



Health and Safety Construction Phase Plan

Date: 23rd January 2024

Revision: B

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Contract Name: Victoria Park

Principle Contractor: Woodall Contracting Limited

Woodall Contracting Site Manager: Martin Lafferty

Construction Phase Plan

Victoria Park – Enabling works.

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1. Preamble and legal requirements

The construction phase Health and Safety Plan has been developed to enable full compliance with the Health and Safety at Work act 1974 and the requirements of the Construction (Design and Management) regulations 2007. The key aim of the CDM 2007 is to integrate health and safety into the management of the project and to encourage everyone involved to work together to.

- Improve the planning and management of the project from the very start.
- Identify any hazards at an early stage in order that they can be eliminated at an early stage and any remaining risks can be properly managed.
- Target efforts where it can be most beneficial in terms of Health and Safety

The regulation focus on the planning and management throughout the project and specific aims for the health and safety to be treated as an essential point of the project development.

2. Authorisation and Control

The document shall be compiled by the Health and Safety advisor in conjunction with the CDM Coordinator and the client, Britannia Group. The site manager shall be responsible for the method statements of the works being undertaken. The site manager, and where requested, the Managing Director and the Health and Safety Advisor shall comment on the suitability and adequacy of the contractor's method statements and risk assessments. The plan should be approved by the Health and Safety Advisor and revised and monitored on a regular basis.

Each plan is a controlled document and shall be kept on site for regular review and updated by the site manager. The Health and Safety plan is to be treated as a day-to-day management tool for the control of the health, safety, and welfare on site.

Staff changes for holiday cover will not normally be classed as an amendment, new or replacement staff will be required to sign that they have read and understand this plan.

Change of Agent/Project Manager, Safety Co-ordinator or Fire Safety Co-ordinator is classed as an amendment and will need the authorisation of Woodall Contracting Managing Director. At the commencement of works and the appointment of the site team, it is necessary to ensure the site team have dedicated responsibilities for health, safety, and welfare on site. The Contracts manager should ensure all managers are compliant and have the relevant training in response to their roles. A second appointment should be made to cover illness and absences.

Appointment	1 st appointment	2 nd appointment	Signature
Site safety Coordinator			
Fire Safety Coordinator			
Temporary Works Coordinator			
Temporary Works Inspector			
Plant Inspector			
Excavations			
Permits to work			

Records of the competence of the above will be kept in this file.

Records of inspections shall be recorded in the documents provided in the appendices.

As the plan is being compiled it will become evident that further information is required. Information required can be added and a check list should be kept in a prominent place for reference.

3. Description of the project

The Victoria Park Enabling project consists of two sewer connections to the North and South of the site. The construction of one adoptable road and associated drainage including base Bitmac. The construction of a private access road with associated drainage and attenuation system including Bitmac.

- Tender stage drawings have been issued. As of 17/10/2023
- Anticipated start date W/C TBC with the construction period of 12 weeks
- Civil engineering activities including excavation, filling, drainage, service trenches, carriageway construction, footpath construction.

Materials

Hazardous materials will be kept to a minimum as much as possible. Materials to be used typically.

- Existing contaminated material on site
- Concrete
- Drainage products
- Aggregates
- Coated Aggregates
- Bitmac Materials
- Fuels for plant and machinery

All hazardous materials will be controlled, supplied and used in accordance with COSHH assessments which will be held on site.

Combustible Materials

Diesel will be the only fuel kept on site for the use the use of site vehicles and plant only.

The fuel stored will be kept in a double bunded tank, above drip trays, with spill kits for refuelling available at all times.

Prohibited Materials

TO BE ADVISED

Extent of existing records and plans relating to

- Extent of existing records and plans relating to
 - Structures
 - Service locations
 - Ground conditions

- Environmental conditions

SEE APENDIX

Project Directory

Client Britannia Group

Address	
Contact	
Tel	
Email	

CDM Coordinator

Address	
Contact	
Tel	
Email	

Designer

Address	
Contact	
Tel	
Email	

Civil Engineers

Address	
Contact	
Tel	
Email	

Engineer

Address	
Contact	
Tel	
Email	

Quantity Surveyor

Address	
Contact	
Tel	
Email	

Principal Contractor

Address	Woodall contracting Limited 199 water st Manchester m34ju
Contact	Martin Lafferty
Tel	07771933955
Email	martin@woodallcontracting.co.uk

Electricity

Address	
Contact	
Tel	
Email	

Water

Address	United Utilities
Contact	
Tel	03456722888
Email	

Gas

Address	Cadent
Contact	
Tel	08003898000
Email	

Highways agency

Address	
Contact	
Tel	03001235000
Email	

Telecommunications

Address	
Contact	
Tel	
Email	

Emergency services

Address	
Contact	
Tel	999
Email	

4. Management structures and responsibilities

Safety targets for the project

Under the requirements of the Approved code of practice for the CDM regulations safety goals are to set for each project as a measurement of performance.

- 100% Induction of all personnel on arrival on site
- All areas are to clean and tidy at the end of each working day.
- All access and egress point to be unobstructed.
- Zero accidents on site

Liaison and coordination of all parties

Communication, planning, and coordination are a key element in the development and construction. It is therefore essential that all parties within the construction process review relevant information to reduce risks as far as is reasonably practicable.

Sub-contractors

Hazard identification is a key element of the health and Safety Management System and begins at the estimation stage to enable proper financial consideration to be made at tender. Hazards identified by the CDM at this stage will be dealt with.

A hazard is something that could potentially cause harm. (May include substances, machinery, work methods, and other aspect of work organisation).

Risk expresses the likelihood that the harm from a particular hazard is realised. The extent of the risk covers the number of people that may be exposed and the consequences for them.

A list of hazards should be identified by the estimator and CDM coordinator at tender stage, and subsequently amended by the Contracts Manager once the contract has been awarded.

Having identified a hazard, a statement as to the action required in order to minimise risk from the hazard should be made. Amendments with reference to HSE Guidance Note will be added to this file. All operatives will be informed of the changes and sign and date to indicate that they understand the method statement.

When Sub-Contractors are required to supply method statements, these must be submitted for the approval of the contracts management 7 days before commencement of works.

The Principal Contractor shall carry out regular inspections of contractors work activities to ensure compliance with relevant provisions and the site Health and Safety Plan.

Actions for Contravention of health and Safety Legislation or the Project H&S Plan

The Principal Contractor shall immediately prohibit any contractor, contractor's employees (including sub-contractors), or contractors work equipment, and from working on site that the work activities of the contractor and his employees or sub-contractors is the cause of serious imminent danger to any person, property, or equipment.

Such prohibition will be provided in writing to the contractor by the Principal Contractor following the cessation of the offending activities.

Where any contractor or employees work activities or work equipment is a potential cause of danger or is in a breach of any relevant statutory provisions, the principal contractor shall serve a written

improvement notice on the contractor, which will require the situation to be remedied, to the satisfaction of the Principal Contractor, within a given period.

No claims from contractors for delay or for additional recourses shall be considered where the delay was caused by a contractor's non-compliance with health and safety legislation or the project health and safety plan.

Designers and other parties

It is essential that all parties communicate and are fully aware of their legal responsibilities with regard to health, safety, and welfare onsite. Prior to commencement, regular shall be held to comment upon the design and the implications of other design. The agenda for Health and safety and welfare shall cover:

- Design – Initial Concept.
- Design for Health, Safety and Welfare.
- Design changes.
- Designers' instructions with others.
- Buildability / off site fabrication.
- Material suitability

Any changes to the design which may have an impact must be passed to the CDM Coordinator.

Agenda

- List of those present.
- Matters arising from previous meetings.
- Notified concerned.
- Review of accidents.
- Site establishment.
- 1st Aid
- PPE
- Hazardous work.
- COSHH
- Any other business.

5. Consultation with workforce – Information, Instruction, and Training

Where it has become apparent to the Principal Contractor that a lack of health and safety information, instruction, or training by any person on site could result in unacceptable risk to any employee, other works on site or general public, the Principal Contractor shall take whatever measures within his authority to remove or reduce such a risk.

▪ Induction

Everyone working on a Woodall Contracting site shall undergo a specific Health and Safety induction in line with the documents attached. The induction should be carried out prior to them being allowed to commence works on site. This induction process on site specific health and safety rules and will be given by the Site Manager.

▪ Toolbox Talks

It is essential that throughout the construction phase that all parties are informed and updated on the progress of site-specific activities and the hazards on site, it is therefore essential that toolbox talks are undertaken and recorded to ensure all persons are aware of the potential hazards.

- Site Committee Meeting

The Principal Contractor shall establish an appropriate on-site procedure whereby persons at work on the site and persons affected by the construction site activities may discuss health and safety issues with and offer health and safety advice to the Principal Contractor.

When the Principal Contractor accepts health and safety advice or is convinced that a health and safety problem exists, the principal contractor shall then take whatever measures he considers necessary to resolve the situation. The Principal Contractor shall convene health and safety meetings when and where appropriate.

6. Exchange of information for design

Design Development

Any changes to the design and the Health and Safety Plan Procedures are to be communicated to the CDM Coordinator before being implemented.

Any contractors design elements are to incorporate the regulation 13 design requirements and are to be submitted to the CDM Coordinator.

7. Selection for contractors and control

Pre-qualification and contractor control

All contractors shall be vetted as regards to their competence prior to the commencement of works to ensure they have the relevant experience and resources to carry out the works. This shall be carried out in conjunction with CDM Coordinator and Woodall Contracting Limited.

Prestart Meeting

All contractors will be required to attend a formal Prestart meeting when the relevant contents and requirements of this Plan will be addressed. A programme for the works shall be issued by the contractor to be discussed for the coordination of the work. Prestart minutes will form part of Contractors order.

Method statement check sheet.

The attached document will be utilized for the checking of Method statements issued to site to ensure compliance in respect to content and specific activities.

Subcontractors Evaluation

As part of our development and auditing to ensure work undertaken by ourselves and contractors, we shall undertake monthly evaluation of contractors on site.

Exchange of Health and safety information between contractors

Meetings shall be held to discuss performance at regular intervals and during the meetings Health and Safety shall be a key element.

8. Site security

The site compound area will be secured at the end of each working day.

The site manager will keep a register of all personnel on site on a daily basis.

Night watch man will monitor the site 6pm-6am.

Details of security contacts will be attached.

9. Site inductions

A standard form attached will be utilized for the induction of personnel on the site and these shall be verified and checked by the operatives and site management.

These shall be recorded on the induction register.

10. Welfare facilities and first aid

Welfare facilities

This document is a guide to the minimum requirements of the CDM Regulations 2007. Compliance to the regulations will always be the minimum standard to be achieved. Our image to both client and public and an increased efficiency of a contented workforce must also be taken into consideration.

Welfare shall be on site from day one of the project.

Welfare facilities will be provided close to the place of work. Safe access the welfare facilities must be provided and maintained.

Messing accommodation must provide a place for persons on site to shelter during inclement weather, somewhere to store and dry clothing, a place to consume food and take breaks. Certain facilities to be provided.

- Sufficient tables and chairs
- Heating
- Lighting
- Facilities for heating water and warming food
- Drinking water (if in containers, must be marked DRINKING WATER)

Mess rooms and drying rooms must be kept clean and not be used for storing materials.

Site must also provide washing facilities. Consideration must be given to number of operatives on site.

First Aid

The following arrangements are intended.

The number of first aiders on site is **one**.

The number of first aid boxes on site is **one**.

First aid box will be located in **The Site Office**

The person responsible for the provision and restocking of first aid box is **Martin Lafferty**. In the absence of a first aider on site, there shall be a nominated person. **TBC**.

First aid will be afforded to everyone on site and does not preclude contractors making their own arrangements.

Nearest A&E department.

MANCHESTER ROYAL INFIRMARY

249-257 UPPER BROOK STREET

MANCHESTER M13 9WL

Map and directions posted in mess room and Site file.

11. Reporting of accidents/incidents and near misses and the investigations of these.

If any operative is injured on site, they must contact the Site Manager/ Project Manager, they will be responsible for administering first aid in the first instance and for contacting the necessary emergency services.

Procedures in the event of accident/ incident

Reporting of Injuries, Disease and Dangerous Occurrences booklet (HSE Booklet BI510) must be available on site. It details what is reportable and to whom the report should be sent.

Minor incidents / accidents

All injuries, however minor must be recorded in the Accident book. Should the injured person be absent from work the day following the accident, **Martin Lafferty** must be informed.

Incidents involving Property Damage must also be reported to the Site Manager.

Reportable Accidents

Should a person be absent from work or be incapacitated from their normal duties for three days following the accident or require attendance at a hospital for more than 24 hours then **Martin Lafferty** must be informed, and arrangements put in hand to complete RIDDOR notification.

Notifiable Accidents/dangerous Occurrences

The RIDDOR Booklet defines Dangerous Occurrences and accidents that are immediately notifiable. In the event, of either, other than those covered by FATAL AND SERIOUS INCIDENT section, the following procedure **must** be instigated:

- Health and Safety Executive must be informed by telephone immediately (date and time to be recorded)

- Inform Contracts Manager by telephone.
- Fill in Accident Book
- Begin investigation procedure.
- Site personnel **must** inform their Contracts Manager immediately by telephone. If the Contracts Manager is not available then one of the following detailed in the health and safety plan **must** be called, starting with the closest geographically.

The Contract Manager is to make the following communications:

- Inform the Regional Director
- Inform Safety Consultant

Accident Investigation

Both the HSE and the safety Consultant will normally investigate serious Accidents. Initial investigations by the site team can be invaluable when establishing cause. Following a reportable, fatal or serious accident and in case of a dangerous occurrence a nominated person should, if possible, begin an investigation.

DO NOT ALTER OR CHANGE ANYTHING UNLESS IT IS A RISK TO LIFE OR UNTIL INSTRUCTED BY THE FACTORY INSPECTOR OR SAFETY MANAGER.

- Take photographs.
- Hold damaged plant or equipment on site.
- Take statements from witnesses. Get names and addresses.
- Interview the injured person if possible.
- Take statement from supervisor.
- Make any note or sketches that may help to establish cause.
- Do not speculate as to who is to blame.

Accident Report

Following a reportable, fatal or serious accident, the following report must be compiled within 72 hours.

- Name of site, name of Site Manager, Contacts Manager, Safety Coordinator
- Investigators report.
- Entry in Accident Book
- Copies of completed insurance forms.
- Form F2508
- Witness statements
- Record of training for parties involved.
- Supervisors' instructions and/ or Method Statements
- Photographs
- Weather conditions
- Recommendations

Distribution of Accident Report

This report is to be given to:

- Safety Consultant

- Managing Director

12. Production and approval of risk assessments/ method statements

The attached document is to utilize for the checking for Method statements issued to site to ensure compliance with respect to content and specific activities. The following must be included:

Site Rules

During the induction a copy of the site rules shall be issued to all personnel.

Fire and emergency procedures

The integrity of escape route must be maintained throughout the works. All exist walkways and escape routes from the site must be kept free from obstructions and clear routes provided to a place of safety. Where any works disrupt these routes, an alternative egress route must be in place prior to those works commencing.

Lifting Plans

Excavator must be examined every 12 months and inspected weekly. When the excavator arrives on site the driver must hold a copy of the thorough examination certificate. Before starting work and every seven days thereafter the driver must inspect the excavator and enter the result in the site file.

Lifting gear, chains, slings, wire ropes must be inspected regularly for any signs of damage. Examinations must be carried out every 6 months.

13. Arrangements for controlling significant risks

This document has been prepared in accordance with the Management Regulations. The purpose of this document is to ensure the Health, Safety, and welfare of all persons on site and any who might be affected by our works.

The attached Risk Assessments are generic and within them there may or may not be controls which have been considered. It is essential that this document is used as reference for the purpose of compiling the specific risk assessment on site. Where there are risk assessments that do not cover the activity being undertaken on site and assistance is required, please seek advice from H&S consultant.

A blank Risk assessment form is available for the development of a specific risk.

Hazards/Work Activities

When completing the blank assessment item one asks for the hazard work activity, this can be specifically derived from the method statement. An easy analogy for the sake of clarity a hazard and risk is

- A hazard would be the work activity e.g. working at height
- The risk would be:
 - Falling from height
 - Falling materials

Therefore, to undertake the assessment you have to highlight the particular work activity.

Who may be harmed?

Within the area and progressing up from hazard/work the person who may be harmed from Falling from height would be:

- Employees
- Sub-contractors
- Visitors
- Residents
- General Public

This would be the same for falling materials as there is always the potential for this to occur, however, the risk may be less than some of the above. This may not be applicable on some sites specifically site where access is restricted to site personnel only.

Description of risks and likely consequences

This should highlight what may happen if someone falls. This is the specific part of the risk assessment therefore fall from height is the risk, what is the potential consequence? This should be in relation to the specific height e.g.:

- 1 Metre = Minor/major injury therefore High Risk
- 10 Metre= major injury/ fatality therefore High Risk

There may be specifics to a site which may have an impact on the risk and this should be evaluated prior to completing and signing the risk assessment.

Control Measures

The purpose of the assessment is to ensure that we have put in place control measures to eliminate potential harm to employees, sub-contractors, visitors, general public, etc... It is therefore essential that control measures are reviewed where required appropriate controls put in place.

It is essential that controls are implemented on site and addressed. All persons should be aware of the controls. It may be necessary to change the controls therefore the Risk assessment must be reviewed and updated to reflect potential change or activities.

Further control measures should minimise risk to their lowest level, if this is not achieved then revisit the assessment.

PPE

As a minimum requirement are hard hat, hi viz, safety footwear, in addition we have a policy in place for gloves where specific operations require specific gloves this should be included within the additional comments. The controls will also identify what additional PPE is required. This is to be adhered to and implemented on site.

Specific tasks requiring PPE are to be signed and dated by site management.

Procedure to avoid buried services.

Causing damage to buried services, especially electric cables, is a major hazard to anyone nearby and one of the major areas of cost.

These standard procedures that should be followed on all projects, are introduced, therefore, to minimise the risk of danger to our employees, subcontractors, public as well as improving the cost effectiveness of our operations.

- Identify the hazard and make full hazard assessment in the Project Safety Plan. Notify the Utility Provider of our intention to expose the services. Request drawings showing the recorded position of the services and include in the plan.
- Study drawing of recorded services. For electric, use CAT tool to identify cables. Remember that cables are not always live. Check on 3 separate occasions at different times of the day. For other services, check with the relevant authority if specialist equipment would assist in their detection.
- Hand dig trial holes to expose services and to establish the line of the service Mark service position with signs – e.g.- yellow triangle, Danger High voltage, at 10 metre maximum along the route. Alternatively, on paving for example, it might be preferable to paint the line of the service in colour-referenced paint. Beware in case protection tapes or tiles have been displaced. Only then proceed with excavations. IF IN DOUBT HAND DIG!

Electricity

Competent electricians may only install electrics. All electrics must conform to current regulations. All installations must be checked on completion, and thereafter every six months, or a separate inspection order placed with an independent electrical contractor.

14. Health Risks

Advice in this shall be sought from the health and Safety consultant for additional information required with respect to compliance with any Act, Regulation, ACOP Guidance etc.

- Any substance that is labelled as toxic, harmful, irritant, corrosive or in any other way may constitute a health risk requires an assessment to be completed. Results of the assessment must be recorded and all operatives who may come into contact informed of the precautions required. Protective clothing issued must be recorded and a signature obtained. Protective clothing issue form should be used.
- Subcontractors must complete assessments any hazardous substances they intend to use. We must hold copies of their assessments and if necessary, passed on to our workforce and any other who may be affected.

13. Health and Safety File requirements

The CDM Coordinator is to ensure the Health and Safety file is prepared for the contract. In doing so, it is the statutory duty of all parties provide relevant information.

The Health and Safety file is a record of all the information for the end user which focuses on health and safety. The information it contains will alert those who are responsible for the structure and equipment of any significant health and safety risks that need to be addressed during subsequent use, maintenance, and cleaning works. Specific information will be supplied to CDM Coordinator before completion of works.

14. Environmental controls

- Depletion of natural resources.
- Inactive waste.

- Active waste.
- Dust, Emissions, and odours.
- Transportation.

Stability

The Principal Contractor is to accept full responsibility and structural integrity of the works during the contract, providing temporary support as necessary and preventing over loading.

Noise

Comply generally with BS5228. Fit all plant with effective silencers to manufacturers recommendations. Do not use or permit operatives to use radios or other audio equipment in ways or times that may cause nuisance.

Construction work will only be undertaken during the following hours:

Monday - Friday: 7.30am - 6pm

Saturday: 8.30am - 2pm

Sunday / Bank holidays: No work

Machines will only run during working hours 8.00- 5.30.

Deliveries will be accepted from 8.00- 5.00.

Silent run generators used for security purposes out-side of working hours.

Noise and vibration levels are to be monitored and logged and available to Environmental Health (MCC) if required.

Pollution

Take all reasonable precautions to prevent pollution of the site, the works, and the general environment. If pollution occurs, inform the appropriate authorities without delay, and provide them with all relevant information.

Nuisance

Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin, and any other causes.

Dust is created on the site during most stages of construction and will be managed throughout the construction phase. Measures will be taken to minimize and control dust on site through industry standard measures, i.e. dampening down etc.

Internal works – Dust will be controlled in a similar manner. The majority of dust escaping to outside locally is created from the use of waste chutes. For that reason, workers will not use waste chutes, waste shall be transported in bins via a goods hoist.

Generally good housekeeping will be employed to reduce the amount of dust created. The Principal Contractor will ensure dust generated from site activities does not become a risk to others and in doing so shall assess the dust risk for each work package, ensure adequate controls are in place and review these controls with their contractors. Measures will be taken to eliminate, or at least minimize, dust generation with consideration given to material usage, type of work equipment used

and work methods applied. Where dust creation is unavoidable, dampening down techniques will be applied.Fire.

Take all necessary precautions to prevent injury and damage by fire. Comply with the Joint Code of Practice, CDM Regulations 2007.

Fire stations and evacuation plan will be conveyed at Site induction and displayed in mess room and Site Office.

The Principal Contractor is responsible for site works fire safety. Smoking is not permitted on site unless in designated smoking areas. A fully developed fire plan will be implemented, and the welfare of all personnel recognized.

See Appendix

Waste Management

Remove rubbish, debris, surplus material, spoil regularly and keep the site works clean and tidy. Recyclable materials to be separated into relevant skips and kept in the contractors locked compound.

Waste Transfer Certs will be included in this document.

Roads and Footpaths Contractors carparking

We will ensure adequately maintain roads and footpaths within the site and adjacent to the site and keep clear of mud and debris.

Road sweeper will be employed on days of deliveries.

Wagons entering site to be loaded/unloaded will be kept to haul roads. All loads leaving site will be adequately secured by strapping or retained by sheeting.

The gate keeper will clear any residue from tyre tracks in between road sweeping.

Any damage to roads and footpaths caused by site traffic will be made good at the end of contract to the satisfaction of Local Authority.

Pre-commencement photos and written commentary will be taken to log previous damage dated as per commencement date.

Site hoarding signage will show contact details of site agent and out of hours contact.

Contractor parking will be supplied on-site, accessed by existing gate, and identified with one-way directional signage to avoid pedestrian walkways.

Road closure will be required for sewer connections. See attached Sunbelt Traffic management plan detailing signage and diversion route.

Swept path assessment is not deemed necessary as oversized loads are not anticipated during enabling works.

See Appendix

SITE TRAFFIC PLAN TO FOLLOW COMPOUND SET UP