



CONSTRUCTION PHASE PLAN

Harron Homes

Merchant Fields, Cleckheaton

March 2025

2065HHL Revision 1

Contaminated Land, Brownfield & Environmental Contracting





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1.0 Project Contact Details

| | |
|------------------------------|---|
| Name of Development: | Cleckheaton |
| Address: | Land at, Merchant Fields Farm, off Hunsworth Lane, Cleckheaton BD19 4EA |
| Client: | Harron Homes |
| Address: | Heritage Green Rother Way Chesterfield S41 0UB |
| Contact: | Charlotte Shaw |
| Tel: | Insert |
| Email: | Charlotteshaw@harronhomes.co.uk |
| Principal Designer: | Insert Name |
| Address: | Insert Full Address |
| Contact: | Insert |
| Tel: | Insert |
| Email: | Insert |
| Designer: | Insert Company Name |
| Address: | Insert Full Address |
| Contact: | Insert |
| Tel: | Insert |
| Email: | Insert |
| Principal Contractor: | VertaseFLI Limited |
| Address: | 19 Napier Court Barlborough Links Barlborough Sheffield S43 4PZ |
| Contact: | Darren Hirst |
| Tel: | 07498226684 |
| Email: | dhirst@vertasefli.co.uk |



Safety Advisor: VertaseFLI Limited
Address: Number One, Middle Bridge Business Park,
Bristol Road, Portishead BS20 6PN
Contact: Max Birdsall
Tel: 07899 091 584
Email: mbirdsall@vertasefli.co.uk

Local Authority: Kirklees Council
Address: Town Hall , Town Hall Way, Dewsbury. WF12 8EQ
Contact: Insert
Tel: Insert
Email: Insert

Health and Safety Exec: HSE
Address: Edgar Allen House , 241 Glossop Road, Sheffield.
S10 2GW
Contact:
Tel: 0845 345 0055

Author: Darren Hirst
Signed: 
Date: 31st March 2025
Revision & Issue Date: Rev1 31st March 2025



2.0 Scope

- 2.1 VertaseFLI (Principal Contractor) has been engaged by **Harron Homes Ltd** (Client), to carry out the remediation of an existing greenfield site to facilitate the construction of a new housing development at Merchant Fields Farm, off Hunsworth Lane, Cleckheaton BD19 4EA.
- 2.2 VertaseFLI will act as Principal Contractor for the works.
- 2.1 This Construction Phase Plan (CPP) should be read in conjunction with the Pre-Construction Information which is contained in appendix 2 produced by Harron Homes dated 26th February 2025 and all Appendices, the VertaseFLI Method Statements and other relevant referenced documentation.
- 2.2 Some sections of the CPP will be copied to relevant sub-contractors during procurement, to allow them to produce the required Method Statements and Risk Assessments. These Method Statements and Risk Assessments will be held in the site Health & Safety file.
- Detailed operational risk assessments and method statements will be prepared for the following major elements of work. For completeness, these documents should be read in conjunction with this CPP: Establishment of welfare and accommodation facilities and site compound;
 - S184 Works;
 - Installation of Attenuation Tank;
 - Drainage
 - Drilling and Grouting of existing mine workings
 - Installation of Mine Shaft Caps
 - Remediation of associated areas and excavations; and
 - Reinstatement of excavations to client's site contour levels.
- 2.3 Health and Safety Goals:
- The goals for the project are to conduct the works in accordance with the contract requirements and drawings with due regard to the health, safety and welfare of all personnel and operatives engaged on the project. A target 'Zero Accidents' is set for the site together with a



proactive approach in encouraging a positive health and safety culture through participation of all site staff. In addition the work will be conducted in such a manner as to not put at significant risk any third parties who may be affected by the works.



3.0 General Description

3.1 General

3.1.1 The working plans for site works are contained in **Appendix 3**.

- The works comprise: Establishment of welfare and accommodation facilities and site compound;
- Tree protection works;
- Removal of Coal seam
- Drill and Grout
- Remediation of associated areas and excavations; and
- Reinstatement of excavations to existing levels minus 300mm
- The de-establishment of site welfare and accommodation facilities and the reinstatement of the affected area.

3.1.2 The time scale for completion of the site works is approximately **31weeks** weeks commencing in April 2025. The Construction Programme is contained in **Appendix 3**.

3.2 The Existing Environment

3.2.1 Merchants field is former green belt land that was redesignated following the planning assessment dated 11th November 2024

3.2.2 There is currently no main access to site although access can be made for initial plant drop off Kilroyd Drive to the North. Note that this cannot be used as main site access due to planning restrictions. Site access will be gained off Hunsworth Lane for the main works.

3.2.3 The land is surrounded by housing developments to the North, and both residential and industrial developments to the South. To the North of the Eastern boundary is farm land and to the South of the Eastern boundary are more residential properties. To the West lies Hunsworth Lane as well as further residential properties of Links Avenue which is accessed off Hunsworth Lane. In the middle development a number of private properties are located and there is a public footpath that flanks the Southern and Eastern Boundaries

3.3 Remediation Risk Assessment and Objectives - Summary

3.3.1 The site will be remediated adopting UK industry best practice and legislation with consideration for its intended end-use, taking into account the identified environmental receptors and human health with regard to the general setting of the site. This approach will consider practical aspects such as excavation limitations relating to depth, structural constraints, boundary matters, digging near utilities, health & safety matters, cost-benefit analysis etc.

3.3.2 Site specific environmental target and objectives.

- Ensure compliance with all environmental and ecological issued reports.
- Target Zero environmental incidents throughout the project

3.3.3

3.4 Existing Services

3.4.1 Existing services are installed both across the site and to the site boundaries, particularly the South and West. Service plans are available as part of the PCI and have been included on the plan D1874_22 Constraints Plan, produced by Vertase FLI. Suitable service protection measures will be in place throughout the project including but not limited to; GS6 markers, Service avoidance plan, location and identification of services prior to excavations.

3.4.2 Existing utility services are identified in 'Service Drawings' in **as part of the** PCI. This will be printed and available in the site office. These service drawings (or excerpts from them) will form part of the permit to break ground that will be issued prior to any excavation works taking place in line with Vertase FLI standard operating procedures.

3.4.3 Service disconnections are the responsibility of Harron Homes

3.4.4 Notwithstanding this, VertaseFLI will undertake local scans with Cat and Genny to establish / confirm the presence of any utilities in the Works area.



| | | |
|--|---|---|
| Overhead Electrics – High Voltage – | ✓ | Northern Powergrid Refs – Electric 7 Safe Digging Map. |
| Overhead Electrics – Low Voltage | x | Not applicable within the red line boundary. |
| Underground Electrics – High Voltage - | x | Not applicable within the red line boundary. |
| Underground Electrics – Low Voltage | ✓ | Northern Powergrid Refs – Electric 7 Safe Digging Map. |
| Water Mains | ✓ | Yorkshire Water Refs – SE4522SW |
| Street Lighting | ✓ | Northern Powergrid Refs – Electric 7 Safe Digging Map. |
| Electrical Substations | x | Not applicable within the red line boundary. |
| High Pressure Gas | x | Not applicable within the red line boundary. |
| Low Pressure | ✓ | Northern Gas Networks Refs – Grid Refs 445447,422845. |
| Storm water Drainage | x | Not applicable within the red line boundary. |
| Foul Drainage | x | Not applicable within the red line boundary. |
| Telecom Cables | ✓ | BT Refs – HES12503K |
| CCTV | x | Not applicable within the red line boundary. |
| Fibre Optical Cables | x | Not applicable within the red line boundary. |
| Cable TV | x | Not applicable within the red line boundary. |

3.4.5 The Client is responsible for effecting service isolation / disconnection prior to works commencing. Notwithstanding, in the event that VertaseFLI conducts any work on utilities, all work on services will be carried out by a specialist contractor. All employees of the specialist contractor will be trained and competent to carry out those works. Method statements and risk assessments will be required for works on services and permit to work systems will be used to control this type of work. Utilities drawings issued by the Client in response to requests for information are available in the site file. Prior to works commencing, certificates confirming the disconnection of all services to existing buildings and the site boundary will be required from the client.



3.4.6 No works will be undertaken where services are identified until VertaseFLI are in possession of a disconnection certificate for said services or a safe stand-off is established.

3.4.7 Where live services are to be maintained on site, they will be traced using a CAT and Genny to accurately demarcate the services. Where identified and to be retained, suitable protective measures will be implemented to prevent damage to live services throughout the works.

3.5 Site Traffic Management Plan, Restrictions and Site Security

3.5.1 An area to the south west of the site has been identified for the initial welfare accommodation. As works progress, a more suitable, semi-permanent welfare location will be agreed and the formation of the compound area will be installed as soon as available.

3.5.2 The site boundaries are to be securely fenced. This may be by utilising existing fencing where this is suitable, in which case it will be inspected and any breaches repaired to prevent unauthorised access. In addition access gates will be kept closed during work hours and locked outside work hours to prevent unauthorised access to the site work areas.

3.5.3 Site traffic and segregated pedestrian routes will be designed and produced as a **Site Traffic Management Plan** which will be displayed in the Site Office and Canteen and used during Induction. The STMP will be kept under review and amended as required as the works progress.

3.5.4 Speed limits on site will not exceed 10mph and drivers (both private vehicles and plant) will use speeds relative to the conditions of the site. For example inclement weather.

3.6 Ground Conditions

3.6.1 The geology of the site may be summarised as follows:

The site is of varying elevation and is currently covered by varying depths of topsoil. The vegetation has been felled/removed leaving foliage on the ground which may hinder traversing the site on foot in certain areas.

3.6.2 Under the topsoil lays a band of clay of varying thickness (0.5m to 4m thick) underlain by competent mudstone

3.6.3 There are pockets of coal across the site where existing seams outcrop. These are identified for removal to suitable depth below structures and roads. Remaining seams and workings will undergo treatment by way of drilling and grouting.

3.6.4 There are 4 suspected historic mine shafts identified at this stage and these will be investigated further and capped if necessary.

3.7 Asbestos

3.7.1 There is no identified risk of asbestos at the time of writing this document

3.7.2 If at any point during the works, there is reason to believe the presence of ACMs or ACSs, emergency procedures and actions in the form of an Asbestos Management Plan will be prepared to manage the discovery

3.8 Working Restrictions

3.8.1 The site normal working hours are:

Monday to Friday 07:00 to 18:00

Saturday By prior agreement

3.8.2 Essential maintenance may be undertaken outside these hours.

3.8.3 Sundays and Public Holidays – no work will be permitted without prior consultation and permission from the Client.

3.9 Neighbouring Area and Buildings

3.9.1 The site is predominantly surround by residential plots. All efforts will be made to ensure as minimal disruption as possible to the residents

3.9.2 Mitigation measures will be in place throughout the works to prevent the uncontrolled release of noise, odour and dust from working activities.

3.10 Storage of Materials and Work Equipment

3.10.1 All work equipment required for the carrying out of the works will be stored in a lockable storage container located on site. The storage



facility will be controlled by the site manager and good stacking and storage practices will be enforced.

3.10.2 Any substances hazardous to health will be stored in a separate lockable storage facility which will be identified as the COSHH store. Spill kits will be located within easy access of the storage unit.

3.10.3 All heavy plant and associated equipment will have a designated parking and storage area allocated and correctly signed within the site boundary.

3.11 Ecological Considerations

3.11.1 Ecological surveys have been conducted and reports are available within the PCI and are summarised below for specific items.

3.12 Bats

3.12.1 No evidence found

3.13 Reptiles/ Newts

3.13.1 No evidence found

3.14 Nesting Birds

3.14.1 All trees and shrubs across the site have been removed/translocated prior to works commencing. Birds may nest in the trees on and just outside the site boundary and protection measures will be installed where necessary

3.15 Badgers

3.15.1 A report was produced by FPCR Environment & Design in November 2024 that identified badger subsidiary sett near the western boundary of the site. This area, and a 30m easement will be protected by fencing to prevent any disturbance of the area until such a time as the badgers have been confirmed to have relocated.

3.16 Trees and Hedges

3.16.1 Trees and hedges to the site boundary will be protected by fencing

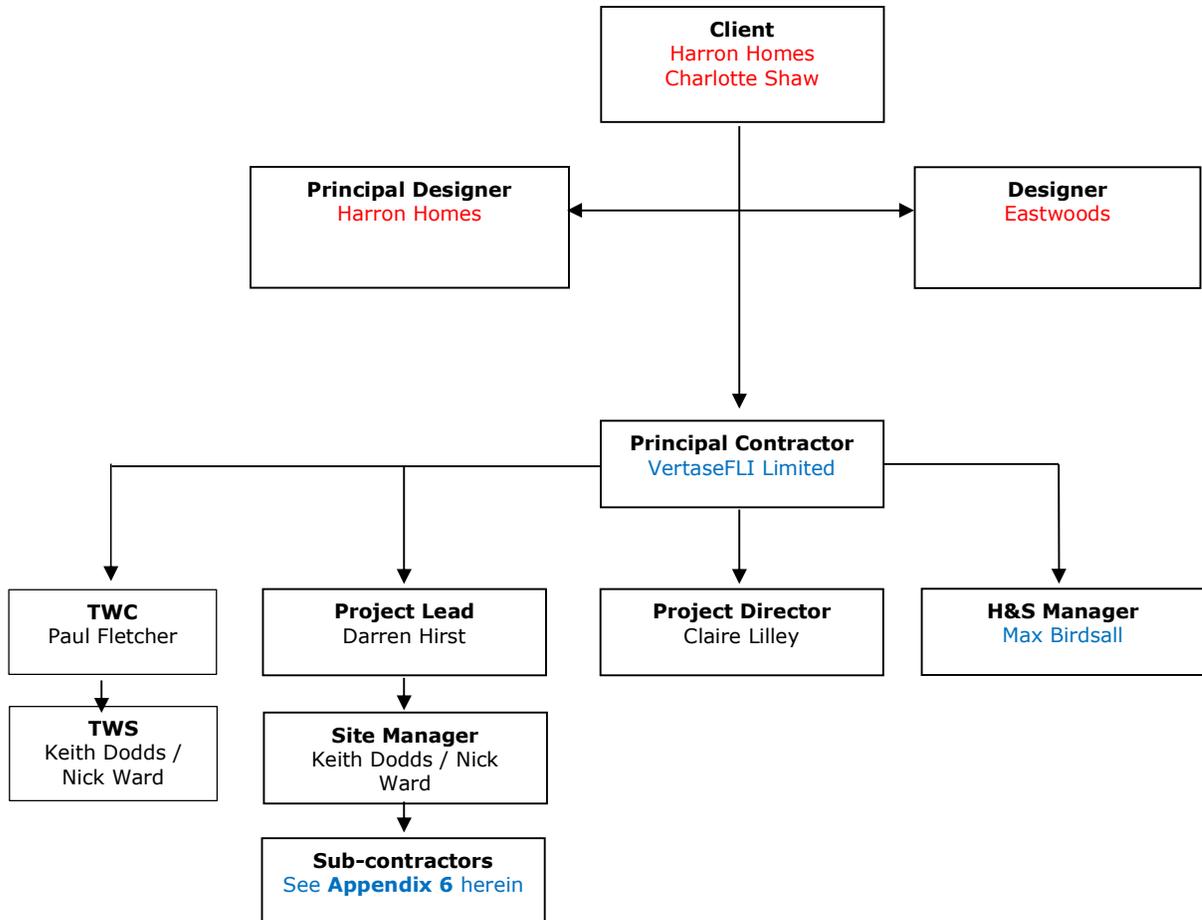


3.17 Japanese Knotweed

3.17.1 None Identified

4.0 Line Management

4.1 Project Structure



4.1.1 The office responsible for the project is given at the front of this document. A project directory will be produced identifying all key personnel and their contact details.

4.2 The Role of the Visiting Safety Manager

4.2.1 The Health & Safety Manager from VertaseFLI will visit the site on a regular basis. Inspections of the site and the office administration will be undertaken and reported to the Site Management and the Project Lead responsible for the project. Advice on health and safety matters will also be given to the Site Management.



5.0 Directions to Contractors

5.1 Sub-contractors

- 5.1.1 Each sub-contractor will be given adequate information relating to the project to enable them to undertake the work in a safe manner. Site rules will be provided to the sub-contractor organisation in writing preferably during the subcontractor tender period but in any event prior to starting on site.
- 5.1.2 Risk assessments, including relevant control measures, which might be carried out by VertaseFLI, and which are relevant to the subcontractor will also be provided in writing. The subcontractor will be required to communicate the information to those site personnel who need it (unless agreed otherwise by VertaseFLI). Evidence that this communication has been carried out will be required to be submitted to the VertaseFLI Site Manager, in a format agreed by the parties involved.
- 5.1.3 The sub-contractor will be required to furnish VertaseFLI with suitable and appropriate risk assessments, which should be prepared by the subcontractor in respect of the subcontract works, including a record to the site personnel to whom the information has been given. All sub-contractor RAMS will be reviewed and accepted by the Project Lead or appointed Site Manager utilising company form H&S.021 and will be held on site together with the appropriate RAMS as evidence of evaluation. The Site Manager will undertake to inform other contractors by the distribution of the risk assessment if it is relevant to their operations.
- 5.1.4 Non-compliance by anyone with any risk assessment control measures or recommendations will be investigated immediately and reasons sought for that deviation. Where such a deviation is deemed to compromise health and safety then action will be taken to correct the situation. Any breach of health and safety standards will result in those involved being reprimanded and in the case of a serious breach, being removed from site.



5.2 Contractors Working on Site but Employed by Others

- 5.2.1 Generally, contractors working on site but who are not employed by VertaseFLI are still subject to the CDM regulations and are required to co-operate with VertaseFLI acting as Principal Contractor and other contractors working on site.
- 5.2.2 Contractors are subject to VertaseFLI site rules and must undertake a site induction and attend all site daily briefings / Tool Box Talks.
- 5.2.3 VertaseFLI may issue risk assessment and communication sheets to the contractor for the benefit of the contractors personnel on site. The signed sheet should be returned to VertaseFLI.
- 5.2.4 If contractors or their employees do not comply with site rules, then VertaseFLI will notify their employer with a recommendation that the personnel involved are reprimanded or in the case of a serious breach, that they be removed from the site.



6.0 Co-ordination of Contractors

- 6.1 The general co-ordination of contractor activities will be planned by VertaseFLI and is determined by the project programme (which may be subject to revision).
- 6.2 For the Merchant Fields Project the principal subcontract activities are the S184 works; drilling and grouting of old mine workings and installation of attenuation tank. These activities will be coordinated by VertaseFLI and will take place in areas secured by task fencing.
- 6.3 The Site Manager may hold co-ordination meetings between groups of sub-contractors who are required to work concurrently in common areas. These meetings are very important where there is the need for more than one set of sub-contractors to work in the same area; toolbox talks and daily briefings will be used to facilitate the transference of information to all those concerned.



7.0 Health & Safety Standards

- 7.1 The project will be managed in accordance with the SHEQ policy and procedures of VertaseFLI as expressed within this CPP. All current UK health and safety legislation and regulations will be applicable. The safety goal is 'Zero Accidents' and will be achieved by promoting a positive health and safety culture, hazard spotting and near miss reporting, in turn eliminating or putting in place appropriate controls to minimise the risk of harm. Detailed risk assessments, method statements, experienced and diligent site management will be used to control all aspects of the site works.
- 7.2 All contractors and sub-contract labour employed on the project will be required to co-operate and comply with the VertaseFLI policy and site procedures.
- 7.3 The VertaseFLI Integrated Management System prescribes the forms and procedures to be used for site operations. A list of associated Health and Safety Forms is contained in Appendix 6 and these will be used where appropriate on the project.

8.0 Information for Contractors

8.1 Construction Phase Plan

- 8.1.1 Relevant sections of this CPP will be given to the sub-contractor, usually as a part of the sub-contractor procurement process. The relevant information and arrangements, where possible, will be agreed prior to the finalisation of the sub-contract.
- 8.1.2 As and when more relevant information is available because of the development of the CPP, VertaseFLI will undertake to pass this on to all concerned with the project.

8.2 Risk Assessments

- 8.2.1 Risk assessments, although developed and also filed separately, will form a part of the CPP.
- 8.2.2 Risk assessments undertaken by VertaseFLI will be produced on the generic company form with the addition of relevant site specific hazards and their control measures.
- 8.2.3 Where hazards identified by risk assessment relate to sub-contractors activities, then they will be briefed as to the associated risks and controls introduced to reduce the risk to as lower level as practicable.

8.3 Site Rules

- 8.3.1 The site rules are contained in **Appendix 7** and will apply to all personnel who have access to the site and they will be presented and discussed at site induction meetings. Any personnel who are found by the Site Management to be in breach of the site rules will be liable for disciplinary procedures which may result in the individual(s) being dismissed from site.
- 8.3.2 All contractors will be notified by the Site Manager (or the VertaseFLI Project Lead) and will be required to fulfil his obligations under the Construction (Design and Management) Regulations 2015. A copy of the site rules will be displayed in a prominent position in the site welfare accommodation. The site rules will be an accumulation of the normal site rules for any VertaseFLI project and specifics requested by the client.



8.4 Induction Training

- 8.4.1 All personnel working on the site must complete an online induction prior to attending the site. Once on site, they must attend an induction training session focusing on site specific hazards and arrangements. This may be carried out either by the Site Manager or the visiting Safety Manager. Records of such training will be kept in the safety folder on site.

- 8.4.2 Visitors to site may be given a 'Visitors induction' which allows access provided they are accompanied at all times by a fully inducted competent member of staff.

- 8.4.3 Plant maintenance fitters will be given a plant fitter Induction.



9.0 Selection Procedures

- 9.1 Prior to any appointment, the Project Lead will assess whether a sub-contractor is competent and will undertake a responsible attitude to Health & Safety. This will be ascertained by past experience, references, interviews, evidence of qualifications and method statements, etc. Where potential sub-contractors are not on the company approved list; then a Questionnaire will be included within sub-contract enquiries in order for an assessment to be carried out by our QESH Co-ordinator for suitability for inclusion on the VertaseFLI list of Approved Sub-Contractors. The questionnaire covers details of H&S, Quality, Environmental, references and Insurance.
- 9.2 Suppliers are required to supply adequate health and safety information to support their products.
- 9.3 Where a sub-contractor is appointed, the terms and conditions of their sub-contract require them to comply with the relevant health and safety matters and to convey this information including risk assessments, method statements, (RAMS) proof of certification etc, to the Principal Contractor and to their operatives prior to their commencement on site.
- 9.4 VertaseFLI will review any RAMS provided by sub-contractors to determine that they are sufficiently detailed, appropriate and suitable for the associated tasks or work activities and this review will be documented on form H&S.021.



10.0 Communication and Co-operation

10.1 Communication with the Project Team

- 10.1.1 The Project Lead will communicate all health and safety issues relating to the project to the project team and where required the Client, Principal Designer and Designers.

10.2 Communication with Sub-contractors

- 10.2.1 All written communications will be sent to the individual person nominated for this purpose in the sub-contract order. Meetings between the Site Manager and/or Project Lead and the sub-contractors may be held as required.

- 10.2.2 Means of communication will include the following:

- Posting of notices on site.
- Information included within orders.
- Site instruction/rules.
- Daily site briefings.
- Correspondence (including issue of revised design information).
- Site meetings and Toolbox Talks.

10.3 Submission of Health & Safety Documentation by Sub-contractors

- 10.3.1 The following is a summary of the relevant health and safety documents that all sub-contractors must submit to the VertaseFLI Project Lead or Site Manager prior to commencement of the contract:

- Copy of company policy on health and safety.
- All risk assessments, method statements and safe systems of work relating to the sub-contract tasks.
- Arrangements for ensuring that plant operators and all other personnel proposed to be employed for the carrying out of the works are competent and evidence of such competence must be passed on to VertaseFLI.



- Arrangements for ensuring that people nominated as 'inspectors' of working platforms, scaffolding, personal suspension equipment, excavations, cofferdams and caissons are competent and evidence of such competence must be passed on to VertaseFLI.

10.3.2 The Site Manager will assess the Risk Assessments and method statements from sub-contractors for suitability, should they refer to more specialist work that the Site Manager is not familiar with then the Project Lead or Health & Safety Manager can be asked to assess the particular RAMS. Once reviewed form H&S.021 must be completed and held together with the RAMS.

10.4 Communications with Contractors

10.4.1 These are contractors who are working on site but who are not under contract to VertaseFLI (Employed by others but working on site). Most health and safety communications are likely to be made to the person responsible for the site operations that may or may not be based on site.

10.4.2 Information will be passed down the line so that the Site Manager / Supervisor can give toolbox talks concerning planned work activities.

10.4.3 Where the Company risk assessment form has been completed (Risk Assessments and Communications) and the activities identified affect workers, then the Site Manager / Supervisor shall explain to the workforce the control measures that have been introduced. Each employee should then sign the sheet to acknowledge that the information has been understood.

10.4.4 The induction talks can cover the following information:

- Instruction with respect to permits to work; and
- Instruction re-compliance with site rules.

10.4.5 The opportunity will be given to the workforce to raise Health & Safety issues, which may be of concern.

10.4.6 Toolbox talks may be carried out by the Site Manager or by the sub-contractor's site supervisor.



10.5 Ensuring Construction Phase Design Complies with CDM Regulations

- 10.5.1 Sub-contractors who will be carrying out design work will be required to carry out design risk assessments of their work in accordance with Regulation 9 of the CDM Regulations. The output of assessments is required to be submitted to VertaseFLI as evidence of compliance. A further assessment will be made by VertaseFLI as to whether it will be necessary to pass the relevant information to other subcontractors.
- 10.5.2 Generally VertaseFLI do not undertake design of permanent works. In the event that temporary works are required during a project, for example scaffolding or excavation shoring; then such designs would be undertaken by a specialist supplier, equipment provider or qualified engineer. In such instances depending upon the nature of the temporary works the designs would be checked, certified as appropriate with method statements and associated drawings and instructions issued to the site team. All temporary works must be controlled by the site appointed Temporary Works coordinator and logged on the site Temporary Works Register.
- 10.5.3 Where such temporary works are of a major nature or require interfacing with other works or contractors it will be necessary to coordinate the activities with other contractors.



11.0 Activities with Risks to Health and Safety

11.1 Introduction

11.1.1 Further hazards identified during the course of the works will be subject to additional risk assessment and method statements as appropriate.

11.1.2 Completed hazard / risk assessments should be drafted on the form provided for such within the safety folder. These documents must be identified and uniquely referenced i.e. project number / RA number and revision status.

11.2 Source of Hazard / Risk Assessments

11.2.1 Hazard / risk assessments and related information can be derived from the following sources:

- Issues raised by the Principal Designer / Designers or identified within the pre-construction health and safety pack;
- Issues raised by VertaseFLI either at the initial forming of the Construction Phase Health & Safety Plan or later in the project;
- Issues raised by the appointed Temporary Works Co-ordinator or Temporary Works Supervisor.
- Issues that need to be addressed by the sub-contractor if he is carrying out design work (including producing shop drawings, working drawings or writing specifications);
- Issues raised by sub-contractors; and
- Issues raised at the daily site briefings.

11.3 Children and Members of the Public on Construction Sites

11.3.1 To avoid the risk of injury to children and / or members of the public who may enter the site area, the construction works are planned so that the site area will always be fenced off whilst external activities associated with the project such as digging trenches etc. are being undertaken.

11.3.2 The site perimeter is to be securely fenced with Heras fencing or similar with bolted connections and stabilised to be resistant to overturning. This will be checked on a regular basis to ensure continued integrity.



11.3.3 The site is accessed from Hunsworth Lane. The approach roads to the site are mainly A-Roads with good access for larger delivery vehicles. Vertase FLI will endeavour to ensure deliveries take place at non-peak times to aid traffic movement.

11.3.4 A significant Traffic Management Plan (STMP) will be implemented during the works in order to control the movement of heavy plant and site vehicles and to segregate pedestrians (including cars and delivery vans/lorries).

11.4 Particular Hazards Associated with the Site

11.4.1 Some of the significant hazards are identified in Section 3 of this CPP. Completed hazard/risk assessments will be carried out and are to be read in conjunction with this CPP and associated method statement.

11.4.2 Risk assessments and method statements will be continually added throughout the life of the project and will be reviewed should circumstances or methods of work change. All sub-contractors will be required to submit relevant method statements however; in addition the following health and safety issues will be addressed:

- Site traffic / personnel segregation and operating layouts (STMP's) – See also Section 11.3;
- Delivery and removal of materials (including waste) and work equipment taking into account any risks to the public, for example during access to or egress from the site and in particular the presence of children;
- Temporary Works
- Remediation work to contaminated ground by VertaseFLI;
- Generation of dust;
- Dealing with services – electricity, water and gas;
- Control of lifting operations;
- The maintenance of plant and equipment;
- Work on excavations and work where there are poor ground conditions;



- Storage of materials (particularly potentially hazardous materials) and work equipment;
- Removal of asbestos in the event that it is discovered in the ground;
- Manual handling;
- Reducing noise and vibration; and
- Surface water management

11.5 Unexploded Ordnance

11.5..1 There is no evidence of UXO



12.0 Emergency Procedures

- 12.1 Emergency procedures have been written to provide for fire evacuation and other foreseeable emergencies. The site specific procedures are included in **Appendix 7** and will be communicated to all operatives on site during site inductions.

- 12.2 Details of the first aider, first aid facilities and the local accident and emergency hospital will be clearly displayed on site and communicated to all operatives during induction talks.



13.0 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- 13.1 The accident book will be used to record all accidents that occur on site. Should any accident or incident have to be notified to the Health and Safety Executive (HSE) then the Health & Safety Manager or the Director Responsible for Health & Safety will contact the Incident Contact Centre. It is the responsibility of the Site Manager to recognise whether an incident is notifiable and to notify the Project Lead and company Health & Safety Manager as soon as possible. It is the Site Managers responsibility to ensure the correct documentation is raised in accordance with company policy and procedures.
- 13.2 It will be made clear during the induction process that all accidents must be reported to the Site Manager without delay, so that effective treatment can be given if required and to allow the company to carry out an investigation to prevent a reoccurrence. It will also be stressed to all site personnel that retrospective reporting of accidents (i.e., the day after they have happened), will not be accepted by VertaseFLI.
- 13.3 The requirements for reporting are contained with the Site Rules at **Appendix 7**.



14.0 Welfare

- 14.1 The following welfare arrangements will be provided in accordance with Schedule 2 of the Construction (Design and Management) Regulations:
- Facilities for changing clothes and a drying room;
 - Drinking water (cartons or piped supply) and marked as drinking water, with cups or supplied from a drinking jet;
 - Facilities for heating water and food;
 - Washing facilities with hot and cold water, soap and towels;
 - Sanitary conveniences; and
 - Rest Facilities.
- 14.2 Where suitable, a mobile welfare unit may be deployed when working in remote areas of the site.



15.0 Information and Training for People on Site

15.1 Toolbox Talks

15.1.1 These may be carried out by the Site Manager or by the individual sub-contractors site supervisors and records of such talks must be recorded on the VertaseFLI form (H&S 004). They may include the passing on of information from risk assessments to those carrying out the works. They will always be used as a means of giving the site staff a chance to air their own concerns and ideas as a means of complying with the Consultation with Employees Regulations 1996.

15.2 Daily Site Briefings

15.2.1 A daily briefing will be held to inform the workforce of the tasks in hand for the day, any feedback on previous work and anticipated hazards for which site teams should be aware of in respect of each other's work.

15.3 Health and Safety Training

15.3.1 Health and safety training may be provided (possibly by the visiting Safety Manager) on occasion for such topics as working in confined spaces, plant inspections, etc.

15.4 Site Specific Training

15.4.1 Any required site specific training will be arranged and provided by the visiting Safety Manager or certified and competent outside training bodies, for example:

- Banksmen / slingers;
- Persons to mount abrasive wheels;
- Persons to control the movement of vehicles;
- General awareness for persons working in confined spaces;
- General awareness for persons working on contaminated sites; and
- Fire prevention.



16.0 Consultation with People on Site

- 16.1 At all daily briefings, toolbox talks, induction meetings, other health and safety training sessions, it will be a requirement that those present are asked to report any issues related to health and safety that may be of concern. When the management receives such information then it will be recorded and actioned as appropriate.
- 16.2 Periodic Site based Health & Safety Meetings will be held with representatives from the work force and sub-contractors. The agenda for the meeting will be as follows:
- Review of previous minutes
 - Site facilities and welfare
 - Open discussion on Health & Safety issues on site
 - Hazard Spot / Near Misses / Incident & Accidents
 - AOB



17.0 Site Rules

- 17.1 Site rules will be distributed to all sub-contractors working on the site. They will be displayed prominently in the site facilities and will be explained in the site induction meetings. The Site Manager is responsible for day to day operational health and safety and for implementation and enforcement of the site rules and regulations.

- 17.2 These site rules are contained in **Appendix 7**.



18.0 Health and Safety File

18.1 Information from Principal Contractor

18.1.1 On completion of the works VertaseFLI will compile a schedule of information and submit this to the Principal Designer for inclusion in the Health and Safety File. This will primarily comprise the Contract Completion Report as signed off by the regulators.

18.1.2 The Health and Safety File should include information about all the following topics where this may be relevant to the health and safety of any future construction work. The level of detail should be in proportion to the risks likely to be involved in such work:

1. A brief description of the site history and the source(s) of the contamination.
2. A brief description of the work carried out, including:
 - location, areas and depths of pre-classification testing, contamination and excavations;
 - remediation design, summary of remediation works undertaken, method statements and targets;
 - volumes of soil and water treated;
 - pre-classification test and validation test data;
 - volume of soil, water and free phase hydrocarbons disposed of offsite;
 - environmental monitoring data and;
 - Reinstatement works and final restoration levels.
 - Any residual risk associated with remaining temporary works
3. Details of any historical structures found during the works, form, location size, depth etc, whether removed or left in place including drawings.
4. Details of any existing services, services that have been exposed but are not shown on existing drawings, existing services rerouted, protection methods and monitoring data for structural stability of retaining wall, embankments and statutory services.



5. Residual hazards and how they have been dealt with, including protective measures installed.
 6. 'As-built' drawings.
- 18.1.3 All contractors on the site are to note that if there is any information which should be included in the Clients Health and Safety File, then it should be passed on to the VertaseFLI Project Lead.



19.0 Arrangements for Monitoring and Auditing

19.1 Safety Monitoring

- 19.1.1 The site operations and the management and administration of the project will be monitored by the company Health and Safety Manager.
- 19.1.2 The day to day monitoring of health and safety is the responsibility of all VertaseFLI employees engaged on the contract, either site based or office support staff. All site operations are briefed to all operatives and staff involved using the appropriate Risk Assessments and Method Statements (RAMS). Thereafter all supervisory staff on site know the health and safety measures to be employed, both as a general minimum and also for specific tasks.
- 19.1.3 VertaseFLI operate a culture of continuous safety awareness along with a reporting procedure for any issues identified by any staff or operative working on or visiting the project. This is referred to as 'See it, sort it, report it' (**Hazard Spot / Near Miss Reporting**) and all incidents are initially reviewed and actioned by the Site Manager and then by the VertaseFLI Health & Safety Manager.
- 19.1.4 VertaseFLI will regularly disseminate information on health and safety across the company and sites in response to any internal or external incidents, such as HSE Bulletins / hazard spot reports / near misses. This will heighten awareness off the issue and is designed to prevent similar occurrences.

19.2 Company Review

- 19.2.1 Any dangerous occurrence or reportable accident that may occur on the site will be reviewed by the VertaseFLI management team and in liaison with the Health and Safety Manager and may result in a change/review of the Safety Policy and Procedures of the company. Additional site visits will be carried out by VertaseFLI senior management from time to time.
- 19.2.2 VertaseFLI collate safety statistics from all sites and these are published internally. Information gathered is used to identify areas of concern which can then be addressed and improved methods of working or standard operating procedures implemented.



19.3 Auditing

- 19.3.1 The Health and Safety Manager or his/her representative will carry out an audit of the site management's compliance with this CPP, the health and safety plan and company procedures. The report on the results of this audit will be passed to the Managing Director / Project Lead / Site Manager. Any non-conformances, improvement opportunities and time frame for correction will be discussed and agreed with the site manager at the end of the audit.
- 19.3.2 The frequency will be a minimum of an unannounced audit once per month and in the event of any issues being identified the inspection frequency may be increased.
- 19.3.3 Company Directors and Senior Managers will carry out occasional recorded inspections which will be discussed with the site manager and forwarded to the company Health and Safety Manager.
- 19.3.4 It is also likely that the Client will also make unannounced inspections from time to time throughout the contract.



20.0 Project Review

- 20.1 The Project Management team will review the Construction Phase Plan for effectiveness with the Health and Safety Manager (when required) and with reference to the site visit reports, on completion of the contract. The outcome of this review may require changes to the company policy or how the CPP is written / operated / managed.



Appendix One

The Construction (Design and Management) Regulations 2015



The Construction (Design and Management) Regulations 2015

Notes on Construction Regulations either standardised or given in an appendix. The following is a list of those aspects of this project, which can be considered at the outset to ensure compliance with the Construction (Design and Management) Regulations 2015. (CDMR) and the Work at Height Regulations 2005. (WAHR)

Reference should also be made to the company Integrated Management System Manual and associated procedures.

Stability of Structures (Reg. 19) (CDMR)

All temporary supports / structures must be of such a design, installed and maintained to withstand any foreseeable loads which may be imposed; and only to be used for the purposes for which is was designed.

All temporary structures must be controlled under the company procedures for Temporary Works. i.e Logged on the Temporary works register / Permit to erect / Permit Load and Permit to dismantle.

Areas where excavations may be necessary (Reg. 22) (CDMR)

All excavations will be controlled under RAMS and a permit to dig to ensure that the work can be carried out without risk to health and safety.

Energy Distribution and Installations (Reg. 25) (CDMR)

All temporary energy distribution systems on site will be suitably located, periodically checked and clearly identified.

Prevention of Drowning (Reg. 26) (CDMR)

Where there is a risk of drowning on site, then suitable and sufficient steps will be taken to prevent falling into water. Suitable rescue equipment will be provided and maintained and be available for prompt rescue.

Traffic Routes (Reg. 27) (CDMR)

The Site Traffic Management Plan will be developed to ensure as far as is reasonably practicable that pedestrians and plant area segregated at all times. The STM will clearly show the site layout with designated pedestrian routes / haul roads / site facilities / emergency assembly area and location of first aid facilities. The STMP will be prominently displayed on the site H&S notice board. It will also form part of the site induction process.

Describe what steps are to be taken to prevent the misuse of vehicles or their unintended movement (Reg. 28) (CDMR)



All site vehicles will be left within the locked compound or in the secured works areas out of hours and will be left locked and the keys will be removed and secured. During working hours vehicles will not be left unattended unless they are made inoperable (by the removal of the ignition key).

An assessment of the likelihood of Fire or Explosion, Flooding or Asphyxiation and the measures to be adopted (Reg. 29) (CDMR)

There is a site specific fire plan that forms a part of this plan.

The site is a 'No Smoking' site and smoking is only allowed in designated areas. 'Hot Work' is only allowed under Permit to Work conditions. These items are covered in the site rules.

The provision of emergency routes and exits (Reg. 31) (CDMR)

Within the safety folder there is a site specific emergency procedure. The precise location is also detailed on the STMP.

Emergency procedures (Reg. 30) (CDMR). To be placed in the safety folder, 'emergencies'.

Within the safety folder there is a site specific emergency procedure.

Fire detection and firefighting arrangements (Reg. 32) (CDMR)

There will be adequate fire points and extinguishers located on site and all emergencies will be coordinated by the Fire Warden/ Marshall for the site. All hot work will be carried out under a permit to work system.

Temperature and weather protection (Reg. 34) (CDMR)

All direct employees will be supplied (free of charge) all protective clothing identified in any risk assessment/method statement or where conditions necessitate its use or special conditions i.e. water proof protective clothing.

Maintain good order

Good housekeeping is a specific site rule and our Site Manager will ensure that the site is continually monitored to ensure compliance. If sub-contractors fail to meet the required standards then we will notify their superior and they may be asked to leave the site.

Training of staff, direct employees and subcontractors

All VertaseFLI staff and direct employees will have been trained to carry out any duties asked of them. All sub-contractors are required to furnish their own staff with any training required for them to be competent to carry out their specified duties. As previously stated within this CPP it is the duty of all sub-contractors to provide VertaseFLI with evidence of competence before they will be permitted to carry out works on site.

**Nominate competent inspectors who will prepare reports on;****Working platforms (WAHR)**

The scaffold sub-contractor (where used) will be required to issue hand over certificates to state that scaffold is fit for use. A competent person will carry out all other inspections every seven days, or earlier, should they prove necessary or in the event of a problem. The Temporary works register must be completed with any temporary works designs.

Sustainable and sufficient steps shall be taken to prevent, so far as is reasonably practicable, any person falling (Reg.6) (WAHR). Prevent danger from falling objects (Reg. 10) (WAHR)

All scaffolds will be constructed in accordance with BS EN 12811-1:2003 and The Work at Height Regulations 2005. The scaffolds will be erected in accordance with current guidelines and method statements will be adhered to. All scaffolder's will have to provide VertaseFLI with recognised cards/certificates of competence.

Reference should be made to the following schedules of the Work at Height Regulations;

1. Requirements for existing places of work and means of access or egress at height.
2. Requirements for guard-rail, toe-boards, barriers and similar collective means of protection.
3. Requirements for working platforms.
4. Requirements for collective safeguards for arresting falls.
5. Requirements for personal fall protection systems.
6. Requirements for ladders.

Stability of structures (Reg. 19) (CDMR)**Welfare facilities described in Schedule 2 (CDMR)**



Appendix Two

F10 Notification & PCI



Appendix Three

Project Programme

Site Layout Drawings

Utility Drawings



Appendix Four

Ground Conditions and Other Relevant Information



Appendix Five

Design Risk Assessment(s) and Planning Information



Appendix Six

List of Appointed Sub-contractors / Health & Safety Forms



QESH Card

List of Appointed Sub-contractors

| Sub-contractor Name | Address | Contact Number | Contact Name |
|----------------------------|----------------|-----------------------|---------------------|
| | | | |
| | | | |
| | | | |



Health & Safety Forms

Please refer to H&S.000 HS FORMS REGISTER SITE OFFICES for a list of relevant Health & Safety forms to be used on our Projects.

For the current version of this form, please refer to either the company **X Drive: IMS/Controlled Documents/H&S-Health & Safety Forms** or on our **External Webserver within the HS – Health and Safety Forms folder**.



Appendix Seven

Site Rules

Emergency Procedures