ETEC CONTRACT SERVICES LTD.

Construction Phase Health & Safety Plan

DATE: 28th September 2025	Revision 000

CONSTRUCTION PHASE SAFETY, HEALTH AND ENVIRONMENT PLAN

Contract Name	Wythenshawe Park Sports Hub	**Contract No.**	J2976
Contract Address	Wythenshawe Park Wythenshawe Road Manchester M23 9RQ	**What3Words Geo Location**	jumpy. salt. custom

Client	**Employers Agent**	**Principal Designer**	**Principal Contractor**
Manchester City Council	Abacus	Abacus	Etec Contract Services Ltd
Address	**Address**	**Address**	**Address**
Town Hall Albert Square Manchester M2 5DB	4th Floor Cotton House Queen Street, Manchester M2 5HS	4th Floor Cotton House Queen Street, Manchester M2 5HS	Suite 7, Elmhurst 98/106 High Rd South Woodford London E18 2QH
Contact Name	**Contact Name**	**Contact Name**	**Contact Name**
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Project Revision History

Issue No.	Description of Changes	Completed By	Approved By	Date
1	Production of Construction Phase H&S Plan			

Construction Phase SHE Plan: Revision History

Revision No.	Details	Prepared By	Approved By	Date

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1 Safety, Health and Environment Management System

This plan should be read in conjunction with Etec's.

- Health and Safety policy statement
- Environment policy statement
- SHE Management Plan
- SHE controls procedures.
- Covid Site Operating Procedures Version 8

Together, these documents provide the framework for Etec's Safety Health and Environmental Management system for all project sites.

- **Further Guidance and Reference**

Copies of the CITB Construction health and safety Manual GE700 parts 1 and 2, Statutes, ACOPS, guidance notes, and general health and safety literature from the HSE and other recognised bodies relating to construction topics is held in the and Safety Health and Environmental Department.

Safety, Health and Environmental advice will be available from the Etec's Group SHE Advisor allocated to the project.

2 Contract Description

- **Description of Existing Site Environment**

  The site is located within the grounds of Wythenshawe Park and Gardens which is a large mixed open space comprising of sports pitches, athletics track and a bike pump track, nature walks, woodland and open spaces. To the south of the site runs Baguley Brook and to the east a residential housing estate. Access into the site is via an access road off Wythenshawe Road.

The works comprise the following:

- Demolition of the existing Weightlifting / Changing Rooms
- Relocation of the existing athletics building and bike storage containers
- Construction of a single-story sports hub and doctors' surgery
- Road widening to the access road
- Extend the existing car park
- Ground works and foundations
- Steel frame
- External cladding and glazing
- Roof deck and coverings
- Below ground drainage
- Internal walls and linings
- Internal joinery
- MEP
- Decorations and finishes
- Landscaping, paths and hard standings
- New UKPN sub station
- New artificial grass pitches
- Security fences and gates
- External lighting

- **Contract program including key dates is as follows:**

Start Date: 1st April 2026

Duration: 48 Weeks

- **Client's Health and Safety and Environmental Information**

  - Asbestos R&D Survey carried out by - TBC. An asbestos survey of the weightlifting gym and changing rooms is to take place once the bats have been removed (currently scheduled for April 2026)

3 Liaison with Site Stakeholders

- **Client**

Etec will issue a formal monthly progress report which will include an update on the following.

- PD Report
- Health & Safety
- Environmental Report
- Design Items
- Programme / Progress
- RFI Review
- Commercial Review
- Client Instructions
- A.O.B

In addition to the formal monthly meeting, we plan to have an informal fortnightly interim meeting / walk around.

Minutes of meetings will be kept, and a copy will be filed on site.

- **Principle Designer**

The Principal Designer will be given any information they require for inclusion in the Health and Safety File for the contract.

If there is any change in design that could affect health and safety or if an unforeseen eventuality arises, the Principal Designer will be informed. All relevant amendments to or issues of new drawings will be copied to the Principal Designer.

- **Designers**

Although the main route of communication with designers will be through the Principal Designer, health and safety will feature in all meetings Etec has with members of the design team. If there are any design changes that have the potential to affect health and safety during construction, these will be discussed with the Principal Designer before any change is made.

- **Contractors**

Relevant sections of this Plan will be communicated to all contractors when an order is placed with them. The same sections of the Plan will be included in the pre-start meeting agenda. Any design change that could affect the health and safety of a contractor's workforce will be discussed with the contractor before it is implemented.

The work of contractors will be co-ordinated by the Site Supervisor who will ensure that the activities of the individual contractors do not pose health and safety risks to other persons on site. This will be achieved by daily informal contact with contractor 's supervisors.

Regular and ad hoc site meetings will be held with contractor's management to -

- Report on performance including any adverse health and safety issues associated with their work or the behavior of their workforce

- Discuss health and safety issues arising from their work

- Discuss any environmental issues arising from their work

- Anticipate any new health and safety problems and ensure that there are risk assessments and

safety method statements to cover these.

Minutes of these meetings will be kept, and a copy filed on site.

- **Site Operatives**

All contractors and visitors to site shall report to the site supervisor. Additionally, the Etec Site Supervisor will ensure that all operatives receive a site- specific induction briefing (see below) and are also taken through the risk assessments and safety method statements for the work that they are to undertake before they start work. There will also be day to day informal communication.

- **Workforce**

During the site induction all persons will be told that they can approach the Site Supervisor at any time to raise concerns on any health and safety or environmental issues.

Further consultation will take place during site safety briefings. Feedback will be recorded on site.

- **Occupants**

The site will remain closed to the public for the duration of the work. Hoardings and signage will be used to segregate and direct the public around the park. Etec's contact details and out of hours phone line will be displayed around the perimeter of the site.

- **Site Information**

Information relating to general health and safety matters, site specific information and statutory notices will be displayed on the site notice board / or kept in the site H&S file. This includes to mention a few:

- *Contract Name*
- *Site Layout*
- *Emergency Arrangements*
- *PPE*
- *Fire*
- *Significant Risks*
- *Site Management & SHE Advisor's Contact Details*
- *Health & Safety Law Poster*
- *Insurances*
- *Policy Statements*
- *F10*

4 Site Training

Although contractors are expected to train their own workforce, Etec will support them by offering on-site training in a number of health and safety and environment topics, including the use of abrasive wheels, manual handling, and working at height, current Covid procedures.

- **Site Inductions**

Every person who works on or visits the site will be given Induction training. The inductees will sign a document to the effect that they have received the general site induction.
In addition to this the Etec Site Supervisor will carry out a site-specific induction to all operatives and visitors to the working area

- **Risk Assessment and Method Statement Briefings**

A separate briefing by the contractor's supervisor or the Site Supervisor will be given on the risk assessments and safety method statements for the specific work to be undertaken by the operatives. A copy of the record of each safety briefing will be maintained on site.

- **Toolbox Talks**

Etec has a series of standard toolbox talks that will be delivered by the Site Supervisor to all operatives on the site on a regular basis.

5 Site Set-up

- **Permits and Authorizations**

Etec site manager will operate the following permits.

Fire alarm isolation sign off
Hot works permit
Permit to use ladders / steps
Permit to use mobile tower

The Project Manager will make sure that all necessary permits and authorizations necessary have been obtained for the site compound and the works.
Etec to check permit is recorded before starting work.
Any hot work to be undertaken will require a specific hot works permit to be issued and signed off at completion of work.
All details / requirements on the hot works permit to be carried out.

- **Restrictions**

The Project Manager will make sure that all contractors working on the site are aware of any restrictions in terms of hours of work on the environment and other matters. These will also be communicated to the workforce during site induction.
On this site these restrictions are –

Normal working hours are 08.00 – 17.00 Mon-Friday.
Out-of-hour working is by prior arrangement.

- **Site Neighborhood**

Wythenshawe Park is located within a residential area to the South of Grater Manchester. There is a housing estate to the north, south and west of the site. The nearest property is approximately 450mtrs away. The park hosts 100's of visitors per day who arrive by foot, bike or car.

- ***Site Compound Access***

Access to the site is via the access road off Wythenshawe Park Road. The site compound will be located within the existing car park area behind the hoarding. Pedestrians entering the site will enter via a secured door within the hoarding. Vehicles entering the site will enter via the steel double gates which will be kept locked when not in use.

- **Access Around the site**

Safe pedestrian access routes around the site will be put in place with the use of guard rails, hoardings and signage. Large vehicles are to be escorted around the site by a banks person.

- **Site Compound Layout**

  The site compound is to be located within the existing car park and will comprise of the following;

  - Canteen
  - Drying / Changing Room
  - Male / Female Toilets
  - Contractors Offices
  - Etec Management Office
  - Meeting Room
  - External Break Out Area
  - Tool Battery Charging Area
  - Smoking Area

- **Site Security**

  All doors and gates and to be kept closed and locked when not in use.
  The main pedestrian access gate will be protected by a digi lock.
  All operatives must sign in and out when entering or leaving the site.
  No materials are to be left outside the site hoardings
  CCTV cameras will be installed
  Out-of-hours security guard and dog

6 Management of Key Environmental Risks

- **Bats**
  - The PEA and subsequent Bat emergence surveys carried out in May / June 2025 identified the presence of bats in the soon demolished

- **Scaffolds**

  An access scaffold is required to facilitate the external envelope and roof works. The scaffold will be designed to TG24 specifications and a temporary works check carried out.

- **Work in Public Areas**

  Works are planned to be carried out to the foot paths from the bus stop up to the access road. These works will be carried out under 278 Regulations by qualified contractors. A separate traffic management plan will be produced

- **Housekeeping**

The following actions will be implemented to reduce the risk of injury on site –

- As far as is practicable, all loose waste materials will be removed from all areas of the site at the end of the working day or set aside for a wait and load vehicle.
- Empty paint tubs will be wiped out of excess paint and allowed to dry out in the paint store area. Location within the site compound.
- General waste will be bagged up and removed as described above.

- **Traffic Management**

A banks person will be employed to see in deliveries and control traffic. See separate Traffic Management Plan. Waste will be removed using a wait and load vehicle and this process will be managed by the site supervisor managing passing pedestrians.

- **Plant and Equipment**

All plant and equipment used on site will be subject to statutory examination and test. Contractors will be expected to produce proof of regular testing of portable electrical appliances and also to carry out weekly visual checks of plants and equipment and to record these checks in writing. Contractors will also be expected to arrange the routine maintenance of their plant and equipment. Any plant and equipment supplied by Etec will also be checked weekly and maintained as is necessary.

- **Noise, Dust and Vibration**

- Works will be carried out so far as is reasonably practicable to ensure minimum level of noise is produced from site operations.
- Suitable equipment will be selected and maintained to ensure only minimum level of noise is produced.
- Noise levels will be monitored by ETEC Group site manager and additional signage displayed to warn site personnel about noise levels in the area.
- Site will only operate during permitted working hours and any noise time restrictions will be adhered to at all times.
- Suitable equipment will be selected and maintained to ensure no excessive vibration is produced.
- Dusts produced from demolition, soft strip, dismantling or other type of works will be dampened down as much as possible to eliminate/ reduce level of dusts.
- Dust's extractions will be used where provided on all plant and machinery.
- Suitable face fit tested dusts masks/ respirators will be provided and worn by operatives where dampening down dusts is not practicably possible.
- HAVS personnel exposer sheets / HAVS register will be maintained.

- **Asbestos**

- An asbestos survey will be obtained prior to demolition of the Weightlifting / Changing Room building
- Asbestos awareness training / toolbox talk has been given to all site operatives to raise their awareness of asbestos and to help them to identify suspicious materials that could be asbestos during soft strip and demolition works.
- Works will cease immediately with area cordoned off where suspected asbestos materials would be discovered during works on site.
- NOTE: Where required asbestos containing materials will be removed from site by appointed contractor and consignment note will be obtained from the contractors before any construction works commenced by ETEC Group.

- **COSHH**

Contractors will be expected to produce written assessments for all materials that they use on site. Etec staff can gain access to a variety of COSHH Assessments which are available on the company data base.

- **Storage and Distribution of Materials, Plant and Tools**

The following actions will be implemented to reduce the risk of injury, damage of materials and damage to the environment–

- Materials, plants and tools will be stored in an agreed location within the property.
- COSHH products will be stored appropriately away from water courses, drains and other sensitive receptors.
- All materials will be stored to minimize the risk of wastage as a result of damage.
- When establishing the site, consideration will be given to the manual handling operations that are likely to take place on the site and these will be considered when specifying site storage facilities and the provision of lifting equipment. These will be arranged to minimize the manual handling operations that have to take place. Manual handling operations posing a significant risk of injury will be subject to risk assessment. Wherever practicable, loads weighing over 25 kgs will be moved around site using wheelbarrows or sack barrows or another mechanical aid. No loads will be carried up or down from ladders.

- **Temporary Works**

- ETEC Group manages “Temporary Works” in accordance with its company procedure which assures compliance the requirements a defined in BS5975:2019 “Code of practice for temporary works procedures and the permissible stress design of falsework.
- ETEC group will appoint suitable competent staff to assure compliance with its procedure and such appointments will be made in writing. Details of appointment for Temporary Works Co-ordinator, Designers, Design checks and supervisors will be maintained on site along with copies of their letters of appointment.
- The contact details of the appointment Temporary works co-ordinator / supervisor are mentioned on the Appendix 8

- **Risk Assessment and Method Statement Procedures**

- Task specific Method Statements will be prepared for specific works before works commence.
- Associated hazards and risks will be identified and assessed within Risk Assessments, with control measures to eliminate, reduce to acceptable level and control hazards and risks.
- Operatives involved in specific tasks will be briefed on the contents of Method statements and Risk assessments before commencing any works.
- Records of briefings will be kept within the ETEC Group site file.
- All work will be always monitored by ETEC Group site management.
- Method statements and risk assessments will be revised and amended due to introduction of new work processes, changes in materials and plant used changes in legislations etc and operatives re-briefed on updated MS/RA’s.

- **Personal Protective Equipment**

- The specified Personnel Protective Equipment will be provided by employers and always worn by all site operatives while working on site.
- Sufficient safety signs will be displayed at the site entrance and in the workplace specifying the

required mandatory PPE on site.

- General Mandatory PPE for the project is as follows:

1. ETEC PPE MINIMUM SPECIFICATION

PPE supplier will confirm the BS EN standard of PPE as this is supplier responsibility to make sure provide the PPE which are acceptable to use as per construction industry standard.

Head Protection – BS Specification Minimum EN397
White Helmet – Site managers, competent operatives and vehicles marshal.
Orange – Slingers and signallers
Black – Site Supervisors
Blue – all others onsite who do not fall into the above categories, including visitors.
High visibility - BS Specification Minimum EN ISO 20471
Slinger – orange high visibility
General – Yellow high visibility
Gloves – BS Specification Minimum EN 388
Gloves – Micro foam Nitrile – Cut resist level 4.5.4.2 (note suitable for cutting)
Other Gloves – RAMS to identify requirement and specification.
Eye Protection - BS Specification Minimum EN 166
Eye Protection – RAMS to identify requirement not to wear.
Ear Protection - BS Specification Minimum EN 352)
Ear protection – RAMS to identify requirement not to wear.
Boots, Rigger Boots - BS Specification Minimum EN ISO 20345
Boots– must have toe protection, midsole and ankle protection.
Rigger boots – must have toe protection and midsole protection.
Face Mask – BS Specification Minimum EN 149
Face Mask – RAMS to identify requirement not to wear.
RPE – Based on RAMS and task

Note: As above is a minimum required PPE on site if any other PPE will be required which must be mentioned in the RAMS and this will be as per industry standard and this is the responsibility of subcontractor to make sure compliance.

- **Manual Handling**

- Manual handling will be avoided where reasonably practicable.
- Mechanical aids such as (A frame trolleys, pallet trucks or similar) will be considered and provided where required for moving of materials.
- Manual handling assessment will be carried out and operatives briefed on control measures requirements including mechanical aid equipment availability.
- Operatives involved in manual handling activities will be trained and task specific information provided during toolbox talks.

- **Electricity**

- Temporary electricity supply transformers will be installed on site by a competent person or company with test certificates obtained for safe use.
- Only PAT tested or new 110V electrical power tools suitable for the task will be permitted to be used on site.
- 110V electrical power tools will require to be PAT tested every 3 x months.

- All portable electrical equipment will be maintained and inspected weekly with inspection records kept within ETEC Group site file.
- Damaged equipment will be removed from services and replaced.

- **Temporary Services**

Mains electricity services will be supplied by the client in the site office, welfare areas
Running water will be made available for washing up in the designated area (refer to site set up plan)

Drinking water is available in the designated welfare area (refer to site set up plan)

- **Statutory and Other Notices**

These will be provided in accordance with the Etec Group Guidance. This is to ensure compliance with current statutory health and safety requirements. A copy of each statutory notice will be posted in the Site Manager's office. Where possible, a second copy will be posted within the site's welfare facilities.

Site Specific H&S signs are to be erected around the perimeter of the site, attached to the hoardings

- **Waste Management and Minimization**

All waste is managed in line with environmental legislation. All waste produced by Etec as part of the contract is taken onto the highway by a licensed waste carrier under a waste transfer note and disposed of at a licensed facility, preferably a waste transfer station to maximize recycling opportunities. Suitable storage facilities are provided for all waste, including hazardous waste streams and where necessary sites are registered with the Environment Agency as hazardous waste producers.

- WAC test to be carried out on spoils and arisings
- Inert spoil to be retained on site. Any contaminated waste will be removed from site by a licensed waste contractor
- Careful control during procurement to ensure only the required materials are bought to site

- **Pollution Prevention and Water Management**

The site is within Wythenshawe Park with Bagley Brook approximately 400M to the south.

- Hoardings will be erected around the site to prevent any debris or waste escaping the site confines.
- Concrete will arrive in ready mixed lorries and waste materials taken away. No washing out on site will be permitted
- Fuels such as diesel will be stored in lockable steel containers and contained within a bund.

- Paint brushes are either bagged or fume boxes are used. A 'safety clean' solvent cleaning unit will be available at site compound where there is a need.
- All potentially polluting products are stored securely, upright and in appropriate containers at all times
- Cement mortar washout is into controlled designated areas e.g.: a wash out pit to prevent it fromentering drains, water courses or groundwater systems.
- Consents are to be obtained from sewage providers where trade effluents need to be removed from site.
- Toolbox talks on pollution prevention are carried out on a regular basis.

- **LOLER / PUWER Checks on site**

LOLER checks will be completed as per LOLER regulations 1998, and site management will make sure company procedures and any new changes will be adhered.

PUWER checks this must be include PUWER weekly checks and PUWER register need to be maintained.

7 Incidents and Emergencies

An Emergency Plan for the site is contained in Appendix 6.

The plan will be drawn to the attention of contractors and their operatives during site induction training and relevant sections will be discussed.

A copy will be filed in the site folder.

- **Fire**

The Site Manager will act as Fire Safety coordinator with responsibility for the ongoing assessment of fire risk and implementation of fire safety procedures.

A Fire Plan for the site is contained in Appendix 7. This constitutes both the “Fire Risk Assessment” and “Fire Safety Plan” for the site. It will be updated as work progresses.

The plan will be drawn to the attention of contractors and their operatives during induction.

A copy will be filed on site and copies will be posted in the Site Manager’s Office and the canteen / messroom.

All people working on the site will be informed of its contents during site induction training.

- **Incidents**

Contractors will be required to report all incidents, whether they involve personal injury or not, to the Site Manager. If the incident is reportable under RIDDOR, then Etec will make sure that the contractor responsible informs the HSE as required by the Regulations. If the incident involves an Etec employee, a person under Etec’s direct control or a self-employed person who is not working under the control of a contractor, then Etec’s Health & Safety Manager will report the incident.
Any reportable accidents are to be bought to the attention of the Etec H&S manager.

The1st point of contact for reporting accidents will be:

Etec Project Manager – Russell Parsons - 07766 224 489
Etec H&S Manager – Sohail Tariq 020 7148 7748

An escalation point should the above not be contactable is the Etec Management Team – 0207 1487748

Fire assembly point for the site is adjacent to the site entrance gates on Wythenshawe Road

8 Monitoring of Site Activities

In addition to the monitoring requirements given in Etec's SHE Management Plan the following requirements apply.

Divisional Director will:

Undertake occasional inspections of sites within their division

SHE Manager will:

- Undertake occasional inspections of sites

Contracts Manager will:

- Undertake inspections of sites
- Review the inspection reports of the Site Manager and Etec's Health, Safety & Environmental Advisor at site meetings.
- Review the Health and Safety Plan when he visits site.

Site Manager will:

- Undertake a weekly health and safety inspection of the site.
- Carry out weekly checks on hoists, other lifting plant/gear, and scaffolds, as is necessary.

All persons

- Daily informal monitoring

Etec SHE Advisor will

- Carry out routine SHE Guidance and observation visits as appropriate, every 2 weeks. A report of their findings will be written and discussed with the Site Manager and a copy left on site. The report will also be copied to the Contracts Manager.
- Review the accident book during site visits to see if any trends are evident.

- **Contractor Monitoring**

If a contractor fails to perform on site as required by this plan or to Etec's general satisfaction regarding safe working practices, then a non-conformance notice will be raised. The status of the contractor will be reviewed with the possibility that they will be excluded in future from working for Etec.

9 Reviewing

- **Construction Phase H&S Plan**

The SHE Advisor's inspection reports will be left with the Site Manager.

Also, all Management personnel will be expected to regularly review the plan particularly with regard to the following in order to ensure that the Plan can still be successfully implemented –

- Number and suitability of Site Management Personnel
- External contacts
- Access areas around the site
- Additional risk assessments
- Emergency and Fire Plans

An entry will be made on the sheet at the front of the Plan should any revision be made. The person making the revision will give a general description of the topic of the revision, the date it was made, and will print their name.

- **Project Review**

The Contracts Manager and the SHE advisor responsible for visiting the site will review the overall performance for each contractor who is working on site and feedback this information into the contractor selection process.

At the end of the project there will be a formal project meeting to discuss any health and safety issues that arose during the contract. Any of these that could have implications for future contracts will be considered, and any changes to Etec Group policies, procedures, standards or guidance will be made as appropriate.

- **Health and Safety File**

The Site Management team will collect information for the Health and Safety File during the contract and will present it to the Principal Designer in the form required by the Client either during the period of the works or at the end of the project, whichever is agreed with the Principle Designer.

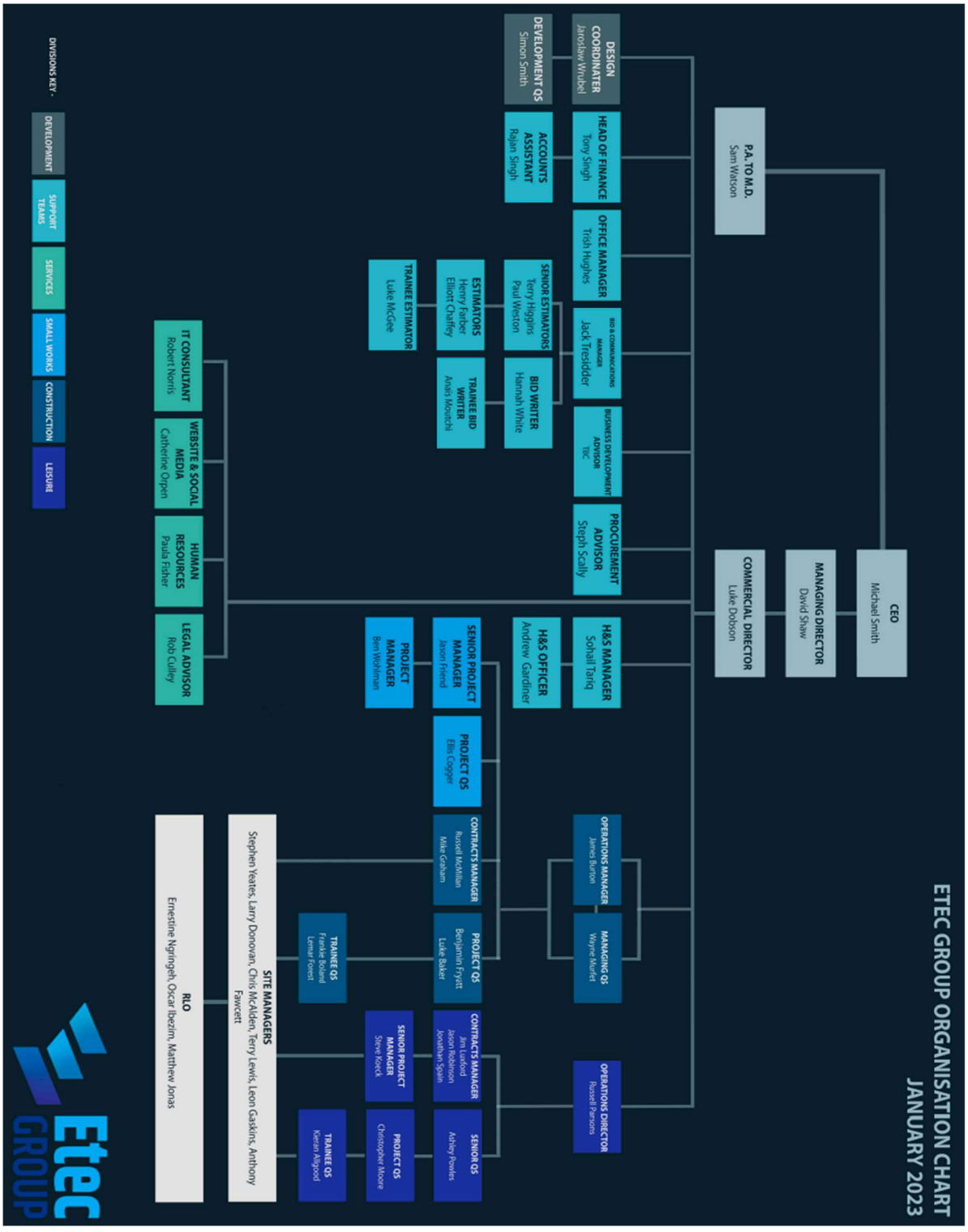
APPENDIX 1 – Client Information

R&D Survey carried out by Etec. See attached Report

APPENDIX 2 – Etec SHE Management Structure and Responsibilities

ETEC PERSONNEL	NAME	TEL NOS	MAIN LOCATION
Director.	Michael Smith	02072487748	Head Office
Business Manager	David Shaw	02071487748	Head Office
Contracts Manager	TBC		Mobile
Project Manager	Russell Parsons	07766 224 489	Mobile
Site Manager / Working Foreman	TBC		On Site
Snr H & S Manager	Sohail Tariq	02072487748	Head Office
H & S Officer	Andrew Gardiner	02072487748	Head Office

ETEC SAFETY, HEALTH AND ENVIRONMENTAL ORGANISATION ORGANOGRAM FOR THISPROJECT



SAFETY, HEALTH AND ENVIRONMENTAL RESPONSIBILITIES

HEAD OFFICE STAFF	
Director. is responsible for	• Actions of all staff within division. • Ensuring that access to current and up to date information is not hindered. • Providing suitable support in respect of all contract related issues.
Divisional Manager is responsible for	• Actions of specific staff within division. • Supporting staff in their day-to-day duties, in order that they are allowed to function correctly and efficiently.
Estimator is responsible for	• Reviewing Pre-Construction information prior to preparing tender. • Allowing an adequate amount of money within the tender for the correct implementation of all H&S related procedures.
Quantity Surveyor is responsible for	• Placing contract orders in a timely fashion, in order that sufficient time is afforded for the preparation and consideration of H&S documentation.
Buyer is responsible for	• Placing purchase orders in a timely fashion, in order to ensure that materials are received on site in accordance with the site-specific Traffic Management Plan.
Contracts Manager is responsible for	• Compiling the Construction Phase Health & Safety Plan • Defining the type of welfare facilities required for the site for the site • Obtaining risk assessments and safety method statements from contractors before they start work on site • Ensuring that the risk assessments and safety method statements meet Etec requirements • Delivering risk assessments and safety method statements to the site manager before the work to which they relate starts

SITE MANAGEMENT STAFF	
Project Manager is responsible for	• Overseeing day to day management of health and safety on the site
Site Manager is responsible for	• Day-to-day management of health and safety on the site. • Completion of form HSE-HEALTH AND SAFETY-Risk assessment schedule ensuring that all hazards identified in this PLAN are covered • Compiling the Traffic Management Plan for the site • Compiling the Emergency Plan for the site. • Drawing up the specific Site Rules for this contract based upon the Etec generic site rules in Appendix 3. • Ensuring that risk assessments and safety method statements from contractors are on site, have been reviewed, and are filed in the Site Safety Records Folder before the contractors' operatives start work. • Liaison with contractors • Ensuring Site induction and toolbox talks have been carried out. • Enforcing site rules • Promoting a positive health and safety culture on site • Stopping unsafe working practices
Assistant Site Manager is responsible for	• Assisting the Site Manager in the management of health and safety on the site • Undertaking any health and safety task allocated to them by the Site Manager as is appropriate to their knowledge and training
Resident Liaison Officer is responsible for	• Ensuring any persons not working on the site, but who could be affected by work activities, are informed of any risks to their health and safety and any precautions that they should take.

MOBILE STAFF	
SHE Advisor is responsible for	• Providing advice and assistance to all other persons who have any responsibility under this PLAN. • Carrying out routine site Guidance and observation visits at appropriate time periods given the risks involved during the project. A report of their findings will be discussed with and a copy of a report given to the Site Manager or Project Manager.

Duty Holders Responsibilities under CDM 2015 Regulations

CDM Duty Holders	Summary of role/ main duties
Clients	Make suitable arrangements for managing a project. This includes making sure: • Other duty holders are appointed. • Sufficient time and resources are allocated. Make sure: • Relevant information is prepared and provided to other duty holders. • the principal designer and principal contractor carry out their duties. welfare facilities are provided.
Domestic Clients	Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to: • the contractor, on a single contractor project; or. • The principal contractor, on a project involving more than one contractor. However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.
Designers	When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during: • Construction; and • The maintenance and use of a building once it is built. Provide information to other members of the project team to help them fulfil their duties.
Principal Designers	Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes: • Identifying, eliminating or controlling foreseeable risks. • Ensuring designers carry out their duties. Prepare and provide relevant information to other duty holders. Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.
Principal Contractors	Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes: • Liaising with the client and principal designer. • Preparing the construction phase plan. • Organising cooperation between contractors and coordinating their work. • Suitable site inductions are provided. • Reasonable steps are taken to prevent unauthorised access. • Workers are consulted and engaged in securing their health and safety; and Welfare facilities are provided.
Contractors	Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety. For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor. For single-contractor projects, prepare a construction phase plan.

Workers	They must: • Be consulted about matters which affect their health, safety and welfare. • Take care of their own health and safety and others who may be affected by their actions. • Report anything, they see which is likely to endanger either their own or others' health and safety. Cooperate with their employer, fellow workers, contractors, and other duty holders.

APPENDIX 3 - Site Safety Rules

ETEC GROUP SITE RULES

1. All personnel must accept these Site Rules as a condition of working on this site.

2. This document is part of ETEC Group Health & Safety Procedures and your conditions of employment and must be strictly adhered to.

3. This document and the conditions referred to are applicable to all personnel working on or visiting the site.

4. Under the Construction (Design and Management) 2015 Regulations all personnel on site have a duty to comply with the requirements of the Health & Safety Plan.

5. All personnel to comply with the Project Fire Safety Plan & Emergency procedures.

6. The wearing of PPE is mandatory for All personnel on site: The following must be worn at all times: - safety helmets, safety footwear, Hi-Viz Vests and hand protection gloves.

7. PPE Rules (minimum hard hat, safety boots, Hi-Viz vest to be worn at ALL times) and other PPE requirements must be aligned with the task specific risk assessment, Shorts are not allowed on ETEC Sites and standard leg wear must be worn. PPE must be worn all the time.

8. Under the Construction (Design and Management) 2015 Regulations all personnel on site have a duty to comply with the requirements of the Health & Safety Plan.

9. Personal jewelry, attire, etc. must be worn in such a manner that it does not pose a hazard to snagging or entrapment in machinery please if something is risk for your work do not wear that sought of clothing of personal jewelry.

10. Specific protective safety equipment must be worn and used appropriately for particular tasks i.e., goggles, masks, gloves, ear defenders, breathing apparatus, special clothing, harnesses etc. as required by the risk assessment for the work activity.

11. All items of safety equipment must be worn and used in accordance with the manufacturer's instructions and must be in a condition to comply with the manufacturer's written warranties.

12. All competencies card copies according to the trade and work this must be provided to site manager for record.

13. Fire extinguishers and other fire equipment must not be tampered with and may only be used in accordance with the instructions for use.

14. Offensive and lewd behavior are strictly prohibited.

15. Abusive behavior, horseplay and violence will not be tolerated.

16. Vandalism, graffiti, and malicious damage will not be tolerated.

17. Food and drink shall only be consumed within the designated welfare and canteen areas.

18. Urinating and defecating other than in the designated toilets is not permitted.

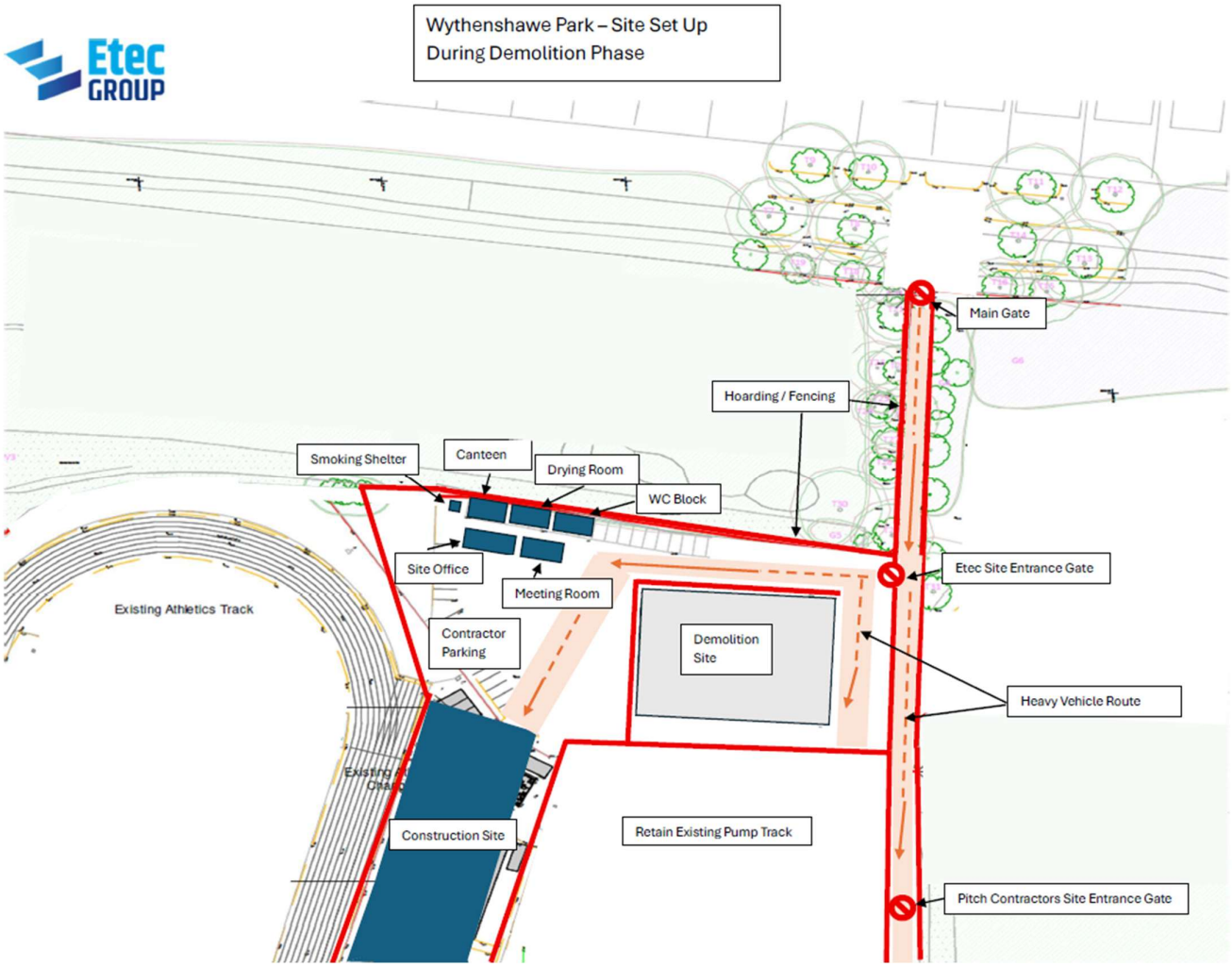
19. The use of personal stereos and radios is not permitted.

20. The use of mobile phones whilst operating plant or machinery is strictly prohibited.

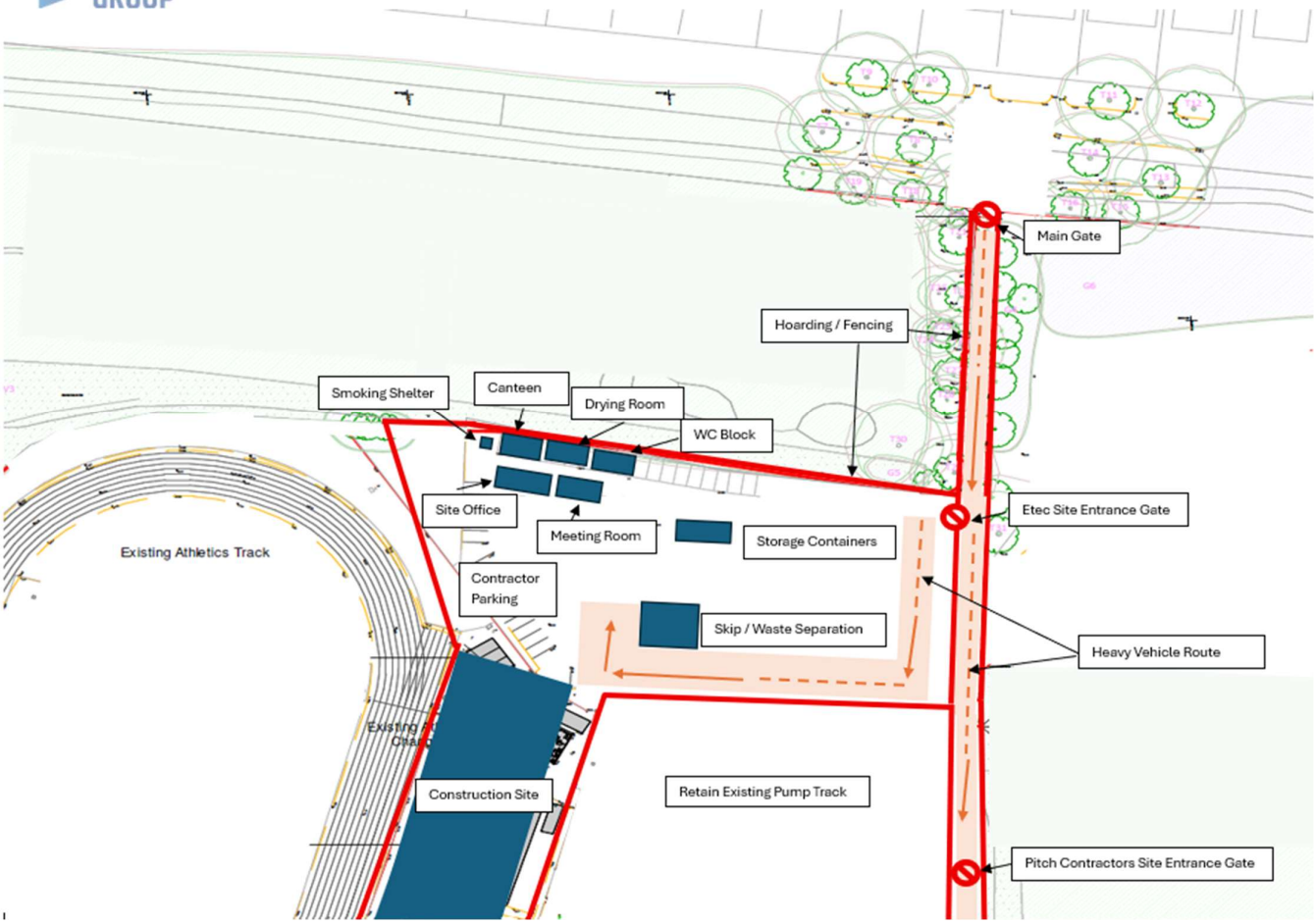
21. Persons under the influence of non-prescribed drugs, alcohol or other intoxicants will be excluded from the site permanently.

22. Repairs or maintenance to the plant must be carried out by trained and competent persons only.
23. Daily sign in and sign out must be completed on a sign in sheet.
24. Toolbox talks and safety training sessions must be attended.
25. An accident must be reported to the supervisor and recorded in the site accident book.
26. Fire emergency notice and fire assembly point is on site notice.
27. ALL accidents must be reported to the supervisor and recorded in the site accident book.
28. Safety procedures, permits to work and safe system method statements must be followed.
29. All site warning notices must be obeyed.
30. Any person suffering from illnesses or other conditions that may lead to the endangerment of themselves or others shall notify their supervisor in strictest confidence.
31. Incorrect or faulty tools, ladders, or stepladders, hop ups etc. must not be used.
32. Incomplete scaffolding or scaffolding tagged as defective must not be worked on.
33. No equipment or plant shall be operated or moved by any person not possessing the appropriate certificate of competence.
34. Engines of unattended plant must be switched off & the keys removed. Dumpers must be dismounted while being loaded.
35. ETEC is following CLC-9.1 procedures which is placed on the notice board on the site notice board, and this is advised cov-19, RAMS must be signed after the induction.
36. Only PAT tested 110-volt power tools to be used on site.
37. All operatives to have necessary method statements and permits before starting work.
38. All materials must be adequately and safely stored.
39. All personnel to clear away their tools, surplus materials and rubbish when finishing works.
40. Random Drug and Alcohol testing policy is implanted to all sites, if you are under the influence of drug and alcohol do not come to work because this can cause a serious risk to you and others life.
41. Rubbish and waste to be disposed of into bins and skips provided and all areas must be kept clean and tidy.
42. This is a shared site and there are others working around us. PLEASE BE AWARE & CONSIDER OTHERS**.** The safety of all personnel on site is of paramount importance. Please note! You have a responsibility to carry out your duties in a safe and responsible manner.
43. Lone working risk assessment must be signed if you are working as lone worker and doing a high-risk activity or any medical condition.
44. ETEC keep some personal detail for health and safety reason, but all personal data set aside under the ETEC date policy, please if you want to view company date protection policy, please speak to site manager.

APPENDIX 4 – Site Compound Layout Plan



Wythenshawe Park – Site Set Up
During Construction Phase



APPENDIX 5 – Traffic Management Plan

Contract Name:	Wythenshawe Pk	Contract No:	J2976
Site address:		Date created:	21/09/2025
What3Words Geo location:	Jumpy.Saltt.Custom	Author:	R Parsons
Traffic Coordinator:	TBC	Next Review Date:	3 Months
Deputy Traffic Coordinator:	TBC	Revision 01	
Distribution:	Site H&S File	Display Copies:	Site notice boards

The purpose of the traffic plan is to consider at Project Mobilisation stage the arrangements to be set in place for the management of pedestrians and mobile plant/vehicles throughout the duration of the project.
If adequate consideration is given at an early stage this can prevent pedestrian and traffic management issues from developing and ensure safe vehicular and pedestrian access/egress.
The traffic and pedestrian management plan should be part of a regular review process at each of the various stages of the project.
This should be displayed to allow visitors to familiarise themselves and used at induction to explain the site arrangements to new personnel.

1	**Traffic Restrictions**	
	Restricted delivery routes	TBC
	Restricted delivery times	TBC
	Scheduling site deliveries	TBC
	Storage space restrictions	2no. on site shipping containers
	Procedures for the control of unauthorised entry of vehicles and personnel	Site gates to be locked when not in use. Deliveries are to be by appointment. Delivery vehicles to be met at the site entrance and escorted by the banksman
	Temporary road marking requirements	TBC
	Barrier and hoarding requirements	TBC
	Traffic signage requirements	Site Entrance 5 MPH
	Schedule of regular road and footpaths cleaning and maintenance	Daily check Weekly sweep
	Sensitive issues affecting the neighbourhood	Deliveries to take place during normal working hours No unnecessary sounding of horns
2	**Site Pedestrian Access and Egress Arrangements**	
	Main site entrance	To be secured via a digi lock
	Pedestrian emergency exit (if separate)	As above
3	**Site Vehicular Traffic Routes**	
	Vehicles/plant and pedestrian routes (segregate where possible)	Vehicles to be separated
	Emergency access route for emergency services and fire escape routes	
	Identify emergency assembly point(s)	

	Identify visitor/marketing personnel routes	
4	**Site Speed limit**	The site speed limit is 5MPH
5	**Parking restrictions**	
	Outline the site parking restrictions	
	Permits or other control measures, as necessary	
	Procedures for the removal of unauthorised vehicles	
	Offsite parking, is located:	
	The offsite staging area for deliveries, is located at:	
6	**Procedures for the cleaning of vehicles/plant on site**	
	Set out procedures to ensure vehicles leave the site in a clean condition	
	Set out procedures to ensure off-sized vehicles are manually cleaned	
	Set out procedures to check and remove any stones lodged in wheels of vehicles prior to leaving site	
7	**Compliance**	
	Set out enforcement measures to ensure the full implementation of the Traffic Management Plan	
	Set out a procedure to ensure all drivers, sub-contractors, suppliers, etc., sign a copy of the site-specific traffic rules	
	Identify personnel responsible for enforcement and control and ensure they are given the necessary authority to ensure compliance	
8	**Monitoring and Review of this plan**	
	This plan will be monitored by the visiting H&S Representatives part of the regular inspection/audit. Reviewing, updating and distribution of the plan will be the responsibility of the Contract Manager / Project Manager/ Site Manager.	
9	**Appendices**	
	• Site layout showing traffic routes • Site layout showing pedestrian routes • Signage • Loading and unloading areas • Delivery driver rules.	

ETEC TRAFFIC RULES FOR DRIVERS ATTENDING
Enter address for deliveries

ALL DRIVERS ENTERING THIS SITE MUST READ, SIGN AND RETAIN A COPY OF THIS SHEET*:*

- **ALL DRIVERS MUST REPORT TO THE GATEPERSON/BANKSMAN/SITE MANAGER**
- **ALL DELIVERIES MUST BE PRE-BOOKED WITH THE LOGISTICS MANAGER/SITE MANAGER**
- **VEHICLES WILL BE HELD AT THE HOLDING AREA AND DETAILS OF DELIVERY TAKEN**
- **WHEN REVERSING A VEHICLE, A MARSHALL OR A BANKSMAN MUST GUIDE THE VEHICLE**
- **NO VEHICLE MAY STOP OR WAIT IN UNAUTHORISED AREAS**
- **STEEL TOE-CAPPED BOOTS AND HI-VISIBILITY JACKETS MUST BE WORN AT ALL TIMES**
- **HARD HATS MUST BE WORN OUTSIDE OF THE DRIVER'S CAB**
- **KEYS SHOULD BE REMOVED FROM ALL UNATTENDED VEHICLES**
- **DRIVERS MUST SEEK AND OBEY INSTRUCTIONS AS TO WHERE THEY MAY PARK**
- **ALL DRIVERS MUST REMAIN IN THEIR CABS UNTIL SITE STAFF ARE PRESENT TO OFFLOAD**
- **ALL SITE RULES MUST BE OBEYED AT ALL TIMES WHEN ON SITE**
- **PASSENGERS RIDING IN LORRIES MAY NOT EXIT THE CAB**
- **DRIVERS MUST BE AWARE OF FALLS FROM VEHICLES AND TAKE APPROPRIATE SAFETY PRECAUTIONS**
- **VEHICLES <u>MUST NOT</u> STACK UP ON XXX ROAD – THERE IS A HOLDING AREA ON XXX ROAD WHERE OVERSPILL VEHICLES MUST WAIT UNTIL CALLED ONTO SITE**
- **BE <u>VERY AWARE</u> OF PEDESTRIANS IN THE GENERAL AREA WHEN ACCESSING & LEAVING THE SITE**
- **SITE SPEED LIMIT IS STRICTLY 5 MPH!**

Drivers Name:	Company:	Date:
…… ……	…… ……	…… ……

APPENDIX 6 – Site Emergency Plan

Accidents / Incidents	
In the event of an accident or other incident the Site Manager must be informed immediately, and they will ensure that – • Any injured persons receive appropriate treatment from the trained first aider (usually the Site Manager) • Appropriate reports and investigations are undertaken (see below)	
Location of nearest Hospital	A&E –
Emergency Contacts	999 Emergency Services
Site Address	
What3Words - Site Entrance	
Accident/Incident Reporting	
Etec accident/incidents are reported via the electronic incident reporting system. Every accident, however trivial, requiring treatment by the first aider will be entered in the electronic incident reporting system. All incidents shall then be held on the server for future reference.	
Incident Reporting	
A copy of the incident report will be sent to _____	
Investigation	
All incidents will be investigated by Etec's Health and Safety Manager	
Client Requirements	
Etec, as Principal Contractor will adhere to the rules and standards set out in _____ Induction document	

Rescue of Casualties

Specific plans will be put in place for rescue of casualties when working on scaffolding and within confined spaces

First Aider

TBC

First Aid Supplies

At least one fully stocked first aid box will be kept in the site office where it can be accessed at all times that construction work is being carried out.
Although there is no mandatory list, the following quantities are recommended as being the minimum requirement in most cases: -

- HSE leaflet Basic advice on first aid at work IND(G)215L,
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the workplace,
- 2 sterile eye pads, with attachments,
- 4 individually wrapped triangular bandages,
- 6 safety pins,
- 6 medium sized individually wrapped sterile un-medicated wound dressings (approx. 12mm x 12mm),
- 2 large sterile individually wrapped un-medicated wound dressings (approx. 18mm x 18mm),
- 1 pair of disposable gloves.
- (Eye wash stations or bottles on ALL sites)

Any other special first aid equipment and treatments shown by contractor's risk assessments to be required will also be made available with the first aid box.
Part of the Site Manager's weekly health and safety check is to ensure that first aid supplies are kept adequately stocked.

Sharps

If any sharps (e.g., needles) are found, then the procedure in the attached Guidance Note should be followed.

Gas
If gas is detected, the area around the leak should be evacuated and no-one allowed to re-enter until it is safe. If it is possible to do so safely, then the gas supply should be isolated to stop the leak. If it this is not possible or it is not safe to do so, then TRANSCO should be called on **0800 111 999**. On no account should any Etec staff or anyone working on the contract enter a private residence or any area where there is thought to be a gas leak.
Asbestos
Asbestos R&D survey carried out by _____ and shared with all paries and forms part of the CPP. No concerns flagged up but asa general rule, if any material is found that is suspected of containing asbestos, then work will be stoppedin the immediate area and a licensed asbestos contractor will be contacted as soon as possible to removethe material or otherwise make it safe. If the material has been disturbed, then access to the area will be prevented by isolating the room containing the suspect material, or fencing off the area. Areas similar to the one in which the suspect material was found will be surveyed by a licensed asbestos contractor before further work is undertaken in them.
Other

APPENDIX 7 – Site Fire Plan

The Muster point location is adjacent to the "_____" Car Park in _____. When leaving the property turn right and walk 50 metres. This will be explained to all operativesduring their induction on site. See image and plan below.

The site manager will act as the person responsible for fire safety. They will ensure the ongoing assessment of fire risks.

No smoking is permitted on site.

Location of Muster Point

APPENDIX 8

Temporary Works Coordinator Appointment

Contract:

TO: FROM:

SUBJECT: TELEPHONE NUMBER:

Temporary Works

REF: DATE:

Re: Appointment in role of Temporary Works Coordinator

I confirm your appointment as the *Temporary Works Coordinator* for the (Insert Project Name) project with effect from (*insert date)* until further notice.

Please ensure that you have read and understood your duties as laid down in the ETEC Group Temporary Works Procedures.

Your duties include but are limited to;

Co-ordinate all temporary works activities
Appoint temporary works supervisors.
Ensure a Design Brief is in place.
Ensure a design check is carried out.
Maintain a temporary works register.
A permit system is implemented.

If you feel that you have insufficient resources available to allow you to execute your role in accordance with BS 5975, please contact to the company representative.

For and on Behalf of ETEC Group
– HSEQ Manager

_____

For and on Behalf of ETEC Group
– Temporary Works Coordinator

_____

ETEC Group
ETEC Contract Services,
Suite 7, Elmhurst, 98/106 High Road,
South Woodford, London E18 2Q H
0207 148 7748

Temporary Works Supervisor Appointment

Contract:

TO: FROM:

SUBJECT: TELEPHONE NUMBER:

Temporary Works

REF: DATE:

_ Re: – Appointment in the role of Temporary Works Supervisor

I confirm your appointment as the *Temporary Works Supervisor* for the (Insert Project Name) project with effect from (*insert date)* until further notice.

Please ensure that you have read and understood your duties as laid down in the ETEC Group Temporary Works Procedure.

Your duties include but are limited to;

Co-operate and take instruction from the Temporary Works Coordinator (TWC)
Supervision of the erection, use, maintenance and dismantling of temporary works
Final check and issuing of permits for temporary work.
Check ongoing temporary works.
Ensure cessation of activities if the design is not followed.

For and on Behalf of ETEC Group
– TWC

_____

For and on Behalf of ETEC Group
– TWS

_____

ETEC Group
Etec Contract Services,
Suite 7, Elmhurst, 98/106 High Road,
South Woodford, London E18 2Q H
0207 148 7748