

## SHE FORM – (CDM) Construction Phase Plan

**Form Guidance:** The form is to be used where Vistry is acting as Principal Contractor. See [VG-SOP-SHE-05](#) Construction, Design & Management for further guidance. It should be reviewed at least once a month by Site Management.

**NOTE:** This version of the form must be used for all new projects/phases commencing on or after 01/11/22. Existing projects/phases can continue to use Version 2.0 of this form.

|                                                            |                                                                                                                                          |                    |                |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------|
| Project Name:                                              | Stoke Road Hinckley LEICS                                                                                                                | Project No.        | MZ567          |
| Project Address:                                           | Off Annesley Road, Hucknall, NOTTS NG15 8AZ                                                                                              |                    |                |
| Duration of Project:                                       | Start Date: APRIL 2026                                                                                                                   | End Date: APR 2030 | Weeks: 250 wks |
| Client Name & Address:                                     | RSL and Vistry PD units                                                                                                                  |                    |                |
| Principal Designer (PD) Name & Address:                    | <b>Quattro Richard Fellows</b><br>Matthews Warehouse,<br>High Orchard Street,<br>Gloucester Quays,<br>Gloucester,<br>England,<br>GL2 5QY |                    |                |
| Principal Contractor (PC):                                 | Initially Groundworker (TBA)for 12 weeks details to follow                                                                               |                    |                |
| Other Duty Holders:                                        | <b>Detailed in Appendix 1</b>                                                                                                            |                    |                |
| 1 <sup>st</sup> Issue prepared By:<br>( Manager)           | P M Eastwood<br><br>Print Name Above Signature Above<br>Date ____3.9.2025_____                                                           |                    |                |
| 1st Issue reviewed By:<br>(Contracts Manager)              | Print Name Above Signature Above<br>Date _____                                                                                           |                    |                |
| 1st Issue reviewed By:<br>(Production/Build Director)      | Print Name Above Signature Above<br>Date _____                                                                                           |                    |                |
| 1st Issue reviewed By:<br>(SHE Manager or Advisor)         | Print Name Above Signature Above<br>Date _____                                                                                           |                    |                |
| 1 <sup>st</sup> Issue accepted By:<br>(Principal Designer) | Print Name Above Signature Above<br>Date _____                                                                                           |                    |                |

**Complete a [VG-FM-SHE-016](#) ActivSHEQ Database New Site Request form and send to [SHE@vistry.co.uk](mailto:SHE@vistry.co.uk)**



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The latest revision to this document is Revision Number 001 . Details of revisions are provided below.  
Reviews and any updates must be approved by the most senior Vistry Manager on site:

| Approved by: | Name: | Signature: | Date:  |
|--------------|-------|------------|--------|
|              | PME   |            | 3.9.25 |

Amendments must be recorded below starting with the initial revision 0.

| Revision Number: | Description of Change: | Updated by:<br>(Print Name) | Date:     |
|------------------|------------------------|-----------------------------|-----------|
| 0                | Initial Plan           | PME                         | SEPT 2025 |
| 1                | Revised                | PME                         | 3.1.26    |
| 2                |                        |                             |           |
| 3                |                        |                             |           |
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|                                        |  |  |  |
|----------------------------------------|--|--|--|
| 28                                     |  |  |  |
| Insert additional sheet(s) as required |  |  |  |

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## SHE FORM – (CDM) Construction Phase Plan

### SECTION 1 – INTRODUCTION

- (a) This Construction Phase Plan (CPP) has been prepared specifically for this project in accordance with The [CDM Regulations 2015](#), and is intended to be a live document demonstrating how Vistry will plan and construct the works, with due regard to safety, health and environmental matters and its aim is to provide the clear, concise and specific information required to adequately manage the works and the arrangements for controlling significant project specific site risks.
- (b) This document was produced by the Project team taking into consideration the pre-construction information (Client Brief) provided by the client; information on residual design risks provided by the Principal Designer and other designers; and information obtained from surveys and risk assessment of the project specific environment by the operations management team responsible for this project.
- (c) Every project will have access to the Company's Safety, Health & Environmental (SHE) Management System which includes our Standard Operating Procedures (SOPs) via hard copies maintained on site or access to the company's local Intranet pages ([DUG](#)).
- (d) In order to manage health and safety on the project the system requirements outlined in the SHE Management System will be implemented where relevant for the works to be undertaken.
- (e) All SOPs are based on legal compliance and those applicable to this project are identified in Section 6. Implementing the requirements of the SHE Management System shall ensure that adequate planning, suitable controls, legislative compliance, and monitoring to identify areas for improvement form part of the day-to-day activities to ensure that health, safety and environmental management and standards remain a priority element of the project.
- (f) The SOPs are supported by Guidance Notes where relevant which contain additional detail to assist the operations management team in assessing the project's specific risks and producing safe systems of work tailored to the project and the CITB GE700 Operating Manual available in hard copy on site.
- (g) We aim to reduce the provision of generic paperwork and to only provide in this CPP project specific information and documents that help with the communication and risk management of this project. Other documents this CPP refers to, but which are not considered project specific, will be made available on request.
- (h) Project specific filing systems will be used i.e., Viewpoint or hard copies – other forms which form part of the information which may be needed to be read by others should be in the appendix sections identified in this document as they are documents which contain information relevant and forming part of the management set up.
- (i) This CPP will be reviewed regularly by the Project Team (at least monthly or, following any significant changes) and may be added to and updated as the project develops, further design work is completed, information from subcontractors starting work becomes available, unforeseen circumstances or variations to planned circumstances arise or where the project management team deem it necessary. **Reviews and any updates must be approved by the most senior Vistry Manager on site.**



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## SECTION 2- GENERAL PROJECT DESCRIPTION AND INFORMATION

**a. Description of the Project:**

Construction of a large housing scheme. This involves the construction of roads and sewers to service circa 313 Units. These will be marketed as Countryside. See elsewhere for their particulars. The whole of the site's previous use was arable farmland. There are water courses that are to be retained and protected throughout the construction phase; they form part of the SUDS design. There are various routes available to access the site which will be sign posted as required. There are existing gates that allow access to the phases.

**b. Location:**

Off Stoke Road, Hinckley NOTTS LE15 8AZ

**c. Scope of Works**

This is a large project comprising the design and construction of circa 0.5 miles of spine road with all attendant drainage and services. This then allows access to the 2 distinct parcels of land which will lead to c.400 nr 2 and 3 storey houses and flats and maisonettes to include communal spaces, car parking, services, landscaping and all associated other site works. Some plots will be timber framed (TF) construction. There are overhead cables which may affect the delivery of units. They are to be diverted by third parties.

**d. Project Timescales and Programme:**

|                                       |                              |
|---------------------------------------|------------------------------|
| <b>Contract Award Date:</b>           | SEPT 2024                    |
| <b>Contract Commencement Date:</b>    | NOV 2025                     |
| <b>Contract Period:</b>               | 350 weeks                    |
| <b>Site Start Date:</b>               | NOV 25                       |
| <b>Planned Contract Completion:</b>   | NOV 32                       |
| <b>Form F10 (Rev) Date Submitted:</b> | Initially groundworker as PC |

A construction programme specific to the project will be maintained by the project team this will be updated / reviewed throughout the works and copies provided to the client or others requesting this information.

The normal hours of work are as follows:

Monday to Friday: 7.30am to 6 pm

Saturday: 8.00am to 1pm

Sunday: none

**e. Details of Duty Holders:**

| <b>Duty Holder:</b>  | <b>Name:</b>   | <b>Address:</b>                                                                         | <b>Contact Details:</b> |
|----------------------|----------------|-----------------------------------------------------------------------------------------|-------------------------|
| Client               | TBA            |                                                                                         |                         |
| Principal Designer   | Quattro<br>TBA | Matthews Warehouse, High Orchard Street, Gloucester Quays, Gloucester, England, GL2 5QY | Richard Fellows         |
| Principal Contractor | TBC            |                                                                                         |                         |

Sub-Contractor's and other Designers are detailed in Appendix 1 – [VG-FM-SHE-001](#).



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- f. **Pre-Construction Information:** A copy of the detailed information received from the Client and pre-construction surveys and design risks are located in Appendix 2. All relevant information will be communicated during pre-start meetings to Sub-Contractors.

The Client has advised of the following hazards and risks:

- Interface with neighbours on several site boundaries. Labeit they are very few and at a good distance.
- Lifting operations adjacent to the site boundaries
- Existing services that cross the site.
- Public right of way passes through the site
- The management of mud onto the highway is vital and is covered in the CEMP for this site.
- Control of noise, dust and vibration pollution considering adjacent properties. Again see CEMP.

Project specific significant hazards have been identified in Section 4 including how they will be controlled.

Detailed specific control measures and safe systems of work will be covered in the work-related risk assessments and method statements provided by those undertaking the works. Section 4 of this CPP identifies the specific significant hazards in accordance with [Schedule 3](#) of the CDM Regulations.

Project specific significant hazards have been identified in Section 4 including how they will be controlled. Detailed specific control measures and safe systems of work will be covered in the work-related risk assessments and method statements provided by those undertaking the works. Section 4 of this CPP identifies the specific significant hazards in accordance with [Schedule 3](#) of the CDM Regulations.

### SECTION 3 - ARRANGEMENTS FOR THE MANAGEMENT OF HEALTH AND SAFETY

#### a. Management Structure and Responsibilities:

The general health and safety responsibilities are as laid out in the Company's Health and Safety Policy Document – [VG-SHE-POL-01](#) and all persons shall be made aware of their site specific health and safety responsibilities. The most senior person on site is responsible for the management of all aspects of SHE, however, may delegate specific responsibilities to others who have the skills (training, experience, knowledge) to manage the task.

The Site Management on this project are competent to undertake their role and have been appointed by a senior director who has checked that they have the relevant level of knowledge and competency as identified on the Company's competency matrix. Copies of individual's certificates of training etc. are available on request.

An organisation chart of the management team for this project is located in Appendix 3. The organisation chart identifies the persons who have been appointed for overall management of this project these persons have all been appointed following checks on their competency and experience for the type of works covered on this project.

An appointment of Site Responsibilities document based on [VG-FM-SHE-117](#) Is included in Appendix 4.

#### Key Contact List:

| Job Role:                 | Name:         | Location:                                                                                              | Contact Tel. No. |
|---------------------------|---------------|--------------------------------------------------------------------------------------------------------|------------------|
| BU Managing Director (MD) | Andy Reynolds | Vistry South East Midlands<br>Penman House   1<br>Penman Way   Grove<br>Park   Leicester   LE19<br>1SY | 07966561509      |
| BU Construction Lead      | Ryan Woolley  | Vistry South East Midlands<br>Penman House   1<br>Penman Way   Grove                                   | 07966561642      |



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|                                |                 |                                                                                                            |             |
|--------------------------------|-----------------|------------------------------------------------------------------------------------------------------------|-------------|
|                                |                 | Park   Leicester   LE19 1SY                                                                                |             |
| <b>Contracts Manager (CM)</b>  | Paul Eaglefield | <b>Vistry South East Midlands</b><br>Penman House   1<br>Penman Way   Grove<br>Park   Leicester   LE19 1SY | 07710169036 |
| <b>Project Manager (PM)</b>    | TBA             | Site                                                                                                       |             |
| <b>Site Manager (SM)</b>       | TBA             | Site                                                                                                       |             |
| <b>Principal Designer (PD)</b> |                 |                                                                                                            |             |
| <b>BU SHE Manager</b>          | Charlie Allsop  | Various Sites                                                                                              | 07557674418 |

**b. Liaison with the Principal Designer (PD) yet to be appointed:**

We will liaise with the PD at regular intervals throughout our appointment communicating on design and temporary works and ensuring clear communication with other Designers on the project.

**c. Display of F10 and other Statutory Notices:**

The HSE initial notification form F10 is to be displayed in a prominent position within the Site Offices and is included in Appendix 5. The Principal Designer shall be advised of any updates as the works proceed. Other statutory notices including the HSE Law Poster, Health & Safety Policies and Employers Liability Insurance Certificate will also be displayed.

**d. Project Health and Safety Goals:**

The project shall be managed in accordance with the requirements laid out in the CDM Regulations, to support our vision which is 'to ensure everyone returns home in the same condition they arrived'.

- To have zero reportable accidents or reportable dangerous occurrences
- To ensure no members of the public or others are affected by our undertakings
- Zero enforcement action by enforcing authorities
- Ensure adequate resources are available
- To provide and maintain safe and healthy workplaces and safe working practices
- Positively encouraging effective co-operation of contractors and others
- Ensuring contractors and others have the necessary SHE information, instruction, supervision and competence
- Ensure that all workers receive a project specific induction prior to starting work and visitors are escorted while on site
- To meet project environmental requirements such as BREEAM/CEEQUAL ratings and Local Authority reporting arrangements.

**e. Selection and Control of Sub-Contractors and Designers:**

- All contractors appointed to work on this project will have been evaluated using a system based on PAS 91 to ensure those selected have relevant competency and experience of the type of works.
- Project specific information has been provided to all contractors and designers and project specific risk assessments and method statements requested and these will be reviewed by the site team prior to contractors being permitted to commence work.
- Pre-start meetings will be held with contractors prior to works commencing



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- A log of all sub-contractors and their contact details to be used on this project can be found in the Appendix 2.
- Contractors will provide supervision and trained first aiders specific to the type of works they will be undertaking.

**f. Monitoring and Review of Health and Safety Standards:**

The site will be continually monitored by the site project team and in addition advice, support and monitoring will be provided by a professional SHE Advisor.

General SHE monitoring will be undertaken by all members of the project team along with visiting Directors, Senior Managers etc. throughout the duration of the project. Where opportunities for improvement are identified, action will be prompt. Specific SHE monitoring will be conducted by the project team in accordance with the company SHE Management System, local authority and other regulatory bodies. Significant SHE issues will be raised at project progress meetings. All matters requiring action will be closed out promptly.

Contracts Managers will review the projects 4 week plan – [VG-FM-SHE-022A](#) each fortnight to ensure Site Management are adequately assessing upcoming activities with SHE risks associated with them.

As a minimum, recorded weekly SHE inspections will be undertaken by Site Management and a monthly SHE Inspection will be undertaken by the SHE Advisor.

The SHE Manager that has been appointed for this project is:

|               |                                               |
|---------------|-----------------------------------------------|
| Name:         | <i>Charlie Allsop</i>                         |
| Competency:   | <i>IOSH NVQ4 Occ Health/ NEBOSH qualified</i> |
| Telephone No: | <i>07557674418</i>                            |

**g. Emergency Arrangements:**

- Fire plans and arrangements to prevent fire will comply with The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation (latest Edition) and, Structural Timber Buildings Fire Safety (16-steps), for Timber Frame Structures (where applicable).
- Members of the team have been nominated to take responsibility in the event of fire, accident or any other emergency and these are identified on [VG-FM-SHE-027](#) Emergency Notice found on the notice board and communicated at induction stage to all personnel.
- A [VG-FM-SHE-081](#) Site Fire and Emergency Response Plan specific to this project has been produced in conjunction with the project's SHE Manager/Advisor and is in Appendix 6. This plan includes a fire risk assessment and identifies the access for emergency vehicles to site, fire assembly point, persons appointed as fire wardens, firefighting equipment requirements, means of raising the alarm, the position of highly flammable material stores areas etc. and details the specific risks and controls appropriate to this project. This plan will be reviewed at regular intervals throughout the project's duration or following any incident to ensure it is still suitable and sufficient.
- Task specific emergency rescue plans will be produced prior to the following works being commenced:
  - *Working at height using Harness, Safety Nets, rope climbing etc.*
  - *Confined Spaces*
  - *Deep excavations*
  - *Mobile Cranes being used*
  - *Work on adjacent carriageways*



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- The emergency rescue plans will be held by the project team. The site will ensure practice drills of the emergency rescue is undertaken at intervals advised in the risk assessment for the works. These plans will be reviewed with the SHE advisor as necessary during the four-week planning element of the SHE Inspection.
- The number of appointed first aiders/appointed persons for this project is
- The names of first aiders and location of first aid equipment is included on the Emergency Notice for the project ([VG-FM-SHE-027](#)) that is displayed on the project's SHE notice board. These persons will also be identified to all employees during their induction and first aiders will be identified by:  
**Green cross stickers on helmets, first aider and green cross symbol on hi vis jacket and/or Signage on office door**
- The first aid requirements for this project have been specifically risk assessed for the type of work and numbers of persons and the following will be provided based on these works:
  - *2 No. of first aid boxes to suit max 75 persons per day*
  - *Location of first aid boxes will be in the site office*
  - *Stretchers will be available on site*
  - *Blankets will be available in the site office.*
  - *Resuscitation Equipment will be held on site.*
- The first aid boxes and equipment will be re-filled after each use and visibly checked each week during the Site Managers weekly inspections.

### h. Security Arrangements:

Security will be assessed as the site progresses. The working area of the site will be fully fenced off using heras or a similar type of proprietary system; no unauthorised personnel will be allowed on site. CCTV may be used should an assessment dictate. A gateman will be provided in line with Vistry standard operating systems. Regular reviews of security arrangements are to be undertaken and recorded.

### i. Traffic Management:

We will ensure that traffic is routed away from work areas where reasonably practicable with pedestrian and vehicle segregation in areas where this is not possible. This plan will include for the re-fuelling of plant on site, deliveries to site and access for emergency vehicles. A project specific traffic management plan and a traffic management risk assessment have been provided for this project and these documents will be updated and briefed to site operatives as necessary throughout the project's lifetime.

The traffic management risk assessment identifies the site-specific controls for this project, and this is in Appendix 7. The Traffic Management Plan will be displayed in a prominent position on site and briefed to all personnel at induction stage.

### j. Inductions:

- There will be two levels of inductions, one for persons who will be working on the project and a less detailed one for visitors who will be accompanied whilst on the project.
- Vistry Group operate an [on-line site induction](#) and a manual induction. Both inductions comply with the requirements of the CITB GA12 Induction training checklist. A short site-specific induction supports the general on-line site induction.
- Every person will be inducted, and a record of the induction will be retained either on the electronic database or on site using either a [VG-FM-SHE-082](#) Site Induction Record or a [VG-FM-SHE-087](#) Site Visitors Induction Record, (as appropriate).
- We are also committed to achieving a fully qualified workforce; this is in addition to ensuring the competency levels for persons on this project are in line with the Competency Training Matrix provided in the Company SHE Management System. Therefore, during the induction process evidence of competency will be reviewed for each person and retained either on the electronic database or on site in a secure file.



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- Checks will also be made to ensure they have the relevant PPE for the work they are involved in, including face fit testing requirements where tight fitting RPE is required.
- General details on medical problems we may need to be aware of and next of kin details in event of illness or accident will also be requested. Any details given will be held confidentially in accordance with the General Data Protection Regulations.

### k. Provision of Information and training:

This project has a Safety, Health & Environmental (SHE) notice boards (in the site office and the canteen) which will be kept up-to-date and contain relevant information for the workers to refer to as necessary. The project specific methods of effective communication are:

- Company Intranet – [DUG](#) (Direct employees only)
- Site Induction
- Noticeboards
- Toolbox Talks
- Daily Activity Briefings (All Supervisors)
- Risk assessment briefings

All persons working on site will have received the appropriate training for their role. This will be checked at induction stage. All persons with a management role will hold a valid SMSTS certificate and all Supervisors will hold a valid SSSTS certificate or a Gold CSCS Supervisor card. All persons undertaking construction work will hold the relevant CSCS or Affiliated Scheme Competence Card. Task specific training will also be reviewed at induction stage.

### l. Communication, Co-ordination and Control between Contractors:

We will ensure all contractors receive the appropriate health and safety related information so they can undertake their respective works safely. This will be provided at tender stage and during contractor pre-start meetings prior to works commencing. Regular progress meetings will be held with contractors as the project progresses and daily meetings will be held with all contractor supervisors collectively to ensure adequate co-ordination and co-operation.

### m. Site Rules:

Project specific site rules based on [VG-FM-SHE-116](#) have been developed and are displayed on the SHE Noticeboard, communicated at induction stage and a copy contained in Appendix 7.

### n. Accident Reporting and Investigation:

- The accident reporting, recording and investigation will be in line with the requirements outlined in the Company's [VG-SOP-SHE-01](#) Accident and Incident Reporting and Investigation Procedure. All incidents, including environmental incidents, will be recorded as appropriate and personal details held confidentially.
- All incidents will be investigated. The person undertaking the investigation and the type of investigation will depend upon the severity or potential severity. The Site Management team will report any potential RIDDOR incidents immediately to the SHE Department on the 22-minute hotline - **03337 001 177** who will provide the level of support and assistance as appropriate to the incident.
- The requirement to report all incidents, and methodology of recording will be communicated to all persons working on the project during the site induction.
- Where any accident is reportable to the Health and Safety Executive (HSE), the employer of the injured person will be responsible for ensuring it is reported. A copy of the F2508 will be stored on ActivSHEQ. Where a Contractor does not provide evidence of reporting to the HSE, the SHE Manager will report it directly to the HSE on behalf of the contractor.
- Investigations will be carried out and risk assessment reviews undertaken following the investigation. Where lessons can be learnt SHE Alerts, Toolbox Talks or other appropriate media will be used to communicate the information across the Company.



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- Significant near misses will be treated in the same manner as an accident with appropriate investigations undertaken.
- The specific method of near miss reporting for this project is via the methods described previously.
- Incident information and records will be filed securely for the purpose of protecting the data of any individuals who may be named. Incident report forms and incident investigations shall not be released to any third party without formal permission from the Vistry SHE Team.
- The out of hours emergency contact number for members of the public is **01474 876300** and will be displayed around the site perimeter.

### **o. Welfare Facilities:**

Appropriate facilities will be provided on the project, as a minimum in accordance with [Schedule 2](#) of the CDM Regulations.

The project specific welfare facilities provided consist of:

*Maximum No. of persons on site - 60*

*No. and type of toilets – 4 male, 1 female*

*No. of Canteens: - 1*

*No. of Drying Rooms: - 1*

*No. of Shower Rooms -1*

*Type of Water Supply: - TBS initially then on to Mains*

*Equipment for heating food: - Microwave*

*Equipment for drinks: - Hot water heating and chilled drinking water*

*Method of heating: - Electric*

*Type of lighting: Motion sensor*

*Cleaning and maintenance arrangements: Daily cleaning*

### **p. Personal Protective Equipment (PPE):**

Within construction areas, the mandatory PPE requirements on this project are 3 point requirements. This is high viz clothing with toe protection footwear. A BS standard hard hat is to worn at all times.

Task specific risk assessments will identify any additional PPE that will be required and will be provided free of charge to workers. Workers will be competent in the use and maintenance of the PPE they are issued and where tight fitting Respiratory Protective Equipment (RPE), face fit testing will be undertaken for the type of RPE for each individual. Compliance will be in line with [VG-SOP-SHE-026](#) – PPE Management.

### **q. Management of Construction Plant:**

Only authorised persons hold the appropriate training and experience will be permitted to operate any construction plant. This will be controlled with the use of a Plant Operators Permit system using [VG-FM-SHE-064](#). All construction plant will be maintained in accordance with manufacturer's instructions and will be inspected in accordance with the Provision and Use of Work Equipment (PUWER) Regulations and the Lifting Operations and Lifting Equipment (LOLER) Regulations.

### **r. Deliveries and Storage:**

All deliveries will be made via the Cork Lane entrance. The site working hours will dictate delivery times but efforts will be made to keep these outside school ingress and egress. The site has a lay down area within the entrance to the site initially. The site compound will be installed early on to allow deliveries to be well away from our neighbours and the work area.

### **s. Collection and disposal of waste:**



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Waste will be managed in accordance with the site waste management plan – [VG-FM-SHE-108](#) which is filed in the site office.

**t. Lighting:**

Task lighting will be provided for operations that require it; this could be via Vistry but more likely via the sub contractor.

**u. Workforce Consultation:**

- Regular site meetings will be held with the Site Management and Sub-Contractors on site. The agenda for these meetings will include items dealing with health, safety and welfare and identifying works where one contractor and their assessments/control measures may affect the works of another. The frequency of these meetings will be confirmed by the site management prior to the commencement of works. Minutes of meetings will be taken, and action points recorded. Any action points will be dealt with promptly.
- Should unforeseen circumstances result in significant changes to working methods and programme then these shall be agreed with the site management and the details shall be conveyed to the whole workforce as appropriate.
- Toolbox Talks will be undertaken both by the Principal Contractor and the relevant Sub-Contractors where workers will be invited to comment on any aspect of safety, health and environmental matters on site.
- Daily Activity Briefings (DAB's) will be undertaken by Site Management each morning which will involve engagement with the Sub-Contractor trade supervisors to ensure suitable communication and co-operation. Worker engagement will form part of the process following each daily meeting where information can be passed onto the workforce and the workforce can feed information back to the Principal Contractor. This will be supported by arrangements for near miss reporting.

**v. Management of Change:**

- On-going design:
  - Subsequent design changes following site start requires the designer to advise the Principal Designer and Site Management as soon as possible to ensure control measures and changes to any current working methods are revised accordingly. Any such changes shall be recorded in the Construction Phase Plan and the workforce advised where necessary. Subsequent design changes should be avoided where possible.
  - All design changes will be instructed by the Principal Designer. On receipt of the instruction, the Site Management will review the relevant method statements to determine if any alteration is required to the working practice or control measures. In doing so, they will liaise with the relevant Sub-Contractor affected and the SHE Advisor if necessary. If required, he will request that the Sub-Contractor amends his method statement and risk assessments.
  - A similar process will apply where material suppliers have design responsibilities. These will be focused through the Principal Designer, with instructions to site as appropriate.
- Buildability:
  - Contractor staff may make an input to on-going design to improve buildability of a development. This activity must be reviewed by the Principal Designer. The Site Management must be advised of any site-specific changes as soon as possible to ensure control measures and changes to working methods are implemented without delay. These changes shall be recorded in the Construction Phase Plan via revisions to method statements and risk assessments.

**w. Method Statements & Risk Assessments:**

- We will ensure Sub-Contractors provide a detailed site-specific risk assessment and method statement for each of the various operations within the works to be undertaken.
- Risk assessments and method statements (RAMS) will be required from sub-contractors detailing the risks involved, assessments of those risks and methods and controls for dealing with their work.



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- Site Management will review the RAMS in accordance with our Standard Operating Procedures and accept using form [VG-FM-SHE-050](#). No Sub-Contractor shall start work until Site Management has formally confirmed that the submitted RAMS are suitable and sufficient for the proposed activities.
- Sub-Contractors are required to ensure that all of their workers are briefed on and understand the RAMS and undertake suitable monitoring to ensure their work is in compliance.
- The RAMS will be filed on site and reviewed after any significant change or at least once every 3 months, whichever is sooner.
- Further guidance is provided in [VG-SOP-SHE-19](#) – Health and Safety Risk Management

**SECTION 4 - SIGNIFICANT HEALTH AND SAFETY HAZARDS:**

All works carried out will be in accordance with the relevant health and safety legislation, primarily the requirements set out in the CDM Regulations, giving particular regard to providing safe places of work, safe plant and equipment, the provision of competent persons, provision of information, instruction and training and The Management of Health and Safety at Work Regulations which requires risk assessments to be carried out in order that significant risks are identified, and suitable and sufficient control measures are utilised.

The general control measures and forms to be utilised for controlling significant risks are those identified in the Company's SHE Management System. The specific work risk assessments to reduce the likelihood of incidents occurring will be provided by the competent Sub-Contractors employed. They will provide risk assessments and method statements specific to the environment and type of work to be carried out. These will be reviewed by Site Management in conjunction with the SHE Advisor if necessary, to ensure suitable and sufficient control measures are included and safe systems of work are briefed to all those who will be involved in the works.

In addition to risk assessments and method statements, permits to work will be issued for the following activities which will be carried out on this project:

- *Permit to Break Ground – [VG-FM-SHE-059](#)*
- *Permit for Plant Access – Overhead Services – [VG-FM-SHE-058](#)*
- *Permit to Enter Confined Space – [VG-FM-SHE-060](#)*
- *Permit to Load, Unload & Dismantle (Temporary Works) – [VG-FM-SHE-125](#)*
- *Hot Works Permit – [VG-FM-SHE-039](#)*
- *Plant Operators Permit – [VG-FM-SHE-064](#)*
- *Permit to Work on Electrical Installations – [VG-FM-SHE-062](#)*

**Significant Hazards Information**

The significant hazards of this project have been identified as:

| Significant Hazards:                          | Persons affected:                                               | Outline of Control Measures                                                                                                                                                                                                                                    |
|-----------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Striking Underground services</i>          | <i>Employees, site workers, members of the public, visitors</i> | <i>Refer to <a href="#">VG-SOP-SHE-39</a> Reference controls to be implemented – Permits and who issue, service disconnections made, vac ex, as laid dwg's, contractor RAMS, signage goalposts, co-ordination with utility companies, Plant access permits</i> |
| <i>Collapse or failure of Temporary Works</i> | <i>Employees, site workers, members of the public, visitors</i> | <i>Refer to <a href="#">VG-SOP-SHE-36</a> Reference types of TW's, appointment of TWC/TWS and competencies, TW Designers, Permits to load/unload/dismantle, TW Register, Design Briefs and checks, contractor RAMS</i>                                         |
| <i>Working at Height</i>                      | <i>Employees, site workers, members of the public, visitors</i> | <i>Refer to <a href="#">VG-SOP-SHE-42</a> &amp; <a href="#">VG-SOP-SHE-33</a> Reference what type of work at height will be undertake, types of access equipment and fall prevention methods and location of risk</i>                                          |



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|                                               |                                                                 |                                                                                                                                                                                                                                                             |
|-----------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               |                                                                 | <i>assessments / safe systems for work at height inc. below ground falls, contractor RAMS</i>                                                                                                                                                               |
| <i>Lifting Operations</i>                     | <i>Employees, site workers, members of the public, visitors</i> | <i>Refer to <u>VG-SOP-SHE-21</u> Insert here specific arrangements made and types of lifting operations planned, competent persons, lift plan requirements &amp; RA's (Hire or Contract mobile lifts), include FLT, excavators etc</i>                      |
| <i>Construction Plant &amp; Equipment</i>     | <i>Employees, site workers, members of the public, visitors</i> | <i>Refer to <u>VG-SOP-SHE-28</u> &amp; <u>VG-SOP-SHE-37</u> Summarise traffic management arrangements, plant and RA, inspection and testing, competencies (CPCS/NPORS etc) Operator Permits, monitoring contractor plant and equipment, contractor RAMS</i> |
| <i>Excavations</i>                            | <i>Employees, site workers, members of the public, visitors</i> | <i>Refer to <u>VG-SOP-SHE-14</u> Describe type/scale of excavations vac ex use, support of excavations, safe access/egress, rescue, Contractor RAMS, Fall protection, wheel stops, falling object protection</i>                                            |
| <i>Working in Confined Spaces</i>             | <i>Employees, site workers, members of the public, visitors</i> | <i>Refer to <u>VG-SOP-SHE-03</u> Detail type on project, permit requirements, competencies, rescue, contractor RAMS</i>                                                                                                                                     |
| <i>Manual Handling, Noise &amp; Vibration</i> | <i>Employees, site workers, members of the public, visitors</i> | <i>Refer to <u>VG-SOP-SHE-27</u> What is expected on project, specific assessments, PPE, RPE, monitoring, contractor RAMS, surveillance and monitoring</i>                                                                                                  |
| <i>Hazardous Substances</i>                   | <i>Employees, site workers, members of the public, visitors</i> | <i>Refer to <u>VG-SOP-SHE-17</u> Types, quantities, assessments, engineering controls, RPE, PPE, monitoring surveillance and monitoring, contractor RAMS</i>                                                                                                |
|                                               |                                                                 |                                                                                                                                                                                                                                                             |
|                                               |                                                                 |                                                                                                                                                                                                                                                             |

**SECTION 5 - THE HEALTH AND SAFETY FILE:**

VG-FM-SHE-038 – Health & Safety File Template to be used as the template depending on PD and Client requirements

**SECTION 6 - APPLICABLE STANDARD OPERATING PROCEDURES:**

|                                                            | Y/N |                                                   | Y/N |
|------------------------------------------------------------|-----|---------------------------------------------------|-----|
| VG-SOP-SHE-01 Accident, Incident Reporting & Investigation | Y   | VG-SOP-SHE-23 Monitoring Performance              | Y   |
| VG-SOP-SHE-02 Archaeology & Cultural Heritage              | Y   | VG-SOP-SHE-24 Nuisance Management                 | Y   |
| VG-SOP-SHE-03 Asbestos Management                          | N   | VG-SOP-SHE-25 Occupational Health Management      | Y   |
| VG-SOP-SHE-04 Confined Spaces Management                   | Y   | VG-SOP-SHE-26 Personal Protective Equipment (PPE) | Y   |
| VG-SOP-SHE-05 Construction Design and Management           | Y   | VG-SOP-SHE-27 Physical Hazards                    | Y   |
| VG-SOP-SHE-06 Consultation and Communication               | Y   | VG-SOP-SHE-28 Plant, Tools and Equipment          | Y   |
| VG-SOP-SHE-07 Customer Services Management                 | Y   | VG-SOP-SHE-29 Premises SHE Management             | Y   |
| VG-SOP-SHE-08 Demolition Management                        | N   | VG-SOP-SHE-30 Project Environmental Design        | Y   |
| VG-SOP-SHE-09 Ecology Management                           | Y   | VG-SOP-SHE-31 Project Environmental Management    | Y   |
| VG-SOP-SHE-10 Electrical Management                        | Y   | VG-SOP-SHE-32 Sales and Marketing Management      | Y   |
| VG-SOP-SHE-11 Env. Emergency Preparedness and Response     | Y   | VG-SOP-SHE-33 Scaffold Management                 | Y   |
| VG-SOP-SHE-12 Environmental Resource Management            | Y   | VG-SOP-SHE-34 Security & Protection of the Public | Y   |



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|                                                     |   |                                                  |   |
|-----------------------------------------------------|---|--------------------------------------------------|---|
| VG-SOP-SHE-13 Environmental Risk Management         | Y | VG-SOP-SHE-35 Site Set Up                        | Y |
| VG-SOP-SHE-14 Excavations and Spoil Management      | Y | VG-SOP-SHE-36 Temporary Works Management         | Y |
| VG-SOP-SHE-15 Fire Prevention                       | Y | VG-SOP-SHE-37 Traffic Management                 | Y |
| VG-SOP-SHE-16 Hauliers and Suppliers of Materials   | Y | VG-SOP-SHE-38 Training, Awareness and Competence | Y |
| VG-SOP-SHE-17 Hazardous Substances Management       | Y | VG-SOP-SHE-39 Underground & Overhead Services    | Y |
| VG-SOP-SHE-18 H&S Emergency Preparedness & Response | Y | VG-SOP-SHE-40 Waste Management                   | Y |
| VG-SOP-SHE-19 Health and Safety Risk Management     | Y | VG-SOP-SHE-41 Water Management                   | Y |
| VG-SOP-SHE-20 Land Use Management                   | N | VG-SOP-SHE-42 Work at Height Management          | Y |
| VG-SOP-SHE-21 Lifting Operations Management         | Y | VG-SOP-SHE-43 Young Persons                      | Y |
| VG-SOP-SHE-22 Lone Working Management               | Y | VG-SOP-SHE-44 Timber Frame Fire Safety           | Y |

**SECTION 7 – APPENDICES**

1. Duty Holders – Designers and Sub-Contractors ([VG-FM-SHE-001](#))
2. Pre-Construction Information ([VG-FM-SHE-010](#))
3. Management Structure Organogram
4. Site Fire and Emergency Response Plan ([VG-FM-SHE-081](#))
5. Traffic Management Risk Assessment ([VG-FM-SHE-072](#))
6. Site Rules [VG-FM-SHE-116](#)

NB Please see form 68 in respect of environmental assessments for this site.