inspection of Dangerous Structures and Buildings
Risk Assessment	Personal Protective Equipment
Risk Assessment	Use of Electrical Hand Tools
Risk Assessment	Use of a Petrol Disc Cutter
Risk Assessment	Use of Powered Concrete Mixers
Risk Assessment	Use of a Jig Saw, Use of Circular Saws, Use of a Panel Saw
Risk Assessment	Demolition of Structures
Risk Assessment	Breaking out of Concrete or Other Materials
Risk Assessment	Carpentry (General)
Risk Assessment	Mixing Plaster
Guidance	Construction Information Sheet No36 (CIS36 – Construction Dust)
Guidance	INDG463 – Control of exposure to silica dust

Manual Handling

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. But it's not just a case of 'pulling something' due to the weight of the item, although this can be a cause of injury. Injuries can be caused because of the amount of times you have to pick up or carry an item, the distance you are carrying it, the height you are picking it up from or putting it down at (picking it up from the floor, putting it on a shelf above shoulder level) and any twisting, bending stretching or other awkward posture you may get in whilst doing a task.

Manual handling is one of the most common causes of injury at work and causes over a third of all workplace injuries which include work related Musculoskeletal Disorders (MSDs) such as upper and lower limb pain / disorders, joint and repetitive strain injuries of various.

Manual handling injuries can occur almost anywhere in the workplace and heavy manual labour, awkward postures and previous or existing injury can increase the risk. Work related manual handling injuries can have serious implications for both the employer and the person who has been injured. Employers may have to bear substantial costs, through lost production, sickness absence costs of retraining, wages / overtime to cover for the absent person and potentially compensation payments. The injured person may find that their ability to do their job is affected and there may be an impact on their lifestyle, leisure activities, ability to sleep and future job prospects.

The Manual Handling Operations Regulations 1992 require employers to identify all Manual Handling tasks and to reduce the health and safety risk as far as is reasonably practical.

Wynne Construction should attempt to:

- Replace the manual handling task with a mechanical system, or if this is not possible;
- Provide some mechanical aids to the manual handling task and;
- To assess the remaining manual handling risk so that these can be controlled by a suitable safe system of work

Manual handling assessments will be used to assess all manual-handling tasks.

All Method Statements from Sub Contractors will be scrutinised to identify manual handling activities. Any Manual Handling activities which are planned by Wynne Construction will be assessed and recorded.

Documents to consider mitigating the risk from Manual Handling:

Document Type	Document Title
Manual handling assessments	See library in File 2 Section 4
Risk Assessment	Fencing / Hoarding Erection and Repair
Risk Assessment	Use of a Forklift Truck
Risk Assessment	Use of a Strimmer
Risk Assessment	Use of a Petrol Disc Cutter
Risk Assessment	Use of Powered Concrete Mixers
Risk Assessment	Use of Powered Vibrating Poker
Risk Assessment	Use of Heavy Pneumatic Breakers
Risk Assessment	Use of a Petrol-Powered Breaker
Risk Assessment	Use of a Pallet Truck
Risk Assessment	Handling of Windows and Other Glass Materials
Risk Assessment	Handling & Use of Drainage Pipes and Manhole Materials
Risk Assessment	Brick and Blockwork Construction
Risk Assessment	Kerb and Slab Laying (Mechanical and Manual)
Risk Assessment	Lifting and Handling Ironwork
Guidance	INDG143 - Manual Handling at Work (A brief guide)
Guidance	INDG398 - Making the best use of lifting and handling aids

Health Risks Control Measures

Hazardous Substances / COSHH

COSHH covers substances that are hazardous to health. Substances can take many forms and include:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases and
- Germs that cause diseases such as leptospirosis or legionnaires disease.

All hazardous substances will be assessed in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

The regulations place duties on all employers to carry out a COSHH assessment on all substances within the place of work, which are hazardous to health.

These assessments must be completed with details of:

- The nature and form of the substance
- How the substance is to be used on site?
- Where on site the substance is to be used
- Exposure duration
- Precautions to be taken
- Emergency arrangements

New COSHH Pictograms:

Documents to consider mitigating the risk from Hazardous Substances / COSHH:

Document Type	Document Title
COSHH Assessments	See library in File 2 Section 3
Risk Assessment	LGV or Plant Maintenance (Light Maintenance Only)
Risk Assessment	Storage of Loose or Palletised Materials on Site
Risk Assessment	Storage of Fuel Bowsers on Site
Risk Assessment	Personal Protective Equipment
Risk Assessment	Leptospirosis & Biological Hazards
Risk Assessment	Working on or Near Water
Risk Assessment	Toxic or Dangerous Chemical Spillage
Risk Assessment	Non-Toxic or Dangerous Chemical Spillage
Risk Assessment	Litter Picking
Risk Assessment	Working with Lead
Risk Assessment	Welding and Cutting (oxy and arc)
Risk Assessment	Mixing Plaster
Risk Assessment	Painting Operations
Risk Assessment	Laying of Surfacing by Hand or Machine
Guidance	INDG136 – Working with substances hazardous to health

Controlling Noise and Vibration

Minimising Noise: The Control of Noise at Work Regulations 2005, place a duty on the employer not to expose their employees or other persons employed within their works to excessive noise levels. To this end action levels were produced:

80 dB(A) - Notify all of the noise level, make available suitable PPE and give adequate information, instruction and training in its use.

85 dB(A) - Reduce the noise at source as far as is reasonable by engineering controls, noise barriers etc and if still above 85 dB(A), ensure the use of the hearing protection that has been provided.

The rule of thumb noise assessment can be completed by any member of the site staff as a rough guide as to when a specific assessment should be completed.

If it is necessary to shout to be heard at a distance of 1 metre, this indicates that the noise level is 85 dBA or over and a specific assessment should be completed.

A specific noise assessment can only be completed by a competent person. This type of assessment would be carried out using noise-metering equipment.

Anticipated environmental noise levels can be easily calculated by obtaining the noise levels of all the plant and equipment which will be in use on the site and the distance to the nearest neighbours. For approximate measurements use app: Decibel 10th on iTunes.

All construction activities will be assessed to establish and where applicable reduce industrial and environmental noise levels.

Control of Vibrating Tools: Where the use of equipment that emits vibration is identified, its use will be assessed and controlled in accordance with the Control of Vibration at Work Regulations 2005. Failure to control vibrating tools exposure could lead to hand arm vibration symptoms (Vibration White Finger).

Documents to consider mitigating the risk from Controlling Noise and Vibration:

Document Type	Document Title
Noise Assessments	See library in File 2 Section 5
Vibration Assessments	See library in File 2 Section 7
Risk Assessment	LGV or Plant Maintenance (Light Maintenance Only)
Risk Assessment	Personal Protective Equipment
Risk Assessment	Use of Electrical Hand Tools
Risk Assessment	Use of Petrol Generators
Risk Assessment	Use of a Road Saw
Risk Assessment	Use of a Strimmer
Risk Assessment	Use of Plate Compactors
Risk Assessment	Use of a Petrol Disc Cutter
Risk Assessment	Use of Powered Concrete Mixers
Risk Assessment	Use of Powered Vibrating Pokers
Risk Assessment	Use of Heavy Pneumatic Breakers
Risk Assessment	Use of Pneumatic Hand Drills
Risk Assessment	Breaking out Concrete and Other Materials
Risk Assessment	Carpentry (General)
Guidance	INDG362 – Noise at Work
Guidance	INDG296 – Hand Arm Vibration

UV Radiation (Exposure from the Sun)

Too much sunlight is harmful to your skin. A tan is a sign that the skin has been damaged. The damage is caused by ultraviolet (UV) rays in sunlight.

Who is at risk?

If work keeps workers outdoors for a long time their skin could be exposed to more sun than is healthy for them. Workers should take particular care if they have:

- Fair or freckled skin that doesn't tan, or goes red or burns before it tans;
- Red or fair hair and light-coloured eyes;
- A large number of moles.

People of all skin colours should take care to avoid damage to the eyes, overheating and dehydration.

What are the harmful effects?

In the short term, even mild reddening of the skin from sun exposure is a sign of damage. Sunburn can blister the skin and make it peel.

Longer term problems can arise. Too much sun speeds up ageing of the skin, making it leathery, mottled and wrinkled. The most serious effect is an increased chance of developing skin cancer.

What must we do to protect the employees?

- Make sure they keep their top on.
- Long trousers are to be worn at all times. (No shorts).
- Wear a hat with a brim or a flap that covers the ears and the back of the neck.
- Stay in the shade whenever possible, during your breaks and especially at lunch time.
- Use a high factor sunscreen of at least SPF15 on any exposed skin.
- All site personnel should be aware of keeping hydrated to prevent heat stroke / exhaustion.
- Tell them to check their skin regularly for any unusual moles or spots. See a doctor promptly if they find anything that is changing in shape, size or colour, itching or bleeding.

Documents to consider mitigating the risk from UV Radiation (Exposure from the Sun):

Document Type	Document Title
Risk Assessment	Land Surveying and Setting Out
Risk Assessment	Site Welfare
Risk Assessment	Personal Protective Equipment
Risk Assessment	Use of a Site Dumper
Risk Assessment	Use of a Ride on Roller
Risk Assessment	Working in Hot Weather
Risk Assessment	Stop & Go Board Traffic Control
Risk Assessment	Brick and Blockwork Construction
Risk Assessment	Roofing Works
Risk Assessment	Repair of Dry Stone Walling
Risk Assessment	Laying of Surfacing by Hand or Machine
Guidance	INDG147 – Keep your top on

5.0 ENVIRONMENTAL MANAGEMENT

5.1 Environmental Impacts / Aspects

Wynne Construction place environmental aspects high on their agenda when carrying out projects. Throughout this project all environmental aspects will be investigated, and any action required will be undertaken to ensure that we comply with environmental regulations. Particular attention will be paid to re-cycling materials where ever possible and we will encourage all our sub-contractors to undertake this practice whilst carrying out work on behalf of us.

In line with Process 30 (Environmental Aspects), an Impacts and Aspects Matrix has been completed which clearly identifies all applicable legislation in relation to the identified environmental aspects for this project. This document can be found in File 3 (Section 2).

5.2 Environmental Risk Assessments

Using the information obtained through the Impacts and Aspects Matrix, environmental risk assessments have been undertaken. These environmental risk assessments will be used to determine the mitigation methodology to be utilised at this project. The environmental risk assessments can be found in File 3 (Section 3).

Where significant risks are identified, specific controls are to be put into place and details of these will be found on the Project SATCheL Form FILE 1 (Section 10). Each management plan will be thoroughly assessed by all project management and method statements will incorporate the mitigation for the assumed risk. Any changes to works packages must be reassessed prior to any commencement of work.

5.3 Prevention of Pollution – Spillages

A Pollution Prevention Plan will in due course be produced detailing all procedures to be followed on site by all site personnel and sub-contractors. This document will be clearly displayed within the project offices and can also be found in File 3 (Section 5). All site personnel to be made fully aware of all procedures and methodology detailed within it.

In the event of an Environmental Incident, procedures must be followed to ensure risks of further spillages / migration of pollutants are minimised. The Emergency Response will be found within the Pollution Prevention Plan. Contact details will be clearly displayed on site and information clearly explained to all site personnel.

The Pollution Prevention Plan will contain a clear detailed plan of the site which indicates the location of sensitive receptors such as watercourse, drainage and bore holes. An appropriate number of spill kits will be located within these areas and clearly marked on the plan. It is the responsibility of the site management to ensure all spill kits are fully stocked at all times, and an inventory of equipment within the container to be clearly displayed within the lid.

5.4 Water Management (Surface and Groundwater)

It is essential that no hydrocarbons, solids or any other contaminants enter any water course.

Surveillance monitoring will be undertaken during construction.

Spill kits will be made available, and site operatives trained in their use, to deal with any spillages. All spill kits will be fully stocked at all times and an inventory of equipment within the container will be clearly displayed within the lid.

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

Bunds will be created at potential risk areas and silt trapped, collected and disposed of correctly. A Pollution Prevention Plan will be developed in due course and will identify the location of possible surface water receptors and detail how these will be protected.
If any surface water requires run off into surface water drains then the appropriate licences will be applied for prior to taking place.

The positioning of fuel storage tanks and other potentially polluting materials and maintenance / refuelling facilities should be on bunded areas of hard standing with dedicated drainage systems. Stored materials on site will be checked regularly for containment integrity (both primary and secondary), quantity stored and security of storage.

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

5.5 Waste Management

An outline Site Waste Management Plan has been completed – see File 3 (Section 1). The Site Waste Management Plan format has been agreed as the BRE SMARTWaste (an online tool) and can be accessed at all times on site for the duration of the project.

Reviews of Site Waste Procedures and the Site Waste Management Plan will be undertaken at 3 monthly intervals by the Design Manager, or less if required. Site personnel will be trained in the use of the SMARTWaste Plan.

Environmental Permitting

Any activities within the site which may fall into the Environmental Permitting Regime need clarification and appropriate licences or exemptions. The site will maintain regular contact with the Environment Agency / Natural Resources Wales with regards to any issues arising through the Environmental Permitting Regulations.

Segregation of Waste

To ensure maximum potential for reducing waste to landfill, and encouraging reuse and recycling, waste will be segregated. Separate skips will be made available for all types of waste. Each skip will be clearly labelled, and site personnel will be informed of procedures within the induction. Regular monitoring will be undertaken to ensure correct procedures are followed at all times. The skips will be emptied at regular intervals to prevent overfilling.
Appropriate skips will be provided for the disposal of lightweight/combustible materials. These disposal facilities will be fitted with lids and locked at all times.
Toolbox Talks will be undertaken with all site personnel to ensure full understanding of waste procedures.

Disposal of Non-Hazardous Waste

All non-hazardous waste will be removed from site within strict adherence to all waste legislation requirements, including Duty of Care Regulations. Prior to any agreed use of

hauliers or waste disposal sites, the appropriate licences will be thoroughly checked to ensure that particular waste streams can be accepted, and carrier licences are valid. This can only be undertaken by authorised personnel and copies of all necessary licences must be retained on site at all time and reviewed for expiry - see File 3. No waste will leave site without appropriate waste transfer notes.

It is essential that all waste transfer notes are inspected for detail and must contain the correct description of waste as well as the correct waste code, in line with the List of Waste Codes Regulations. Only authorised and fully trained personnel may sign waste transfer notes. Regular audits will be undertaken to ensure correct procedures are being followed.

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

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

Disposal of Hazardous Waste

If applicable, the site must be registered as a producer of Hazardous Waste. No hazardous waste must leave site without the correctly completed Consignment Note. The consignment notes must contain all necessary information including waste description and hazardous waste registration number. Any carriers removing hazardous waste must have appropriate licences and disposal sites must be verified to be able to accept waste being sent. These checks and signing of consignment notes can only be undertaken by authorised personnel.

All hazardous waste must be stored on site in appropriate, covered or locked skips. No mixing of hazardous and non-hazardous waste is authorised.

Waste Reporting and Records

Waste transfer notes will be maintained throughout the duration of the project. Each waste transfer will be fully documented, and the Site Waste Management Plan updated accordingly. Each month, a comprehensive waste report will be compiled by the HSEQ Manager, detailing the exact movements of the previous month's waste, including destination and treatment. Regular auditing will be undertaken of all waste management systems. Records of Waste leaving site will be logged electronically on the **FieldView** System.

5.6 Construction Dust, Noise, Vibration and Lighting Management

Nuisance for the purposes of this document is broken into four sections, namely Dust, Noise, Vibration and Lighting. The following sections detail activities and control methods to be implemented on the project.

Sensitive receptors likely to be affected by construction nuisance include the residential / commercial properties closest to the site boundary and residential properties along construction traffic routes.

Dust

Mechanical disturbance of granular material exposed to air creates atmospheric dust, this type of dust generation is termed as 'fugitive' as it is not discharged into the atmosphere in a confined stream. The potential sources of these fugitive dust emissions are outlined below:

- Site clearance
- On site earth moving operations, site levelling, cut and fill etc

- Vehicle movements over haul roads and on-site during dry periods
- Wind blowing across the site during dry periods
- Stockpiling of excavated materials
- Cutting and grinding
- Accidental spillage and loss of load from vehicles carrying loose material
- Deep excavations

The generation of this fugitive dust required consideration of additional factors such as:

- Prevailing wind (speed, direction)
- Prevailing climate, including rainfall
- Location of sensitive receptors (including residential and commercial properties, habitats and watercourses)

Prevailing winds are specifically important when considering fugitive dust. The speed of winds can determine the dispersion of dust; high winds can increase the initial generation of dust, in addition to carrying the dust over greater distances.

Appropriate preventative measures to control dust emissions can significantly reduce the potential for dust generation. Implementation of the following methods will help to minimise risk.

Risk	Control Measure
Construction Traffic	• All construction traffic will follow specifically designated routes • Speed limits will be put into place on site for all vehicular movements • All vehicles carrying loose material will be covered
Highways	• Where appropriate, use of road sweepers will be incorporated to ensure highways remain clear of dust and mud • Road edges and pathways will be swept by hand and damped down as necessary
Stockpiles	• To be sealed or sprayed with chemical bonding agents as required • Location of stockpiles away from any sensitive receptors • To be seeded to allow the growth of grass if stockpiled for long periods of time
Dust Suppression	• Mobile bowsers to be deployed on site at regular intervals. Activity to be increased during significantly dry and windy periods • Where necessary, use of hoardings to be considered to ensure reduction in dust migration • Deliveries of significantly dusty materials to be sprayed to reduce dust potential • All cutting and grinding operations to conducted in ways to reduce risk of dust migration (wet cutting techniques etc)
Monitoring	• On-going monitoring to be undertaken by site personnel on regular basis, both on and off site to ensure no migration of dust • Regular liaison with EHO and Client to be undertaken • Regular reviews of mitigation methodology to be undertaken by HSEQ Manager and Contracts Manager

Noise

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

- Monday to Friday 8am - 6pm
- Saturday 8.30am - 1pm

- No Sunday, Bank holiday or Public holiday working

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

Any complaints raised due to noise should be recorded on the customer complaint form which can be found in File 4 (Section 7) and handed to the HSEQ Manager for investigation.

In addition, our team will embrace best practice with regards noise minimisation.
Best practice will include:

- All construction plant and equipment will comply with EU noise emission limits.
- Plant will be serviced regularly to minimise adverse noise impacts.
- All vehicles and mechanical plant used for the purpose of the works will be fitted with effective exhaust silencers and maintained in good efficient working order.
- Selection of inherently quiet plant where appropriate. All major compressors will be 'sound reduced' models fitted with properly lined and sealed acoustic covers which will be kept closed whenever the machines are in use and all ancillary pneumatic percussive tools will be fitted with mufflers or silencers of the type recommended by the manufacturers.
- Machines in intermittent use will be shut down in the intervening periods between works or throttled down to a minimum.
- Plant and equipment such as flatbed Lorries, skips & chutes will be lined with noise attenuating materials. Materials will be handled with care & be placed, not dropped.
- Materials will be delivered during normal working hours.
- Plant reversing near dwellings will have banksmen in place of 'beepers'.
- All ancillary plant such as generators, compressors and pumps will be positioned so as to cause minimum noise disturbance, i.e. furthest from receptors or behind close boarded noise barriers. If necessary, acoustic enclosures and / or shielding will be provided.

Where practical, noise barriers, close in to construction works, when working in the vicinity of the offices, will be provided. This will provide additional mitigation for the short-term significant construction noise effects at these locations.

Vibration

Piling works will be undertaken so vibration monitoring will be required during these times. Consideration will be given to the neighbouring properties and continual communication will be maintained.

Best practice should be utilised at all times, and on-going monitoring undertaken.

Where it is deemed that vibration may pose an environmental risk, this should be fully investigated by the Contracts Manager and the HSEQ Manager.

Light Disturbance

It is not anticipated that light disturbance will be an issue on this site for any residential properties.

Lighting arrangements will also take into consideration the potential disturbance of wildlife and ecology. The lighting design will minimise the impacts of light spillage on adjacent retained habitats through the attachment of directional hoods to lights & the use of low pressure sodium lamps. Non-essential lighting will be fitted with automatic cut-off switches.

5.7 Archaeology and Heritage Management

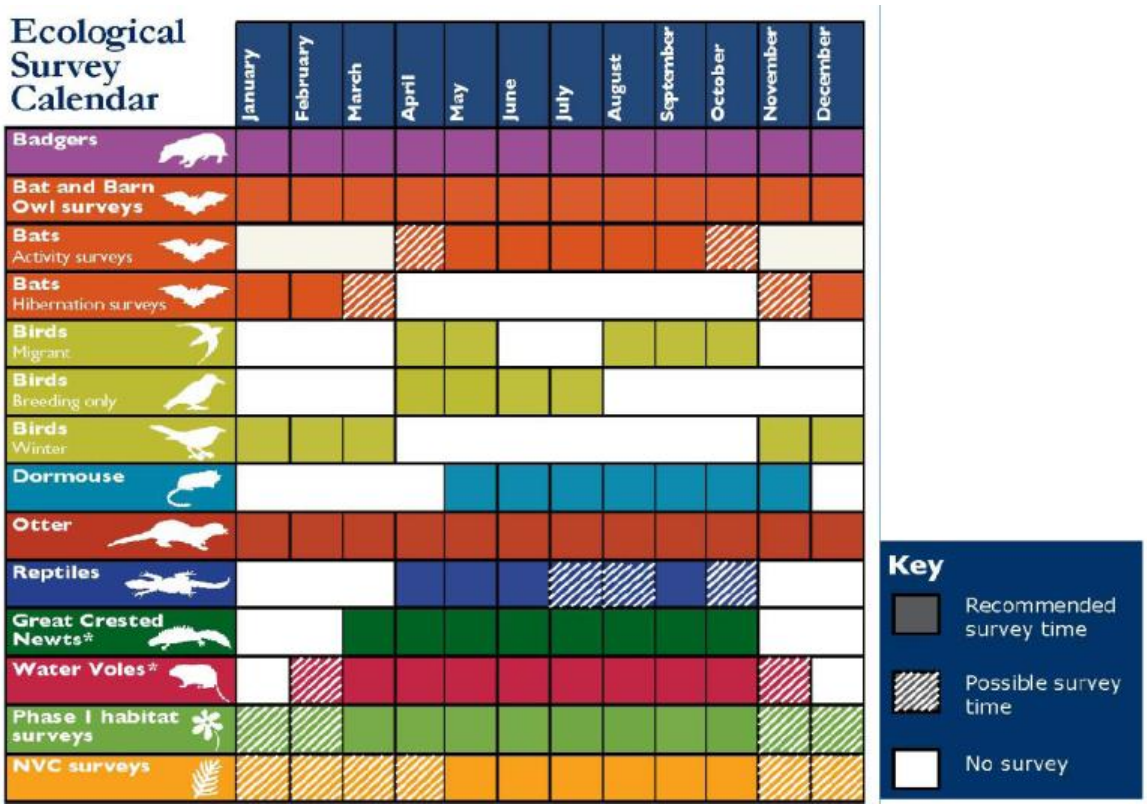
An Archaeological assessment has been completed by Aeon Archaeology and findings of the assessment can be found as an appendix to this plan.

The following procedure must be followed in the event of a find:
Immediately stop works in the area of the find
Protect the find and the area surrounding by fencing / blocking off and immediately contact the site manager
Contact the archaeologist and obtain advice on how to proceed
All significant finds must be reported

5.8 Flora and Fauna Management (Particularly relating to timing of works)

Good practice should be undertaken during the construction phase in order to avoid or reduce ecological impacts, including:

- Dust minimisation methods (e.g. wetting of dust-producing plant and machinery, covering of all vehicles carrying spoil) to avoid impacts on retained vegetation.
- Night working should be avoided wherever possible and all construction lighting should be directed away from retained areas of habitat. Security lighting and non-essential lighting should be fitted with automatic cut-off switches.
- Where works within and in close proximity to watercourses are to be conducted, namely new drainage systems, pollution prevention controls should be utilised to reduce the risk of sediment pollution resettling further downstream and potentially smothering benthic habitats.
- All clearance works, tree felling, and scrub removal should be undertaken outside the bird nesting season (i.e. should be undertaken during the period September – February), although if works cannot be avoided during the nesting season (March – August) then an ecologist should supervise any works.



An Ecological Survey of the site has been compiled by Gritten Ecology and a report dated, 15th August 2019 issued for reference and recommendations and can be found as an appendix to this Plan.

Badgers
Two signs of badger activity were noted within the woodland to the east of the site, but no signs of a sett were noted within the woodland and it must be assumed that the sett lies outside the boundary of the site. It is concluded that it is unlikely badgers will be affected by the proposal.

Bats
Trees within the woodland block on site have been examined and none showed any potential roosting habitats for bats. An Alder tree and one of the Sycamores are considered to have potential for roosting. Prior to any works taking place to these trees such as pruning and removal of deadwood, a qualified Arboriculturist is to be engaged and if required a Development License applied for from the NRW.

Reptiles
No signs of reptiles were noted during the survey. The main pasture is closely grazed and, therefore, makes sub-optimal habitat for reptiles. It is concluded that reptiles will not be affected by the new development.

Birds
It is concluded that birds will not be affected by the proposed works, however, before any tree works take place a separate bird survey will be completed if carried out during the bird breeding season (April-August).

Unexpected Discovery of Flora and Fauna

No protected species of plants were noted during the survey. Where any unexpected species is located by any personnel on site, all works within that area must cease immediately. Site management must be immediately informed along with the site ecologist. No further work may take place within that area until confirmation has been given by the site ecologist and site management.

5.9 Invasive Species

American Skunk Cabbage (Lysichiton Americanus) has been identified on the site and will need controlling as it is highly invasive. No other invasive non-native species have been noted.

5.10 Contaminated Land Management

A Geo-technical, Ground Permeability and Contamination Investigation has been completed by e-geo Solutions Ltd with a report issued and dated June 2020. The report can be found as an appendix to this Plan and contained in File 3 (Section 4).

There are no structures or activities on site and no evidence of wastes or contamination. The shallow ground strata does not contain any significant concentrations of contaminants above available respective trigger concentrations and there are no contamination risks.

There are no known main buried services within the site.

The site is not in a radon affected area with less than 1% of properties above the action level and therefore, no radon protection measures are required.

5.11 Resource Use

Wynne Construction will ensure where practicable, the use of recycled or sustainable materials will be utilised. In line with company protocol, all wood should be obtained from a certified sustainable source, such as FSC / PEFC.

A dedicated area will be maintained for storage of all materials and due care and appropriate handling will be undertaken at all times to reduce any risk of damages and wastage. Packaging of items should not be removed until required, to ensure maximum potential for returning of unused goods.

As much office waste as possible will be sent for recycling and strategies put in place to ensure minimal wastage, for example avoiding unnecessary printing etc.

Where possible, use of local suppliers will be considered to reduce transportation costs and maintain a low carbon footprint.

Waste disposal options will be investigated to ensure minimal transportation requirements where possible.

5.12 Energy Consumption / Monitoring

Switch it off schemes and other energy saving campaigns will be implemented on site to encourage all personnel to consider their carbon footprint both at work and home. Use of car sharing and buses will be encouraged. Posters will be clearly displayed within the site offices to ensure all personnel are aware. This will also be covered within the site induction and regular toolbox talks held relating to the subject.

Water Usage

Within site accommodation, water boilers rather than kettles will be used to encourage water savings. Taps will be switched off when not in use and all staff will be made aware of water saving techniques. Every effort to ensure reduction in water use should be implemented where available. Where possible, consideration will be given to rainwater harvesting on site.

5.13 Considerate Constructors Scheme

As part of Wynne Construction's Environmental Management System, it is expected that all sites will register the site with the Considerate Constructors Code of Practice. The site will target to maintain a score of no less than 38 on each site monitor's visit. The site will clearly display the associated posters and banners allowing local residents to see clearly all contact numbers.

Wynne Construction will ensure all works carried out are undertaken in a manner which not only ensures best practice but ensures minimal disruption and cause for complaint by the public.

Visual Amenity

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

Community Liaison

Wynne Construction will actively seek to ensure community liaison is maintained throughout the duration of the works. Site specific activities will be planned which ensure interactivity with local communities, schools, colleges and charities. Events such as family fun days are to form part of the culture of the project and will encourage local residents to participate as well as offer opportunities to meet and discuss the project with site management.

6.0 HEALTH & SAFETY FILE

What is the health and safety file?

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. The file is only required for projects involving more than one contractor.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

- A brief description of the work carried out;
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- Key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
- Hazardous materials used (e.g. lead paints and special coatings);
- Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- Health and safety information about equipment provided for cleaning or maintaining the structure;
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks. The file should not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise and easily understandable.

Wynne Construction must agree with the Client and Principal Designer the required information for inclusion in the Health & Safety File.

Contractors will be notified by Wynne Construction of the specific type of information required for inclusion in the Health & Safety File at the Pre-Let stage.

All relevant information for inclusion within the final Health & Safety File will be compiled during the contract and passed onto the Client.

7.0 PROJECT REVIEW

7.1 Construction Phase Plan

The Project Construction Phase Plan will be reviewed, updated and developed throughout the life of a project in line with the programme for construction and at no more than 4-week intervals. Changes to the project in terms of hazards shall be identified and recorded.

The HSEQ Manager will carry this out as part of duties on site and sign the review sheet.

7.2 Sub-contractors

The HSEQ Manager, Contracts Manager, Quantity Surveyor and Project Manager will review the health and safety performance of each contractor on the completion of their works, before the contractor leaves site in accordance with the Commercial department procedures. The review process will consider at the following areas:

- Ability of either party to manage health and safety;
- Ability to control subcontractors;
- Supervision levels by both parties;
- Ability to write / approve method statements;
- On-site training achievements;
- Monitoring achievements;
- Completion of ‘Actions Required’;
- Provision of information to either party;
- An analysis of RIDDOR and non-reportable incidents; and first aid information.

7.3 End of Project Review

At the end of the project, but before the project team moves on, the HSEQ Manager will assemble the project team to review the health and safety performance of the project. A record of any achievements, failings and suggestions for improvement will be made. The health and safety review will include:

- The development of this plan throughout the project;
- Compliance with and implementation of each section of this Plan;
- Effectiveness of key safety appointments;
- Compliance of contractors; and
- Suggestions for improvement.

Issues for personal development should be discussed with individual staff and the personnel department where applicable.

Other references:

- Technical Notes
- Memorandums and other information issued from time to time by the Health, Safety & Environmental Manager
- Relevant HSE guidance notes
- Procedures manuals
- CITB GE 700