



Construction (Design & Management) Regulations 2015

Construction Phase Plan

Project: Openshaw Campus



Client

Name: The Manchester College

Address: Openshaw Campus, Ashton Old Road, Openshaw, Manchester, M11 2WH

Contact:

Principal Designer

Name: Ellis Williams Architects

Address: 16 – 18 King Street, Manchester, M2 6AG

Contact:

Principal Contractor

Name: Blakedown Sport & Play Ltd

Address: 2a Apollo Office Park, Ironstone Lane, Banbury, OX15 6AY

Contact: Tony Farmer

Contents

Contents Amendment / Issue Records	3
Introduction	4
Project Health and Safety	4
Description of project	5
Contacts	6
Management Structure and Responsibilities.....	6
Methods of Communication	7
Communication Between Various Parties	7
Design Changes	7
Pre-Construction Information.....	8
Selection and Control of Contractors	8
Site Security	8
Site Inductions and on Site Training	8
Welfare Facilities and First Aid	9
Accident and Incident Reporting	9
Risk Assessments and Safety Systems of work	10
Site Rules.....	11
Fire and Emergency Procedures	11
Environment – Existing and Environmental Concerns.....	11
Delivery and Removal of Materials / Waste	11
Working at Height.....	12
Lifting Operations	12
Maintenance of Plant and Equipment.....	12
Excavation and Buried / Overhead Services	13
Site Traffic	13
Manual Handling.....	13
Noise	13
Vibration	13
Working on Contaminated Land	14
Control, Use and Storage of Hazardous Materials.....	14
Personal Protective Equipment	14
Working in the Sun.....	15
Adjacent Land Use	15
List is Appendices.....	16

Contents Amendment / Issue Records

Annual Audit Review

Date	Revision	Details
7/3/2013	2	Added Communication between parties Added Design Changes
3/3/2014	3	Added Working in the sun Adjacent land use Health and Safety file
10/4/2015	4	Updated to CDM 2015 standards
04/1/2022	5	Updated COVID Procedure

Project Issue Amendments

Date	Issue	Details

Introduction

This Construction Phase Health and Safety Plan had been prepared specifically for this project in accordance with the CDM 2015 Approved Code of Practice and Blakedown's Health, Safety and Environmental Standards.

The plan has been formulated by taking in to consideration the pre-construction information provided by the client, principle designer, designers, surveys and risk assessment of the environment by the operations management team responsible for this project.

Blakedown's Health, Safety and Environmental (HS&E) Standards contain the core arrangements for managing health and safety in all our operations. In addition, a management system has been compiled for assisting the project's operations management team in the planning, management of, recording and communicating of relevant health and safety information to provide a safe place of work, safe systems of work and to provide uniformity and consistency in the management of health and safety. Every project will have access to the Company's Health, Safety and Environmental Standards.

The HS&E Standards are supported by Best Practice Guidance documents which contain more specific details to assist the operations management team in assessing the project's specific risks and producing safe systems of work tailored to this project.

The aim of this Construction Health and Safety Plan is to provide clear, concise and specific information required to manage the works and the arrangements for controlling significant project specific site risks. We are committed to providing a safe place of work and continually review our HS&E Standards and systems to provide clear and relevant information through all stages of the project's life.

Project Health and Safety

Blakedown is committed to ensuring, as far as reasonably practicable the health, safety and welfare of all employees and any others likely to be affected by its works. Furthermore, we are committed to providing a work environment both safe and free from hazards for all working within its activities together with the members of the public. Our philosophy is not only to meet all current and statutory legislation but to integrate health and safety best practice during all stages of our operations.

Blakedown's Health & Safety Policy Statement and Environmental Policy Statement can be found in **Appendix 1**.

Health, Safety and Environmental monitoring will be carried out on this project in accordance with Blakedown's policies. In addition to self monitoring, that will be carried out by members of the project in accordance with the responsibilities allocated to them, the site will be monitored by a qualified Health, Safety and Environment (HS&E) Manager as set out in **HSEP 32 – Site Inspections** (*available on request*).

The HS&E Manager that has been appointed for this project is:

Name: Janine Richards
Contact Number: 01299 251651 or 07738 252057
Frequency of Visits: Monthly unless needed sooner

In addition to visiting site on a regular basis the HS&E Manager will provide health and safety support as requested or deemed necessary and will review the project's health and safety performance with the operations management team at each visit.

Description of project

Project Address: The Manchester College
Openshaw Campus
Ashton Old Road
Openshaw
Manchester
M11 2WH

Location: The construction of the new 3G pitch is being undertaken on the old site of the Westlands building, nursery, and previous car parking between these two. The new pitch is situated adjacent to the sports building with new parking facilities to the north.

Access to site: Access to the site is from Clayton Lane South with the compound area to be situated within the site boundary.

Start Date: 28th February 2022

Contract Period: 20 weeks

Site Working Hours:	Monday to Friday	8.00am till 6.00pm
	Saturday	9.00am till 1.00pm
	Sunday	To be agreed with client

Programme of Works: Please see **Appendix 2**

F10 Issued: Please see **Appendix 3 – To Follow**

Scope of works:

The works in this specification are in relation to the construction of a new 3G all weather pitch at the Openshaw campus of The Manchester College, as well as associated parking and pedestrian walkways.

The construction of the pitch on the west side of the campus takes place on the former site of the Westlands building, demolition and levelling works having taken place prior to the commencement of this project.

Contacts

Client

The Manchester College

Address

 Openshaw Campus
 Ashton Old Road
 Openshaw
 Manchester
 M11 2WH

Contact

 Niall Wright
 0161 674 7165

Contract Administrator / Project Manager

 Ellis Williams Architects
 16 – 18 King Street
 Manchester
 M2 6AG

Quantity Surveyor

Pearson Fraser

 Barcroft Street
 Bury
 BL9 5BT

 Richard Fraser
 0161 763 8731

Principal Designer

 Ellis Williams Architects
 16 – 18 King Street
 Manchester
 M2 6AG

Principal Contractor

Blakedown Sport & Play

 2a Apollo Office Park
 Ironstone Lane
 Banbury
 OX15 6AY

 Tony Farmer
 07771 856424

 Dave Farmer
 07799 843667

H, S and E Manager

 Blakedown Environment &
 Leisure Ltd

 Unit 1 The Towers
 Foley Park Ind Est
 Kidderminster
 DY11 7PG

 Janine Richards
 01299 251651
 07738 252057
 janiner@blakedown.co.uk

Management Structure and Responsibilities

The project specific organisation chart and responsibilities allocated for this project can be found in **Appendix 4**. The general health and safety responsibilities are as laid out in the Company's Health and Safety Policy.

The Company have formally appointed Tony Farmer and Dave Farmer to be the Manager team responsible for this project.

Methods of Communication

Blakedown recognised that necessary methods of communication need to be identified as a minimum for any given project and will follow methods set out in **HSEP 08 – Communication** (*available on request*).

All health and safety information will be communicated through site inductions, method statement, risk assessments and permits to work. Blakedown will be responsible for ensuring the exchange of information between different contractors.

Toolbox talks and method statement briefings will be used as methods of consultation with the workforce as a minimum. The Company operates an “open door” policy on all projects. Toolbox talks and method statement briefings will be recorded and can be located on site. The attendance of meetings including health and safety performance for this project is mandatory for contractors, other persons may be invited to attend as appropriate. Additional meetings will be held as deemed necessary.

The project shall have a health and safety notice board so information from Blakedown and information specific to this site can be displayed and seen by all employees.

Communication Between Various Parties

Blakedown always have a site supervisor with whom the client can communicate with on site. The site supervisor/foreman will always attend the initial site meeting with the Blakedown Contracts Manager and the following progress meetings with the client and/or their representative.

The Blakedown supervisor/foreman in conjunction with the Blakedown Contracts Manager to liaise with the client, clients representative where requested and assist with corrective or problem solving that occur as soon as possible. Discuss the programme and sequence of works with architect/client and local representatives. Carry out section of works at a time to prevent any disruption and giving advanced warning of works to commence by correct signage.

Use of ‘Heras’ security fencing or barriers with correct signage to protect the works and trespass from third parties. Inform the general public of access and egress and demarcate where required outside the working areas.

Design Changes

Any design changes will be discussed with the client beforehand and plans will be submitted to the client for approval before any changes are made. These will be held as required but as detailed in the above table. Changes to any site documentation following design changes will be communicated to all operatives on site during daily site meetings.

Pre-Construction Information

All works carried out will be in accordance with the relevant health and safety legislation, primarily the requirements set out in the Health and Safety at Work Act, 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 pre-construction information has been prepared by the Client and can be found in **Appendix 5**.

Selection and Control of Contractors

The selection of Sub-Contractors will be through the company data base of known Sub-Contractors. Where new Sub-Contractors are required they will be evaluated using procedures identified in **HSEP 11 – Contractor Control** (*available on request*).

A list of Sub-Contractors being used on this project can be found in **Appendix 6**.

Site Security

The main site compound will have secure units that will be locked at night time. The compound and working area will be fenced with heras fencing that will be locked outside of working hours. If necessary extra security may be arranged for outside of working hours. All plant and machinery will be locked and if possible will be stored in a high security container within the compound outside of working hours. Where possible CCTV will be used.

Correct signage will be displayed to advise the public and visitors of the construction site and all visitors will need to report to the site office, where they will be asked to sign in and observe the site rules also detailing any risks.

Site Inductions and on Site Training

Project specific site inductions and training requirements i.e. toolbox talks shall be carried out for all persons required to work on site, they shall be signed, recorded and kept on site for the time of the project. These records will be maintained securely as part of the project's data protection policy.

The competency levels of persons will be identified prior to the commencement of the project and persons provided with the appropriate training to the tasks to be undertaken. Where additional training is identified this will be arranged. The competency levels for personnel operating equipment, plant etc whilst working on the site will be checked by the operations management team.

Operatives will be provided with on site training for specific activities and safety aspects of all operations will be discussed prior to commencing via method statement briefings or toolbox talks in line with Blakedown procedure **HSEP 36 – Toolbox Talks** (*available on request*).

We are committed to achieving a fully qualified workforce (CSCS) in addition the competency levels for persons on this project are in line with the Company Training Matrix and procedures **HSEP 09 – Training and Competence** (*available on request*).

Welfare Facilities and First Aid

The minimum standards to be complied with are included in the Company Health, Safety and Environment Standards, **HSEP 34 – Workplace Welfare** and **HSEP 12 - First Aid** (*available on request*).

The project specific welfare facilities will be located in the site compound, provided for this project are:

Maximum No. of persons on site:	5
No. and type of toilets:	1 x Toilet
No. and type of facilities:	1 x Welfare Unit
Type of Water Supply:	Water Tank
Type of Electricity Supply:	Generator
Equipment for heating food:	Microwave
Equipment for drinks:	Kettle
Method of heating:	Wall mounted heater
Housekeeping Arrangements:	Cleaned on a daily basis

Where necessary a separate male and female toilet will be provided.

The number of appointed First Aiders at Work for this project will be a minimum of one. There will always be at least one First Aider at Work on site. The names of first aiders and location of first aid equipment will be identified in the site induction and the information will be displayed on the project's health and safety notice board. The first aid box will be re-filled after each use, visibly checked weekly and during the monthly Health and Safety checks.

Accident and Incident Reporting

The accident reporting, recording and investigation will be in line with the requirements outlined in **HSEP 10 – Accident and Incidents** (*available on request*). All incidents, including environmental incidents, will be recorded on **HSEF 10 – Accident Form** (*available on request*) and reported to the Health and Safety Manager.

Major incidents will be investigated, the person undertaking the investigation and the type of investigation will depend upon the severity or potential severity. The operations management team

will report any potential RIDDOR injuries immediately to the Health and Safety Manager who will provide the level of support and assistance as appropriate to the incident.

The requirement to report all incidents, method of recording and location of blank incident reporting sheets will be communicated to persons working on the project during the site induction. Significant near misses will be treated in the same manner as an accident with appropriate investigations undertaken.

Investigations will be carried out and risk assessment reviews undertaken following the investigation. Where lessons can be learnt, Toolbox Talks, Information Sheets or other appropriate media will be used to communicate the information across the Company.

Incident information and records of investigations shall be filed securely for data protection of any individual's who may be named. Incident report forms and incident investigations shall not be released to any third party without formal permission from the Company's senior management team.

Risk Assessments and Safety Systems of work

Managers are required to measure the potential risks from workplace hazards and activities that they are responsible for. Where there is a potential to cause harm managers must ensure a suitable and sufficient risk assessment is conducted, assistance from the Health and Safety Manager is always available.

Risk Assessments will be provided for the workplace and for individual operations involved in the project. Method statements and permit to work systems will be introduced as applicable. The Company Health, Safety and Environmental Standard **HSEP 03 – Risk Assessment** (*available on request*) includes the systems to be used for identifying hazards and for recording risks assessments. These shall be completed for risks identified on the project undertaken by our employees.

A log of all risk assessments can be found in **Appendix 7**, this will be updated as contractors are appointed through the lifetime of the project. A log of all Method Statements can be found in **Appendix 8**. The project's operations management team will ensure that all risk assessments and method statements have been briefed to all relevant personnel during site inductions.

Where contractors are used to undertake the works, the operations management team will review the risk assessments and method statements they produce. Contractors will not be allowed to work on this project until they have provided a relevant risk assessment / method statement as appropriate and received a positive review back from the operations management team. Method statements and risk assessment will be filed on site for reference.

Assessments for all hazardous substances and products used on this project will be completed prior to the substance or product being used. A log of all COSHH Assessments can be found in **Appendix 9**.

Where needed a "permit to work" may be issued by the appointed person, the persons issuing and receiving the permit will sign it off and a copy of the permit will be held by both parties, when the work is complete the appointed person will check the work area before closing out the permit in line with Blakedown procedure **HSEP 37 – Permit to Work** (*available on request*).

Site Rules

The specific site rules for this project are located in **Appendix 10**. These rules will be brought to the attention of every person working on site during the site induction. A copy of the site rules will be displayed on the project's health and safety notice board and will be reviewed throughout the project's duration.

Employees who breach health and safety site rules will be subjected to the disciplinary procedures as laid down in the Company's staff handbook. Where contractors breach site rules a yellow/red card system exists

Fire and Emergency Procedures

The requirements detailed in the Company Standards **HSEP 18 - Fire Safety** (*available on request*).

The Emergency Plan specific for this project can be found in **Appendix 11** and will identify access for emergency vehicles to site, fire assembly point and means of raising the alarm. The Emergency Plan shall be reviewed at regular intervals throughout the project's duration or following any incident.

The Emergency Plan for this Project will be displayed on the site notice board and the details shall be communicated to all personnel during their site induction by both Blakedown and the Client.

Environment – Existing and Environmental Concerns

Blakedown are accredited with ISO14001, and as such will regularly monitor all environmental act and omissions throughout the time of this project.

Blakedown will ensure that all environmental risks and concerns are established before the project starts and all actions are put in place before works are carried out. The Project Manager is responsible for completing the environmental pre-assessments and Environmental Risk Assessments of this site which can be found in **Appendix 12**.

The project may cause a disturbance to neighbours and local residents due to noise and vibration. Therefore all the activities that will generate noise and vibration are to be carried out during the agreed site hours. A special dispensation can be applied for from the local council for work that may need to be undertaken outside the agreed hours.

Delivery and Removal of Materials / Waste

Material deliveries are undertaken in a controlled, safe manner and will be done inline with the sites traffic management plan which can be found in **Appendix 13**.

All waste disposals will comply with latest requirements and follow the hierarchy of waste control. Waste transfer notes will be kept for all materials being taken off site and retained on site until being taken to the office for filing.

Waste will be separated into hazardous and non-hazardous and disposed of separately. Record of all movements of waste off site will be recorded.

Working at Height

Blakedown will ensure compliance with statutory obligation (Working at Height Regulation 2005) and will assess and manage in accordance with Blakedown Procedure **HSEP 19 – Working at Height** (*available on request*) to provide a safe place of work for any person required to work at height.

The following hierarchy is to be applied:

Avoid: By not working at height where reasonable practicable to carry out the work safely by other means.

Prevent: Where it is not reasonable practicable to avoid working at height measures will be taken to allow the work to be done whilst preventing people or objects falling by choosing the right work equipment.

Mitigate: Where the risk of people or objects falling still remains we will take steps to minimise the distance and the consequences of such falls, this will involve the selection and safe use of work equipment, e.g. safety harnesses.

Lifting Operations

Blakedown will ensure compliance with statutory obligations (The Lifting Operations and Lifting Equipment Regulations 1998) and will assess and manage in accordance with Blakedown Procedure **HSEP 14 – Work Equipment Safety** (*available on request*).

Every lifting operation will be properly planned by a competent person, appropriately supervised and carried out in a safe manner. Lifts will not be carried out without appropriate lifting plans/lifting assessments or Method Statements and Risk Assessments having been prepared by a competent person.

Any lifting equipment that is not marked with a safe working load will not be used

Maintenance of Plant and Equipment

All plant and equipment whether Blakedown owned or hired in will be maintained to the required standard as set out by the manufacturer's recommendations. Maintenance records will be kept on site for the time of the project.

All plant and equipment will be inspected before use and then on a daily or weekly schedule, all inspection will be recorded and kept on file.

Excavation and Buried / Overhead Services

Blakedown will conduct checks and take precautionary measures with the various utilities before commencement of the project and will assess and manager in accordance with Blakedown Procedure **HSEP 15 – Excavations & Underground-Overhead Services** (*available on request*).

All services will be made safe prior to any works commencing and where necessary a permit to work system will be adopted.

Site Traffic

A site traffic management plan will be carried out in accordance with Blakedown procedure **HSEP 20 – Site Transport and Traffic** (*available on request*) and can be found in **Appendix 11**.

Wherever possible no vehicle will reverse in site and will be accompanied by a banksman.

Manual Handling

All Manual Handling operations will assess and manager in accordance with Blakedown Procedure **HSEP 06 – Manual Handling** (*available on request*).

Manual handling operations will be eliminated or reduced as far as is reasonably practicable. Where manual handling operations cannot be avoided the operations management team will risk assess the task and if significant risks are identified record them on a manual handling assessment form, and communicate the risks to the employees who may be at risk. The assessment will focus on the task, the load, working environment and the individual's capability.

Noise

All Noise on site from our operations will assess and manager in accordance with Blakedown Procedure **HSEP 25 – Noise Control** (*available on request*).

Where personnel are exposed to noise levels between the lower and upper exposure action values, hearing protection will be available for employees. If the noise levels are at or above the upper exposure values hearing protection will be mandatory

Vibration

All Noise on site from our operations will assess and manager in accordance with Blakedown Procedure **HSEP 26 – Hand Arm and Whole Body Vibration** (*available on request*).

Where the use of equipment that emits vibration is identified personnel's exposure will be limited as low as reasonably practicable by the selection/procurement of plant/tools that have been designed

for the task but have lower vibration levels. Operatives who are to work with hand held tools will be briefed on the risks associated with the tools and the symptoms of hand-arm vibration.

The operations management team will monitor the works to ensure that persons using the hand tools do not exceed exposure times and are wearing the appropriate PPE.

Where reasonably practicable, vibration tools should be fitted with dust extractors or water suppressants to reduce other known risks from using the tools.

Working on Contaminated Land

When working with contaminated materials the health and safety of our operatives is paramount. Blakedown put the following in place to insure everyone working on our site is protected:

Assess the risk to its workers from various contaminants in order to decide the level of precautions required. Ensure workers are aware of the risk and all information and guidance is communicated to all involved.

No smoking, eating or drinking is allowed on the contaminated site.

Appropriate clothing must be worn at all times on the contaminated site.

Overalls - disposable overalls

Footwear - safety boots

Hand protection - disposable gloves

Respiratory protective equipment - where there is a potential exposure through inhalation

Eye protection

Boots, vehicle wheels, tracks and equipment should be thoroughly washed before leaving the site.

Control, Use and Storage of Hazardous Materials

Blakedown's aim is to prevent our employees and any others from exposure to substances and materials that are hazardous to health their health with the correct controls, use and storage of any hazardous materials. These controls will be carried out in accordance with procedures **HSEP 05 – COSHH** (*available on request*). COSHH Assessments will be available on site for any hazardous materials used during this project and can be found in **Appendix 9**.

Personal Protective Equipment

All Blakedown employees will comply fully with Blakedown procedure **HSEP 16 – PPE** (*available on request*). All site visitors and sub-contractors will comply with the site specific requirements.

PPE is provided to all who require or may require it and it should be worn whenever the work situation dictates or, through legislation or site rules and demands.

Employees will ensure proper use of equipment provided and report any damage or loss to the appropriate supervisor/foreman/manager.

Working in the Sun

Blakedown ensure that all operatives have the necessary clothing and information on skin protection to help prevent skin damage caused by the ultraviolet (UV) rays from sunlight.

Adjacent Land Use

Blakedown have vast experience in carrying out successful projects within the confines of housing estates, schools and community areas. These projects create their own problems due to close proximity of residents and the general public.

After initial client and residence liaison, a construction programme will be produced, so as to minimise site traffic, and disruption and construction disruption. Warning signage notifying all residents and the general public of the construction works being carried out.

Materials will be kept to designated/agreed storage area, deliveries timed to minimise nuisance, whilst still allowing construction progress to be maintained.

We will ensure a good level of communication is continually ongoing with the school and local residents keeping them up to date with progress and to warn of any risks that may be presented.

Health & Safety File

The object of the Health and Safety file is to store information needed to allow future construction work to be carried safely. Information in the file should alert those doing the work to the risks and help them plan safe systems of work.

The file will contain a brief description of the work carried out with any residual hazard which remain and how they were dealt with e.g. contaminated land, buried services etc. Information on any hazardous materials that have been used and full information regarding any equipment or items installed plus guidance for the maintenance for the start once the contract has been handed over.

The file will be kept up to date, with documents being stored in the site office until, they will be collected from site once they are no longer needed and stored in the main office to be added to the file. This file is then given to the client at the point of handover.

List is Appendices

Appendix 1	Health & Safety Policy and Environmental Policy
Appendix 2	Programme of Works
Appendix 3	F10
Appendix 4	Organisation Chart & Responsibilities
Appendix 5	Pre-Construction Information
Appendix 6	Sub-Contractors List
Appendix 7	Risk Assessments
Appendix 8	Method Statements
Appendix 9	COSHH Assessments
Appendix 10	Site Rules
Appendix 11	Emergency Plan
Appendix 12	Environmental Pre-assessments and Risk Assessment
Appendix 13	Traffic Management Plan
Appendix 14	Temporary Works
Appendix 15	Waste Hierarchy
Appendix 16	Noise and Vibration
Appendix 17	Dust Mitigation
Appendix 18	COVID 19

Appendix 1

Health and Safety Policy Statement
Environmental Policy Statement

Health and Safety Policy Statement

Health and Safety within Blakedown Sport and Play Ltd is a management responsibility and as the Managing Director I have overall responsibility for these important matters. Together the Board of Directors believes that excellence in the management of Health and Safety is an essential element within the overall business plan and as such each functional Director and Senior Manager is responsible for ensuring that their operations are conducted in accordance with current legislation and any standards to which the company subscribes. Health and Safety matters follow the management chain of authority to the manager or individuals specifically tasked to exercise control.

In order to achieve our aim, the Company will:

- Give appropriate priority to Health and Safety management through the creation of a culture whereby Health and Safety is considered at all stages of any work activities.
- Ensure all staff are trained and competent to perform their work activities with due consideration to Health and Safety requirements.
- Establish at all levels working practices to enable effective Health and Safety management through documented systems that are up to date, regularly audited and made available to all employees, visitors and other interested parties.
- Ensure that effective consultation arrangements are maintained for Health and Safety matters with staff representation.
- Undertake a suitable and sufficient assessment of all work activities to reduce avoidable accidents and ensure continual improvement in all aspects of workplace Health and Safety management.
- Monitor and review the effectiveness of policies and practice and strive for continual improvement in Health and Safety performance.
- Review this policy at least annually and revise its contents whenever necessary.

Directors and Senior Managers have the responsibility to ensure that all company controlled premises and work sites provide a safe and healthy environment.

Employees have an obligation to take all reasonable precautions to ensure the Health and Safety of themselves and others. In particular, individuals are to ensure that they meet their statutory obligations and follow the Company practices and systems and report all incidents involving injury, ill health, damage or near misses.

Health and Safety are of significant importance to every one working for Blakedown and I expect the co-operation and total commitment of all employees in working to achieve the highest standards for a safe, healthy and accident free working environment.

Signed



Date *January 2022*

Steve Buckingham

Managing Director
Blakedown Landscapes (SE) Ltd

Environmental Policy and Objectives

Blakedown Sport and Play Ltd will endeavour to ensure that all employees follow the letter and spirit of this environmental policy through all phases of a contract from purchasing, through to design and build of projects.

To achieve this the company will:

- Identify and comply with all relevant legal and other requirements
- Operate in a manner which is consistent with the principle of prevention of pollution
- Operate in a manner which will minimise the environmental impact of the business
- Ensure continuous improvement by monitoring performance against our objectives.

From a review of our environmental aspects and impacts we have defined the following objectives to improve our environmental performance:

- To use our influence on the design of projects to minimise waste arising during construction
- Where waste arisings occur to use our best endeavours to re-use the materials on site.
- Where re-use on site is not practical to endeavour to find a beneficial re-use of materials elsewhere
- To re-develop our Halebourne Nurseries in an environmentally sensitive way.

These objectives and this policy will be formally reviewed at least annually as part of a formal environmental management system which is designed to meet the requirements of the BS EN 14001:2004.

By my signature I, Steve Buckingham, Managing Director of Blakedown Environment & Leisure plc, commit all the company and its employees to the implementation of this policy and these objectives.

Signed



Date *January 2022*

Steve Buckingham

Managing Director
Blakedown Landscapes (SE) Ltd

Appendix 2

Programme of Works

BLAKEDOWN SPORT & PLAY
CONSTRUCTION PHASE PROGRAMME

Openshaw Rev 1

Revision 1

[illegible]

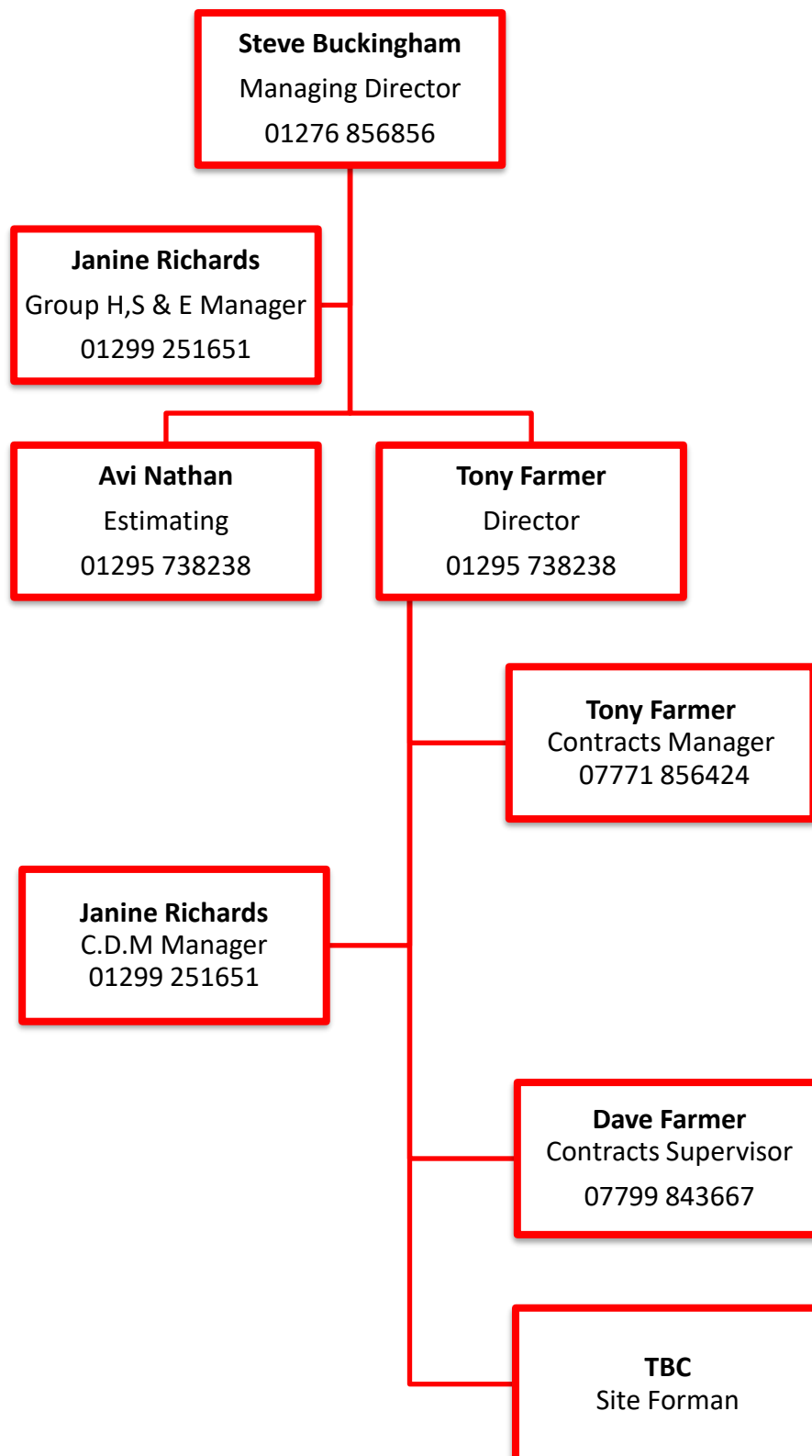
Appendix 3

F10

Appendix 4

Organisation Chart & Responsibilities

Project Management Structure



Responsibilities

The contract management team for this project will consist of the following:

Contracts Director

- Will have overall responsibility for the performance of the contract.
- Ensuring that all Health & Safety Plans are in place.
- Maintain the contract programme.
- Ensure that there are sufficient resources.
- Attend site as required and progress meetings.

Contracts Manager/Supervisor

- Responsible for the management of the contract.
- Produce and maintain the contract programme.
- Will ensure that all Method Statements, Risk and COSHH Assessments are in place.
- To make sure that any appointed Sub-Contractor, has produced their Method Statements, Risk and COSHH Assessments as necessary.
- Any Sub-Contractor and supplier nominated by the client or otherwise are approved by Blakedown Quality Assurance system.
- Ordering of materials, so to maintain programme.
- Communicate with the client as required.
- Attend site two to three times per week.
- Attend site for progress meetings and produce monthly valuations
- To carry out initial Health and Safety site inductions with Foreman, operatives and sub-contractors.

Site Agent/Foreman

- Will be full time on site.
- Responsible for the day to day management of the site, liaising on a daily basis with the Contracts Manager, maintain on-site Health & Safety, Quality Control, co-ordinate with sub-contractors and suppliers.
- Attend site meetings.
- Receive instructions from the client.
- Monitor and report on the site programme.
- To carry out ongoing Health & Safety site inductions to any new site staff and sub-contractors.

Health & Safety Officer

- Responsible for monitoring Health & Safety requirements of the site.
- Site inspections.
- Available to the management staff to provide information and give advice.

General

- Labour teams will consist of the requisite number of labourers and sub-trades to ensure good progress on site.

Appendix 5

Pre-Construction Information

Appendix 6

Sub-Contractor List

Project Sub-Contractor List

Sub-Contractor	Contact Details	Works being carried out
B & L Fencing	Unit 1 Prior Wharf Harris Industrial Estate Hanbury Road Stoke Prior Bromsgrove B60 4FG 01527 882101	Supply and install

Appendix 7

Risk Assessments

Risk Assessment Form

Assessment of: All site works		Site: Openshaw Campus	Site Number:
Assessment Date: 15 th February 2022	Assessors Name: Janine Richards	Assessors Signature: <i>J Richards</i>	

Persons at risk			
Employees: ☒	Contractors: ☒	Others: ☒	
Comments: Every week one person is killed on a construction site and many more are injured or suffer health problems. Twice as many workers are made ill by work than are injured.			

Risk Calculator		Severity		
Likelihood		Slight Injury	Serious Injury	Major Injury or Death
Unlikely	↑	1	2	3
Likely	↑	2	4	6
Most Likely	↑	3	6	9
		Reinforce good practice, continue to monitor	Improve or increase control measures	Stop work, improve or increase controls immediately

Risk Assessment Form

Activity	Potential Hazard	Risk Rating			Potential Risk	Control Measures During Site Work to Reduce Risks	Risk After Measures		
		L	S	R			L	S	R
Identifying Services	Hitting Unidentified services with machinery during excavations.	2	3	6	Injury to operatives	Refer to service drawing provided. A CAT scan to be done to identify electrics and accurately plot. Refer to utility drawings and note the locations. Prior to excavations in an area with services a trial hole to be carefully dug by hand where possible to locate the services. If excavator is used, the bucket must have its teeth removed. Once the services are located a marker peg to be placed to identify the service. The marker peg to be spray painted with correct colour to identify the service.	1	3	3
Manual Handling	Back injuries	2	2	4	Injury to operatives lifting and other in close proximity.	Operatives to receive job training and made aware of weight of loads to be moved. When under 20kg One person is permitted to move the load as long as they are capable of moving it safely. When over 20kg or unable to move safely mechanical aids to be used for lifting and moving loads. Working area must be clear of trip hazards, e.g. cables, materials and equipment. If items stack insure they are stacked safely and are not causing a hazard by blocking walkways or exits. Correct PPE to be worn.	1	2	2
Lifting large objects e.g. Heras panels	Back Strain	2	2	4	Injury to site operatives	Observe current Manual Handling techniques and where necessary 2 man lifting to be used, or lift by machinery. If lifting by machinery a banksman to be used to steady the load.	1	2	2

Issue 5

February 2022

Page 2 of 7
HSEF03c

Risk Assessment Form

Fence Erecting	Working from heights	1	1	1	Injury to site operatives by falling	Where necessary use trestles, make sure panels are supported and braced before working on top panels. Use scaffold tower or mechanical lift platform when necessary	1	1	1
Off loading of materials	Deliveries being programmed at wrong time of day and materials being dropped off in the wrong place	1	1	1	Injury to operatives and third parties	Make sure deliveries are planned at the designated time of day as detailed in the H & S plan and that they are placed in a designated area within the working area.	1	1	1
Vehicle Access and Egress	Being injured by vehicle movements	2	3	6	Injury to operatives, members of the public and others by vehicle movements	Make sure signage is displayed at site entrance and along access road advising pedestrians and park users of vehicle movements. Blakedown to provide a banksman when needed to monitor vehicles and plant moving on and off site or along access road as access road will open to the public and will be busy as peak school times.	1	3	3
Waste Management	Unwanted materials and rubbish building up in working areas and compound	2	1	2	Injury to operatives and third parties	Keep working areas clear of all unwanted waste materials, remove regularly and put into waste skip. Make sure skips are regularly emptied, so rubbish is not allowed to build up. Site personnel to make sure rubbish is segregated and put into the correct skip for recycling.	1	1	1

Issue 5

February 2022

Page 3 of 7
HSEF03c

Risk Assessment Form

Trespass of Works by 'Others'	Injury to 'others' by trips and falls.	2	1	2	Injury to third parties	Make sure site is secure by erecting 'Heras' type fencing around working areas and that no third party enters working area.	1	1	1
Groundworks	Services – electricity, gas, sewers and water.	2	3	6	Damage to service by excavation with machinery.	Make sure a full location of services are carried out. Refer to service drawings provided and note locations if any changes. Prior to any excavation, trial holes to be dug by hand to locate services.	1	3	3
Working with Plant and Machinery	Movement of plant and lorries	1	3	3	Injury to site operatives and third party operatives	Make sure all plant have current compliance certificates and safety guards are fitted. Operatives are current plant card holders for the respective plant. Movements to and from site is monitored by a banksman at all times. Plant to have warning beacons fitted.	1	3	3
Off Loading of Storage Containers	Deliveries being programmed at wrong time of day and container being dropped off in the wrong place. Placing containers on uneven ground.	2	1	2	Injury to operatives and third parties	Make sure deliveries are planned at the designated time of day, as detailed in the H&S Plan and the container is placed on a designated level area within the fenced off site. The container to be off-loaded with a 'Hiab' off the lorry, the lorry to be parked on stable ground, with the outrider supports securely positioned before any lifting commences. The off-loading and positioning to be directed by a banksman communicating with the 'Hiab' operator.	1	1	1
Unattended Tools and Equipment	Theft, vandalism and misuse by general public.	1	1	1	Injury to site operatives or third parties due to misuse and possible vandalism to tools	All tools and equipment to be kept locked away at all times when not in use. Make sure working areas are secure.	1	1	1

Issue 5

February 2022

Page 4 of 7
HSEF03c

Risk Assessment Form

Storage of Plant and Materials in Compound	Third party access	1	2	2	Theft and damaged of plant and equipment by third parties	Secure compound to be constructed for storage of plant and equipment. All plant to be immobilised at end of day and made secure in case of theft.	1	1	1
Material deliveries into site & muck away lorries away from site.	Third party road users and spoil on roads	2	1	2	Injury to site operatives and third parties	Make sure all deliveries are between certain times, refer to method statement and use banksman to monitor deliveries in and out of park. Make sure roads are clean by sweeping.	1	1	1
Concrete deliveries	Third party	2	2	4	Injury to site operatives and third parties	Deliveries are timed and monitored in and out by Blakedown banksman. When pouring no third party is near the vehicle. Banksman to be in attendance and to be wearing correct PPE.	1	2	2
Fuels	Fire and contamination	2	3	6	Injury to site operatives and surrounding buildings and equipment	Fuels to be stored in correct containers and locked away after use. Felling of machinery to be carried out using funnels to avoid spillage and drip trays placed under so any spillage can be contained. No smoking around fuels.	1	3	3
Working from heights	Falling	2	3	6	Injury operatives	When working from heights use mechanical lift platform or scaffold tower whenever possible. Observe Working at Heights Regs 2005.	1	3	3

Risk Assessment Form

Working with excavated soils	Possible metal and organic contaminants	2	1	2	Effect on site staff by contact dust and soil ingestion	All operatives to wear correct PPE when working with the soil i.e. wear rubber gloves, dust masks if the soil is dry and wash if the soil is dry and wash hands and face before eating.	1	1	1
Excavations and Trenches	Trips and falls into open excavation	2	2	4	Injury to operatives	Make sure no deep excavation or trenches are left open. If to be left open, the excavation to covered over completely before end of working day with ply sheeting.	1	1	1
Tarmacadam Works	Hot bitumen and tar	2	2	4	Burns to operatives	Use correct PPE at all times including suitable protective footwear, gloves, goggles where sprayed bitumen used. Operative to use correct tools and equipment for working with this material.	1	2	2
Hazardous Materials	Inhalation of dust and fumes. Skin contact and eye contact	2	2	4	Injury to site operatives	Refer to the COSHH assessments attached within the Health & Safety Plan. Where required refer to the Health and Safety Data Sheet before use of material.	1	2	2
Drainage	Rats and associated diseases	2	2	4	Wells Disease and injury to operatives by laceration and unprotected wounds	Make sure operatives wear correct PPE, that any open wounds are covered and cuts are treated straight away. Wash face and hands before eating and drinking. Operatives will be issued with leptospirosis cards.	1	2	2

Issue 5

February 2022

Page 6 of 7
HSEF03c

Risk Assessment Form

Noise and Dust	Deafness and inhalation of dust	2	2	4	Injury to site operatives Nuisance for Residents	Make sure site operatives wear ear defenders and dust masks. Operatives to attach water injection system to cut-off saws when cutting concrete kerbs to keep dust to a minimum. Correct PPE must be worn. Barrier netting to be put up against fencing. If needed a specific cutting area will be established.	1	2	2
----------------	---------------------------------	---	---	---	---	--	---	---	---

Note: L = Likelihood S = Severity R = Risk

Management Confirmation	
We have noted the above assessment and will take appropriate steps to ensure all the actions raised are completed satisfactorily.	
Contract Manager Name: Tony Farmer	Signed: Date: 15/02/2022

Risk Assessment Register

Site:

Risk Assessment:

I can confirm that I have read and understood the above named Risk Assessment, and will work in accordance with it.

Name	Signature	Date

Appendix 8

Method Statement

Contract name / no.	Openshaw Campus								
Description of works: The works in this specification are in relation to the construction of a new 3G all weather pitch at the Openshaw campus of The Manchester College, as well as associated parking and pedestrian walkways. The construction of the pitch on the west side of the campus takes place on the former site of the Westlands building, demolition and levelling works having taken place prior to the commencement of this project.									
Managed by: Tony Farmer Supervised by: Dave Farmer									
Plant / Equipment: <table border="0"> <tr> <td>Excavators</td> <td>Breakers</td> </tr> <tr> <td>Dumpers</td> <td>Mixers</td> </tr> <tr> <td>Rollers</td> <td>Various Hand Tool</td> </tr> <tr> <td>Telescopic handlers</td> <td>CAT</td> </tr> </table>		Excavators	Breakers	Dumpers	Mixers	Rollers	Various Hand Tool	Telescopic handlers	CAT
Excavators	Breakers								
Dumpers	Mixers								
Rollers	Various Hand Tool								
Telescopic handlers	CAT								
PPE Required: Mandatory requirement are safety boots and hi-visibility jackets or vest. Hard Hats, hand protection, face masks and eye protection are always available when required.									
Specific Hazards: Buried Services Moving plant machinery									
Activities: Site Establishment Site establishment will involve the bringing to site all the necessary Plant, Tools and Equipment required to properly set up for the works required. The works will be appropriately signed and these signs will include safety information, contact details and information on the works. Site Compound and Welfare The compound will be secured by heras and an access gate. The gates will be kept locked at all times except for access and egress to the compound. Signage 'Construction Site Keep Out' will be attached to the compound fence advising local residence of construction works. The welfare facilities will be in accordance with the current CDM Regs. 2007 and the Workplace (Health, Safety and Welfare) Regs 1996.									

Storage of materials will be in the compound area or within the fenced off working areas. Storage of small plant will be locked away at night and when not in use. Where plant is unable to be securely locked away e.g. excavators, it will be securely locked up at nights within the compound and immobilised. All plant will have hazard warning beacons fitted and be will operated by personnel who have the required plant operators certificate to use that piece of plant.

Power requirements within the working area to be 110v and will be supplied by use of portable generator, if a temporary supply is not available.

All site personnel will wear the correct PPE at all times.

A Site Diary and Visitors book will be kept to record the presence of Construction Staff, Sub-Contractors and visiting personnel on a daily basis.

Before any works commence, all Blakedown staff will receive a Health & Safety site induction.

Working Areas

'Heras' anti-climb fencing will be erected around the working areas, so making the working area secure. The panels will be double clipped. The access to the construction area will be kept locked at all times, except for access and egress of materials and operatives. Warning signs will be fixed to the 'Heras' fence panels, these signs will advise pedestrians and residents of the construction work and construction traffic.

Services

All services will be identified on site and plotted prior to any excavation taking place. Services positions will initially be plotted using the drawings provided by the Client. If there is any reason for temporary disconnection this will done in conjunction with the client's representative.

A CAT Scan will also be done to locate any electric cable, if located they will be identified by spray marker paint on the surface. Gas and water will be checked against provided service drawings, any area where a service may cross, a trial hole will be dug by hand to locate and identify the depth of the service.

Any services located that are not on the provided service drawings, will be plotted to provide up dated 'As Built' service drawings which will then be submitted with the Health and Safety file upon completion of the works.

Deliveries to Site

All material deliveries will be timed to avoid peak traffic times surrounding the local area, all local roads are residential streets with cars parked on both sides of the road. Upon arrival at the site the driver will make contact with the Blakedown Site Agent, who will direct the vehicle to the site compound or working area for off loading. When leaving the site the lorry will be directed out by a Blakedown banksman.

Site Clearance

All areas of site clearance will be carried out after the working areas of the sites have been secured. This will be done by erecting Heras anti-climb fencing, which will be double clipped for added security. Correct signage will be

displayed on the fencing 'Construction Site Keep Out'. Access to the working areas will be kept locked at all times with the exception of access and egress for work staff and machinery.

Services will be checked against the supplied services drawings and CAT detectors will also be used to identify services in the locality of any demolition, if a service is located, it will be marked on site and then excavation by hand will be carried out to identify and locate the service. This service will then be plotted onto a drawing.

Machinery will be used to break out or excavate, this will be in the form of small 360° excavators and hydraulic breakers. Operatives working with vibrating equipment will be put on rotation to ensure they do not exceed exposure times.

Arisings will be placed into suitable dumpers and then taken to designated areas for tipping within the enclosed areas of work or the site compound.

Materials such as spoil, tarmac, concrete will be placed separately, timber will be placed in the waste skip; if materials can be re-used on site this will be carried out. This waste will be removed from site and taken to licensed tips or for recycling.

Manual Handling

All operations on site will include a certain element of manual handling. To keep this to a minimum, all bulk materials, such as ballast, sand, shingle and type 1 stone will be delivered in bulk and will be tipped in a designated area after consultation with the Site Manager. This will either be in the working areas or the site compound.

Movement of these materials to the place of use, they will be loaded into a small dumper by a small 360° excavator and then taken to the place of requirement and tipped.

All hard materials such as kerbs and paving will be delivered on pallets and off loaded by fork-lift and either stored in the site compound or in working areas. Paving will be taken from the pallets and loaded into wheel barrows or dumper and placed where they are required to be laid, kerbs due to their weight will be moved by a two man kerb lifter and then placed at the point of laying.

The guidelines are that any materials up to 20kg can be moved by one person subject to the item being moved is not bulky and can be handled within the capability of the person carrying it. Loads over 20kg have to be handled by either a 2 man lift or with mechanical aids e.g. kerbs, cement bags.

Excavations

Areas of excavation will be secured as above.

After checking for services, excavation of trenches, levels down to formation level will be carried out using the 360° excavator, the arisings will be loaded into the suitable dumpers and taken to either the waste skip in the compound or to a strategically located stockpile.

Whilst excavating the new formation levels there may be a requirement to break out existing concrete, this will be done by using a hydraulic breaker or compressor. With the excavations down to the correct formation levels, the levels will be checked by use of site levels and be in accordance with the working drawings. Operatives working with vibrating equipment will be put on rotation to ensure they do not exceed exposure times.

Drainage & Ducting Works

Setting out of pipe/duct runs will be carried in accordance with the contract drawings and specification. The location of existing services will be checked at this time and any impact on the new pipe/duct runs will be marked for assessment by the CA.

Once any issues arising have been resolved, the proposed working areas will be secured as previously detailed above, using heras fence panels/barriers and warning signage. Excavations for trenches and inspection chambers etc will be undertaken as detailed in the excavation section above.

Pipes and ducting will be installed in accordance with the manufacturer's instructions and the detailed specification and drawings. Generally pipes and ducts will be placed and jointed by operatives working within the trench in conjunction with suitable lifting equipment. Pipes/ducts will be placed on the specified bedding material and surround with backfilling carried out using excavators and dumpers. Materials will be selected excavated material, MOT Type 1 granular fill or concrete as per the specification requirements, all to be well compacted and consolidated.

Drain testing will be undertaken as required under the specification. Inspection chambers etc will be constructed as specified in the traditional manner.

All ducting will be installed with the relevant number of draw cords in place to allow for pulling through of services when appropriate. Draw pits will be installed as required using proprietary draw pit units and covers.

Macadam Surface

The macadam will be delivered on to site by a 8 wheeled wagons and will be sheeted to prevent heat lose. A Banksman will be provided for when wagons are reversing around site.

The macadam is then placed directly into the paver. The Macadam will be machine laid by a laser controlled paver and each layer will be compacted using a smooth drum-vibrating roller; compaction will be carried out until there is no movement of the material under the roller and no visible roller marks on the surface.

3G pitch installation

The telescopic handler will be used to take the new carpet to the area it is being installed.

Each edge of every roll of synthetic grass is trimmed using a carpet cutting bladed knife to form a seam that can be jointed. Two trimmed seams that form a joint are folded back and backing tape is placed between each edge of the synthetic grass through a glue applicator.

Two part adhesive is mixed with an electrically power mixing paddle and poured into the glue trough covering the backing tape. One end of the backing tape is anchored at the start of the new joint and the glue trough is pulled away so that the backing tape is coated with an even application of adhesive. Both edges of the grass are folder back onto the wet adhesive and positioned to form the joint.

When inlaid lines are to be installed a specialised line cutter is used to cut through the grass to the required width. The new line a different coloured section of the grass is installed to the exposed area using the same method that is used to joint the grass joints.

Sand infill is to be applied. Sand is delivered to site in bags and off loaded with a Telescopic Handler. Bags of sand are then lifted above the sanding machine with the Telescopic Handler and cut open allowing the sand to flow in to the machine.

The machine is manoeuvred into position over the grass and driven along the playing area with the sand infill being pushed out from the front of the machine. Once all infill material has been applied the surface is brushed, the brushing operation is repeated until the infill material has reached the optimum level.

Waste

As material is excavated from working areas down to the required formation levels, it will be loaded into dumpers by a 360° excavator or by hand. The material will then be taken to a designated point within the compound area and stockpiled until there is enough for it to be reused on site or removed from site to a licensed tip. The stockpile is to be no higher than 3 meters high.

The muck away lorries will be instructed to come to and leave site in accordance with the traffic management procedures outlined above. During periods of wet weather the lorry wheels will be cleaned before departure. Any material left on the road will be swept and cleaned immediately upon departure.

All packaging and waste materials will be segregated into their respective waste groups and will be reused, recycled or removed from site to a licensed tip.

The waste material will be recorded on the Site Waste Management – Record of Compliance.

Clearing Site

Upon completion of the works, all accommodation and materials will be removed from site, the surfaces left as they were found. Reinstatement of any areas damaged during the works will be carried out to the satisfaction of the client.

Miscellaneous

Regular toolbox talks will be made on a weekly basis to ensure all operatives are fully informed regarding safe working practice.

First Aid / Emergency Procedures:

First Aid and Emergency Procedure will be available in the site office and covered in the site induction. First Aid provisions are available in the site office and a list a first aiders will be displayed.

Prepared by:	Janine Richards	Date:	15/02/2022
Approved by:	Tony Farmer	Date:	15/02/2022

Method Statement Register

Site:

Method Statement:

I can confirm that I have read and understood the above named
Method Statement, and will work in accordance with it.

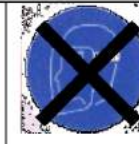
Name	Signature	Date

Appendix 9

COSHH Assessments

COSHH HAZARD & RISK ASSESSMENT SHEET				No.: 1		
SUBSTANCE/PRODUCT NAME AND DESCRIPTION: DIESEL FUEL/GAS OIL - Colour varies according to taxation - odour is typical hydrocarbon.						
HAZARDOUS CONTENT	COMMENTS	CLASSIFICATION				
Hydrocarbon mixture	See EH40 appendix 5 Reduce exposure to as low as reasonably practicable.	 Irritant	 Flammable	Risk Phrase - R45 May Cause Cancer		
HOW IS SUBSTANCE SUPPLIED, USED? Can be supplied in bulk or decanted into 45 gal. drums and smaller containers. Drums should be on a stillage with tap fitted to minimise spillage and contact with the skin. Suitable containers should be used to fill vehicles using funnels etc to minimise spillage. Tanks must be double skinned or banded with a proper dispensing hose, isolating valve and lock.						
ASSESSMENT OF RISK, AND PRECAUTIONS TO BE TAKEN Low risk when used as above. Gloves should be used and splashes to the skin washed off - prolonged skin contact can cause dermatitis. Long term exposure to this product carries a cancer risk.						
<i>The PPE indicated below should be worn when working with this substance in the manner described. If site rules state other PPE must be worn at all times then the rules must be adhered to as well as the following recommendations.</i>						
						
Eye Protection must be worn	Safety footwear must be worn	Ear defenders must be worn	Gloves must be worn	Face Masks must be worn	Respirators must be worn	Protective clothing must be worn
FIRST AID INFORMATION AND EMERGENCY ACTIONS Eyes - Irrigate with plenty of water Skin - Remove splashes from the skin ASAP. Wash with soap and water Inhalation - Remove to fresh air Ingestion - Seek medical assistance, drink copious amounts of water, do not induce vomiting. Spillage management - Eliminate sources of ignition. Contain spillage in booms or sand or absorbents. Place recovered material in labelled container for disposal.						
NB: If the product is being used in a manner different from the way described above, a separate risk assessment will be needed						

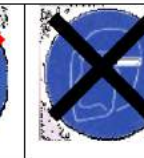
COSHH HAZARD & RISK ASSESSMENT SHEET				No.: 5	
SUBSTANCE/PRODUCT NAME AND DESCRIPTION: AGGREGATES - Crushed rock, sand and gravel aggregates					
HAZARDOUS CONTENT	LTEL	STEL	CLASSIFICATION		
Quartz (Silica) Total dust - this is a Maximum Exposure Limit	0.3mgm ³				
Quartz (Silica) Respirable dust	0.1mgm ³		Irritant	Harmful	
HOW IS SUBSTANCE SUPPLIED, USED? Delivered in bulk and tipped from lorry. Basic construction material for filling and levelling or laying of roads and drives. Small quantities are shovelled, large quantities are moved using machines. Depending on the rock type the hazard will vary. If the rock type is rich in silica there could be some free silica in the dust. If the rock type is limestone risk is eliminated. With all types minimise exposure to dust by staying upwind of tipping operations and so out of any dust. If there is a lot of dust use water sprays to suppress and control.					
ASSESSMENT OF RISK, AND PRECAUTIONS TO BE TAKEN Risk to health from inhalation of dust is not significant, as personnel normally stand up-wind of delivery vehicle during tipping operations and exposure time is very short. In very dry weather spray aggregates with water to suppress dust. Respirators may be provided (BS EN 149) to personnel working in poorly ventilated areas when tipping or handling.					
<i>The PPE indicated below should be worn when working with this substance in the manner described. If site rules state other PPE must be worn at all times then the rules must be adhered to as well as the following recommendations.</i>					
					
Eye Protection must be worn	Safety footwear must be worn	Ear defenders must be worn	Gloves must be worn	Face Masks must be worn	Respirators may be worn
PROTECTIVE CLOTHING must be worn					
FIRST AID INFORMATION AND EMERGENCY ACTIONS Eyes - irrigate with copious amounts of water for 15 minutes. If irritation persists seek medical advice. Skin - Wash with soap and water before meals.					
NB: If the product is being used in a manner different from the way described above, a separate risk assessment will be needed					

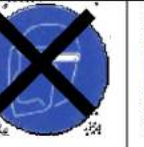
COSHH HAZARD & RISK ASSESSMENT SHEET				No.: 6	
SUBSTANCE/PRODUCT NAME AND DESCRIPTION:					
WASHED SAND					
HAZARDOUS CONTENT	LTEL	STEL	CLASSIFICATION		
Quartz (Silica) Total dust - this is a Maximum Exposure Limit	0.3mgm ³				
Quartz (Silica) Respirable dust	0.1mgm ³		Irritant	Harmful	
HOW IS SUBSTANCE SUPPLIED, USED?					
Used for mixing with cement and water to produce mortar or concrete.					
ASSESSMENT OF RISK, AND PRECAUTIONS TO BE TAKEN					
The risk to health is not significant. Due to particle size and exposure times, the hazard from silica is well below the levels which would lead to the development of silicosis or other health hazards. Eye protection may be provided if requested by personnel handling sand in dry and windy conditions due to the irritant effect on the eye. If sand is blowing and causing nuisance to others water suppression may be needed.					
<i>The PPE indicated below should be worn when working with this substance in the manner described. If site rules state other PPE must be worn at all times then the rules must be adhered to as well as the following recommendations.</i>					
					
Eye Protection Optional	Safety footwear must be worn	Ear defenders must be worn	Gloves must be worn	Face Masks must be worn	Respirators must be worn
FIRST AID INFORMATION AND EMERGENCY ACTIONS					
Eyes - irrigate with copious amounts of water. If irritation persists seek medical assistance. Spillage - no special precautions.					
NB: If the product is being used in a manner different from the way described above, a separate risk assessment will be needed					

COSHH HAZARD & RISK ASSESSMENT SHEET				No.: 7	
SUBSTANCE/PRODUCT NAME AND DESCRIPTION: READY MIX CONCRETE - Wet mixture of cement, aggregate, sand and water					
HAZARDOUS CONTENT	LTEL	STEL	CLASSIFICATION		
Calcium Silicate Total dust	10mgm ³				
Irritant					
HOW IS SUBSTANCE SUPPLIED, USED? Concrete is brought to site by mixer truck and is usually discharged directly into final position such as trenches or foundations. On occasions it has to be transferred by dumper or other machines. There is some personnel contact when the concrete has to be vibrated, tamped or levelled. Otherwise contact is minimal. Most contact occurs when taking samples for cube tests etc.					
ASSESSMENT OF RISK, AND PRECAUTIONS TO BE TAKEN No significant risk to providing contact with skin is minimised by PPE and good hygiene and washing facilities. Operators must wear P.P.E. - impervious boots, gloves, eye protection should be worn where there is a risk of splashing. If cement/concrete is left in contact with the skin or if there is repeated contact, dermatitis or other skin damage will occur. Good washing facilities and barrier creams should be used. If the internals of gloves or footwear become contaminated they must be changed and properly cleaned.					
<i>The PPE indicated below should be worn when working with this substance in the manner described. If site rules state other PPE must be worn at all times then the rules must be adhered to as well as the following recommendations.</i>					
					
Eye Protection must be worn	Safety footwear must be worn	Ear defenders must be worn	Gloves must be worn	Face Masks must be worn	Respirators must be worn
					
Protective clothing must be worn					
FIRST AID INFORMATION AND EMERGENCY ACTIONS Eyes – wash with copious amounts of water. If irritation persists seek medical assistance. Skin - wash thoroughly with soap and warm water. Apply barrier and protective creams.					
NB: If the product is being used in a manner different from the way described above, a separate risk assessment will be needed					

COSHH HAZARD & RISK ASSESSMENT SHEET				No.: 8	
SUBSTANCE/PRODUCT NAME AND DESCRIPTION: CEMENT - Dry mixture of Calcium Silicate/Alumina/Gypsum					
HAZARDOUS CONTENT	LTEL	STEL	CLASSIFICATION		
Calcium Silicate Total dust	10mg m ³		 Irritant		
Calcium Silicate Respirable dust	4mg m ³				
HOW IS SUBSTANCE SUPPLIED, USED? Supplied preferably in 25 Kg sacks though 50Kg sacks are still available but these can cause manual handling problems. Mixed on site for mortars, concrete and other bonding agents.					
ASSESSMENT OF RISK, AND PRECAUTIONS TO BE TAKEN Wet cement releases strong alkalis, which can cause burns and damage to eyes. The risk to health is not significant providing skin contact and eye contact is avoided. Inhaling small quantities does not present a significant health risk. Use P.P.E. such as gloves and long sleeved clothing to minimise skin contact is required. If there are windy conditions wear eye protection. Good washing facilities with warm water soap and towels are essential.					
<i>The PPE indicated below should be worn when working with this substance in the manner described. If site rules state other PPE must be worn at all times then the rules must be adhered to as well as the following recommendations.</i>					
					
Eye Protection must be worn	Safety footwear must be worn	Ear defenders must be worn	Gloves must be worn	Face Masks must be worn	Respirators must be worn
FIRST AID INFORMATION AND EMERGENCY ACTIONS Skin - wash off any splashes on the skin immediately using soap and warm water Eyes - splashes in eyes should be treated with copious amounts of water for 15 minutes. If irritation persists seek immediate medical assistance.					
NB: If the product is being used in a manner different from the way described above, a separate risk assessment will be needed					

COSHH HAZARD & RISK ASSESSMENT SHEET				No.: 9	
SUBSTANCE/PRODUCT NAME AND DESCRIPTION:					
MORTAR					
HAZARDOUS CONTENT	LTEL	STEL	CLASSIFICATION		
Calcium Silicate Total dust	10 mgm ³		 Irritant		
HOW IS SUBSTANCE SUPPLIED, USED?					
Wet mixture of cement, sand and water based additives to give specific properties. Either mixed on site or supplied ready mixed in tubs. Applied to brickwork or blockwork with trowels.					
ASSESSMENT OF RISK, AND PRECAUTIONS TO BE TAKEN					
The cement content cause 'burns' to skin or eyes. Repeated contact with unprotected skin will lead to dermatitis and other skin damage. It is important to use barrier creams before and after use. Good washing facilities with warm water, soap and towels are essential so that any skin contamination can be easily removed, especially before rest and meal breaks. If there is a lot of skin contact gloves should be worn.					
<i>The PPE indicated below should be worn when working with this substance in the manner described. If site rules state other PPE must be worn at all times then the rules must be adhered to as well as the following recommendations.</i>					
					
Eye Protection must be worn	Safety footwear must be worn	Ear defenders must be worn	Gloves must be worn	Face Masks must be worn	Respirators must be worn
FIRST AID INFORMATION AND EMERGENCY ACTIONS					
Eyes - wash thoroughly with water. If irritation persists seek immediate medical assistance. Skin - wash off any splashes with soap and water. Use barrier creams before and after work.					
NB: If the product is being used in a manner different from the way described above, a separate risk assessment will be needed					

COSHH HAZARD & RISK ASSESSMENT SHEET				No.: 11	
SUBSTANCE/PRODUCT NAME AND DESCRIPTION: BITUMINOUS COATED ROAD MATERIALS					
HAZARDOUS CONTENT	LTEL	STEL	CLASSIFICATION		
Coal tar pitch	Under Review		 Flammable		
HOW IS SUBSTANCE SUPPLIED, USED? For use in the repair and construction of roads and paved areas. The material is machine laid but there is some requirement to use hand tools to handle and lay especially close to edges and in smaller areas. It is essential skin contact is minimised or even avoided.					
ASSESSMENT OF RISK, AND PRECAUTIONS TO BE TAKEN Main hazard are associated with heat. The bitumen is usually laid hot. Operatives have to work close to the newly laid surface and on hot days the raising heat from the bitumen can lead to heat stress. Gloves and long sleeve clothing should be use to minimise skin contact. Barrier creams should be used. Hand cleansers and washing facilities should be used before eating/drinking/smoking. It is preferably that smoking is banned whilst using the product. When handling hot liquid bitumen goggles must be worn.					
<i>The PPE indicated below should be worn when working with this substance in the manner described. If site rules state other PPE must be worn at all times then the rules must be adhered to as well as the following recommendations.</i>					
					
Goggles must be worn	Safety footwear must be worn	Ear defenders must be worn	Gloves must be worn	Face Masks must be worn	Respirators must be worn
FIRST AID INFORMATION AND EMERGENCY ACTIONS Eyes - wash with copious amounts of water and seek medical assistance Skin - wash with copious amounts of water and seek medical assistance Heat Stress – on hot days, rest periods and a supply of cool water is essential to reduce risk of heat stress. Fire - extinguish with dry powder/foam or water spray Spillage - absorb with dry earth or sand					
NB: If the product is being used in a manner different from the way described above, a separate risk assessment will be needed					

COSHH HAZARD & RISK ASSESSMENT SHEET				No.: 12	
SUBSTANCE/PRODUCT NAME AND DESCRIPTION: BITUMASTIC SOLUTION (STANDARD BLACK)					
HAZARDOUS CONTENT	LTEL	STEL	CLASSIFICATION		
Aromatic solvent (35%) Xylenes Coal tar pitch	100ppm 100ppm 0.14mg/m ³				Harmful to skin
			Harmful		
HOW IS SUBSTANCE SUPPLIED, USED? Supplied in varying sized containers from 5 litre to 25 litre. The product is a black solvent based bitumastic substance applied to concrete and other suitable surface to assist with water proofing and sealing. Coating applied by brush or roller usually in the open air.					
ASSESSMENT OF RISK, AND PRECAUTIONS TO BE TAKEN No significant risk if used in the open air or in well ventilated conditions. Careful re assessment needed in substance is to be used in deep excavations or in confined spaces. Ensure good ventilation of area of use and prevent skin contact by the use of gloves and long sleeved clothing to protect against aromatic solvents. Good washing facilities required especially before consuming food or drink (or smoking).					
<i>The PPE indicated below should be worn when working with this substance in the manner described. If site rules state other PPE must be worn at all times then the rules must be adhered to as well as the following recommendations.</i>					
					
Eye Protection must be worn	Safety footwear must be worn	Ear defenders must be worn	Gloves must be worn	Face Masks must be worn	Respirator s must be worn
FIRST AID INFORMATION AND EMERGENCY ACTIONS Eyes – Wash eyes with copious amounts of water. If irritant persists seek medical assistance. Skin – wash with warm water and soap. Ingestion - do not induce vomiting. Seek medical advice. Spillage - absorb in sand.					
NB: If the product is being used in a manner different from the way described above, a separate risk assessment will be needed.					

Appendix 10

Site Rules

Site Rules for Operatives

- All operatives will attend Site Inductions at commencement of works
- Correct PPE must be worn at all times.
- Operatives must be aware of potential risks and not endanger themselves or others.
- Operatives will only operate machinery where authorised to do so.
- Will report damaged equipment to their Supervisor.
- Will not handle suspect materials.
- Will not carry out duties beyond their capabilities.
- Will make sure the working areas are correctly protected.
- Do not leave plant and tools unattended.
- Keep the site and welfare facilities in a tidy condition
- No abusive or racist language will be permitted.
- Smoking is not permitted during on-site working.
- Playing of radios are not permitted in the working area.
- Wearing and use of personal stereos e.g. MP3 players will not be permitted whilst working on site.
- The bringing in and onto site of Alcohol is strictly forbidden. The drinking of Alcohol off site during working hours is strictly forbidden. Any member of staff found doing so will be immediately told to leave site and sent home.
- The taking of non-prescription drugs during working hours is strictly forbidden. Anyone found doing so will be removed from site and then be subject to the Company's disciplinary procedures.

Appendix 11

Emergency Plans

Site Emergency Plan

Accident / Incident

In the case of an accident please find the details below of the first aid provisions on site and the nearest hospital to the site with an A&E Department:

First Aider's on site:	TBC
First Aid Kit Location:	Site Office/Welfare
Hospital Address:	Manchester Royal Infirmary Oxford Road Manchester Greater Manchester M13 9WL
Hospital Number:	0161 276 1234
Directions to Hospital:	Attached

In the case of emergencies please call **999**.

Fire

In the case of a fire:

Site Assembly Point:	Outside the site entrance but not blocking entrance.
Fire Extinguishers Location:	Site Office / Welfare

Please follow the site fire evacuation plan (attached) and assemble at the site assembly point as shown on the traffic management plan.

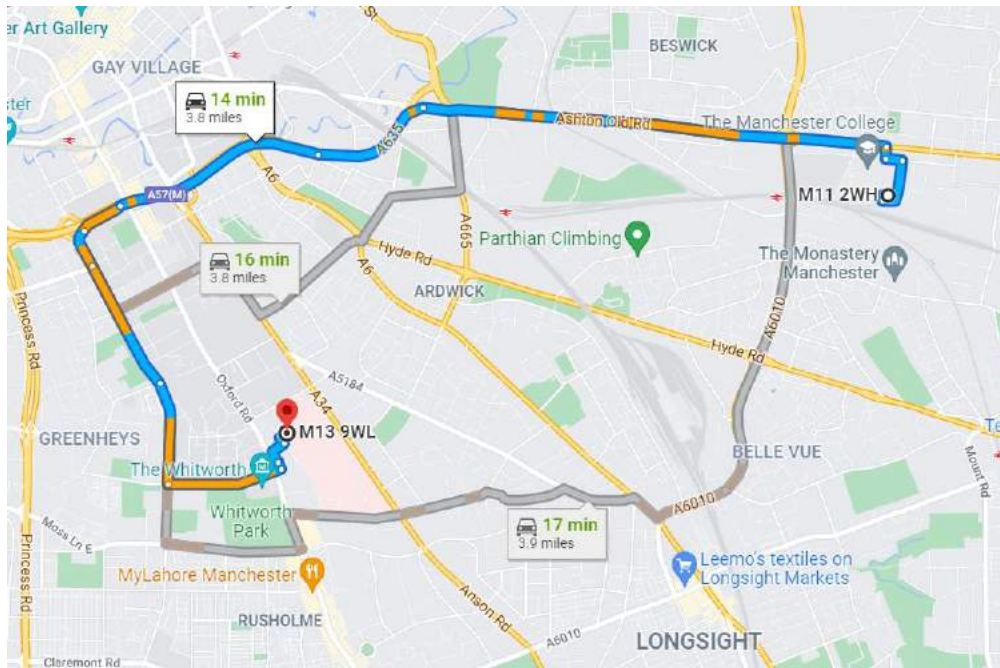
Spillage

In the case of a spillage:

Spill kit Location:	Site Office / Welfare
---------------------	-----------------------

Manchester Royal Infirmary

Oxford Road, Manchester, Greater Manchester, M13 9WL



← from M11 2WH, Manchester
to M13 9WL, Manchester

14 min (3.8 miles)



via A635

Fastest route, lighter traffic than usual

M11 2WH

Manchester

- Continue to Openshaw
2 min (0.2 mi)
- Follow A635 and A57(M) to Cambridge St/A5067. Take the exit for A5103 from A57(M)
6 min (2.3 mi)
- Take Higher Cambridge St, Lloyd St N and Denmark Rd to The Blvd
7 min (1.2 mi)

M13 9WL

Manchester

Site Fire Evacuation

On discovery of a Fire onsite, raise the alarm by shouting Fire, the shout should be loud enough and done for sufficient time that all are aware of its meaning.

On hearing the shout of Fire, all person onsite must immediately stop what they are doing and make their way to the appointed Assembly point.

Do not stop or go back to collect belongings.

The most senior manager onsite at the time will contact the Fire Service on 999

The senior manager will remain in charge until the arrival of the Fire Service.

No-one is to re-enter the site until given the all clear by the Fire Service.

Appendix 12

**Environmental Pre-assessment
Environmental Risk Assessment**

SITE ENVIRONMENTAL ASSESSMENT

Contract No	15 th February 2022	Contract Name	Openshaw Campus
Date		Project Manager	Tony Farmer

The purpose of this checklist is to identify any environmental constraints which may affect a project. The checklist must be completed at the first site visit and any constraints noted at the end of the form. The form is then signed by the originator

The checklist must be reviewed at the Project Planning Stage and any constraints taken into account in the production of the Method Statements for the work. The form is included in Site Manual (Health and Safety Folder)

Aspect	Legislative or other issues	Yes / No	Comments / Actions
Damage to Hedgerows	- Ensure hedgerows are not protected under the hedgerows regulations - Ensure that no nesting birds will be disturbed during breeding season	No	
Felling of Trees	- Ensure trees are not subject to Tree Protection Orders - Ensure that no nesting birds will be disturbed during breeding season	No	
Invasive Species	If any invasive species e.g. Japanese Knotweed, Giant Hogweed or Himalayan Balsam are present ensure that the activities do not cause their spread	No	

Site Assessment

Habitats	If any protected species habitats such as crested newts, badgers, bats or water voles are present then ensure the habitat is not disturbed	No	
Footpaths	If any footpath or bridleway crosses the site ensure it is either maintained during works or that a footpath diversion is obtained	No	
Archaeology	If the site is of possible archaeological importance ensure that no artefacts are disturbed during works	No	
Nuisance	Member of the public that may be affected by Noise, Smoke, Dust, etc from our works	Yes	Ensure we work to stated working hours and all works that will cause a nuisance are done as far away from the public and residence. Communicate with college of the works we are doing so they are for warned.
Waterways	- Any waterways on or next to the site. - Any drainage onsite that could lead to a waterway.	No	
Signature	<i>Janine Richards</i>		
		Date	15/02/2022

February 2022

 Issue 3
 As a printed document this is not controlled

 EMF02
 Page 2 of 2

Appendix 13

Traffic Management Plan

Traffic Management Plan

Blakedown have developed this Traffic Management Plan (TMP) taking into account the local community, traffic movements in and outside the site, emergency access and the restrictions of the project. Blakedown recognise that a concern for the local community will be any disturbances caused by traffic and we will try where possible to limited impact and programme our works accordingly. Therefore we will:

- Minimise generation of traffic
- Use agreed routes avoiding busy areas if possible
- Safely manage pedestrians
- Endeavour to ensure that materials delivered in as shortest distance as possible
- Maintain access for pedestrians

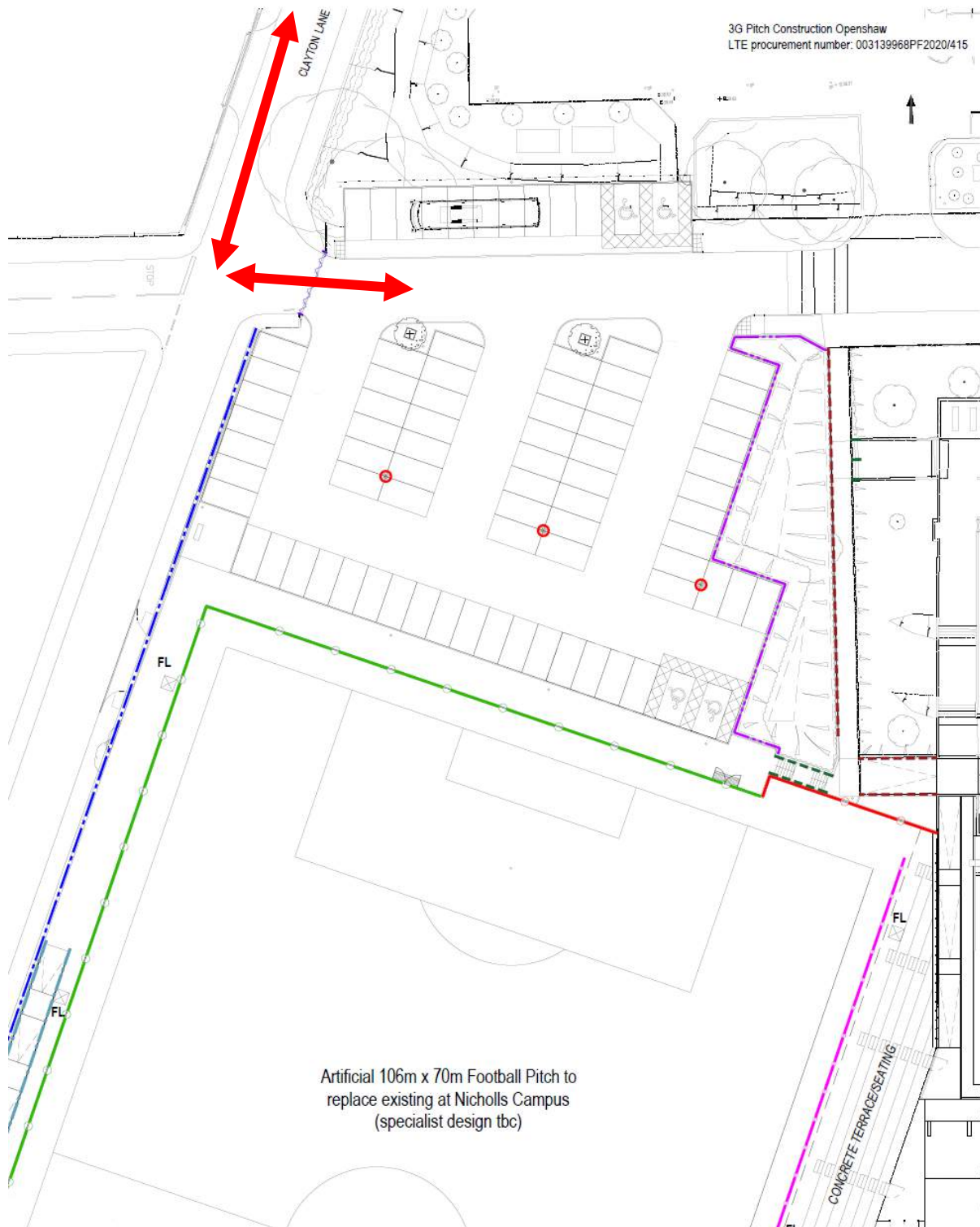
Road deliveries will be timed to avoid the busiest rush hour periods whenever practicable. As part of the site establishment a number of road deliveries will be required to prepare the site, measures will be taken to ensure that the any impacts from all deliveries are minimised.

The construction of the new 3G pitch is being undertaken on the old site of the Westlands building, nursery, and previous car parking between these two. The new pitch is situated adjacent to the sports building with new parking facilities to the north.

Access to the site is from Clayton Lane South with the compound area to be situated within the site boundary.

All suppliers will be notified in advance of the agreed route, allowable delivery times and speed limits. The route will be signposted and when vehicles are brought onto site, a Banksman will be available at all times.

Blakedown will ensure that pedestrian access is maintained at all times. Pedestrian barriers will be erected if needed at the site access to control the interface between members of the public and site traffic. Any crossing point for pedestrians will be clearly signed.



Appendix 14

Temporary Works

Harris Academy Morden

Temporary Works

Blakedown's aim is to promote awareness and knowledge of the importance of managing temporary works, increase the competence of those engaged in temporary works and reduce accidents arising from temporary works failures. Most construction projects will require the use of some form of temporary works. Blakedown understand that the correct execution of temporary works is an essential part of risk prevention and can demonstrate that we have effective processes in place for controlling risks arising from temporary works.

Control and supervision of the erection, safe use, maintenance and dismantling of the temporary works will be done by the site management team who in turn are supported and monitored by Blakedown's Health and Safety Manager.

The Site Manager is responsible for ensuring that the control of temporary works is implemented on site and that all temporary works are check and inspected at the start and end of each working day. The Site Manager for this project has been formally appointed and has the adequate authority to carry out their tasks, including stopping the work if it is not satisfactory.

Temporary works to be carried out:

Temporary Work	Risk	Process
Heras Fencing	Low	The heras fence panels will be erected under the supervision of the site management team as per the site set up drawings. Once erected the site manager will inspected the fencing to ensure it is safe and properly erected. The fencing line will be inspected at the start and end of each working day to ensure it is suitable and nothing has changed.
Shallow Excavation	Low	The excavations are to be done under the supervision of the site management team. All excavation will be inspected to ensure it is safe. The excavation will be inspected at the start and end of each working day. Safe technics i.e. Hand digging is to be used when excavation around services or unsure of what is in the ground.
Traffic Management	Low	All traffic management procedures are to be done under the supervision of the site management team. The traffic management plan will be regular reviewed to ensure it is suitable. Traffic management set out will be check and inspected at the start and end of each working day.
Service Protection	Low	The site management team will review the service drawings and ensure that all areas to be excavated have been scanned and finding marked on the drawings. Excavation will be done as above.

Site Compound	Low	The site compound will be set up under the supervision of the site management team as per the site set up drawings. Once everything is in place and the fencing has been erected the site manager will inspected to ensure everything is safe and properly erected. The compound will be inspected at the start and end of each working day to ensure it is suitable and nothing has changed.
Temporary Access / Egress Routes	Low	The temporary access / egress routes are to be set up under the supervision of the site management team. All temporary routes will be covered be the traffic management plan which will be regular reviewed to ensure it is suitable. All temporary routes check and inspected at the start and end of each working day.

Appendix 15

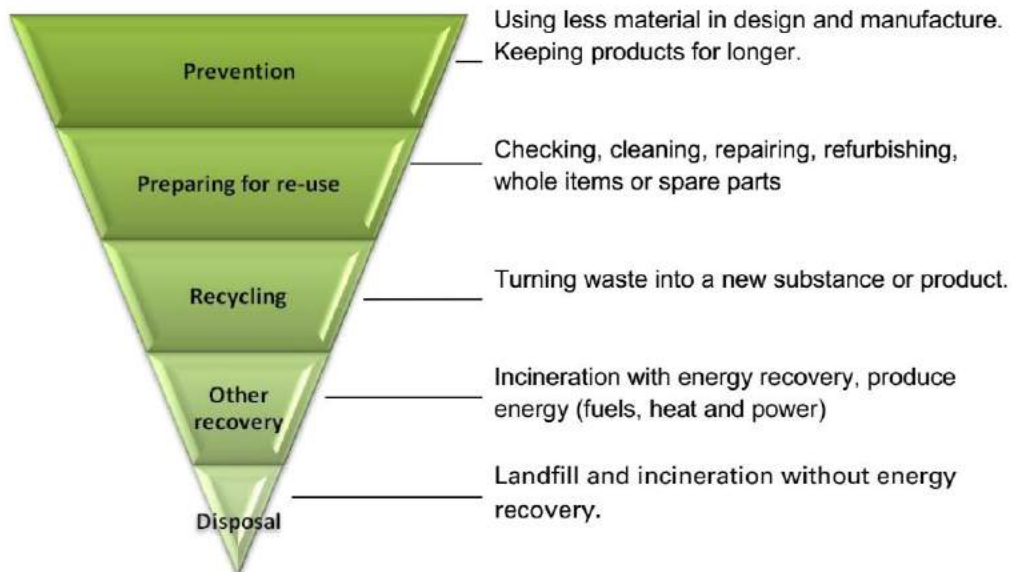
Waste Hierarchy

The 'Waste Hierarchy' Information

A review of the Waste Management Legislation took place in March this year and came in to practice at the end of September 2011, this amended legislation requires all business that produce waste to apply the 'Waste Hierarchy' options to the waste before it is transferred.

What is the Waste Hierarchy – *The 'Waste Hierarchy' ranks waste management options according to what is best for the environment.*

The hierarchy gives top priority to preventing waste in the first place. When waste is created, it gives priority to preparing it for reuse, then recycling, then recovery, and last of all disposal (e.g. landfill).



Legal Obligations

Blakedown will need to take all such measures as are reasonable to apply the waste hierarchy to prevent waste, and to apply the hierarchy as a priority order when we transfer our waste to other parties.

We will now need to add a declaration on our Duty of Care Waste Transfer Notes confirming we have complied with this duty. For example:

'I confirm that I have fulfilled my duty to apply the waste hierarchy as required by regulation 12 of the Waste (England & Wales)

Other factors will influence the decisions made about waste generation and management, such as which options are technically feasible, which are economically viable, and which best protect natural resources or human health. If we make a decision on waste management which do not comply with the waste hierarchy because of these other factors, you must be able to justify them. It is good practice to keep a record of your decisions.

How to apply the waste hierarchy



How to prevent waste:

- Sell / donate / swap unwanted items (furniture, electrical and electronic equipment etc)
- Retain and use electrical and electronic equipment, textiles or furniture for longer. Could they be refurbish or repair?
- Hire or lease rather than purchase items.
- Buy or re-use second-hand and vintage items
- Maximise the life of tyres through transport and logistics practice.
- Reuse carrier bags, refill water containers for the tap rather than buy bottled water.

There is further guidance for the Waste Hierarchy available on the Defra website www.defra.gov.uk, or you can contact me for any further information required.

Appendix 16

Noise and Vibration Assessment

Noise and Vibration Assessment

Vibration
HA = Hand Arm
WB = Whole Body

Noise Limits
80 db(A) Ear PPE Available
85 db(A) Ear PPE Mandatory

 = Low Risk
 = Medium Risk
 = High Risk

Equipment Type	Noise			Vibration				
	Noise db(A)	Risk Level	Ear Defenders	Vector Value	HA/WB	Max. daily exposure	Risk Level	Action/s
Strimmer	96		Mandatory	5.71	HA	5 hrs 30 mins		Monitor
Hand Mower	78		Recommended	4.19	HA	11 hrs		
Hedge Trimmer	91		Mandatory	9.7	HA	1 hr 50 mins		Monitor / Job Rotation
Long Reach Trimmer	91		Mandatory	12.4	HA	1 hr 10		Monitor / Job Rotation
Hand Blower	93		Mandatory	12	HA	1 hr 15 mins		Monitor / Job Rotation
Back Pack Blower	102		Mandatory	3.11	HA	12 hrs		
All Terrain Mower	90		Mandatory	0.58	WB	12 hrs		
Tractor	90		Mandatory	2.48	WB	1 hr 30 mins		Monitor / Job Rotation
Mini Excavator	74			1.46	WB	4 hrs 45 mins		Monitor
FT Dumper	79		Recommended	1.38	WB	5 hrs 30 mins		
FT Dumper (reversing)	85		Mandatory	1.39	WB	5 hrs 30 mins		
Roller (vib OFF)	85		Mandatory	1.74	WB	3 hrs 20 mins		Monitor
Roller (vib ON)	96		Mandatory	2.1	WB	2 hrs 15 mins		Monitor
Concrete Breaker	95		Mandatory	8.12	HA	2 hrs 50 mins		Monitor
Wacker Plate	96		Mandatory	14.87	HA	30 mins		Monitor / Job Rotation
Stone Saw	104		Mandatory	23.43	HA	20 mins		Monitor / Job Rotation

Appendix 17

Dust Mitigation

Dust Mitigation

Blakedown will ensure to follow the guidance to reduce emissions from our construction and demolition works while working at Manchester college, Openshaw Campus. Demolition and construction sites can worsen air quality locally, but through careful planning and good management, the impacts will be greatly reduced.

Blakedown will concentrate to build on existing best practice and new techniques, with particular regard to the issues below:

- Demolition management
- Waste and recycling management
- Training and identification of on-site staff responsible for pollution issues.

Dust comes in a wide range of sizes and types of particles and will vary in composition from place to place and time to time. Most dust particles are too big to be inhaled but can cause eye, nose and throat irritation and lead to deposition on cars, windows and property.

Small dust particles are more of a concern to human health as the particles can enter the lungs, causing breathing and respiratory problems, with long-term health effects dominated by cardiovascular rather than respiratory problems. The size fraction is associated with a range of effects on health including respiratory and cardiovascular systems and mortality. Particles can also carry adhered carcinogenic compounds into the lungs. Blakedown will ensure that all work that creates dust will be watered down and all as the last form of defence, all operatives have adequate PPE available for the works they are doing.

The detrimental health impacts of dust are not confined to the construction site. Smaller dust particles can travel further than coarser dust and so can affect the health of people living and working in the surrounding area of the site. It is for this reason Blakedown will ensure the site is protected with suitable fencing and if needed a cutting area will be erected using acoustic fencing.

Dust can arise from a number of sources. Not only do construction activities need to be considered, but also emissions from on road vehicles associated with the construction site and on-site machinery. Using low sulphur tax-exempt diesel on site will automatically reduce emissions of particles by 30 per cent from the exhaust.



Unpaved haul routes can account for a significant proportion of dust emissions, especially in dry or windy conditions, Blakedown will ensure that existing hard tarmac surface will be used as haul routes wherever possible.

Blakedown will follow a hierarchy to control the emissions of dust and other emissions and reduce human exposure:

- prevention
- suppression
- containment.

The three principles are embedded within Blakedown procedure and are used in a way that is appropriate to the scale of a particular development and the potential exposure of site workers, residential neighbours and others.

Blakedown understands that it is essential to have effective dust and emission control measures in place for every dust generating activity carried out on site, not only to protect the health and safety of the on-site workforce, but also members of the public in the locality. The air quality impact evaluation applies to all proposed construction activities, including site clearing, demolition and construction phases.

In order to successfully control demolition and construction activity, it is important to evaluate the risk from pollutants emitted from site. It is envisaged that this approach will bring additional benefits, such as a reduction in the number of nuisance complaints, the majority of which relate to dust and noise emitted from construction activities.

Blakedown Site Planning

- Erect effective barriers around dusty activities and the site boundary.
- No bonfires.
- Plan site layout—machinery and dust causing activities will be located away from sensitive receptors.

Demolition Works

- Use water as dust suppressant.
- Cutting equipment to use water as suppressant or suitable local exhaust ventilation systems.
- Securely cover skips.

Site Activities

- Minimise dust generating activities.
- Use water as dust suppressant where applicable.
- Keep stockpiles for the shortest possible time.

Construction traffic

- All vehicles should switch off engines – no idling vehicles.
- Vehicles delivering to site to stay on the hard standing tarmac area.
- All loads entering and leaving site to be covered.
- No site runoff of water or mud.
- Clean road edges and pavements using agreed wet cleaning methods.

Dealing with spillages

- Use bunded areas wherever practicable
- Regularly inspect the site area for spillages
- Have spillage kits readily available
- Clean spillages using agreed handling methods

Dust Monitoring

An inspection for visible dust emissions in the vicinity of the site boundary (internal and external) will be conducted at least once on each working day. The results of this inspection will be recorded and kept onsite.

Visual monitoring will involve observation of dust deposition onto a surface and dispersion on and off-site. Whilst such observations are influenced by subjective opinion, the approach is simple to implement, and can be effective to minimise problems occurring. The monitoring involves observing both the conditions likely to lead to dust release in addition to the observation of any effects.

There are obvious visual signs that a site will be operating at an increased risk of dust release. These signs will be related to:

- Weather (i.e. dry periods with higher wind speeds)
- Site operations (i.e. activities with increased potential for dust release).

When it is clear that these conditions are occurring, the nominated representative will increase the frequency of the visual assessments and monitoring. This is particularly the case if the prevailing wind is in a direction towards sensitive receptors.

The assessment will simply involve the nominated representative surveying the site for evidence of dust release. This will include, observing the movement of vehicles, stockpiling and demolition. It should be immediately obvious if such operations are leading to the release of dust emissions and the size and frequency of such releases. This approach will identify the occurrence of dust and will allow us to put immediate action in place to prevent further releases.

The surfaces on and around the boundary of the site will also be used to monitor the level of dust generated, as it should be obvious whether dust is being generated at a level where it is leading to visible surface soiling. These may include, but are not limited to:

- Car bonnets and roofs
- Street 'furniture' (such as lampposts and traffic bollards).

Where such visual inspections are carried out, consideration will be given to the periods of time over which dust can accumulate, and whether the surfaces were likely to have been clean before the construction activities started.

Appendix 18

COVID 19



SITE OPERATING PROCEDURES

Protecting Our Workforce

Construction sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.

Revised Issues - 9
Amended - 24th January 2022

Janine Richards
janiner@blakedown.co.uk

Contents

Introduction	1
Current Guidance	2
Travelling.....	2
Site Access and Egress Points	3
Hand Washing.....	3
Toilet Facilities	3
Canteens and Rest Areas	4
Changing Facilities and Drying Rooms	4
First Aid and Emergency Services Response.....	4
Avoiding Close Working	5
Cleaning.....	6
The Use of Face Coverings in Construction	7
If a Worker has COVID-19 Flowchart	8

Introduction

Covid-19 will be a feature of our lives for the foreseeable future and needs to be managed to reduce the risk of transmission.

These Site Operating Procedures (are based on Government guidance on Working safely during Coronavirus (Covid 19) Construction and other outdoor work in England; other restrictions and advice may apply in Scotland Wales and Northern Ireland as well as in areas subject to a localised lockdown.

The objective is to ensure consistent measures on all Blakedown construction sites.

The HSE is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not complying with the latest Government guidance on Covid 19, it may be subject to enforcement action.

The health and safety requirements of any construction activity must not be compromised. If an activity cannot be undertaken safely, it should not take place.

Where Covid-19 measures are in place, organisations should remind the workforce of them during inductions and daily briefings and have effective monitoring arrangements in place to ensure compliance.

Current Guidance

Social Distancing

Any national guidance on social distancing in England, Scotland, Wales and Northern Ireland must be adhered to.

Going to Work

Workplaces should be Covid-19 secure.

Face Coverings

The CLC has published The Use of Face Coverings in Construction which includes the current requirements in canteens and rest areas. The Use of Face Coverings in Construction has been including within this document.

Self-Isolation

A flowchart showing the actions to take if a worker has COVID-19 or has to self-isolate can be found at the end of this document.

Travelling

Sharing Vehicles

If workers share transport, they should try to:

- Share with the same individuals and with the minimum number of people at any one time
- Keep the windows open
- Travel side by side or behind other people, rather than facing them, where seating arrangements allow
- Maximise the distance between people
- Wear a face covering
- Clean the vehicle between journeys, especially touch points, using gloves and standard cleaning products.

Using Public Transport

If workers use public transport, they:

- Should try to avoid travelling during peak times (05:45 - 08:15 and 16:00 - 17:30); and
- Must wear a face covering.

Sites should consider:

- Changing and staggering site hours to reduce congestion on public transport
- Parking arrangements for additional vehicles and bicycles
- Providing facilities such as lockers and showers
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home.

Site Access and Egress Points

- Minimise non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact
- Plan and manage site access and egress points to minimise contact and ensure current social distancing requirements are met – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies
- Introduce one-way systems
- Allow plenty of space between people waiting to enter site
- Use signage:
 - such as floor markings, to minimise contact and ensure current social distancing requirements are maintained between people when queuing
 - reminding workers not to attend site if they have symptoms of Covid-19
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g., entry systems, scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- Manage the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Where loading and offloading arrangements on site will allow it, delivery drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- Drivers must be provided with access to suitable toilet and hand washing facilities and made aware of the social distancing measures in place
- Consider arrangements for monitoring compliance.

Hand Washing

- Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Manage the number of people using toilet facilities at any one time and use signage, such as floor markings, to minimise and maintain current social distancing requirements
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush

Site Operating Procedures Protecting Our Workforce

- Portable toilets should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Rest Areas

- Confirm whether face coverings should be worn in canteens and rest areas
- Ensure that the number and size of facilities available on site are sufficient to minimise contact and maintain current social distancing requirements
- The capacity should be clearly identified at the entry to each facility
- Break times should be staggered to reduce congestion and contact
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g., kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables and chairs should be cleaned between each use
- Crockery, eating utensils, cups etc. should be disposable or washed and dried between each use

Changing Facilities and Drying Rooms

- Ensure that the number and size of facilities available on site are sufficient to minimise contact and maintain current social distancing requirements
- Manage the number of people using these facilities at any one time e.g., use a welfare attendant
- Introduce staggered start and finish times to reduce congestion and contact
- Introduce enhanced cleaning of these facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

First Aid and Emergency Services Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration potential delays in emergency services response, due to the current pressure on resources
- Consider providing additional competent first aid or trauma resources.

Avoiding Close Working

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection.

Hierarchy of Controls

If you are not able to avoid, contact whilst working, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance. The results of risk assessments should be shared with the workforce.

Eliminate	- Workers who have Covid-19 symptoms or a positive test result should not travel to or attend site - Rearrange tasks to enable them to be done by one person, or in a way that maintains current social distancing requirements - Avoid skin to skin contact and face to face working - Stairs should be used in preference to lifts or hoists and consider one-way systems - Consider alternative or additional mechanical aids to reduce worker interface Site Meetings - Only necessary meeting participants should attend - Attendees should maintain current social distancing requirements - Rooms should be well ventilated / windows opened to allow fresh air circulation - Hold meetings in open areas where possible
Reduce	- Minimise the frequency and time workers are working together - Minimise the number of workers involved in tasks - Workers should work side by side, or facing away from each other, rather than face to face - Manage the number of people in lifts and hoists to reduce congestion and contact - Regularly clean common touch points, doors, buttons, handles, vehicle cabs, tools, equipment etc. - Increase ventilation in enclosed spaces - Wash or sanitise hands before and after using any equipment
Isolate	Keep groups of workers: - Together in teams e.g. do not change workers within teams - As small as possible - Away from other workers where possible
Control	- Consider introducing an enhanced authorisation process - Provide additional supervision to monitor and manage compliance
PPE	- Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE - Workplaces should not encourage the precautionary use of PPE to protect against Coronavirus (COVID-19).

Behaviours	The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.
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Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

The Use of Face Coverings in Construction

19 July 2021 – Version 3



The Use of Face Coverings in Construction during Coronavirus (COVID-19)

The Construction Leadership Council (CLC) has published this statement on the use of face coverings on construction sites in response to coronavirus to help provide a consistent approach across the industry. It is based on Government guidance in [England](#) and other restrictions and advice may apply in [Scotland](#), [Wales](#) and [Northern Ireland](#).

Definitions

[Face coverings](#) are made from fabric or cloth and cover the mouth and nose to protect others, not the user, from infection. They are **not** PPE as they do not protect people from work-related hazards and are not made to a recognised standard.

[Surgical face masks](#) are designed and manufactured to be used in medical settings to limit the spread of infection and they are resistant to droplets of fluids and splashes. Whilst they are made to a recognised standard, they are not considered to be PPE.

Visors, which are usually worn to protect the face and eyes, are classed as PPE and protect the user, not others, against droplets carrying infection.

[Respirators](#), which are used extensively in construction activities, are classed as PPE and protect people from work-related hazards that cannot be eliminated or reduced in any other way. They should be specific to the hazard identified and provided free of charge by employers.

Current Position

The Government expects and recommends that **face coverings** are worn in crowded and enclosed spaces, such as public transport, when people mix with others they don't normally meet.

The use of **face coverings and/or PPE** is not required in response to coronavirus whilst carrying out construction activities, and the Government guidance on [Working safely during coronavirus \(COVID-19\) – Construction and other outdoor work](#) states that: *Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.*

CLC Position

Where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace (which may include welfare and changing facilities, site offices or site meeting rooms) is crowded and enclosed and they come into contact with others they do not normally meet, their employer should make face coverings available and it is expected and recommended that they should be worn.

If a Worker has COVID-19 Flowchart

