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# SITE SHEQ PLAN

**WHITEHOUSE CONSTRUCTION CO. LTD**

**SITE SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN**

**(CONSTRUCTION PHASE)**

<b>Project</b>	Nailstone Substation
<b>Client</b>	NGED
<b>Whitehouse Contract Number</b>	24-NG-016
<b>Client Project Number</b>	
<b>Prepared by</b>	Dan Quinn
<b>Date of Issue</b>	21-04-25
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### VERSION HISTORY

<b>Version</b>		<b>Date</b>	
<b>Author</b>			
<b>Distribution</b>			

### AMENDMENT HISTORY

<b>Version</b>	<b>Sections affected</b>	<b>Remarks</b>
WHC047/02	2.1	Changes to role titles
WHC047/03	2.1	Changes to role titles



**SITE SHEQ PLAN**

**NOTE**

Once the WHC Site Agent and the Clients representative have approved this document for use on this project it will not be issue controlled. This document then becomes a live document and all changes / modifications will be handwritten / typed or new sheets inserted and the old crossed out. This document will form part of the Site Safety File.

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## SITE SHEQ PLAN

### 1 DESCRIPTION OF PROJECT

#### 1.1 Nature of the construction work

<b>1.1 Nature of the construction work</b>	Demolition of existing concrete foundations including infilling excavations as per drawings (assume max 1.5deep reinforced concrete)
	Demolition of existing concrete road as per drawing (assume max 200mm deep)
	Trial hole services - unknown
	Strip back ground by approx 225mm to formation level for new compound extension - <b>per m3</b>
	Installation of mains water service
	Installation of foul and surface water drainage (Including pipework, inspection chambers & cesspool and soakaway)
	Installation of new tarmac road including bellmouth entrance
	Construction of new bunds. Including supply and installation of entexol bund sep oil interceprior.
	Filling voids using MOT Type 1 in layers no greater than 150mm - <b>per m3</b>
	Install new NER Foundations
	Undertake water test on bund and sump to verify water tightness
	Install new security gates - 6.4m wide - As per drawing LE42_21_0002
	Install new palisade security fence - (approx. 90m) - As per drawing LE42_21_0002 - <b>per m</b>
	Install new post & rail fence - As per drawing LE42_21_0002
	Install new field gate
	Installation of multicore ducts (including bedding and surround and drawpits). - As per drawing LE42_24_0002
	Installation of power cable ducts (including bedding and surround). - As per drawing LE42_24_000
	Installation of multicore cable risers (including shroud for weather protection and new cable slot formation through building wall
	Checking / Clearing of existing Surface water drainage syste
	Remove redundant fence and fence posts - <b>per m</b>
	Remove redundant GRP bund walls from old T1 & T2 bunds and clean plinths
	General site areas surfacin
	Maintenance stri
	Excavation & backfill for earth tape around perimeter of building and bunds
	Excavation & backfill for earth tape links between all 3 areas
	Construct CDM laydown area as per drawing, including take up and remove from site and reinstate grass area upon completion of works
	Excavation and earthworks
	DPM & blinding
	Reinforced concrete foundation (including sumps) - As per drawing LE42_22_0001 & 0002
	Cable openings formed using Roxtex knocked out sleeves
	Building steel frame - As per drawing LE42_22_0012-0013
	Blockwork & lintels - As per drawing LE42_22_0003-0004
	Structural floor
Cable trench steel work and unistrut channels, fixing and leveling for switchgear boards and trench covers - As per drawings LE42_22_0005-0008	
Cable trench covers	
Cable trench access ladders - <b>Included</b>	
Security doors - As per drawing LE42_22_0014-0016	
Blast vents	
Steps and landings	
Internal Decoration	

#### 1.2 Planned construction period

<b>1.2 Planned construction period</b>	<b>Construction start date</b>	<b>19/05/25</b>
	<b>The current forecast for the completion of the construction phase is</b>	<b>18 weeks – 22<sup>nd</sup> September 2025</b>
	<b>A contract programme has been developed detailing each phase of works and can be found in</b>	<b>Appendix 1</b>

#### 1.3 The Client

<b>1.3 The Client</b>	<b>Name</b>	<b>NGED</b>
	<b>Address</b>	<b>Hammonds Way, Hinkley, LE10 3EQ</b>
	<b>Contact</b>	<b>Joe Callaghan</b>



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	Telephone Number	07922 573835
	Email address	<a href="mailto:icallaghan@nationalgrid.co.uk">icallaghan@nationalgrid.co.uk</a>

### 1.4 The Principal Designer

1.4 The Principal Designer	Name	NGED
	Address	Hammonds Way, Hinkley, LE10 3EQ
	Contact	Joe Callaghan
	Telephone Number	07922573835
	Email address	<a href="mailto:icallaghan@nationalgrid.co.uk">icallaghan@nationalgrid.co.uk</a>

### 1.5 The Principal Contractor

1.5 The Principal Contractor	Name	Whitehouse Construction Co. Ltd
	Address	Ewart House, Blenheim Road, Ashbourne, DE6 1JU
	Contact	Dan Quinn
	Telephone Number	01335 344 000
	Email address	Daniel.quinn@whc.ltd

### 1.6 Designer

1.6 Designer	Name	N/A
	Address	
	Contact	
	Telephone Number	
	Email address	



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### 1.7 Subcontractors (This section will be updated once each Sub-Contractor is appointed)

1.7 Subcontractors	Name	TBC
	Address	
	Contact	
	Telephone Number	
	Email address	
	Name	
	Address	
	Contact	
	Telephone Number	
	Email address	
	Name	
	Address	
	Contact	
	Telephone Number	
	Email address	

### 1.8 Local Health & Safety Executive

1.8 Local Health & Safety Executive	Kingsley Dunham Centre, Nicker Hill, Keyworth, Nottingham, NG12 5GG
-------------------------------------	--

### 1.9 Location of Works

1.9 Location of Works	Wood Road, Coalville, LE67 1GE

## SITE SHEQ PLAN

### 1.10 Drawings & Information

1.10 Drawings & Information	The project drawings and associated information have been issued to WHC by the Designer. These are maintained within	Appendix 2
-----------------------------	--	------------

**Site Location and site plan – This is a live document and has the potential to change once on site and the work is being completed.**



Orange Area – Contaminated ground.

Purple and Orange area – Work area.

Blue Area – Storage and muck heaps to be here.

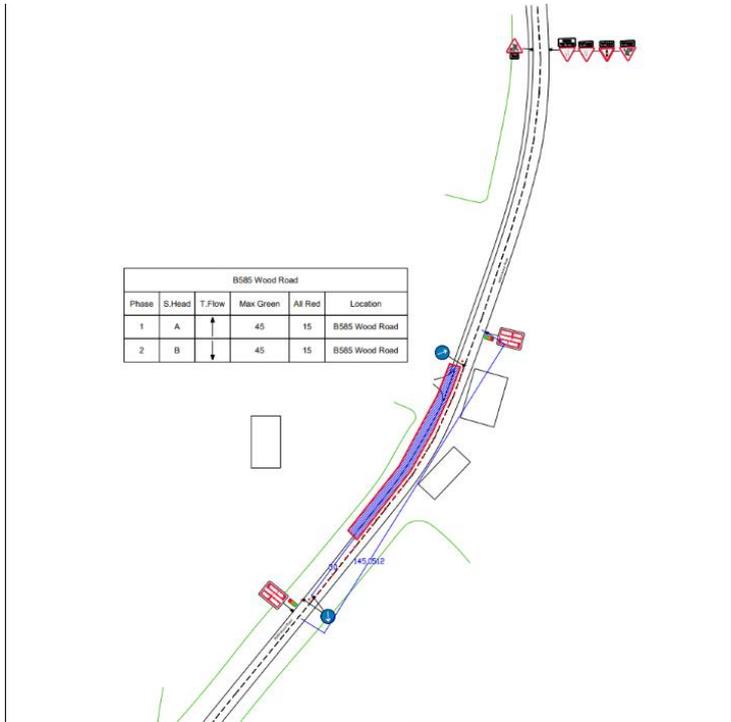
Green Area – welfare for the first 2 weeks and then it will be moved into the blue area.

Yellow Line – the ROUGH new fence line to be installed out of timber.



**SITE SHEQ PLAN**

**TM Plan**



Qty 2 Ref 017 Road narrow on one side only ahead - left	
Qty 2 Ref 017 Road narrow on one side only ahead - right	
Qty 2 Ref 018 Single file traffic	
Qty 2 Ref 040 Traffic lights ahead	
Qty 2 Ref 010 Distance ahead to hazard	
Qty 2 Ref 010 Distance ahead to hazard	
Qty 2 Ref 010 Distance ahead to hazard	
Qty 2 Ref 010 Keep right	
Qty 2 Ref 010 Keep left	
Qty 2 Ref 040 End	
Qty 2 Ref 020 Road works ahead	
Qty 2 Ref 010 Work Stop Light (WSSL) Road Work	

**VOCON Traffic Management**

This Drawing has been produced for a specific client & Project identified below and is not intended for use by any other person or for any other purpose.  
© VOCON Traffic Management

**NOTES**

- All signs as per Chapter 8 Distances between cones to be 9m maximum unless otherwise noted.
- Distances between signs NOT to Scale for purpose of clarity.
- All sign placement subject to available safe working space.
- The purpose of the Traffic Management Plan is for it to be used only as a guide and all traffic management equipment should be put out according to the 'Safety at Street Works and Road Works - Code of Practice', i.e. Red Book & the 'Traffic Signs Manual Chapter 6', i.e. Yellow Book.
- Where bus stops are to be suspended, due to the nature of the works, the principal contractor needs to agree with the public transport provider if a temporary bus stop is required and its location.

**Key**

- High Mast Sign
- Standard Sign
- Post
- Cones
- Temporary Traffic Light
- WSSL
- Blue Sign
- Provisional Sign
- Blue Traffic Barrier
- Block
- Direction Road 1
- Direction Road 2
- Direction Road 3
- Light Sign
- Mobile Sign

**DO NOT SCALE FROM THIS DRAWING - All Dimensions to be verified on site**

REV	DATE	DESCRIPTION
B	23/04/20	As drawn
A	23/04/20	As drawn

**VOCON**

Nottingham Derby  
 100, Church Way 312 Garsfield Road  
 Nottingham Derby  
 NG19 7JA DN11 9JL  
 Tel: 0333 482008 www.vocon.co.uk

**TRAFFIC MANAGEMENT PLAN**

**Whitehouse**  
PROUD to be SAFE

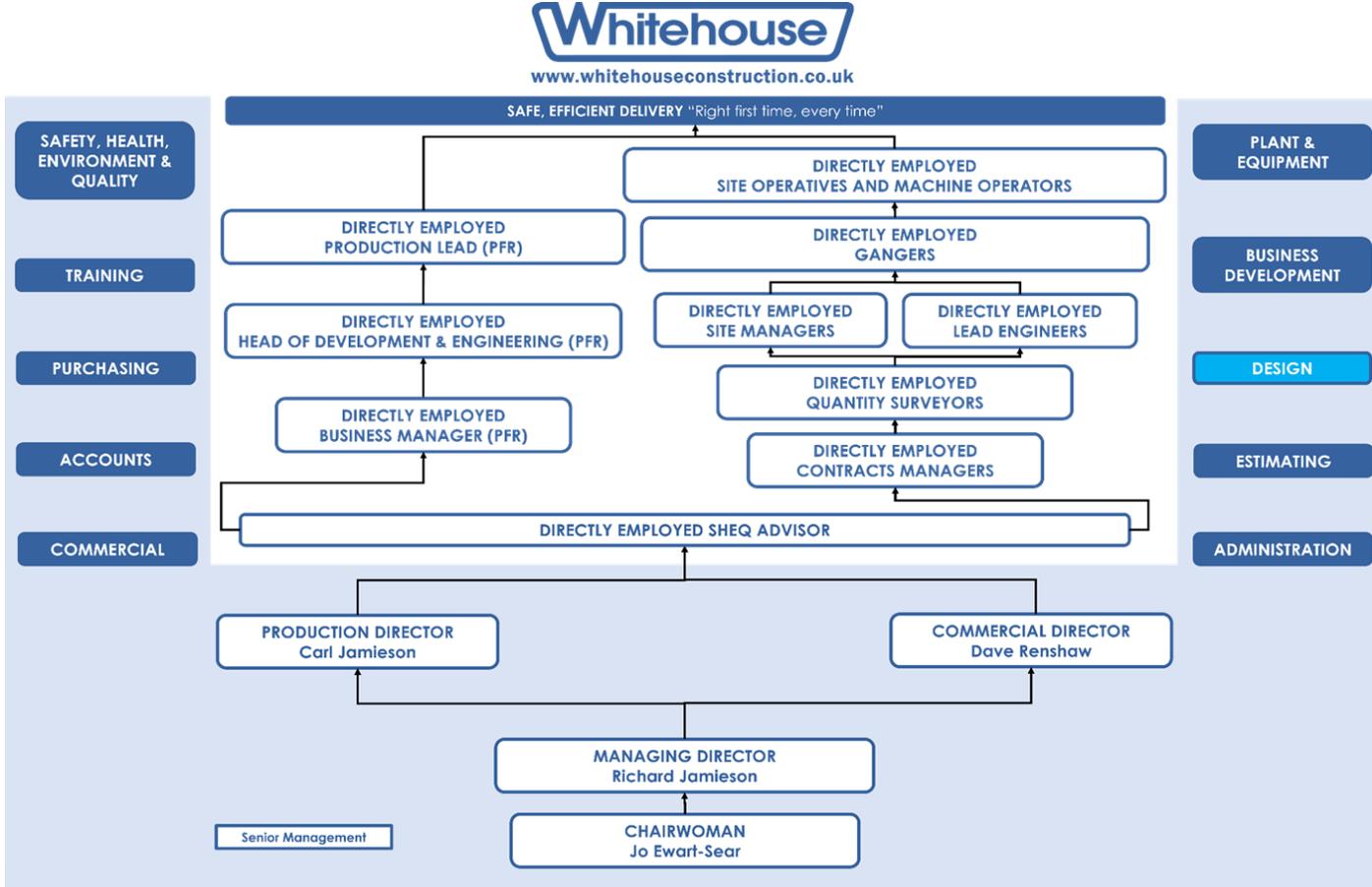
ED-WHITEHOUSE-031-23.04.20 Rev B



# SITE SHEQ PLAN

## 2 MANAGEMENT OF THE WORK

### 2.1 SHEQ Advisory Team Structure and Responsibilities



Role	Name	Telephone
Managing Director / Director Responsible for SHEQ	Richard Jamieson	07764 408 696 Emergency out of hours: 01335 344 000
<b>SHEQ Advisory Team</b>		
SHEQ Advisor	Dan Donovan	07976 199 503
Chairwoman	Jo Ewart-Sear	07917 766 711
SHEQ Administrator	Dan Donovan	01335 344 000
Production Director	Carl Jamieson	07976 029 024
Main Contact for the project	Dan Quinn	07415677958
Contracts Manager	Daniel Athey	07764 408 688



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<b>Contracts Manager</b>	<b>Tim Smith</b>	<b>07825 267 142</b>
<b>Plant Manager</b>	<b>Ashley Jackson</b>	<b>07825 597 616</b>
<b>Production Manager</b>	<b>Ian Bacon</b>	<b>07791 198 254</b>
<b>Site Agent</b>	<b>Dan Quinn</b>	<b>M:07415677958</b> <b>Emergency out of hours: 01335 344 000 (Director On Call)</b>

### 2.2 Objective and arrangements for implementation

The purpose of this Safety, Health, Environmental and Quality Plan, here after known as the SHEQ Plan, is to ensure all WHC personnel and its sub-contractors who are working on site are made aware of SHEQ legislative standards, company procedures and the requirement for total compliance.

This SHEQ Plan has been developed to incorporate all SHEQ issues. It should be read in conjunction with the Pre-Construction information prepared by the Client and the Principal Designer (**Appendix 3**).

It is a primary objective of WHC and the entire Project Team that the works will be completed with zero accidents or incidents, and without compromise to the health, safety or welfare of the local community, those employed on site, members of the public, and others who may be affected, or the environment.

All those responsible for the delivery of the project are urged to demonstrate their commitment by embracing the contents of this document and by employing 'Best Practice' in all aspects of SHEQ Management.

### 2.3 Monitoring

The WHC Production Manager will ensure the requirements of this SHEQ Plan are observed and implemented at site level. The SA is the individual having delegated responsibility for the implementation and enforcement of SHEQ procedures, proper recording of accidents, etc.

In the course of their regular site visits, the Production Manager will make an inspection to ensure the work areas and systems of work meet WHC SHEQ standards and all applicable legislation is properly complied with. If any shortcomings are identified, the SA will be instructed in writing. The SA will record the action taken to remedy the deficiencies noted, along with date and time of implementation.

The WHC SHEQ Advisory Team will visit site regularly, carrying out site surveillance reports and also have responsibility for collating information and maintaining records, from which statistical data is prepared. An increase in incidence rate would signal the urgent need for investigative / corrective action by management.

Any employee found to be repeatedly disregarding SHEQ requirements will be issued with a written warning by the SA, WHC048 – Unsafe Act Record (**Appendix 4**). If the warning is disregarded, disciplinary action will follow.



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## SITE SHEQ PLAN

### **2.4 Continuing liaison**

Regular progress meetings are to be arranged with Clients' Contract Representative and to be attended by: Principal Contractor's Site Agent and associated personnel as required.

### **2.5 Consultation**

The Principal Contractor has an established policy of consultation. Monthly SHEQ committee meetings are held, attended by management and representatives from site.

Consultation is an on-going process and is typically completed through the use of Site Inductions / Toolbox Talks / SHEQ Alerts and Breakfast Briefings. These act as the primary basis for informing site personnel of relevant SHEQ issues.

The SA will broaden the scope of those talks, encouraging the development of a constructive dialogue. They will note employees' comments and ideas, which will be taken forward to the above meetings for consideration and possible implementation, as a positive contribution to the SHEQ System.

### **2.6 Design information**

Not applicable, unless required as a result of subsequent changes in the scope of the works.

In the event that it becomes necessary to obtain the services of any other organisation(s), whose work includes a design element, before placing any order they will be required to demonstrate their competence and discuss the content of the design change with all relevant parties.

### **2.7 Selection and control of other contractors**

The Principal Contractor has established procedures in place for ensuring that the other contractors appointed are competent and will make adequate provision for SHEQ.

Subcontractors are required to complete a PQQ including H&S statistics, case studies and references, these are then vetted by our internal SHEQ team and external Insurance Brokers. We then file all documents internally for annual review and 'blacklist' any Subcontractors whose performance has been inadequate.

Prior to starting on site, effective means of communication will be established to ensure that personnel having responsibility for SHEQ issues are identified and are responsible for implementing and maintaining a safe system of work, together with staff responsible for environmental and quality matters.

### **2.8 Exchange of information between contractors**

WHC will ensure, so far as is reasonably practicable, that all available information is shared with the other contractors, in order that their works may be carried out in compliance with the SHEQ System. This objective will be achieved by the following means:

- Provision of the Construction Phase SHEQ Plan, and copies of all relevant drawings and specifications, including the latest revisions to those documents
- Involvement of contractor representatives in site meetings, to allow for a full exchange of information on all aspects of the works and, SHEQ related matters carried out with Sub-contractor supervisor at daily breakfast briefings and weekly progress meetings



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- Provision of all the information provided by the Designer concerning underground services within the site
- Detailed explanation and discussion of the matters addressed by the Principal Contractor's Risk Assessments, Method Statements and COSHH Assessments
- Emergency procedures and first aid provision. The information to be displayed by means of notices, prominently displayed and brought to the attention of all contractor's personnel
- Procedures necessary for the protection of the general public, the avoidance of pollution and the proper disposal of waste will be agreed in advance and documented

Arrangements for maintaining a flow of information between the various members of the project team will follow normal industry procedures and may include:

- Written, instructions and/or drawings (including revised drawings), requests for information etc., sent through the post
- E-mail transmissions
- Telephone contact, which may need to be confirmed in writing
- Inspection visits, along with progress meetings, the agenda of which will include SHEQ and any documented instructions, reports or minutes
- Personal discussions between site-based staff, e.g. SA and the client., and any records arising from those discussions

### **2.9 Security: Compound, site and work areas**

The Compound area will be fenced all round with Plastic Chapter 8 Barriers and securely clipped together preventing any unauthorised access.

NGED are supplying 2 tower cameras for overnight and weekends.

A plant safe has been ordered, however due to the entrance not being created until the 2<sup>nd</sup> week, the machines/diesel will be left outside and diesel kept in a cabin.

Roads shall be kept clear of debris and cleaned up immediately.

Segregation shall be provided to keep vehicles off soft landscaped areas.

The relevant warning, directional & information signage shall be provided – refer to TM plan for further information (note this is not exhaustive and additional signage may be provided as deemed necessary)

Clear instructions will be provided to suppliers etc. to ensure drivers of heavy vehicles are aware of the most direct route to site. Access & Egress into / from the site shall be through the Field located off the main road. Delivery drivers are to contact the site supervisor 10 mins prior to arrival so that arrangements can be made to meet the vehicle at the gates and give further instruction.

No Reversing without a Banksman will be permitted throughout the Site.

Plastic Chapter 8 barriers & warning Signage is to be erected a minimum of 3m away from the nearest piece of apparatus which is attached to the existing electricity poles.

A one way traffic system shall be utilised around the substation to minimise reversing however will be subject to the programme and will take a couple of weeks to initiate this.



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The weather forecast shall be monitored closely and any high forecasted severe rainfall communicated with the client due to this being in a field which could create mud/sludge.

Mechanical assistance shall be utilised as much as practicably possible.

Sumps etc shall be securely fenced off with Double clipped Heras fencing.

**The Nearest Accident & Emergency Department is**

**Leicester Royal Infirmary -LE1 5WW**

Prior to leaving site at the end of every shift, the SA (Site Supervisor in SA's absence) will ensure that:

- Manholes which have been opened have their covers replaced.
- Excavations which remain open receive secondary protection, e.g. mesh panel fencing laid horizontally, wherever practicable.
- Plant is parked where it cannot become a hazard. If circumstances require it, ensure it remains overnight within the fenced work area, it will be immobilised, or otherwise secured against theft or vandalism, e.g. use of cab shutters.
- A final check is made of the safety fencing, to ensure it is undamaged, stable and there is complete continuity with security of feet and clips.
- Tools, materials and equipment with the potential to cause injury, damage or spillage have been properly secured.

### 2.10 Site induction and training

The Principal Contractor maintains records of SHEQ training undertaken, e.g. Health and Safety Testing, CSCS/CPCS Carding, Confined Spaces and Use of Escape B.A. Sets, Slinger / Signaller, Abrasive Wheels, NRSWA 'Operatives' and other relevant competencies. This information will be considered by the Production Director in the selection of employees, appropriate to the requirements of the project.

In support of Safe Systems of Work, it will be the SA's responsibility to ensure that all site personnel (including visitors as appropriate) undertake and are informed in sufficient detail the following: -

- Site inductions with reference to the specific RAMS and Site Rules which form part of this document and their proposed activity
- The emergency procedures which apply
- Are appropriately trained and competent for their allocated tasks (**Appendix 5 – Training Records**)

Site inductions will be completed detailing any specific known risks associated with the contract and other site requirements.

### 2.11 Welfare and First Aid

The site establishment will contain purpose-built portable site accommodation units; this will include a hot water wash station with soap, hand cleanser and a supply of paper towels available. Barrier cream and conditioning cream will also be available to help safeguard against the possibility of skin diseases. (Supplied by NGED)



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The SA will nominate one individual from those working on site to be responsible for maintaining the welfare facilities in a clean and tidy condition throughout the duration of the works.

Qualified First Aiders are appointed in accordance with the Health and Safety (First Aid) Regulations 1981. The location of the First Aid case will be marked by the conventional green and white sign, and the identity of the nominated First-Aider(s) displayed. **First Aider tbc once Site Team confirmed**

It is their responsibility to check the case on a regular basis and ensure that items which have been removed for use are replaced.

In the event someone is injured, the First Aider alone will decide on the most appropriate course of action, i.e.:

- Treatment on site
- Or visit to casualty
- Or in emergency, call the Airport Control Room (01332 818555) Or 3333 (Internal Phone)
- A site rescue plan shall be developed and briefed to operatives which is applicable/relevant to works taking place inside the reservoirs.

An entry of any injury will be made on an Accident Report Form WHC038 (**Appendix 6**).

### 2.12 The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

WHC will report all accidents and incidents to its employees in the Client's Site Accident Book. Such accidents will also be recorded within the company's accident recording system (this may be done by telephone).

This will be the responsibility of the SA who will also complete the company's accident report and investigation form WHC038 accordingly. Blank copies of these forms can be found in **Appendix 6**.

Where accidents come under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), reporting to the Health and Safety Executive will be carried out by the WHC SHEQ Advisory Team.

### 2.13 Positive Intervention Reporting

WHC has a procedure in place which provides for all SHEQ 'Positive Interventions' to be reported to the SHEQ Advisory Team. Every positive intervention is categorised and investigated to allow a detailed analysis of the cause to take place. The objective is to continually improve company SHEQ procedures, in order to prevent similar or more serious incidents occurring in the future. WHC042 Positive Intervention cards can be found in **Appendix 7**.

### 2.14 Safe systems of work

Hazard identification will commence during the initial design phase. Any residual risk will be detailed within the Pre-Construction information prepared by the Client and the Principal Designer.



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This information will be considered together with the Principal Contractor's proposed methodology for construction and the SHEQ Aspect & Impact Identification form WHC028 (**Appendix 8**).

As a result of the above the significant potential hazards identified will be addressed by the preparation of site-specific Risk Assessments and Method Statements (RAMS) and detailed in the following appendices: -

- Risk Assessments – WHC035 (**Appendix 9**)
- Method Statements – WHC029 (**Appendix 10**)

Registers will be maintained for both sets of documents and include in the above appendices, (WHC050 and WHC051 respectively).

In support of Safe Systems of Work, it will also be the SA's responsibility to ensure that all site personnel are aware of:

- Breakfast Briefings (to be conducted immediately prior to the initial start of work on site and on a day to day basis)
- Toolbox Talks (at weekly intervals) and SHEQ Alerts (as appropriate) to be conducted prior to commencing critical operations, or when it may be necessary to introduce changes in methods of work to take account of modifications to the design, changes of personnel, or other unforeseen events
- That everyone understands their personal role, has a thorough understanding of the objectives to be achieved, the hazards likely to be encountered and the control measures to be adopted in order to control the risk.

Site Inductions, Toolbox Talks, Alerts and Briefings will be recorded on Form WHC036 (**Appendix 11**)

### 2.15 Additional hazards and unplanned activities

Additional hazards and any unforeseen eventualities that may occur during the construction phase which result in changes to the planned method of working will be subject to appropriate measures to mitigate them. This may result in a revised Safe System of Work.

The revised documentation will be prepared by the SA or their deputy and submitted for approval by the Client's Representative.

It will be the responsibility of the SA to inform site personnel of any risks and implications to SHEQ, whether identified in this document, or as a result of unforeseen events. They will clearly explain the control measures to be adopted and ensure they are always observed .

**SITE SHEQ PLAN**

**3 ENVIRONMENT**

**3.1 ENVIRONMENTAL POLICY STATEMENT**

**ENVIRONMENTAL POLICY STATEMENT**

The Directors and Management of Whitehouse Construction Company Ltd are committed to operate every aspect of the business to those standards that offer the highest possible quality of service to all clients. This is supported by a progressive management style that encourages positive environmental stewardship throughout the company.

We have adopted an Environmental Management System, designed to meet and/or exceed the requirements of BS EN ISO 14001:2015.

We believe and promote that all our directly employed personnel together with any specialist sub-contractors and suppliers must comply to environmental targets, objectives and management programmes. This policy and associated targets and objectives are reviewed annually.

Our people will receive the appropriate levels of training and awareness to ensure that due emphasis is placed on protection of the environment and site care/cleanliness.

Positive Intervention reporting is a key driver in continual improvement, and we are targeted with improving our Positive Intervention rate.

We are committed to the protection of the environment and preventing pollution when carrying out our activities by recycling and reusing materials.

This policy is communicated and made available to all company personnel, supply chain, members of the public and other interested third parties.

This policy is reviewed for suitability at least annually in our management review, in line with our IMS-01 Management Manual, Section 5.2.1. Any amendments will be captured within our WHC001 IMS index form.

SIGNED:  Date Issued: 24 January 2024

PRINT: Richard Jamieson

DATE REVIEWED: Annual Management Review Meeting.

POSITION: Managing Director and Director Responsible for Safety, Health, Environment & Quality (SHEQ)



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## SITE SHEQ PLAN

### 3.2 General Site Management

<b>3.2 General Site Management</b>	<b>Environmental Challenges</b>	•
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The Site Management Team have been allocated based on their skills, knowledge, ability, training & experience to effectively manage these challenges.

#### 3.2.1 Environmental Responsibilities

The SHEQ Advisory Team Structure details the responsibilities for managing environmental challenges, from Ganger, Site Agent, Contracts Manager, SHEQ Advisory Team and ultimately Managing Director and Director Responsible for SHEQ. Refer to 2.1 SHEQ Advisory Team Structure and Responsibilities.

### 3.3 Emergency Procedures

#### 3.3.1 Emergency Contact Numbers

<b>Airport Control Room</b>	01332 818555 or 3333 (Internal Phone)		
<b>Landside Duty Manager (ADM)</b>	07880 787513		
<b>Environment Agency</b>	0800 80 70 60		
<b>Severn Trent Water Limited</b>	0800 783 4444		
<b>National grid Electricity Distribution</b>	0800 056 8090		
<b>Cadent Gas</b>	0800 111 999		
<b>BT Plc</b>	0800 023 2023 (Dial before you Dig)		
<b>Police, Fire &amp; Ambulance</b>	999 or 911		
<b>Whitehouse Construction Head Office</b>	01335 344 000		
<b>WHC Site Agent</b>	<b>Name</b>	Dan Quinn	<b>Tel. No</b> 07415677958
<b>WHC Contract Manager</b>	<b>Name</b>	Tim Smith	<b>Tel. No</b> 07825 267142
<b>WHC Managing Director</b>	<b>Name</b>	Richard Jamieson	<b>Tel. No</b> 07764 408 696



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## SITE SHEQ PLAN

### 3.3.2 Aspect and Impact Assessment

During the initial site survey, WHC shall carry out a SHEQ Aspect and Impact assessment. This is based on site visits, the Environmental Impact Assessment and the Pre-Construction Information Pack. This information will then be used to produce relevant Risk Assessments (see **Appendix 9**) and from those will generate safe systems of work (see **Appendix 10**) to mitigate associated hazards.

### 3.3.3 Incident Response Plan

During the site induction all operatives will be made aware of the following site emergency procedures.

In the event of an environmental emergency the site agent will take charge.

The principal of the response procedure should be:



Work will be stopped immediately, and measures taken to prevent any more material spilling, e.g. close valve, stand up drum, turn off pump/machine, etc.

Any sources of ignition will also be eliminated, e.g. turn off plant, extinguish cigarettes, isolate sources of heat, etc.

## CONTAIN

The spillage will be contained using bunds of earth or sand, utilising drip trays to catch contaminant or a spill kit to soak up the contaminant. These will be found in clearly labelled, white wheelie bins close to all fuel sources and watercourses/drains.

If the spill is in imminent danger of contamination, a machine will be used to dig a pit to catch the flow and the arising used to soak up the contaminant. This is a last resort approach to minimise the environmental impact of the spill.

Check the spill has not reached any nearby drains/manholes, watercourses, ponds or other sensitive areas, i.e. allotments, flood plain, gardens, pumping station. Absorbent booms will be kept within the spill kit in for use on rivers if required.

## NOTIFY

The Site Agent will be informed as soon as reasonably practicable. They must be provided with the following information;

- Whether the substance has entered the drain/watercourse or is affecting the environment
- Substance Involved
- Location
- Reason for Incident
- Quantity Involved



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- Action taken so far

The Agent will then report the incident to the SHEQ Advisory Team, the client and a Director of Whitehouse Construction.

The SHEQ Advisory Team will in due course carry out a thorough investigation into the incident utilising form WHC038. Any findings and lessons learnt, will be reported to the Board of Directors and passed onto the workforce via SHEQ Alert which will be delivered as a weekly tool box talk.

## CLEAN UP

The Site Agent will organise the suitable and safe removal of the contaminant depending on the extent of the spill and the substance involved, ensuring all statutory requirements are fulfilled and records kept.

Further guidance can be found in **Appendix 12 - Pollution Prevention Guidance note (PPG) 21 Pollution Incident Response Planning.**

### 3.4 Material and Waste Management

Prior to commencement of works a Site Waste Management Plan (SWMP) will be produced and will be available in **Appendix 13.** This will summarise all expected materials required to complete the works.

#### 3.4.1 Buying

Where possible WHC buying department will purchase recycled material.

Before any material is purchased, the Buying Department audit our Head Office Stores to ensure we re-use any residual material from similar works.

Once this option has been exhausted, wherever practicable, recycled materials will be sourced. Critically this is done in the immediate district of the works. This is to minimise transportation costs and carbon footprint of the project, whilst contributing to the local economy thereby actively contributing to the local community.

It is traditionally common for construction companies to over order 5-10% of materials required. Through careful liaison between, estimators, buyers, site and contract managers, (at a Pre-commencement material management meeting), in conjunction with the production and eventual review of a MMP, this percentage is targeted for reduction. Through consistency of work, comparison with previous similar projects and continual on-site monitoring (carried out by the Contract Manager) wasted materials can be eradicated.

Timber is a key material in many aspects of construction. WHC purchases all timber from sustainable sources with FSC (or similar) approval.

Wherever possible, recycled and secondary aggregates will be utilised. Most commonly recycled MOT Type 1 from crushed brickwork and concrete is used once compliance with the grading standards has been proven with valid certification.

#### 3.4.2 Storage

Attention to material storage is necessary to ensure they are;



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- Located away from sensitive receptors and overhead pylons/cables. A site walk around on 12/3/25 noted that there is overhead cables present on site.
- There is a high risk of vandalism, A plant safe has been ordered for the 2<sup>nd</sup> week.
- Not spoiled through exposure to elements
- Unlikely to be damaged
- Easily accessible

The following measures will be used to ensure sound material storage;

- All liquid materials to be stored in a 110% bunded area
- Clearly mark each specific storage area
- Store materials in suitable containers that are labelled appropriately with fitted lids and taps
- Ensure control measures are in place (see 3.3.3 Incident Response Plan)
- Store materials in a Heras fence protected area to guard against theft/vandalism
- Protect stores against flood damage or inundation
- Store waste in a separate designated area and separate into different waste streams
- Stockpiles limited to 2m in height away from drains/watercourses
- Store away from main site access roads
- All skips to be covered and clearly labelled by waste stream. Wheelie bins may be appropriate for smaller volume stream
- All carriers of waste must provide a waste carriers licence and an end tip licence
- All transfer notes must be completed in full and contain an accurate description of the waste. These notes will be retained for two years for inert material and five years for hazardous
- For hazardous waste consignment notes must be completed
- All waste transfer note records including material, contamination amount, end location, licence number, carrier etc) will be recorded in a schedule. Copies of WTN's shall be kept in the file and copies also sent to the Client as requested.

In summary the following will be avoided.

- Over ordering
- Ordering inappropriate lengths
- Delivery at the wrong time
- Damage during unloading (imposition of a risk assessed safe system of work)
- Delivery to inappropriate areas of site
- Delivery of damaged goods (use only approved suppliers)
- Accepting incorrect deliveries, specification or quantity
- Exceeding their shelf life
- Damage or contamination through incorrect storage
- Loss through theft or vandalism

### 3.4.3 Site Waste Management Plan

In conjunction with the Client, an MMP and SWMP will be created as part of this contract.

It will look at all aspects of waste production and management and act as a tool to drive down the amount of waste produced and maximise the reuse and recycling of any waste generated (See **Appendix 13**).



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Once the project is complete this final collated data will be compared with the initial predictions to check how well we performed, where we need to improve and where we exceeded our expectations. Lessons learnt from this process will be communicated around the company to encourage a culture of continual improvement and implementation of best practice ideologies.

### 3.5 Dust emissions and odours

Dust, emissions, odours and lighting arising from a site may annoy the local community and can cause ground, air and light pollution.

In rural environments, dust, even in low concentrations, can affect plant, vegetable and fruit growth. Alkali dusts, e.g. cement, are particularly hazardous to flora. Similarly dust in watercourses can affect the pH of the water as well as affecting the light levels within the watercourse.

All tools with a liability to produce dust will be used in association with appropriate dust suppression. This includes floor saws, grinders, Stihl saws, hand saws, etc.

Whilst operatives are using these items of plant dust masks of a minimum standard of FFP3 and eye protection will be utilised unless specified in the specific risk assessment (see 4.16)

Transport and plant movement is another potentially more serious source of airborne dust. Due to the nature of the project it is proposed to carry out the works during the summer months. Therefore, access roads and other areas as necessary will be subject to bowser dust suppression.

All plant on site will be owned by WHC. Therefore, we are confident of the voracity of the preventative plant maintenance schedule. The PPM is maintained by the company Plant Manager and monitored by the SHEQ Advisory Team. This ensures that WHC plant is maintained to the highest standard and guarantees that emissions are kept to a minimum, in terms of noise, dust and exhaust emissions.

When plant/machinery is not being used the engine will be turned off to minimise fuel consumption and production of noise and emissions. All standing plant will have ignition keys removed to prevent unauthorised usage.

Inevitably a small residual volume of slurry will be transported onto the highway. This will be removed as required using licensed road sweepers sourced from a local provider.

### 3.6 Noise and vibration

Site generated noise represents a major hazard to site workers (see 4.14/4.15) as well as an annoyance to neighbours, structural damage and a potential threat to adjacent wildlife.

All WHC plant is well maintained as detailed in section 3.5, to minimise noise production.

Site working hours will be restricted to 7.00am to 5.00pm weekdays.

### 3.7 Traffic Management and Vehicle Use

Traffic management is important to minimise disruption and nuisance to residents in terms of noise, dust, congestion and inconvenience.

Details of the onsite traffic management will be laid out on a drawing displayed in the site canteen showing, vehicular and pedestrian traffic routes, compound location and layout,



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material and waste storage areas, restricted areas, spill kit locations, and areas of environmental sensitivity.

All delivery times will be managed by the WHC buying department. Deliveries will be evenly distributed throughout the day to minimise congestion both on site and on the public highway. Delivery times will also be between 07:00 & 17:00

Delivery routes will be provided to suppliers where restrictions are in place in the local area, i.e. weight and width restrictions, parking limitations, low headroom access, pedestrian access and lack of footpaths.

No vehicles will be allowed to reverse onto the public highway from the site entrance and must be banked out onto the main road due to there being a sharp bend near site.

Adequate parking will be provided on site for all employees to remove the hazard and public inconvenience of parking in the vicinity of the works. WHC promotes vehicular sharing and provides gangs with vehicles with adequate seating for all members of the gang.

All site access roads will be capped with recycled stone to minimise dust and mud and to offer a degree of protection to the site whilst works continue.

Site speed will be restricted to 10mph both as a safety precaution and to minimise noise and dust generation.

Once on site all delivery vehicles will be accompanied by a trained banksman to escort the vehicle around site.

All bulk material deliveries must utilise retractable sheeted covers to protect windblown materials.

All engines must be off whilst waiting to be unloaded.

### 3.8 Ground Contamination

Ground contamination is frequently found on site as a result of previous activity like industrial processes and landfill.

Prior to commencement of works a site investigation will be carried out by a competent subcontractor to illicit the ground structure as well as the extent and concentration of any contamination.

Contaminated ground can cause pollution of ground water and watercourses, pollution of surrounding land, can impact on local flora and fauna as well as create public concern.

Danger from contaminated ground can be reduced by considering the following model;



The source of contamination can migrate along a pathway, e.g. groundwater, to a receptor, e.g. aquifer.

By removing, modifying or destroying the contaminant the source is eradicated. If the contaminant cannot safely be removed or is inaccessible it may be possible to limit the migration by use of a physical barrier e.g. inserting a high-density clay bund between the source and the known pathway. Finally, the receptor may be protected by either a physical barrier or utilising an alternative water source.



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Any stockpiled contaminant will be sheeted to prevent windblown dust spreading the contamination and rain from leaching the contamination into the underlying ground.

If during site activity unknown, suspected contaminated ground is discovered;

- Stop work immediately
- Report to the site agent
- Seal off the area to contain any spread of contaminant
- Clear immediate area of potential sources of ignition
- Inform the Principal Designer about the discovery
- Arrange testing to confirm/disprove contamination
- Await instruction from the client

### 3.9 Water

Water pollution is any noxious, poisonous polluting matter or waste solids which includes silt, cement, concrete, oil, petroleum spirit, chemicals, solvents and sewage.

Preservation of watercourses is critical to protecting the environment and a comparatively small volume of contaminant can have a large footprint of influence along a river course.

A discharge licence will be applied for at least four months in advance of any project commencing should this be required.

Prior to works commencing baseline samples of the local watercourses will be taken against which future samples can be compared.

All site drainage must be identified (surface, combined, foul) and marked with a suitable colour code system to ensure any authorised discharge is into the correct system. These drains will then be protected by drain covers or bunds to prevent accidental contamination.

All site personnel will be briefed during the site induction on any discharge consents in place, including the quantities and quality of water that can be discharged.

Settlement/flocculants tanks must be checked daily to ensure correct operation. This will form part of the site team breakfast brief. Outfalls and pipework must also be checked daily for leaks and to ensure they are clean and clear for efficient flows.

Emergency spill procedures are detailed in 3.3.3. above.

All concrete lorries will be washed out into a pre-lined skip in a designated area of the site at least 10m away from any watercourses and drains.

A daily watercourse inspection will be carried out and recorded. The frequency of these inspections may be increased if the risk in high or weather conditions dictate.

A regular water sampling regime will be established above and below the works to monitor the effectiveness of the above measures.

### 3.10 Wildlife

Wildlife includes any trees, insects, birds, fish or mammals as well as their habitats which may be affected by our works.

WHC believes it is of the utmost importance to give protection to the natural environment and where our works has the potential to affect the environment that we do all we can to



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minimise the impact we make and where possible enhance the natural environment through appropriate habitat creation thereby enhancing biodiversity.

### 3.10.1 Environmental Impact Assessment

Before any project commences WHC request or organise an Environmental Impact Assessment (EIA) to be carried out. Due to the seasonal nature of wildlife activity this should ideally be carried out over a 12 month cycle.

All issues highlighted in the EIA will be incorporated into this document and in the site Aspect and Impact form (see **Appendix 8**)

The project start date will be tailored to suit the findings of the EIA.

If a protected species is discovered on site after works commence work will stop immediately. The site manager will inform the Environment Agency and consult with the relevant conservation body to agree the best way forward.

If a protected species or designated ecological site (SSSI) has been identified on site the following actions will be taken;

- Before works commence identify and fence off any sensitive areas
- Restrict the movement of workers in proximity to the site
- Carry out tool box talks to inform all site staff of the location of the sensitive area and the restrictions it places
- Highlight the location on the Site Traffic Management Plan
- Incorporate details of sensitive area in the site induction
- Site Agent and SHEQ Advisory Team to monitor effectiveness of segregation as part of the site surveillance process.

### Avian Influenza

Only airport personnel are to remove any deceased wildlife on airport land. If a deceased bird is discovered during the works, the landside Airport Duty Manager is to be contacted immediately who will arrange for it to be removed.

- The nominated persons will exercise basic biosecurity and PPE measures when handling birds, whether

they are involved in bird-strikes or found dead on the airfield.

- As a minimum, wear gloves that are sufficiently robust not to be punctured and place bird remains

into doubled and sealed plastic bags for disposal.

- Only EN149:2001 / FFP3 masks are considered to offer effective protection to the wearer from

airborne virus particles.

- Do not handle birds or birds remains in confined spaces.
- All landside deceased birds to be reported to the ADM on 07880 787513



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In addition, dead wild waterfowl (swans, geese, or ducks) or other dead wild birds, such as gulls or birds of

prey, in circumstances where the cause of death is unexplained, should be reported to the Defra helpline on 03459 33 55 77 and they may (or may not) arrange for collection for testing.

### 3.10.2 Key Animals

There are a number of key animals encountered on and around construction sites with some regularity. Below is a summary of the more commonly found species which may be encountered. Any other species encountered will be dealt with as detailed in the relevant EIA.

- Bats
- Birds
- Badgers
- Newts
- Mice

## 4 SITE RULES

Prior to the initial start of work, the SA will familiarise themselves with the Pre-Construction information prepared by the Client and the Principal Designer (**Appendix 3**) and any associated drawings. Any information regarding SHEQ will be reflected in the methodology, procedures and systems of work to be adopted. All site personnel will be instructed accordingly.

Site specific requirements will be different from site to site therefore the SA will denote which site rules apply specifically to their site by completing the table below and expand on those requirements.

*Note – For those completing this SHEQ Plan, identify which of the site rules are applicable to your contract and detail them taking into account legislative, Client and Pre-Construction information.*

Site Rule	Required	Not required
Statutory Documents and Inspections	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Protective Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual Handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hazardous Substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in Live Sewers and in Confined Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Avoidance of Damage to Statutory Undertaker's Plant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Avoidance of Danger from Mechanical Plant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working on a Sloping Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cutting of Hard Materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Controlled Waste	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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Control of Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Control of Vibration Arising from Work Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Avoidance of Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Avoidance of Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Over-Pumping of Sewer Flows	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Access for the Emergency Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimising Disruption to Local Community & Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Traffic Safety and Temporary Road Closures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safety of Children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to Properties Affected by the Works	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Visitors to Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prevention of Falls from Height	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drugs and Alcohol Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to UV Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working near water	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 4.1 Housekeeping

The welfare and working areas, in particular walking routes, will be kept clean and tidy. Accumulations of rubbish or other debris will be avoided with waste placed in designated skips for periodic removal by a licensed waste management contractor.

Any timber recovered from temporary works will be de-nailed immediately, to avoid puncture wound hazards.

### 4.2 Statutory Documents and Inspections

Statutory notices containing extracts of health and safety legislation will be displayed on site, along with a supply of Accident / Incident and Positive Intervention Report Forms (**Appendix 14**), Form F10 'Notification of Project', COSHH Assessments, Certificate of Employers Liability Insurance and a copy of this SHEQ Plan.

Records of inspections and examinations will be completed using the appropriate Company forms, at the frequency laid down in the regulations, for example:

- Excavations / Scaffolds: WHC034, Workplace Inspection Report (**Appendix 15**).
- Lifting Equipment: WHC019, Weekly Inspection Report for Lifting Equipment – covers mechanical excavators used for lifting purposes – completed by the respective operators, and kept with their machines, (**Appendix 16**).
- Work Equipment: WHC020, Inspection Report for Work Equipment – for items covered by the PUWER Regulations 1998, (**Appendix 17**).
- In the case of WHC034 and WHC031, the working copy of this plan will contain multiple copies and the SA will appoint either himself, or another competent individual to carry out the inspections and compile the reports.



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The SA will appoint a trained, competent individual to act as slinger / signaller, who alone will be responsible for conveying instructions to the excavator driver, using the conventional hand signals. All personnel will be instructed to 'stand safe' during lifting operations.

The SA will ensure that delivery dates for all materials will be phased to suit the programme production requirements, that suitable storage space is available on site and the situation is monitored on regular occasions.

### 4.3 Personal Protective Equipment (PPE)

The site will be a hard hat area. All site personnel, visitors and delivery drivers will wear hard hats, safety boots, high visibility jackets or vests of approved design having reflective strips to the front and back and gloves appropriate to the task. Garments which have become faded or excessively dirt-stained will be replaced with new.

The SA may also designate certain areas as ear protection zones, identified by the mandatory blue and white signs.

The SA will ensure that adequate supplies of PPE are available and appropriate to the job in hand. They will establish ground rules for the wearing of protective equipment and ensure procedures are in place for providing replacements should any item become damaged, lost, or unfit for further service.

The recipient's signature will be required for all PPE at the time of issue on form WHC052 (**Appendix 18**).

### 4.4 Manual Handling

WHC recognises the seriously disabling potential of heavy manual lifting operations. Mechanical methods will be substituted wherever possible and site personnel instructed accordingly.

Tasks that have been identified where manual handling cannot be eliminated will have a RAMS completed, the contents of which will be communicated to the working party.

### 4.5 Hazardous substances

COSHH assessments and associated Material Safety Data Sheets for any hazardous materials used on site will be produced and copies along with any relevant RAMS.

The SA will be responsible for incorporating such documents into this plan (**Appendix 19**)

### 4.6 Safe storage and handling of materials

All materials will be handled and stored in accordance with the manufacturer's recommendations, both for safety and environmental reasons and to avoid damage, spillage and waste. Pipes and other potentially unstable items will be stored so they cannot become a hazard. In particular they will be secured to prevent any possibility of vandalism by rolling. Mechanical methods of handling will be employed whenever practicable to minimise the need for manual lifting, with reference to the manufacturers' recommended procedures.

**NOTE – Any item of lifting equipment identified as defective must be taken out of service immediately.**



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### 4.7 Working in live sewers and in Confined Spaces

WHC will ensure the requirements of the Confined Spaces Regulations 1997 are observed, in order to safeguard all personnel exposed to the hazards associated with that type of environment.

WHC personnel have received training in the recognition of confined spaces and the safe entry procedures to be applied and are familiar with the use of the associated specialist equipment, e.g. gas monitors, manhole tripods, man-riding winches, body harnesses, escape breathing apparatus sets and sewer torches.

Prior to entering any live manhole, a documented Authorisation to Enter shall have been issued by the Client and the document (or a copy) will be available on site for verification purposes.

**THIS RULE IS MANDATORY AND WILL NOT BE DISREGARDED UNDER ANY CIRCUMSTANCES.**

Site personnel have been trained to be aware of the health hazards associated with sewage contact and the precautions necessary to control the risk. WHC will encourage the use of the appropriate protective equipment and promote hygiene through the proper provision of washing facilities and the immediate covering of any minor skin damage with a waterproof dressing.

Through their training, and company inductions, personnel will recognise the link between Hepatitis and Leptospirosis and sewer works.

WHC will complete appropriate RAMS to highlight the risk associated with the nature of this work (**Appendices 9 and 10**). In addition to the above the SA will ensure that site personnel are briefed on the hazards and the control measures to be adopted by means of Toolbox Talks.

### 4.8 Avoidance of damage to services

The highest priority will be placed on the avoidance of damage to buried and overhead services. The SA will ensure that the work is planned and executed in line with the undertaker's published guidelines.

Prior to commencing any excavation work, the SA will refer to the service provider's drawings, which indicate the approximate alignment of buried services and mark the points of intersection with the excavations on the ground. They will also make a visual inspection of all the work areas where plant and vehicles have to operate, for the presence of overhead power and telecom lines.

Information obtained from drawings will be confirmed by every possible means, including electronic detectors (C.A.T. and Genny), divining rods and searching the area for physical 'clues', for example surface boxes, manhole covers, illuminated street furniture and 'scars' resulting from previous reinstatements. It is recognised that service connections do not normally appear on the record drawings and special care will be taken to locate and plot the alignment of any such cables and pipes before excavating.

Where large plant has to operate under overhead services (e.g. lorries equipped with cranes or tipping bodies) the SA will appoint a banksman (identified with a Hi Vis Vest stating 'Banksman') to supervise those operations.



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In case of any doubt, where information provided appears inaccurate, or where further guidance may be required in order to pin-point the location of services, the SA will arrange for the statutory undertaker's engineering staff to visit site and advise accordingly. In such circumstances, consideration will always be given to the careful hand-excavation of trial holes.

Additional guidance is available with reference to the booklet 'Avoiding Danger from Underground Services' HSG47, published by HSE Books, a copy of which is kept in the SA's & Chargehands Safety File.

### **4.9 Avoidance of danger from mechanical plant**

WHC will not adopt any method of working which results in any plant or machinery, or part of same, being allowed to swing outside the limits of the fenced working area.

Extreme caution will be exercised by drivers of plant or vehicles entering or leaving the works access points.

The layout of the worksite will be designed to avoid the need for vehicles or plant to make potentially hazardous reversing movements. In the event this is not practicably, or in the case of large vehicles, where the driver's field of vision may be restricted, the SA will appoint a responsible individual (Banksman).

Any slow-moving vehicle, dumper truck or excavator will display an amber rotating beacon.

### **4.10 Temporary support and safety in excavations**

WHC Operatives have received training regarding work in deep excavations.

When selecting the type of temporary earthworks support, account will be taken of the type of ground, depth of excavation, any adjacent structures or heavy traffic which will result in additional loadings, or proximity to any previous excavation.

The SA will ensure that proprietary support systems undergo design verification and are installed in strict accordance with the supplier's instructions, a copy of which will accompany the equipment to site. They will compile RAMS covering this aspect of the works, which will be communicated to the relevant site personnel.

The SA will ensure that earthworks support system remain in a safe condition and is nominated as the competent person responsible for the daily examinations of excavations.

A safe means of access (normally a pole ladder) will always be provided. The ladder will be of adequate length, securely lashed and be inspected at regular intervals. If found defective it will be replaced immediately.

The SA will ensure the edges of excavations are kept free of debris, loose material etc., which would be a hazard to those working below. If edge protection to excavations is not available in the form of "extended" trench sheets, barriers will be provided to reduce / prevent the likelihood of people falling into it.

Plant, vehicles, stored materials etc, will be kept back a safe distance from those edges, to avoid overloading the trench supports. Markers or baulk timbers will be provided to identify the exclusion zones and site personnel will be instructed.



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Suitable temporary support will be provided where service pipes or cables cross or become exposed by excavations. This will be in accordance with the published recommendations of the service provider. If necessary, the service provider will be called out to site to advise.

Where excavation is necessary in the vicinity of trees, care will be taken to avoid damage to their root systems and branches. Refer to NJUG Guidelines, (**Appendix 20**).

### 4.11 Working on a sloping site

Where parts of the site are sloping particular care will be taken when operating plant or vehicles to ensure they are safeguarded from overturning. When parking, care will be taken to ensure that the brakes are firmly applied and if necessary, the wheels are chocked to prevent 'running away'. Similarly, pipes or other materials subject to the risk of rolling will be firmly secured.

### 4.12 Cutting of hard materials

Pipes, bricks and other hard material which may need to be cut (for example by abrasive disc), will be placed well away from pedestrian routes to avoid risk to the public and site personnel from flying particles. If necessary, screens of suitable material will be erected, e.g. plywood. Personnel will always wear the appropriate P.P.E. during such operations.

### 4.13 Controlled Waste

WHC is registered as a Carrier of Controlled Waste (Reg. No. CB/VP3001QD) and will ensure that any surplus excavated material or other waste is disposed to a suitably licensed site. If contract hauliers are employed, steps will be taken to ensure they are similarly registered. The provisions of the Environmental Protection Act 1990 and other relevant legislation will always be observed.

### 4.14 Control of Noise

WHC has nominated the SA to be responsible for controlling noise connected with the contract. They will liaise with the Client, Principal Designer, Local Authority and residents as appropriate.

The SA will ensure that all site personnel are aware of the need to minimise noise. They will ensure that hearing protection zones are identified, and the appropriate PPE i.e. ear protection is worn.

All equipment will be operated, sited and maintained so that disturbance to the surrounding environment and people living or working in the immediate area is kept to the minimum.

All excavators, dumper trucks and similar plant and equipment used at the site will be fitted and maintained with effective silencers. The engines of such vehicles will be switched off when the plant is not in use.

Hours of work will be agreed prior to commencement. Any request for working outside the agreed hours must be submitted for the Client's approval.

**Working hours shall be to suit the site, typically Monday – Friday 07:00 – 17:00 but not limited to these & will be amended accordingly to suit site operations.**



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### 4.15 Control of vibration arising for work equipment

The SA will ensure that a robust procedure is in place for limiting employee's exposure to vibration, which has the potential to cause the industrial disease known as Hand / Arm Vibration Syndrome or Vibration White Finger.

Regular monitoring is conducted of power tools and equipment which transmits vibration will be made with the details being entered in the HAVS booklets WHC069 (**Appendix 21**).

Records of use by site personnel are also maintained on this form. Prior to use all site personnel who may be at risk are fully briefed on the hazards and the control measures by means of a Toolbox Talk and advised of the 'absolute daily limit of use' of each piece of equipment in minutes, which must be strictly observed.

### 4.16 Avoidance of dust

The majority of site-cutting of hard materials, tarmac etc. will involve the use of portable engine-driven disc cutters or saws. WHC recognises the potential of these machines to create considerable volumes of dust, which may rapidly become a major nuisance and a potential health hazard.

All such machines in use on site, either hand-held or pedestrian controlled, will be fitted with equipment to provide a continuous supply of water to the cutting edge, effectively eliminating dust.

The SA will ensure the watering equipment is properly maintained and is always used.

If personnel are exposed to small amounts of locally generated dust (e.g. working with cement powder) the SA will ensure they are aware of the hazards and provide appropriate respiratory protective equipment. Further guidance appears in the COSHH Assessment Sheets, copies of which are always available on site for reference.

### 4.17 Avoidance of pollution

Special care will be taken to ensure that the area surrounding the worksite and any nearby watercourse, does not incur pollution as a result of site operations.

Waste material, rubbish etc. must be taken to a licensed disposal site only. Waste oil, filter cartridges etc. arising from plant servicing will be removed off site for proper disposal. Fires will not be lit on site under any circumstances.

Small, engine-driven stationary plant will be provided with drip trays. In the case of large, hydraulic machines, e.g. excavators, dumper trucks etc, the operator and all site personnel will be instructed to be vigilant for any oil or fuel leaks which may develop.

In the event such leakage occurs, the machine will be shut down immediately and will not re-enter service until repairs have been completed. Any minor spills will be mitigated by the use of purpose-designed absorbent material, used in accordance with the manufacturer's instructions. A spill kit will always be kept available on site for this purpose.

A bunded fuel bowser or tank will be provided for plant requirements.

For further guidance, refer to **Appendix 22**: Environment Agency guidance on 'Working at Construction and Demolition Sites PPG6' and 'Works in, near or Liable to Affect Watercourses PPG5', which also contain the contact details of the Environment Agency's Regional Offices.



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### 4.18 Overpumping of sewer flows – N/A

### 4.19 Access for the emergency services

The SA will ensure that personnel are aware of the need to maintain access to the site and all the nearby properties for the Emergency Services. In particular, they will avoid creating unnecessary obstructions or other hazards.

In the event of an emergency situation arising, WHC will take positive action to assist Police, Fire or Ambulance personnel to achieve their objectives in the shortest possible time and will ensure that unobstructed access to fire hydrants and mains stop valves, etc. is maintained throughout the contract period.

### 4.20 Minimising disruption to local community and environment

Safety of local people and their environment will be of the highest priority.

WHC will make every effort to reduce, as far as is reasonably practicable, the impact of the works on the people who may be affected. Vehicles requiring access to the works will be efficiently managed and their drivers instructed to avoid creating an obstruction or other hazard.

Every effort will be made to keep footpaths and roadways clear of mud and other debris arising from the works. If such controls are not completely successful, the SA will arrange for the immediate removal of the material, either by hand or mechanical road-brush.

The residents will be fully informed and updated regarding the commencement date, duration and progress of the works and the special arrangements which will apply. The SA will liaise closely throughout the progress of the works and is the nominated individual to whom any queries should, in the first instance be addressed.

### 4.21 Traffic safety and Temporary Road Closures

Temporary traffic lights will be enforced in the highway where needed.

Advance information signs have been erected prior to work commencing, traffic signs, cones, barriers etc. necessary for the direction and control of vehicles and pedestrians will be provided in accordance with the requirements of the Highway Authority, Chapter 8 of the Traffic Signs Manual and the Code of Practice 'Safety at Street Works and Road Works'.

Any diversion routes for the various phases of the works will be pre-arranged with The Highways Engineers and details will be issued by the Client / Principal Designer to WHC.

The SA will appoint a responsible individual to check the signs, etc. on a regular basis for possible loss or damage, cleanliness and general security. Any remedial action will be taken without delay, in the interests of road safety. A 'Supervisor' and at least one 'Operative', qualified as such under the New Roads and Street Works Act 1991 will be present on site during the work affecting the public highway.

Occupiers affected by the road closures will receive prior notice of dates, the diversionary route and alternative provision for parking, by means of letter drop.

In the event of any incident affecting the traffic management outside working hours, the WHC SA will attend as may be necessary to re-secure the site. The emergency call-out telephone numbers are stated within the task method statement. Any standard Client



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courtesy signs with emergency contact numbers will be displayed, for the information of the public.

Site personnel who may be required to perform any duties within the public highway will wear yellow high-viz jackets or vests of approved design. Roof-mounted amber rotating beacons will be fitted to slow-moving vehicles and mechanical plant.

The SA will ensure that site personnel are briefed on the hazards and the control measures to be adopted.

### 4.22 Safety of Children

Where by the nature of the location of the works there is a concern relating to the safety of children it will be a matter of the highest priority. Site personnel and in particular, excavator and lorry drivers will be instructed to be extra vigilant and to walk all round their machines or vehicles before moving off, to check that it is safe to do so.

WHC will seek to enlist the active support of parents in keeping children safely away from the worksite, both during and outside working hours. Additional security will be considered if the need arises.

### 4.23 Access to properties affected by the works

The SA will ensure continuity of access is always maintained to local properties for pedestrians and vehicles other than for periods of short duration, previously notified to the occupier(s).

### 4.24 Visitors to site

WHC will prominently display notices to exclude unauthorised persons from site. All visitors attending site must report to the SA immediately on arrival. A written record of visitors to site will be maintained and the SA will ensure the appropriate P.P.E. is worn and will advise on any hazards or safety rules which apply. The SA or a Chargehand will in the interest of safety always accompany visitors requiring an inspection of the works.

### 4.25 Prevention of falls from height

The SA will ensure that the provisions of the Work at Height Regulations 2005 are observed at all times. Prevention of persons falling may be achieved by a variety of means according to the work being performed at the time, but in all cases will require careful consideration and assessment of the risk. The following are examples of some of the control measures that may be considered for implementation:

- Ladders tagged, and subject to a regime of regular thorough examination.
- Edges of open excavations protected against persons falling, either by the use of trench sheets which project, or portable barriers.
- Controls in place to prevent materials, tools etc. falling onto persons working below.
- Use of Fall Arrest Systems, e.g. body harnesses / tripods / man-riding winches for access to manholes and shafts.
- Open manholes, etc. protected by portable barriers during the working day, with covers replaced at the end of every shift where practicable.

### 4.26 Drugs and Alcohol Policy

It is a requirement of WHC that no person, employee or sub-contractor shall:



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- Report for work, having just consumed, or be under the influence of alcohol or drugs
- Report for work in an unfit state, due to the use of alcohol or drugs.
- Be in possession of drugs in the workplace
- Consume alcohol or drugs whilst at work

Reporting for work or carrying out your duties whilst under the influence of Drugs and Alcohol is a serious matter and will be subject to disciplinary action.

To assist in the implementation of this policy, all personnel must ensure any prescribed drugs they are taking do not affect their ability to carry out their duties. If ability is impaired or thought to be impaired, the matter must be reported to their Manager, or the Company SHEQ Advisory Team.

WHC will endeavour to identify personnel who are or may be at risk from the use or abuse of Drugs and Alcohol and will endeavour to assist them and minimise the risk. Voluntary notification of abuse or potential abuse will be favourably received.

### 4.27 Exposure to UV radiation

WHC aim to minimise the risk of exposure to UV radiation by means of the following:

- Discuss hazards of long-term exposure through use of Toolbox Talks (No63)
- Issue all personnel with HSE INDG147 – Keep Your Top On
- Complete regular workplace inspections and surveillances to ensure awareness is maintained

### 4.28 Working near to water – N/A

## 5 HEALTH AND SAFETY FILE

WHC will liaise with the Principal Designer as necessary concerning the provision of information of relevance to the Health and Safety File.

Information to be placed on file will include as built details which record any instances in which the works vary from the Designer's original intentions and any information which was previously unrecorded.

On substantial completion, the Principal Contractor will ensure that the Principal Designer is in possession of the final version of this SHEQ Plan, together with any maintenance manuals in respect of any proprietary plant, equipment or treatments incorporated into the works.

It shall be the responsibility of the Principal Designer to incorporate the final versions of the Plan and any maintenance manuals into a Health and Safety File for the project, together with as-built drawings and record drawings.

It shall be the responsibility of the Client to ensure that the Health and Safety File is received, and that it is kept available for future reference by any person who may need information to ensure that they can carry out their function safely, e.g. maintenance staff.



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### 6 EMERGENCY PROCEDURES

#### 6.1 General

In the event of an emergency, the SA (Supervisor in his absence) will take immediate command of the situation, summoning the emergency services if required by means of his mobile phone. Prior to any work commencing, they will locate the nearest public telephone as a 'back up' facility, in case of difficult reception or other contingency. If the SA is temporarily away from site, they will appoint a responsible individual, delegated to take charge in their absence.

A notice and street map, showing the hospital's location and the quickest route, will be displayed on the SHEQ Notice Board in the site office.

#### 6.2 Emergency Contact Numbers (Existing Services)

Buried services are present in the working area, and in particular, both high, and low voltage power cables. The Designer has obtained copies of the local record drawings from the Service Providers; these will be forwarded at a later date.

<b>Severn Trent Water Limited</b>	<b>0800 783 4444 (24hours)</b>
<b>National Grid Electricity Distribution</b>	<b>0800 056 8090 (24hours)</b>
<b>Cadent Gas</b>	<b>0800 111 999 (24hours)</b>
<b>BT Plc</b>	<b>0800 023 2023 (Dial before you Dig)</b>
<b>Virgin Media</b>	<b>0845 454 2222</b>
<b>Environment Agency</b>	<b>0800 807 060 (Emergency hotline)</b>

#### 6.3 Fire

The SA will ensure that suitable fire extinguishers are in place, fully charged and all site personnel are aware of their location and procedures for raising the alarm, the evacuation procedure and the location of the assembly point.

In the event of an emergency the fire brigade will be contacted at the earliest opportunity and requested to attend. A full site evacuation will be implemented and the SA or their deputy will ensure that all personnel, including visitors, are accounted for and will advise the leading Fire Officer accordingly.

#### 6.4 Flood

The SA will be alert to conditions, which may have the potential to cause flooding of excavations, manholes and / or surcharge of the existing drainage system, e.g. prolonged rain, burst water main etc.

Under such circumstances the SA will order the immediate suspension of work, evacuate all below-ground workplaces and in the event substantial water ingress has occurred, will ensure all personnel are accounted for. Work will not be resumed until a full safety inspection



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of excavations and their temporary support systems has been carried out by the competent person.

### 6.5 Damage to mains services / incidence of pollution

The SA will establish safe systems of work (**Appendices 9 and 10**), so that the risk of site activities resulting in environmental pollution and damage to services is controlled as far as practicably possible.

In the event that an emergency situation arises, they will take the following action: -

- Summon Emergency Services if required
- Make the immediate area safe and contain any spills
- Notify the appropriate service provider of the incident without delay
- Notify the Engineer's Representative

## 7 LIST OF APPENDICES

Appendix 1 – Programme of Works

Appendix 2 – Drawings and Information

Appendix 3 – Pre-Construction information

Appendix 4 – WHC048 Unsafe Act Record

Appendix 5 – Training Records

Appendix 6 – WHC038 Accident / Incident Form

Appendix 7 – WHC042 Positive Intervention

Appendix 8 – WHC028 Aspects & Impacts Register

Appendix 9 – WHC035 Risk Assessment

Appendix 10 – WHC029 Method Statement

Appendix 11 – WHC036 SHEQ Training Record

Appendix 12 – Environment Agency – Pollution Prevention Guidance Note (PPG) 21 – Pollution Incident Response Planning

Appendix 13 – WHC049 Site Waste Management Plan

Appendix 14 – WHC053 / WHC054 Positive Intervention / Accident Recording Index

Appendix 15 – WHC034 Workplace Inspection Report

Appendix 16 – WHC019 Inspection Plan for Lifting Equipment

Appendix 17 – WHC020 Inspection Plan for Site Instruments

Appendix 18 – WHC052 PPE Issue Record

Appendix 19 – WHC018 COSHH Assessment Index

Appendix 20 – NJUG Guidelines Services Close to Trees

Appendix 21 – WHC069 HAVS Booklet



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Appendix 22 – Environment Agency Pollution Prevention Guidance Note (PPG) 5 Works and maintenance in or near water, PPG 6 Working at construction and demolition sites