



Construction Phase Plan



Contract	Manchester City Council (MCC)
Project Title	Ancoats Public Realm: Phase 2 Ancoats Green Works
Job Number	5212875
Issue Number	Rev 02

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Introduction and guidance

The purpose of this Construction Phase Plan (CPP) is to form the basis for communicating the health and safety arrangements to all those involved in the construction phase. It is designed to clearly identify safety standards and performance requirements as a means of promoting a positive and responsible attitude towards Health and Safety. It is not intended to be exhaustive, but must be considered the minimum standard acceptable to Alined Construction Ltd on contracts or areas under its control.

The Construction Design Management (CDM) Guidance document identifies when a CPP is required and describes how to ensure work operations are undertaken in accordance with all legal requirements and accepted good practice.

The client must ensure that a CPP for the project is prepared before the construction phase begins. The plan should be proportionate to the scale and complexity of the project and the risks involved and not include documents that get in the way of a clear understanding of what is needed to manage the construction phase, such as generic risk assessments, records of how decisions were reached or detailed safety method statements.

The CPP should include a description of the project such as key dates and details of key members of the project team and the arrangements for the management of the work including:

- the health and safety aims for the project;
- the site rules;
- arrangements to ensure cooperation between project team members and coordination of their work, e.g. regular site meetings;
- arrangements for involving workers;
- site induction;
- welfare facilities; and
- fire and emergency procedures

The CPP must also include any specific measures put in place where work that falls within one or more of the following categories:

- Work which puts workers at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.
- Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.
- Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulation.
- Work near high voltage power lines.
- Work exposing workers to the risk of drowning.
- Work on wells, underground earthworks and tunnels.
- Work carried out by divers having a system of air supply.
- Work carried out by workers in caissons with a compressed air atmosphere.
- Work involving the use of explosives.
- Work involving the assembly or dismantling of heavy prefabricated components

For projects involving more than one contractor, the principal contractor must ensure the plan is

drawn up during the pre-construction phase and before the construction site is set up. It must take into account the information the principal designer holds, such as the pre-construction information and any information obtained from designers. During the construction phase, the principal contractor must ensure the plan is reviewed, updated and revised, so it remains effective.

For single contractor projects, the contractor must ensure the construction phase plan is drawn up.

Project information

Project description

Manchester City Council (MCC) have secured funding to begin public realm works across the Poland Street area. The Ancoats Public Realm project is an opportunity for Ancoats to become a Sustainable Urban Neighbourhood. The project aims to deliver public realm infrastructure to support the creation of a sustainable urban neighbourhood of 1,500 homes, which supports life and encourages community. The works to Ancoats Green primarily involve a cut and fill exercise to address site levelling in areas, along with soft and hard landscaping to provide additional planting and trees, along with a play area including a large slide with a retaining wall. Play equipment and furniture will require installation and there will also be several pathways installed.

The scope of works will include:

- Soft landscaping (cut and fill) to the existing Ancoats Green
- Removal and reinstatement of boundary features on the site
- Retention and protection of existing trees and other soft features
- Introduction of new furniture features to the Greens
- Introduction of new feature entrances to the park
- Implementation of new hard landscaping and play equipment into the park
- Establishment of new pathways across the park
- Boundary treatments to co-ordinate with surrounding developments
- Implementation of new drainage strategies (SuDS) within Ancoats and Jersey Green
- Improvement works to the interface with Portugal Street
- Minor refurbishment works to Jersey Green located adjacent to the Rochdale Canal

Our detailed project plan is:

Pre-Construction Phase – 20 days

Upon contract award Alined will liaise with MCC and the design team to carry out the following:

- ECI;
- Prepare and submit TTRO's, Sect 106 applications, Construction Phase Plan, Quality Plan, etc;
- Condition survey & material sample acceptances, design approval & sign offs for bespoke items.

Phase 1 – Site establishment – 10 days

Initial site set up to include site compound & welfare facilities, Installation of site hoarding and implement access / egress points, Install CCTV and lay down areas. Control of setting out points and initial marking of critical points on site to allow walk, talk and build with design team to highlight any potential risk to design and buildability of the project.

Phase 2 – Enabling works – 28 days

Site clearance works will be carried out in conjunction with tree clearance works, site strip and initial cut & fill will be carried out in conjunction with archaeological watching brief as area is of historical interest with glass works and other historic trades. Site routes will be establish by install of temp traffic routes designed to protect soft landscaped areas, reduce potential pollution and respect exclusion zones around retained trees.

Phase 3 – Drainage, ducting & RC wall – 36 days

UU sewer connection under 106 agreement installed early on in the scheme to de-risk any level issues with site drainage, upon install of new connection the intention is to install majority of drainage requirements to de-risk any issues with levels/obstructions and to reduce excavations below depths of 450mm later in the scheme. Ducting, chambers and lighting column sleeves will be installed at the same time to create efficiencies and reduce risk of subsequent excavations and issues with lighting install at a later date. The RC wall works will commence as early as practically possible within the project to allow curing times and subsequent filling exercises in and around the walls, along with safety fencing and any other associated items relating to the RC walls.

Phase 4 – Play area – 38 days

Play area is potentially the highest risk phase of the project, access is required to construct the new slide and other bespoke equipment, foundations will be formed, followed by regulating surrounding areas and install of safety binder courses. Trees and planting will be installed to the play area extents to reduce need to re-visit completed areas, this will be in conjunction with play equipment installation. Lifting requirements/carne mats are still to be established and this will be considered as part of on site logistics and safety considerations. Upon completion of play equipment install, items such as fencing to RC wall, bespoke furniture/lighting and final surfaces will be installed to the play area extents to provide a fully complete play area, after this is achieved an exclusion zone will be erected to prevent any unnecessary access that could present a risk of damage to surface finishes and play equipment.

Phase 5 – Hard landscaping – 50 days

Hard landscaping works will include reduced level dig, sub-base and foundations, perimeter edgings will be installed to form extents of paving areas. Excavation to form tree pits and install trees will also be undertaken to reduce risk of damage at a later date. Paving will be mix of

reclaimed issued by MCC FOC and new materials procured from nominated suppliers. Entrance paving features will be installed to 95% of their areas with the exceptions of small infill areas around bespoke archways to be installed at a later date.

Phase 6 – Soft landscaping – 59 days

Due to our collaboration with Wrights landscapes the project is in a unique opportunity to plant as and when required due to off site storage in Pickmere Nursery, this innovative method will eliminate any risk of trees and planting not being available and/or at a greater risk of failure. This phase of works will include grading all soft areas, planting of trees and shrubs to majority of scheme, installation of any features that sit within soft areas such as boulders, etc.

Phase 7 – Footpath works – 38 days

Forming of the footpaths by installation of Swale drainage and aluminium edgings will see the footpaths formed, permeable material will be installed and porous binder course installed to leave the footpaths ready for final surface courses.

Phase 8 – Fencing, furniture & finishing details – 35 days

Perimeter fencing will be in conjunction with hoarding removal, a temp heras security panel will be installed to protect site boundary fencing until completion. Other items installed during this phase will include lighting columns, bespoke archway features, entrance features, bespoke fencing, signage, bollards, bug wall, benches and any other items that have been left until as late as possible to reduce risk of damage on site

Phase 9 – Portugal St works – 21 days

Portugal St works will see the site practically complete and allow installation of the various kerb, footpath and paving finishes without risk of damage and reduced traffic movements in and out of the main site, works will progress productively on various locations and TM will consider traffic flows into Manchester during morning rush hours, all aspects completed to Portugal st with exception of final surface courses.

Phase 10 – Final surfacing works – 16 days

Final surfacing works will be the last operation of the scheme to ensure that these finishes are as new as possible and risk of any damage from site activities is prevented, buff porous surface to Green Space will be followed by Tarmacadam footpath and carriageway surface course on Portugal St, essentially working out of the site to give the best possible finish to the scheme and

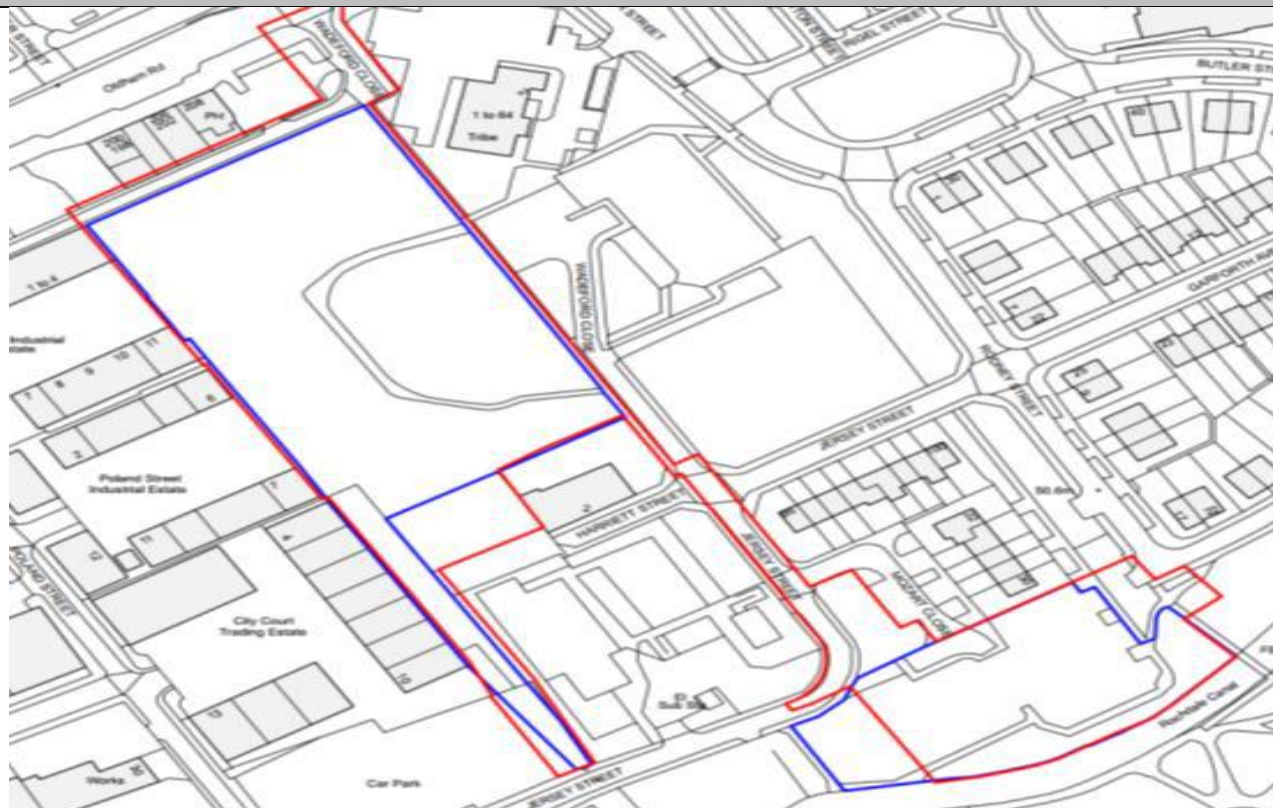
provide the final touches to a successful and aesthetically pleasing scheme.

Handover Process – 13 days

Alined will meet with MCC design team to inspect the scheme and identify any areas that require attention, a final clean will also be undertaken to ensure the whole scheme looks brand new, the de-mob will then commence and result in PC and handover to MCC. During this time, the H&S file for the project will also be completed and handed to the client.

Site address (main site office)	Timings	
Ancoats Manchester, south of Oldham Road M4 6LP	Date appointed	17/04/5
	Planned start date	10/01/2024
	Planned end date	Summer 2024

Site location map



Contact Details

(add and delete as appropriate)

Client

Manchester City Council	Contact	Shelagh McNerney
Level 8 Town Hall Extension	Position	Client
Lloyd Street	Tel	07545 206 392
Manchester	E-mail	shelagh.mcnerney@manchester.gov.uk
M2 5DB		

Principle Designer

Faithful+Gould 3100 Century Way	Contact	Graeme Littlewood
Thorpe Park	Position	Project Manager
Leeds	Tel	07834 506 985
LS15 8ZB	E-mail	graeme.littlewood@fgould.com

Project Manager		
Faithful+Gould The Exchange 3 New York Street Manchester M1 4HN	Contact	Greg Cawley
	Position	Project Manager
	Tel	01612 453 411
	E-mail	greg.cawley@fgould.com
Principle Contractor		
Alined Construction Ltd, Wilbraham Rd, Greater, Fallowfield, Manchester M14 7DW	Contact	Daniel Lyle
	Position	Director
	Tel	07887 535764
	E-mail	Daniel@alinedltd.co.uk
SHEQ Manager		
Calson Solutions Ltd Hollinwood Business Centre Albert Street, Failsworth, Oldham, OL8 3QL, United Kingdom	Contact	Tom Hobson
	Position	SHEQ
	Tel	07896 638160
	E-mail	Support@calsonolutions.co.uk
Contractors		
Taurus Security Group Manchester Buildings, 71-73 Hyde Rd, Ardwick, Manchester M12 6BH 0161 273 6600		
Wright Landscapes Pickmere Nurseries, Knutsford WA16 0JL 01244 541959		

Construction information

Notification of project (F10)

F10 Notifiable?	Reason
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Yes	• ~~last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or~~ • exceeds 500 person days.
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Where an F10 is required it shall be included in the CDM Project SHEQ Folder and be displayed on the notice board in the site office/welfare unit.

Pre-construction information

All pre-construction information is included in the CDM Project SHEQ Folder.

Ground conditions

The ground conditions are good with a tarmacadam access road and parking near the site cabin.

The ground conditions are grassy / muddy with clean areas being created for vehicles in and out of site. Wheel washing will be used where necessary to protect the surrounding roads.

Surrounding land users/ vulnerable customers

The table below identifies surrounding land users. The Site Manager is responsible for liaising with the vulnerable customers, nearby or authorities affected by the works to agree appropriate, safe access routes and provision of temporary services where required.

Who	Where	Details including contact names and numbers
Construction company	Adjoining site	Contact details on hording
Homeless people	Surrounding the site	N/A, the issue needs to be continually managed without confrontation from workers. Council are aware.

Existing structures

The table below identifies the structures within the vicinity of the works or which might be affected by the works.

Organisation	Interest in the vicinity	Details including contact names and numbers
Network Rail (Railway bridges/crossings etc.)	N/A	N/A
Council (Highways structures, etc.)	N/A	N/A
Council (Street lighting)	N/A	N/A
Highways Agency (Motorways, bridges, etc.)	Yes	N/A
Environmental Agency (Rivers, etc.)	N/A	N/A
Other	N/A	N/A

Existing services

A formal drainage survey has not been completed; however, manholes and street lighting have been noted across the entirety of the site. Additionally, due to the back of Ancoats are containing multiple commercial and residential units it is assumed that all roadways and pavements are likely to have electricity, gas, water and sewerage services buried within them. Street lighting, manholes and asphalt scarring are present in the Jersey Street area, and as such, it is assumed multiple services will be present.

Design drawings

The table below identifies the design drawing for this project. Any **design changes** shall be discussed at the regular progress meetings and any new drawings or documentation will be issued through the Site Manager for distribution. Risk assessments and methods of work will be re-assessed on the issue of revised drawings or documents. All proposed design changes will be reviewed to identify if there are negatives impacts on health, safety and the environment.

New and/or amended drawings will be recorded on the register contained in the CDM Project SHEQ Folder and where appropriate should also be included in the CDM Health and Safety File.

Drawing Number	Drawing Title
2895-PLA-XX-XX-DR-L-0007 – 7026 34 drawings in total to be in the site cabin.	Ancoats Green

Emergency procedures

Suitable and sufficient arrangements for dealing with any foreseeable emergency must be made and, where necessary, implemented. The arrangements must include procedures for any necessary evacuation of the site or any part of it. When making arrangements, account must be taken of:

- the type of work for which the construction site is being used;
- the characteristics and size of the construction site and the number and location of places of work on that site;
- the work equipment being used;
- the number of persons likely to be present on the site at any one time; and
- the physical and chemical properties of any substances or materials on, or likely to be on, the site.

Where arrangements are made, suitable and sufficient steps must be taken to ensure that:

- each person to whom the arrangements extend is familiar with those arrangements; and
- the arrangements are tested by being put into effect at suitable intervals.



The table below identifies the arrangements for dealing with emergencies and incidents on this project.

Fire & evacuation
Fire Risk Assessments are completed to help prevent fires from occurring, copies of which are kept on-site in the CDM Project SHEQ File. Workers are to report to the site muster point. All personnel are briefed on the actions required to prevent fires and what to do if there is a fire on site during their induction. The Emergency Procedures documents are included on notice boards and in the CDM Project SHEQ Folder to ensure awareness of the requirements and provide easy to understand instructions. The method of raising the alarm will be a horn or shouting fire fire fire. Locations of the nearest emergency services documents identifying the nearest Fire Department are included in the CDM Project SHEQ File, are available on notice boards and included in the project induction.
Accidents and incidents
All accidents and incidents must be reported to help ensure that we can prevent future accidents. All personnel are briefed on the requirements for reporting during their induction. The Emergency Procedures documents are included on notice boards and in the CDM Project SHEQ Folder to ensure awareness of the requirements and provide easy to understand instructions. Details of the nearest Accident & Emergency Hospital are included in the project induction, the CDM Project SHEQ Folder and are available on notice boards. All accidents and incidents will be investigated to identify the root cause and contributory factors. Where required appropriate rectification and prevention actions will be raised, shared and acted upon in a timely manner to prevent future accidents.

First aid
All operational staff are provided with first aid training to ensure that there is always more than one person in a team that is trained and able to respond in the case of an emergency. A list of trained first aiders is on the notice board in the welfare facility. First aid kits are available in site offices, welfare units and on all operational Alined Construction Ltd vehicles.
Environmental incidents
Spillage Control • STOP the source of the spill or leak if possible • CONTAIN the spill using spill kits, sand or soil • DIVERT the spill away from drains and watercourses • CLEAN up the spill. Put all used spill kit materials and contaminated soil in a waste bag and dispose of as hazardous waste • REPORT the spill to your Supervisor. • Drip trays will be used on site and funnels for re-fueling Other Environmental Incidents If there is any other type of environmental incident, stop what you are doing and report it to your supervisor. These may include: • Complaints from third parties e.g. noise and dust • Discovery of suspected contaminated land • Discovery of protected animals • Damage to trees and hedgerows • Near misses – where events could have led to a ‘minor incident’
Hazard reporting

At Alined Construction Ltd we believe that all accidents and incidents can be avoided and that identifying and resolving issues (hazards) when we see them will help us to prevent accidents and assist us in achieving our key SHEQ objectives.

All personnel are briefed on our requirements for hazard reporting during their induction. Posters are included on notice boards to ensure awareness of the requirements and provide easy to understand instructions.

If personnel identify a hazard they are required to:

- Rectify it or make it safe
- Report it to the SHEQ Manager Mobile No. 07896 638160
- Inform the Site Supervisor.

Our SHEQ Manager will log and track all Hazard reports, ensuring that all hazards are rectified and appropriate learning is shared.

Flooding emergency response

If there are flood alerts in the vicinity of the site:

- Contact the Environment Agency flood warning line on (0845) 988 1188
- Obtain as much information as possible from the Environment Agency i.e. what timescales are involved and what level of flooding is expected
- If flooding is imminent ensure that fuel, oil and other potential contaminants are moved out of danger or stored as securely as possible
- If the extent of the flooding becomes serious and an evacuation of the site is deemed necessary, a decision to evacuate will be made by the Site Manager.

Emergency Contacts

Maps and contact details for the following can be found in the Location of Emergency Services document which can be found on the noticeboards and is included in the Project SHEQ File.

- Nearest Accident and Emergency Hospital
- Fire
- Police

The site emergency contact will be Chris, Alined Constructions site manager. His number is 07824 705726.

Management of Work

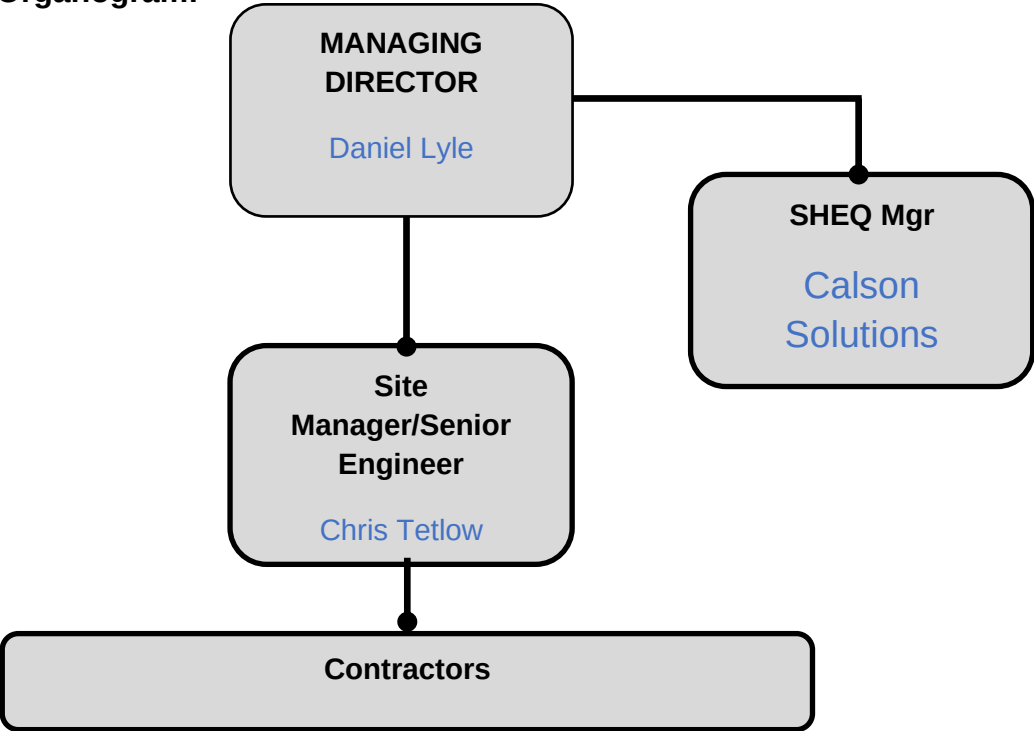
Safety Aims

At Alined Construction Ltd we recognise that our activities have potential to impact on the environment and the health, safety and welfare of our employees, supply chain and those in the communities where we work.

Roles and Responsibilities

Organisational Structure

(a) Project Organogram:-



Responsibilities
Site Manager
The Site Manager has a duty to ensure: • The Construction Phase Plan is implemented • Regular site inspections are completed during the works • The Health and Safety of the workforce during the project • That suitable risk assessments and method statements are in place to enable the work to be carried out safely • Both written and verbal communication to the workforce is clear and frequent • All personnel and visitors to site have had a suitable site induction training, information and instructions to carry out the job/visit safely and effectively • The provision of adequate welfare facilities • All contractors are made aware of the correct procedure for reporting any incident or near miss • They identify those that have difficulty reading and understanding the site rules and working instructions, i.e. illiterate or non-English speaking workers and consider alternative methods of communication to ensure they are not at risk This CPP is the key to a safe and healthy project and is the vehicle by which the Site Manager can manage progress and monitor Health and Safety. If there are any queries or doubts regarding Health and Safety on-site contact your manager, DO NOT carry on regardless. In the absence of the Site Manager, the Forman takes over day-to-day health and safety responsibilities of the project.
Contractor and Principle Contractor Health & Safety
The Contractor and Principal Contractor H&S are responsible for guidance on safety aspects and monitoring the overall effectiveness of safety procedures. Inspections will be undertaken by the Contractor and Principal Contractor H&S with the frequency dependent upon project duration. The Contractor and Principal Contractor H&S's duties include: • Promoting a safety conscious attitude in all employees and encouraging a positive team spirit • Providing up to date knowledge and experience of current health and safety related legislation relevant to the project • Working closely with the Client's and other contractors' personnel to ensure that the CPP adequately covers site hazards and risk • Investigating reported incidents, accidents and near misses
Team Leaders

The prime duties of the Team Leader are:

- Ensuring that safety instructions and procedures are incorporated into usual work practices to eliminate hazards
- Being familiar with any emergency procedures and ensure instructions are followed when necessary
- Reporting defects on plant and equipment to the Site Manager
- Ensuring the site risk assessment is completed on a daily basis
- Encouraging the reporting of near misses
- Ensuring accident reporting procedures are adhered to

Operatives

To support the CPP, all operatives will ensure they:

- Use the correct tools and equipment for the job
- Wear appropriate PPE and use required safety equipment
- Follow the relevant working procedures and instructions for the project
- Not put themselves or others at risk by their actions
- Know who to report to
- Report to their supervisor any defects in plant and /or equipment
- Refrain from the abuse of welfare facilities on site
- Report all near misses
- Report all hazards and near misses

Sub-contractors

All Sub-contractors will work to Alined Construction Ltd policies and procedures and adhere to site rules. Where the sub-contractor is undertaking specialist tasks such as directional drilling or cable jointing, civils, for example, they must provide a risk assessment and method statement to the Alined Construction Ltd Site Manager for approval prior to commencing work.

The Sub-contractor must take reasonable steps to inform the Principal Contractor/Contractor of the risks to their employees' health and safety arising out of or in connection with the work proposed.

Sub-contractors must report all accidents, incidents or near misses to Alined Construction Ltd following the required processes in a timely manner.

Security

The site will be contained and monitored throughout the day by the site manager. Out of hours security provision may be used if required. The CPP will be updated to reflect this as we engage a security company. Physical measures in place on site include heras fencing, the council are also involved as a result of a lot of anti social behaviour in the area.

Site Rules

The CDM Regulations 2015 requires that the Construction Phase Plan includes site rules, the rules should cover (but not be limited to) topics such as personal protective equipment, parking, use of radios and mobile phones, smoking, restricted areas, hot works and emergency arrangements.

The rules should be clear and easily understandable. They should be brought to the attention of everyone on site who should be expected to follow them. The principal contractor should also consider any special requirements, e.g. it might be necessary to have translations of the site rules available.

The Project Induction includes specific instructions covering topics including personal protective equipment, parking, use of mobile phones, smoking, restricted areas, specific risk controls and emergency arrangements.

Site Rules posters are included in the CDM Project SHEQ File and are displayed on noticeboards to remind all personnel of the Site Rules.

Personal Protective Equipment (PPE)

PPE is important as it is a last line of defence. The following PPE shall be worn as a minimum:

- Hard hat
- Safety boots
- Hi-visibility coat or vest
- Gloves (appropriate to activity)
- Light eye protection

Additional PPE will be required during certain activities; these will be identified in the RAMS and may include, amongst others:

- Safety goggles
- Dust Mask FFP3
- FR overalls
- Dielectric wellingtons

Welfare arrangements

The following table details the minimum welfare facilities that must be provided or made available to all personnel on differing types of projects/sites. All Welfare arrangements must be considered at the planning stage of any construction work and must be documented and communicated to those employees involved in the work. Liaison with the Highway Authority may be required to agree the positioning of the welfare facilities. Typical welfare facilities would normally be fixed or mobile welfare unit that include:

- Facilities to boil water;
- Facilities to prepare and eat food;
- Flushing toilet with ability to secure door;
- Washing facilities to include a supply of clean hot and cold running water;
- Adequately lit;
- Adequately ventilated;
- Regularly cleaned;
- Basin with hot water;
- An adequate supply of drinking water;
- Provision for changing / drying clothes;
- Waste water disposal arrangements;
- Power supply via certificated mains connection / portable generator/ batteries.

Welfare requirements and arrangements must be reviewed during the delivery of the project to ensure that they remain appropriate for the number of personnel working on the site at that time.

Welfare arrangements on this project are identified in the table below.

Item / Facility	Location
Chemical Toilet	Within site compound
Site groundhog unit with kitchen	Within site compound

Personnel are to raise any issues with the welfare facilities provided to the Site Manager who will log the issue with the SHEQ Manager.

Control of significant health risks

Asbestos

Only competent asbestos workers are allowed to work on or remove asbestos. All Alined Construction Ltd workers carry out annual asbestos awareness training to ensure the competence of our workforce. Due to the nature of the works it is not expected that asbestos containing materials will have an impact on the works.

Any suspected asbestos containing materials must be reported to the supervisor and actioned appropriately.



Where necessary an asbestos survey must be carried out prior to works commencing.

Manual Handling

All operatives must understand their limitations and be trained in manual handling activities. All manual handling must be completed in accordance with the requirements of the risk assessments and method statements provided.

All Alined Construction Ltd workers are trained in manual handling.

Noise

We have erected barriers around the site which will help protect the public from noise.

We will also ensure our equipment is properly maintained and that our workers use the appropriate hearing protection.

Works will take place within Monday to Friday: 7.30am to 6pm and Saturday: 8.30am to 2pm (no noisy work to be done on Sundays and Bank Holidays) as per MCC's noise guidelines.

Refer to the site risk assessments for more controls.

Vibration

We will ensure that tasks using vibrating equipment are monitored by the site manager and responsibilities are rotated to limit the risk of HAVS.

Refer to the site risk assessments for more controls.

Exposure to UV Radiation (from the sun)

All site operatives should continue to wear at least one layer of corporate clothing (t-shirt / trousers) during the summer. Fresh bottled drinking water should be readily available for operatives. Refer to the 'Working in the sun – guidance document for further details.

Provision of Occupational Health

The Site Manager is to ensure compliance with 'Occupation Health Policy. If you identify a work process during the project that may affect the health of the workforce or an operative is suffering from work related ill health you should contact the SHEQ Manager as soon as possible to discuss an appropriate course of action.

Leptospirosis

Please refer to 'Leptospirosis document for guidance and advice regarding Leptospirosis.

Co-operation & Communication

Everyone with duties under CDM 2015 must cooperate with others involved with the project or any project on an adjoining site. This means working with each other to ensure health and safety for all concerned. This should involve communicating with others and understanding what they are doing and in what sequence, e.g. by holding regular coordination and progress meetings.

For lower-risk projects involving more than one contractor, a low-key approach will be sufficient. In higher risk projects, a more rigorous approach to cooperation, coordination and planning will be needed. There must be effective communications between different organisations where they work in close proximity on the same site or on adjoining sites.

The level of, and arrangements for communicating with those on adjoining sites will differ on each project and should be agreed in advance by the Principle Contractor and the relevant person on each adjoining site. Communication might include daily updates to make sure there is a common understanding of the work being planned or deliveries being made to site. In all cases, action taken should be in proportion to the risks the construction work activity presents.

Co-ordinating with the Principle Designer

Prior to commencement of this project on-site, a **Handover Meeting** will take place where the Principle Designer, and where required the Design Team, will discuss the project programme and this plan with the Principle Contractor and the operational delivery team (which might include other contractors).

Regular **Design Review Meetings** will be held by the Site Manager, during which health and safety issues are addressed alongside practicality and cost in a wider review of the design's buildability, maintainability and usability. The Design Review Meetings should include a Client representative, the Principle Designer, any required designers, the Principle Contractor and, where necessary, other contractors. The level of effort devoted to design reviews should be proportionate to the risks and complexity involved in the project.

All **design queries** are to be directed to the Site Manager who, where required, will request clarification from the Principle Designer.

Any **design changes** shall be discussed at the weekly progress meetings and any new drawings or documentation will be issued through the Site Manager for distribution. Risk assessments and methods of work will be re-assessed on the issue of revised drawings or documents. New and/or amended drawings will be recorded on the register contained in the CDM Project SHEQ Folder and where appropriate should also be included in the CDM Health and Safety File.

Co-ordinating with contractors

Before appointing a designer, contractor or sub-contractor to work on a project we are required to take reasonable steps to ensure that they have the policies and systems in place to set acceptable health and safety standards which comply with the law, and the resources and people to ensure the standards are delivered for the works which they will be undertaking.



Sub-contractors are not allowed to sub-contract any work without prior permission from the Alined Construction Ltd Senior management team. A

Exchanging health and safety information

- Sub-contractor **start-up meetings** are held to explain the relevant sections of the CPP to them so that they understand and can act in accordance with it and to ensure that subcontractors know and understand the level of performance expected.
- All parties working on the project are provided with an **induction** prior to commencing work to ensure that they are aware of the known hazards on the project and the arrangements in place for ensuring health and safety. A copy of the project induction is held in the CDM Project SHEQ Folder.
- **Risk Assessments and Method Statements (RAMS)** are to be agreed prior to commencement and reviewed as work progresses to ensure that they are suitable and effective. Copies of the approved RAMS are kept in the CDM Project SHEQ Folder.
- **Progress Meetings** are held to review progress, health and safety performance, any changes to design, the management of the site, the control of health and safety risks and to ensure inclusion and provide an opportunity for involvement. The Project Review Meeting Record includes an agenda for the review of all aspects of the project and recording the output of the review meeting. Completed Project Review Meeting Records are to be filed in the CDM Project SHEQ Folder.

Co-ordinating with those on adjoining sites

The following arrangements have been agreed for communicating with adjoining sites;

Alined Constructions contact details are posted on the site boundary fencing, any can call, including our neighbouring sites and local residents, we operate an open door policy and will ensure any issues are closed out quickly and effectively.

Contact details for the adjoining sites are identified in the Project Information section of this CPP.

Consultation with the workforce

Progress meetings will be held each day by the Site Manager during which the workforce will be encouraged to provide feedback. The meetings will be held to deliver any toolbox talks, discuss the planned work for the day, any deliveries being made to site and the known hazards for the day along with the controls to be adopted and responsibilities, etc.

Team Briefs will be held on a regular basis to ensure personnel are kept up to date and to provide further opportunity for two-way conversation regarding health, safety, welfare and the environment.

Site Safety Meetings will be held by the Site Manager on a regular basis, they are designed to promote a consistent approach to Health and Safety, raise awareness, encourage debate and give the workforce confidence to participate in the decision-making process. The meetings assist in the continual review of the development of this CPP which should be updated accordingly where changes are agreed.

Monitoring and Review

Standards on site should be checked regularly given the rapidly changing nature of a construction site. Effective monitoring involves:

- time and effort;
- treating health and safety in the same way as other important aspects of the business;
- taking prompt action where necessary; and
- using a mix of performance measures – both active and reactive in nature, e.g.:
 - **active** - routine checks of site access and work areas and plant and equipment, or health risk management to prevent harm;
 - **reactive** - investigating near-miss incidents and injuries as well as monitoring cases of ill health.

The level of supervision, instruction and information required will depend on the risks involved in the project and the level of skills, knowledge, training and experience of the workforce. Contractors (including principal contractors) must make sure supervision is effective and suitable site inductions are provided along with other information – such as the procedures to be followed in the event of serious and imminent danger to health and safety.

Supervision

The standard of site safety will be monitored daily by the Site Manager and Team Leader(s). The person with overall responsibility for site safety is the Site Manager who will ensure that they make a record of site conditions etc. using the **Site SHEQ Log** found in the CDM Project SHEQ Folder.

It is the responsibility of the Managing Director to ensure that appropriate site supervision is provided to supervise and monitor the safe delivery of the works. Where issues/concerns are identified, the person with overall responsibility for site safety Site Manager will make a record of the issue/concern on the Daily Site SHEQ Log found in the CDM Project SHEQ Folder, along with the actions being taken to resolve the issue/concern and prevent re-occurrence.

Hazard Reporting

Everybody has the responsibility not to walk by when they see a hazard. All personnel are informed of their responsibility for identifying and reporting hazards using the process identified in the Emergency Procedures section of this CPP. The Site Manager will review the hazards reported during the weekly Site Safety Meetings.

Inspections

The SHEQ Manager will conduct **monthly site inspections** by Calson solutions at the site, the output of any inspections conducted on this project will be shared with the Site Manager at the end of the inspection with any rectification actions which are required being agreed and noted in the **Site SHEQ Log** found in the CDM Project SHEQ Folder.

Reviews

This CPP will be reviewed by the Site Manager regularly to ensure that it is maintained appropriately and that the objectives and requirements of the plan are being achieved. The



findings of these reviews will be recorded using the Project Review Meeting Record form which can be found in the CDM Project SHEQ Folder. Where inadequacies are found the Site Manager is responsible for ensuring that the relevant section(s) are revised and reissued in a timely manner.

The Site Manager is responsible for ensuring that all hazards, near misses, accidents and incidents are reviewed to identify trends, root causes and contributory factors.

Competence

When we employ an individual, we must check that the individual has the skills, knowledge, training and experience to carry out the work they will be employed to do in a way that secures health and safety for anyone working on the site. To do this we are required to:

- assess the existing health and safety skills, knowledge, training and experience of our employees;
- compare these existing attributes with the range of skills, knowledge, training and experience required to do the job safely
- identify any shortfalls and provide the required training and development

Assessing training needs should be an ongoing process, further training may be required if:

- the risks to which people are exposed alter due to a change in their working tasks;
- new technology or equipment is introduced; or
- the system of work changes.

Skills can also decline if they are not used regularly. Particular attention should be paid to people who deputise for others on an occasional basis – they may need more frequent further training than those who do the work regularly.

We also need to consider 'softer skills', such as the ability to foresee risk, maintain sensitivity to risk, anticipate mistakes others might make and to communicate clearly, as well as the more technical skills workers require for their work.

To ensure that personnel are competent all new personnel must complete the New Starter Process as defined in the **Training Process** prior to commencing work to ensure that the individual has the skills, knowledge and experience required to deliver their role safely.

Employees must produce current and relevant certificates/licences/tickets to prove they are trained to operate plant/machinery etc.

All personnel are provided with folders to keep all of their training records in and are required to have them available on site at all times.

All new personnel are to be provided with the **Company Induction** and all personnel (direct employees or sub-contractors) who are working on this project are to be provided with an induction to this project (**Project Induction**) that includes amongst other things:

- senior management commitment to health and safety;
- outline of the project;
- arrangements for the management of the project;
- first-aid arrangements;



- accident and incident reporting arrangements;
- arrangements for briefing workers on an ongoing basis, e.g. toolbox talks;
- arrangements for consulting the workforce on health and safety matters;
- individual worker's responsibility for health and safety.
- a review of the known hazards, risks and required control measures;
- site environmental conditions;
- the site rules; and
- an explanation of restricted areas

All visitors to site are to be provided with an induction prior to being provided access, and be accompanied at all times during their visit.

A copy of the Project Induction for this project can be found in the CDM Project SHEQ Folder. It is the Site Manager responsibility to keep the Project Induction up to date and relevant to the project as hazards and risks can change during the course of a project.

Our **Training Programme** and **Tool box Talks** are designed to maintain awareness of key risks, to communicate the processes and controls required to ensure safe and compliant delivery, and to inform personnel of our performance. The Site Manager is responsible for ensuring that all team briefs and modular training sessions are booked in and delivered to all personnel as required.

NOTE - Fake identification, licences and training certificates are not difficult to obtain but can be difficult to detect from the real thing. If you have any concerns over the validity of an individual's identification, licences or training certificates/tickets **DO NOT** let them start work. You can check that they are valid by calling the SHEQ Manager - Mobile No. 07896 638160

Risk Control

The CDM Regulations 2015 set out the principle's duty holders should use in their approach to identifying the measures they should take to control the risks to health and safety in a particular project. In summary, the general principles of prevention are to:

- avoid risks where possible;
- evaluate those risks that cannot be avoided; and
- put in place proportionate measures that control them at source.

CDM 2015 requires designers, principal designers, principal contractors and contractors to take account of the principles in carrying out their duties. Designers are responsible for producing designs, to eliminate, reduce or control foreseeable risks that may arise during the construction phase. The Principle Designer has a duty to ensure that this happens and to provide relevant information to the Principal Contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.

The CDM Regulations 2015 require that the CPP sets out the specific measures put in place where work involves one or more of the risks listed in the table

Risk Assessment and Method Statements

Risk Assessment Method Statements (RAMS)

Risk Assessment Method Statements (RAMS) must be prepared for all activities and approved by the Principle Contractor prior to the activity commencing.

RAMS should be created by the contractor/sub-contractor who is to conduct the works, taking into account any pre-construction and design information relevant to the activity.

The Principle Contractor is responsible for ensuring that the RAMS are approved by a competent person. On this project the Site Manager is responsible for managing the approval process.

The RAMS will be briefed out to personnel on the job prior to commencing the activity to ensure that all persons are aware of what they are required to do and have the opportunity to provide feedback or raise concerns.

Site Specific Risk Assessment (SSRAs)

Site Specific Risk Assessment (SSRAs) must be completed when conditions on site change or when the activities being completed change. The SSRA is used to identify any additional controls to be implemented over and above the controls identified in the RAMS.

Generic Risk Assessment Method Statements

At Alined Construction Ltd we have a series of generic RAMS which have been created for tasks which are completed frequently and are often on short duration works such as repair and maintenance works. The generic RAMS are useful when creating project specific RAMS to assist in identifying our minimum standards, safe methods for delivery and as an aide when completing risk assessments.



Generic RAMS are available on the shared Drive located on our shared systems and in the Alined Construction Ltd SHEQ Folders.

Work involving particular risks (Schedule 3 risks)

The CDM Regulations 2015 require that the CPP sets out the specific measures put in place where work involves one or more of the risks listed below.

Specific Risk Assessment Method Statements (RAMS) must be created, approved, implemented and monitored appropriate to the risk where any of the particular 'schedule 3' risks are present.

Where any of the risks in the table below are present the Site Manager is responsible for ensuring that specific RAMS are created and approved by the SHEQ Manager.

All of the particular risks identified as being present must be included in the Project Induction to ensure that all personnel and visitors to site are aware of the specific significant risks and the required controls.

Guidance documents relating to these risks can be found in the management system on the Shared Drive, for support in identifying if these risks might be present on your works or in preparing suitable RAMS contact the SHEQ Manager.

Other known significant risks

The table below identifies all of the known significant risks on the project along with the controls required to eliminate, reduce or control the risks.

- Works impacting on site staff, visitors and passing public
- Security of the site and unlawful access
- Unidentified asbestos containing materials
- Manual handling
- Noise and vibration
- Works at height
- Construction dusts
- Slips, trips and falls
- Unidentified buried live services
- Loading / unloading and the movement of vehicles
- Hazardous substances
- Fire or uncontrolled release of dangerous substance and fumes
- Working in the vicinity of biological hazards, i.e. vermin, needles, pigeons, rats etc
- Ground contamination
- Use of heavy plant and construction / waste removal heavy duty vehicles
- Service isolations - electrical, drainage, water, gas etc
- Inclement weather
- Anti-social behaviour
- COVID-19 infection and transmission

Temporary works

Temporary works (TW) are the parts of a construction project that are needed to enable the permanent works to be built. Usually, the TW are removed after use – e.g. access scaffolds, props, shoring, excavation support, falsework and formwork, etc.

It is very important that the same degree of care and attention is given to the design and construction of temporary works (TW) as to the design and construction of the permanent works. As TW may be in place for only a short while there is a tendency to assume, they are less important. This is incorrect. Lack of care with design, selection, assembly, etc. leaves TW liable to fail or collapse. This places people at risk of injury and can cause the project to be delayed.

There is a legal requirement for party in control must ensure that work is allocated and carried out in a manner that does not create unacceptable risk of harm to workers or members of the public. On projects with relatively simple TW needs, we may not need to have an appointed TW Co-ordinator (TWC) however we must still make sure that TW are properly managed to ensure safety.

The lead designer must ensure that all required temporary works are identified during the design phase and those suitable designs and co-ordination requirements are identified.

The Managing Director is responsible for ensuring that sufficient competent TWC resources are available to the delivery team.



The Site Manager is responsible for ensuring that our works comply with all requirements for TW and that a competent TWC is involved where required.

The TWC is responsible for coordinating TW design, selection of equipment, appointment of contractors, supervision of work, checking completion, authorisation to load and removal.

Stability of structures during construction (including temporary structures)

All practicable steps will be taken to ensure that any new or existing structure (i.e. a garden wall, public amenity etc.), or any part of a structure, which may become unstable, or in a temporary state of weakness or instability, due to the carrying out of excavation work does not collapse.

Any buttress, temporary support or temporary structure must be designed, installed and maintained to withstand any foreseeable loads which may be imposed upon it and used only for the purpose it is designed. Do not load a structure in a way which may render it unsafe to anyone.

Access, delivery and removal of materials at site (including waste)

Access routes to and from the work site must be agreed prior to work starting. Our skip will be inside the heras fencing on site.

Waste movements will be regular on site. We will have a skip on site for general waste and spoil piles for ground works. Waste will be regularly managed and road cleaning will take place when needed.

Deliveries and collections on-site must be managed effectively. On no account must any delivery vehicle be allowed onto site without prior arrangement. There must always be adequate supervision for loading/unloading operations, particularly those involving lifting operations with a crane of any type or the need for reversing operations.

Collection of waste must be planned to avoid overspill of excess waste in public highways and/or hedgerows etc. Appropriate waste facilities are to be used and any special considerations regarding waste types must be adhered to. Please refer to "Waste Management process" for further information and guidance.

Risks to the public

The Site Manager must ensure that risks to the public are minimised. All sites should be suitably secured and free of trip hazards. Access and egress to private properties and public facilities must be maintained.

Some groups, such as the Homeless people, disabled, elderly and children, require special attention. Work in certain premises, including schools and hospitals, also requires careful thought and planning. The disabled are especially at risk where construction work affects pedestrian routes. It is therefore important to identify whether your work will affect a route which is regularly used by people with disabilities.

Children can view construction sites as play grounds; effort needs to be given to keeping them out of the site and away from areas of danger.

Working in the vicinity of overhead cables

The following precautions must be taken:

- Before any work under overhead power lines can commence, a risk assessment must be carried out.
- Remember that the safe dig drawings provided may not be accurate.
- Consult the local electricity company for details of lines on steel towers operating at 275kV and 400kV. The operating voltage will be displayed on a sign attached to the tower. The electricity company will provide information and advice about particular precautions and safe working practices when working in the vicinity of overhead power lines.
- You must check the safe operating distances from the power lines and ensure no equipment is authorised on site that could breach the safety zone.
- Record the maximum height and vertical reach of machinery used on the site-specific risk assessment.
- Ground level barriers and goal posts must be provided.
- Other overhead cables such as BT lines must also be considered and appropriate precautions taken to avoid striking and causing damage/injury.
- Information to visitors must be provided. Site signs and notices should be used to warn members of the public. Employees, Sub Contractors should be briefed at the company induction and site visitors should receive a brief site induction.

Working in the vicinity of underground services

- Operatives to be issued with existing service drawings.
- Remember that the safe dig drawings provided may not be accurate.
- CAT and Genny survey to be carried out in conjunction with above drawings.
- Trial holes to be carried out by hand to locate existing services using safe digging techniques.
- No digging to start until a permit to dig is issued.
- All services to be treated as live, unless proved otherwise.
- No mechanical excavation to take place within 0.5m of a service
- Any service encased in concrete underground should not be broken out until it has been made safe by the utility owner and a written safe system of work agreed.
- All works to comply with 'Avoiding danger from underground services HSG47'

Excavations

- All excavations must be battered back/shored/supported if they are greater than 1.2m or before if ground conditions require it.
- When unstable ground is identified or the excavation needs to be greater than 1.2m the Site-Specific Risk Assessment must be updated to reflect this
- Ensure that all spoil, plant and equipment is moved away from the edge of the excavation to a distance equal to the depth of the excavation
- Suitable steps must be taken to prevent materials falling into any excavation regardless of depth
- If supports have been provided (temporary works) the excavation must be inspected by a competent person at the start of every working shift
- A report of inspection must be carried out every 7 days. A copy of the report must be made available to the Client and a copy kept in the job pack.
- Safe means of access and egress must be provided in each and every excavation regardless of depth

- All deep excavations must be reported to the supervisor

Work at height

Deep Excavations

- All deep excavations over 1.2m deep are to be protected using HERAS fencing which must be double clipped and secured when un-attended
- Edge protection to be provided at all deep excavation edges extending minimum 1m above existing surface
- Ladder access/egress is to be provided to the excavations at 4 in 1 angle tied at the top and extending 5 rungs above the ground level.

Ladders

- Ensure chosen ladders are suitable for the task.
- Ensure that stepladders are placed on firm and level ground.
- When using the ladder three points of contact with the ladder must be maintained at all times.
- When climbing down the ladders, the operator utilises all the rungs and must never jump off.
- Ladders to be visually inspected prior to use and each day.
- Formal inspections of the ladder should be carried out each week with the outcome being recorded and included in the Project Health and Safety Folder.
- Defective ladders are to be withdrawn from service, placed in quarantine and the site supervisor notified.

Contaminated land

- Implement containment measures to prevent the spread of contaminants during construction. This may involve using barriers, such as geotextile membranes, to isolate the contaminated area.
- If excavation is required, ensure that contaminated soil is handled and disposed of properly. Follow guidelines for transportation and disposal to minimize the risk of further contamination.
- Implement a monitoring and testing program to track the effectiveness of remediation efforts. Regularly check soil and water quality to ensure that contaminants are being adequately addressed.
- Maintain detailed records of all assessments, remediation activities, and testing results. Proper documentation is crucial for regulatory compliance and future reference.
- Communicate transparently with local communities, stakeholders, and regulatory authorities about your remediation plans and progress. Address concerns and provide updates to build trust.

Control of lifting operations

- A 'Lifting Plan/Assessment' is to be in place for all lifts
- Lifting equipment to have a current test certificate available on site.
- Lifting equipment operator to have valid certificate of competence (CPCS/NPORS)

- Inspect lifting equipment before use to ensure that it is in sound condition and located on a load bearing surface.
- A competent Slinger/Signaller will attach and detach the load from the lifting equipment and ensure that it is properly secured
- The Slinger/Signaller will identify the required lifting accessories, check them prior to use and ensure that they are within their required examination dates
- Defective lifting equipment is to be withdrawn from service, placed in quarantine and the site supervisor notified.
- The Slinger/Signaller will direct the lifting equipment operator throughout the lifting operation.
- Supervisors to ensure that lifting operations are completed in accordance with the 'Lifting Plan/Assessment'
- No person shall be positioned under any suspended load or between any suspended load and fixed objects

All lifting operations must be planned, supervised and carried out in a safe manner by competent persons.

Plant and equipment

The team leader is responsible for conducting daily plant and equipment checks on the project logging any defects on the appropriate paperwork.

All plant and equipment is to be procured through the management team who are responsible for ensuring that all plant and equipment which is hired or purchased meets legal, company and contract specific standards.

The Site Manager is responsible for ensuring that all plant and equipment is with required maintenance and calibration, all inspection certificates and maintenance records must be obtained and checked before the equipment is used. Evidence of servicing and calibration must be available to produce on site upon request. Please refer to PUWER procedure for further details around managing PUWER.

Traffic routes and segregation of pedestrians

Covered by Streetworks method statement in CDM file

Dealing with contaminated ground

ACL-RA-001 Rev 01 - General Risk Assessment

Dealing with invasive species

ACL-RA-001 Rev 01 - General Risk Assessment

Dealing with sharps and needles

Covered by shard procedure in CDM file

Storage of materials (including COSHH substances)

The Site Manager is responsible for identifying hazardous substances being used on the project and ensuring that COSHH assessments are available for the substances being used and that the



required controls are implemented. All items of COSHH are to be procured through the Management Team who are responsible for ensuring that COSHH data sheets are made available for the specific substances. COSHH data sheets are available on the Company SHEQ Drive or in the SHEQ Folder. Please refer to 'COSHH Procedure for details around managing COSHH

Project Licences, permits, approvals and certificates

The following licences, permits, approvals and certificates are relevant to this project and can be found in the CDM Project SHEQ Folder.

Environmental

Aspects and Impacts

All environmental aspects and impacts and their required mitigations and/or controls are included in the project specific RAMS which can be found in the CDM Project SHEQ Folder.

Details of all significant (high or moderate) aspects are to be included in the table below with the identified mitigation and controls.

Significant environmental aspects	Mitigation
Dust	Dust suppression to be used for cutting activities. Dust suppression kits will be used where abrasive wheels such as stihl and road saws are used.
Fuel for Plant & Equipment	Spill kits available and Funnels deployed

Environmental surveys

Surveys completed during pre construction phase to be available on site.

Environmental consents, licences and permits

The table below identifies any consents, licences or permits that are required for the project including key conditions, frequency of monitoring and who is responsible for each. These may include discharge consents, land drainage consents, or any licences relating to ecological or land access issues (i.e. DEFRA, Natural England, Wildlife Trust, etc.).

Copies of all consents, licences or permits are to be filed in the CDM Project SHEQ Folder.

Licences/ consents/ permits	Details of consents (reference numbers)	Conditions and Inspections	Frequency of Monitoring	Responsibility
Environment Agency				
Land drainage consent (Permanent)	N/A	N/A	N/A	N/A
Land drainage consent (Temporary works)	N/A	N/A	N/A	N/A
Discharge consent	N/A	N/A	N/A	N/A
Works within flood plain	N/A	N/A	N/A	N/A
Waste management exemption	N/A	N/A	N/A	N/A
Invasive species (e.g. Japanese knotweed, Giant hogweed, etc.)	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A
Natural England				
Work in protected areas (e.g. SSSI, SAC, Ramsar, etc.)	N/A	N/A	N/A	N/A
Great crested newts	N/A	N/A	N/A	N/A
Badger sett permit	N/A	N/A	N/A	N/A
Other protected species	N/A	N/A	N/A	N/A
English Heritage				
Scheduled ancient monuments	N/A	N/A	N/A	N/A

Other	N/A	N/A	N/A	N/A
Local Planning Department				
Hedgerow/TPO consents	N/A	N/A	N/A	N/A
Section 61 'noise' agreement	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A

Change control

Version no.	Issue Date	Description of changes
0.1	03/01/2024	Created by Tom Hobson
01	16/01/24	CPP amended after DP comments
0.2	19/02/24	CPP amended as per Cameron Radford comments