CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

FOR

Aldi, Huddersfield Road, Mirfield
WF14 9DA
Contract No. 23-02

REV - 1

Site Manager: Dan Webber
Site Manager Tel No. 07983 629 790

Contract Manager: Paul Conway
Contract Manager Tel No. 07946 268 068

AUTHOR:	P. CONWAY	**APPROVED BY:**	N. PHELAN
POSITION:	DIRECTOR FORGE CM - HEAD OF CONSTRUCTION	**POSITION**	FORGE CM MANAGING DIRECTOR
SIGNED:	P. Conway	**SIGNED:**	
DATE:	June 2023	**DATE:**	June 2023

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Construction Phase Plan read and understood by:

Name	Position	Date	Signature	Confirmed by
Paul Conway	Head of Construction			
Dan Webber	Site Manager			

Revision and Distribution Sheet

Issue	Date	Description of Change	Site Manager	Approved by Contracts Manager
No. 1	13.06.23	First Issue		
No. 2	17.06.23	Updated to include further comments Re: artificial lighting and run-off mitigation		

Introduction

This Construction Phase Health and Safety Plan has been compiled by the project management team to comply with the Construction (Design and Management) Regulations 2015.

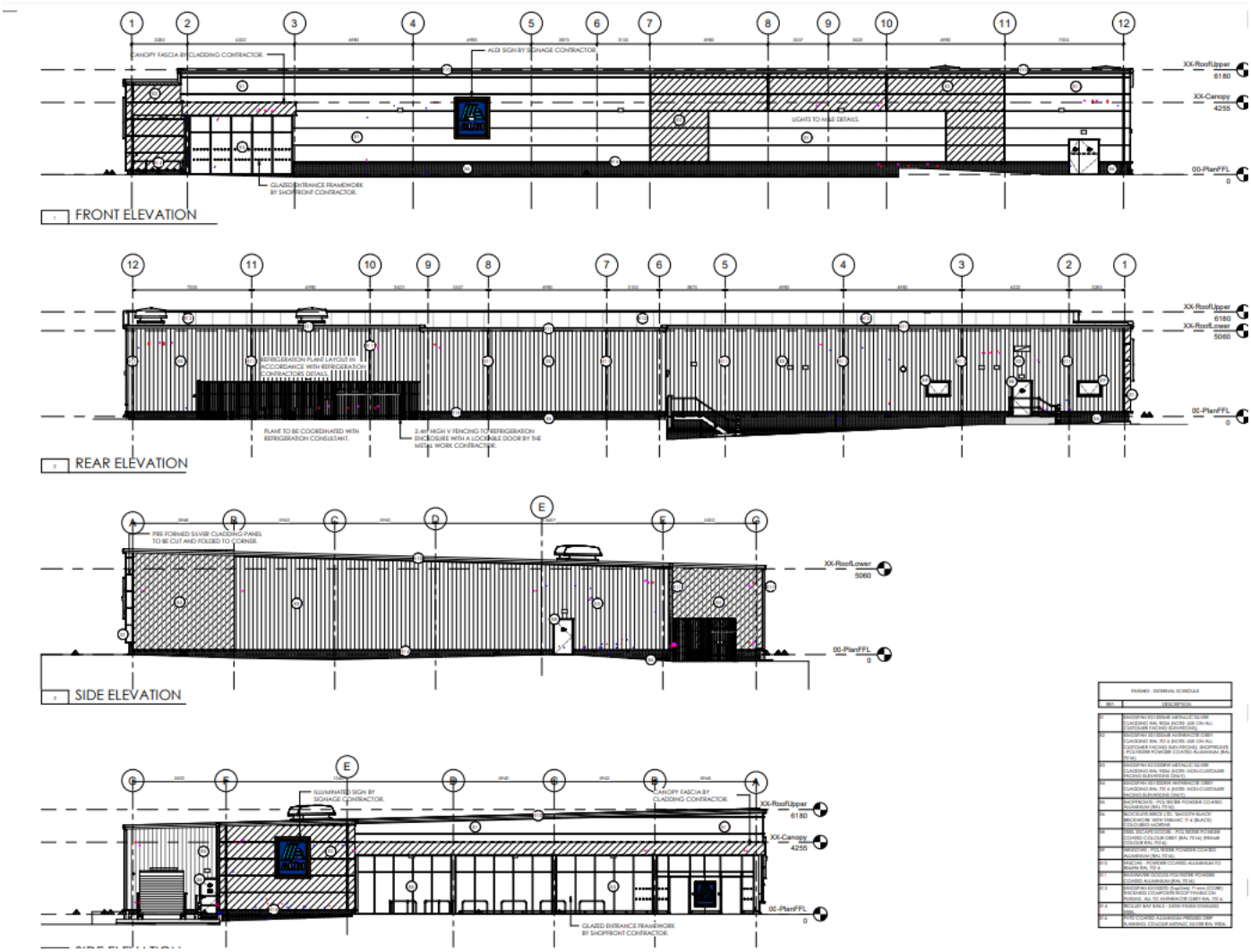
The intention of this document is to help plan, manage and monitor the construction phase of the project with all relevant parties paying particular regard to Contractors on site, and is to be referred to in conjunction with the 'Pre-Construction Information Plan' as prepared by Walker Wood Limited [a copy of both documents will be made available for reference within the Forge CM Ltd site office]

The plan is a "living document" to be supplemented as the project develops by the introduction of supporting documents such as Sub-Contractor method statements, risk assessments or any documentation relevant to the health and safety of the project as the scheme develops. Ongoing communication with neighbours is to be maintained by means of letter drops.

Contact details of all Forge Construction management site personnel shall be displayed to the public at pertinent points, for example the site pedestrian entrance.

1.0 SCOPE OF WORKS.

Construction of new Aldi food store with associated external car park and landscaping works.
As per attached approved plan and elevations below.



Due care and attention is required while entering and leaving the site, taking in to account the type of road and the possible hazards that exist due to the surrounding environment.

Delivery schedules are required for all known large deliveries/removals, banksmen are to be employed as a matter of course. No deliveries / collections or site activity shall take place outside the hours of **07:00 – 18:00 Monday to Friday, 08:00 – 14:00 on Saturdays, and at no time on Sundays or Bank Holidays.**

All site operations are to be segregated from the public and uninvited guests by means of 'Heras' type fencing as a minimum. Segregation is to be provided between pedestrian and vehicle movements.
No abnormal loads are anticipated, however, if it becomes apparent that this will become a requirement, advance notice is to be given, along with timings / delivery routes etc.

Materials shall be safely stored on site within secure containers / areas, recycling of materials is to be utilised wherever possible, as identified in the annotated site set up drawing below.
Suitable and sufficient temporary signage is to be utilised, to give clear direction to delivery drivers and the public alike during the construction process to maintain segregation.
No contamination of local roads is anticipated, as the site is currently sealed with Tarmac, however, notwithstanding this, surrounding roads should always be kept clean. This shall be achieved by such means as [but not limited to] good housekeeping, sweeping / hosing down and the use of wheel wash equipment as required. Road-sweepers should only be employed as a last resort measure, and then only following appropriate approval from the LA Highways Officer, to ensure compliance with any traffic embargoes etc. that may be prevalent at the time.

Potential nuisance caused by airborne dust must be kept to a minimum by means of damping down, the use of screens, task selection based on prevailing weather conditions etc. (see below for more detail)

Nuisance from noise shall always be monitored to be in accordance with current guidelines and legislation [The Control of Noise at Work Regulations, 2005] and kept to a minimum. If it becomes necessary to carry out a

particularly noisy activity, advance warning to neighbours shall be given. All plant and equipment - either contractors own or hired in, shall have regular service and maintenance checks, with records kept on site. All equipment shall be fit for purpose and have appropriate noise / vibration suppression fitted, all in accordance with BS5228 guidelines, the following shall will also be deployed as part of the guidance

● Vehicles and mechanical plant will be maintained in a good and effective working order and operated in a manner to minimise noise emissions. The contractor will ensure that all plant complies with the relevant statutory requirements;

● Compressor, generator and engine compartment doors will be kept closed and plant turned off when not in use;

● All pneumatic tools will be fitted with silencers/mufflers;

● Care would be taken when unloading vehicles to avoid un-necessary noise;

● The use of particularly noise plant will be limited, i.e. avoiding use of particularly noisy plant early in the morning;

● Restrict the number of plant items in use at any one time;

● Plant maintenance operations will be undertaken at distance from noise-sensitive receptors;

● Reduce the speed of vehicle movements;

● Ensure that operations are designed to be undertaken with any directional noise emissions pointing away from noise-sensitive receptors;

● When replacing older plant, ensure that the quietest plant available is considered;

● Drop heights will be minimised when loading vehicles with rubble;

● Vehicles should be prohibited from waiting within the site with their engines running or alternatively, located in waiting areas away from sensitive receptors;

● Local hoarding, screens or barriers should be erected to shield particularly noisy activities;

● Temporary noise screens will be used to reduce noise from particularly noisy activities and the height of perimeter hoarding will be extended where this would assist in reducing noise disturbance at sensitive receptors; and

● Hours of operation should be strictly enforced and any deviations other than those previously identified will be with the consent of the local authority

Materials shall be recycled / repurposed wherever reasonably practicable. All brick rubble and concrete foundations will be crushed on site to be re-used. All through this activity water jets / mist cannons will be used to reduce dust levels with regular monitoring

Disposal of waste: All demolition arisings will be sorted at the workplace, and loaded into an awaiting container that corresponds to its recyclable counterpart (e.g. wood, glass, textiles, steel etc) once the container is fully loaded it will be taken to a licensed waste transfer station, all hazardous waste (, asbestos,) will be kept in a separate container and removed at regular intervals to a licensed landfill. Consignment notes will be kept for both above processes and copies given to the client for their duty of care. LSS Waste Services Ltd will be removing the waste from site as they are our approved licensed waste carrier.

Crushing -

Materials will be stockpiled and segregated from the main site operations to alleviate tracking and undue disturbance. Stockpiles will not be allowed to exceed 3 metres in height. During dry and windy site conditions stockpiles will be periodically dampened with water suppression, (by hand). Generally, the processing will follow the process map shown below

Sources of particulate matter	Control technique
Loading and unloading processes • Transfer of materials	Containment Suppression Reduced drop heights • use of variable height conveyors • use of chutes
Double handling transfer points	Site and process design
Stockpiles	Wind dynamics management • use of fencing, bunding, profiling etc. Reduced drop heights Suppression • water and/or suppressants • sufficient coverage by sprays Covering • below ground or covered stock bins • dust covers • housing
Crushing, grinding, screening and separation	Containment Dust arrestment Suppression
Conveyors, conveyor transfer points	Containment • wind boards Appropriate siting • away from site boundary especially if near residential or other sensitive receptors
Blending, packing processes etc	Containment Reduced drop heights Dust arrestment • bag filters / cartridge filters
Roadways including haulage roads	Suppression • site and process design
External operations • Conveyors • Stockpiles • Roadways	Appropriate siting • away from site boundary especially if near residential or other sensitive receptors Wind dynamics management • use of fencing, bunding, profiling etc
Vehicles - bodies and wheels	Wheel-wash and under-body vehicle wash

Controls

Generally, the plant operator will monitor and control the process in accordance with the latest Best Practice Guidance as detailed in the table below: -

Process operations

The control of dust emissions from these processes is mainly by the use of suppression and appropriate siting of equipment. Crushers will be inter-linked with water flow detectors so that they cannot operate unless a water supply is operational. High pressure, low volume water sprays over the feed area should provide adequate dust control if operated correctly.

Where the pressure of the water on site is not adequate to maintain the dust suppression then extra pumps will be used to increase the water pressure. Extra pumps can sometimes be necessary both in the event that water is delivered by bowser and where it is delivered by mains supply.

The fire hose reel will access along the ground and be protected along its length with fencing barriers to both sides. The fire hose will be connected to the nearest standpipe position on the external site water main in the site bell mouth.

Material with an inherent moisture content greater than 3% e.g. sand or gravel, would not be expected to give rise to emissions of dust, so the following controls would probably not be necessary when such materials are being handled. In winter materials may not require the same degree of suppression in order to achieve the emission limits.

It is unlikely that screens give rise to significant quantities of airborne dust as the top screen handles larger material and the lower screens handling the finer material are enclosed.

Noise

WHO Guidelines for Community Noise
The WHO Guidelines (1999) recommends indoor night-time guidelines in order to avoid sleep disturbance, the document states these to be 30 dB (LAeq)and 45 dB (LAfmax)for continuous and individual noise events respectively.

The document states that the number of noise events should also be considered and that individual noise events should not exceed 45 dB (LAfmax)more than 10 – 15 times per night.

Hours as stated previously will not impact on night time noise levels

The WHO document also recommends that steady, continuous noise levels should not exceed 55 dB (LAeq) on outdoor living areas (balconies, terraces etc.).

- On-Site Trigger Level of 80 dB LAeq, 5 minutes

Noise levels will be monitored continuously across the whole working day and recorded using a hand held monitoring device (Decibel X – pro sound meter app) held approx. 1.5m above existing ground level, the monitoring location points will be North of the position of the crusher in closest proximity to the nearby residents to get the most accurate noise readings the residents may incur.

<u>Under no circumstances is the burning of waste on site permitted.</u>

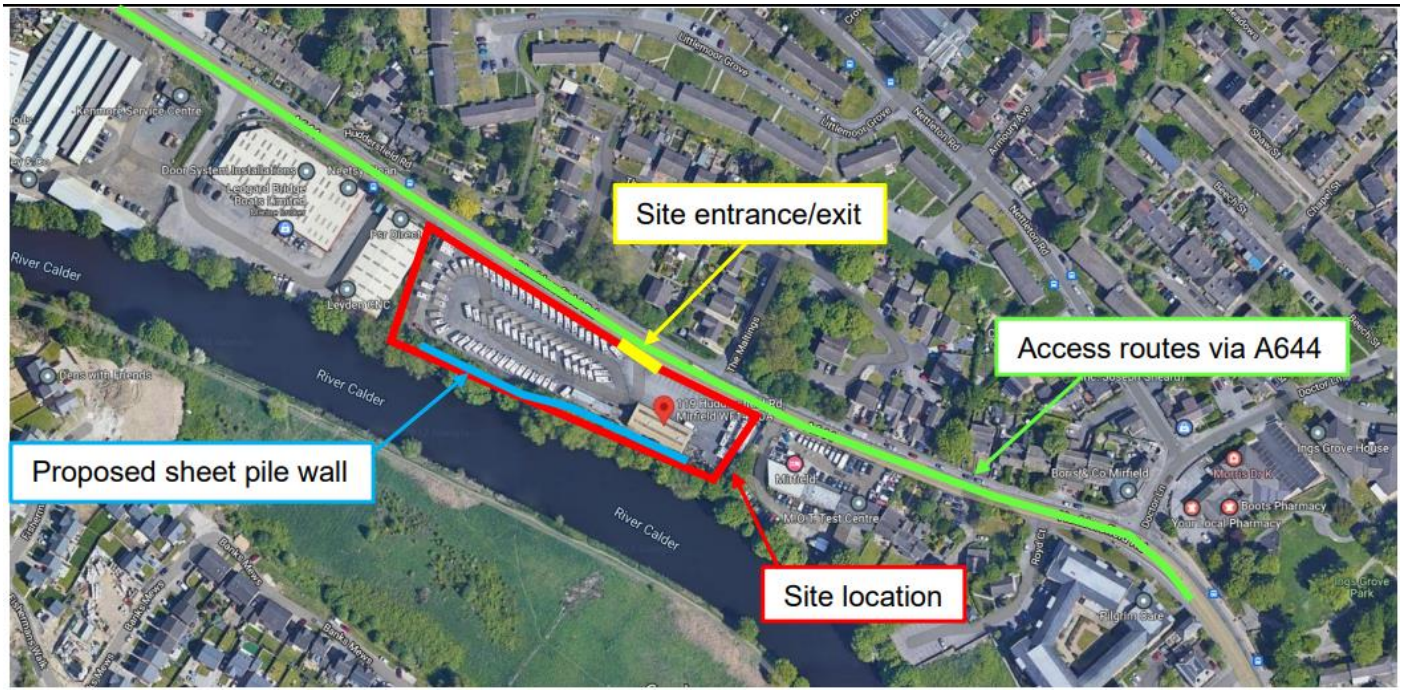
Dedicated refuelling areas shall be made available, complete with appropriate spill kits etc. These shall be sited away from local receptors to negate the effects of odour.

Japanese Knotweed

If the unlikelyhood that Japanese Knotweed is encountered then Forge will seek assistance from a specialist contractor to ascertain on the appropriate measures going forward, a watching brief by the environmental champion (Site Manager) will be undertaken throughout the works.

Sheet piling

Due to the proximity of the River Calder, sheet piling will be used to retain the nearby ground as per drawing below



SPUK will be employed to undertake the works (please see separate cover for M.S + R.A ref. E21173_SPUK_MS_ALDI + E21173_SPUK_RA_ALDI)

Environmental

Forge shall employ Tyler Grange to undertake all aspects associated with the environment, including a Habitat & Landscape Management plan (see separate cover) which will be issued and updated throughout the works.

Initially, all visitor and site personnel are to find report to Forge Construction Management Ltd. for induction before any works or services commence. Please note that if parking can be made on the construction site, this benefit is provided entirely at the discretion of the Site Management. **No Contractor has permission to park on site without prior written agreement from Forge CM Ltd.** and details shall be communicated at point of induction.

All deliveries to site are to be in line with the HSE INDG 199, Workplace transport safety and Forge CM Management Ltd., Health and Safety Policy Document File.
All deliveries are the responsibility of the Contractor who shall provide adequately trained and competent banksmen to control all deliveries to site for loading/unloading and distribution of materials. Inadequate supervision of deliveries will lead to them being turned away from site.

Control of light nuisance / pollution on site

Construction works are anticipated to be undertaken during daylight hours and therefore no artificial lighting will be required. In the event that temporary artificial task lighting is required, this shall be placed and / or deployed in such position[s] that no light outfall shall occur in a way to cause loss of amenity / nuisance or disturbance to adjacent land / properties.

No temporary artificial lighting shall be left illuminated outside of approved working hours. Any temporary artificial lighting required for security provisions shall be placed in such a fashion so as not to cause loss of amenity / nuisance or disturbance to adjacent land /properties.

Run-off protection measures towards the river

Due to the vicinity of the river Calder to the construction site additional protection measures will have to be in place to avoid any contamination, measures include the following:

- Monitoring of site waste disposal via use of closed skips and placed in locations away from the River
- Dykes / bunds placed around the south perimeter preventing run off into the river
- Bunded designated fuelling stations
- Materials such as sand and cement kept in secure containers
- Site cleaning measures such as road sweepers etc utilised

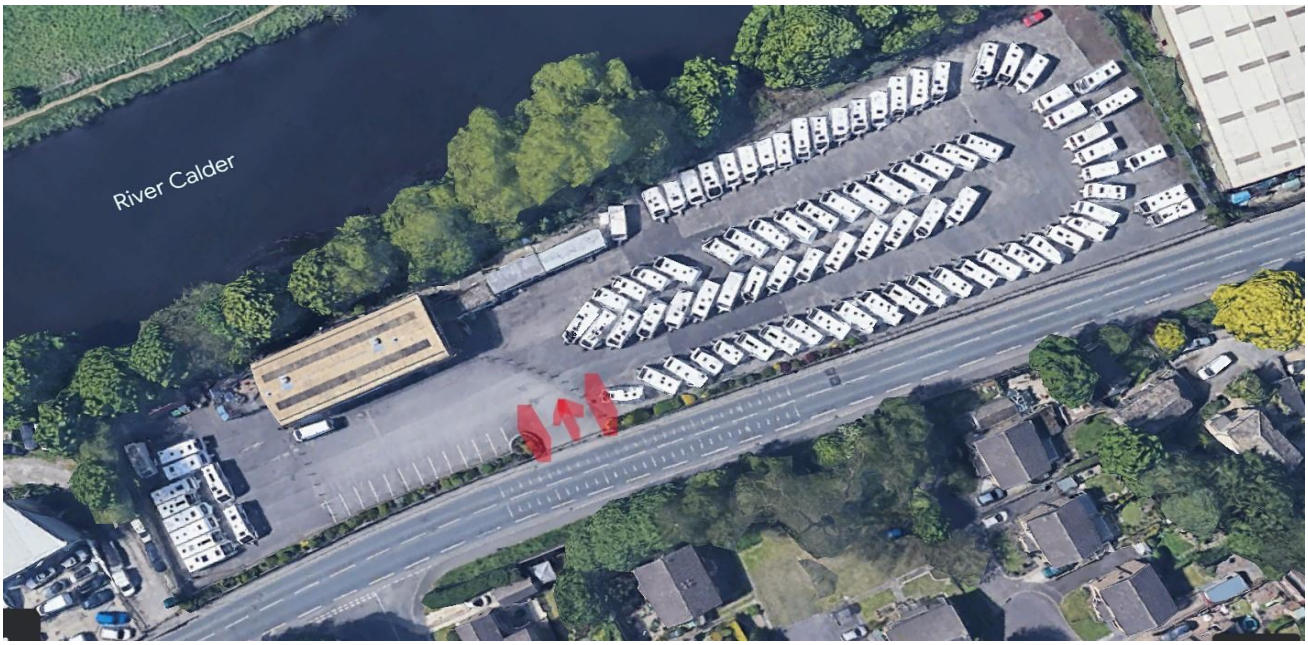
2.0 ACCESS AND EGRESS TO SITE. [Phase #1]

(Traffic Management Plan). Include any height, width and delivery time restrictions.

The site is located on Huddersfield Road, Mirfield, West Yorkshire

The site was previously used as a caravan sales outlet c/w associated parking.
The existing car park entrance shall be used until the new entrance is formed.
This will permit safe, clean access to the work area.

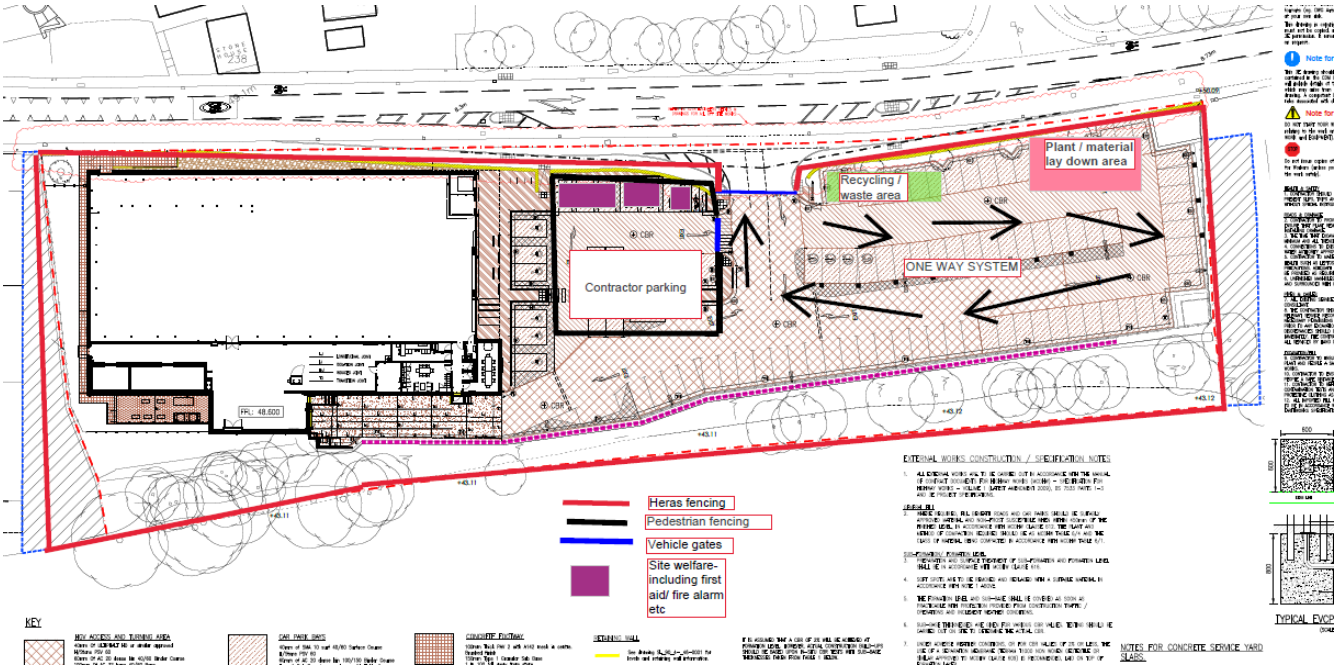
Accessed off Huddersfield Road via the existing entrance as below, highlighted in red.



Appropriate contractor and visitor parking will be made available on site, with adequate circulation space / turning circle etc. provided to ensure that reversing from site will not be necessary.

The vehicular entrance gate position shall be sited in such a manner so that vehicles awaiting entry to the site will not block the adjacent carriageway.

A proposed temporary site set up is indicated below, showing traffic management, site set up, parking, storage, and recycling areas.



3.0 CONTRACT DIRECTORY.

Client	Aldi Stores Ltd Aldi Goldthorpe Commercial Road Goldthorpe South Yorkshire S63 9FA Contact: Mark Stringer T: 01709 882 149
Architect	The Harris Partnership Ltd 2 St Johns North Wakefield WF1 3QA T: 01924 291800 F: 01924 290072
Structural Engineer	3E Hydrock Consulting Engineers Ltd 4 Calder Close Calder Park Wakefield WF4 3BA T: 01924 240 420
M&E Consultant	WGC Century Offices Thorpe Park, Business Park 2175 Century Way, Leeds LS15 8ZB T: 0113 390 0185
HSE	Health and Safety Executive Foundry House 3 Millsands Riverside Exchange Sheffield S3 8NH T: 0300 003 1747
Construction Manager	Forge Construction Management Ltd Albert House 2 Bells Square Sheffield S1 2FY T: 0114 2762 216
CDM Co-ordinator	Walker Wood & Associates First Floor Bethell House 70 Clarkehouse Road, Sheffield S10 2LJ Contact: Richard Wood T: 07817 769056
Local Authority (Planning)	Kirklees Council, Huddersfield Customer Service Centre, PO Box 1720, Huddersfield, HD1 9EL

4.0 COMPLETED F 10

Completed F10 to be displayed on site.

4.1 PROJECT MANAGEMENT TEAM (Company Level).

POSITION	NAME	LOCATION	PHONE No.
Managing Director	Nick Phelan	Sheffield HQ	0114 2762 216
Head of Construction	Paul Conway	Various	07946 268 068
Contracts Manager	TBC	Various	
Site Manager	Dan Webber	Site	07983 629 790
Lead Architect	Gary Howcroft	Wakefield	01924 291800
CDM Co-ordinator	Richard Wood	Sheffield	07817 769 056
Structural Engineer	Dean Gray	Newcastle upon Tyne	0191 230 2993

PROJECT MANAGEMENT (Site Level).

DESCRIPTION	RESPONSIBILITY	DELEGATED TO	FREQUENCY
1. Fire Safety Co-ordinator – Fire Plans, Updates, Practices, Training & Monitoring.	Site Manager		As required during development of project – monitored weekly.
2. Emergency Procedures – Rescue (from height, confined space etc), Emergency Service Access.	Site Manager	Subcontractors as appropriate	Prior to project commencement and reviewed throughout.
3. First Aid – Treatment, Advice & control of resources.	Site Manager	Subcontractors as appropriate	At project commencement and on change of personnel
4. Accident Reporting and Investigation.	Site Manager		Initial reporting & investigation of any incident and compliance with Incident Action Matrix
5. Induction	Site Manager		All personnel on initial start on site and re-inducted as work develops.

6. Statutory Inspections and Records: Working Platforms Excavations Lifting Equipment Work Equipment Electrical Equipment	Site Manager “ “ “ “	Subcontractors as appropriate “ “ “ “	Weekly / after adaptation following event likely to affect stability Weekly / following fall of material / event likely to affect stability. Weekly / 6 or 12 monthly as required by statute. Weekly 3 Month temporary supply/12 month in office equipment/3 months portable appliances
7. Permits to Work: Hot Work Excavation / break ground Confined Space / Enter On / Near Live Electrics Out of Hours	Site Manager “ “ “ “		As required – daily As Required - daily All services information to be highlighted/attached to permit. As Required As Required As Required
8. COSHH Co-ordinator	Site Manager		As required - for all substances used on site with hazards to health.
9. Noise and Vibration – Assessment, Control & Monitoring	Site Manager		As required - for all hand tools or processes used on site with hazard to operatives.
10. Health and Safety Monitoring – Weekly Inspection	Site Manager External H & S monitoring		One inspection of all site aspects required every week. Regular inspection from visiting staff
11. Welfare facilities	Site Manager	Site labourer	Daily visual inspection
12. Health and Safety File – Passage of Information to Planning Supervisor	Site Manager		As soon as practicable after completion of package by contractor.
12. SPARE	SPARE	SPARE	SPARE

5.0 CONSTRUCTION PROGRAMME (Key dates).

- Cabin welfare set-up: TBC
- Demolition: TBC
- Commencement Date: TBC
- Practical Completion Date: TBC

6.0 INITIAL RISK ASSESSMENTS.

Method statements and risk assessments are checked for suitability in accordance with current legislation and ACOP's and are approved by the Site Manager and / or Contracts Manager. MS's and RA's are required from subcontractors 2 weeks before commencement of their works.

The initial risk assessment works in accordance with the construction programme, inserted in the left-hand column is the site activity to be carried out in line with programmed works.

INITIAL RISK ASSESSMENT									
Operation	Risk Assessment						Application		
	Safety			Environment			FCM LTD	Sub-Contractor	N/A
	High	Med	Low	High	Med	Low			
Site transport			✓			✓	✓	✓	
Offload and distribution of materials			✓			✓	✓	✓	
Housekeeping			✓			✓	✓	✓	
Access and egress			✓			✓	✓	✓	
Unauthorised access to site especially Children			✓			✓	✓	✓	
Fire prevention			✓			✓	✓	✓	
Erection of boundary fencing			✓			✓	✓	✓	
Storage of flammable materials / fuel			✓			✓	✓	✓	
Noise			✓			✓	✓	✓	
Dust			✓			✓	✓	✓	
Electricity on site									
Mobile plant and machinery			✓			✓	✓	✓	

6.1 EXISTING SERVICES

On any existing development area there is a risk of the presence of existing live services and drainage runs servicing the site. This 'as-built' information is available within the 'Pre-Construction Information Pack', a copy of which will be held in Forge CM Ltd. site offices and should always be referred to before excavation works are undertaken. All excavation works can only be undertaken following the issue of a suitable permit to dig system, issued by FCM Ltd.'s Site Manager.

The perimeter footpaths and site footprint are anticipated to contain gas, water, electrical and telecoms infrastructure. There are existing manholes on site that will provide outline evidence on existing services and should be considered along with all the services drawings available.

NOTE – all existing services must be treated as being 'live' until further evidence / proof is sought

All areas are to be scanned using a cable avoidance tool or similar before works commence and the Site Management Team and/or Statutory Authorities are to be contacted prior to works, if there are any discrepancies found between what is detailed on services drawings and what is found on site.

All subcontractors are to study services drawings. Any queries regarding the location of the services should be referred to the Site Management Team, Statutory Authority and/or the Designer and the CDM Co-Ordinator. **All parties should be aware of the HSE Guidance Booklet 47 "Avoiding Danger from Underground Services" and HSE Guidance Note GS6 "Avoidance of Danger from Overhead Electric Lines".**

The contractor is to make his own enquiries and satisfy himself prior to commencement that there are no other services crossing the site / work area.

7.0 RISK ASSESSMENT AND METHOD STATEMENT SCHEDULE (RAMS).

	TITLE	ASSIGNED CONTRACTOR	DATE ON-SITE	DATE RAMS REQUIRED
	Enabling Works			
	Bulk Excavation			
	Piling			
	Groundwork's			
	Steel Frame			
	Roof Covering & Cladding			
	Roof Timber and Joinery			
	Cladding			
	Brickwork / Blockwork / stone walling			
	External Render			
	External Doors	DorSuite		
	Internal Doors	DorSuite		
	Glazing			
	Automatic Doors			
	Metalwork	IPE		
	Dems, Alts & Bldrs Work			
	Joinery & Sundry Items			
	Wall Boarding Supply/Installation	Permabond Laminates		
	Floor Tiling Installation	Andrews Tiling		
	Suspended Ceilings			
	Painting and Decorating	Bell Group		
	Soft Landscaping			
	Highway Works Outside Site	N/A		
	Scaffolding			
	Safety Netting			
	Mastic Pointing	Construction Sealants		
	Shop Fitting			
	Crash Doors	Wenplas		
	Loading Bay Door	LS Systems		
	Security Shutters	Rings		
	Dock Leveler	LS Systems		
	Mechanical Installation			
	Electrical Installation			
	Alarm System	Amberstone		
	ADDITIONAL PACKAGES			
	Refrigeration	Clade		
	Comms.			
	EPOS			
	WiFi installation	Trust Systems		

8.0 EMERGENCY PROCEDURES.

The site manager will nominate individuals with specific safety responsibilities during an emergency. This will include nomination by subcontractors.

He will ensure the table below is completed, include a list of contact numbers and is posted throughout the site.

8.1 Site Fire Safety Plan
8.2 Fire Action
8.3 Fire Points
8.4 Training
8.5 Permits to Work- Hot Work
8.6 Escape Routes
8.7 Storage of Materials
8.8 Accident Procedure
8.9 Rescue Planning

8.1 Site Fire Safety Plan

The plan should include: -

- Key personnel responsibilities.
- Appointment of site fire safety co-ordinator and fire wardens (where applicable) and duties.
- Fire brigade liaison and emergency services information pack, e.g. (site layout map, access/egress points, any hazards, proposed hazardous material/gas storage, electricity, building plans, emergency call out numbers).
- Other measures to be considered.
  Existing fire protection / fighting measures already in place within the existing store
  Existing procedures / fire exits and routes
  Security – measures to be taken to protect against arson, etc.
  Dry risers
  Sprinklers
  Fire alarm systems and detection
  Measures to control waste, rubbish, gases, and highly flammable liquids.

Reference should be made to the Approved Code of Practice on Prevention of “Fire on Construction Sites” HSG168 “Fire Safety in Construction Work” and the company safety advisers as required when compiling this plan.

8.2 Fire Action

- The detailed procedures of actions to be taken by site employees and named Individuals with fire prevention responsibilities are to be advised at point of induction and displayed on site.

8.3 Fire Wardens – (If Applicable)

Nominated persons responsible for monitoring to ensuring fire prevention measures are maintained and areas are cleared during a fire emergency.

8.4 Fire Points

Fire Points shown on the site fire prevention map detailing location of fire-fighting equipment, assembly points and access for emergency vehicles.

8.5 Training

The proposals for ensuring that personnel detailed for duties during an emergency are trained to carry out their responsibilities, including first aid. All personnel will be inducted by Forge CM before commencing work. Copies of all relevant training will be taken and stored, and the operative made aware that only machinery they are trained on is to be used.

8.6 Permits to Work – Hot Work

Hot work permits to be issued daily to the operative trained in the use of equipment. Hot works to be stopped one hour before end of work period and inspected at regular intervals. Extinguishers to be carried near to hand.

8.5 Escape Routes

Detail of dedicated escape routes on the site. (Site layout map).

8.7 Storage of Materials

Lay down areas for general materials to be specified. Storage of combustible gases to be in an external well ventilated, lockable cage.

8.8 Accident/Incident Procedure

See Section 9 and Company Safety Procedure.

Emergency Contact Numbers

Emergency contact numbers to be detailed including subcontractors and posted in prominent locations on the site

8.9 Rescue Planning

Include rescue procedures for emergency situations, with particular reference to:

- Harnesses following a fall
- Safety netting
- Identity of trained first aiders among subcontractors
- Individuals specific needs and requirements, i.e. any pre-existing medical conditions.

8.10 Emergency Contacts

EMERGENCY CONTACTS			Huddlesfield Road, Mirfield
Site Manager: Dan Webber			Tel: 07983 629 790
Service	**Tel No.**	**Contact Person**	**Address**
Fire	999		
Police	999		
Ambulance	999		
Hospital A&E Dept.	01924 541000		Dewsbury and district hospital Halifax Road Dewsbury WF13 4HS
'Langness' FORGE CM LTD Safety Representative	01469 541 538	Matt Hood	Lancaster House Lancaster Approach North Killingholme Immingham DN40 3JY
STATUTORY AUTHORITIES			
Electricity	0800 195 4141		
Telecom	0800 800 150		
Water	0845 746 2200		
Gas	0800 111 999		
Other			
ENFORCING AUTHORITIES			
Health & Safety Executive (HSE)	0300 003 1747		HSE Foundry House 3 Millsands Riverside Exchange Sheffield S3 8NH
Environment Agency (EA)	0800 – 80 70 60		

Forge CM LTD - Out of Hours Contacts:

Name	Tel No.	Job Title
Nick Phelan	07833 086 789	Managing Director
Paul Conway	07946 268 068	Head of Construction

9.0 ACCIDENT/INCIDENT REPORTING SYSTEM.

All accidents/incidents will be reported and where necessary investigated in accordance with company safety management system and statutory procedure. All accidents including those to sub-contractors' workers and visitors will be entered in the site accident book, this includes details of first aid treatment. Where an investigation is carried out, the site manager and contracts manager will ensure that any follow up action required or recommended is carried out promptly and that information is relayed to all parties who may be affected by findings.

9.1 All incidents, "near misses" and those categorised as dangerous occurrences under statute, and those causing major damage whether or not injuries occur will be reported and investigated.

10.0 WELFARE ARRANGEMENTS.

10.1 **Welfare facilities** provided will comply with CDM 2015 Section 2. as a minimum.
Suitable and sufficient facilities will be scaled dependent upon the nature, size, and duration of the project/ task.

All welfare facilities provided by Forge CM Ltd will be maintained in a clean and orderly condition, any defects or damage must be immediately reported to site management.

10.2 Welfare arrangements will consist of the following:

Date/ Review	WC's	Urinals	Wash Basins	Drying Rooms	WC's Females	Canteens
Weekly	3	2	3	1	1	1

11.0 SITE RULES.

The following rules are applicable to **all** contracts. **THE SITE MANAGER IS TO ADD ANY ADDITIONAL RULES WHICH THEY MAY CONSIDER APPROPRIATE.**

1) All operatives are to Sign in before commencing work and sign out when leaving site for any period of time. Failure to sign in and out will result in the first instance in a yellow card and in a second instance a red card.

2) Safety Helmets, High Visibility Vests and Safety Footwear c/w insole protection are mandatory on this site at all times.

3) Smoking is only allowed in areas designated by the site management.

4) The correct Personal Protective Equipment must be worn on site at all times.

5) All plant and equipment must only be used by operatives who have received suitable and sufficient training in their use. These qualifications are to be produced at induction to the site management and on request.

6) All access and emergency routes must be kept free from obstruction at all times.

7) It is strictly forbidden to ride on plant as a passenger (e.g. Dump trucks / JCB).

8) The consumption or possession of alcohol on the site is strictly prohibited. No person is to work on this site having consumed alcohol.

8) The possession or taking of drugs on this site other than for authorised medical purposes is strictly prohibited. The requirement to take drugs for medical purposes is to be notified to the Site Manager.

9) All site employees are to be made aware of the emergency first aid arrangements and escape routes on the site and the site assembly point. **If in any doubt they are to ask their supervisor or manager.**

10) All site employees must co- operate in keeping the site tidy and clear away debris and rubbish at the end of each work shift as a minimum, or as required. This includes the site welfare facilities.

11) No site employee is to interfere, damage or abuse any safety sign or item provided in the interests of site safety.

12) All site employees will attend a site-specific induction and are required to confirm they understand the requirements of Method Statements/Risk Assessments associated with their work.

13) No one is to remove or interfere with any scaffold structure/work platform unless they are trained to do so. (CISRS Scaffolders Certificate).

14) Site employees are to report any defected plant or equipment to their manager immediately.

15) ALL PARKING IS TO BE OFF-SITE. No parking in the site compound, nor the Aldi Store car park or construction site is allowed without prior written approval from Forge CM

16) No deliveries are to be made before 07:00 hours. Deliveries before this time without expressed permission will be automatically rejected from site.

17) Any goods whatsoever purchased within a ‘live’ store should be accompanied by a receipt. If a receipt cannot be produced and there is doubt over the legitimacy of the purchase, then Aldi Stores Ltd. and Forge CM Ltd reserve the right to remove operatives from site immediately.

18) Likewise, if site personnel do not submit to a security inspection of their person, tool kit and/or vehicle with regard to the legitimacy of a purchase and/or missing stock from the store, these operatives will be removed from site immediately.

11.1 Induction Process

Site inductions are carried out on a daily basis and are held at 8:00am and 13:00pm
Items covered in the Induction are:

Roles and responsibilities
Project overview
Store opening, deliveries and using the store.
Signing in and Out
PPE
Fire procedures
First Aid
Welfare facilities
Scaffold
Permits to work
Smoking
Method statements and risk assessments
Accumulation of rubbish and debris
Plant and small tools
Certificates and registers
The working environment generally

Following completion of the induction a form per operative is completed with personal details And some further medical questions showing understanding and acceptance of the site induction procedure.

12.0 Consultation on safety matters (on site)

Forge CM Ltd will ensure that an adequate standard of safety communication is developed on the site, and that sufficient information and instructions are passed to the subcontractors. Safety issues will be discussed at meetings as a **priority** and items specifically minuted under a safety heading for action by those identified as responsible. Site specific safety meetings will be held on a regular basis with all subcontractors, senior site representatives will be invited to attend. These meetings will be minuted and an agenda produced to encompass the scope and timing of works. All site safety representatives are to attend these meetings.

Where considered necessary by the site manager, extra ordinary safety meetings will be held to discuss all issues with subcontractors and others concerned, which are of a critical safety priority. If it is considered necessary by the site manager any of the following may be invited to such meetings; the company safety adviser, relevant senior Forge CM Ltd manager, clients representative, planning supervisor, enforcing authority representatives and any or all of the utility companies.

High standards of communication with the workforce are to be developed through regular toolbox talks carried out at least once per fortnight. Forge CM Ltd will require subcontractors to carry out such talks. The Site Manager shall ensure that other adequate communications on site safety matters are carried out with all site workers on site, e.g. notices, posters.

13.0 Health and Safety Management

13.01 Forge CM Ltd goal for this project is zero incidents or accidents for the duration of the works.

13.02 Arrangements for monitor/review of health and safety performance

Daily visual site inspections are made and items that need attention are noted in the site diary [FCM/QA/005]. On a weekly basis, a formal safety inspection is carried out by the site manager and recorded on a safety inspection report [FCM/HS/007]. These records are then discussed during our fortnightly site progress meetings.
External audits are also carried out by both an independent health and safety consultant and an auditor appointed by the Client.

13.03 Exchange of design information

A Project CDM Risk Register has been set up to identify, track and record specific site hazards and risks and along with measures taken by designers to eliminate hazards and reduce risks. The register will be reviewed at design team / project meetings.
Input into the risk register process is to be sought from subcontractors and site construction team. Information about any residual risk from the register will be passed on to the site manager and health and safety manager who will ensure risk assessments and safe method statements are prepared to deal with any identified risk. Any information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safety will be made available to the CDM co-ordinator to include in the H&S File.

13.4 Selection and control of subcontractors

A pro-forma questionnaire is used to assist in the selection process [FCM/QA/020] This form along with past health and safety performance helps to establish the suitability of sub-contractors for the project.

13.1 Forge CM Ltd and all Subcontractors shall implement the minimum requirements as set out in current Health and Safety legislation.

13.2 Forge CM Ltd is responsible for planning, organising, co-ordinating and controlling subcontractors employed directly on this project. In addition, Forge CM Ltd, shall “take all reasonably practicable measures” to ensure co-operation and communication between all other Contractors, in particular those appointed by the Client.

13.3 The role of Forge CM Ltd is to manage and give practical effect to the duties upon individual contracts to ensure an integrated approach to Health and Safety on site.

13.5 All Sub Contractors shall prepare and operate their own safety management systems, taking account of the site rules and client requirements and due regard for the hazards and project information provided in this plan.

13.6 During the project, the Planning Supervisor will ensure preparation of the Health and Safety File for subsequent retention by the Client on completion of the project.

The Designers, Forge CM Ltd and Subcontractors are obliged to supply information to the Planning Supervisor to be included in the Health and Safety File.

13.7 All persons employed on this project will, irrespective of their status, attend a safety training induction course co-ordinated by Forge CM Ltd.

At point of induction all persons will be made aware of:

A. The site rules
b. All relevant safety information agreed by the Site Manager.
c. Site safety consultation methods
d. Minimum training requirements for site activities

Visitors are not permitted access to work areas unless they have undertaken a visitor safety training induction. Thereafter, they must always be accompanied by either the Site Manager or, a site operative who has previously received a full site induction. Visitors are not authorised to carry out any work or use any plant or equipment.
Subcontractors will ensure that all their personnel are appropriately trained for their tasks, will have had the risk assessments / method statement fully explained to them prior to commencing work on site and that each individual acknowledges that they understand the safety requirements for the work they are involved in. On-site training will be given, for all personnel for operations involving risk, in the form of toolbox talks. Records of attendance will be maintained for all training carried out on site, including training by subcontractors.

13.8 There will always be a certified first aider on site during working hours.

13.9 Permits to Work

Risk assessments will identify operations or areas where permits to work are required as part of the control procedure. Only qualified and competent persons are to operate and be employed on “Permit to Work” Systems. These include;

a All excavation works
b Hot work operation
c Entry into confined space
d Out of hours supervision

13.10 Safety / Quality Inspections

Forge CM Ltd staff involved in the project shall inspect all works on site on a regular basis and complete an inspection report [FCM/QA/007]. Any contravention’s will be immediately corrected and confirmed as such by completing the relevant section of the report.

Subcontractors’ representatives (foreman, safety supervisors / reps.) will also be responsible for everyday checks.

During safety inspections, checks will be made on records held such as induction, toolbox talks to check the content, and information given out such as leaflets, rules, name of CDM Co-ordinator, principal contractor, Forge CM Ltd safety advisers.

Also, those relevant parts of the Contract Health and Safety Plan have been communicated, such as method statements, risk assessment control measures.

On a regular basis the safety plan is to be reviewed to ensure it takes due account of changes of circumstance.

13.11 Personal Protective Equipment (PPE)

All site employees including those of any Sub Contractor shall, whilst on site wear any necessary PPE. The Forge CM Ltd Site Manager will ensure that a record is kept in the Site safety records of all issues of PPE, and when necessary Sub Contractor employees.

13.12 Safety Information

All statutory safety signs and notices will be displayed in:

a. The Site Manager's office.
b. The site welfare facilities
C. In site areas as identified by site management