HPK/2012/0408

Construction Phase Safety, Health and Environmental Plan

This plan incorporates the requirements of the Construction (Design & Management) Regulations, Fire Safety on Site, Environmental planning and control and the Site Waste Management Strategy.

Development: Hayfield Road, Chapel-en-le-Frith

Divisional Office:

Client:

Principal Contractor:

CDM Coordinator: 29 OCT 2012

Lead Designer:

Location: Hayfield Road, Chapel-en-le-Frith

Description of Development: Erection of 160 dwellings and associated works

Development Start Date: Development Finish:

Approved by MD: Signature: Date:

Date	Signature	Amendments

Contents

Part A Arrangements for Managing the Development
B Specific Environmental Management Controls
C Site Safety Management Structure
D Site Management Safety Duties/Schedule of Inspections
E Schedule of Principal Site Specific Operations and Controls
F Site Safety Rules (Specific to this Development)
G Emergency Procedures
H Site Location Map identifying welfare facilities/access routes
I Waste Management Plan
J Fire Plan
K Consortium arrangements
L Worker Consultation

Review of Plan. (All staff briefed and understand their responsibilities as part of this plan)

Name	Position	Date

Part A – Arrangements for Managing the Project

Organisation

It is the responsibility of the Contracts Manager on this development to ensure the Group's Safety, Health & Environmental (SHE) management system is observed by all employees and contractors. The Construction Director will ensure that the Contracts Manager is applying the current standards and procedures.

The Contracts Manager may delegate aspects of Management to other members of the site team as identified in Section 8 of this Plan. However, the Contracts Manager retains responsibility for ensuring the roles are carried out.

Review of the Plan

The plan is reviewed throughout the duration of the development and a formal review carried out at least quarterly by the Contracts Manager. The review will examine the detailed control measures required for each element of the contract and evaluate current performance. **SHE documentation is continually updated by virtue of the Site SHE filing system.**

Safety, Health and Environmental Inductions

All persons working on the project are provided with a SHE Induction identifying site rules and general requirements prior to commencing work. The Induction must be site specific and a record maintained on site. The site-specific rules identified in Part F and relevant emergency procedures must be communicated and included in the induction. Training provided to operatives will be evaluated to ensure they have achieved the required competency to carry out the tasks.

Inductions will include all aspects of SHE control on site including the requirements to manage and segregate waste in accordance with this plan.

Selection and Appointment of Sub-Contractors

All contractors are required to complete an assessment of competency prior to working on developments and every two years thereafter. Their performance on the project will be continually assessed as the development progresses and formally at least monthly, and as a site concludes.

The Contracts Manager will advise the S/C favoured for each package of the need for a method statement and risk assessments at a pre-commencement meeting. The S/C must produce method statement or risk assessment acceptable to the division before they start work on site.

Contractors will be informed of the requirements associated with the project at a pre-commencement meeting. The principal controls and site-specific rules sections of this plan will be identified to the contractor at the meeting.

A copy of the Heyrose Safety, Health & Environmental Code for Sub-contractors will be issued to all sub-contractors. This provides detail on the minimum standards to be applied to Heyrose developments.

Communication and Co-ordination

The Group Safety, Health & Environmental management system is the fundamental method for ensuring consistency on site. These documents are complimented by issuing regular alerts, which identify any changes in policy or management techniques. At Contracts Managers meetings changes in policy or arrangements are detailed and appropriate information distributed.

Contractor Co-ordination Meetings will be held as required with the nominated person responsible for each contractor on site. The intention of the meeting is to communicate the requirements for management on the project and to discuss forthcoming work and the controls required.

A poster will be displayed in the site offices identifying whom to contact in order to consult on Safety, Health & Environmental matters. The telephone number of the Divisional SHE Managers and contact details will be in addition displayed.

We are positively committed to promoting relationships between workers, their representatives and site management. Arrangements for Worker Consultation are contained within **Part L** of this plan and can include:

- Displaying posters identifying who persons can contact if they have a health and safety concern.
- Establish a site based Health and Safety committee or forum where the numbers of persons on site would indicate this was appropriate.
- SHE Briefings and site-wide briefings.
- Contractor co-ordination meetings.
- Risk Assessment briefings with workers.
- Including Contractor's supervisors on weekly Safety, Health and Environmental tours of a development.

Monitoring of SHE Standards

Formal monitoring of the development will be undertaken in the following manner:

A review of site SHE performance will be undertaken by the Site Manager daily and recorded in the site diary. The Site management team will carry out formal recorded inspection of the project every week. The Contracts Manager will formally review the project at least once per month.

An independent SHE review of the development will be undertaken at least monthly. Copies of the review report are forwarded to the Construction Director and site performance reported to the Divisional Board. The Contracts Manager is responsible for ensuring that all items identified by the SHE Manager are actioned by the Site Manager.

Statutory Notices

The following notices will be completed (where required) and displayed in the Site Office and Welfare Facilities.

- Health & Safety Law poster 'What you should know'
- Health & Safety Policy Statement
- Environmental Policy Statement
- Emergency Procedures
- Fire Action Notice
- Employers Liability Insurance Certificate
- F10 'Notification of the project' to the Enforcing Authority.

Emergency Procedures

Emergency procedures in the event of fire, accident, contact with live services, Dangerous Occurrence or a significant environmental incident will be displayed throughout the site facilities. **Any other emergency requirements for the project are detailed in Part G of this plan.** The site location plan, which is included in **Part H** of this Plan, identifies the site muster points and evacuation routes. Evacuation procedures will be communicated to site personnel at the Site Induction.

Accidents and Dangerous Occurrences

Contractors will be required to report all accidents and dangerous occurrences to site management. All accidents will be reported to the site office and recorded in the site accident book. All accidents which result in more than 24hrs being lost by an operative, a major injury, a member of the public being injured or a dangerous occurrence must be reported immediately to the Divisional SHE Manager and Construction Director. The Construction Director is responsible for ensuring that appropriate notification is given to the relevant enforcing authority where required.

Welfare Facilities

The location of facilities is detailed in **Part H** of this Plan. Provisions will include:

- A suitable mess-hut/canteen containing chairs and tables, facilities to heat food and boil water and washing facilities for utensils
- Adequate First Aid boxes which are correctly stocked
- At least one suitably qualified First Aider
- Adequate toilets and a suitable drying room for wet clothing
- All facilities will be inspected daily by Site Management and will be cleaned daily

Health & Safety File

Information required for the health & safety file will be retained within our SHE site filing system and forwarded to the CDM Coordinator prior to units being released on the development.

Unauthorised Access

The requirements for the protection of the site are detailed in the Risk Assessment for the project and outlined on the Site Layout drawing in Part H of the Plan. This will take into consideration the local environment and neighbouring schools etc. The level of protection required will be fully assessed and continually monitored throughout the project.

Arrangements for the Project are:

Waste Management

The controls for waste management are defined in **Part I** of this plan and outline our measures to comply with statutory provisions for site waste management planning. Our policy is to reduce where practicable the creation of waste on site, recycling more and increasing the use of recycled and recovered materials. Waste reduction, increased recovery and greater use of recovered materials will deliver significant environmental benefits through diverting materials to landfill and reducing our carbon footprint, as well as improving efficiencies and cutting costs.

Waste management controls on the development are reviewed by our Contracts Manager. In addition, monitoring of their effectiveness are included in site monitoring arrangements detailed above in 'Monitoring of SHE Standards.

The group employs a Waste Management Contractor on a national basis to manage our waste requirements, contribute to our strategy to reduce waste to landfill and monitor our developments. Their details are provided in Part I of the plan.

The individual responsible for managing the waste management strategy on site is detailed in Part D of this plan.

Part B – Specific Environmental Management Controls

(i) Environmental Objectives for the site

Objectives	Current levels (where applicable)	Site Specific Control Measures
Maintain compliance with environmental standard ISO 14001	Maintain management system on site	
Reduce water usage on site by 20%	27.3m³ per unit legally completed	
Reduce energy used in construction including site offices by 20%.	1,792 kg CO^2 per unit legally completed.	
Reduce total volume of waste generated during construction by 10%	37.3 m³ per unit legally completed	
Increase waste segregated on site for recycling by 10%	58%	

(ii) Protection of Existing Site Features (Site features to be protected if none state none require)
&
(iii) Protection of Immediate Environment (Identify impacts on adjacent properties, roads or wildlife and methods of keeping these locations free from cross contamination)

In accordance with the Pollution Prevention Guidelines (PPG's), the following best practices have been incorporated within the development;

PPG1
All discharges to the foul sewer and surface water drains have the relevant authorisation from the relevant undertakers, including the prior consent.

Consideration has been given to the surface drainage, using a combination of techniques, known collectively as a Sustainable Drainage System (SuDS).

Manhole covers on site have been clearly marked by colour coding using red for foul and blue for surface water and site drainage plans are readily accessible.

To prevent fly tipping etc, the site is under a strict waste management plan ensuring waste is disposed of by a Registered Waste Carrier, as detailed within our Construction Phase Safety, Health and Environmental Plan. This includes a designated waste storage area where waste is stored in covered skips are bunded as appropriate.

The designated loading area is indicated on the Traffic Management Plan and is isolated from the surface water drainage system.

PPG5
A full site investigation was undertaken to ensure the main water supply pipelines were constructed in accordance to the current Water Regulations.

All other potential contamination issues raised within the PPG5 Guidance note have being taken into consideration within this Construction Phase Safety Health and Environmental Plan, including:

- Pollution Prevention
- Silt
- Concrete & Cement
- Oil & Chemicals
- Incident Response

PPG6
A full site investigation was undertaken to ensure that all contaminated areas were determined and treated in accordance with regulatory guidance's and Local Authority sign off has been sought where applicable.

All other potential contamination issues raised within the PPG6 Guidance note have being taken into consideration, additional to the PPG5 guidelines, within this Construction Phase Safety Health and Environmental Plan, including:

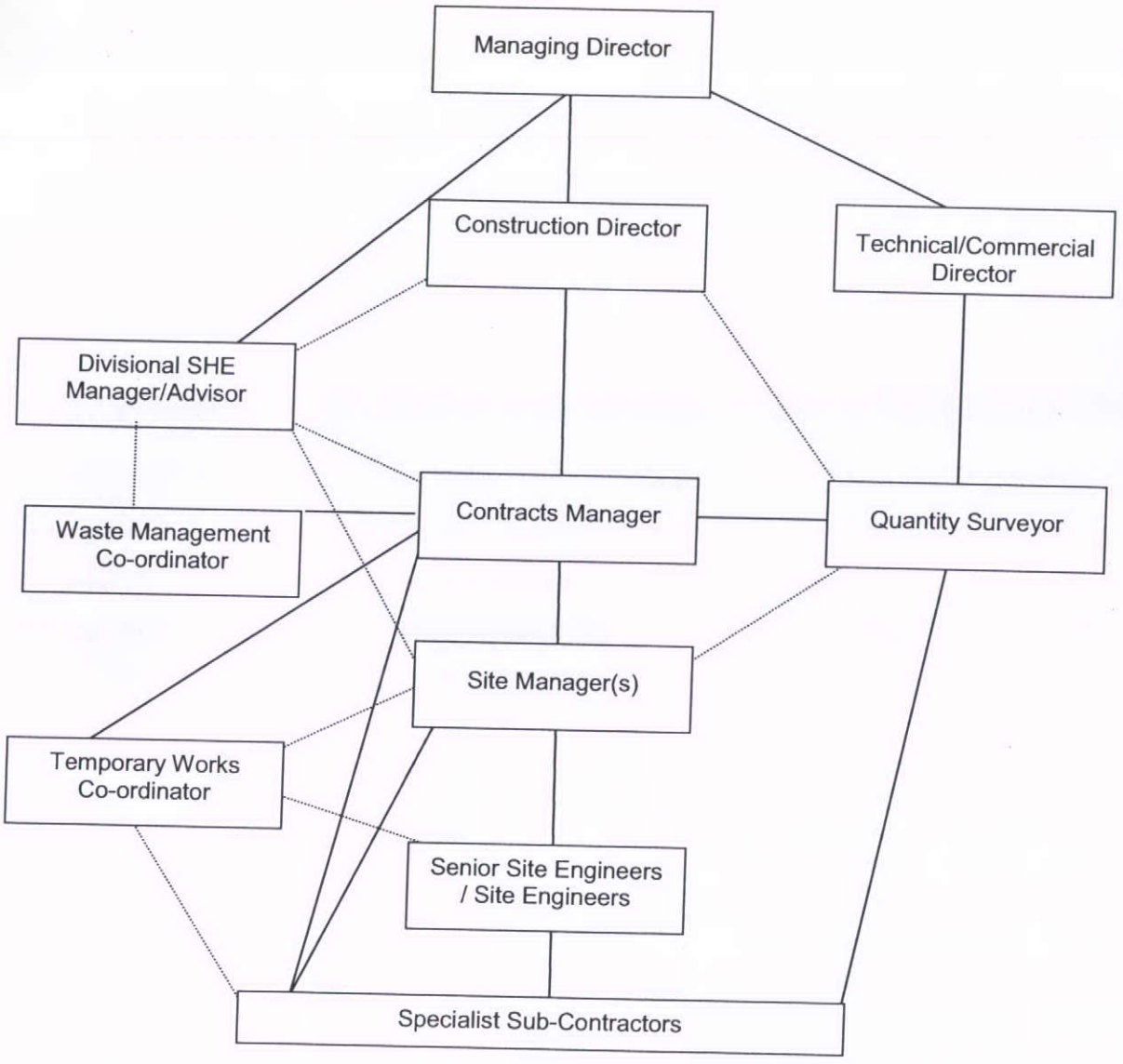
- Deliveries
- Storage
- Refuelling

(iv) Arrangements for the Storage and Dispensing of Fuel

(v) Arrangements for Washing Out Concrete Wagons etc

No wagons are to be allowed to carry out wash down procedures on site. This has been pre-arranged via our Procurement Department.

Part C – Site Management Structure



Position	Name	Training
Construction Director		
Divisional SHE Manager/Advisor		
Contracts Manager		
Quantity Surveyor		
Site Manager(s)		
Asst Site Manager(s)		
Site Engineers		
First Aider		
Waste Management Coordinator		
Temporary Works Coordinator		