



QUARRY OWNERS & ROAD BUILDERS
CIVIL ENGINEERING CONTRACTORS
SUPPLIERS OF READY MIX CONCRETE
BITUMINOUS SURFACING CONTRACTORS
PRECAST CONCRETE ENGINEERS

Construction and Environment Management Plan (CEMP)

Cadeby - New Tile Factory Works

For

FP McCann Ltd

DOCUMENT REVISION & ISSUE RECORD

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	Initial	A	B	C	D	E
Hugh McCann Francis McCann Adam McCann Jonathan O'Coy Simon Agar Paul Hamill	1					

Contents

1.	DESCRIPTION OF PROJECT	3
2.	MANAGEMENT OF THE WORK	7
3.	ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS.....	33
4.	THE HEALTH AND SAFETY FILE	40

APPENDICES:

Appendix 1 – Layout Drawing CEMP-01

1. DESCRIPTION OF PROJECT

1A. Project description and programme details including any key dates:

Description:

Cadeby New Tile Factory Works (**CNTFW**) is to create a new factory to be used as a production facility for concrete roof tiles, the work will involve

- Bulk excavation and filling
- Drainage
- Road makeup
- Kerbing
- Footpath makeup
- Street lighting
- Surfacing
- Whitelining
- Fencing
- Foundation install
- On site pedestrian and traffic Management.
- Working with Services / Utilities
- Steel Portal frame erection
- Cladding
- Electrical works
- Concrete floor install
- Large machinery installs
- Other associated ancillary works.

Timescale:

- The contract will commence 2nd May 2023
- The contract period is max 40 weeks

Location of Project:

The works are located to the north of Ashby Road, Cadeby (edged in red below).

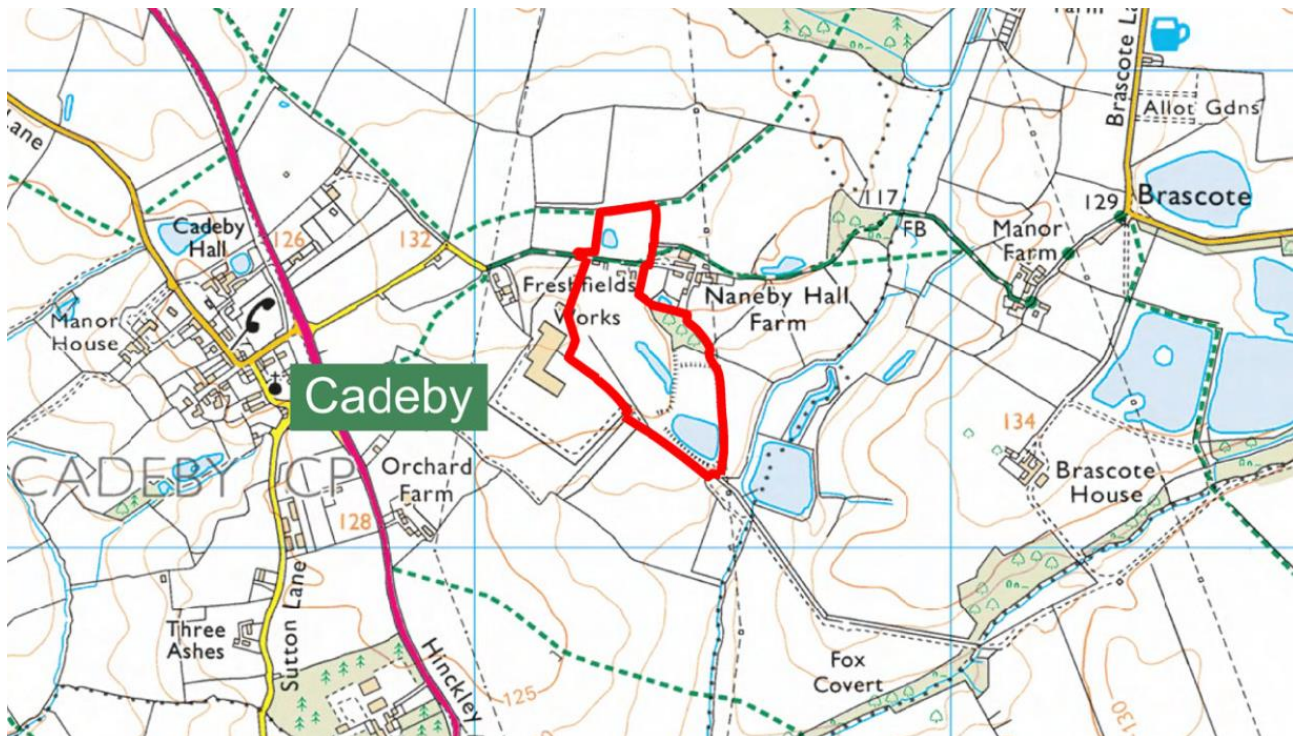


Figure 1 – Site Location



Figure 2 – Site Layout Plan

1B. Details of Client, Principal Designer, Designers, Principal Contractor and other Consultants;

Party	Details
Client:	FP McCann Ltd 3 Drumard Road, Knockloughrim, Magherafelt, BT45 8QA
Client's Representative(s):	Hugh McCann FP McCann Email: hmccann@fpmccann.co.uk
Principal Designer:	Paul Hamill FP McCann

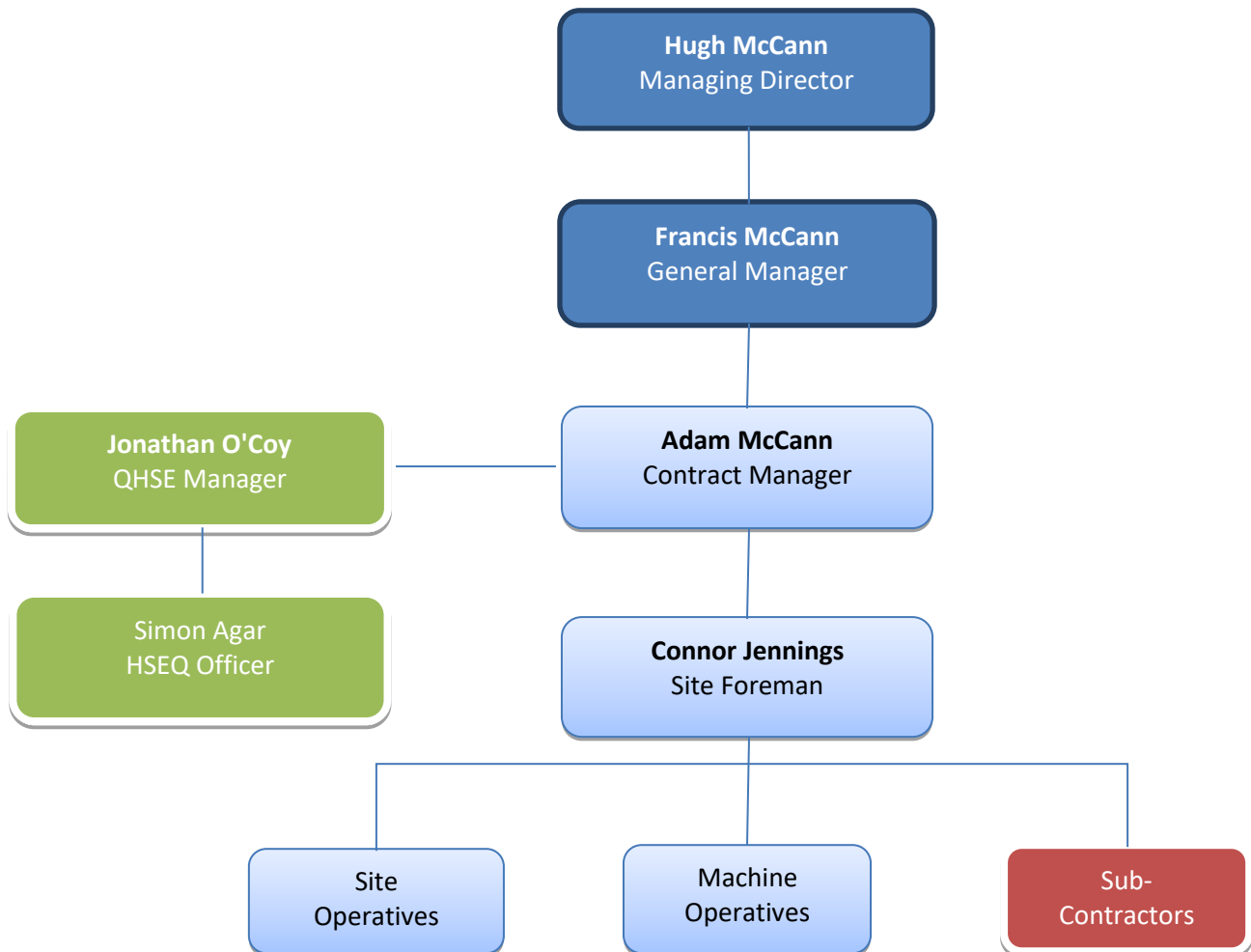
Party	Details
Principal Designer's Representative(s):	Paul Hamill Email: phamill@fpmccann.co.uk
Principal Engineer:	Adam McCann FP McCann Email: adam.mccann@fpmccann.co.uk
Principal Engineer's Representative(s):	Connor Jennings FP McCann Email: cjennings@fpmccann.co.uk
Principal Contractor:	FP McCann Ltd 3 Drumard Road, Knockloughrim, Magherafelt, BT45 8QA
Principal Contractor's Representative(s):	Adam McCann (Contracts Manager) Email: adam.mccann@fpmccann.co.uk
Principal Contractor's Quality, Health, Safety and Environmental (QHSE) Manager:	Jonathan O'Coy FP McCann Email: jocoy@fpmccann.co.uk
Principal Contractor's Health, Safety, Environment & Quality (HSEQ) Officer:	Simon Agar FP McCann Email: sagar@fpmccann.co.uk

2. MANAGEMENT OF THE WORK

2A. Management structure and responsibilities

Management Structure

The contract will be managed by FP McCann personnel, all with Health & Safety responsibilities for the works as follows:



Detailed Roles of Key Personnel Listed

Role	Personnel Assigned to Role
Contracts Manager / Site Agent / Safety Supervisor: <i>(Liaison and co-ordination with Principal Designer's representative, the Client's Representative(s), site supervision staff, contractors and suppliers)</i>	Adam McCann, Connor Jennings
Periodic Safety Audits: <i>(Carry out regular health and safety inspections and record findings)</i> <i>(Co-ordinate safety activities on site and review these on a regular basis).</i>	Jonathan O'Coy and Simon Agar
Traffic Safety & Control Officer (TSCO):	Adam McCann
Temporary Works / COSHH Co-ordinator:	Adam McCann
Electrical Manager	Kieran Glackin
Electrical Duty Holder: <i>(Ensure that all equipment brought on to site is identifiable and holds a current certificate of inspection)</i> <i>(Check safety and suitability of all such equipment)</i>	TBC
Fire Safety: <i>(Carry out regular inspections to ensure adequacy of arrangements)</i>	FP McCann Site Engineer & Foremen
First Aid: <i>(Ensure that adequate First Aid arrangements are in place)</i>	Adam McCann, Connor Jennings & Foremen
Lifting Co-ordinator:	Adam McCann & Foremen
Principal Designer:	FP McCann
Principal Designer's Representative:	Paul Hamill

NOTE: Should any appointee be absent from the workplace **then a replacement shall** be appointed by our Contracts Manager / Site Agent as soon as is reasonably practicable.

Health & Safety Responsibilities of Key Personnel Listed

Francis McCann – General Manager

- Satisfy himself that the client is aware of their duties, that a Principal Designer has been appointed and HSENI notified before they start work;
- Ensure that FP McCann are competent to address the health and safety issues likely to be involved in the management of the construction phase;
- Ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity.
- Ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site;
- Ensure that all contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from contractors for information should be met promptly;
- Ensure safe working and co-ordination and co-operation between contractors;
 - Ensure that this construction phase plan is:
 - developed in discussion with, and communicated to, contractors affected by it,
 - implemented, and
 - kept up to date as the project progresses;
- Satisfy himself that the designers and contractors that are engaged are competent and adequately resourced;
- Ensure suitable welfare facilities are provided from the start of the construction phase;
- Take reasonable steps to prevent unauthorised access to the site;
- Prepare and enforce any necessary site rules;
- Provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work;
- Liaise with the Principal Designer on design carried out during the construction phase, including design by specialist contractors, and its implications for the plan;
- Provide the Principal Designer promptly with any information relevant to the health and safety file;
- Ensure that all the workers have been provided with suitable health and safety induction, information and training;
- Ensure that the workforce is consulted about health and safety matters;
- Display the project notification;
- Appoint a competent person to co-ordinate Health and Safety issues on site;
- Liaise with Principal Designer regarding ongoing design

Contractors & the Self-Employed

- Check clients are aware of their duties;
- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;
- Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;

- Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by FP McCann) which they need to work safely, to report problems or to respond appropriately in an emergency;
- Ensure that any design work they do complies with CDM requirements;
- Comply with any requirements listed in Schedule 2 and Part 4 of these Regulations that apply to their work;
- Co-operate with others and co-ordinate their work with others working on the project;
- Ensure the workforce is properly consulted on matters affecting their health and safety;
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work - for example alterations that could result in structural collapse or work on contaminated land.

Contract Manager (Adam McCann) assisted by the Site Agent (Connor Jennings)

- Ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity.
- Ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site;
- Ensure that all contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from contractors for information should be met promptly;
- Ensure safe working and co-ordination and co-operation between contractors;
- Ensure that this construction phase plan is:
 - developed in discussion with, and communicated to, contractors affected by it,
 - implemented, and
 - kept up to date as the project progresses;
- Satisfy themselves that the designers and contractors that are engaged are competent and adequately resourced;
- Ensure suitable welfare facilities are provided from the start of the construction phase;
- Take reasonable steps to prevent unauthorised access to the site;
- Prepare and enforce any necessary site rules;
- Provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work;
- Liaise with the Principal Designer on design carried out during the construction phase, including design by specialist contractors, and its implications for the plan;
- Provide the Principal Designer promptly with any information relevant to the health and safety file;
- Ensure that all the workers have been provided with suitable health and safety induction, information and training;
- Ensure that the workforce is consulted about health and safety matters;
- Display the project notification;

- Shall liaise with the Site Managers/Supervisors in order to establish written instruction with regard to safe working methods and environmental issues and explain the sequence of operations, outlining potential hazards at each stage and indicate the appropriate precautions that need to be taken ensuring that risk assessments are carried out and actions implemented.

Quality, Health, Safety & Environmental Manager - Jonathan O'Coy assisted by Simon Agar (HSEQ Officer)

- Advise managers and staff on health & safety standards necessary to comply with law and policy;
- Provide definitive interpretation to managers and staff with regard to safe practice;
- Advise on existing and emerging health & safety legislation and standards;
- Liaise with the Health and Safety Executive for Northern Ireland (HSENI), and other enforcing authorities where necessary;
- Demand an immediate cessation of an unsafe act or practice and institute remedial action;
- Ensure that environmental and health & safety training is carried out for staff and contractors and monitor the training database in support of the site management;
- Ensure all new starts are given a Company Induction;
- Chair the Health and Safety Committee meetings.

Health, Safety, Environment & Quality (HSEQ) Officer – Simon Agar

- Be a point of contact for FP McCann's QHSE Manager;
- Carry out periodic inspections of specified workplaces and advise management on action required to improve Health and Safety standards;
- Assist FP McCann in complying with the requirement of the Construction, Design and Management regulations in relation to site works;
- Monitor the progress of corrective actions from audits, investigations and risk assessments etc;
- Co-operate and communicate with FP McCann's QHSE Manager.

Site Engineers assisted by the Foremen

- Ensure that risk assessments are carried out and actions implemented;
- Ensure that all employees and contractors under his control are adequately trained and instructed to perform the tasks required of them in a safe manner and are aware of known hazards, which may exist in the workplace and inducting any new employees;
- Ensure that all employees and contractors under his control are instructed regarding the provision, location and the use of safety equipment and shall enforce the usage of such equipment as necessary;
- Shall investigate all accidents and/or incidents to persons under his control and advise the QHSE Manager of action taken or outstanding as appropriate;
- Shall set an example by wearing the appropriate personal protective equipment and adhering to safe working methods. Avoid taking risks and encourage operatives likewise;
- Shall plan and maintain a safe and tidy workplace and ensure that inspections are carried out;

- Shall initiate disciplinary action where an employee fails to follow environmental control measures or puts the H&S of themselves or others at risk;
- Consult and co-operate with appointed Safety Representatives on safety related issues;
- Stopping any work activity which places FP McCann staff, or others at risk.

All Employees

Employees at all levels within the site organisation have a legal obligation to take reasonable care for the H&S of themselves and others who may be affected by their acts or omissions. Employees are also required to co-operate with FP McCann on matters of H&S. Additionally they shall:

- Familiarise themselves with the Health and Safety site rules.
- Observe all safe operating procedures, safe systems of work, method statements, risk assessments, safety instructions and signs;
- Make effective use of any control measures and/or personal protective equipment that is provided;
- Not undertake any task or operation unless they have the necessary competence or have been given adequate information, instruction and training;
- Report any defect to plant, equipment, vehicles or tools, promptly to their supervisor;
- Report all hazards to their supervisor and/or their appointed Safety Representative promptly and accept responsibility for removing such hazards where it is safe and reasonable to do so;
- Report promptly, all accidents, dangerous occurrences, environmental issues, cases of occupational disease and near miss incidents to their supervisor;
- Check their own competence;
- Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work ;
- Report obvious risks.

Key Personnel Contact List

Organisation	Contact	Numbers
FP McCann	Francis McCann (General Manager)	+44(0) 1455 290780
FP McCann	Adam McCann (Contracts Manager / First Aider)	+44(0)7912046171
FP McCann	Christopher Hagan (Site Agent/ First Aider)	+44(0)7801987553
FP McCann	Jonathan O'Coy (QHSE Manager / First Aid)	028 7964 2258 07968 358439
FP McCann	Simon Agar (HSEQ Officer / First Aid)	+44(0)7902105658
FP McCann	TBC Electrical Manager	TBC

2B. Health and safety goals for the project and arrangements for monitoring and review of health and safety performance

It is FP McCann's objective to ensure that the works are completed within the required timescale so as far as is reasonably practicable, and that adequate welfare and safe working conditions for all site personnel are maintained for the duration of the contract.

FP McCann will ensure as far as reasonably practicable that other people, not directly involved with the contract (e.g. members of the public) are not put at risk as a consequence of the construction process.

FP McCann will adopt and expand the safety goals for the project as listed in the Client supplied Pre-Construction information as follows:

- To conduct our work in the spirit of 'respect for people'.
- To provide equal employment opportunities regardless of colour, race, nationality, ethnic or national origin, sex or disability.
- Zero reportable accidents/ill health on the CNTFW Eliminate the need for manual handling on the CNTFW
- Zero incidents on the CNTFW which involve disturbance of materials either through vandalism or the elements.
- Zero incidents of trespass on the CNTFW
- To actively manage health and safety on the CNTFW by ensuring that all significant hazards are identified and properly risk assessed.

FP McCann has established and will maintain procedures for the ongoing identification of hazards, the assessment of risks and the implementation of necessary control measures. These include:

- Routine and non-routine activities.
- Activities of all personnel having access to the CNTFW (including contractors and visitors).
- Facilities at the site.

FP McCann will ensure that the results of these assessments and the effects of these controls are communicated to the workforce.

The above will be achieved by managing the contract in accordance with the FP McCann Safety Policy Statement, the Health and Safety at Work (NI) Order, the Management of Health and Safety at Work Regulations, the Construction (Design and Management) Regulations and all other relevant legislation, Approved Codes of Practice and HSE Guidance Notes.

FP McCann operates an Integrated Management System (IMS) (incorporating health & safety, quality and environmental) that provides a comprehensive range of policies and procedures for all construction activities. Within the IMS there is a databank of risk assessments, toolbox talks, safe systems of work and training guidelines available to all projects through the company intranet. The use of the intranet to access policy and procedure documents is also part of this plan.

We will take steps to ensure that our statutory duties are met at all times in accordance with this health & safety plan that is a living document throughout the duration of the project. This plan will be expanded as work progresses.

Health, safety and welfare performance will be monitored through ongoing site supervision, daily and weekly inspections by our Site Management and planned site audits by the QHSE Manager.

Any non-conformity will be reported in written form stating remedial actions required.

The health & safety performance of all employees, subcontractors, suppliers and designers is reviewed in conjunction with FP McCann's general management reviews of health & safety performance and also regularly during the course of a project by our Site Management. Regular meetings are held as the project progresses.

Where a need for corrective action is identified, this is implemented at the time by our Site Management and appropriate instruction issued to prevent recurrence.

Post-project reviews are carried out and data collected to assess subcontractor performance and confirm their continued inclusion on our Approved Suppliers List.

2C. Arrangements for:

2C(i) Regular liaison between parties on site

Liaison between FP McCann and the Client's Representative, Principal Designer (PD) and Principal Engineer will begin pre-contract commencement and continue throughout the contract. Regular progress meetings will be facilitated by FP McCann's representatives to discuss the requirements and implementation of the site plan. The agenda will include any health and safety issues and performance reviews. FP McCann will prepare a health and safety report for each meeting in the format given in the Buildsafe-NI "Contractor's Health and Safety Report" document issued by The Government Construction Clients Group (GCCG).

Construction, Design and Management (CDM) Regulations

FP McCann as Principal Contractor has compiled this Construction Phase Plan.

Where design changes and design decisions during the construction phase have a significant health and safety implication, FP McCann will liaise with the Principal Designer and Client's Representative about implications for the Construction Phase Plan.

The Construction Phase Plan will be maintained as a 'live' document, reviewed and amended during the construction phase, to record any other changes in circumstances that affect the health and safety of the workforce and general public.

Relationship Protocol

The following protocol is used by FP McCann on all schemes and is endorsed by the following organisations - Transport NI, QPANI, HSENI, NIRAUC and CEF.

The CDM Regulations require co-operation and co-ordination between all parties involved in the design and delivery of construction work. Compliance with this protocol, as a best practice Guidance Note, will promote effective co-ordination and co-operation between the Client, Principal Contractors, Contractors, Utility Companies and their Contractors.

The objective of all the interested parties is to ensure the health, safety and welfare of workers and the public. The following actions are necessary to further this aim and to establish and maintain a good working relationship between all parties.

Action	Responsibility
1. Advance notification of proposed utility works, that are to be done by any utility and/or their contractor during the Project, is to be provided to FP McCann before work commences. Liaison arrangements for these works are to be agreed at this stage.	Client and Utility.
2. FP McCann is to be provided with a list detailing any nominated utility contractors, seeking access to the site. The listing is to include; nature and scope of work, contact names, telephone numbers and level(s) of responsibility.	Client and Utility.
3. The utility company is to provide relevant risk assessments, method statements and the name of their safety advisor to FP McCann before work can commence.	Utility and Principal Contractor.
4. The utility company and/or their contractors are to discuss and agree with FP McCann any necessary accommodation works to facilitate storage of their plant and materials on site.	Utility and Principal Contractor.

Action	Responsibility
5. FP McCann is to facilitate briefing meeting(s) with all interested parties, if necessary, in order that relevant information and program of works can be communicated and agreed prior to work starting on site.	Principal Contractor.
6. Any changes to works, details of delays or extensions to the utility works, which may affect the overall program, is to be notified to FP McCann at the earliest opportunity.	Utility Company and Client.

The sharing of information, clarity and co-operation will ensure that all parties involved are aware of their responsibilities. Adherence to the above procedures will enhance relationships and facilitate the safe and efficient carrying out of work. The QPANI/ Client liaison committee will monitor the effectiveness of this protocol and its outworking will be discussed at any contract performance reviews. This document is endorsed by the following organisations - Transport NI, QPANI, HSENI, NIRAUC and CEF.

2C(ii) Consultation with the workforce

All matters concerning the Health, Safety & Welfare of employees are communicated through line management and discussed with employee representatives, individuals or groups of employees as appropriate to the topic. Employees are encouraged to raise with, or make representation to, their immediate superiors any matters which cause them concern regarding work equipment, materials, procedures and conditions.

To this end, a Safety, Health and Environmental committee made up of workers from all divisions within the organisation, meet every 3 months to discuss any issues and pass on information. These meetings are minuted. In addition workers are also consulted by site management and the visiting safety adviser in an informal and practical process.

Site management will actively encourage co-operation between contractors from an early stage. This will be achieved by regular discussion of site health and safety issues with all contractors before work commences and as part of regular safety co-ordination meetings once work is under way. Contractors will be asked to nominate a safety supervisor who will attend these meetings.

FP McCann's on-site representative / QHSE Manager will periodically carry out 'Toolbox Talks' to all employed in relation to health and safety issues. This will include ALL contractors. The opportunity will be taken at these talks to disseminate any new health and safety information to the workers. All workers will have the opportunity after these talks to discuss and raise any health and safety issues and offer advice from their own experiences and specialities.

Directly employed employees can use their FP McCann delegated representative. FP McCann will ensure that contractors establish similar facilities to engage and encourage two way consultations with those tasked with implementing measures to control health and safety risks.

The statutory notice 'Health and Safety Law - what you should know' will be displayed prominently as will copies of first aid, fire, other emergency procedures, results of inspections, accident performance and any other pertinent safety information.

2C(iii) The exchange of design information between the client, designers, Principal Designer and contractors on site

All contractor design elements will be sent for acceptance to the Principal Designer. Once accepted they will be added to the drawing register for the project. Any additional drawings provided by the client and details of the service drawings provided by statutory authorities will also be added to the drawing register. The drawing register will be maintained and

updated by the FP McCann's site management who will also ensure that all drawings on site are the most up-to-date revisions.

2C(iv) Handling design changes during the project

Variations to the specification will be made only with agreement and confirmation by the Client's Representative. Confirmation will be by means of a site memo, written variation instruction or verbal instruction. Verbal Instructions will be followed up by FP McCann's representative in the form of a 'Confirmation of Verbal Instruction'. Details of the variations will then be passed to foremen / contractors by way of instructions and drawings. Suppliers will also have to be consulted in relation to any variations.

Liaison with the Principal Designer will take place as design evolves, where design changes and design decisions during the construction phase have a significant health and safety implication, FP McCann will liaise with the Principal Designer about implications for the Construction Phase Plan. This liaison will include specialist contractors to help assess where required.

2C(v) The selection and control of contractors

Our Integrated Management System incorporates our Contractor, Supplier, Designer & Consultant Control Procedure for the appointment and management of all designer, consultant and contractor activities to ensure their competence and compliance with the requirements of the contract.

All potential contractors, suppliers, designers and consultants are required to satisfactorily complete the 'Performance Questionnaire' prior to inclusion on our Approved Contractors & Suppliers List and being invited to tender for contract works or supply orders. The questionnaire requires them to provide information on their registration, ownership, quality & environmental assurance system and health & safety management. It also requires details of relevant experience within the last five years and client reference information. 'Buildsafe' criteria also dictates that 1st Tier Contractors with 5 or more employees must have third party (UKAS) Health and Safety accreditation. 1st Tier Contractors not meeting this criteria will be excluded from our Approved Contractors & Suppliers List.

Bids received from potential contractors, suppliers, designers and consultants in response to enquiries for quotations are evaluated using a standard assessment process which includes a weighting system for health, safety, welfare, environmental and quality as well as financial considerations.

FP McCann will not appoint contractors, suppliers, designers or consultants on the basis of price alone.

All contractors, suppliers, designers and consultants are required to comply with the requirements of our Integrated Management System. Their ability and willingness to work within our management systems are confirmed prior to award of any contract works. To this end, they must accept our Standard Rules for Contractors on Safety, Health and the Environment.

The health & safety performance of all contractors, suppliers, designers and consultants is reviewed in conjunction with FP McCann's general management reviews of health & safety performance and regularly during the course of a project by our Contracts Manager / Site Agent and Site Engineer. Regular meetings are held as the project progresses.

Where a need for corrective action is identified, this is implemented at the time by our Contracts Manager / Site Agent / Site Engineer and appropriate instruction issued to prevent recurrence.

Post-project reviews are carried out and data collected to assess contractor performance and confirm their continued inclusion on our Approved Contractors & Suppliers List.

Cognisant of the importance of integrating contractors, we include key contractors in our Skills Development Programme. We are able to offer training to our contractors which many have already taken advantage of, and benefited from. All of the site operatives have attended CSR Health & Safety Awareness training and been assessed for competence in the appropriate discipline.

2C(vi) The exchange of health and safety information between contractors

This plan will be made available to contractors plus any other relevant information as to the risks. Contractors will be required to provide detailed method statements and risk assessments of their activities to FP McCann and to participate in joint discussions as to the safest way to execute the works.

Planned work will be discussed to identify where one contractor's work may adversely affect others and measures put in place to accommodate all.

Site management will actively encourage co-operation between contractors from an early stage. This will be achieved by regular discussion of site health and safety issues with all contractors before work commences and once work is under way. Contractors will be asked to nominate a safety supervisor who will attend health & safety meetings.

Contractors have a contractual duty to provide timely information for the Health & Safety File.

2C(vii) Site security

Project specific additional details will be provided in the Work Order.

FP McCann will ensure as far as is reasonably practicable the security of the site in accordance with the contract requirements and checked by the site foreman at quitting time each day. In addition dated photographs will be taken of the site layout as evidence that the site has been signed and guarded appropriately.

FP McCann will strictly control access to the site, preventing unauthorised entry, in particular children and shall ensure the health & safety of all people in the proximity of the site at all times. Only people who are explicitly authorised, individually or collectively, by FP McCann will be allowed access to the site.

All visitors to the site must report to FP McCann site office as soon as possible after arrival (signs will be erected to make visitors aware of this) for induction, issued with appropriate PPE and sign the visitor's book. In certain circumstances it may be necessary for a member of FP McCann's staff to accompany visitors on site.

Parking shall only be permitted on the areas designated for such, and shall not be permitted on roads where access or egress to buildings or houses will be affected. Statutory bodies plant shall be kept clear and accessible at all times e.g. fire hydrants

2C(viii) Site induction

An induction will be given by FP McCann site management for both FP McCann and contractors' workforce, including staff, before starting work on site. Visitors will also receive a site induction. The names of all inductees will be recorded. No new start will be able to begin work on site until he/she has been inducted. Contractors will be made aware of this at pre-start meetings. A copy of the site rules and telephone numbers will be posted on site for all persons to view.

The induction will be communicated to the workforce as follows:

- The inductee will be told who the following key personnel are:
 - Immediate line manager
 - Contracts Manager / Site Agent

- First Aiders (the inductee will be shown what they look like by photograph or introduction)
 - QHSE Manager
 - Site Safety Advisers
- FP McCann's Health & Safety Policy will be communicated and the displayed policy statement pointed out. In addition, the Health & Safety Law Poster "What You Should Know" will be placed in a prominent position for all to see.
- An outline description of the project will be given, where the inductee will be situated on site and what their role will be.
- The inductee will be told the site specific health and safety risks pertinent to themselves and their working group.
- The inductee will be told of any specific control measures on the site, which will include:
 - Site rules
 - Permit to work systems
 - Traffic routes
 - Security arrangements
 - Hearing protection zones
 - Personal Protective Equipment (PPE)
 - Housekeeping and material storage
 - Welfare facilities
- Site emergency procedures must be explained to the inductee (see Section 2E). The following must be covered:
 - Emergency Team
 - Fire
 - Accidents
 - Collapse of permanent/temporary works
 - Utility strike
- First aid arrangements must be explained and include the names of first aiders, their location and mobile phone numbers, first aid points and emergency numbers.
- Inductees must be told to report all accidents, incidents and near misses no matter how slight to their supervisors as soon as reasonably practicable and shown where a list of emergency numbers for the site is displayed.
- Details of any planned training such as toolbox talks must be relayed to the inductee and should include when and where the training will take place and by whom.
- It must be pointed out to the inductee that the names of Health & Safety Representatives are included within the Health & Safety Law poster. Explain to the inductee that they may approach the Health & Safety Representative at any time if they have a concern or feel their health, safety & welfare is being compromised. Further explain that the representative has a duty to deal with these concerns and that they may be raised at the next Health & Safety Committee meeting if necessary.
- Convey information about the individual's responsibilities for health and safety, to include:
 - Duty of care to themselves
 - Duty of care to others who may be harmed by what they do or don't do
 - The requirement to comply with FP McCann's policies
 - That they are not to interfere with anything that has been put in place for reasons of health and safety

- They must report anything that they see which is not in the interest of health and safety.

2C(ix) On site training

FP McCann recognises its responsibility to ensure all employees are properly trained and instructed in all issues of health and safety relevant to their job and as such all employees have received health & safety training and been assessed for competence under the requirements of Buildsafe. All site personnel will be registered with Construction Skills (CSR). No person will be admitted on site unless they are in possession of a CSR card.

We will ensure that contractors provide their employees with the information and training required for them to carry out their work safely.

No new start will be able to begin work on site until he/she has been inducted.

In addition, FP McCann site management will periodically carry out 'Toolbox Talks' to all employed on site including contractors in relation to health and safety issues. The opportunity will be taken at these talks to disseminate any new health and safety information to the workers. A written record of these talks will be kept. The toolbox talk will be replaced by a method statement briefing whenever the task changes.

FP McCann undertakes to compile and regularly review relevant procedures pertaining to Health and Safety, which are in keeping with requirements of the Management of Health & Safety at Work regulations, in particular, risk assessments. Systematic training will be given to employees on site regarding the following subjects: -

- RIDDOR Accident Reporting / Prevention
- Fire and Emergency Evacuation Procedures
- Use of Personal Protective Equipment
- Manual Handling of Loads
- Good Housekeeping
- Electrical Safety
- Safety in Excavations and Confined Spaces
- Safety at Road Works
- Control of Substances Hazardous to Health
- Safe use of Vehicles and Plant
- Safe working at Height (if applicable to task)

FP McCann will only provide personnel who are competent in their respective duties or trade. They will receive regular safety training especially in areas of their work. Records of such training will be maintained.

2C(x) Welfare facilities and first aid

Project specific details will be provided in each Works Order.

Welfare facilities will be provided at a central location relevant to the works area that are within reasonable walking distance or within a reasonable time taking into account the transport available. Alternatively, depending upon the works location, arrangements may be made at local houses, cafes or other premises. In this event, arrangements will be made in advance by a representative of FP McCann.

Site vans will consist of washing facilities including hot water, paper towel dispenser and soap dispenser (which dispenses barrier cream, hand cleaner and hand sanitizer), fully stocked first aid kits and eye wash stations, fire extinguishers & fire blankets, spill response kit, health safety information poster and facilities for hanging protective clothing.

All site personnel must seek first aid treatment for any injury received at site, no matter how slight. First Aid kits will be provided in the work place and are under the control of supervisors and trained first aiders. FP McCann will supply all the equipment and facilities

adequate to the appropriate circumstances, enabling first aid to be rendered to injured or ill employees.

Sufficient first aiders will be provided to cover the numbers of personnel and appropriate to the site layout. Contractors will be taken into consideration when assessing first aid requirements.

Other site accommodation is generally not required for this type of contract. On the occasions when it is required, the safe positioning and layout will be agreed with the Principal Engineer prior to commencement of the works.

2C(xi) The reporting and investigation of accidents and incidents including near misses

When an unsafe practice, dangerous occurrence or complaint has been reported either verbally or by a written confirmation to FP McCann site management, they must contact the QHSE Manager who will advise. They must then act immediately to rectify the situation following which they will reply in writing to the Client's Representative detailing the control measures taken.

Employees must report all accidents, incidents and near misses no matter how slight to their supervisors as soon as reasonably practicable. Details of the accidents, incidents and near misses will be recorded and held on file.

FP McCann will fully investigate all accidents, incidents and near misses and will notify the Enforcing Authorities in accordance with their statutory requirements where applicable in accordance with RIDDOR. In the event of a major injury or dangerous occurrence on this project the following procedure will be adopted:

- Emergency services summoned
- Supervisor informed immediately
- First Aid administered
- Head Office informed immediately
- QHSE Manager to inform HSE immediately by phone (follow up with written form NI2508 within 10 days)
- Client informed immediately
- Entry made in Accident book.

The investigation of all accidents, incidents and near misses will be carried out to establish the direct cause and an analysis undertaken to discover the root cause. The Accident Investigation Report records the salient facts and identifies corrective measures to prevent recurrence.

Senior Managers are responsible for organising the accident investigation team and production of the final Accident Investigation Report using the support of the QHSE Manager. The structure of the investigation team will be determined by the seriousness of the accident/incident.

All Managers are responsible for adoption and implementation of all corrective measures.

The results of the accident/incident investigation must be filtered down through the organisation to the workforce to prevent reoccurrence. These learning points are communicated through toolbox talks, notice boards, induction and company newsletter.

Accident Frequency and Accident Incident Ratios are calculated bi-yearly by our QHSE Manager to provide quantitative monitoring of health and safety performance.

Employees are encouraged to report near misses as this information enables us to be proactive in our approach to minimising the likelihood of accidents through reporting, investigation and corrective action.

2C(xii) The production and approval of risk assessments and written systems of work

To complement the CDM regulations and to comply with the Management of Health & Safety at Work regulations FP McCann will provide method statements and risk assessments for all hazardous activities and substances on site.

A pre-start risk assessment form has been completed which identifies specific hazards involved with this contract. Based upon this pre-start risk assessment individual assessments for each activity involving significant risk have been (this also includes COSHH assessments).

The risk assessments within this plan are specific to this contract and have been checked and signed by our Contracts Manager / Site Agent.

Based upon these risk assessments, written Safe Systems of Work and Toolbox Talks will be generated to assist FP McCann site management with ongoing safety and training.

Contractors will be requested to supply method statements and/or risk assessments prior to their scope of work starting. These will be approved by our Contracts Manager / Site Agent / QHSE Manager.

Risk assessments will be checked periodically to ensure they are still current. If they require reviewing due to a change in circumstances or materials, any changes will be agreed with all parties at site meetings and control measures passed on to the work force.

2D. Site rules (including drug and alcohol policy):

The following site rules are communicated to personnel at site induction and condensed copies are displayed on site notice boards for reference as the job progresses.

Legal Duty

All site personnel including contractors have a legal duty to themselves and others affected by their work and they must take due consideration of the Health and Safety at Work (NI) Order 1978. FP McCann's Health & Safety Policy Statement will be displayed on site notice boards.

All site personnel must report any hazardous conditions immediately to site management e.g. a missing guardrail, a breach in the security fencing, witnessing an unsafe practise etc.

All site personnel must ensure the health and safety of the public at all times and must not, under any circumstances, put members of the public at risk through their work activities.

First Aid

Nominated First Aiders will be introduced to personnel at site induction. Their contact details and location are displayed on site notice boards.

Personal Protective Equipment (PPE)

PPE will be supplied by FP McCann to all site employees based on an assessment of their work activities (hardhats must be worn on all FP McCann sites). Contractors must supply their own employees with the appropriate PPE for the work which they are undertaking.

All site personnel are required to wear the appropriate PPE at all times within the site boundaries. Personnel must maintain their PPE and report any defects.

Disciplinary action will be implemented against those found to be in breach of site rules regarding PPE.

Where specialist contractors are employed, their risk assessments will be checked to ensure appropriate/specialist PPE is provided prior to work starting.

Security arrangements

Only people who are explicitly authorised, individually or collectively, by FP McCann will be allowed access to the site.

Authorised visitors to the site will be inducted and escorted around the site where necessary. They will be issued with appropriate PPE and sign the visitor's book.

Unauthorised visitors will not be allowed access to the site without permission from the FP McCann site management. Workers will be briefed accordingly.

Smoking Zones

Smoking will only be permitted in the designated smoking areas. This rule will be strictly enforced. Anyone found breaking this rule may be subject to disciplinary procedures.

Hearing Protection Zones

Noise assessments will be carried out of all site operations that may present a possible noise hazard.

In areas where ear protection is deemed to be necessary then the site management will make available suitable ear protection for all employees. In areas where the noise levels are at 85dB(A) or above the wearing of ear protection will be mandatory. These areas will be indicated with suitable signs and operatives are informed of dangers.

Noise

All potentially noisy work must be kept to a minimum and adequately controlled. The Control of Noise at Work Regulations and Control of Pollution Act to be complied with. Work activities to be restricted to normal working hours, except in exceptional circumstances and as agreed with the Client.

Dust/Smoke/Odour/Air Emissions

Dusty operations must be kept to a minimum and adequately controlled by wetting down / erection of screens / provision of chutes as appropriate. Screening may be required, particularly when working close to existing occupied premises.

Odour/smoke are not expected to occur as part of the construction process except in an emergency (i.e. in the event of a fire).

Water Contamination

All necessary precautions shall be taken to prevent any materials or substances, entering or polluting any existing streams, watercourses and culverts adjacent to the works.

Land Contamination

All development shall be carried out in accordance with planning condition 5. If during the course of the development contamination not previously identified is found then no further development shall occur until a full investigation and remediation strategy is agreed with the local planning authority.

Trees

If removing trees, safe system of work to be adopted, including precautions to ensure correct direction of fall, exclusion zones, etc. When working adjacent to trees and hedges, accidental damage to the trees shall be prevented by protecting the trunks and branches. Hand digging is to be used for excavation around the tree roots, and roots shall not be cut without permission.

Tree protection measures as defined by Condition 10 shall be deployed prior to the commencement of development.

Drugs & Alcohol

Personnel will be read FP McCann's Workplace Drugs & Alcohol Policy at induction. The policy will also be displayed on site notice boards. Anyone found to be under the influence of either alcohol or drugs will not be permitted on site and may be subject to disciplinary procedures.

Permit to work systems

FP McCann will operate a permit to work system as and when required under the terms of the contract and all Contractors shall adhere to these systems as directed.

Deliveries to Site

All delivery drivers must report to the site reception office, where a nominated banksman will be assigned to assist with the delivery. Under NO circumstances must delivery drivers reverse without a banksman. Where possible, all delivery vehicles should enter and leave the site using only a forward gear only.

Site Plant and Equipment

All plant and equipment in use on site will be maintained in good working order, used for its intended purpose and site speed limits obeyed. Any plant or equipment found to be defective will be taken out of service until it has been repaired or replaced.

Plant and equipment should only be operated, maintained and repaired by competent persons.

Where site plant is designed to accommodate a driver only, it is forbidden to carry passengers. Disciplinary action will be taken against any driver and his passenger disregarding this rule.

Monitoring of site rules

Compliance with the above site rules reviewed in conjunction with FP McCann's general management reviews of health & safety performance and regularly during the course of a project by our Contracts Manager / Site Agent and Site Engineer. Regular meetings are held as the project progresses.

Where a need for corrective action is identified, this is implemented at the time by our Contracts Manager / Site Agent / Site Engineer and appropriate instruction issued to prevent recurrence.

Complaints Procedure and General Policies

Contact details for key personnel shall be display at the construction site entrance and are also included in this document. Complaints should be directed to the Contracts Manager in the first instance, either by telephone or by email.

Where a valid/verified complaint is received, the contract will complete a full investigation within 2 business days and will provide a written/verbal response to the complainant within 5 working days. Where the investigation identifies a need for corrective action(s) these will be implemented immediately.

All construction activities shall be carried out in accordance with the existing FP McCann Company Policy Statements. This includes a specific "Good Neighbour" Company Policy Statement along with various operating procedures and training documents which cover to topics such as:-

- Being a good neighbour
- Noise and vibration
- Dust and air quality
- Dust and fumes
- Material Handling and Housekeeping
- Pollution Prevention
- Plant movements and reversing

Copies of these documents can be provided to the Planning Authority upon request.

Site Access & Egress

All access to the construction site will come via the approved access point on Brascote Lane. The approved access gate is set back from the public road by approximately 150m, ensuring that the longest vehicle can pull safely off the public highway.

Safe access and egress to working areas will be defined within the site boundary. These must be maintained and personnel are to ensure that they use these designated safe routes only.

Access and egress points for drivers entering and leaving the site have also been designated, and these are the only points to be used. They must be kept clear at all times in case of emergency and only to be used by moving site vehicles.

Where it is required that pedestrians have access through or adjacent to site, a safe access route shall be provided at all times.

Parking is only permitted on the areas designated as shown on drawing CEMP-01, and shall not be permitted on roads where access or egress to buildings or houses will be affected.

Where it is required, vehicles leaving the site will be washed down to ensure that mud is not deposited onto the public road. A temporary, portable wheel wash shall be installed near the entrance of the site as shown on drawing CEMP-01. This will be a 'closed loop' system whereby all water is recycled. There will be no requirement to discharge waste water and all sediment/solid waste will be removed by tanker for authorised disposal.

The public highway in the vicinity of the construction site will be swept as and when it deemed necessary by the Site Foreman.

Construction Hours

Construction hours will be 0730-1800 Monday to Friday and 0800-1300 on Saturdays as defined by Planning Condition 8. Any variation to these working hours shall be agreed in advance with the Planning Authority.

Artificial Lighting

A need to provide lighting for the site during construction is not envisaged as the majority of activities will occur during daylight hours. In the unlikely event that lighting is required, I can confirm that these will be switched off outside the permitted construction hours (i.e. after 1800 Monday to Friday and after 1300 on Saturdays).

Horseplay

Horseplay can often result in serious injury and as such will not be tolerated on site. Anyone engaging in horseplay will be subject to disciplinary procedures and may be removed from site. Whistling and calling to the public is prohibited.

Fire fighting equipment must not be tampered with.

Slips, trips and falls

Slips, trips and falls are statistically, the most common incident. Be aware of uneven ground particularly when dismounting vehicles. Ensure that materials/equipment are kept tidy and stored within designated areas and that walkways are kept clear.

Live Overhead Electrical Lines / Underground services

Every precaution must be taken by site personnel to ensure plant and machinery does not make contact with either overhead electrical lines or underground services. Particularly attention must be paid to:

- Wagons tipping;
- Moving mobile tower scaffolds;
- Engineers levelling staff;
- Carrying ladders;
- Excavators;
- Use of excavating tools;
- Crane jacklegs etc.

Housekeeping and Welfare

Temporary welfare/canteen/first aid buildings shall be provided as shown on drawing CEMP-01. A temporary site office and reception building shall also be installed near the site entrance as detailed.

Rubbish, scrap or waste materials, must not be allowed to accumulate in the working and eating area as left over food can attract rats which in turn can lead to Weil's disease (leptospirosis). Site personnel are responsible for cleaning away such materials. Waste receptacles are provided for this purpose.

Wash hands before eating or use disposable wipes provided to reduce risk of contaminating food.

All gangways and work areas must be kept clear and in a clean and tidy condition.

All spillages of liquids or obstructions should be cleaned/removed immediately when they occur or once they are observed. Large spillages must be reported to the FP McCann site management immediately.

Burning of materials on site is prohibited. Access to fire fighting equipment must be kept clear at all times.

Construction Waste and Recycling

Construction waste material will be separated and stored in a designated area within the construction compound, as detailed on drawing CEMP-01. All waste will be collected and appropriately recycled/disposed of by a licenced waste operator.

Post-construction, this designated waste storage and collection area will be permanently retained to serve the approved development when it becomes operational. These facilities shall be retained in perpetuity for the lifespan of the development and all waste from the site shall be collected by a registered and licenced waste carrier.

Storage of Materials

All site materials will be stored in designated areas as detailed on Drawing CEMP-01 and must not obstruct access and egress to the workplace.

Storage areas for plant, materials and spoil will not be permitted on public roads or in the safety zone.

Live traffic and earthmoving vehicles

Particular caution must be taken at site access and egress points where traffic is most busy. Defined pedestrian routes must be used at all times. Circular routes must be used to avoid heavy plant. Where this is not possible personnel must ensure eye contact is made with drivers or earthmoving vehicles before crossing their path.

Manual handling

Site personnel must not lift, move or handle any weight beyond their capabilities. Loads must be assessed before attempting to lift. If in doubt, personnel must seek assistance.

Site management will provide assistance in the form of additional manpower or the provision of mechanical lifting devices when necessary.

Control of Substances Hazardous to Health (COSHH)

Substances must not be brought on to site if not previously assessed by FP McCann site management.

Personnel who encounter unfamiliar substances must not handle or use them. Assistance must be sought from site management who will then obtain information on the dangers associated with the substance and brief accordingly.

Emergencies

Emergency procedures must be strictly followed. These will be displayed on the site notice board.

2E. Fire and emergency procedures

A Site Fire Safety Plan has been compiled. A competent person will be appointed to develop and regularly update this plan.

Site personnel will be familiarised with the fire fighting equipment and escape routes at their induction. Fire fighting equipment must not be tampered with and access to it should be kept clear at all times.

Additional emergency routes and fire procedures for specific areas of the site, or aspects of the build, will be assessed and developed during the works to account for changes during construction.

The equipment will be checked on a regular basis by FP McCann site management to ensure it is in good condition. A copy of emergency contact numbers will be posted on the site notice boards and employees made aware of this at induction. Fire hydrants must be maintained, accessible and clearly marked at all times throughout the contract.

All FP McCann sites are no-smoking sites, except for the designated areas and no burning is allowed.

Flammable substances will be stored in cool secure storage places.

Detailed emergency procedures for specific incidents are as follows:

- Fire:
 - Clear area immediately. If there are injuries to personnel, follow accident procedure.
 - If appropriate call Fire Brigade on 999, otherwise extinguish all ignition sources.
 - Ensure no further risk to anybody.
 - Contain fire and assess potential fire hazards.
 - If an evacuation is required all personnel must proceed to the designated assembly point and report to a responsible person.
 - Inform Head Office.
 - Inform Client's representatives.
- Accidents:
 - The first person on the scene ensures the attendance of a person able to give emergency aid if it is safe to do so.
 - Call Emergency Services on 999.
 - Site management and/or first aider will attend until the arrival of the ambulance and other emergency services.
 - Ensure all access points to and from incident are free from obstruction.
- Collapse of permanent/temporary works:
 - Secure accident area and assess potential further hazards.
 - Treat injuries.
 - Contact Emergency Services as required.
 - Inform Head Office.
 - Refer any enquiries to Head Office.
- Underground cable damage:
 - Clear area immediately. If there are injuries to personnel, follow accident procedure.
 - Isolate casualty from current if possible. DO NOT PUT YOURSELF AT RISK.
 - Ensure no further risk to anybody from damaged cable.
 - If possible isolate supply.
 - Telephone National Grid on emergency no. 0800 404090.
 - Inform Head Office.
- Water / Sewer Main Fracture:
 - Clear area immediately. If there are injuries to personnel, follow accident procedure.

- Ensure no further risk to anybody.
 - Isolate main if possible.
 - Telephone Severn Trent on emergency no. 0800 7834444.
 - Inform Head Office.
- Gas Leaks / Explosions:
- Call Cadent Gas 24 hr emergency no. 0800 111999. DO NOT use mobile phones in the area.
 - Remove all sources of ignition and erect cordon off barriers around suspected site of leak.
 - Turn off all engines, plant and machinery if safe to do so.
 - Extinguish all naked flames in the area; ensure no smoking requirements are strictly observed.
 - Prevent others from entering the area.
 - If an explosion, attend to any injured personnel, follow accident procedure.
 - Turn off the gas supply via the meter control valve.
 - Open windows and doors if the smell of gas is inside the premises.
 - Inform Head Office.

The above procedures will be explained to site personnel at induction.

Liaison will be made with emergency services to advise of traffic management arrangements and ensure that emergency vehicles can pass the site and gain access to all properties at all times.

Outline Fire and Emergency Procedures will be displayed on the site notice boards.

Site Emergency Team

The Site Emergency Team will include, but is not limited to:

Contract Manager:	Adam McCann (Mob: 07912046171)
Site Agent:	Simon Agar (Mob: 07902105658)
Site Engineer:	Connor Jennings (Mob: 07801987553)
Electrical Foremen:	TBC (Mob: TBC)
Civils Foremen:	TBC (Mob: TBC)
Surfacing Foremen:	TBC (Mob: TBC)

In the event of an emergency the first person on the scene calls:

The Emergency services on: **999**

Quote Site Address: **FP McCann, Brascote Lane, Cadeby, CV13 0BB**

The team coordinates the Emergency Services and ensures that they are met at the site entrance and directed immediately to the location of the accident/incident. A team member or nominated person(s) is to check if any further risk or danger is likely and isolate the area if necessary.

The nearest hospital with 24 / 7 Emergency Department (A&E) is:

Hospital: **Leicester Royal Infirmary, Infirmary Square, Leicester LE1 5WW**

Tel: 0300 303 1573

3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

3A. Safety risks, including:

3A(i) Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site

Signage will be provided to warn the public of plant / vehicles and to alert plant / vehicles to the public. Signage will comply with chapter 8 of the Traffic Signs Manual / Safety at Street Works (A Code of Practice), where appropriate

Efforts will be made to ensure that the roadways are not blocked at any time, excluding short duration off-loading of materials etc.

Access for emergency vehicles will be maintained at all times.

FP McCann will ensure that all vehicular movements in the area are adequately “policed” and extreme care taken, with particular regard given to pedestrians, especially children.

Slow moving vehicles will be excluded from live traffic lanes at peak traffic times.

All materials to be disposed of will be carried out in accordance with FP McCann’s policy.

Any materials deemed to be hazardous will be disposed of in accordance with statutory and Local Authority requirements.

Every effort will be taken to maintain a safe access and egress to working areas within the site confines. Additional consideration will be given to access and egress arrangements for visitors to site and members of the public to ensure their safety and FP McCann will ensure as far as possible that all unnecessary access by unauthorised persons is prevented. In particular children will not be allowed to play on the site.

3A(ii) Dealing with services - water, electricity and gas, including overhead power lines and temporary electrical installations

Various existing services may be encountered during the course of the works.

Efforts will be made to determine the location and nature of services before excavation works commence.

The position of the services given on the drawings are approximate therefore works will proceed with extreme care until the known services or any unknown services are encountered. Protocols will be strictly adhered too. Locations and nature of any services encountered will be recorded and passed to the Principal Designer for inclusion in the Health and Safety File.

Every precaution will be taken to ensure plant and machinery does not make contact with either overhead or underground electric power lines:

Overhead power lines will be cordoned off by the erection of ‘goal posts’. Underground cables will be identified and if practicable isolated before excavations commence. Machine operators will be advised of the location of all electric power lines and underground services. NIE and HSE guidance notes will be followed at all times in particular HSE Guidance Sheet GS 6 - “Avoidance of Danger from Overhead Electric Power Lines” and NIE/DRD/RR1 - “Electrical Safety when carrying out Road Resurfacing Work adjacent to and under Low Voltage Overhead Power lines”.

Where generators are used for electricity supply to the site, installation will be carried out by a competent and qualified person. All work places are equipped with 110 volts system for portable electrical appliances. All component parts to be colour coded yellow for easy identification. Portable electrical appliances should be inspected regularly by a competent

person and findings recorded in a register. If damaged or defective equipment is discovered it must be taken out of service until repairs have been carried out.

No work is to be carried out on live services. Live services are to be isolated and the relevant statutory bodies contacted to ensure correct procedures are followed, and that all affected by interruptions to supply are informed in advance.

Liaison will be made with NIE and the Client regarding work on high voltage equipment and all necessary permits-to-work put in place. Only suitably qualified operatives to work on services. Suitable barriers and signage will be provided.

3A(iii) Accommodating adjacent land use

The surrounding land to the works may be agricultural, industrial or urban and may be privately or publicly owned.

Where there is a need to access adjacent land, permission will be sought from the owners whether privately or publicly owned.

Local householders will be made aware of the works via advance warning signage, all kerbing and drainage operations will be carried out in liaison with householders to allow ease of access during the works.

Where hazards exist such as railways, premises, etc., a risk assessment will be undertaken prior to the commencement of any works.

Care will be taken when working in the vicinity of others not directly involved with the construction operations. All work areas will be adequately protected against unauthorised entry.

Extreme care will be exercised as vehicles approach and leave the site.

3A(iv) Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures

FP McCann site management will take all practicable steps to prevent danger to any person and will ensure that any new or existing structure or any part of such structure which may become unstable or in a temporary state of weakness or instability due to the carrying out of construction work (including any excavation work) does not collapse accidentally.

Where scaffolds are to receive loads, only purpose built loading platforms will be used.

Any buttress, temporary support or temporary structure used to support a permanent structure will be erected or dismantled under the supervision of a competent person only.

3A(v) Preventing falls

Where work involves a risk of falling FP McCann site management will follow any specific statutory requirements that apply and implement measures that use physical fall prevention (e.g. safe working platforms, safety nets, etc.) in preference to use of fall arrest equipment (e.g. safety harnesses).

FP McCann site management will ensure that edge protection is erected (guardrails and toe-boards) at all openings or edges where a risk of falling is identified.

Where ladders are to be used they will only be used for work of short duration, they will be checked by a competent person to ensure correct length, type and condition before use and will be subject to a planned maintenance programme

3A(vi) Work with or near fragile materials

FP McCann site management will ensure that no person shall pass across/near, or work on/from/near a fragile surface where it is reasonably practicable to carry out work safely and under appropriate ergonomic conditions without them doing so.

Where it is not reasonably practicable to avoid fragile surfaces, suitable and sufficient platforms, coverings, guard rails or similar means of support will be provided and used to support any foreseeable loading. In addition, prominent warning notices will be posted at approaches to any fragile surface.

3A(vii) Control of lifting operations

FP McCann site management will comply with the Lifting Operations and Lifting Equipment Regulations (NI) 1999 (LOLER) at all times and ensure that lifting equipment is:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organised and performed by competent people;
- Subject to ongoing thorough examination and, where appropriate, inspected by a competent persons;
- Marked accordingly, if it is used for lifting people and it should be safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk.

FP McCann site management will ensure the appointment of a responsible person as the Appointed Person to plan and control the lifting operations. This person will have received appropriate training to carry out this task. Their duties include:

- Familiarising themselves with the relevant legislation and this Health and Safety Plan;
- Assessment of the operation to enable planning, selection of the crane and lifting equipment, and the instruction and supervision for the operation to be undertaken safely;
- Ensuring that adequate inspection, maintenance and testing of the equipment has been carried out;
- Take responsibility for the organisation and control of the lifting operation.

3A(viii) The maintenance of plant and equipment

All plant and equipment in use on site will be maintained in good working order and used for its intended purpose. Any plant or equipment found to be defective will be taken out of service until it has been repaired or replaced.

Only trained, competent and certified personnel will operate site plant. Plant operators will receive refresher training in accordance with statutory requirements.

3A(ix) Work on excavations and work where there are poor ground conditions

Where risk assessments show the possibility of collapse, FP McCann site management will ensure that suitable and sufficient plant is made available for trench support before work commences.

The following control measures will be adopted:

- Sufficient numbers of trained operatives and competent supervision will be provided before work commences;
- Substantial barriers will be erected around excavations;
- Grading of banks / pumping to be provided for excavations where appropriate;
- Where poor ventilation is identified the atmosphere will be continually monitored;
- Stop blocks will be used to prevent vehicle entry;

- Ladders will be provided for safe access / egress;
- Suitable signs and barriers will be provided to warn of the work being undertaken;
- The safe system of work will take account of prevailing conditions including weather, traffic and existing structures;
- Supported excavations will be inspected by a competent person before work commences each day and the necessary register completed.

3A(x) Work on wells, underground earthworks and tunnels

FP McCann site management will comply with the Confined Spaces Regulations (NI) 1999 and ensure that all work carried out on wells, underground earthworks and tunnels is carefully planned and undertaken by trained and competent personnel.

An emergency rescue plan shall be developed by the site management for every well, underground earthworks or tunnel. This plan, including a current map of the well, underground earthworks or tunnel, will be provided to local fire and rescue units.

In addition, adequate testing monitoring will be completed to determine the level of hazard from gases, vapours or lack of oxygen.

FP McCann site management will ensure that there is adequate communications between all responders in case of an emergency.

3A(xi) Work on or near water where there is a risk of drowning

Precautions shall be taken to prevent any materials or substances entering or polluting any adjacent streams, watercourses or rivers.

Where there is a risk of drowning FP McCann site management will take suitable and sufficient steps to prevent persons falling into the water/liquid by erecting guardrails, barriers, edge protection etc.

In addition, to minimise the risk of a fallen person drowning, measures will be adopted as follows:

- Safety lines and harnesses will be worn where edge protection cannot be provided;
- Gangways and areas near water will be kept clear of obstructions;
- Suitable lighting will be provided at edges adjacent to water;
- Lone working to be forbidden.

3A(xii) Work involving diving

Not applicable.

3A(xiii) Work in a caisson or compressed air working

Not applicable.

3A(xiv) Work involving explosives

Not applicable.

3A(xv) Traffic routes and segregation of vehicles and pedestrians

Existing urban and rural traffic systems will be encountered during the course of the works.

Efforts will be made to ensure that the roadways are not blocked at any time, excluding short duration off-loading of materials etc.

Access for emergency vehicles will be maintained at all times.

Care will be taken as vehicles approach and leave the site area. Efforts will be taken to ensure that all public roads remain free from mud and debris arising out of the construction operations.

FP McCann will ensure that all vehicular movements in the area are adequately “policed” and extreme care taken, with particular regard given to pedestrians, especially children.

Slow moving vehicles will be excluded from live traffic lanes at peak traffic times.

Any work adjacent to railway lines will be subject to full risk assessment and liaison with NIR and DRD prior to work commencing.

Authorised visitors to the site will be inducted and escorted around the site where necessary. They will be issued with appropriate PPE and sign the visitor’s book.

Unauthorised visitors will not be allowed access to the site without permission from our Contracts Manager / Site Agent / Site Engineer. Workers will be briefed accordingly.

Employees will ensure the Health and Safety of the public at all times and must not, under any circumstances, put members of the public at risk through their work activities.

Where it is required that the pedestrians have access through the site, a safe access route shall be provided at all times.

3A(xvi) Storage of materials (particularly hazardous materials) and work equipment

All site materials will be stored in an orderly fashion and will not obstruct the access and egress to the workplace. A high standard of housekeeping will be maintained at all times.

Storage areas for plant, materials and spoil will not be permitted on public roads or in the safety zone.

The usage of all substances hazardous to health will be assessed as required by the COSHH regulations.

3A(xvii) Any other significant safety risks

3B. Health risks, including:**3B(i) The removal of asbestos**

All work involving asbestos will be carried out by a licensed contractor who must supply a written method statement prepared and reviewed before work commences. The contractor must produce a copy of their license and proof of the competence training of their operatives.

Access to the work area will be strictly controlled as appropriate.

Asbestos products removed, will be double bagged or placed in sealed containers for disposal at a licensed tip.

3B(ii) Dealing with contaminated land

Ground conditions are not considered likely to present any undue hazards other than those associated with normal construction practices. Should any hazardous materials or contamination be suspected work in the area will cease and the Principal Designer will be notified immediately.

3B(iii) Manual handling

Employees will not be expected to lift, move or handle any weight beyond their capabilities. An assessment of lifting operations will be carried out and instruction and training given to those involved in manual handling. Assistance will be provided in the form of additional manpower or the provision of mechanical lifting devices.

3B(iv) Use of hazardous substances, particularly where there is a need for health monitoring

Where hazardous substances are intended use on site, FP McCann site management will provide Material Safety Data Sheets detailing the hazardous properties and precautions to be taken (including monitoring and health surveillance as necessary) during use and storage.

Non-solvent based products to be used where possible. FP McCann will ensure adequate ventilation at all times, where required.

Where a contractor is bringing a hazardous substance for use on site, the contractor must provide to FP McCann site management an assessment of the risks associated with the substance if use of the substance could affect others.

FP McCann site management will maintain adequate records of any monitoring and health surveillance found to be necessary in respect of its work.

When design is part of the works, FP McCann designers will ensure that in the detailed design of the project, the level of hazard under the COSHH Regulations is to be a consideration in the choice of materials. Where reasonably practicable those materials causing a lesser hazard will be used in preference to those with a higher risk to people at work and others.

3B(v) Reducing noise and vibration

Site management are responsible for noise & vibration assessments which are required for all activities, plant/tools used and the environment on site.

All noise & vibration assessments are recorded, incorporating copies of the assessments in the Project Health & Safety Plan and ensuring all project method statements make appropriate reference to the relevant noise & vibration assessments.

Site management shall ensure that the results of each assessment are implemented. This includes, but may not be limited to:

- Provision of appropriate instruction to personnel.
- Provision of adequate engineering controls.
- Provision of appropriate PPE.

In areas where hearing protection is deemed to be necessary then FP McCann will make available suitable hearing protection for all employees. In areas where the noise levels are at 85dB(A) or above the wearing of ear protection will be mandatory. These areas will be indicated with suitable signs and operatives are informed of dangers.

Work activities to be restricted to normal working hours, except in exceptional circumstances and as agreed with the Client.

3B(vi) Work with ionising radiation

Not applicable.

3B(vii) Exposure to UV radiation (from the sun)

FP McCann will be particularly careful of employees while they are working out of doors in the summer. Sun protection advice will be Included in routine health and safety training and workers will be instructed to cover up with ordinary clothing made from close-woven fabric, such as a long-sleeved work shirt and jeans. This will stop most of the UV and the safety helmet will provide some shade for the head. A hanging flap can protect the back of the neck.

Workers will also be instructed to keep their shirt or other top on, especially while they are working around midday.

Sunscreen creams and lotions can add useful protection for parts of the body that are not easy to shade from the sun. FP McCann will provide such sunscreens with a sun protection factor (SPF) rating of 15 or more as it protects against UVA and UVB.

3B(viii) Any other significant health risks

4. THE HEALTH AND SAFETY FILE

4A. Layout and Format

The layout and format of the Health and Safety File will be determined by the Principal Designer.

4B. Arrangements for the collection and gathering of information

Our Contracts Manager / Site Agent will be responsible for the gathering of information for the Health and Safety File which will be provided promptly to the Principal Designer as and when it becomes available. They will also be responsible for ensuring that contractors supply any information requested.

Information will be made available as early as possible to ensure the Health and Safety File can be developed by the Principal Designer as the contract progresses. This will ensure that file can be completed in good time and handed over promptly.

4C. Storage of information

All Health & Safety File information gathered by our Contracts Manager / Site Agent will be stored both electronically and in hard copy format, then forwarded to the Principal Designer as requested.

Appendix 1 – Layout Drawing CEMP-01



Note:

APPROVED SITE BOUNDARY	
LOADING/UNLOADING AREA	
PLANT STORAGE AREA	
WELFARE & PARKING FACILITIES	
CONTAINER	
WHEEL WASH	
FOOTPRINT OF APPROVED/EXISTING BUILDINGS	
WASTE STORAGE AND COLLECTION AREA	

Rev	Date	Revision detail	By	Chkd
Contract: NEW ROOFTILE PRODUCTION FACILITIES AT FP McCANN, CADEBY				
Title: CEMP Site Layout				
Scale: 1:500	Status: PLANNING			
Date: 16/05/2023	Drawn: PH			
Checked: AMC	Drawing no: CAD/CEMP-01			
				Rev: 0