



CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

Turnbridge Mill Phase 2, Huddersfield – New Build
Warehouse & Office Block and Combined Mill
Refurbishment

Revision: A



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PART 1 – PROJECT DETAILS

1.1 Description of Project

1.1.1 Introduction

This document has been compiled by Emerald Green Investments Ltd in conjunction with TD Jagger Property Consultants, in furtherance of the Construction (Design and Management) Regulations 2015 and Compliance with Pre-Commencement Planning Conditions, with particular reference to the Health and Safety Executive's Approved Code of Practice L144, so that all health and safety matters are planned arranged and managed prior to commencement of construction work and shall include:

- ▶ Assessment and suitability of sub-contractors
- ▶ Secure the arrangements for the health, safety and welfare of all those involved in the construction activities and those who may be affected by them
- ▶ Assist in the effective management and monitoring of all health and safety issues during the construction activity
- ▶ Implementation of mitigation measures for impact of the works on the local environment

1.1.2 Statement

Emerald Green Investments Ltd recognises that their activities may give significant risk to the health, safety and welfare of those involved in the works and also of those affected by them including the general public, and therefore pro-actively seek to reduce all risks so far as is reasonably practicable, to ensure a safe and healthy working environment.

If during the works there are any changes or amendments to health and safety, then these shall be documented and communicated at the earliest opportunity to all persons concerned.

Emerald Green Investments Ltd (EGI) will act as principal contractor for the duration of the works, expected to run as programme. At this time, EGI will act as Principal Contractor to the end of the contract. The client will be responsible for the completion and submission of the F10 Notification for the duration of the whole contract.

1.1.3 Location

Turnbridge Mills
Quay Street
Huddersfield
HD1 6QT



1.1.4 Timescale

Commencement date for the project: 7th February 2022

Estimated date of completion: 27th January 2023

Duration: 48 Weeks (*Exc 2 weeks break at Christmas*)

1.1.5 Works Description

John L Brierley Property Ltd (the Client) is undertaking a major construction and redevelopment scheme at Turnbridge Mills, involving both new build construction and refurbishment of existing buildings for mixed-use industrial & commercial purposes. The works will consist of:

1. New Build (Warehouse + Office Block)
 - a. Steel frame construction with concrete floors
 - b. External walls, roofing, windows, and doors
 - c. Internal partitions, finishes, and fittings
 - d. Mechanical & electrical (M&E) systems
 - e. Testing and commissioning of all systems
2. Refurbishment (Existing Mill Building)
 - a. Structural repairs and alterations
 - b. New lift shaft and internal upgrades
 - c. Replacement/upgrade of roofs, walls, and floors
 - d. Full internal fit-out and services installation
3. External Works
 - a. Service yard and retaining walls
 - b. Visitor and staff car parking areas
 - c. Drainage systems (above and below ground)
 - d. Site infrastructure and ducting

The aims and objectives of the project are as follows:

1. Regeneration of an Existing Industrial Site
 - a. Transform an underused mill site into a modern, functional commercial development
 - b. Reuse existing structures where possible (sustainable redevelopment)
2. Provide Modern Industrial & Office Space
 - a. Deliver high-quality warehouse and office accommodation
 - b. Meet current building standards (structure, insulation, safety, M&E systems)
3. Improve Site Functionality & Infrastructure
 - a. Introduce efficient layouts, access, and servicing areas
 - b. Provide parking, drainage, and supporting infrastructure



4. Ensure Safety, Compliance, and Quality
 - a. Full compliance with:
 - i. Building Regulations
 - ii. Health & Safety legislation
 - iii. Engineering and construction standard
5. Enable Long-Term Commercial Use
 - a. Create a durable, adaptable development suitable for ongoing industrial and business use



1.2 Project Details

1.2.1 Programme

The programme of works can be found in the site office. A copy has been forwarded to all the relevant parties as below.

1.2.2 Contact Information

Principal Contractor

Emerald Green Investments Ltd
3 St Johns View
Northowram
Halifax
HX3 7DS

Mob: 07931 284743

Contact Name: Josh Paterson

Site Supervisors for Emerald Green

Site Manager:

Email:

M:

Clients

John L Brierley Property Ltd
Turnbridge Mills
Quay Street
Huddersfield
HD1 6QT
Key Person: Care of Thomas Jagger (07919 523603)



Principal Designer (Pre-Contract) / CDM Advisor (Post Contract)

T D Jagger Limited
3 Richmond House
Caldene Business Park
Mytholmroyd
Hebden Bridge
HX7 5QJ

Designers

T D Jagger Limited

M & E Consultants

Thornley & Lumb Partnership Ltd
257 Cutler Heights Lane
Bradford
BD4 9JG

Health and Safety Advisor

TBC



If you are currently experiencing
a power cut please call:

North East England:0800 668 877

Yorkshire:0800 375 675

Water

Yorkshire Water Services Ltd
Chadwick St
Leeds
LS10 1LJ
Tel: 01733 414188

Contact Name: Lynn Smith



Gas



If you are currently experiencing a gas emergency please call:

Emergencies: 0800 111 999

Hospital

Huddersfield Royal Infirmary
Acre Street
Huddersfield
HD3 3EA

1.2.3 Site Layout

The site layout will be displayed in the site office. The site offices for Emerald Green Investments Ltd and the welfare facilities will be within the site boundary and site compound area. Container storage will also be within the site compound area which will be enclosed and protected by the use of Heras fencing.

The site will have a full solid hoarding with mesh viewing panels every 10m and security gates.

Vehicles will be turned on Old Leeds Road for materials imported or Quay Street for demolition arisings being transported off-site, depend and backed on to site. **Traffic management along with a banksmen is to be used in accordance with the submitted site traffic management plan.**

1.3 Existing Environment

The site is currently a functioning industrial premises with tenants present in other buildings not forming part of the works.

We will carry out condition surveys on any existing services and installations (drainage).



1.3.1 Surrounding Land

1. No one shall enter any part of the site, other than to carry out works
2. All persons entering the site shall sign in and out of the site
3. No work shall begin on site until the site manager has given permission
4. All operatives, including sub-contractors will attend a Site Safety Induction on their first visit to site and will be required to sign for acknowledging receiving the induction. Operatives will also sign to acknowledge that they have read and understood the Risk Assessments and Method Statements relevant to their work
5. All operatives and all suppliers will follow the designated traffic route on approach to the site
6. Appropriate PPE will be worn at all times. Any operative who is without a required item of PPE must inform the site manager immediately and will be issued with the necessary equipment.

1.3.2 Services

All care will be taken to identify any services within the works area by the use of desk survey with exiting plans. Our utilities coordinator will carry out a survey of Statutory supplies that may cross the site. Site operatives will CAT scan the areas of excavation prior to excavation.

1.3.3 Ground Conditions

Ground conditions are primarily loose fill, for which Menard Ltd will be undertaking ground improvement works by Controlled Modulus Columns (CMC) rigid inclusions to the new structures.

1.3.4 Traffic Systems and Restrictions

Entrance to the site will be from Old Leeds Road & Quay Street, this is a 30 mph zone and site users will be made aware of the need to use banksman when entering and accessing the site. All deliveries to site will be made aware of the importance of considering other road users and of the likely speed of traffic. A traffic plan will be produced and all site users will abide by it.

To limit the likelihood of mud being spread onto areas of the site that could become hazardous from excessive amounts of mud, EGI, as far as is practicable given the requirements of the programme, seek to avoid carrying out activities likely to create and spread mud during inclement weather. The site foreman will monitor all access points and roads for mud, damage and debris. Where this monitoring shows a problem, measures such as wheel washing stations and road sweepers may be introduced to keep mud at an acceptable level.

Plant & Vehicles should cross the footpath using the aid of a trained and competent banksman.

The speed limit on site shall be restricted to **5mph**.

Only plant shall be allowed access across the works areas.



Access/Egress

Deliveries will be made from Old Leeds Road to the main work area, larger items will be delivered to the main materials storage area using Quay Street & reversing on to site from the proposed entrance. Vehicles will be reversed on to site with use of a banksman when necessary. All vehicles will strictly adhere to the traffic management plan

Care must be taken to consider pedestrians and cyclists crossing the entrances to site.

EGI and its operatives will be considerate of neighbouring residents.

Site Visitors

All site visitors will enter the site from the access point from Old Leeds Road and will be required to sign in and out of the site. All workmen & site visitors must sign in at the site office on site. They shall also be required to wear safety helmets, safety boots and high visibility clothing which can be issued on arrival.

All new visitors to site will complete a site safety induction on arrival. A record of site inductions will be kept in the site office.

1.3.5 Environmental Impacts and Considerations

There are former landfill sites within 250m of the site and the site is subject to gas protection measures. There is no indication of shallow mine workings.

Measures will be taken where necessary to limit excessive levels of mud/dust on site.

All refuelling will be carried out in an environmentally sensitive manner and all fuel on site will be stored in bunded containers.

Working Hours

07:30-17:00 Monday to Friday.

8:00-12:00 Saturdays.

No work will be conducted on site on Sundays.

There will be no work on bank holidays.

All deliveries will be scheduled in working hours.

1.3.6 Neighbouring businesses & residents

EGI Ltd will circulate letter drops to local properties to ensure that they have the contact information for the day-to-day site operations to report any issues or concerns. EGI Ltd will circulate letter drops to neighbouring properties when major operations have commenced or particularly abnormal deliveries are being received on-site.



PART 2 – MANAGEMENT OF THE WORKS

2.1 Management Structure

2.2 Responsibilities

Contracts Manager

The Contracts Manager has overall responsibility for the project will co-ordinate directly with site manager, site personnel and with Josh Paterson

Prime responsibilities are:

- Detailed liaison with the Client and Design Co-ordinator
- Contract planning long and short term.
- Scheduling of labour
- Information requirements.
- Management of labour
- Monitoring of progress and resource requirements.
- Monitoring site health, safety, environmental and quality standards.
- Site Waste Management Planning

Site Manager

The Site Manager will be responsible for day-to-day operation of the site and will report directly to the Contracts Manager.

Prime responsibilities are:

- Constant liaison with the Contracts Manager.
- Constant liaison with the Client (or the client's representative)
- Management of labour, plant and materials.
- Management of sub-contractors.
- Assist Contracts Manager with Planning and Resource scheduling and monitoring of the project.
- Maintaining Company standards for health, safety, welfare, environmental and quality standards
- Reviewing Health, Safety, Environmental and Quality Plans – Updating as necessary.
- Compliance with the specification and contract requirements.
- Implementing Site Waste Management Plan.

Site Engineer

Responsible for the dimensional control and assists the Site Manager on a day to day basis.

Project Quantity Surveyor

- Prepares and submits interim and final certificates. Provides Contracts Manager with on-going project costs. Liaises with Site Manager and Contracts Manager with regard to design changes and additional works.

Managing Director

- Responsible for ensuring the Company Management Team are aware of their duties and responsibilities for Health, Safety and the Environment and assisting in the preparation of Health, Safety and Environmental Plans.
- Assists the Contracts Manager, as necessary, to carry out site safety and environmental audits.
- Liaises with External Health and Safety Manager to ensure on-site Health and Safety management and monitoring systems are working effectively
- Monitors Company Environmental Management System including Site Waste Management Plans.

2.3 Organisation and Management

2.3.1 Safety Advice

EGI Ltd will use the services of an external health & safety consultant to seek advice on any health and safety issue during the works. Where further advice and guidance may be needed then the HSE can be contacted or advice from the LABC can be obtained.

2.3.2 Sub-Contractor Selection

All sub-contractors will be assessed prior to contract commencement for competency. This shall be done by completing a questionnaire forwarded by EGI Ltd. The proposed contractor should then complete the questionnaire submitting all the required documentation along with the completed questionnaire.

EGI Ltd under the guidance of their external health & safety consultant will assess the submitted documentation for approval.

The site foreman will also monitor the sub-contractors performance whilst on site and any breach of health and safety rules will result in removal from site and future works.

In addition to the above, all sub-contractors must submit the following prior to conducting works no later than 14 working days prior to works commencement:

1. Provide Risk Assessments and method statements relevant to the works being carried out
2. Provide details of all harmful substances that may be used during the works
3. Provide appropriate details of how health and safety shall be monitored during the works

2.3.3 Plant and Machinery

All plant and machinery used on site shall conform to the relevant safety regulations and be in good condition. All relevant certificates shall be held in the site office.

2.3.4 Co-ordination of Activities

EGI Ltd shall co-ordinate all activities during the works, however when subcontractors are used the co-ordination of activities shall be arranged during site meetings as and when required.

To ensure efficient co-ordination of activities, a weekly meeting will be held involving all relevant parties to enable any issues to be arranged, discussed and resolved.

The QS team will be in regular contact with the Client, health & safety consultant and the designers to ensure that design information can be passed efficiently to the site team.

Workforce participation will be encouraged, and the Site Manager and Contracts Manager will be available to discuss and address any concerns or suggestions. The Health and Safety Advisor's details will also be displayed in this file and in the site office to enable all operatives to make direct contact.

Adequate information shall be available and given in order to achieve effective co-ordination of activities and for the works to be carried out in a safe manner.

Site inductions shall take place where the site rules will be conveyed to all persons working on site, of which if any are breached then EGI Ltd shall take necessary action to ensure safe working practices are upheld at all times. This may include disciplinary action and/or removal from site in the case of serious breaches.

If the need for any additional training is identified it will be organised on site if possible.

Additional risk assessments will be undertaken where necessary by the Site Manager, and safe systems of work produced; these will be checked and approved by the Contracts Manager or the Health and Safety Advisor before being communicated to the relevant personnel.

2.3.5 Welfare

As principal contractor, EGI Ltd must provide welfare facilities as required under the Construction (Design and Management) Regulations 2015, to ensure the well-being of all personnel on site.

As a minimum we will provide, an office, toilet, mess facilities and a drying room and storage. Depending on the size of the scheme and the amount of labour on site, the welfare will be sized accordingly. They welfare may be self-contained or service fed from the existing site.

We will further supply storage cabins for valuable equipment, tools and materials.

The location of these is highlighted on the site layout plan.

2.3.6 Emergency Procedures

Situated in the main office is the fire notice detailing what to do in the event of a fire: this information shall be conveyed to all personnel prior to carrying out works on site.

In the event of serious imminent danger then all works shall cease and a plan shall be constructed to enable the works to be carried out safely and without undue risk to personnel. Where this is not possible then works shall cease and advice shall be sought immediately before continuing works.

Any incident shall be reported immediately to EGI Ltd.

2.3.7 Accident Reporting

All accidents/incidents (including near misses) shall be recorded in the accident book kept in the main office, and appropriately investigated; and where required in the event of a serious accident EGI Ltd will take all the necessary steps in reporting the accident as directed by RIDDOR 2013.

EGI Ltd shall ensure that a first aider is present on site at all times during working hours, and in the event of a serious accident then the local hospital can be used for the treatment of injured personnel.

First Aid equipment will be available in the site cabin.

The site first aider will be the site manager who holds a current 3-day first aid at work certification

2.3.8 Monitoring

The site foreman will be primarily responsible for the monitoring of health and safety on a day to day basis on site; Josh Paterson will attend site regularly to oversee works. Regular meetings will be held to ensure health and safety procedures continue to enable safe working, and will include a provision for input from operatives on site. Findings and recommendations will be communicated to operatives by the site foreman, by means of meetings and toolbox talks. The Health & Safety Advisor will carry out regular monthly visits to the site and will compile a report of any findings which will be forwarded to EGI Ltd and a copy kept within Section 9.

2.3.9 Site Security

The site will be surrounded by a solid hoarding with mesh viewing panels every 10m, this will be inspected regularly by the site manager for damage and integrity.

An external security provider will be hired if the need arises due to damage or theft, in addition to the provision of CCTV and/or security lighting can also be included.

2.3.10 Construction Noise, Vibration and Dust Monitoring

EGI Ltd will be implementing monitoring stations at targeted locations throughout the full duration of the project to ensure that safe levels are not exceeded. For which the data can be viewed from the stations in the event of levels being exceeded whereby works will cease and appropriate mitigation measures are implemented. This may consist of changing the methodology of a work activity, water dust suppression, acoustic shielding etc.

During all demolition, site preparation and construction activities, best practicable means as defined under Section 72 of the Control of Pollution Act 1974 shall be employed at all times to minimise noise and vibration impacts on nearby receptors. All works shall be planned and undertaken in full accordance with the principles and relevant recommendations of BS 5228: Code of Practice for Noise and Vibration Control on Construction and Open Sites. Measures may include, where appropriate, selection of quieter plant, acoustic screening, locating equipment away from sensitive boundaries, switching off idling plant, limiting high-noise activities, and monitoring noise levels where necessary

PART 3 – ARRANGEMENTS FOR CONTROLLING SITE RISKS

3.1 WORKPLACE

3.1.1 Access and Egress

- Safe access and egress points for plant and pedestrians shall be allocated where required on all sites under the control of the main contractor.
- Routes are to be clearly designated and constructed without causing additional risks to users.
- Doors or gates leading onto traffic routes must be arranged so that oncoming traffic can be seen by pedestrians.
- Where it is not feasible to separate traffic and pedestrians then other means should be sought.
- Routes are to be kept clear where possible, but where obstruction is unavoidable then adequate warning must be given to other users of the route.

3.1.2 Travelling to and from site in company vehicles

- All drivers are to hold a current and valid driving license acceptable within the UK.
- Drivers are to implement the standards of the Highway Code.
- Vehicles should be checked prior to use for fluids, lights and tyres and report any defects.
- When using a vehicle for the first time, users are to be familiar with the controls and adjust according to needs.
- Do not exceed the speed limits for roads on which the vehicle is being used, or those speeds that may be unacceptable for the conditions.
- Do not drive too close to the vehicle in front, especially in poor visibility or surface conditions.
- Plan long journeys and take breaks every 2 hours.
- Do not drive if unfit to do so i.e. illness, fatigue, medication and alcohol related.
- Park safely and do not block others.
- Observe weight and height restrictions.
- Do not use a mobile phone whilst driving unless hands free kits are being used.

3.1.3 Site Housekeeping

- Work areas are to be kept clean and tidy as much as possible and waste is to be disposed of correctly by using the facilities provided.
- Only tools and equipment required for the task should be at the work area: cluttered work areas increase the likelihood of an accident.
- Keep access routes clear at all times.

3.1.4 Working in the vicinity of overhead power lines

Prior to work being carried out in the vicinity of overhead power lines, a risk assessment will be carried out to identify the impact of planned operations.

- Where mobile plant will need to pass below power lines, the electricity company shall be contacted to see if the power can be made dead or diverted.
- Where it is not possible to divert or make dead the electricity, then the electricity company should be contacted to find out the safe clearance to make a passage. This information should be recorded stating time, date, person contacted and outcome.
- When clearances are established then goal posts shall be erected indicating passing route and safe permissible height of plant allowed beneath. These should be kept to a minimum horizontal distance of 6m away. Passing routes should be kept narrow as possible in order to keep the danger area as small as possible.
- Crossing routes should take the shortest route possible beneath the lines i.e. right angles to the lines.
- Notices should be posted at each end of the goal posts warning of overhead lines and indicating height of crossbar.
- Where night work is carried out, goal posts shall be illuminated.
- The safe crossing point must be made known to all operatives.
- If plant is required to work nearby power lines then the use of devices to restrict height reach and slew should be fitted. Barriers can be used to indicate safe working clearances.
- Storage of materials is not allowed beneath power lines, and consideration should be made for required clearances for deliveries and loading operations.
- Plant should cross using the aid of a trained and competent banksman.
- The carrying of long articles such as ladders and scaffold tubes should be done keeping them horizontal and as low as possible.

3.1.5 Working in the vicinity of buried services

PRIOR TO ANY EXCAVATION TAKING PLACE A RISK ASSESSMENT SHALL BE CARRIED OUT.

- Plans for all known utilities shall be obtained.
- A visual survey shall be conducted to identify equipment such as manhole covers, stop tap covers, cabinets and crawler pipes into buildings.
- A survey will be carried out using a CAT (Cable Avoidance Tool) to establish the location of buried services in the immediate area and adjacent to the excavation. The line of any plant detected during the CAT survey shall be identified on the surface using a temporary marker i.e. spray or crayon.
- Operatives carrying out excavations or acting as banksman will wear flameproof clothing to aid in the protection in the event of a cable strike or gas explosion/fire.
- Trial holes will be excavated along the intended line of plant to confirm identification and exact location of buried services; this will also confirm the feasibility of the intended installation of the new apparatus.
- Excavations shall only be carried out to the depth specified in the works schedule.
- Where work is adjacent to existing live electrical apparatus then the owner should be contacted to request it be isolated if possible.
- Excavation will be carried out by hand within 500mm of identified buried cables.
- Where existing services are to be exposed or suspended then arrangements for support should be considered.
- Existing underground plant is not to be used for the access or egress of an excavation.

- Where cables are encased in concrete under no circumstances shall it be broken away unless the cables are isolated or confirmed dead.
- Concrete shall not be used to encase existing plant unless it is part of the works design or permission has been given by the owner.
- Restrictions will apply when working near to certain plant i.e. high pressure gas mains; the owner should be contacted and required controls confirmed.
- During backfill operations extra care is to be taken to prevent damage to apparatus. Any marker tapes, boards or protective surrounds are to be replaced where removed during excavation.

3.1.6 Working near water

- Provisions shall be made to prevent falls or entry into water; this may include scaffolding, rigid barriers or safety nets. Where scaffolding or netting is in use then periodic examinations should be carried out and recorded.
- In some situations, the use of harnesses and lanyards may be required, which should be securely anchored and periodically inspected. Operatives are to receive adequate training and information on their use.
- All operatives working over water shall wear suitable lifejackets or buoyancy aids.
- Pre-use checks are to be carried out on emergency equipment.
- Suitable storage and drying facilities shall be provided and equipment returned when not in use.
- An emergency procedure shall be developed and briefed to all operatives prior to work commencement.

3.1.7 Refuelling Plant

- Operatives will use eye protection and gloves when refuelling.
- Plant and equipment should be refuelled at designated refuelling points, away from drains and open water courses.
- All excavators have refuelling pumps so that no pouring of diesel is required. When refuelling smaller items of plant a drip tray and funnel will be provided and must be used.
- Operatives will have access to and be able to use spill kits and other environmental protection items to prevent environmental contamination.

3.1.8 Fire and Emergency Procedures

The Regulatory Reforms (Fire Safety) Order 2005 places a duty on owners and occupiers of buildings to provide:-

- ▶ An adequate means of escape in case of fire
- ▶ Fire warning systems
- ▶ Fire fighting equipment

EGL Ltd will ensure that:-

- ▶ A fire risk assessment is carried out
- ▶ Fire drills are carried out
- ▶ All fire fighting equipment is prominently displayed and employees are aware of their location and use
- ▶ All fire fighting and safety equipment are maintained and undergo regular testing as per manufacturers recommendations
- ▶ Evacuation procedures are displayed throughout the premises and are prominent
- ▶ Relevant training and instruction is given to employees who assume any form of responsibility in case of fire

3.1.9 Action in Event of Fire:

1. The person discovering the fire must operate the fire alarm at the nearest point or if an alarm is not available, warn others in the building by shouting: **FIRE, FIRE, FIRE**
2. The person responsible for calling the fire brigade must do so immediately. Using the nearest telephone, **dial 999**, give the operator the telephone number and ask for the Fire Brigade. When the fire brigade answer clearly give the address of the project **Do not** replace the receiver until the fire brigade has repeated the address
3. All employees not having specific duties should leave the site by the nearest exit and muster at the designated assembly point:-

At the junction of Quay Street & Watergate, as the Contractors Compound Plan

Where the designated person shall conduct a roll call

4. Provided there is no danger and the exits can be seen to be clear, employees may tackle the fire using the fire extinguishers provided. Note: employees must not attempt to use a fire extinguisher in a room alone.
5. Designated fire marshals are to ensure that all visitors are ushered to the muster area

The manager or designated person should check that the building is evacuated and inform the fire brigade when they arrive of any missing persons.

3.2 WORK EQUIPMENT

3.2.1 General

- All plant and equipment shall be suitable for the task in hand.
- Plant and equipment is only to be used by competent persons who have undergone adequate training and supervision. Adequate information will be made available for the operator.
- Maintenance should be carried out in accordance with the manufacturer's recommendations, but also as and when required to ensure that it remains fit and safe for use.
- Inspections will be carried out at suitable intervals and recorded where required.
- Protection shall be given against dangerous parts of machinery i.e. guards and switches etc.
- Adequate lighting should be made available when plant and equipment is in use.

3.2.2 Lifting equipment and accessories for lifting

The term lifting equipment refers to articles or equipment used by this company, typical examples of such equipment include cranes, fork lifts, lorry loaders, block & tackle and excavators adapted for lifting.

An accessory for lifting would typically be a chain, rope sling, shackle, eye bolts and any other loose equipment used with lifting equipment.

- All lifting equipment and accessories shall be selected on the basis of its capability and suitability to perform the intended lifting operation.
- Prior to the lift being carried out a risk assessment will be undertaken by a competent and appointed person - this will be used as the basis for planning a safe system of work. Where cranes are used, competence is defined as suitable training and qualifications as an 'appointed person - lifting operations' with relevant experience.

The safe system of work should cover:

- I. Thorough planning of the operation, along with selection, provision and use of suitable equipment and accessories.
- II. The maintenance, testing and inspection of all equipment and accessories.
- III. Supervision by trained and competent persons, with all necessary authority to progress or stop works as necessary.
- IV. The provision of all test certificates and other documentation relevant to the equipment being used.
- V. The prevention of unauthorised use or movement of the equipment, by both workers and members of the general public who may trespass.
- VI. The safety of all persons, both those involved with the lift, but also those who maybe affected by the operation.

- All lifting equipment and accessories shall be clearly marked with the safe working load. (SWL)
- Lifting accessories are to be examined every 6 months when being used on site.
- When any lifting accessory has been used for towing or dragging articles, it is to be withdrawn from service and retested prior to being used in future lifting operations.
- Lifting equipment should be sited on firm stable ground with outriggers fully extended and with grillage (i.e. road plate/sleepers) used to spread the load more evenly. Special considerations should be given to ground conditions after any adverse weather changes.

- Wind speeds for safe operations should be observed at all times, refer to manufacturer's handbook for details on specific equipment.
- All loads must be correctly slung and made secure by a trained and qualified slinger. Lifting loads over areas of work or persons should be avoided where possible, however where this is not possible then suitable and sufficient controls will be put in place.
- All lifting equipment shall be left secure when not in use.
- Where it is felt that the operation is too complicated for the company's abilities, then the work shall be contracted out.

3.2.3 Mobile plant and machinery

- Mobile plant shall only be operated by trained and qualified persons. Young persons under 18 shall not operate or give signals to plant operators.
- Passengers are not to be carried at any time unless the equipment has been designed to do so.
- All keys are to remain with the operator at all times to prevent unauthorised use or theft.
- Mobile plant is only to be driven on allocated routes, observing all speed restrictions and keeping routes clear whilst not in use.
- Operators shall be made aware of any restrictions when working adjacent to structures, overhead services or dangerous conditions specific to the site.
- If there is a risk of mobile plant rolling over, then a roll over protection system (ROPS) shall be fitted.
- If a ROPS is fitted then a restraining system should be fitted and used also.
- Where operators are exposed to the environment then suitable PPE and clothing will be provided.
- Operators are to carry out daily checks on mobile plant and machinery prior to use as specified in the manufacturer's handbook

3.2.4 Electrical power tools

- No electrical power tool supply shall be more than 110v.
- All portable electrical equipment used on site shall be suitable and checked prior to use.
- Plugs are to be free from damage.
- Leads are to be free from damage and not located where they can be run over, penetrated by sharp objects or the casing worn by abrasion.
- Equipment shall not be carried by its lead.
- Where cables enter the equipment there should be a flexible reinforcing tube and a securing clamp.
- The casing of the tool shall be intact and no parts damaged or missing.
- All mechanical parts should be in good working order.
- If the tool is damaged or faulty, it shall not be used and reported to the supervisor immediately.
- The tool should be kept clean and away from damp conditions.
- Equipment should not be started under load.

3.2.5 Air power tools

- Only persons who have received adequate instruction and training are to use air power tools.

- All hoses and fittings are to be checked for leaks prior to use.
- Whip check cords are to be used at all connections.
- Connections should only be made when the air source has been turned off and any remaining pressure released.
- Inspection records and certificates should be held for all tools.

3.2.6 Welding and cutting operations

- Oxy/Acetylene cutting equipment should be inspected for leaks before use.
- Cylinders should be stored securely in an upright position.
- Hoses are to be secured using crimp fittings and not jubilee clips.
- Flashback arrestors should always be fitted between cylinder gauges and hoses.
- Prior to any operation taking place, consideration of materials that are being burnt should be given as these may produce toxic fumes.
- Operatives are to wear appropriate PPE including eye protection, gloves and overalls.
- Screens should be used to protect others affected by the work.
- When carrying out gas or welding operations in confined spaces, the equipment must be removed when not in use i.e. end of shift or rest breaks to avoid oxygen enrichment or producing a flammable atmosphere.
- Appropriate fire fighting equipment shall be available.
- Where possible a person shall be close by to keep a watch for fire break out during the operation.
- When work is complete, a check shall be made to ensure nothing is left smouldering.
- Hot works maybe subject to a permit to work system depending upon risk assessment or policy in place.
- Equipment shall not be stored or located near other hot equipment such as stoves etc.
- All equipment shall be turned when not in use or during transportation.

3.2.7 Abrasive wheels

- Only trained and appointed persons shall change abrasive discs or wheels, their names shall be recorded on any appropriate forms and filed where required.
- Disc cutting speeds should never be exceeded by the equipment in use.
- Equipment selected shall be suitable for the task being carried out.
- All guards shall be fitted, in good condition and correctly adjusted.
- PPE must be worn as detailed in risk assessments.
- Consideration shall be given to people and articles that may be affected by the operation.

3.3 SUBSTANCES

3.3.1 COSHH

- Assessments have been made of harmful substances used by the company and controls recommended. Where it is not possible to follow these controls or the substances are being used in a different manner, then the use of the substance shall be reassessed.
- Information will be provided for all employees using hazardous substances.
- Where possible, substitution of a less dangerous substance shall be preferred.
- Employees are responsible for using the controls within the risk assessment.
- Monitoring of the work environment will be carried out for any unsafe conditions arising.
- Health surveillance will be carried out where a risk assessment specifies and situations dictate.

3.3.2 Highly flammable liquids (HFLs)

These include petrol, solvents, and various other mixtures such as oil based paints, white spirits, thinners and petroleum based adhesives.

- All HFLs are to be kept in a flameproof store and firefighting equipment readily available.
- Any deliveries of HFLs are to be made directly into the storage area.
- Only enough HFLs shall be taken out the storage area to complete the task, any decanting is to be done outside the store with spillages cleared up immediately and absorbent materials stored in a suitable metal container with a lid.
- Hot works on tanks or containers, which have contained HFLs, should only be carried out with a permit in place and safe system of work.
- For the duration of this project all Gas oil shall be kept in bunded tanks.

3.3.3 Liquefied petroleum gasses

- Cylinders shall be handled carefully and must not be dropped or struck which could cause damage and failure.
- Cylinders must be stored, transported and used vertically and should be disconnected before being stored or transported.
- Cylinders shall only be connected with the correct regulator and method of connection for the equipment design and particular gas and pressure.
- In the event of fire, if you cannot immediately and safely turn the cylinder/s off, evacuate the area and raise the alarm.
- Return cylinders to the appropriate compound or supplier after use or when empty.

3.4 PERSONAL SAFETY

3.4.1 Personal protective equipment (PPE)

PPE is only to be used as a last resort

- The minimum standard of PPE to be worn on site is hard hat, high visibility vest and safety boots, however additional PPE may be required depending upon the operation being carried out and relevant risk assessment in place.
- Various regulations outline requirements relating to PPE, these are to be adhered to when considering selection, issuing and using PPE.
- A signed record will be kept of all issues.
- The company will ensure that the correct PPE is issued to all employees who require it and that it is maintained and in good order.
- Suitable storage and cleaning shall be provided and is to be used.
- Training and information shall be provided on the use, storage and cleaning of PPE.
- It will be the responsibility of the employee to wear PPE where required, to ensure that PPE is clean, not to misuse or modify PPE and to report worn, lost or defective PPE to the supervisor immediately.

3.4.2 Manual Handling

- All employees shall receive adequate training and instruction on manual handling tasks they will carry out.
- EGI Ltd will conduct a manual handling risk assessment for lifting operations that have a significant potential for injury.
- Employees shall carry out a dynamic risk assessment considering the weight, size, shape and nature of the load prior to lifting, where necessary they will arrange for assistance from mechanical means or other employees.
- Where possible repetitive work shall be automated.

3.4.3 Asbestos

- If asbestos or other similar dangerous material or substances are suspected or found then work MUST cease immediately and the Site Manager informed.
- The Site Manager will ensure that the work area surrounding the suspect material or substance is secure and that a competent contractor is brought in to sample and assess the suspect material or substance.
- Site work must not continue in this work area until the suspect material or substance has been identified and dealt with in an appropriate manner in line with current legislation.

3.4.4 Hand-arm Vibration Syndrome (HAVS)

- Hand-arm vibration comes from the use of hand-held power tools and is the cause of significant ill health (painful and disabling disorders of the blood vessels, nerves and joints).
- Where possible alternative processes to avoid the use of vibrating equipment will be identified.
- When usage of vibrating equipment is unavoidable, Site Managers will monitor all usage of hand-held power-tools, completing a HAVS assessment form
- These forms will then be passed back to the main office to enable usage to be monitored, and excessive usage to be prevented.

- Where required, operatives will be required to attend Health Surveillance appointments with a competent Occupational Health expert.

3.4.5 Personal hygiene

- An important control in relation to an individual's health and well-being is personal hygiene. Washing the skin after works can prevent conditions such as dermatitis or diseases such as Leptospirosis (Weil's disease).
- The company will be responsible for ensuring adequate welfare; washing and cleaning facilities are available and accessible.
- Employees are responsible for washing before eating or drinking, and before leaving work at the end of shift. Contaminated clothing should be removed as soon as possible.
- Employees should dress any cuts or grazes before starting or continuing work.

3.4.6 Drugs and alcohol

No employee or subcontractor of the company shall:

- Be allowed on site having just consumed or while actually being under the influence of alcohol or drugs.
- Have in their possession drugs (unless authorised for medical purposes) or alcohol.
- Consume drugs or alcohol, or use medication in a detrimental way whilst working or operating machinery.
- Employees should inform the Site Manager when taking over the counter medication and review the side effects with the Site Manager to ensure there is no impact on the employee whilst working or operating machinery.

Failure to meet these requirements will result in disciplinary action being taken.

Section 3.5 – INFORMATION & TRAINING

3.5.1 Near Miss/Unsafe Act Reporting

All unsafe acts and near misses shall be reported immediately to the site office. If it is found that there is a breach of the site safety rules, then EGI Ltd shall take the appropriate action required, either disciplinary action or in the case of a serious breach removal from site.

3.5.2 Site Rules

Site rules shall be conveyed to all personnel on induction to the site and a copy shall be displayed within the site office.

3.5.3 Information and Training on Site

Information relating to the health, safety and welfare of all personnel on site shall be conveyed during toolbox talks and site meetings as required. All information shall also be made available within the site office and can be accessed at any time.

The following items will also be available in the site office and will be available to operatives at all times:

- Health and safety policy
- RIDDOR reporting arrangements
- Risk assessments
- Training records
- Plant maintenance and inspection records
- COSHH safety data information sheets
- Service mark up drawings

Signage shall also be erected to provide information to visitors at the site entrance, and all visitors shall receive a site induction prior to movement around the site.

3.5.4 Toolbox Talks

Toolbox talks shall be carried out on site opening to all personnel carrying out works, and shall be continued on a monthly basis or as the need arises whichever is the earliest.

The toolbox talk shall cover all aspects of site safety that is particular to the works being carried out. All personnel attending a toolbox talk shall be required to record their details of attendance on the record sheet

3.5.5 Induction

All personnel shall attend an induction course prior to carrying out works. This shall be carried out by the site foreman and all records of attended personnel shall be kept

No person shall be allowed on site unless attended a site induction course.

3.5.6 Specific Training

EGI Ltd shall identify any deficiencies in specific training such as:

Plant Operators Forklift Drivers Banksman/Slingers Fire Wardens First Aid Training

Where deficiencies have been highlighted then EGI Ltd shall ensure personnel are trained as required.

Sub-contractors are required to train their own personnel and should be able to demonstrate that this training has been undertaken and are in date.

APPENDIX A – Proposed Contractors Compound Plan



Access will be off Old Leeds Road to the South of Site and Quay Street to the East of Site. We will use an office and welfare site cabin which will be located at the Old Leeds Road entrance.

APPENDIX B – TRAFFIC MANAGMENT PLAN

APPENDIX C – O & M MANUALS

On completion of the works we will compile and issue to the client an operation and maintenance manuals which will include all details of the works and the following elements.

- a) a brief description of the work;
- b) residual hazards;
- c) key structural principals of the design;
- d) any hazards associated with materials used;
- e) removal or dismantling of plant and equipment;
- f) health and safety of equipment provided for cleaning and maintaining the structure;
- g) nature, location and markings of significant services; and
- h) as-built information to be produced by each works trade contractor

APPENDIX D – MATERIAL QUALITY CONTROL

Purpose

The purpose of this document is to define the method for planning, inspection, testing, approval, and control of critical materials to ensure they conform to specified standards, project requirements, and quality objectives. This procedure is intended to prevent the use of non-conforming materials and to maintain full traceability throughout the project lifecycle.

Scope

This procedure applies to all critical materials procured, delivered, stored, and used on the project, including but not limited to concrete, aggregates, fill materials, hardcore, cement, and topsoil. It covers activities from pre-procurement planning through to installation and record retention.

Pre-Procurement Quality Planning

Prior to procurement, a quality planning review shall be undertaken to confirm that all material requirements are clearly defined. Applicable standards, including ASTM, BS, EN, IS and any project-specific specifications, shall be identified and documented. Material grade, size, finish, tolerances, and performance requirements shall be specified to ensure suitability for the intended application.

Materials shall only be sourced from the approved suppliers list. Supplier approval shall be based on prequalification criteria, including previous performance, relevant certifications, and the adequacy of the supplier's quality assurance systems. A Quality Control Plan (QCP) shall be established, defining inspection and testing requirements, sampling frequency, and acceptance or rejection criteria.

Supplier Quality Assurance

Prior to delivery, all materials shall be subject to supplier quality assurance review. Material submittals shall be submitted and approved before shipment and shall include technical datasheets, relevant test certificates, and compliance statements confirming conformity with specified standards.

Where required, source or stockpile inspections shall be carried out to verify material quality prior to dispatch, particularly for bulk materials such as hardcore or fill. Any non-conformances identified at this stage shall be resolved before delivery to site.

Receiving Inspection at Site

Receiving inspection at site shall be treated as a critical control point. Upon delivery, a documentation check shall be conducted to verify that delivery notes correspond with the purchase order and that all required test certificates or mill certificates are provided. Manufacturing or loading dates shall be reviewed where applicable.

A visual and physical inspection shall then be carried out to verify quantities delivered and to identify any damage, corrosion, contamination, or defects. Materials shall be checked for correct size, grade, colour, finish, packaging integrity, and labelling. Identification and traceability shall be maintained by linking materials to their source locations and delivery records.

Sampling and Testing

Sampling and testing shall be carried out in accordance with applicable standards, the Inspection and Test Plan (ITP), and project specifications. On-site testing may include procedures such as slump testing for concrete. Laboratory testing shall be conducted as required, including tests for cement strength, aggregate grading, and chemical composition.

Where third-party testing is specified, testing shall only be undertaken by accredited laboratories. On this project, third-party laboratory testing is generally limited to topsoil verification unless otherwise required by specification or regulatory obligation.

Storage and Handling

All materials shall be stored and handled in a manner that prevents damage, deterioration, or contamination. Designated storage areas shall be provided, ensuring appropriate environmental conditions such as dryness and ventilation where required. Materials shall be clearly segregated to distinguish approved from rejected materials, as well as imported from exported materials.

Protective measures shall be implemented where necessary to protect materials from moisture, heat, ultraviolet exposure, or other environmental factors that could compromise quality.

Approval and Rejection

Materials shall be approved or rejected based on inspection and testing results. Approved materials shall be formally released for use in the works. Conditional approval may be granted where materials are acceptable for limited or specific applications, subject to defined controls.

Rejected materials shall not be used. They shall be turned away at the site gate where possible. If materials have already been tipped, the supplier shall arrange removal, typically via grab wagon, and the affected area shall be scraped and made good to prevent contamination of compliant materials.

Monitoring During Use

Quality control shall continue during material use and installation. Materials shall be applied using approved methods and under appropriate supervision. In-process inspections shall be undertaken to verify ongoing compliance, and workmanship shall be monitored to ensure conformity with project specifications and quality standards.

Records and Documentation

A complete quality record shall be maintained for all critical materials. This shall include test results, certificates, delivery notes, and inspection records. As-built material records shall be compiled and retained as part of the project quality documentation to ensure full traceability and audit readiness.

Continuous Improvement

Material non-conformances, failures, and rejections shall be reviewed to identify trends and root causes. Outcomes of these reviews shall be used to update supplier evaluations, refine material specifications, and improve inspection and testing methods. Where necessary, sourcing from unsuitable suppliers or disposal facilities with inadequate waste management practices shall be discontinued to improve overall quality performance.

APPENDIX E – POLLUTION PREVENTION PLAN (PPP)

Project: Turnbridge Mills, Quay Street, Huddersfield

Client: John L Brierley Property Ltd

Prepared for: Kirklees Council (Pre-Commencement Condition)

1. Purpose

This Pollution Prevention Plan (PPP) sets out measures to prevent contamination of the adjacent canal and surrounding environment during construction works at Turnbridge Mills. The plan addresses site-specific risks associated with working near a watercourse.

2. Site-Specific Risks

- Works adjacent to canal (high environmental sensitivity)
 - Surface water drainage and canal outfall installation
 - Excavation, piling, and earthworks
 - Fuel, oil, and chemical handling
 - Concrete works and washout
 - Dust, debris, and site runoff
-

3. Responsibilities

- **Principal Contractor:** Overall compliance and implementation
 - **Site Manager:** Daily monitoring and enforcement
 - **Operatives:** Follow procedures and report incidents
 - **Environmental Coordinator (if appointed):** Auditing and liaison
-

4. Control Measures

4.1 Canal Protection

- Install silt fencing and physical barriers along canal edge
- Debris netting or scaffold sheeting
- Install toe boards to scaffolding
- Maintain buffer zone where practicable
- No discharge to canal without approval
- Use drip trays under plant near water
- Spill kits and absorbent booms available at canal interface

4.2 Surface Water Management

- Prevent runoff entering canal using temporary drainage and silt traps
- Protect gullies with covers/filters
- Monitor during high-risk works (e.g. outfall construction)

4.3 Fuels, Oils & Chemicals

- Store in bunded containers (minimum 110% capacity)
- Refuel in designated areas away from canal
- Spill kits located at storage and refuelling points

4.4 Concrete & Cement

- Designated washout area with containment
- Prevent slurry entering drains or watercourse
- Protect fresh concrete from rain runoff

4.5 Dust & Air Quality

- Damping down during dry conditions
- Cover stockpiles and skips
- Wheel washing for vehicles
- Implement environmental monitoring plan

4.6 Waste Management

- Segregated, covered waste storage
- No storage near canal edge
- Prompt removal of waste and debris

4.7 Plant & Equipment

- Daily checks for leaks and defects
 - Well-maintained equipment only
 - Biodegradable oils used where practicable
-

5. Emergency Spill Procedure

1. Stop source of spill immediately
 2. Contain using spill kits/booms
 3. Prevent entry into canal/drainage
 4. Notify Site Manager and relevant authorities (Environment Agency if required)
 5. Clean and safely dispose of contaminated materials
 6. Record incident and corrective actions
-

6. Monitoring & Inspection

- Daily inspections of canal edge, drainage, and storage areas
 - Weekly environmental audits
 - Records maintained of inspections and incidents
-

7. Training & Communication

- Site induction to include environmental risks and canal protection
 - Toolbox talks on pollution prevention
 - Clear signage: "No discharge to watercourse"
-

8. Compliance

All works will comply with relevant environmental legislation and guidance, including requirements of the Environment Agency and Canal & River Trust. Necessary permits will be obtained prior to works affecting the canal.

9. Review

This plan will be reviewed and updated as works progress or if site conditions change.

Prepared by: _____

Position: _____

Date: _____

EMERGENCY CONTACT NUMBERS

Emerald Green Investments LTD:

UTILITY SERVICES EMERGENCY CONTACT NUMBERS

UTILITY	NAME	TELEPHONE NUMBER
Water Mains	Yorkshire Water	0845 120 8482
Existing Sewers	Yorkshire Water	0845 124 2424
Gas	National Grid	0800 688 588
Gas	Pipe line Damage / Gas Leaks	0800 111 999
Electricity	Northern Power Grid	0113 227 4931
Telecom	British Telecom	0113 807 4478

EMERGENCY SERVICES CONTACT NUMBERS

POLICE: **West Yorkshire Police 999**

FIRE AUTHORITY: **999**

SAFE WORKING PROCEDURE

1) GENERAL SITE PROCEDURE

- Prior to any works being carried out all company employees will attend a Site Specific Safety Induction/Briefing. This site induction will highlight all site rules, restrictions and any environmental concerns regarding this project.
- All works will be carried out using competent, experienced, trained and qualified employees, all of whom have carried out similar work operations in the past on several occasions.
- All Company employees will wear the appropriate Personnel Protective Equipment and clothing this will include:-
 - Hard Hats
 - Safety Footwear
 - Gloves (Non Absorbent)
 - High Visibility Jacket or Vest
 - FFP3 Dust Masks, Impact resistant goggles / Safety Glasses and ear protection (when required, i.e. whilst operating the disc/cut off saw during the cutting of the pre cast concrete pipes)
- All heras fence panels will be supported in purpose designed foot blocks and each of the panels will be interlocked by double clipping top and bottom of each panel so as to form a secure working area from which to carry out our work operations and also to protect the general public from our site operations and the movement and interaction with our mobile plant.
- Safety Notices will be positioned in prominent places at the entrance to our site area and will be secured on the heras fence line stating 'Keep Out - No Unauthorised Access', 'Danger Deep Excavations' we will also place a contact board to the entrance gates which will contain the site supervisors mobile phone number.
- We will form a gateway access within the heras fence to allow for deliveries/removals and during these times we will appoint a Vehicle Marshall to guide the deliveries onto/off our site ensuring that the access gate is closed when the delivery vehicles are on site so as to prevent unauthorised access onto our site area. Once the delivery has been made the vehicle will be escorted off of our site and the access gate will be locked so has to avoid unauthorised access.
- We will use the following plant, tools and equipment during the site clearance works: - Tracked Excavator, Site dumper.
- Excess material removed from each specific area will be stockpiled in the area assigned and fenced and signed as appropriate. This excess material will be dealt with in accordance with the Site Manager's instructions.
- Earthworks will be undertaken to prepare the site for groundworks.

Amendments to Method Statement

This Method Statement has been prepared by the Company’s Health and Safety Advisor. Any amendments to this Method Statement will be only undertaken by the Advisor and this Statement Superseded.

Where it becomes necessary to amend/alter this Method Statement due to unforeseen circumstances, or changes in site conditions etc., the nominated person in charge of the works will notify any changes to the Company Health and Safety Adviser who will have the authority to rectify the Method Statement.

When the Method Statement is altered/amended all persons employed on the project will sign/initial and date the alteration/amendment.

We have altered/amended this Method Statement to include the following:

Signed: ----- Date: -----
