Construction Phase Health & Safety Plan

Client: SGN
Principal Designer: Frowsbury Projects
Location: Styal Road Manchester
Project Number:
Date Issued: 10/09/26

TABLE OF CONTENTS

Section 1: Project Information **PAGE 4**

1.1 Project Description
1.2 Site Address
1.3 Overview of Construction Works
1.3.1 Nature of Works
1.3.2 Project Timescale
1.4 Project Management Directory
1.4.1 Client
1.4.2 Principal Designer
1.4.3 Principal Contractor
1.4.4 Structural Engineers
1.4.5 M&E
1.4.6 Safety Adviser
1.5 Extent & Location of Existing Records

Section 2: Provisions **PAGE 6**

2.1 Site Security
2.2 Welfare Facilities
2.3 Boundaries & Access
2.4 Site Traffic Plan
2.5 Delivery Restrictions
2.6 Adjacent Land Use
2.7 Storage of Materials
2.8 Statutory Services
2.9 Ground Conditions & Underground Services
2.9.1 Ground Conditions
2.9.2 Underground Structures
2.10 Information on Existing Structures
2.11 Previous Structural Modifications
2.12 Fire Damage
2.13 Ground Shrinkage
2.14 Difficulties Related to Plant Selection
2.15 Asbestos
2.16 Significant Risks
2.17 Working Adjacent to the Railway
2.18 Working Within a Conservation Area

Section 3: Management of Works **PAGE 12**

3.1 Management Structure & Responsibilities
3.2 Health & Safety Goals
3.3 Arrangements for Monitoring & Review
3.3.1 Monitor & Review

3.3.2 Non-Compliance with Project Construction Phase Health & Safety Plan
3.4 Arrangements for Consultation, Liaison & Design Flow
3.5 Arrangements for Design Changes on Site
3.6 Section & Control of Subcontractors and Service Providers
3.7 Exchange of Safety Information Between Contractors
3.8 Site Security
3.9 Site Induction
3.10 Training
3.10.1 Occupational Training: Situ
3.10.2 Occupational Training: Subcontractors & Service Providers
3.11 Welfare Facilities
3.12 Reporting & Investigation of Accidents & Incidents
3.12.1 Accidents & Incidents Involving Situ Personnel
3.12.2 Accidents & Incidents Involving Subcontractor & Service Provider Personnel
3.12.3 Accidents & Incidents Situ Project Management Team Responsibilities
3.12.4 Situ Investigation Process
3.13 Risk Assessments
3.13.1 General
3.13.2 Situ Risk Assessments
3.13.3 Subcontractor & Service Provider Risk Assessments
3.14 Safe Method of Working (Method Statements)
3.14.1 Situ Method Statements
3.14.2 Subcontractor and Service Provider Method Statements
3.15 Site Rules
3.16 Fire & Emergencies
3.16.1 Emergency Preparedness
3.16.2 Personal Injury
3.16.3 Other Significant Emergencies (Including Fire)
3.16.4 Nearest Hospital (Accident & Emergency Department)
3.16.5 – Defib Information
3.17 Health & Safety Executive (HSE)
3.17.1 Contact Details
3.17.2 Acknowledgement
3.17.3 Reporting of Injuries, Diseases & Dangerous Occurrence Regulations (RIDDOR)

Section 4: Arrangements for Controlling Significant Risks **Page 35**

4.1 Controlling Significant Risks

Section 5: Health & Safety File **PAGE 37**

5.1 Layout & Format
5.2 Arrangements for Collecting & Gathering Information
5.3 Storage of Information

Section 6: Appendices **PAGE 38**

Appendix 001 – Site Plan (Site Specific)
Appendix 002 - Site Logistics Plan (Site Specific)
Appendix 003 – Toolbox Talks Attendance Register

Appendix 004 – Asbestos Information (Site Specific, mark N/A if not applicable)
Appendix 005 - Contractor Evaluation Report
Appendix 006 – Clerance Certificate
Appendix 007 – Client Safety Rules (Site Specific if not SITU site rules)
Appendix 008 – Induction Form

SECTION 1: PROJECT INFORMATION

1.1 Project Description

Construction of new EV charging Bays and Jet wash bays to include sub stations , duct works, civil works and all associated works to complete project.

1.2 Site Address

1.3 Styal Road Service Station, Styal Road, Manchester, M22 5WX

1.4 Overview of Construction Works

1.4.1 Nature of Works

The project involves the provision of temporary welfare facilities within a designated area at the site, site preparation and installation of four (4) Electric Vehicle (EV) charging points (with associated parking bays), two (2) Jet Wash Bays including high and low voltages supplies and minor alterations to the site's drainage system and customer parking facilities.

1.4.2 Project Timescale

Construction Phase Start: 8th January 2024

Construction Phase Period: Nine (9) Weeks

1.5 Project Management Directory

1.5.1 Client

SGN Retail Ltd
482 Cannock Rd
Wolverhampton
WV10 0RQ
Project Manager: [redacted]

1.5.2 Principal Designer

Frowsbury Projests
Office 3
Stronsay Business Centre

Tilford Road
Hindhead
GU26 6UG
Contact: [redacted]

1.5.3 Principal Contractor

The Situ group Ltd.
Pebble Close Business Village
Pebble Close
17 Pebble Close
Tamworth
B77 4RD
Contact: [redacted]

1.5.4 Structural Engineers

Frowsbury Projects
Office 3
Tilford Road
GU26 6UG
Contact: [redacted]

1.5.5 M&E

The Situ group Ltd.
Pebble Close Business Village
Pebble Close
17 Pebble Close
Tamworth
B77 4RD
Contact: [redacted]

1.5.6 Safety Advisor

Lauren Arnott – Head of HSEQ
[redacted]

1.6 Extent & Location of Existing Records / Plans

The Client (SGN Retail Ltd - CLIENT) supported by the Principal Designer (PD) will provide suitable and sufficient pre-construction information to Situ (Principal Contractor) to develop safe methods of working, including relevant risk assessments, which ensure the safety of workers during the Construction Phase of the project.

SECTION 2: PROVISIONS

2.1 Site Security

The work site(s) is(are) located within a Petrol Filling Station (PFS) which will require a restricted access system to be adopted to prevent unauthorised access into the designated work site(s) and welfare / equipment storage area. The following locations will be agreed with the CLIENT Representative, Principal Designer. and CLIENT Contractor Manager or representative:

- Welfare Facilities
- Equipment & Material Storage Area; and
- Work Site(s)

These locations will be clearly identified on the Site Plan and their perimeter (boundaries) secured using anti-climb Heras Fencing. The fencing will include access and egress points, which will be secured (i.e., locked) in the closed position when a location is not occupied.

Note 2.1.1: *Consideration will be given to installing security cameras if these locations are not adequately covered by the site's CCTV system.*

When required cones and/or hi-visibility fence markings will be used to ensure that the Heras fencing is clearly distinguishable. Where practical a designated pedestrian walkway will be established and clearly marked, however, this will be dependent on a site-specific assessment following installation of the Heras fencing.

Note 2.1.2: *Consideration will be given to vehicle access and egress requirements, including potential risks associated to reversing on the site, when determining the need for cones and/or fence marking and a pedestrian walkway.*

All Situ Employees and Subcontractors providing services to Situ must report to the CLIENT Contract Manager's representative in the retail building and sign-in prior to starting work each day.

2.2 Welfare Provision

Office, mess, and welfare facilities will be provided by Situ Construction and sited in locations agreed with the Client (CLIENT) and Principal Designer (PD), as set out in the Site Plan (**Appendix 001**). The actual location of these facilities will also be identified on the Site Logistics Plan (**Appendix 002**).

2.3 Boundaries & Access

Work, welfare, and storage locations will be segregated from PFS operations by Heras fencing and suitable signage, access route(s) as agreed and defined prior to commencement of the works. The work site(s) will be bounded on all sides with Heras fencing and secured (i.e., closed, and locked) during non-working hours.

2.4 Site Traffic Plan

A Site Traffic Plan will be discussed and agreed with the CLIENT Representative and Principal Designer (PD) prior the commencing work at the PFS. Arrangements regarding traffic management, flow, and control will be detailed in the **Site Plan (Appendix 001)**.

Note 2.4.1: *The site will continue to operate as a PFS throughout the construction phase of the project, however, arrangements will be made to suspend services during specific periods as agreed with the CLIENT Representative and Principal Designer (PD).*

2.5 Delivery Restrictions

All vehicles delivering equipment, materials or supplies related to the project must notify the Situ Site Supervisor in advance of deliveries, who will provide directions and details of where to park on arrival at site. As appropriate to the natures of the delivery vehicle and delivery being made the Situ Site Supervisor will discuss any potential need to restrict public access to a specific area of the site and ensure that such areas are clearly identified closed to vehicle movement. Deliveries will be coordinated to avoid peak times and congestion on the public roads.

Large delivery vehicles must find a suitable place to lay up and call the site prior to making a delivery to the site to prevent congestion on the PFS forecourt and/or blocking the site entrance or exit. Refer to the **Site Plan (Appendix 001)**.

An unloading area will be provided and where appropriate delivery vehicles will be reversed into position to avoid the need to reverse out of the unloading point. When required to reverse on site, Situ will provide a trained and competent individual Bankman duties to aid the driver during the manoeuvre.

The site is open to customers twenty-four (24) daily (Monday to Sunday). The Site Manager will provide a fuel delivery schedule to the Situ Site Supervisor on a periodic basis to ensure that Situ are:

- Aware of fuel deliveries to site
- Able to:
  - Make suitable arrangements to allow delivery operations to proceed safely; and
  - Maintain full and unobstructed access for delivery vehicles

Note 2.4.2: *Refer to the Site '**General Arrangement Plan'**, which identifies the delivery route that must be kept clear when fuel deliveries are scheduled to arrive.*

During periods when excavation and trenching works are being POW v2 to be used in line with fuel deliveries while excavation works are being undertaken to HV route and charger/substation route, ensuring road plates are in place at all times while excavations are open until full reinstatement works complete.

2.6 Adjacent Land Uses

There is a main road (**B5166 - Carriageway**) to the front of the PFS, and Ringway road immediately to the side of the retail store, that provides access to residential areas and business properties.

2.7 Storage of Materials

Suppliers of equipment and materials to be used during the project will contact the Situ Site Supervisor in advance of any deliveries to site. The Situ Site Supervisor will agree the timing of the delivery and confirm an appropriate set down area on site.

Note 2.4.3: *There is limited space for equipment and material storage on site, therefore a 'delivery as required system' will be developed as far as reasonably practicable. Refer to **Site Plan (Appendix 001)***

2.8 Statutory Services

Information regarding underground services will be ascertained from the Principal Designer (PD) and confirmed with the Service Provider, for example the Distribution Network Operator (DNO) and used to during the development of safe methods of working involving site excavations. The location of known existing underground services will be identified on the Combined Services Drawing and the entire area to be excavated will be CAT and Genny scanned to confirm the presence of the known services and identify any additional services that are not shown on the Combined Services Drawing.

Note 2.4.4: *Locating equipment used to determine the presence of underground services will be appropriate for the task and used, inspected, tested, maintained, and calibrated in accordance the manufacturer's recommendations.*

CAT and Genny scanning will take place prior to any excavation work taking place and the location of underground services clearly marked on the surface. If unknown services are identified, the Situ Site Supervisor will record the location of the services on a copy of the Combined Services Drawing and advise the Principal Designer and CLIENT Representative of the findings. The Situ Site Supervisor will not allow excavations, in areas in which unknown services have been identified, until instructions have been provided by the Principal Designer.

The Situ Site Supervisor will ensure that areas in which groundbreaking (excavation) is required are properly and thoroughly CAT and Genny scanned to identify underground services prior to excavation activities taking place. ALL excavation activity will require the preparation, review, authorisation, and issue of a fully completed **Permit to Dig (Appendix 006).**

Refer to **Situ MS-01.01.24: Locating Underground Services** and **Situ RA-01.24: Excavation and Trenching** for further information.

2.9 Ground Conditions & Underground Structures

2.9.1 Ground Conditions

Ground (surface) conditions within the designated work areas are typically concrete or tarmac. The Client (CLIENT) has advised that there have been no reports of significant spillage or loss of primary containment from underground storage tanks, oil/water separator (interceptor) and/or pipelines, or any historical records of ground contamination. However, if contaminated ground is identified during excavation work the Situ Site Supervisor will immediately suspend the excavation activities and notify the following of the potential presence of contaminated ground:

- Principal Designer (PD); and
- CLIENT Representative; for example:
  - Assigned Project Manager
  - HSSE Manager
    Mr Adam Linnell
    [redacted]

Excavation work will not restart until any required sampling and testing has been completed and the Principal Designer (PD) and CLIENT Representative have provided written instructions regarding removal and remediation of the contaminated ground.

2.9.2 Underground Structures

Underground structures, including associated pipelines; of potential concern have been identified as:

- Hydrocarbon Fuel Storage Tanks
- Oil/Water Separator (i.e., Interceptor)

- Hydrocarbon Fuel Lines
- Oil/Water Separator Pipelines

These structures are clearly identified on the site's Hazardous Area Classification Drawing (DSEAR) and do not appear to present a hazard during excavation and construction activities providing any potentials encroachment into the areas to be excavated are identified and action taken to avoid impact with these structures and associated pipelines during excavation activities. If potential issues are identified the Situ Site Supervisor will immediately notify the following of the potential issues regarding underground structures and associated pipelines:

- Principal Designer (PD); and
- CLIENT Representative; for example:
  - Assigned Project Manager
  - HSSE Manager
    Mr Adam Linnell
    [redacted]
  - Excavation work will not start until any required changes to the design and configuration of the Ev Charging facilities recommended by the Principal Designer are incorporated into the safe methods of working and approved by the CLIENT Representative.

2.10 Information on Existing Structures

There is a retail building and associate fuel forecourt facilities, including vehicle valeting equipment. These are clearly identified on the Hazardous Area Classification Drawing (DSEAR). The project includes the removal of various structures to allow construction of above project

The PFS existing structures were designed and constructed in accordance with industry best practice and applicable legal obligations. The EV Charging Facility planning, and design fully considers the existing structures and where these impact the project safety arrangements will be specified within the Risk Assessments and Method Statement (RAMS).

2.11 Previous Structural Modifications

The Client (CLIENT) and Principal Designer (PD) have not advised any significant previous structural modifications that could potentially impact the EV Charging Facility construction project.

2.12 Fire Damage

The Client (CLIENT) and Principal Designer (PD) have not advised any fire damage to at the site that could potentially impact the EV Charging Facility construction project.

2.13 Ground Shrinkage

The Client (CLIENT) and Principal Designer (PD) have not advised any issues regarding ground shrinkage that could potentially impact the EV Charging Facility construction project.

2.14 Difficulties Related to Plant Selection

The plant and equipment selected for the construction phase of the project have been identified and determined to be suitable for use that the site. Plant and equipment selected takes into consideration the following:

- Site configuration, layout, and size

- Construction activities to be performed (e.g., excavation and trenching); and
- Constraints related to site use, traffic flow and the shape and size of the actual work locations

2.15 Asbestos

The Client (CLIENT) and Principal Designer (PD) have confirmed that asbestos is not a hazard/risk consideration for this site. Verification of this has been obtained from the Refurbishment and Demolition Survey conducted be a Specialist Service Provider (West Four) that states '**NO ASBESTOS DETECTED**'. See **Appendix 004** for further information.

2.16 Significant Risks

The Client (CLIENT) has provided the following information regarding the potential significant risk related to working on a Petrol Filling Station. These are fully considered in the Situ Risk Assessments developed for this project, and risk reduction measures identified. Additionally, the safe methods of working (i.e., Method Statements) developed by Situ are designed to ensure that task requirements are effectively defined and that the necessary engineering, administrative and personal protective equipment (PPE) risk reduction measures related to the tasks being performed are clearly defined.

Table 2.16.1: Potential Significant Risks Related to Construction Phase Activities

ID	Significant Risk	ID	Significant Risks
1	Activities of Others *(Public / Visitor)*	21	Ignition Sources
2	Adverse Weather Conditions	22	Loss of Primary Containment *(Tank)*
3	Asbestos Containing Materials	23	Manual Handling
4	Burns & Scolds *(Including LPG)*	24	Mechanical Lifts
5	Combustible Materials *(e.g., Waste)*	25	Noise
6	Confined Space	26	Pipeline Strike *(Liquid / Vapor)*
7	Contact with Mobile Plant	27	Plant Overturning
8	Contaminated Land/Soil	28	Product Spillage *(Chemical / Fuels)*
9	Dropped Objects	29	Repetitive Strain / Vibration
10	Drowning *(e.g., Excavation)*	30	Rotating Parts *(Equipment / Shaft)*
11	Dust	31	Security *(Violence, Theft, Arson, etc)*
12	Electrocution	32	Sharp Edges *(e.g., Blade, Disk, Glass)*
13	Electrical Equipment	33	Slip Trips & Falls
14	Excavations *(Collapse)*	34	Static Electricity
15	Excavations *(Underground Services)*	35	Toxic Liquids & Vapours
16	Exposure *(Fuels / Chemicals / Fumes)*	36	Toxic Liquids & Vapours
17	Fatigue *(Stress: Anxiety)*	37	Traffic Movement *(Collisions)*
18	Fire / Explosion	38	Trapped By
19	Flammable Vapours	39	Water Ingress
20	Hot Surfaces	40	Working at Height

Note 2.16.1: *The listing is not exhaustive and requires a thorough site inspection prior to commencing any construction work to ensure that the site specific and task specific hazards have been identified and suitable and sufficient risk reduction measures determined and implemented.*

Note 2.16.2: *The Situ Site Supervisor is required to ensure the following prior to any work task being initiated:*

- *The job crew members are trained and competent to perform their assigned duties (i.e., Certified by relevant body when required to be 'qualified' to perform the task, for example electrician, excavator operator, etc.)*
- *The equipment to be used is fit for purpose and certificate where applicable by a competent person or entity; and*
- *A Pre-Job Safety Brief is given to the job crew and other affected personnel, at which the work scope, hazards and associated risk reduction measures are discussed mutual understood by those attending*

Note 2.16.3: *The Situ Site Supervisor is required periodically monitor the work area during performance of assigned and confirm:*

- *The required risk reduction measures are being effectively maintained*
- *Workers are performing their assigned tasks in accordance with the RAMS, Permit to Work (PTW) and Clearance Certificate*
- *That unsafe acts are identified and immediately corrected*
- *That unsafe conditions are identified and immediately corrected; and*
- *Potential issues regarding project design and construction are advised to the Principal Designer (PD) and CLIENT Representative for instruction and/or guidance regarding the action(s) to be taken*

2.17 Working Adjacent to the Railway

N/A

2.18 Working Within a Conservation Area

N/A

SECTION 3: MANAGEMENT OF WORK

3.1 Management Structure & Responsibilities

The Situ management structure and responsibilities in relation to this project is detailed below:

- **Contracts Manager:**
  Nigel Mulcock [redacted]
  - **Responsibilities, include but are not limited to:**
    - Establish effective relationship (i.e., communication) with:
      - CLIENT Representative
      - Principal Designer
      - Other project stakeholders
    - Confirm the project scope with the Principal Designer and CLIENT Representative
    - Agree project budget with the Principal Designer and CLIENT Representative
    - Review the project design and relevant drawing with the Principal Designer, confirm:
      - Project design and specifications
      - Significant construction risks have been identified; and
      - Required permits, licenses and codes have been obtained
    - Manage the construction project budget
    - In consultation with the Principal Designer:
      - Develop a construction schedule, including project deliverables and milestones
      - Identify Subcontractors and Service Providers
      - Negotiate service deliverable with Subcontractors and Service Providers; and
      - Agree construction contracts with Subcontractors and Service Providers
      - Identify:
        - Machinery (plant), equipment and tools; and
        - Labour resource, required to safely complete the scope of work
    - Manage resources (i.e., construction materials, construction workers and equipment)
    - Develop project status reports for project stakeholders
    - Oversee the performance of:
      - Situ Site Manager and other members of the construction team; and
      - Subcontractors and Service Providers
    - Monitor:
      - Construction progress against the schedule and budget; and
      - Compliance with health and safety standards
- **Site Manager:**
  TBC
  - **Responsibilities, include but are not limited to:**
    - Establish effective relationship with the Senior Project Manager, Principal Designer, CLIENT Representative, Situ job crew, Subcontractors, Service Providers, and CLIENT Site Manager and their employees
    - Review and understand the scope of the project
    - Provide technical support and guidance to:

    - Situ job crew
    - Subcontractors and Service Providers
  - Coordinate project construction activities to ensure project goals are met
  - Ensure safe and efficient work performance, for example:
    - Adherence to:
      - Construction Phase Health & Safety Plan
      - Project Risk Assessments & Method Statements (RAMS)
      - CLIENT Health & Safety Rules and Regulation; and
      - Relevant codes, standards, and regulations
  - Prepare work control documents and ensure compliance with defined expectations, for example:
    - Clearance Certificate
    - Permit to Work
  - Ensure the following requirements are effectively met:
    - Provide site induction to workers and visitors
    - Confirm:
      - Workers are trained and competent to perform assign duties
      - Machinery, equipment, and tools are inspected, tested, and certified as fit for purpose where applicable
  - Review Subcontractor and Service Providers Risk Assessment and Method Statements, to determine compliance with health, safety, and construction requirements
  - Maintain relevant project documentation and records.
  - Identify and resolve technical issues and problems that arise during the project; and
  - Refer issues related to design construction to the CLIENT Representative, and Principal Designer and obtain details of the actions required to address the issue raised

- **Site Safety Adviser:**

  Lauren Arnott
  - **Responsibilities, include but are not limited to:**
    - Providing specialist guidance, regarding:
      - Applicable health and safety legislation
      - Development of:
        - Risk assessments
        - Method statement
        - Safety training
        - Safety Rules and Regulations
      - Incident and accident reporting and investigations; and
      - Effective evaluation of Risk Assessments and Method Statements
    - Conducting site inspections and safety audits; and
    - Providing reports to Senior Management, on request

3.2 Health & Safety Goals

Situ have established the following health and safety goals relative to the project:

- Avoidance of risks
- Evaluate those risks that cannot avoided

- Implement suitable and sufficient risk reduction measures to combat risks at source
- Fully consider workers' skills and ability when:
  - Developing:
    - Risk assessments; and
    - Safe methods of working
  - Selecting:
    - Work equipment
    - Risk reduction measures; and
    - Safe methods of working
- Develop an effective and consistent incident prevention policy, for example:
  - Construction Phase Health & Safety Plan
  - Project specific:
    - Risk assessments
    - Risk reduction measures, giving collective protective measures priority over individual protective measures; and
    - Safe methods of working that give appropriate and workable instructions to employees
  - Development of effective relationships and communication with project stakeholders, for example:
    - Client (CLIENT) Representatives
    - Principal Designer (PD)
    - Enforcement Authority Representatives
    - Suppliers
    - Subcontractors and Service Providers; and
    - CLIENT Site Manager and employees
- Provide information, instruction, and training to employees
- Establish a suitable process to ensure Subcontractors and Service Providers provide suitable risk assessments, method statements and trained and competent personnel
- Establish and maintain high levels of occupational health and safety throughout the project, ensuring the prompt reporting, investigation and remediation of unsafe act and unsafe conditions in the workplace

3.3 Arrangements For Monitoring & Review

3.3.1 Monitoring & Review

Situ will implement and maintain the following arrangements for monitoring and review of performance in relation to safe and efficient delivery of the project:

- To ensure compliance with the Construction Phase Health & Safety Plan, relevant risk assessments, method statements, work control procedure and applicable legal obligations the:
  - Site Supervisor will perform regular inspection and reviews of the:
    - Work site(s) conditions
    - Welfare facilities
    - Machinery, equipment, and tools
    - Job crew work performance; and

- Subcontractor and Service Provider work performance
- Site Manager will perform periodic inspection and reviews of the:
  - Work site(s) conditions
  - Machinery, equipment, and tools
  - Job crew performance
  - Subcontractor and Service Provider work performance; and
  - Project:
    - Documentation
    - Work control documents
  - Inspection reports
- Safety Advisor will perform safety audits, during which performance against arrangements as defined in the following documents will be evaluated and reported to the Senior Project Manager:
  - Construction Phase Health & Safety Plan
  - Risk Assessments:
    - Situ
    - Subcontractor; and
    - Service Provider
  - Method Statements (Safe Methods of Working):
    - Situ
    - Subcontractor; and
    - Service Provider
  - Work Control documents (e.g., Permit to Work, Clearance Certificates, etc.)
  - Machinery, equipment and tool inspection and test reports, and certificates
  - Worker training and certificate
  - Site induction records; and
  - Incident and accident reports, investigations, and remediation actions
- The Senior Project Manager, Site Manager and Site Supervisor will:
  - Periodically review the findings of the various inspection reports
  - Identify improvement opportunities; and
  - Ensure improvement opportunities are implemented

3.3.2 Non-Compliance with Project Construction Phase Health & Safety Plan

The Situ Project Management Team, assigned Site Supervisor, and job crew will ensure that the following requirements are effectively implemented if issues of non-compliance with the Project Construction Phase Health and Safety Plan, associated Risk Assessments and Method Statements and/or applicable legal obligations are identified:

- Situ Site Supervisor will:
  - Immediately take action to stop an unsafe act or address an unsafe condition, (i.e., suspend work activities)
  - Discuss their observations with the those identified and non-compliant
  - Explain why action was required to prevent unsafe behaviour or address an unsafe condition
  - Dependent on the severity of the identified issue:

- **Minor Transgression**, (e.g., failure to wear PPE, shortcutting, poor housekeeping, etc.):
  - Record issue as a near miss incident
  - Define health, safety and work performance expectations and requirements
  - Confirm:
    - Amendments related to risk assessment, method statements and work control documents are made
    - Mutual understanding of the action(s) required to prevent recurrence
    - Work can be restarted
    - Report the unsafe act or unsafe condition and action taken to correct to the Site Manager and Senior Project Manager
- **Major Transgression** (e.g. inadequate RAMS, breach of safety rules and regulations, lack of competent, use of incorrect or uncertified equipment, etc.):
  - Stop or postpone work activities
  - Contact the Site Manager or Senior Project Manager to advise them of the:
    - Non-compliance and actual or potential implications
    - Employee or Subcontractor or Service Provider's name
    - Action taken to prevent escalation
    - Addition information upon request
- The Site Manager or Senior Project Manager will:
  - Discuss the action(s) to be taken with the Site Supervisor
  - Initiate an incident investigation
  - Contact the Subcontractor or Service Provider and request:
    - A report on the incident
    - Recommendations for improvement action(s)
    - A timescale for implementation of improvement actions; and
    - The Subcontractor or Service Provider to leave site
  - Ensure the Subcontractor or Service Provider is issued with a Non-Compliance Notice that details the reason(s) for the suspension of the work

    Note 3.3.2.1: *Claims from Subcontractors or Service Providers for delay or for additional resources will be considered if the delay was caused by their non-compliance with the Construction Phase Health & Safety Plan, Risk Assessments, Method Statements, work control documents or applicable legal obligations*
  - Notify the Principal Designer, CLIENT Representative and/or other stakeholders if applicable of the nature of and potential significance of the transgression
  - Respond to instructions or recommendations made by the Principal Designer, CLIENT Representative and/or stakeholder, ensuring that their specific requirements are immediately implemented

3.4 Arrangements for Consultation, Liaison & Design Flow

The Situ Site Supervisor, supported by the Situ Site Manager, will ensure that the following consultation processes are established to ensure effective liaison and design flow between those involved in the construction process and other interested parties (e.g., CLIENT Site Manager and their employees and delivery drivers):

- Design Progress Meetings
- Risk Assessments & Method Statements (RAMS) Reviews
- Pre-Job Safety Brief

- Site Inductions
- Safety Meetings
- Toolbox Talks
- Safety Alerts
- Incident Investigation

These arrangements will provide a facility and opportunity for the Site Supervisor to:

- Discuss health, safety, and project:
  - Performance requirements; and
  - Concerns, raised by workers and other people affected by the construction activities
- Address health, safety, and design concerns in a timely manner, by:
  - Ensure mutual understanding why the concern has been raised
  - Agreeing the improvement action(s) required to address the concerns; and
  - Confirm the required improvement actions are implemented and verified as effective

  Note 3.4.1: *Where necessary, based on the significance of the concern, the Site Supervisor will contact the Site Manager and/or Senior Project Manager and request guidance and advice regarding the improvement action(s) required. If required, the Project Management Team will contact the Principal Designer and CLIENT Representative for advice.*
- Provide health, safety and design expectations advice, guidance, and instruction when required
- Promote a positive health and safety culture, through proactive engagement with workers and positive leadership skills

3.5 Arrangements for Design Changes on Site

Situ will ensure suitable arrangements regarding design changes (i.e., deviations from original design) are implemented to ensure that such changes are effectively managed.

Where occupational health and safety and/or design risks that were not foreseen during project design and planning stages are identified during execution of the project immediate action will be taken by Situ to address the issue.

Note 3.5.1: *Unforeseen risk identified during execution during execution of the project will, by definition, not be addressed within this Construction Phase Health & Safety Plan or associated health and safety document prepared to address foreseen risks.*

Situ Project Management Team will immediately contact the Principal Designer and CLIENT Representative and advise them of the occurrence of an unforeseen health and safety and/or design risk. Situ will not take action to address the issue until they are advised by the Principal Designer and CLIENT Representative of the action(s) required to address the risk and/or design change.

Situ will ensure the necessary amendments to the Construction Phase Health & Safety Plan and relevant Risk Assessments and Method Statements following receipt of information regarding the action(s) from the Principal Designer. If there are concerns regarding the new risk reduction measures or design change recommendations the Senior Project Manager or Site Manager will seek clarification and authority to proceed from the CLIENT Representative.

The Site Manager will ensure that the Site Supervisor and job crew are consulted regarding revisions to risk assessments, method statements and design changes and that revised requirements are mutually understood.

The Situ Site Manager and/or Site Supervisor will ensure that unforeseen occupational health and safety risks and design changes that involve work assigned to Subcontractors or Service Providers are fully discussed with them and that any changes to their risk assessments, method statements (RAMS) and resource requirements design are advised to them. Subcontractors and Service Providers will be responsible for incorporating any new requirements into their risk assessments and method statements (RAMS) and providing any additions resource in accordance with approval received from Situ.

3.6 Selection & Control of Subcontractors / Service Providers

As Principal Contractor Situ are responsible for ensure that Subcontractors and/or Service Providers are able to meet health, safety and work performance expectations as defined in the Construction Phase Health & Safety Plan.

Subcontractors and Service Providers will be selected based on relevant criteria, for example:

- Demonstrated ability to meet health, safety, and work expectations
- Known quality of workmanship and safety performance
- Ability to produce suitable and sufficient:
  - Risk Assessments; and
  - Method Statements, that are applicable to their defined scope of work
- Employment of trained and competent personnel to perform assigned work
- Review of:
  - Health, Safety & Environmental Policy
  - Insurance coverage (e.g., public liability insurance)
  - Training records, including UKPIA SPA Passport (Cards)
  - Machine, equipment, and tool certification; and
  - Accident records
- Ability to provide required resources (e.g., machinery, equipment, tools, materials, and personnel)
- Cost comparison; and
- References from other sources (e.g., Principal Designer, CLIENT Representative)

Subcontractor and Service Provider evaluations will be recorded using the Contractor Evaluation Report (**Refer to Appendix 005**)

Subcontractors and Service Providers providing evidence of meeting Situ expectations will be placed on the Situ Approved Contractors List. Situ will periodically review Subcontractor and Service Provider details to ensure that the companies continue to meet expectations.

3.7 Exchange of Safety Information Between Contractors

Situ will introduce the following measures to ensure the effective communication of the expectations of the Project Construction Phase Health & Safety Plan and the specific information required to ensure that health, safety, and work performance requirements are communicated ad effectively implemented:

- **Documentation:**
  - Project Construction Phase Health & Safety Plan
  - Risk Assessments:
    - Situ Site Specific Risk Assessments
    - Sub-Contractor Task Specific Risk Assessments
    - Service Providers Task Specific Risk Assessments

- Method Statements:
  - Situ Site Specific Method Statements
  - Sub-Contractor Task Specific Method Statements
  - Service Providers Task Specific Method Statements
- Equipment Certification, for example:
  - Excavator
  - Gas Detector
  - Hand Breaker
  - Stihl Saw
  - Fire Extinguishers
  - CAT & Genny; and
  - Intrinsically Safe Tools
- Training Certificates, for example:
  - SPA Cards
  - Electrician Qualifications
  - Plant & Equipment Operator Licence
  - Banksman (Spotter); and
  - First Aid
- Work Control Documentation:
  - Risk Assessment & Method Statements
    - Situ
    - Subcontractor
    - Service Provider
  - Clearance Certificate
  - Permit to Work, for example:
    - Hot Work Permit
    - Excavation (Dig) Permit; and
    - Confined Space Entry Permit
  - Hazardous Energy Isolation Certificates
  - Equipment Inspection Report
  - Work Site Inspection Reports
- **Methods of Communication:**
  - Written Documentation (e.g., RAMS, training records, etc.)
  - Verbal, for example:
    - Face to face
    - Pre-Job Safety Brief
    - Team Meetings
    - Project Review Meetings

3.8 Site Security

The PFS is located a main public highway (**B5166 – Carriageway**) and will remain operational throughout the construction project, with the exception of agreed time periods, whenever specific work activities will require the site to be closed.

The Situ site office and welfare facilities will be adjacent to the A460 and utilise some of the existing customer parking area. The area is in close proximity of fuel dispensing pumps and site personnel will be made aware of the need for caution when entering and leaving the secured area.

Situ's office and welfare facilities:

- Will be secured by Heras Fencing erected, clipped, and footed in accordance with manufacturers recommendations, with access and egress provided by a single-entry point that will be closed and locked when the facilities are not in use; and
- Are well illuminated by site lighting and covered by the site's CCTV system, which is considered sufficient to prevent unauthorised access

The project work site(s) is(are) are located towards the western perimeter of the PFS, which is adjacent to the residential areas. The site boundary is marked by wooden fencing that is considered suitable to prevent access other than via the site three main vehicle access points. The area(3) is(are) in close proximity to the road tanker delivery point and forecourt infrastructure (e.g., vehicle valeting equipment).

Note 3.8.1: *The road tanker delivery point must remain accessible during planned fuel delivery times throughout the project.*

Situ's designated work site(s):

- Will be secured by Heras Fencing erected, clipped, and footed in accordance with manufacturers recommendations, with access and egress provided by a single-entry point(s) that will be closed and locked when the work in not taking place; and
- Are well illuminated by site lighting, covered by the site's CCTV system, and highlighted by the use of high visibility barriers as appropriate to traffic management considerations, this is considered sufficient to prevent unauthorised access. Refer to Site Plan (**Appendix 001**)

All personnel (e.g., workers and visitors):

- Requiring access to the Situ office, welfare facilities and/or work site(s) are required to 'sign-in', using the Sign-In Register maintained by the Situ Site Supervisor
    - As part of the sign-in process workers and visitor will receive a site-specific health and safety induction from the Situ Site Supervisor and will be required to sign in acknowledgement that the induction has been provided and understood.
- Requiring entry into the designated work site(s) will only be granted approval to enter if they have, and wear, the Personal Protective Equipment (PPE) required for the work to be performed and/or the purpose of the visit. Refer to Site Plan (**Appendix 001**)

Note 3.8.2: *The PFS is manned by the Contractor Manager's employees, twenty-four (24) hours, seven (7) days a week.*

3.9 Site Induction

All workers and visitors will undergo a site-specific health and safety induction from the Situ Site Supervisor prior to entering the work site(s). Those receiving the induction are required to sign and date the Induction Form to indicate that an induction has been provided and understood. Refer to Induction Form (**Appendix 008**).

The purpose of the induction process is to:

- Familiarise workers and visitors with the health and safety requirements related to the project

- Identify and advise the:
  - CLIENT and Situ site-specific safety rules and regulations
  - Significant hazards and associated risks related to the work taking place and the work site(s)
  - Work control documentation required to perform work on the site, for example:
    - Clearance Certificate
    - Permit to Work (PTW), for example Hot Work Permit and Permit to Dig; and
    - Hazardous Energy Isolation Reports
  - Personal Protective Equipment (PPE) requirements; and
  - Emergency arrangements that have been established for the project
- Provide instructions regarding site-specific incident and accident reporting requirements

Additionally, the Situ Site Supervisor will periodically deliver 'toolbox talks' to relevant personnel (e.g., employees, Subcontractors and Service Providers) the content of which will be applicable to health and safety expectations and/or work performance requirements. Attendance at toolbox talks is mandatory for the identified affected personnel, who will be required to sign and date the Toolbox Attendance Form to indicate that a toolbox talk has been provided and understood. Refer to Toolbox Talk Attendance Form (**Appendix 003**).

3.10 Training

3.10.1 Safety Training

All personnel (e.g., workers and visitors) arriving at site must report to the Situ Site Supervisor who will:

- Advise workers and visitors of the site-specific health and safety rules and regulation for the project
- Ensure all workers and visitors undergo formal health and safety induction training; and
- Maintain appropriate and accurate records of those inducted

Situ will make reasonable requests to Subcontractors and Service Providers regarding their employees' level of training of training, to ensure they have an appropriate general safety awareness (i.e., as determined by issue of a current UKPIA SPA Safety Passport).

The Situ Site Manager and/or Site Supervisor will raise concerns regarding safety awareness training or absence of a current UKPIA SPA Safety Passport with the Subcontractor and Service Provider. The Subcontractor or Service Provider will be instructed to:

- Organise the required safety awareness training, including attendance on a UKPIA SPA Safety Passport course where required; and/or
- Authorise Situ to organise and/or provide the required safety awareness training on their behalf

3.10.2 Occupational Training: Situ

Situ employees assigned work tasks in relation to the project will be trained and competent to perform the tasks. The Situ Site Management and/ Site Supervisor will ensure that those assigned tasks hold current training certificates and/or qualifications for the work tasks to be performed.

Relevant training requirements are identified on the Situ Training Matrix, and copies of worker certificates and/or qualifications will be retained and made available to interested parties upon request.

3.10.3 Occupational Training: Subcontractors and Service Providers

Subcontractor or Service Provider employees arriving at site to perform work activities related to the project must report to the Situ Site Supervisor who will:

- Identify the work activities to be performed by the individual members of the job crew assigned by the Contractor or Service Provider
- Where required by the nature of the work to be performed request copies of relevant training certificates from the individuals performing the work, for example:
    - Excavator Operator
    - Mobile Elevated Work Platform (MEWP) Operator
    - Mechanical Hand Breaker Operator
    - Confined Space Entry Certification
    - Forklift Truck Operator; and
    - Electrical Qualification(Relevant to the type of electrical work to be undertaken)
- Confirm that workers assigned to perform specific tasks are trained and competent to perform the work, and where necessary assess the level of competence by visual observation
- Retain copies of training certificates and qualification for reference purposes

3.11 Welfare Facilities

Situ will provide office and welfare arrangement that meet the requirements of Schedule 2 of the CDM Regulations. The following facilities will be provided and adequately maintained:

- Site Office, including first aid facilities
- Welfare Facility (Canteen)
- Toilet Facility; and
- Storage Container(s)

Note 3.11.1: *Where applicable the above facilities will be connected to the main services.*

Welfare arrangements will be:

- Explained during the health and safety induction
- Routinely cleaned
- Maintained in a neat and tidy condition

The Situ Site Supervisor will ensure that the welfare facilities are cleaned regularly and maintained in a neat and tidy condition.

3.12 Reporting & Investigation of Accidents & Incidents

3.12.1 Accidents and Incidents Involving Situ Personnel

The Situ Site Supervisor will ensure accidents, incidents, dangerous occurrences, and security issues (i.e., unplanned events) related to construction phase project activities are:

- Reported immediately
- Advised, in a timely manner, to the:
    - Site Manager
    - Principal Designer; and
    - CLIENT Representative

Following the timely reporting of unplanned events security issues the Situ Site Manager and Site Supervisor will ensure that the event is investigated to determine:

- Immediate causes and root causes

- Improvement opportunities; and
- Recommendations for improvement actions to prevent recurrence

Note 3.12.1.1: *Where appropriate to the nature and significance of the unplanned event guidance and instruction regarding improvement actions will be obtained from the Principal Design and CLIENT Representative. This applies to improvement actions recommended by Situ, Subcontractors, and Service providers.*

3.12.2 Accidents and Incidents Involving Subcontractors & Service Providers

Unplanned events related to Subcontractor and Service Provider construction phase project activities will be:

- Advised to the Situ Site Supervisor immediately, who will notify, as applicable:
  - Situ Project Management Team
  - Principal designer; and
  - CLIENT Representative
- Reported in accordance with the Subcontractor's or Service Provider's reporting procedure
- Investigated in accordance with the Subcontractor's or Service Providers investigation process to determine:
  - Immediate causes and root causes
  - Improvement opportunities; and
  - Recommendations for improvement actions to prevent recurrence

Copies of Subcontractor and Service Provider investigation reports, findings and recommendations for improvement actions will be forwarded to the Situ Site Supervisor.

3.12.3 Accidents and Incidents Situ Project Management Team Responsibilities

The Situ Project Management Team will ensure:

- All unplanned events involving employees, Subcontractors, Service Providers, and/or visitors that occur in relation to construction phase project activities are:
  - Formally reported
  - Thoroughly investigated
- Suitable recommendations for improvement action, to prevent recurrence are identified
- Recommendations for improvement actions are:
  - Reviewed
  - Agreed
  - Implemented in a timely manner; and
  - Verified as effective

Note 3.12.3.1: *Requirements related to the Reporting of Incidents, Disease & Dangerous Occurrences Regulations (RIDDOR) are defined within* ***Section 3.17: Health & Safety Executive*** *of this Construction Phase Health & Safety Plan.*

3.12.4 Situ Incident Investigation Process

Situ have adopted the following expectations regarding the investigation of accidents, incidents, dangerous occurrences, and security issues related to construction phase project activities:

Level 1 Investigation

This type of investigation is:

- Applicable to
  - Any incident requiring first-aid treatment; or
  - Following an entry into the Accident Report Book
- Performed by the Situ Site Manager and/or Site Supervisor

Level 2 Investigation

This type of investigation is:

- Applicable to any incident involving:
  - The failure of:
    - Machinery (i.e., plant)
    - Equipment
    - Tools; and/or
    - Personal protective equipment (PPE)
  - Substance used within the construction process
  - Damage to property or infrastructure (Situ or Client's)
  - Any action or activity that could have led to the death of, or injury, to any person; and
  - Any action or activity that could have led to the failure of Situ property, or to damage to any Situ or personal property
- Performed by the Situ Safety Adviser

Level 3 Investigation

This type of investigation is:

- Applicable to any incident involving:
  - Requiring reporting to the Health & Safety Executive (HSE) or other relevant enforcement authority
  - Death of or serious personal injury; and
  - A potential for death or serious personal injury (RIDDOR – Dangerous Occurrence)
- Performed by the Situ Project Management Team and HSE Adviser

3.13 Risk Assessments

3.13.1 General

Construction phase hazards and associated hazards will be identified, and suitable and sufficient risk assessments developed to ensure the health and safety of workers and others affected by construction activities. Risk assessments will be conducted by trained and competent personal and will include input, as appropriate to the nature and complexity of the assessment, from workers.

A key aspect of the risk assessments required for construction phase activities is the inclusion of site-specific hazards that have the potential to create additional risks to the known occupational risks associated to the actual work being performed and equipment being used. Therefore, risk assessments developed and implemented by Situ will consider the potential impact of site-specific hazards in relation to the work being performed. Critical considerations (i.e., PFS hazards) when developing risk assessments and method statements for work being performed at a PFS will include, but may not be limited to:

- Receipt, storage and dispensing of hydrocarbon fuel (e.g., petrol, diesel and liquified petroleum gas) which may for example create the following risks

  - Release of flammable liquids and flammable vapour
  - Exposure to harmful substances; and
  - Fire / Explosion
- Hazardous atmospheres (e.g., oxygen deficient, flammable, and toxic)
- Vehicle movement (e.g., car, vans, delivery vehicles, including HGV, etc.)
- Access and egress
- Asbestos
- Underground service (e.g., electrical, water, data, and petroleum fuels)
- Activities of other (e.g., delivery vehicles, customers, contractors, etc.)

Note 3.13.1: *The Client (CLIENT) has provided information regarding site-specific hazards, and these are included in* ***Table 4.1.1: Potential Significant Risks & Risk Reduction Measures.***

3.13.2 Situ Risk Assessments

Situ will assess the hazards and risks associated to the:

- Actual work being performed, and equipment being used; and
- Work site environment, as identified in **3.13.1 above**

The assessments will:

- Identify:
  - The hazards; and
  - Those exposed to the hazard; and
  - How those exposed to the hazard may be harmed
- Evaluate the level of risk associated to the hazard
- Decide whether existing precautions are sufficient
- Determine the required risk reduction measure to reduce risk to an acceptable level
- Record the significant findings

Situ risk assessments will be suitable and sufficient and used to develop safe methods of working (i.e., Method Statements) which combined with the risk assessment will provide site-specific risk assessments and method statements (RAMS) that detail safe work performance requirement in a manner and style that is easily communicated to trained and competent workers.

Situ RAMS will be incorporated within the Construction Phase Health & Safety Plan (e.g., Appendices) and circulated as required by the Principal Designer and/or CLIENT Representative for review and comment as applicable.

3.13.3 Subcontractor Risk Assessments

Subcontractors and Service Providers performing design and/or construction work activities in relation to the project are required to provide suitable and sufficient risk assessments for the activities they are required to perform. The assessments will:

- Be performed and reported by a competent person
- Consider the:
  - Actual work being performed, and equipment being used
  - Work site environment, as identified in **3.13.1 above**; and
  - Requirements of the Management of Health & Safety at Work Regulations

- Identify:
  - The hazards; and
  - How those exposed to the hazard may be harmed
- Evaluate the level of risk associated to the hazard
- Determine the required risk reduction measures to reduce risk to an acceptable level
- Record the significant findings

Subcontractors and Service Providers will endeavour to provide copies of risk assessments for proposed work(s) to Situ's Site Manager and Site Supervisor at least three (3) days prior the planned scheduled date for commencement of the work(s).

Situ's Site Manager and/or Site Supervisor Team will review the content of the risk assessment in consultation to determine its suitability for use in conjunction with the relevant method statement (RAMS) developed for the work(s).

If a risk assessment is not considered suitable and sufficient, the Situ Site Manager and/or Site Supervisor will request appropriate amendments to be made prior to attending site to complete the work(s). Work will not commence until the Situ Site Supervisor has reviewed amended risk assessments.

Note 3.14.1.1: *If Subcontractors or Service Providers fail to provide risk assessments prior to arriving at site to start the work(s) the Situ Site Supervisor will not allow them to start the work until the risk assessment(s) for the work has(have) been reviewed, amended as necessary, and determined to be suitable and sufficient.*

Subcontractor and Service Provider risk assessments will be suitable and sufficient and used to develop safe methods of working (i.e., Method Statements) which combined with the risk assessment will provide site-specific risk assessments and method statements (RAMS) that detail safe work performance requirement in a manner and style that is easily communicated to trained and competent workers.

3.14 Safe Methods of Working (Method Statements)

3.14.1 Situ Method Statements

Situ will develop method statements for those work activities performed by Situ employees. The method statements will be documented and detail requirements relating to:

- Step by step instructions detailing requirements for safe performance of the work
- The equipment to be used
- Step by step instructions regarding how to perform the work(s)
- Identified risk reduction measures, as determined in the risk assessment(s) for the work(s)
- Guidance relating to potential hazards or concerns during performance of the work(s) for example:
  - Gas test reading outside specified tolerances
  - Identification of unforeseen hazard/risks; and
  - Failure to located known underground service or the identification of unknown underground services

Situ method statements will be:

- Uniquely referenced, including linkage to the relevant risk assessment(s)
- Reviewed by relevant personnel, including the Situ:
  - Site Manager
  - Site Supervisor; and

  - Job Crew
- Forwarded to the Principal Designed and CLIENT Representative at least five (5) working days prior to the project start date, who will review and acknowledge that they meet project and site-specific health, safety, and operational performance expectations
- Amended in accordance with feedback from the Principal Designer or CLIENT Representative; and
- Communicated to the Situ job crew at the work site prior to work(s) commencing (i.e., during Pre-Job Safety Brief) who will sign to acknowledge their mutual understanding of the content

Situ method statements combined with the relevant risk assessment(s) will provide site-specific risk assessments and method statements (RAMS) that detail safe work performance requirement in a manner and style that is easily communicated to trained and competent workers.

3.14.2 Subcontractor and Service Provider Method Statements

Subcontractors and Service Providers will develop method statements for those work activities performed by their workers. The method statements will be documented and detail requirements relating to:

- How the work(s) (i.e., task) will be performed safely
- The equipment to be used
- Step by step instructions detailing requirements for safe performance of the work(s)
- Identified risk reduction measures, as determined in the risk assessment(s) for the work(s)
- Guidance relating to the action to take in the event that unforeseen hazards/risks are identified

Subcontractor and Service Provider method statements will be:

- Linked to the relevant risk assessment(s)
- Reviewed by relevant personnel, including the Situ:
  - Site Manager
  - Site Supervisor; and
  - Job Crew
- Amended in accordance with feedback from the Situ Site Supervisor; and
- Communicated to the Contractor or Service Provider's job crew at the work site prior to work(s) commencing (i.e., during Pre-Job Safety Brief) who will sign to acknowledge their mutual understanding of the content

Subcontractors and Service Providers will endeavour to provide copies of method statements for the proposed work(s) to Situ's Site Manager and Supervisor at least three (3) days prior the planned scheduled date for commencement of the work(s).

Situ's Site Manager and/or Site Supervisor will review the content of the method statement to determine its suitability for use in conjunction with the risk assessment (RAMS) developed for the work(s). If a method statement is not considered suitable and sufficient Situ's Site Manager and/or Site Supervisor will request amendments to be made prior to attending site to complete the work(s). Work will not commence until the Situ Site Supervisor has reviewed amended method statements.

Subcontractor and Service Provider RAMS will be incorporated within the Construction Phase Health & Safety Plan and circulated as required to the Principal Designer and/or CLIENT Representative for review and comment as applicable.

Note 3.14.2.1: *If Subcontractors or Service Providers fail to provide method statements prior to arriving at site to start the work(s) the Situ Site Supervisor will not allow them to start the work until the method statements have been reviewed, amended as necessary, and determined to be suitable and sufficient.*

3.15 Site Rules

Situ have established the following site rules and regulations, these will apply throughout the project:

- Smoking is **NOT ALLOWED** anywhere on the CLIENT property

  Situ employees and Contractor and Service Provider employees not complying with this regulation will be removed from site and may not be allowed to return to site.
- The use of the following is not permitted whilst driving:
  - Mobile Phone
  - Laptop
  - Tablet; or
  - Other personal electronic equipment

  Situ employees and Contractor and Service Provider employees not complying with this regulation will be removed from site and may not be allowed to return to site.
- Minimum personal protective equipment (PPE) requirements while on site are:
  - Safety Helmet (i.e., hard hat)
  - Safety Footwear (i.e. steel-toed shoes or boots)
  - Suitable Work Clothing (e.g., coveralls, work trousers and work shirt)
  - High Visibility (e.g., hi-vis vest, jacket or banding on work clothing); and
  - Safety Glasses

  Note: 3.15.1: *Additional PPE will be worn in accordance with the requirements specified in the RAMS for work(s) performed on site. The Situ Site Supervisor, support by Subcontractor and Service Provider job supervisors, will ensure workers and visitors wear and properly maintain the specified PPE.*
- Plant, machinery, and equipment operators will be trained and competent to perform their assigned duties
- Work site(s) must be maintained in a safe, tidy, and workmanlike condition for the duration of the works
- Waste materials (e.g., waste packaging, building materials, excavated materials, and demolition materials) will be collected and removed from site:
  - At regular intervals; and
  - Prior to completion of Subcontractor's or Service Provider's contract
- All drains, sewers, and ducts will be kept free from obstructions (e.g., rubbish and debris)

  Note: 3.15.2: *Any expense incurred because of cleaning or unblocking drains, sewers, or ducts and/or removing Subcontractor or Service Provider waste or construction debris from site (if requested) will be charged against the responsible Subcontractor and/or Service Provider*
- Workers must use the welfare and toilet facilities provided. Anyone urinating anywhere other than the appropriate facilities will be discipline, up to and including removal from site and/or dismissal
- Radios and/or personnel entertainment equipment are not permitted on site
- All work(s) will be out carried out in a manner that demonstrates due consideration towards adjacent properties, residences and PFS customers

  Note 3.14.3: *Situ employees, Subcontractors and Service Providers are required to be courteous, avoid the use of bad language and be respectful towards the site's Contract Manager, their employees, and customers.*
- Noise must, where reasonably practicable, be kept to a minimum

- Working hours will be **0730 to 1700** unless by prior agreement with site staff

  Note 3.15.4: *Subcontractors and Service Providers may be charged for Situ Supervision outside these hours.*
- A visitor signing in book must be kept updated at all times
- All visitors and site operatives to attend site health and safety induction
- All access roads and footpaths must be always kept clear of spoil and debris, and any waste regularly moved from site to an authorized disposal outlet
- End of day inspections will be performed by the Situ Site Supervisor, Subcontractors and Service Providers to ensure that no means of access (e.g., steps, ladders, equipment, etc.) are left in a position which would allow unauthorized persons access to the work site(s) or to potentially hazardous areas within the work site(s)
- Excavations, pits, and trenches must be securely protected/guarded (e.g., to prevent persons falling in) including the provision of suitable lighting where applicable

  Note 3.15.4: *Protection and guarding may be removed to allow immediate work to be carried out but must be replaced and secured on completion of the work(s).*

Situ have received a copy of the Client's (CLIENT) Contractors Safety Rules and Regulations (**IMS-08.01.05**) and have made the Project Management Team aware of the expectations defined therein. A copy of these safety rules and regulations is attached to this Construction Phase Health & Safety Plan for reference purposes (**Refer to Appendix 007**)

3.16 Fire & Emergencies

3.16.1 Emergency Preparedness

The Situ Site Manager or Site Supervisor are assigned responsibility for the management of an emergency response following an unplanned event, and will establish and maintain the following arrangements for dealing with an unplanned event involving injury, fire, release of hazardous material and/or a potentially significant unsafe condition on site:

- An Emergency Contracts Notice will be prepared and posted by the Situ Project Management Team in the Situ Site Office
- Information recorded on Emergency Contracts Notice will include, as a minimum the:
  - Name of the person responsible for managing unplanned events
  - Procedure for calling the Emergency Services
  - Telephone contact number for the local:
    - Hospital
    - Police Station
    - Distribution Network Operator
  - Name of First Aider(s); and
  - Location of First Aid Box
- Periodic:
  - Site safety inspections will be carried out on a weekly basis by the Situ Site Manager and/or Site Supervisor and recorded on the relevant inspection report form; and
  - Fire evacuation drills will be carried out, at least once (1) every thirty (30) working days

Note 3.16.1.1: *If an unplanned event occurs that requires work site evacuation the Situ Site Manager or Site Supervisor will advise the CLIENT Contract Manager or their designated representative of the nature of the incident and determine if there is a requirement to activate the site's Emergency Switch (Fireman's*

Switch) to isolate the dispensing pumps and request the site be evacuated to the designated assembly points.

3.16.2 Personal Injury

The Situ Site Manager or Site Supervisor will ensure that workers and/or delivery drivers are aware of the action to take in the event that a personal injury occurs during construction activities:

- Injured person (IP) to make their way to the Situ site office where the first aid equipment is located,

  Note 3.16.2.1: *If the IP is unable to walk to the site office, they should call (shout) for assistance from a colleague or another worker who will locate and advise the designated first aider.*
- If the designated first aider is not present at the site office the IP must advise Situ employee who will contact the first aider
- First aid should only be provided by a trained and competent first aider
- The designated first aider will assess the injury to determine if the Emergency Services (Ambulance) should be called, after which they should provide first aid that is appropriate to type of injury
- If attendance by the Emergency Services is required, the Situ Site Manager or Site Supervisor will ensure that clear access and parking is readily available for the ambulance on arrival

  Note 3.16.2.2: *Those responding to an incident involving personal injury must only take action that is without personal risk, if it is not possible to safety aid an injured person make arrangements that allow the Emergency Services (e.g., Fire & Rescue and/or Ambulance) immediate access to the site of the incident when they arrive.*

3.16.3 Other Significant Emergency (Including Fire)

The Situ Site Manager or Site Supervisor will ensure that workers and/or delivery drivers are aware of the action to take in the event that a fire or significant emergency occurs during construction activities:

- The person(s) identifying the emergency will immediately stop work and raise the alarm
- The Situ Site Supervisor will:
  - Assess the risks created by the emergency
  - Determine if:
    - Immediate action (i.e., without personal risk) by Situ personnel can control the risk

      Note 3.16.3.1: *If nature of the emergency allows action to be taken, without personal risk, the Situ Site Supervisor will instruct workers regarding the action to be taken. If the emergency involves a fire, action will be taken only if the fire is in the incipient stage (i.e., has just begun and can be extinguished safely by the use of fire extinguishers).*
    - The site Emergency Switch (Fireman's Switch) should be activated

      Note 3.16.3.2: *If the emergency presents a serious risk to people and/or infrastructure the CLIENT Contract Manager or designated representative will be advised to shut down and evacuate the site and account for personnel.*
    - Additional resources are required to prevent escalation and/or manage the response (i.e., Emergency Services)

      Note 3.16.3.3: *If Emergency Services are required the Situ Site Supervisor will contact the relevant service(s) and request attendance at the site, providing details of the emergency, any potential for escalation, any injuries, and the exact location of the site.*
  - In consultation with the CLIENT Contract Manager or designated representative ensure:
    - Upline notification of the emergency to:
      - CLIENT Representative(s)

- Situ Project Team Management
- Site customer access is prevented, and site access routes are maintained clear of obstructions; and
- Identify safe locations for Emergency Service vehicle to park on arrival at site

- If safe to do so, and without personal risk:
  - Machinery and equipment will be moved to a safe location
  - Take action to provide improvement access for the emergency services; and
  - Appoint a responsible person to meet the Emergency Services on arrival and provide all know information regarding the emergency and any risks of escalation (e.g., proximity of LPG)

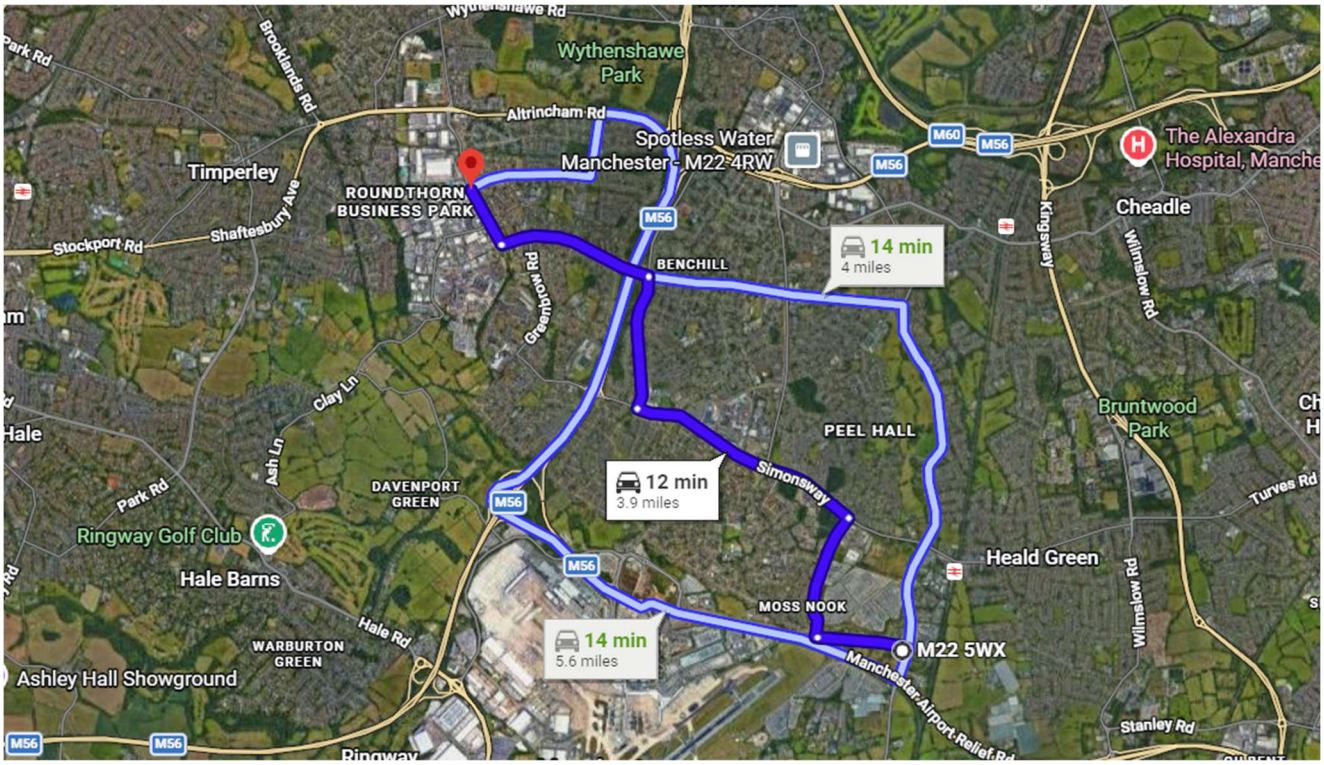
3.16.4 Nearest Hospital

If urgent medical treatment is required for workers or construction site visits, and the injury is such that the injured person can be safely transported to the nearest hospital the Situ Site Supervisor will make suitable arrangements for the injured person to be transported to the hospital. Where necessary a trained first aider will travel with the injured person.

The nearest hospital is:

Wythenshawe Hospital
Southmoor Road
Manchester
M23 9LT

Figure 1: Nearest Hospital (Location and Routes)



Directions:

Starting Point: Styal Road Manchester M22 5WX

M22 5WX

Wythenshawe, Manchester

↑

Head toward Ringway Rd

108 ft

Turn left onto Ringway Rd

0.4 mi

At the roundabout, turn right onto Shadowmoss Rd

0.6 mi

Turn left onto Simonsway

1.1 mi

Turn right onto Greenwood Rd

0.6 mi

Turn left onto Hollyhedge Rd

0.7 mi

Turn right onto Southmoor Rd

0.3 mi

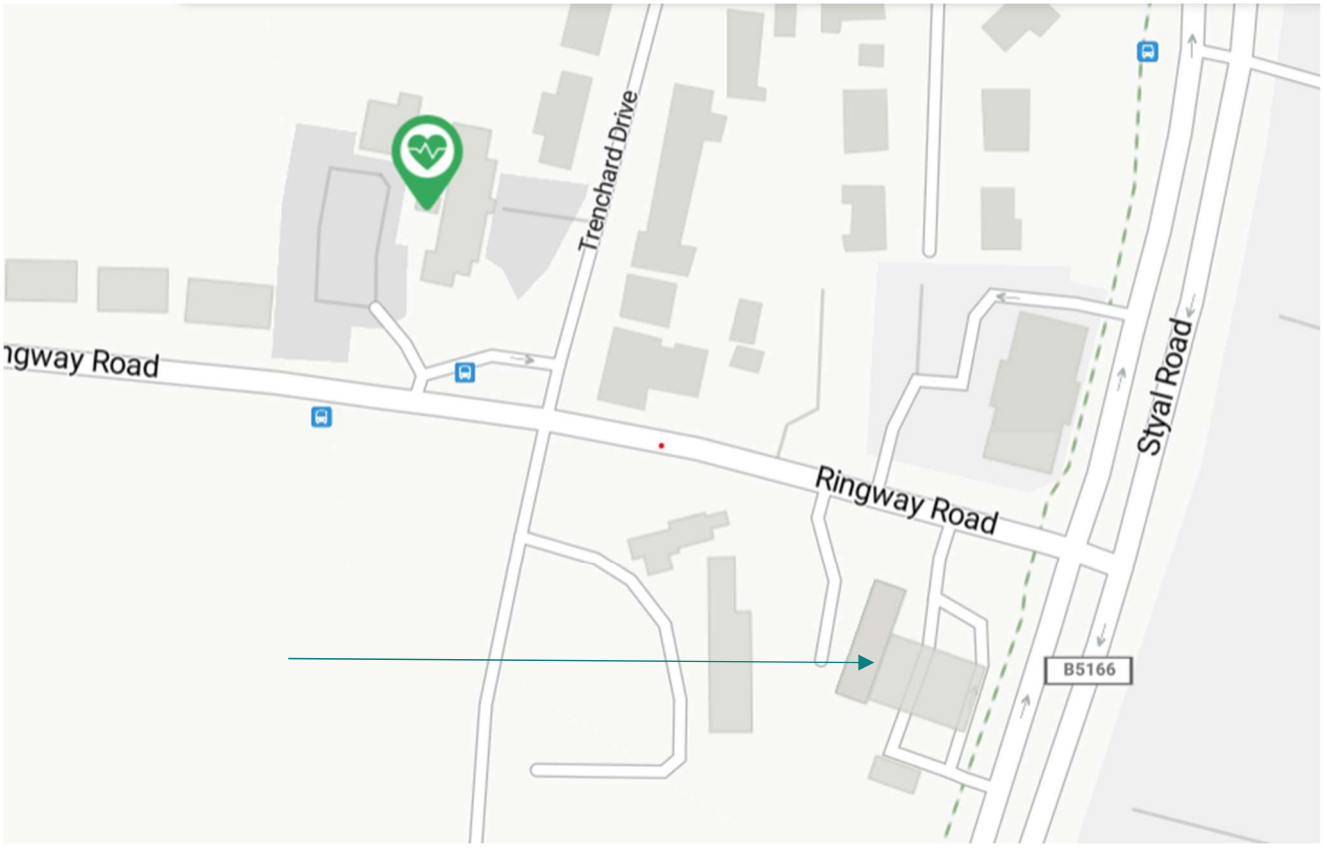
Southmoor Rd

Manchester M23 9

A local location for the De Fib will be located on all our site board with directions and details on how to access.

3.16.5 – Defib Information

Tatton Arms Trenchard Drive M22 5LZ



ARROW SHOWS SITE

3.17 Health & Safety Executive (HSE)

3.17.1 Contact Details

The nearest HSE Office is located in Merseyside:

HSE Office (Leeds)
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

Telephone: 0300 003 1747

3.17.2 Acknowledgement

Situ acknowledges that every employee (e.g., Situ, Subcontractor and Service Provider) engaged to work on this project who reasonably considers that they are exposed to serious, imminent, and unavoidable danger will, in the absence of any further guidance or instruction, stop work and immediately proceed to a place of safety.

Such action must be immediately reported to the Situ Site Manager and/or Site Supervisor Such who will:

- Discuss the concern(s) with those who raised the issue
- Where their decision to stop work is determined through dialogue to be justified:

- Initiate an investigation to determine the immediate and root causes of the issue(s)
- Identify suitable improvement actions
- Agree improvement actions with those who raised the concern and other relevant personnel (e.g., Principal Designer, CLIENT Representative, Situ Project Management Team, etc.); and
- Implement the improvement actions in a timely manner

3.17.3 Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDOOR)

Reporting Requirements

In accordance with the requirements of RIDDOR Situ Project Management Team will ensure that reportable events, as defined within the regulations. Types of reportable accidents and incidents include:

- Fatalities involving workers and non-workers in the workplace
- Specified injuries to workers, including:
  - A fracture, other than to fingers, thumbs, and toes
  - Amputation of an arm, hand, finger, thumb, leg, foot, or toe
  - Permanent loss of sight or reduction of sight
  - Crush injuries leading to internal organ damage
  - Serious burns, specifically:
    - Covering more than 10% of the body or
    - Damaging:
      - The eyes
      - Respiratory system; or
      - Other vital organs
  - Scalping's (separation of skin from the head) which require hospital treatment
  - Unconsciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours; and
  - Worker absence from work or unable to perform their normal work duties, for a period of more than seven (7) consecutive days (not counting the day of the accident)
- Injuries to non-workers:
  - Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury
- Reportable occupational illness:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis
  - Hand-arm vibration syndrome
  - Occupational asthma
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer; and
  - Any disease attributed to an occupational
- Reportable dangerous occurrences:

- There are twenty-seven (27) categories of dangerous occurrences that are relevant to most workplaces. These include for example:
  - The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment, that are particularly relevant at canopy lifts and building sites
  - Plant or equipment coming into contact with overhead power lines
  - Explosions or fires causing work to be stopped for more than 24 hours

RIDDOR Reporting

When required to report an injury, disease, or dangerous occurrence the Situ Project Management Team will use the HSE's online RIDDOR reporting tool and the preferred method of notifying the event. The online reporting tool has several advantages, specifically an electronic copy of the submission is logged, and a copy sent to the originators email address.

To use the online reporting tool, the Situ Project Management Team will:

- Go to **www.hse.gov.uk/riddor**
- Complete the relevant online report form
- Submit the report to the online report database
- Obtain a copy of the report
- Attach the copy of the report to the relevant incident report; and
- Retain copies of the incident report and electronic report in the Project File

Telephone Reporting to HSE

Situ understand that the HSE provide a telephone for the reporting of fatalities and specified injuries only and will utilise this service when initially reporting such events. The Situ Project Management Team will ensure that telephone notifications to the HSE are followed up by formal reporting via the online reporting system.

- Health & Safety Executive Contact Centre: **Telephone 0845 300 9923**

Note 3.17.3.1: *The HSE have an out-of-hours Duty Officer. Circumstances where the Authority may need to respond out of hours include:*

- *A work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work*
- *A serious accident at a workplace so that the HSE can gather details of physical evidence that would be lost with time; and*
- *Following a major incident at a workplace were the severity of the incident, or the degree of public concern, requires an immediate public statement from the HSE or Government Minister(s)*

Subcontractor and Service Provider Reporting

Subcontractors and Service Providers are required to ensure that RIDDOR reportable injuries, diseases and/or dangerous occurrences involving their employees are:

- Reported to the HSE in a timely manner; and
- Notified to the Situ Project Management Team

The Situ Project Management Team will request a copy of the relevant incident report, investigation and copy of the electronic RDDOR report, which will be retained in the Construction Project File for reference purposes.

RIDDOR Report Notification (Client and Principal Designer)

The Situ Project Management Team will ensure that the Client (CLIENT) and Principal Designer are advised of all reportable RIDDOR events that occur during the construction phase of the project. Additionally, Situ will ensure that investigations are carried out to determine immediate causes and root causes of the event and suitable improvement actions. The requirement for Situ advising the Client (CLIENT) and Principal Designer also applies to reportable RIDDOR events involving Subcontractor and Service Provider employees.

SECTION 4: ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS

4.1 Controlling Significant Risks

Situ have consulted the Client (CLIENT) and identified the significant risks associated to the construction phase of the project. The significant risks and associated potential risk reduction measures are identified in **Table 4.1.1**, see below.

Table 4.1.1: Potential Significant Risks & Risk Reduction Measures

ID	Significant Risk	Potential Risk Reduction Measures
1	Activities of Others *(Public / Visitor)*	CCTV / Secure Work Site / Barriers / Traffic Management / Site Closure / PTW / PPE
2	Adverse Weather Conditions	Site Closure / De-Ice / Snow Removal / Suspend Work / Secure Equipment / PPE
3	Asbestos Containing Materials	Secure Work Site / Barriers / Work Tents / Notices / RAMS / Bagging / Respirator / PPE
4	Burns & Scolds *(Including LPG)*	Equipment Guarding / Barriers / Notices / Maintenance / Training / RAMS / PTW / PPE
5	Combustible Materials *(e.g., Waste)*	Removal / Storage / Segregation / Fire Blankets / Site Inspections / RAMS / PTW / PPE
6	Confined Space	Isolations: / Cleaning / Gas Free / Rescue Plan / RAMS / CSE Permit / Respirator / PPE
7	Contact with Mobile Plant	Secure Work Site / Barriers / Traffic Management / Notices / Banksman / RAMS / PPE
8	Contaminated Land/Soil	Segregation / Barriers / Containment / Testing / Specialist Removal / RAMS / PPE_RPE

9	Dropped Objects	Secure Work Site / Barriers / Toe Board/Netting / Notices / Tools Teethed / RAMS / PPE
10	Drowning *(e.g., Excavation)*	Secure Work Site / Barriers / Lighting / Drainage Pump / Notices / Inspection / PPE
11	Dust	Secure Work Site / Barriers / Water Spray / Guards / Vacuum / RAMS / Respirator/PPE
12	Electrocution	Secure Work Site / Barriers / Isolation / Guarding / Testing / Maintenance / RAMS / PPE
13	Electrical Equipment	Design / Isolation / Inspection / Maintenance / Testing / Barriers / RAMS / PTW / PPE
14	Excavations *(Collapse)*	Equipment Design / Wall Protection / Barriers / Maintenance / RAMS / PTW / PPE
15	Excavations *(Underground Services)*	Equipment Design / Maintenance / Testing / CAT Scan / Marking / RAMS / PTW / PPE
16	Exposure *(Fuels / Chemicals / Fumes)*	Storage Design / Containment / Segregation / Barriers / Testing / COSHH / RAMS / PPE
17	Fatigue *(Stress: Anxiety)*	Supervision / Counselling / Monitoring / Regular Breaks / Fluids (Re-Hydration) / Engagement
18	Fire / Explosion	Equipment Design / Maintenance / Testing / CAT Scan / Marking / RAMS / PTW / PPE
19	Flammable Liquids *(Forecourt / Site)*	Equipment Design / Maintenance / Spill Containment / Drainage / ERP / RAMS / PPE
20	Flammable Vapours	Equipment Design / Vents / Maintenance / Testing / Hazard Zones / ERP / RAMS / PPE
21	Hot Surfaces	Equipment Design / Guards / Barriers / Secure Work Site / RAMS / PTW / PPE
22	Ignition Sources	Equipment Design / Maintenance / Isolation / Gas Tests / Barriers / RAMS / PTW / PPE
23	Loss of Primary Containment *(Tank)*	Equipment Design / Inspection / Test / Inspections / Stock Monitoring / Isolation / PPE
24	Manual Handling	Equipment Design / Maintenance / Assess Lift / Kinetic Lifting / Lift Plan / RAMS / PPE
25	Mechanical Lifts	Equipment Design / Maintenance / Out Riggers / Lift Plan / Training / RAMS / PPE
26	Noise	Equipment Design / Noise Suppression / Maintenance / Notices / Assess Noise / PPE
27	Pipeline Strike *(Liquid / Vapor)*	Equipment Design / Maintenance / Testing / Scanning / Marking / RAMS / PTW / PPE
28	Plant Overturning	Equipment Design / Work Site Security / Traffic Management / Training / RAMS / PPE
29	Product Spillage *(Chemical / Fuels)*	Storage Design / Containment / Segregation / Barriers / Testing / COSHH / RAMS / PPE
30	Repetitive Strain / Vibration Injury	Equipment Design / Inspection / Maintenance / Testing / Rest / Health Checks / PPE
31	Rotating *(Equipment / Shaft)*	Equipment Design / Guards / Inspection / Maintenance / Barriers / Signage / PPE
32	Security *(Violence, Theft, Arson, etc)*	CCTV / Secure Work Site / Building Security / Equipment Security / Inspections
33	Sharp Edges *(e.g., Blade, Disk, Glass)*	Equipment Design / Guards / Proper Tools / Inspection / Maintenance / RAMS / PPE
34	Slip Trips & Falls	Barriers / Kerb Highlighting / Housekeeping / Lighting / Proper Footwear / PPE
35	Static Electricity	Equipment Design / Maintenance / Earthing / Bonding / RAMS: PTW: PPE
36	Toxic Liquids & Vapours	Equipment Design / Vents / Maintenance / Testing / COSHH / ERP / RAMS / PPE / RPE
37	Traffic Movement *(Collisions)*	Barriers / Traffic Flow Control / Speed Limit / Secure Work Site / Defined Parking / PPE
38	Trapped By	Equipment Design / Inspection / Maintenance / Testing / Barriers / RAMS / PPE
39	Water Ingress	Drainage / Pump / Barriers / Lighting / Signage / Training / RAMS / Supervision
40	Working at Height	Fall Prevention / Scaffolding / MEWP / Fall Protection / Training / RAMS / PPE

Note 4.1.1: *Training and/or effective proactive site supervision apply to all of the significant risks identified in Table 4.1. Performance of the Situ Site Supervisor will be monitored by the Situ Project Management Team.* **LONE WORKING NOT PERMITTED**.

The Situ Project Management Team will ensure:

- That physical inspections of the site are carried out to determine the significant risk associated to the actual task, equipment being used and work site environment
- Suitable and sufficient risk assessments are developed and implemented that ensure the identified significant risks are effectively implemented
- Risk Assessments are incorporated with Method Statements (RAMS) to allow full consider of the:
  - Work task being performed, equipment being used, and work environment
  - Potential risks to people, the environment, and infrastructure

    - Risk reduction measures required to reduce risks to an acceptable level
- Risk assessment provide a high degree of confident that the identified hazards and associated risk will be adequately controlled
- Risk assessments that address the significant hazards identified in **Table 1**, where applicable, and other foreseeable risk are:
    - Effectively communicated to workers and other affected personnel
    - Retained at the site and available for review by works and other affected personnel; and
    - Retained as part of the Construction Phase Project records

SECTION 5: HEALTH & SAFETY FILE

5.1 Layout & Format

Situ will agree the layout and format of the Construction Health and Safety File with the Client (CLIENT) and Principal Designer at the earliest opportunity project to enable the required information to be collated in a manner that promotes:

- Efficient and effective design specification and project scheduling
- Identification of significant health and safety risks; and
- Development of suitable and sufficient risk reduction measures

5.2 Arrangements for collecting and gathering information

The Principal Designer and Situ Project Management Team will ensure information supplied by the Client (CLIENT) manufacturers, suppliers, Contractors, Subcontractors and/or Service Providers related to any aspect of the project is reviewed and included in the Construction Health and Safety File as appropriate to the nature and content of the information provided. Such information may include, but is not limited to:

- Standards and/or Codes of Practice
- Design Specifications
- Design Changes & Amendments
- Equipment Specification
- Inventory of Materials Used
- Operating Limits and Tolerance
- Piping & Installation Drawings (P&ID)
- As Built Drawings
- Safety Data Sheets
- COSHH Information
- Inspection & Test Records
- Accident & Incident Reports & Investigations
- Equipment Calibration Certificate; and
- Training Records

Note 5.2.1: *Where products, equipment and/or materials are required to have the CE mark affixed the Client (CLIENT) requires a copy of either the certificate or declaration of conformity and where appropriate the declaration of incorporation.*

The provision of information for inclusion into the Construction Health & Safety File is a legal and contractual requirement. Designers, Subcontractors and Service Providers are aware that full retention monies will not be paid to until all information required for inclusion in the Construction Health & Safety File has been provided to the satisfaction of the Situ Project Management Team.

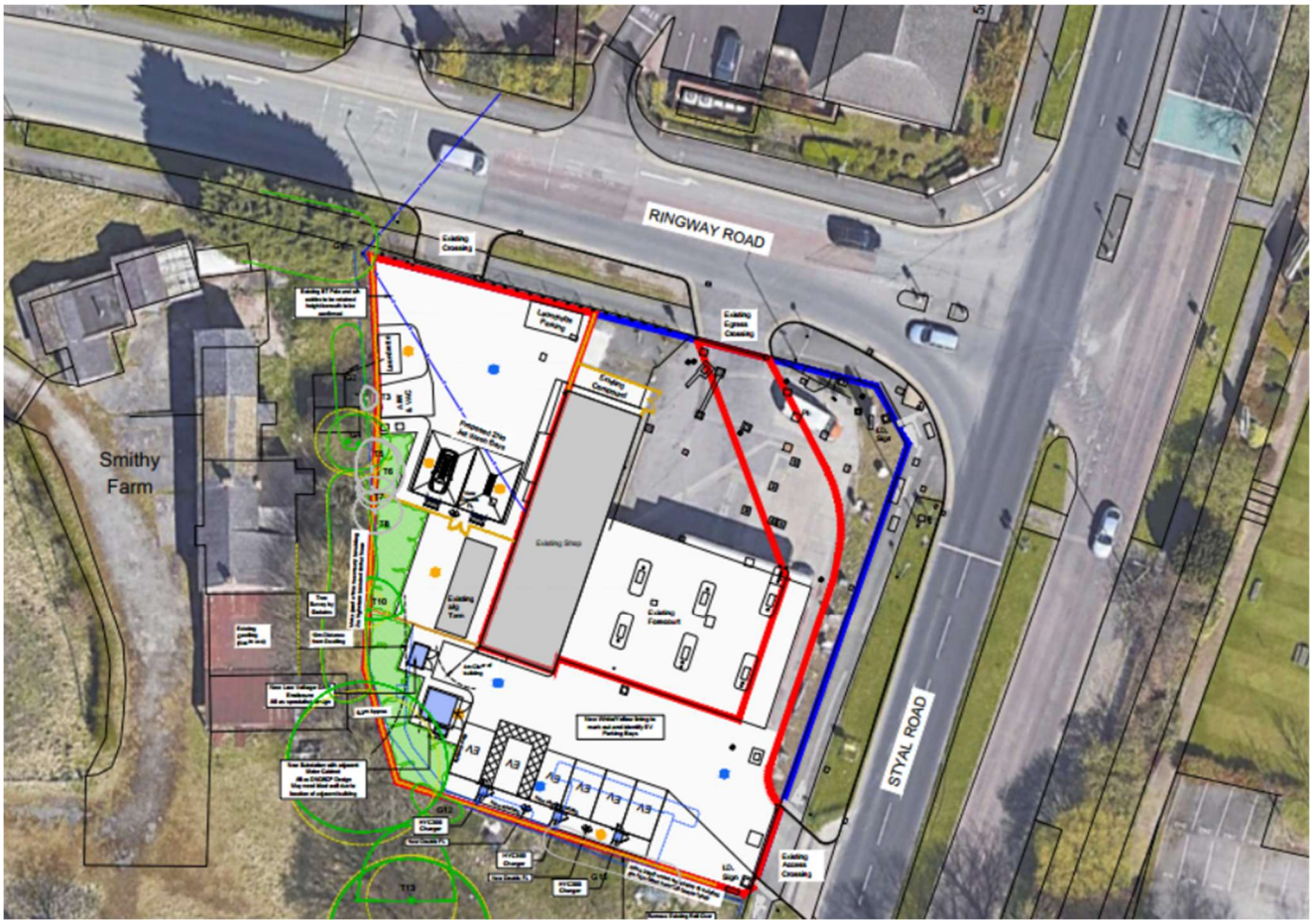
5.3 Storage of information

All relevant information related to the Construction Phase of the project will be retained by the Situ Project Management Team, with copies of pertinent information forwarded to the Principal Design and Client (CLIENT) at appropriate times to enable early completion of the file.

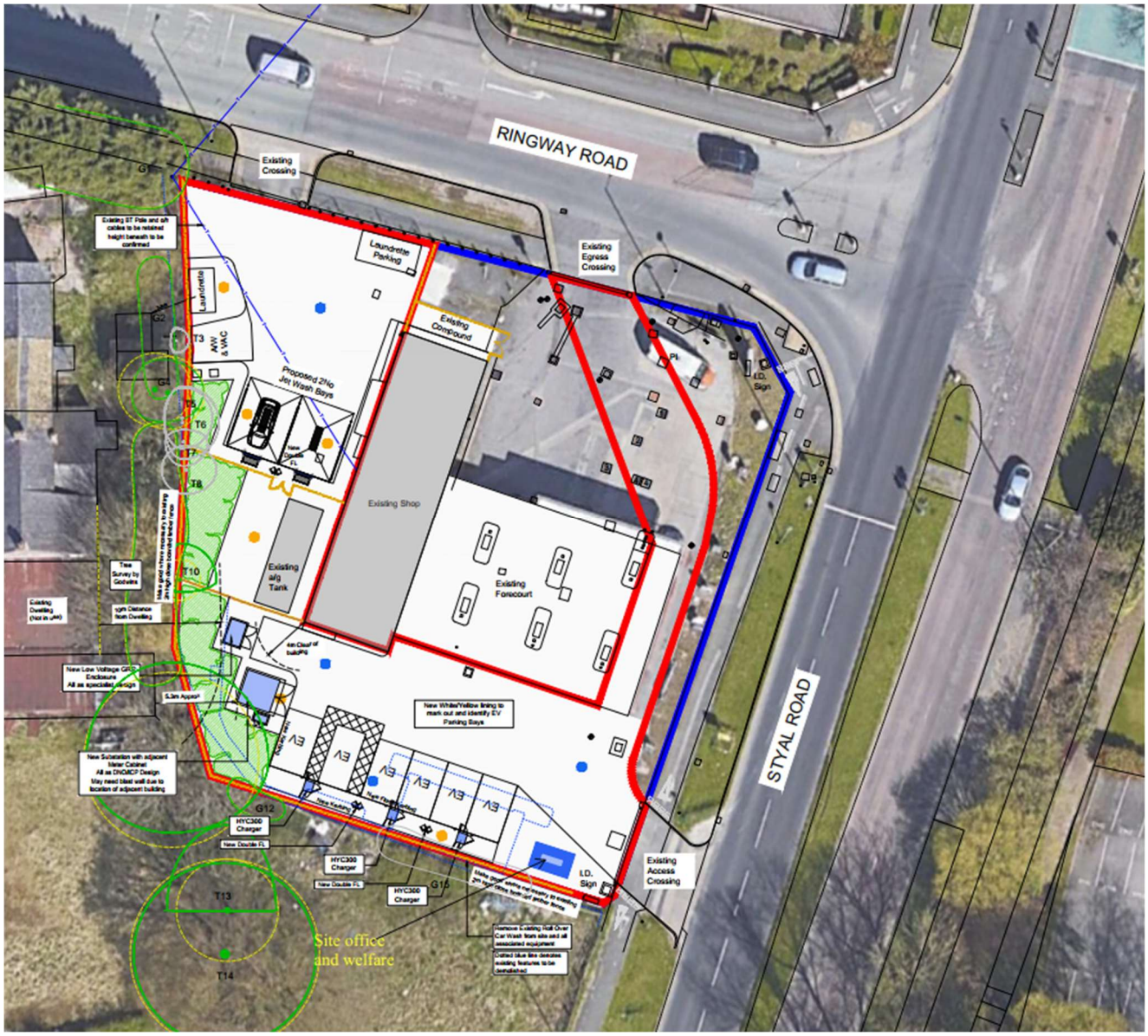
Situ and the Principal Designer will ensure the Construction Health & Safety File contains all relevant information on completion of the project, including the inspection, testing, and commissioning aspects of the construction process, and is retained and available to the Client (CLIENT).

SECTION 6: APPENDICES

Appendix 001 – Site Plan (Site Specific)



Appendix 002 - Site Logistics Plan (Site Specific)



Appendix 003 – Toolbox Talks Attendance Register

SITU Group

Toolbox Talk – Attendance Register

TOOLBOX TALK (Procedure No. or Subject):	

CLIENT:	
SITE:	
PERSON GIVING TBT:	
JOB TITLE:	
DATE:	

ATTENDEES	SIGNATURE

Provide details of talk and or attached CITB toolbox talk date sheet:

Any comments from TBT?:

Manager / Trainer Sign:	

Each individual to sign separately not as a group.

HSEQ-FOR-136 v1.0 Toolbox Talks Attendance Register Issued 01/05/2024

Appendix 004 – Asbestos Information (Site Specific, mark N/A if not applicable)

N/A

Appendix 005 - Contractor Evaluation Report



APPROVED SUPPLIER REGISTRATION FORM

- *For subcontractors supplying labour, plant and materials please fill in all sections of forms and place N/A where information isn't available.*
- *For material/goods only suppliers please fill in sections 1,2,3,5,6,7 & 8*
- *For labour only suppliers please fill in sections 1,2,3,7 & 8*

1.0 Supplier information	
Company:	
Registered Office Address:	Trading Address (if different):
Post Code:	Post Code:
Telephone:	Web Site:
Company Status (e.g. Sole Trader/LLP/Ltd/PLC)	Company Registration No.
	Year Established:
DUNS number:	Tax Reference (UTR):
Annual Turnover:	Average Number of Employees:
Bank Name:	VAT Number:
Bank Address:	Bank Account Name:
	Sort Code:
	Account No:
Currency of Invoice: GBP / EUR / USD / NOK / Other	**Unless specified otherwise payment will be made in GBP.**
Parent Company Name (if applicable)	
Parent Company Registered Address:	Company Registration No.
	Year Established:

2.0 Contact Details			
Contact For	**Name**	**Contact Email**	**Phone No.**
Principal Contact			
Sales			
HSE			
Quality			
Accounts			

3.0 Scope of Supply
Please list the type of products and services provided by your organisation.

COM-FOR-140 v1.0 Approved Supplier Registration Form Issued 01/05/2024
Page 1 of 6

Appendix 006 – Clerance Certificate

SITU Group	SITU CONSTRUCTION CLEARANCE CERTIFICATE (JOB HAZARD ASSESSMENT)	NOTE: To be completed daily prior to starting work, including by Subcontractors for their work

Location Name		**Date**		**Time**		**Scope of Work** *(Accurately detail the work to be performed)*
Situ Representative		**Job Title**				
Subcontractor		**RAMS**	Reviewed / Not Required			
Job Supervisor	**Print:**		**Sign:**			
Number of Workers		**Firewatch Required**		**Entry Attendant Required**		

Hazard Identification and Risk Assessment

Identified Hazards	X	Initial	Control Measures	Residual
Access and Egress		Medium	Barriers / Warning Signs / Access Platforms / Scaffold / Ladders	Medium
Activities of Others		High	Barriers / Warning Signs / PTW / Communication / Safe Zones	Medium
Adverse Weather		Medium	Work Suspension if significant *(High Winds /Storm / Snow / Ice)*	Low
Asbestos		High	Asbestos Survey / Specialist Contractors / RAMS / PPE / RPE	Medium
Confined Space Entry		High	Energy Isolations / Gas Testing / CSE PTW / Training / RAMS	Medium
Electricity *(i.e., Static)*		High	Energy Isolation / Bonding or Grounding / Training / PPE	Low
Exposure to Chemicals		Medium	Isolation / Draining / Venting / Purging / Training / COSHH / PPE	Low
Flammable Liquids		Medium	Isolation / Draining / Venting / Purging / Training / COSHH / PPE	Low
Hazardous Vapours		High	Isolation / Gas Test / Venting / Purging / Training / COSHH / PPE	Medium
Ignition Source *(Sparks)*		High	Gas Testing / Hot Work PTW / Hazardous Zones / Barriers / PPE	Medium
Manual Handling		Medium	Mechanical Lift Aid / Lifting Technique / Training / PPE	Low
Rotating Parts		Medium	Barriers / Guarding / Training and Licences / Spotter / PPE	Low
Slips, Trips and Falls		Medium	Housekeeping / Barriers / Spillages Cleaned / Cable Routes / PPE	Low
Vehicle Movements		High	Barriers / Reduced Speed / Parking Areas / Clear Access / PPE	Medium
Working at Height		High	Fall Prevention / Body Harness / Lanyard / PTW / Training / PPE	Medium

Equipment & Tools to Be Used

PPE Required	X	Significant Work Documents & Task Checklist	X
Face Shield / Visor		Situ Construction Phase Health & Safety Pan	
Fire Resistant Clothing		Situ Risk Assessments & Method Statements (RAMS)	
Hearing Protection		Situ Safety Rules & Regulations	
Hi-Vis Jacket		Equipment Records *(Certification / Calibration)*	
Safety Footwear		Gas Detector *(Calibration Certificate / Bump Test [*])*	
Safety Helmet		Job Crew Training Records *(Certificates / Licences)*	
Safety Glasses		Permit to Work *(Hot / CSE / Excavation / Work at Height)*	
Job Specific Gloves		Subcontractor's Method Statement & Risk Assessment	
Respiratory Protection		Has Permit to Work been extended beyond 7 days?	
Other:		**Job Supervisor** Pre-Job Safety Brief Completed	**Yes / No**

Isolations Required	Isolation Type	Isolations Required	Isolation Type
	Electrical / Mechanical		Electrical / Mechanical
	Electrical / Mechanical		Electrical / Mechanical

Additional Hazards	Control Measures	Additional Hazards	Control Measures	Situ Site Supervisor Declaration	Client Representative Declaration

SITCO-FOR-223 v1.0 Issued: 01/06/2024

Completed Clearance Certificates Will Be Retained In The Project File

Appendix 007 – Client Safety Rules (Site Specific if not SITU site rules)

Appendix 008 – Induction Form

SITU Group

Site Induction Checklist

Site Name		Job Ref No.	
Name of Persons being Inducted		Company Name	
Trade		Company Contact No.	
Contact Mobile No.		Inducted BY	
Induction Date		RAMS present	

General Saftey Rules And Site Requirements	Tick off after discussed
Supervision and support while on site - SITU Site Foreman / Situ Manager	
Saftey explained - provide us with your RAMS and relevant qualifications before start	
Signing in and out procedure - We must sign "IN" and "OUT" - EVERYDAY!	
Layout of Site - See site set up provided on wall and site manager to instruct any changes	
Hazardous Locations / No go areas - Especially Asbestos if Applicable (See daily hazards board)	
Location of First Aid facilities - This is kept in site office	
Accident & Near Miss reporting procedure - Incase of an accident, Report & fill out relevant paperwork	
Fire precautions and fire procedure - Incase of a fire, Raise alarm and make way to muster point	
Wearing of personal protective equipment - Hat, Hi vis & boots at all times. Additional ppe specific	
Locations of welfare facilities on site - Explain location of office, canteen, toilets & fire extinguishers etc	
Use of plant equipment - When using plant, qualifications are needed and weekly checklists filled out	
Requirements when working at height - Use of correct & adequate type i.e. steps/mowes/towers	
Permit to work system i.e. - Break ground/Hot works/Confined spaces/Isolations/	
Alcohol/Drugs & smoking Policy - NOT ALLOWED! Will be asked to leave site	
Site entrance & Exits - Gates must be kept shut and locked at all times to keep public safe from site	
House Keeping Requirement - Clean up throughout the day, and not just at the end of play	
Site Conduct and working in safe manner - Be courteous. There are public and other workers present	
Site parking conditions / restrictions / charges and fines - Be courtious and share when you can	

If you suffer from and medical condition, or are taking any prescribed medication, please provide us with the relevant information in case of sudden illness	

I confirm and understand my own personal responsibility for health and saftey and welfare whilst I am working / visiting this site. I also understand I may be subject to discipline from my own / employer SITU or the HSE for not conforming with the saftey rules and prochedures in place. If I am in doubt over any Health and saftey matters whilst I am on site, I will seek assistance from the site foreman or Contracts Manager

I also Acknowledge my responsibility for my own e.g. parking fines

Inductees Sign		Inductors Sign	
Date		Date	

You MUST list certification (if any + Names & NI no) over leaf

CSCS ID Card No & Expiry date		
S.P.A - Passport Card details and expiry Date:		
Others - Plant/Confined spaces etc & expiry date		