

W E Hewitt & Son Limited



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United Kingdom

CONSTRUCTION PHASE PLAN

In accordance with the

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

AT

**Manchester City Football Club
Etihad Campus Training Ground, South Gate One,
Allison Way, 161 Clayton Ln, Manchester M11 4TS**

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Introduction

This Plan sets out details in accordance with Regulation 12 including consideration of Schedule 3 of the Construction (Design and Management) Regulations 2015 (CDM) where appropriate. The Plan sets out the arrangements for the planning, implementation, monitoring, enforcement and review of Health and Safety Management for the project and should be read in conjunction with the relevant sections of the Pre-Construction Information and its attachments and addendums, as well as the relevant safety regulations. The Plan should be read, understood and subscribed to by all persons with management responsibility for the project. This Plan is a working document and as such should be regularly reviewed and revised during the planning and actual construction phase.

Section	Name	Date	Signature
Prepared by	W E Hewitt & Son Limited	22 nd July 2025	
Approved	W E Hewitt & Son Limited	22 nd July 2025	

Description of the Project

Overview of the Project

Expected Start Date:	25 th July 2025
Expected Duration	Approximately 8 weeks
Expected Completion Date	19 th September 2025
Times	Monday – Friday 0700 – 2000 (Depending on circumstances)

Overview of the Works

Scope of Work

Hewitt Sportsturf (HST) is contracted to construct a training area for the Ladies team for Manchester City Football Club at the Etihad Campus Training Ground, off West Crescent, Allison Way, Manchester M11 4TS. The constructed training area will include drainage, irrigation, under pitch heating and ball stop fencing. In addition, all the installed plant will be connected to the supplied services and tested to ensure correct operation.

Detailed Scope of Work

Site Work Commencing 28th July 2025

- Surface preparation.
- Excavation for installation of drainage, irrigation and heating.
- Playing surface construction.
- Heating pipe installation.
- Drainage installation.
- irrigation installation.
- Ball stop fencing installation.
- GrassMax stabilisation system

Work expected to be completed by 19th September 2025 (Approximately)

Location and Access

The site is located at Manchester City Football Club, Etihad Campus Training Ground, Doyle Lane Gate, Manchester M11 4TS. Access to the site, is via the entrance off Clayton Lane which will be manned by appropriate security.

Vehicular and pedestrian access/routes and related restrictions

Vehicular access is off Clayton Lane entrance onto Doyle Lane as directed by security. The surrounding area has high vehicular usage. The area outside the site is a mix of residential and industry. Access to the site will be supervised and monitored, ensuring where applicable vehicles are marshalled. There is a speed limit on site of 5 mph, which is to be strictly adhered to. Pedestrians/Contractors will access the site in the same manner as vehicles, ensuring clear segregation by use of barriers. Signage will be made visible to differentiate between vehicles and pedestrians where necessary, and to show direction of travel leading into the site.

Parking

Parking of all vehicles will be as directed by on site security; separate areas will be designated for plant and equipment that will be clearly signed and segregated by the use of suitable fencing. No materials or plant will block or obstruct public roads without prior permission from the Police, and or Local Authority. Parking will be within a specified area, pedestrian segregation and routes will be provided by use of pedestrian barriers, appropriate signage and Heras fencing where required.

Loading/Off Loading of Vehicles for the Duration of Works

Offloading of materials will be within the HST designated work area, and will be co-ordinated with site management in conjunction with their policy ensuring all vehicles have a banksman and are marshalled during offloading/loading operations. Deliveries will also take place within the site compound. Deliveries will be scheduled so as not to disrupt the public roads nearby and access to the training ground.

Storage of Materials and Tools

Materials will be unloaded both mechanically and manually as appropriate and according to the applicable risk assessment with consideration to the general principles of prevention. A separate site within the compound will be set aside for the storage, containment and retrieval of construction materials. All hazardous substances will be marked and labelled and any flammable or highly flammable stored separately and away from ignition sources in a flameproof container. Secure stores will be provided to store items of materials and tools. Where possible contractors/subcontractors should remove their tools and materials at the end of each working day.

Relevant Parties and Their Contact Details

Nearest Hospital	Manchester Royal Infirmary, Oxford Road, Manchester, Greater Manchester, M13 9WL Tel: 0161 276 1234
In the event of any Emergency	DIAL 999 and ask for the appropriate service.
HSE & EMAS (details to be added to the Safety Law Poster)	HSE Offices <u>Main for Construction</u> 151 Buckingham Palace Road, London, SW1W 9SZ
Client	Manchester City Football Club Etihad Campus Training Ground, South Gate One, Allison Way, 161 Clayton Ln, Manchester M11 4TS
Client Contact	Company Name: Manchester City Football Club Contact Name: Mr. Michael Gizauskas Address: Etihad Campus Training Ground, South Gate One, Allison Way, 161 Clayton Ln, Manchester M11 4TS Telephone: 07543 218889 Email: Michael.gizauskas@mancity.com

Professions

<i>Principal Designer</i>	<i>W.E. Hewitt & Son Ltd 45 Cambridge Rd, Cosby, Leicester LE9 1SJ</i>	<i>Contact Name: Ryan Hewitt Hewitt Sportsturf Tel: 0116 286 7029 Mob: 07721 440402 E-mail: ryan@hewittsportsturf.co.uk</i>
<i>Principal Contractor</i>	<i>W.E. Hewitt & Son Ltd 45 Cambridge Rd, Cosby, Leicester LE9 1SJ</i>	<i>Contact Name: Ryan Hewitt Hewitt Sportsturf Tel: 0116 286 7029 Mob: 07721 440402 E-mail: ryan@hewittsportsturf.co.uk</i>
<i>Safety Advisor to the Principal Contractor</i>	<i>W.E. Hewitt & Son Ltd 45 Cambridge Rd, Cosby, Leicester LE9 1SJ</i>	<i>Leo Ellison HSEQ Manager Tel: 0116 286 7029 Mob: 07825301830 Email: leo@hewittsportsturf.co.uk</i>
<i>Site Manager</i>	<i>W.E. Hewitt & Son Ltd 45 Cambridge Rd, Cosby, Leicester LE9 1SJ</i>	<i>Contact Name: Pete Spence Hewitt Sportsturf Mobile: 07887 638730 Tel: 0116 286 7029 E-mail: pete@hewittsportsturf.co.uk</i>

Existing Records and Plans

Any existing records and plans will be provided by the client.

Structural & Civil Engineer Drawings

Drawing to be provided at start of works

Health and Safety File

There is no existing Health & Safety file for the site. Records are to be held by the Principal Designer, and Client respectively and will be supplied to other parties as required. Requests for copies of any document relevant to safety should be addressed to them. Records are to be made freely available in paper and/or electronic form.

A record of all paperwork pertaining to the project will be kept on site and at the end of the project the Principal Designer will collate all relevant information into the H&S File, which will be given to the Client.

Safety documents including risk assessments and method statements will be approved by the Principal Contractor before work commences.

Safety Management of the Work

All parties involved in this project recognise that The CDM Regulations aim to improve the management and co-ordination of health, safety, welfare and environmental protection throughout the construction process in consideration of the fact that construction remains one of the highest risk occupations in the UK. All party's duties are summarised in the table enclosed as Appendix 1 and they should familiarise themselves with it, ensuring they are and remain compliant with the CDM and other relevant safety and environmental legislation. The Principal Contractor will have and implement their own safety policies and employees should ensure they are familiar with these and are aware of their duties and responsibilities, raising any safety concerns immediately with the Principal Contractor and/or their site manager.

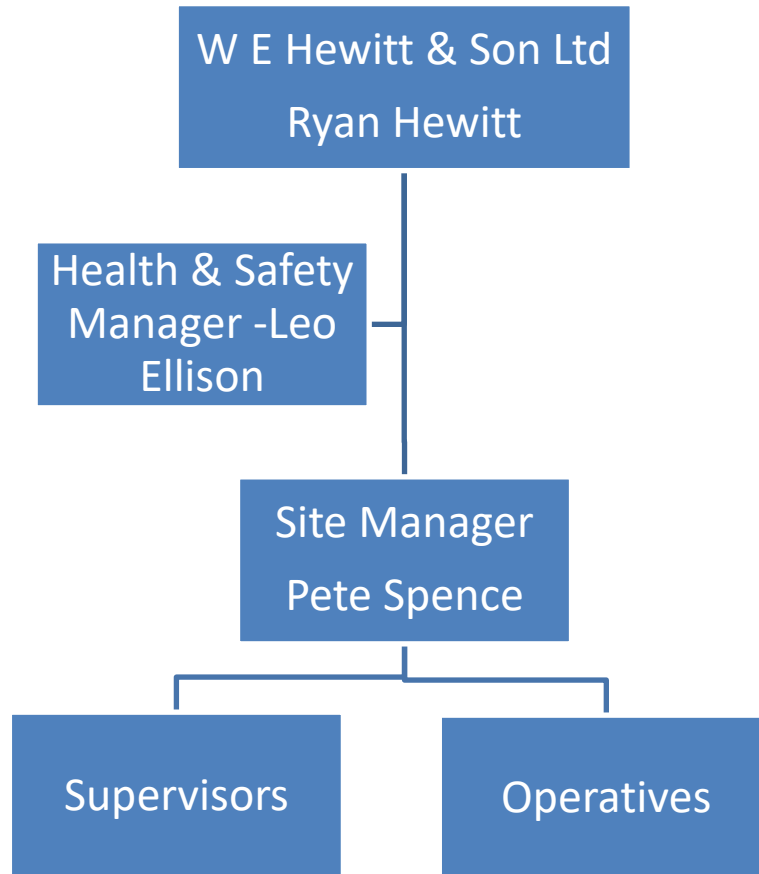
Principles of Prevention

During work the following principles of prevention should be undertaken.

- Avoiding risks.
- Evaluating the risks which cannot be avoided.
- Combatting the risks at source.
- Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health.
- Adapting to technical progress.
- Replacing the danger by the non-dangerous or the less dangerous.
- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- Giving collective protective measures priority over individual protective measures; and
- Giving appropriate instructions to employees.

Management Structure, Roles and Responsibilities

Ultimate responsibility for this section of the construction phase is with Hewitt Sportsturf and specific responsibilities have been set out below. The Site Manager as the main point of contact and the person responsible for co-ordinating and ensuring safety is implemented on site.



Resources, Roles, Responsibility and Authority

On behalf of the Principal Contractor the Site Manager will be responsible for Health, Safety & Environmental compliance on site and will be present on site to supervise and control activities. Advice and assistance will be sought as necessary from the Principal Contractor for Health & Safety and other relevant professionals for any other information or advice.

Monitoring, Measurement and Review of Safety

The Principal Contractor will carry out monitoring of the site to ensure correct procedures are being adopted, policies implemented, and legislation complied with.

The Site Manager will communicate with all staff on site working for, or on behalf of HST, monitoring their performance against risk assessments and method statements as well as industry best practice and any relevant safety legislation.

They may use checklists and other document templates to help, including, but not limited to;

- Site Managers Checklist
- Safety Inspection Checklist
- Site rules
- Induction Checklist
- Risk Assessments
- Safe Systems of Work
- Permits to Work (as applicable)
- Accident/incident investigation form

Accidents should be recorded and investigated promptly and fully (according to their severity and scope). A report will be passed on to the Site Manager with recommendations to prevent re-occurrence.

As well as emergency evacuation and fire assembly points, site rules will be posted on the notice board and briefed to all staff working for, or on behalf of HST at their induction.

Following site inspections, a report will be drafted. Any safety issues to be addressed will be recorded along with recommended actions and forwarded to the Principal Contractor.

Communication & Consultation

Communication with local residents and businesses

The client's Public Relations Department will communicate with local residents and businesses to provide information relating to the construction project and supply contact details for any concerns or complaints they may have. Emergency contact details will be displayed at the site entrance giving full details for contact, including out of hours contact.

Monthly meetings

Information will be given to all staff on their first day by way of an induction.

Communication will be achieved using mobile telephones, email, on site meetings, and ad-hoc conversations as well as scheduled inspections. On site meetings, including daily and weekly briefings will be held to ensure safety standards are being adhered to, and report any accidents or incidents, set any goals and plan for the following weeks activities.

The meeting agenda;

- Attendees
- Accidents, incidents and near misses
- Results of inspections
- Training and competence requirements
- Forthcoming safety issues and controls
- Question and answer session
- Next meeting

The flow of information about health and safety will be co-ordinated by the Principal Designer at the design phase. Any design changes will be informed by the Principal Designer to the Principal Contractor. The Principal Contractor will co-ordinate, plan, manage work at the construction phase. The workforce are free to contact the Health & Safety, or Site Manager at any time to discuss health and safety.

Standards for Health & Safety

The Client, Principal Designer and Principal Contractor will be required to comply with all relevant Health and Safety & Environmental Legislation. Please note that the list below is not exhaustive.

Acts (of Parliament)

- The Health and Safety at Work etc. Act 1974
- Employers Liability (Compulsory Insurance) Act 1969
- Environmental Protection Act 1990

Regulations (Statutory Instruments)

- The Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health Safety and Welfare) Regulations 1992
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Provision and Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment at Work Regulations 2022 (as amended)
- The Control of Substances Hazardous to Health Regulations 2002
- The Electricity at Work Regulations 1989
- The Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Health and Safety (First Aid) Regulations 1981
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- The Work at Height Regulations 2005
- Control of Asbestos Regulations 2012
- Health and Safety (Consultation with Employees) Regulations 1996
- The Health and Safety Information for Employees (Amendment) Regulations 2009
- The Working Time Regulations 1998
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 as amended in 2002

Design and/or process changes during the project

The Principal Designer and Principal Contractor will work closely together to identify and implement the easiest and safest systems and methods of work. Any significant changes (which could affect health or safety) considering the construction, use, cleaning, alteration or final demolition should be agreed by all parties before being put into place. The Principal Designer will inform the Principal Contractor of any design changes.

Objectives Targets and Goals

The Principal Contractor's aims and objectives are to complete the work with regard to completion on time, on budget, to the agreed specification and safely, with equal consideration for all these aims.

Goals for Safety throughout the duration of the project include;

- Compliance with all relevant Legislation throughout the planning and execution of the works
- The provision of competent and well-resourced staff along with the use of the correct equipment in good condition inspected and tested as required.
- The communication of relevant information on safety to all relevant parties in a clear and succinct form including clearly defined roles and responsibilities for everyone involved
- Control and management of all significant hazards
- Reporting of all accidents and near misses
- Prompt response to all accidents and emergencies through robust and planned procedures for the implementation of appropriate actions
- The development and promotion of a positive safety culture, where everyone takes responsibility for the safety of themselves and others
- Maintenance of security of the site, preventing unauthorised access, especially when the site is not active.
- The Management of traffic movement on and near the site
- There is a speed limit on site of 5 mph, which is to be strictly adhered to.
- Management of the project to cause the minimum disruption and/or exposure to nuisance noise, dust, vibration, smell or light to residents as is practically possible
- Appropriate resourcing for safety including time, money and effort to ensure health safety and welfare as far as is reasonably practicable
- Co-operation between all parties with regards to ensuring Safety and preventing work related illness and/or injury
- Regular inspections and checks of safety provisions to ensure their adequacy
- Regular review meetings

- Continually striving to maintain a safe working, environment and safe systems of work.

Site Induction

All operatives attending site and all visitors who may be unaccompanied around the site must receive a site safety induction before entry to the site will be permitted. This site induction will be used to explain all safety procedures, generic and site-specific health and safety risks and procedures for the following:

First Aid and emergency, fire precautions, safety managers contact details, unloading and storage, security, working hours, drugs & alcohol policy, location of facilities including First Aid, welfare, assembly point(s), fire extinguishers, spill kits, car/vehicle parking and environmental management.

Compliance with site rules and procedures is mandatory and noncompliance with these may result in removal from site.

Site Rules

These rules are designed to keep everyone safe and healthy during the works and to facilitate the smooth and efficient running of the project. If you have any questions or comments on them, please contact your supervisor. If you see anyone else doing something which you consider to be dangerous, either speak to them directly or contact your supervisor, who will advise on what action to take.

1. Familiarise yourself with the relevant safety documentation for this project.
2. Co-operate with all other parties to ensure safety.
3. Comply with all legal requirements.
4. Do not do anything which could endanger yourself or others (if in doubt, ASK).
5. Note the location of exits and firefighting equipment as well as first aid and welfare facilities.
6. Comply with all instruction issued (unless these contravene 1-5 above).
7. Sign in and out and let people know where you are.
8. Do not enter any areas unless it is necessary for the completion of your work.
9. Do not Smoke on the premises (please use designated smoking area).
10. Only carry out work for which you are skilled, experienced and knowledgeable.
11. Only use equipment fit for purpose and (where applicable) tested and certified.
12. Report any unsafe act or condition to your line manager.
13. Keep your work area tidy and clean up after yourselves.
14. Do not carry out any intrusive work unless you have checked there is no asbestos, which you could disturb.
15. Ensure appropriate checks are carried out to locate any potential danger from buried services before you excavate or insert ground pins.

16. Appropriate High Visibility clothing (Hi-Viz) and safety footwear are mandatory and must be worn at all times. Other personal or respiratory protective equipment should be worn as indicated by the risk assessments, method statements, or site rules. If anyone on site is unsure about what PPE to wear, they must seek advice and instruction from the Site Manager.
17. The use of drugs and alcohol are strictly prohibited on site. Those suspected of being intoxicated will be suspended from site.
18. Roads must be kept clear and open at all times.
19. There is a speed limit on site of 5 mph, which is to be strictly adhered to.
20. Loading and unloading of vehicles must take place within the site boundaries or in consultation with the Highway Authority and Police.
21. The site must be fully secured outside working hours.
22. No lifting operations may traverse the site boundaries.
23. All visitors to the site must report to the principal contractor for induction and wear appropriate personal protection.
24. Site to be no smoking or smoking only in designated areas.
25. No fires permitted.
26. All hand tools to be either 110 volt or battery operated.
27. Food is only to be consumed in designated welfare accommodation.
28. Transistor radios, music centres and personal stereos, (including mobile phones with earpieces) are not permitted.
29. Mobile phones are not to be used whilst working, if you have to take, or make a call stop work, find a safe place away from the work area.
30. Permits to work to be obtained by operatives for all necessary activities.

Site Security

There is main security on site, and additional security will be provided by HST where required. The part of site HST is responsible for is to be secured always, including weekends and evenings. Suitable notices will be posted warning unauthorised persons, members of the public and children of the dangers of construction sites on the main site entrance. Before any construction works start the existing site boundaries will be made secure where they are adjacent to the public and other vulnerable people. The Principal Contractor will erect and maintain suitable site fencing. All operatives and site visitors must sign in and out daily, visitors will be accompanied around site where necessary. Tradesmen are advised to keep tools and materials locked away wherever possible to prevent theft.

Emergency Procedures

Emergencies may include (but are not limited to);

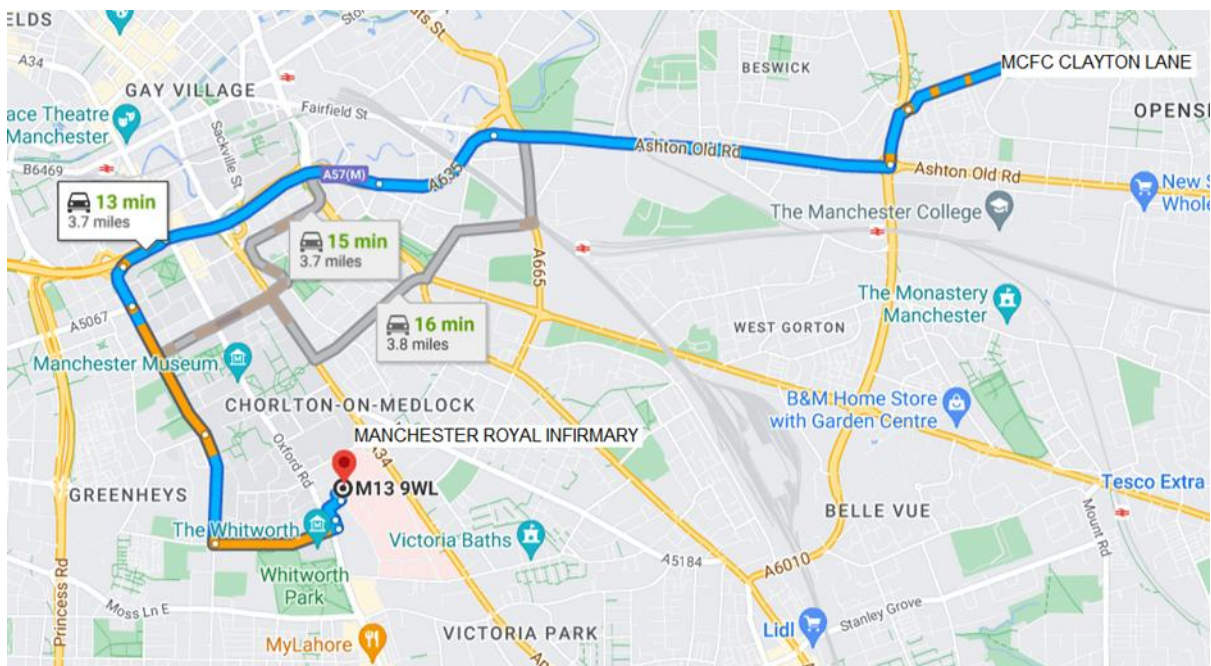
- Fire and/or explosion
- First Aid
- Electrocution
- Collapse of the structure or scaffolding
- Infectious diseases
- Severe weather

Accidents

Adequate First Aid facilities including trained staff and equipment will be made available, the location of which will be included in the site induction. All HST vehicles (Excluding plant) carry up to date first aid kits. All accidents are to be reported immediately to the site manager, recorded and investigated. Advice will be sought as to whether more serious injuries, diseases and dangerous occurrences or accidents are reportable under the RIDDOR regulations. These will be reported as required.

The nearest Accident and Emergency unit is at the Manchester Royal Infirmary, Oxford Road, Manchester, Greater Manchester, M13 9WL

Tel: 0161 276 1234



Fire and Emergency

The Site Manager will ensure that everyone on site knows the sound of the fire or emergency alarm, and evacuation procedure including signing in/out, escape routes and assembly point location. Fire extinguishers will be made available where necessary. Appointed fire marshal shall be the site manager and in their absence their deputy, they shall be aware of/or trained in their duties of being a fire warden. Escape routes will be kept clear and free from obstruction. Fire-Fighting equipment will be provided at specified locations. Emergency assembly points will be briefed during induction training. Access onto site will be kept free for emergency service vehicles. Works giving rise to fire risks such as hot works will be managed separately with their own fire risk assessment and controlled by a permit to work. Additional control measures for those tasks will be implemented and monitored by the site manager.

Welfare Facilities

As a workplace the construction should take into consideration relevant regulations for the provision of welfare facilities and ensure they are made available so far as is reasonably practicable.

- WC block with 2x Urinals & 2x WC's and 2x H&C hand wash basins and facilities (soap & towels)
- Female WC with hand wash
- Canteen
- Mains drinking water
- Means of boiling water – kettle
- Means of heating food – Microwave
- Seating – chairs with backs
- Tables
- Drying room with electric heater (this will be the office or canteen area)
- Office facilities for site manager

Welfare facilities will be located within the site and briefed at induction training.

First Aid Provision

There will be on site at all times at least one fully qualified First Aider – (St John's Ambulance or Red Cross 3-day course).

A nominated First Aider will be available on site, and their details and the location of the First Aid boxes including eye wash stations will be displayed as information signs in the site office & welfare facilities. Details will be annotated on the site layout drawing and passed verbally to all who receive a site safety induction. All HST vehicles (Excluding plant) carry up to date first aid kits.

Personal Protective Equipment (PPE)

Suitable PPE will be provided to all employees as required on site. Visitors to be escorted must conform to site rules in relation to PPE. All personnel on site must wear appropriate PPE at all times as defined in the Safe System of Work, Risk Assessments and Method Statements.

Working at height

Where it is necessary for working at height to take place there is to be appropriate controls in place to avoid the risk of falling, and or falling objects.

Appropriate scaffolding, or elevated work platforms with the necessary fall prevention/arrest in place are to be used for working or access. A permit to work system is to be followed as required.

Control of noise and dust nuisance

The principal contractor will ensure that there is minimum disruption and/or exposure to nuisance noise, dust, vibration, smell or light to residents as is practically possible.

Where necessary dust will be suppressed using wetting systems. Wheel washing will take place for all vehicles leaving site when required to reduce the deposit of waste on public roads.

Working hours will be limited, and plant engines will be turned off when not in use to reduce and limit the production of noise and fumes that may affect local residents and businesses.

Waste Collection and Handling

Skips will be hired where necessary from a local, reputable and licensed waste contractor and positioned on site where required as agreed by the client and principal contractor.

Collections will be scheduled to prevent a build-up of waste, which will be segregated wherever reasonably practicable to do so.

Where practicable, waste collection will be scheduled during non-peak times as described in Movement of Vehicles Section.

All non-hazardous wastes will be placed into lockable skips, which will be sheeted over before being transported off site. All skips will be located on site where necessary.

There are currently no known materials within the site that could be classed as a health hazard. Should any unknown materials or chemicals be discovered during the works, work should be ceased and the site manager informed.

All drawings attached in PDF should be printed and attached to the back of CPP.

		Severity	X	Likelihood	RISK RATING
		Negligible	1	Improbable	LOW 1-6
		Minor Injury / Irritation	2	Unlikely	MED 8-12
		Moderate injury	3	Possible	HIGH 15-25
		Major Injury	4	Likely	
		Catastrophic	5	Almost Certain	
WORK ACTIVITY:	Construction of Ladies Goal Keeping area	Acronyms PTW- Permit to work HST- Hewitt Sportsturf DAB- Daily activity briefing SM- Site Manager TMP- Traffic Management Plan OP- Operatives CAT&Genny- Cable avoidance to and Generator TBT- Toolbox talk H,M or L- High, Medium or Low SS- Site supervisor SMT- Site Management Team			
ACTIVITY LOCATION:	Manchester City FC Etihad Campus West Lane Triangle				
EMPLOYEES:					
MANAGER:	Pete Spence				
ASSESSOR (Name) :					
DATE OF ASSESSMENT:					

Identified Hazard	Associated Risk	Control Measures in place to eliminate or control risk	Risk Score			Action needed to Reduce Risk (state who and when)	Residual Risk		
			Severity	Likelihood	Risk Rating (H,M or L)		Severity	Likelihood	Risk Rating (H,M or L)
1 Excessive Noise	Risk of chronic health problems, hearing disorder	Ear protection is to be made available, as needed to limit exposure	4	3	12 M	Staff awareness training. (SM)	4	1	4 L
2 Slips, Trips and Falls	Physical injury	Safety footwear must be worn, Good housekeeping to ensure access routes are kept clear.	3	3	9 M	Staff awareness training (DAB) . Ensure clear access/egress, check staff are wearing safety footwear. Ensure work equipment is stored away when not in use. (SM)	3	2	6 L
3 Working in excavations	Serious injury, or Death	Do not enter if excavations (deeper than 1.2m) Ensure excavation is properly shored or battered as appropriate. Ensure appropriate PPE is worn. Do not enter area alone.	5	2	10 M	Avoid unless absolutely necessary. Staff awareness training (DAB) . Ensure safe access/egress. Follow method statement. Ensure adequate supervision. (SM)	5	2	10 M

4	Manual Handling of Loads.	Physical injury, risk of musculoskeletal disorder	- All personnel are trained in Manual Handling. - Transport one box at a time. - Make sure route is clear. - Reduce weight of loads. - Get help with lifting where necessary.	3	3	9 M	Conduct Manual Handling assessments on all activities. Avoid lifting if possible. Use mechanical lifting where available. Arrange for help with lifting loads when required. (SM, SS)	3	1	3 L
5	Dust	Risk of chronic health problems, respiratory disorders	Damp down dust where possible. Wear appropriate dust mask. Avoid area if possible, to limit exposure.	4	3	12 M	Staff awareness training (DAB) (SM) Damp down work areas. Ensure RPE is available and worn where necessary.	4	1	4 L
6	On-site plant and vehicle movements	Physical injury	High visibility jackets are to be worn at all times.	4	3	12 M	Staff awareness training (site specific) Ensure appropriate segregation of pedestrians and traffic using appropriate fencing/barriers and signs All personnel to adhere to TMP Plan movements with the SMT (SM, SS)	4	2	8 M
7	Fuel, chemicals, oils and greases.	Risk of chronic health problems.	Ensure COSHH assessments are available to be read. Ensure correct PPE/RPE is available.	3	2	6 L	Avoid contact where possible Read COSHH assessments Wear appropriate PPE/RPE. Refuelling to take place in designated areas. Spill kits are to be made available (SM, SS, OP)	3	1	3 L
8	biological hazards (Weil's Disease).	Damage to health	Maintain a good hygiene practice. Wear appropriate PPE. Ensure any wounds involving broken skin are dealt with, cleaned and covered. Wash hands before eating, drinking, or smoking	3	3	9 M	Staff awareness training (site specific) Ensure staff wear appropriate PPE (SM, SS)	4	1	4 L
9	On-site Plant operation	Risk of physical injury	Only trained/competent personnel to operate plant. All personnel are to remain clear of plant operating area.	4	3	12 M	Staff awareness training. Only trained/competent personnel to operate plant. Operators are to adhere to the TMP. (SM, SS)	4	2	8 M
10	Buried services	Risk of electrocution, fire, or explosion. Damage to services.	Prior to breaking ground carry out a scan using a CAT & Genny. Refer to existing drawings, and information supplied by the SMT	4	3	12 M	Staff awareness training. Follow PTW (SM, SS)	4	2	8 M

ALL ACTION HAS NOW BEEN COMPLETED TO REDUCE THE RISKS LISTED:

Managers Name:

Signature:

Date: _____

HAZARDS - On Site Hazards & Environmental Restrictions

HAZARD	WHERE AND HOW IT OCCURS	CONTROLS
Traffic Movement	On site and on the access roads, restricted vehicle space and blind reversing could lead to vehicles contacting staff or members of the public.	Deliveries and loading to be scheduled for off peak times. Banksman made available for movement. Segregation of pedestrians and vehicles. There is a speed limit on site of 5 mph, which is to be strictly adhered to.
Theft, damage & unauthorised access to the site	The site will be attractive to those who may wish to access the site with the intention of causing damage, thieving or purely for their own entertainment.	Make use of all locks, bars and security systems, ensuring all valuables are left out of site or are removed out of operating hours. Make local constabulary aware and ask for a drive by each night.
Fire	Arson. On site combustible or flammable articles or substances. Smoking or operations causing sparks such as abrasive wheels or electrical faults, hot works or chemical reactions.	Ensure everyone knows the fire alarm sound and procedure including signing in/out, escape routes and assembly point. Appoint fire warden and account for everyone on site, keep all routes and exits clear. Fire extinguishers to be inspected regularly to ensure that they are energised. Hot works will be carried out under a permit system. No fuel is to be stored on the Client's existing building.
Hand Tools	Sharp (or too blunt) hand tools can cause puncture or laceration injuries.	Tools kept in good condition and sharp. Ensure tool is thoroughly checked before use. Users should be informed of the correct use, storage, cleaning and the tool replaced or repaired if faulty. Manufacturers instructions followed and tools used for their intended purpose.

HAZARD	WHERE AND HOW IT OCCURS	CONTROLS
Housekeeping, pedestrian routes and stairs, slips trips and falls.	Build-up of waste, spills or lack of cleaning and tidying.	Site Manager/Supervisor to ensure site is kept free from excessive build-up of waste and ensure spills are cleaned up straight away so far as is reasonably practical. All materials stored away from access routes & site boundary.
Chemicals, dust and fuel	Operatives being exposed to harmful chemicals during working on the project or operatives and members of the public in the event of a spill or dusty site.	Control all chemical use and storage. Hazardous substances should have a COSHH assessment completed and briefed before use. Flammable / explosive materials not stored on site if so in flam box.
Viruses and bacterial infections Leptospirosis (Weil's disease)	From contact with soil contaminated with faecal matter, blood or rat's urine, standing water and sewer works.	Operatives on site are instructed to maintain excellent personal hygiene and use gloves. Adequate welfare facilities to be provided which are cleaned and maintained. Hands to be washed before smoking and after breaks. Contaminated clothing to be removed.
Noise	Noise above 85 decibels is likely to be generated by the use of power tools and/or generators on site	Minimise noise where reasonably practicable. Maintain all equipment, rotate staff and provide good ear defenders (see PPE section below). Work only in the designated hours of work.

HAZARD	WHERE AND HOW IT OCCURS	CONTROLS
Hitting Buried Services including, but not limited to: 1. Gas 2. Electricity 3. Communication 4. Water	Fire and/or explosion through contact between escaping gas and an ignition source or striking electric mains in the event of damage to buried services or installations on site.	Service drawings to be inspected before excavating. Area to be excavated is to be fully scanned using a Cable Avoidance Tool and Generator (CAT & Genny). All services detected to be positively located using blunt hand tools. No mechanical digging to be used within 0.5m of any known services. Toothed buckets are <u>not</u> to be used for excavation. Operatives to be trained on use of CAT & Genny. In event of unexpected service identification tape/sand uncovered, works to stop and positive identification of service to be made. All known services will be marked. If any services are struck, all work must stop immediately and the site manager, Principal Contractor and service supplier(s) notified, the site manager is to make arrangements for the damage to be repaired.

HAZARD	WHERE AND HOW IT OCCURS	CONTROLS
Collapse of excavations	In excavations for services and foundations.	Structural engineer will give recommendations for shoring and excavation protection and daily inspections carried out and barriers erected around all works. All excavation where entry required to be supported with trench equipment. These works will be planned to ensure safe access / egress is possible at all times. There may be occasions when other works will cease to allow services to be connected.
Loading/offloading of vehicles	Loading/offloading of vehicles	This will take place in a secure area within the compound, as the site progresses the location may require to be relocated. Deliveries will be scheduled to occur during non-peak times, and two deliveries will not be scheduled at the same time so not to disrupt traffic. Trained slingers will be used to secure any loads.
Public Safety Unauthorised Access, Vehicular movements	Local road users and pedestrians.	Use of signs, barriers to work area. Delivery vehicles to follow designated route and avoid peak times. Reverse alarms on all lorries and banksmen to be present. Site to be secured to prevent unauthorised access.

HAZARD	WHERE AND HOW IT OCCURS	CONTROLS
Lifting operations; Excavator 360° as lifting appliance	Lifting of materials and erection of steel frames	Only operators with extension on CPCS card for lifting to drive excavator. Loads never to be lifted over operatives. Exclusion zone to be set up where lifting is taking place. Bucket to be removed prior to lifting. Only certified lifting accessories to be used. CPCS qualified slinger is to be used to sling loads. Lift plan to be in place and signed off by before any lifting commences.
Electricity	Use of power tools	All power used during the project will be 110v. Access lighting (110v festoon) will be provided Task lighting will be the responsibility of the contractors A board for charging 230v battery packs will be provided away for the construction areas (by welfare). Power tools will be PAT tested and in good condition. Tools will be visually inspected before use. Appropriate PPE to worn. Tools to be kept in dry areas and not left out in weather conditions. Manufactures instructions followed and tools used for their intended purpose.

HAZARD	WHERE AND HOW IT OCCURS	CONTROLS
Heavy items, unwieldy items and repetitive movements	On Site and during deliveries manual handling of general construction materials during the project.	Where possible use of mechanical lifting aids will be made to eliminate lifting and carrying. Employees are to work under a risk assessment for manual handling and should keep warm, wear gloves, observe good lifting technique and not lift beyond their own capacity & get help if required.
Vibration	Use of power tools	Selection of tools Vibration levels identified prior to starting work and briefed to operatives. This briefing will include how long the individual can operate the equipment. Exposure recorded in the vibration register. Full PPE worn as required. Toolbox talks given regularly on HAVS, what it is, how it is detected and how to avoid it. Where possible select tools with reduced vibration ratings.
Plant	Use and movement and plant	All operators competent and certificated (CPCS/NPORS). Prestart check list and regular maintenance of plant completed. All plant PUWER or LOLER checked and certified as required / applicable. Seat Belt to be worn at all times. Beeper/Beacon switched on during movements. Keys to be removed from plant and left in a safe condition not blocking any access routes when not in use. Banksman to be present for reversing operations.

HAZARD	WHERE AND HOW IT OCCURS	CONTROLS
Collapse of excavation	Foundations, laying/connecting services	Structural engineer will give recommendations for shoring and excavation protection and daily inspections carried out and barriers erected around all works. All excavation where entry required to be supported with trench equipment. These works will be planned to ensure safe access / egress is possible at all times. There may be occasions when other works will cease to allow services to be connected. Pour concrete as soon as soon as the excavation is dug in one combined operation for foundations.
Exposure to inclement weather, including hot, wind, cold, rain and UV exposure.	Working outside	Work will not be permitted in storms or strong winds. Appropriate clothing provided including warm waterproof clothing, sun cream. In the event of extreme weather additional breaks may be provided to get warm or rehydrated. Appropriate clothing should be worn, and protection may include sun cream.

ENVIRONMENTAL HAZARD	WHERE AND HOW IT OCCURS	CONTROLS
Asbestos	Accidental/incidental contact	Any suspected asbestos containing materials should be reported to the site manager, who will then report all findings to the EA/Principal Designer immediately and take all precautions to protect all those exposed to such materials. Works are to stop and advice to be sought from a competent person. Staff should be cleared from the area until the risk level has been established.
Waste	General builders waste produced during the project	Stored in segregated skips located away from the build area and transported by a licensed waste carrier, obtain a transfer note for each consignment. Skips will be lockable and located within the site compound. All waste removal vehicles ensure skips are sheeted.
Nuisances: 1. Light 2. Dust 3. Noise 4. Vibration 5. Smells 6. Insects	Nuisance environmental aspects possibly generated during the project	Hours of work are to be restricted to daytime only. Alternative methods of work to reduce at source where possible. Noise and vibration levels to be kept within the limits set by the Local Authority. Dust will be minimised where possible by means of suppression or dampening down.

General information;

Construction Work:

Before new construction work begins, the appointed contractor must make themselves aware of the contents of the Construction Phase Plan and Site Rules.

Maintenance Work:

When planning maintenance reference to this file, in particular the O&M manuals section and obtain information for the correct maintenance procedure from the installation materials supplier and/or contractor.

Specific information

Draft information for the H&S File is to be submitted to the Principal Designer and final version information submitted before completion so far as reasonably practicable.

The Principal Designer is to complete and hand over the final version of the File within a timeframe that is reasonable and as soon as is practicable after completion.

Health & Safety File

Under Regulations 12 of the Construction (Design and Management) Regulations 2015, the Health and Safety File along with Operation and Maintenance Manuals will be compiled by the Principal Contractor as a record for the client. It is used to inform those who may be responsible for the operation, maintenance, renovation, alteration, servicing, cleaning, repair or demolition of the structure.

Format and Contents

The document which is available electronically or paper contains information as applicable:

1. Record of residual hazards and associated risks and how they are to be managed.
2. Record of all as built/installed drawings and plans.
3. General details of the construction methods used and information which would be required to be known for any future demolition or dismantling of the structure.
4. Design criteria records.
5. Construction materials and equipment.
6. Maintenance procedures.
7. Manuals & guarantees and warranties or certificates of completion for installed equipment and other goods.
8. Details and location of materials and equipment used to include details of cleaning and maintenance requirements.
9. Details and location of services.
10. Relevant Test and Commissioning Certificates.
11. Installed safety equipment.

The information shall be clearly labelled and organised in sections in a user-friendly format.

Appendix 1 Table of Duties

CDM Duty holders* – Who are they?	Summary of role/main duties
Clients - are organizations' or individuals for whom a construction project is carried out.	➤ Make suitable arrangements for managing a project. This includes making sure: • other duty holders are appointed. • sufficient time and resources are allocated. ➤ Making 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 - are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.	➤ 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 – are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.	➤ 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.

CDM Duty holders* – Who are they?	Summary of role/main duties
Principal designers** – are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.	➤ 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. ➤ Liaise with the principal contractor to help with the planning, management, monitoring and coordination of the construction phase.
Principal contractors – are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.	➤ Plan, manage, monitor and coordinate 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. ➤ Ensure: • 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.

CDM Duty holders* – Who are they?	Summary of role/main duties
Contractors – are those who do the actual construction work and can be either an individual or a company	➤ 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 – are the people who work for or under the control of contractors on a construction site	➤ 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;