

Nuvu Developments Ltd
Former Jacksons Brickworks
Construction Management Plan for Early
Works in Phase 1

Rev B

25th March 2026

Contaminated Land, Brownfield & Environmental Contracting



REPORT TITLE: Construction Management Plan for Early Works in Phase 1

REPORT NUMBER: Rev A

CLIENT NAME: Nuvu Developments Ltd

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Author	Signed	Date
		25/03/2026
QA Approved	Signed	Date
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Issue 1	Revision A	23/01/2026
	Revision B – providing additional detail on noise level monitoring	25/03/2026

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1.0 Introduction

1.1 Background

1.1.1 This Construction Management Plan (CMP) has been prepared to support the discharge of Planning Condition 4 of Planning Permission 133700/FO/2022 granted by Manchester City Council (MCC) in relation to Early Works to be undertaken in Phase 1a of the former Jacksons Brickworks.

1.1.2 Planning Condition 4 requires a detailed construction management plan outlining working practices to be submitted to and approved in writing by the local planning authority, which for the avoidance of doubt should include:

- *The routing of construction traffic (no construction traffic shall use Hallam Road at any time)*
- *Detail the vehicular activity associated with the construction including appropriate swept path assessment*
- *Details of the location and arrangements for contractor parking*
- *The identification of the vehicular access points into the site*
- *Identification of measures to control dust and mud on the surrounding public highway, including details on how the wheels of contractor's vehicles are to be cleaned during the construction period*
- *The details of an emergency telephone contact number for the site contractor to be displayed in a publicly accessible location*
- *For large schemes a highway dilapidation survey including photographs and commentary on the condition of carriageway / footways on construction vehicle routes surrounding the site*
- *Identification of measures to reduce noise emissions".*

1.2 Development Phasing

1.2.1 Planning permission 133700/FO/2022 separates the site into Phase 1 (comprising Phase 1a, Phase 1b and Phase 1c) and Phase 2. A Phasing

Plan is included in Appendix A (see Drawing 2490-PLA-00-00-DR-U-0064).

- 1.2.2 Development Phase 1 has full planning permission for residential development. Phase 2 has outline planning permission with matters reserved.

1.3 Scope of Early Works

- 1.3.1 The scope of Early Works, which constitute a material operation, comprises the laying out and construction of part of a primary road onto site as illustrated in Drawing D1932_65A in Appendix A.

- 1.3.2 Key components of the works include:

- Excavation of all Made Ground from within the road box and storage of the excavated material on-site (except for engineered materials which have already been placed in the site entrance as part of early works undertaken to preserve planning permission 129197/FO/2021).
- Backfilling of the road box with imported stone and construction of the road up to the first junction. The road shall be constructed to final ground level with a permeable surface (i.e., without the use of bound material courses such a binder and wearing course comprising tarmacadam).

- 1.3.3 The scope of the early works includes any necessary temporary surface water drainage only (i.e., the use of a permeable material to construct the road to final ground level and the formation of suitable falls at the road surface to permit excess surface water runoff to the sides and to prevent ponding).

- 1.3.4 The Early Works are expected to take a maximum of three weeks to complete (subject to site constraints and prevailing weather conditions).

1.4 Document Purpose

- 1.4.1 This CMP relates to the Early Works in Phase 1a. The specific required details to be included in the CMP identified by planning condition 4 are cross-referenced to the relevant section in this document in Table 1-1.

- 1.4.2 A more detailed CMP shall be prepared and submitted to the Local Planning Authority in relation to the wider works in Development Phase 1 and Phase 2.

Table 1-1. Required details to be included in the CMP by planning condition 4

Required Detail	Section
Routing of construction traffic	Section 5.3
Construction vehicle activity and swept path assessment	Section 5.6
Location and arrangements for contractor parking	Section 5.5
Vehicle access points into the site	Section 5.2
Measures to control dust and mud on the public highway	Section 5.6
Emergency telephone contact details	Section 4.6
Highway dilapidation survey	Section 5.1
Measures to reduce noise emissions	Section 6.2

2.0 Site Details

2.1 Site Location

- 2.1.1 The site is located at the Former Jacksons Brickworks, Ten Acres Lane, Manchester, National Grid Reference 387599, 400309. It is located between Ten Acres Lane and Mitchell Street, Newton Heath, Manchester approximately 4Km northeast of Manchester City centre.
- 2.1.2 The site is bounded to the north by the Rochdale Canal, to the east by Mitchell Street and residential development beyond, to the south by Briscoe Lane Academy (Primary School) and residential development beyond and to the west by Ten Acres Lane Sports complex and Ten Acres Lane.
- 2.1.3 No Sites of Special Scientific Interest (SSSI), wetlands designated under the Ramsar Convention, or Special Areas of Conservation (SAC) lie within 500m of the Site. However, a stretch of the Rochdale Canal that is designated as an SAC / SSSI is approximately 1.5 km from the Site. A non-designated stretch of this canal borders the Site to the north.

2.2 Site History

- 2.2.1 The Site is a former brick works with former clay pits (used for clay extraction to make bricks) that have since been infilled with waste (household and commercial waste) under license granted by the Local Authority prior to the introduction of the EU Landfill Directive into UK law.
- 2.2.2 Development Phase 1 is outside the footprint of the infilled former clay pits.

2.3 Current Site Conditions

- 2.3.1 The site is approximately rectangular in shape. There is extensive, low-quality vegetation across the whole of the site. This includes stands of Japanese Knotweed which is in the process of tri-annual herbicide treatment.

- 2.3.2 There are scattered areas of bare earth across the site with some evidence of fires and burning in these locations. The site is crossed by numerous informal paths and tracks.

3.0 Management of the Works

3.1 Early Works Programme

- 3.1.1 The Early Works in Phase 1a are expected to take a maximum of three weeks to complete (subject to site constraints and prevailing weather conditions).

3.2 Management Team

- 3.2.1 A management team shall be assigned to the project delivery. A copy of this CMP will be held on site, and the Project Lead will be responsible for ensuring the site team are familiar with the CMP. The site will be internally audited regularly by a competent person in relation to compliance.
- 3.2.2 Roles and responsibilities of the management team are summarised in Table 3-1.

Table 3-1. Summary of roles and responsibilities

Role	Responsibilities
Project Lead	Overall responsibility for the project and its implementation in accordance with all relevant documentation
Site Manager	Responsible for the daily management of site operations and ensuring site works are implemented in accordance with all relevant documentation
Health & Safety Manager	Provision of support to the management team to encourage compliance with all relevant health, safety and environmental documentation and to assist with incident/accident reporting and the promotion of good safety behaviours by all personnel
Environmental Engineers	Responsible for ensuring all works are undertaken in accordance with relevant environmental documentation (e.g., method statement, verification plans and permits) and for gathering sufficient verification/validation information to provide evidence of compliance
Land Surveying Engineers	Responsible for geospatial data collection and analysis to inform the implementation of the works in accordance with design drawings. May be supported by the Environmental Engineer as required.
Plant Operators and Labour	Responsible for operating plant and implementing operations in accordance with direction provided by the Site Manager
Procurement Team	Ensuring sustainability and environmental considerations are incorporated into product and sub-contractor selection and procurement

3.3 Inductions and Training

- 3.3.1 All site personnel and site visitors shall be given a site induction to ensure they comply with health and safety procedures and site rules. The induction will identify all relevant site hazards along with mitigation measures to minimise risk.
- 3.3.2 If site personnel require training for the scheduled works on site, the individual shall undergo the necessary training or shall be replaced with an already appropriately trained individual.

3.4 Complaints

- 3.4.1 Any complaints shall be recorded within the Site operational file in accordance with the VertaseFLI Complaint Recording Procedure (Appendix B).

3.5 Incidents and Accidents

- 3.5.1 Any incidents or accidents shall be recorded within the VertaseFLI incident and accident reporting framework (Appendix C).

4.0 Site Layout and Activities

4.1 Site Layout

4.1.1 The proposed site layout during implementation of the Early Works is illustrated in Drawing D1932_66 (Appendix A). The site layout shall include:

- Parking area for all site personnel and visitors
- Compound and welfare area
- Material storage area
- Plant storage area
- The primary working area (i.e. the footprint of the road box from which all Made Ground shall be excavated and replaced with imported materials).

4.2 Boundary Fencing

4.2.1 The entire site perimeter (i.e. the perimeter of development phases 1 and 2) is currently demarcated with a 2.4m high tight mesh security fence. The perimeter fence has signage advising against unauthorised access.

4.2.2 The site fencing shall be regularly checked for signs of unauthorised access and the site manager and Client shall be informed as required.

4.3 Working Hours

4.3.1 It has been assumed for the purpose of this CMP that working hours for implementation of the Early Works shall be from 07:30am to 18:00pm Monday to Friday and 08:30am to 14:00pm on Saturdays.

4.3.2 There shall be no works undertaken on Sundays and bank holidays unless approval from the local planning authority is sought and granted.

4.4 Interface with Public Highways

4.4.1 All necessary measures shall be taken to ensure that the public highways are maintained clear of construction debris / mud, surface water runoff from site; and that dust emissions from site do not cause

a nuisance to the users of the public highway. These measures are discussed further in Section 5.6 (for mud and debris) Section 6.3 (for surface water runoff) and Section 6.1 (for dust).

4.5 Public Access and Security

- 4.5.1 Construction areas of the site will be made secure from unauthorised access by members of the public by the provision of additional fencing and by securing existing fencing as required. Signage shall be maintained to advise against unauthorised access. If necessary, manned security will be in attendance on site in the evenings and during weekends.

4.6 Emergency Contact Details

- 4.6.1 Emergency contact telephone numbers for the Principal Contractor shall be displayed on the site entrance noticeboard throughout the Early Works.

5.0 Access and Traffic Management

5.1 Public Highway Dilapidation Survey

- 5.1.1 A public highway dilapidation survey shall be undertaken on Ten Acres Lane comprising a photographic survey with commentary. The extent of the survey will be 20m beyond the curtilage of the site in each direction along Ten Acres Lane. The survey will be undertaken no earlier than four weeks prior to the commencement of the Early Works, with the survey being made available to the Local Authority for information.

5.2 Vehicle Access

- 5.2.1 All construction traffic will access the site at the gated entrance on Ten Acres Lane. The location of the access is shown on Drawing D1932_66 (Appendix A). This gated site entrance is sufficiently wide and set back from the main carriageway to allow for articulated wagons and low loaders to access the site unhindered.

5.3 Permitted Routes

- 5.3.1 All heavy good vehicles (HGVs) arriving will approach the site from the north and then turn left onto the site. All HGVs departing from the site will leave by turning north towards the A62. This route for HGVs, which is illustrated in Drawing D1932_67 (see Appendix A), is designed to avoid the low bridges on Ten Acres Lane and Briscoe Lane to the South where these roads cross under the railway, and to limit the passage of HGV traffic through residential areas as far as possible.
- 5.3.2 Cars and light goods vehicles (LGVs) will approach and leave the site in either direction.
- 5.3.3 Where possible, the times of arrival and departure of vehicles from the site will be planned (at site level) to limit additional traffic during identified peak times, thus minimising disruption to the local road network. However, it is anticipated that the increase in the number of HGV movements on Ten Acres Lane as a result of the Early Works will not be significant.
- 5.3.4 All personnel involved in the Early Works entering the Site in HGVs will be provided with a copy of the Construction Traffic Management Plan

(Drawing) to ensure that it is followed. This shall be issued to suppliers and subcontractors by the procurement team at the time of their instruction. Appropriate signage will be erected to direct traffic at the site entrance and a banksman / gateman will be provided where necessary.

5.4 Deliveries and Collections

- 5.4.1 The supply of plant and materials to the site will be managed to minimise vehicle movements during peak times. The site layout shall facilitate the offloading of plant and materials within the site boundary to ensure that no loading / unloading occurs on the public highway. All vehicles will be allowed to turn around within the site boundary to avoid vehicles reversing out of the site onto Ten Acres Lane.

5.5 On-Site Parking

- 5.5.1 A contractor parking area shall be provided on-site adjacent to the site welfare compound (see Drawing D1932_66 in Appendix A). This shall be sufficient to accommodate all contractor and visitor vehicles during the Early Works.

5.6 Public Highway Condition and Cleanliness

- 5.6.1 Prior to leaving the Site, all vehicles will be required to be inspected by the driver to ensure that the vehicle is clean and safe to enter onto the public highway.
- 5.6.2 Vehicles will be inspected to ensure they are free from mud and debris. Wheel washing facilities shall be provided if required. No vehicle that is likely to deposit mud or other materials onto the road surface will be permitted to leave site.
- 5.6.3 The condition of the public highway shall be assessed at regular intervals throughout the day by the site manager and / or site supervisor.
- 5.6.4 If necessary, the public highway at the entrance to the Site (and indeed the stretch of Ten Acres Lane adjacent to the Site) shall be kept clean by manual or mechanical means to remove mud or debris deposited onto the highway by site vehicles.

6.0 Specific Construction Issues

6.1 Dust

6.1.1 There is a potential for dust to be generated during the Early Works, particularly during any periods of prolonged dry weather. Dust generating activities may include the excavation of Made Ground from within the footprint of the road box, tipping of excavated materials to form stockpiles, and the tipping and placement of materials imported to Site to construct the road.

6.1.2 All site personnel, following the necessary site inductions, will proactively implement their tasks to minimise dust generation. Control measures will include, where appropriate:

- Enforcing speed limits for site vehicles
- Using dust suppression equipment as required
- Suspending dust-generating activities during unfavourable weather conditions
- Minimising tipping height from which materials are dropped from excavator buckets
- Use of well-maintained plant
- Use of wheel washing facilities where required.

6.1.3 The site team shall visually assess dust and its impact throughout the working day. The dust rating below will be adopted:

- 1) Not noticeable
- 2) Slight dust (unlikely to be an off-site nuisance)
- 3) Moderate dust (possible to be an off-site nuisance requiring investigation at the downwind site boundary)
- 4) Unacceptable dust (likely to be an off-site nuisance requiring remedial action).

6.2 Noise

6.2.1 The use of heavy plant and machinery has the potential to generate high levels of noise. With regard to the Early Works, the plant shall include an excavator, dump trucks, dozer and roller to undertake

simple cut and fill earthworks. A diesel generator shall also be used to provide power to the welfare compound. These items of plant and their associated activities generate relatively lower levels of noise in comparison with common demolition and construction operations such as breaking out of hardstanding or piling.

- 6.2.2 Noise shall be measured in A-weighted decibels denoted as dB(A). While there are no fixed statutory noise limits, it is understood that Local Authorities often define noise nuisance as levels exceeding 75 dB(A) during the day at the nearest receptor (averaged over a specific time period – i.e., the working day taken to be 10 hours from 08:00 – 18:00). The nearest noise sensitive receptors to the area of Early Works are the residents of Makkah Close located approximately 30m to the south.
- 6.2.3 A baseline noise level shall be established at boundary monitoring locations prior to the commencement of the works with particular focus on Makkah Close. The baseline noise monitoring shall establish the pre-commencement noise levels at intervals between 08:00 – 18:00 using a handheld sound level meter for comparison with the noise level monitoring during the works. While the purpose of the noise level monitoring is to inform and control site operations to ensure noise generation is kept below nuisance levels, all measurements shall be recorded and kept on site for further examination in the context of a complaint.
- 6.2.4 To ensure that noise levels associated with the Early Works do not exceed baseline levels for durations that lead to nuisance and complaints, the following control measures shall be implemented:
- Use of modern well-maintained plant fitted with adequate silencers and white noise reversing alarms.
 - Use of silenced generators and pumps where practicable. For example, the welfare shall be powered by a silenced generator which typically emits a noise of 50 – 65 dB at a standard distance of 7m. Significant attenuation of this noise would be expected at the nearest receptor.
 - Site operations to be undertaken within agreed site hours.

- Particularly noisy operations to be undertaken as far away from residential property as possible (e.g. repair of an item of plant if necessary).
- Prompt action in response to any complaints.

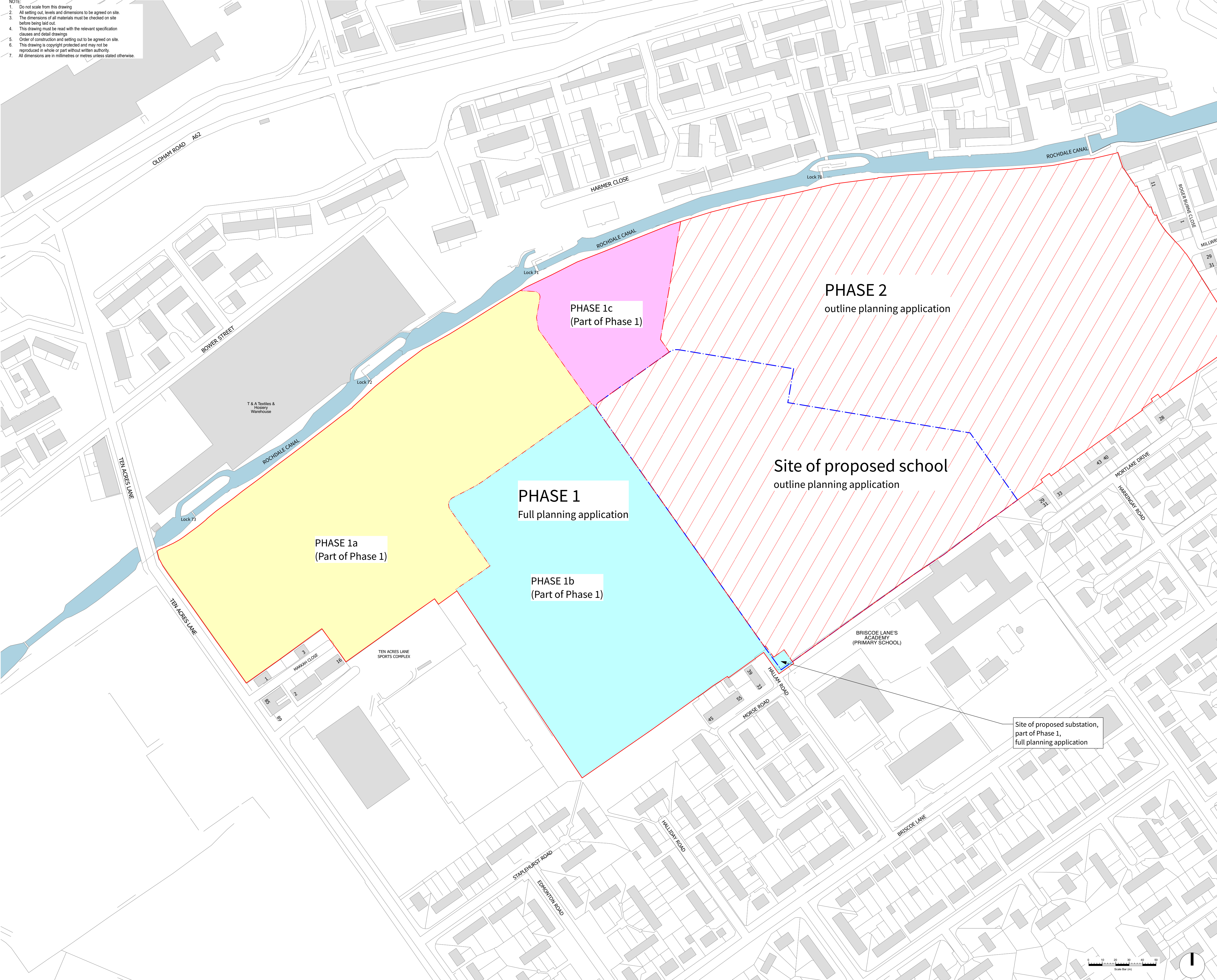
6.3 Surface Water Runoff

- 6.3.1 The site currently has no hardstanding and precipitation is able to infiltrate into the ground, thus negating surface water runoff onto the public highway or neighbouring land.
- 6.3.2 A surface water runoff interception trench has also been installed on the southern boundary of the site to prevent surface water runoff into the adjacent school. This interception trench is predominant in development phase 2.
- 6.3.3 The scope of the Early Works is to construct the road to top of capping (Section 1.3). The purpose of this is to avoid preventing ongoing infiltration of precipitation into the ground until such time that the permanent surface water drainage infrastructure associated with the development is installed.

Appendix A

Drawings

NOTE:
1. Do not scale from this drawing
2. All setting out, levels and dimensions to be agreed on site
3. The dimensions of all materials must be checked on site before being laid out.
4. This drawing must be read with the relevant specification clauses and detail drawings
5. Order of construction and setting out to be agreed on site.
6. This drawing is copyright protected and may not be reproduced in whole or part without written authority.
7. All dimensions are in millimetres or metres unless stated otherwise.



BOUNDARIES
 Hybrid planning application boundary
 Outline planning application elements
 Phase 1a within Phase 1 (full planning application)
 Phase 1b within Phase 1 (full planning application)
 Phase 1c within Phase 1 (full planning application)
 Land allocated for new school

SURVEYS
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S4 P04	12/09/22	PLANNING	JD	LF
S4 P03	09/09/22	internal issue	JD	LF
S4 P02	08/09/22	internal issue	JD	LF
S4 P01	26/04/22	PLANNING	JD	LF

Revision	Date	Description	Drawn	Apprvd.

Plantit I.E. Limited
 E: info@plantit-ie.com W: plantit-ie.com
MANCHESTER
 2 Back Grafton St., Altrincham, WA14 1DY
 T: 0161 928 9281
LONDON
 Unit 6 Waterside, 44-48 Wharf Road, London, N1 7UX
 T: 0207 253 5678
LIVERPOOL
 Tempest 5.3, 12 Tithebarn Street, Liverpool, L2 2DT
 T: 0151 363 1230

Client Your Housing Group

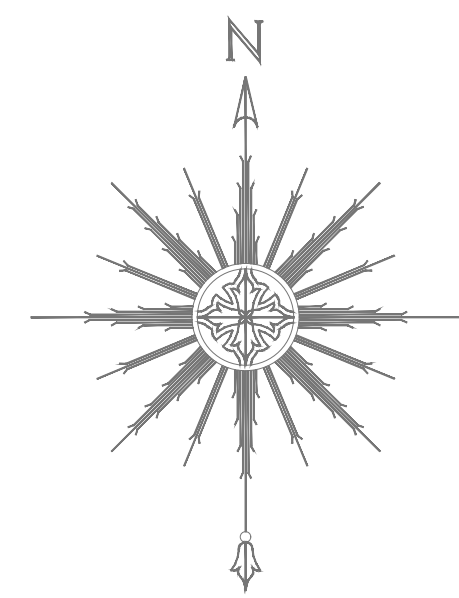
Project Jacksons Brickworks

Drg Title Phasing Plan

Created on	Created by	Approved by
26/04/2022	JD	LF

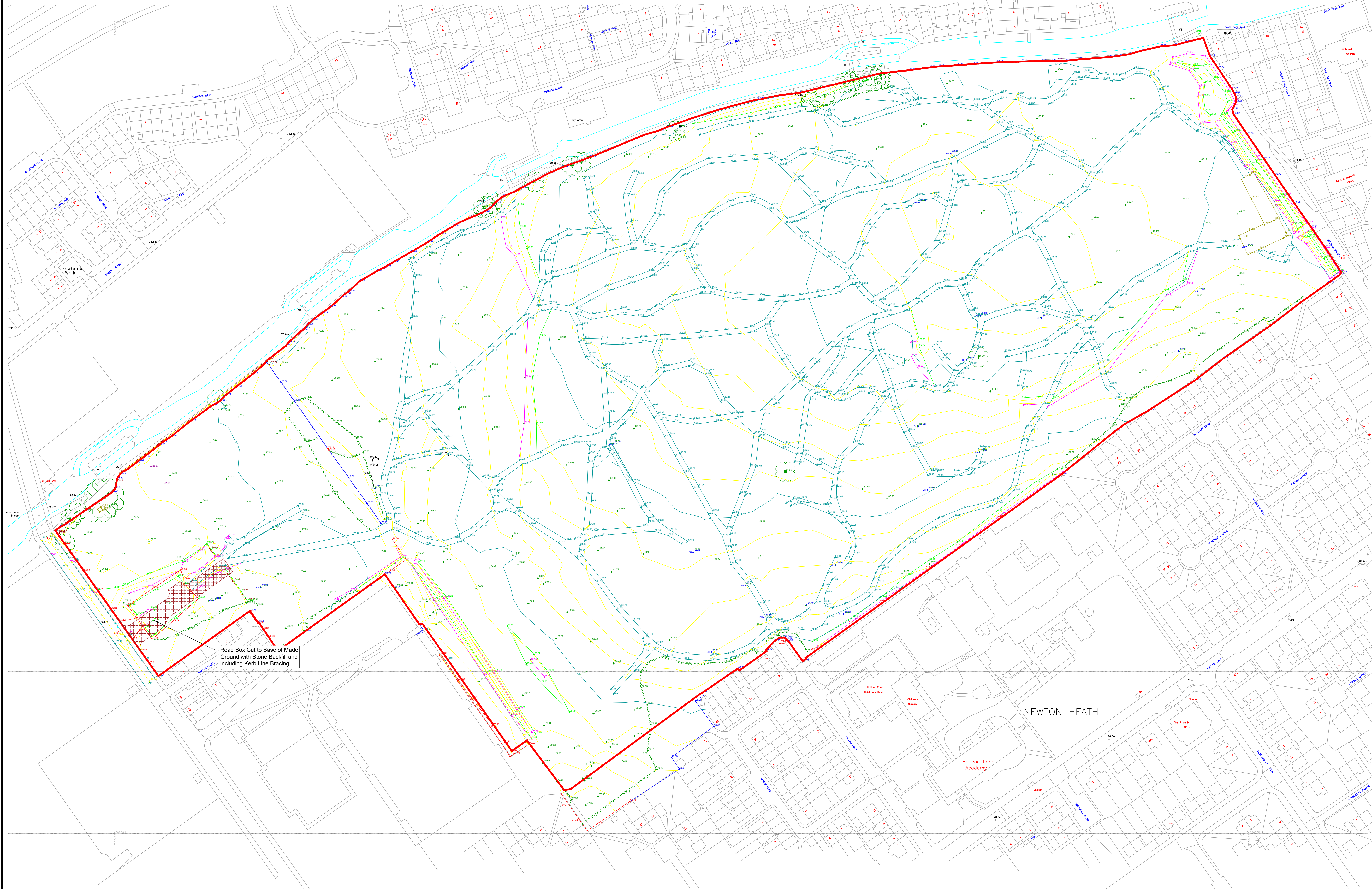
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Drg No.	Suitability	Revision
2490-PLA-00-00-DR-U-0064	S4	P04

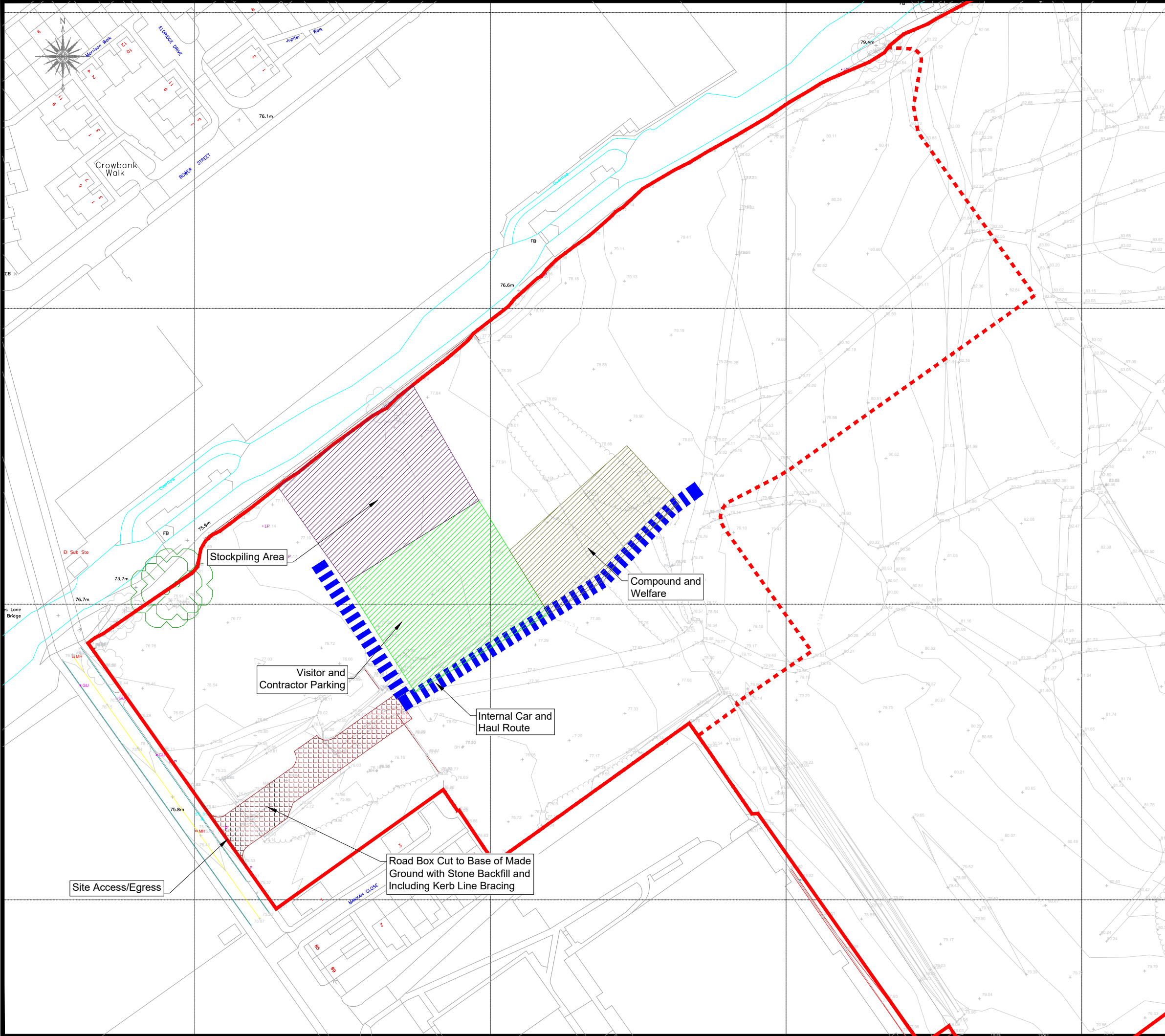


- Key
- Site Boundary
 - Area of Initial Site Works
 - Spot Level
 - Bottom of Bank
 - Top of Bank
 - Track
 - Contour 1m
 - Contour 5m
 - Tree
 - Handstanding
 - Palisade Fencing
 - Chain Link Fencing
 - Vegetation

Note: Surveyed via OHS May 2022
Area of Initial Site Works taken from Barton Wilburton
Drawing: 30576/ARM-01F - Site Layout.dwg, 25/04/2022



Area Update		JGL	19-01-2025
FIRST ISSUE			15-10-2025
Rev		Revised By	Date
Vertase FLI  Contaminated Land, Brownfield & Environmental Consulting Specialists email: info@vertasefl.co.uk www.vertasefl.co.uk			
■ Bristol Head Office:		Tel: 01275 397000 Fax: 01275 397601	
☐ Sheffield Office:		Tel: 01246 813289 Fax: 01246 812863	
Site Address:		Rev: A	
Ten Acres Lane Manchester M40 2SP			
Title: Area of Initial Site Works			
Client: Your Housing Group Limited			
Drawn By: JGL		Checked: LF	Approved: DS
Dwg No: D1832_65		Contract No: 1932YDU	Scale: 1:800



Key

Site Boundary

Area of Initial Site Works

Phase 1a Boundary

Note: Surveyed via GNSS May 2022

Area of Initial Site Works taken from Barton Willmore
Drawing: 32576-MR-M-01F - Site Layout.dwg, 25/04/2022

FIRST ISSUE

19-01-2026

Rev.	Description	Revised By	Date
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**Contaminated Land,
Brownfield & Environmental
Contracting Specialists**

email: info@vertasefli.co.uk
www.vertasefli.co.uk

■ Bristol Head Office: Tel: 01275 397600
Fax: 01275 397601

□ Sheffield Office: Tel: 01246 813289
Fax: 01246 812963

Site Address:

Ten Acres Lane
Manchester
M40 2SP

Rev:

Title: Area of Initial Site Works - Site Layout

Client: Your Housing Group Ltd

Drawn: JGL

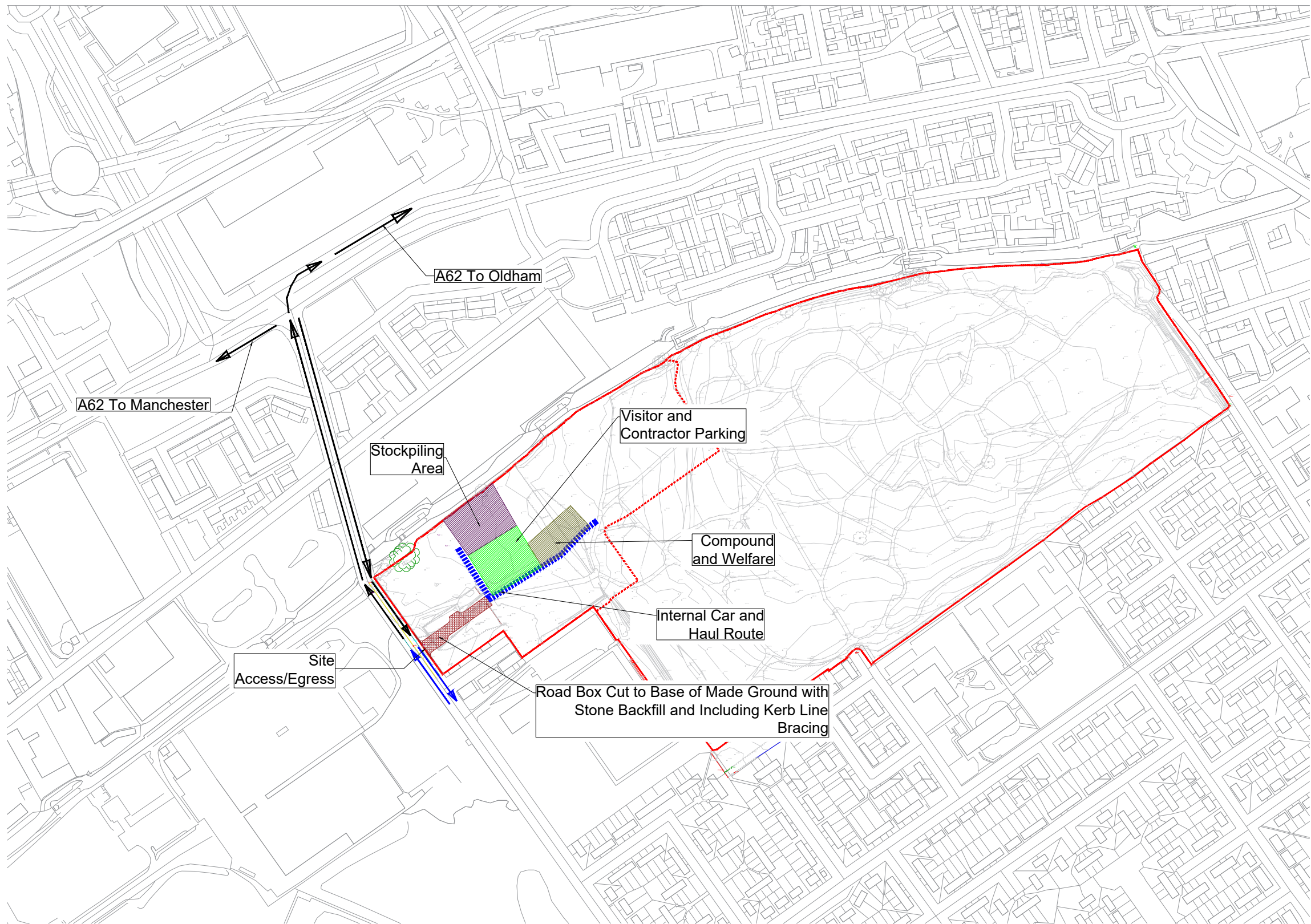
Checked: DS

Approved: DS

Dwg: D1932_66

Contract: 1932YOU

Scale: 1:1250

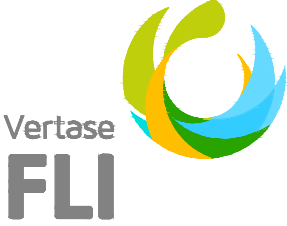


Key	
	Site Boundary
	Area of Initial Site Works
	Phase 1a Boundary
	HGV & Other Vehicle Route to A62 Avoiding Low Bridges
	Light Vehicle / Car Route with Low Bridges. Not Suitable for HGV's

Note: Surveyed via GNSS May 2022

Area of Initial Site Works taken from Barton Willmore
Drawing: 32576-MR-M-01F - Site Layout.dwg, 25/04/2022

	FIRST ISSUE		23-01-2026
Rev.	Description	Revised By	Date



Contaminated Land,
Brownfield & Environmental
Contracting Specialists

email: info@vertasefli.co.uk
www.vertasefli.co.uk

■

Bristol Head Office:

Tel: 01275 397600
Fax: 01275 397601

□

Sheffield Office:

Tel: 01246 813289
Fax: 01246 812963

Site Address: Ten Acres Lane Manchester M40 2SP		Rev:
Title: Area of Initial Site Works - Traffic Routes to & from Site		
Client: Your Housing Group Ltd		
Drawn: JGL	Checked: DS	Approved: DS
Dwg: D1932_67	Contract: 1932YOU	Scale: 1:4000

Appendix B

Complaint Recording Procedure



RECORD OF COMPLAINTS

Contract Title:

Contract Number:

Contract Complaint Ref Number:

(E.g. 1234ABC/001)

Site Address:

Date:

Time:

Weather Conditions:

Complainants Name:

Contact Number:

Name (*person taking details*):

Details of Complaint:

CORRECTIVE ACTION (*IMMEDIATE ACTION*)

Details of Action Taken and Any Changes to Operations or Procedures:

PREVENTIVE ACTION (*LONG TERM ACTION*)

Detail Correspondence (if attached):

Actions Verified by (*signature*):

Print Name:

Date:

Appendix C

Incident & Accident Recording Procedure

1. SCOPE

This procedure shall be followed In the event of an accident/incident resulting in a:

- Fatality.
- Major injury (including fractures, amputations, loss of eyesight, hospitalisation for a period of 24 hours or more, etc).
- Dangerous occurrence.
- An injury resulting in the employee being absent for seven (7) days or more.
- Occupational illness or disease (including dermatitis, occupational deafness, vibration white finger, etc.)
- Any other accident resulting in damage to property or injury to employees and/or members of public.
- Environmental Incidents.
- Near Miss.

All Accidents and incidents on site must be reported and the company [SSoW-001-Accident, Incident Report Procedure](#) must be followed.

2. PURPOSE

To ensure that accident/incidents are reported and investigated in accordance with the company's ISO 45001 and ISO14001 requirements.

3. RESPONSIBILITY

The Director responsible for Health & Safety has overall responsibility for accident incident reporting & investigation, but specific responsibilities are defined below.

The H&S manager shall investigate all accidents/incidents where they are determined to be significant otherwise this will be the responsibility of the responsible Project Lead. Environmental Incidents shall be investigated by QESH Coordinator where they are significant otherwise this will be the responsibility of the responsible Project Lead.

4. PROCEDURE

- a) Initially the accident/incident **MUST** be reported to your Supervisor/ Manager as soon as possible and recorded in the company Accident Book BI 510 held on site or on the premises. Then the [H&S-001 Accident Report Form](#) or [H&S-019 Incident Report](#) (where there is property damage or environmental impact) must be completed. **All Accidents must be reported immediately as this allows the Company the opportunity to carry out its statutory duty of conducting a full investigation into the accident/ incident, i.e., take photographs of the scene, gather evidence and take witness statements, etc.**

NOTE: Retrospective reporting of personnel accidents will not be accepted by the company under any circumstances i.e. the day after the accident, as this does not allow the company to fulfil its statutory duty.

- b) The details that must be recorded in the Accident Book are:
- Report number (Next sequential number of reports) for sites this should be preceded by the project number.
 - Details about the person who had the accident.
 - Details of the person filling in the accident book.
 - Details about the accident.
- c) Once completed the accident record must be removed from the book and the following actions taken:
- Offices: The accident record must be forwarded to the company Health and Safety Manager for safe storage.
 - Site: The accident report must be filed on site in a secure location. Once the site has demobilised the records must then be forwarded to the company Health and Safety Manager for secure storage.
- d) The Site Manager / Supervisor is required to report the accident/incident to Health and Safety Manager/ Managing Director **WITHOUT DELAY**; they will decide if the injury/accident is reportable under RIDDOR or not. If the accident/incident is reportable to the enforcing authority then the Health and Safety Manager will fill in the details required on the official online reporting form.
- e) Over seven-day accidents must be reported to the H&S Manager who will ensure it is reported online within fifteen days.
- f) Serious incidents, those which are reportable MUST immediately be reported to the H&S Manager or Managing Director so that the enforcing authorities can be notified by the quickest possible means.
- g) Management will take the appropriate steps to ensure that the accident/ incident is investigated as soon as is reasonably practicable, using the company's internal accident investigation form ([H&S-028](#)) in accordance with [SSoW-001 Accident/Incident Report Procedure](#), and that remedial measures are put into place to prevent a reoccurrence.
- h) If there is no Manager / Supervisor in the area at the time of the accident/Incident then the employee suffering the accident/ injury MUST record the accident in the Accident Book and report to Health and Safety Manager/ Managing Director as soon as possible. A work colleague can undertake this responsibility if the injured person is unable to do this himself/ herself.
- i) If a member of public (or other person who is not an employee of this company) is injured as a result of a work activity by one of our company employees and that

member of public is taken to hospital for treatment then the accident /injury must be reported to company H&S Manager / Managing Director **WITHOUT DELAY**.

- j) Where an incident has occurred which is classified as a dangerous occurrence, then that incident must be reported to company H&S Manager / Managing Director **WITHOUT DELAY**, even if no-one was injured.

5. ACCIDENT REPORTING TELEPHONE LINE

The Health and Safety Executive (HSE) have a national accident reporting system for reporting RIDDOR incidents in England, Scotland and Wales. In addition to the telephone hotline, employers are able to report RIDDOR incidents/ accidents by completing the RIDDOR incident report form on line at www.hse.gov.uk/riddor. **(Note: Reports by telephone or on line MUST only be completed by the H&S Manager or Managing Director).**

The HSE's Incident Contact Centre is available from 8.30am to 5.00pm, Monday to Friday, on **(Tel) 0345 300 9923**.

When reporting accidents to the Incident Contact Centre by telephone (fatal and major incident only), the person reporting must ensure that a note is taken of the telephone notification, including the time, the name of the caller and what details were given of the event being notified. A copy of this information must be passed to the company Health and Safety Manager.

6. MANAGEMENT ACTION IN THE EVENT OF AN ACCIDENT/ INJURY/ DISEASE/ DANGEROUS OCCURRENCE

a) General Procedure

- The Company Health and Safety Manager or Managing Director will be responsible for ensuring that accidents are reported to the relevant enforcing authority (as applicable) within the laid down time periods as prescribed by law. They are also responsible for ensuring that they are investigated.
- They will also be responsible for checking whether accidents / injuries are reportable or not by referring to the list of reportable injuries / diseases / dangerous occurrences in the Schedules to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013.
- The Company Health and Safety Manager or Managing Director will also be responsible for ensuring that the company accident reporting procedures (and what is deemed to be reportable) are communicated to the company employees both within the regional offices and on site.
- The company will keep a record of any reportable injury, disease or dangerous occurrence. This will include the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.
- Where remedial action is required to prevent a reoccurrence of the accident/injury/disease/dangerous occurrence, then the appointed person will be responsible for ensuring that such remedial steps have been put in place

as well as monitoring of such measures for compliance and continued effectiveness.

b) Death or Major Injury

If there is an accident connected with work and an employee, or a self-employed person working on Company premises is killed or suffers a major injury (including as a result of physical violence), OR a member of the public is killed or taken to hospital, then notify the company, H&S Manager or Managing Director **immediately**.

c) Over Seven Day Injury

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on Company premises, suffers an over seven-day injury; then an accident report form (F2508) must be completed online within 15 days by the H&S Manager. An over seven-day injury is one which is not a major injury but results in the injured person being away from work or unable to do their normal work for more than seven days (not counting the day of the accident but including weekends and rest days).

d) Occupational Disease

If a doctor notifies an employee that he/ she suffers from a reportable work-related disease and issues them with a statement on a medical certificate; then the employee must pass this notification to the company Health and Safety Manager who will verify whether a report must be made using the regulations as a guide. If it is then determined that a report must be made then the Health and Safety Manager will report same on line to the Incident Contact Centre.

e) Dangerous Occurrence

If something happens which does not result in an injury, and you are unsure if this is a dangerous occurrence, then contact the H&S Manager who will advise accordingly. If it is deemed a dangerous occurrence then the H&S Manager will carry out the necessary notification. An incident investigation must still be carried out in accordance with [SSoW-001](#).

f) Near Miss

A Near Miss is any other occurrence where injury has not occurred – (this has no basis in law but is a term frequently used in Safety Management). Though not reportable to the HSE the company may carry out an investigation into near misses. Near misses must be recorded on company form [H&S-022](#) *Safety Observation Report* / Mobile app or utilising the Safety Observation card. All reports must be forwarded to the Health & Safety Manager.

g) Hazard Spots

A hazard spot is something that is noted that has the potential to lead to a near miss or accident if corrective action is not implemented. i.e. Bolder lying in pedestrian walk way; that if left could lead to some one tripping over it, leading to a near miss or accident. Hazard Spots must be recorded on company form [H&S-022](#) *Safety Observation Report* / Mobile app or utilising the Safety Observation card. All reports must be forwarded to the Health & Safety Manager.

7. AMENDMENT AND REVIEW RECORD

Rev	Date	Details	Signature
1	August 2017	Document developed from old procedures and re-branded / titled to comply with the IMS restructure.	C Williamson
2	March 2018	Changed reference within document from 18001 to 45001	C Williamson
3	August 2018	Changes made to reporting and investigation procedures and addition of reference to App reporting and Safety Observations cards	C Williamson

8.1 Procedure

8.2 Safe System of Work

[SSoW-001](#) Accident, Incident Report Procedure

8.3 List of Forms

[H&S-001](#) Accident Report

[H&S-019](#) Incident Report

[H&S-022](#) Safety Observation Report

[H&S-028](#) Accident Investigation

**Bristol**

Number One, Middle Bridge Business Park
Bristol Road, Portishead, Bristol, BS20 6PN

Phone +44 (0) 1275 397 600

Email info@vertasefli.co.uk

Web www.vertasefli.co.uk

Sheffield

19 Napier Court, Barlborough Links
Barlborough, Sheffield, S43 4PZ

Phone +44 (0) 1246 813 289

Email info@vertasefli.co.uk

Web www.vertasefli.co.uk