



Goyt Construction Ltd

CONSTRUCTION MANAGEMENT PLAN

Hockerley Lane
Whaley Bridge
High Peak

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Revisions and Updates

Page No	Changes Made	Date
	First Issue	July 2022

PROJECT PARTICULARS

Scope of the CMP

The CMP addresses issues associated with:

- Responsible Persons
- Working Hours
- Prior notification for occupiers of potentially affected properties
- Hoarding/security of the site
- Storage of Plant and materials
- Noise/Vibration
- Dust Emission/Suppression
- Vehicle Movements including loading/unloading and parking
- Waste/Recycling
- Complaints procedures

Introduction and Purpose

Steve Jackson is developing the land on Hockerley Lane for the erection of 2 no. dwellings using traditional methods and associated works.

Goyt Construction Ltd is making adherence to the CMP a contractual requirement of any construction contracts associated with this project. It is to cover the management of a contractor's activities and those of any sub-contractor working under the main contractor's control. The CMP defines the minimum requirements that have to be met.

MANAGEMENT OF THE WORKS

Principal Management Objectives

It is the intention of this Construction Management Plan Statement to provide sufficient information to demonstrate and mitigate the impact of the works on nearby residents and the public alike.

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Project Personnel

Project Manager:

Site Manager:

General Foreman:

Supervisors:

Work Hours

Work Hours shall be:

Monday to Friday	08:00 – 18:00
Saturdays	08:00 – 13:00
Sundays / Bank Holidays	No works

Prior Notification of the Works

Prior to commencement of works, the client shall inform the local neighbourhood and business units of the intended works.

This shall be achieved by This will give local residents a point of contact and should allow us to address any nuisance issues that may arise.

Where necessary, potentially affected properties shall be contacted by post and offered the opportunity to discuss the works.

ARRANGEMENTS

Hoardings / Security of the Site

Prior to commencement of works, the boundary of the site shall be defined and arrangements made for segregation. This may be in the form of Heras fencing or Hoarding in the shape of post and boarded panels and if the later is chosen, consideration shall be given to the provision of viewing panels.

The perimeter segregation shall be maintained at all times and were necessary, conform to temporary works requirements, be designed, maintained and subject to regular documented checks.

The entrance shall be arranged to offer separate pedestrian segregation and vehicular movement to and from the site shall be managed by banksmen with the gates remaining closed at all times.

Storage of Plant and Materials

Prior to commencement of works, the site layout shall be planned with arrangements made for traffic/pedestrian segregation. This shall include materials and plant storage areas that will be kept a sufficient distance from the perimeter of the site and materials shall never be ordered in bulk. The material order/delivery shall be based on a Just in Time basis (JIT).

Materials shall be stored safely, not at height, not in a location to affect the environment and never to place any loading on structures either adjacent or forming part of the construction/refurbishment. This also includes activities such as concrete pours and crane lifts for roofing components etc.

A storage area will be created within the confines of the site and all liquid and products which may harm the watercourses shall be bunded or stored within containers to minimise spillages.

Spoil piles will not be permitted to become too high and waste including recyclable materials shall be moved daily.

All fuels stored on site must be in a suitably bunded and protected container situated away from all sources of ignition and a suitable distance from the perimeter of the site this will also include at least 10 metres from any water's edge.

Noise / Vibration

Prior to commencement of works, Goyt Construction Ltd shall; identify any site boundaries that may be sensitive to noise or vibration. In method statements, we will include actions that we need to take to reduce noise at sensitive locations.

Procedures to combat Noise/Vibration

Plant can create high levels of noise and may generate complaints from the public. We will limit our working hours, particularly for surface works, to the day-time. Turn off plant when not in use.

- Reduce noise from our equipment and vehicles, low noise generators, regular services and maintained plant
- Fit noise-reducing devices such as silencers and baffles, to machinery
- Use mains generated electricity instead of diesel generators
- Minimise the use of vehicle reversing alarms. For example, set up a one-way driving system on site

Reduce Noise/Vibration from vehicles/plant by:

- Turning off engines when they are not in use
- Checking the brakes are properly adjusted and don't squeal
- Not revving the engine unnecessarily
- Only using the horn in emergencies
- Replacing exhaust systems as soon as they become noisy
- Where necessary, plant and equipment will be silenced, screened and/or enclosed in accordance with the guidance of BS5228 and particularly noisy activities will be shielded by the erection of hoardings or screening.
- The use of radios on site is to be controlled so that it does not cause a nuisance

Dust Emission/Suppression

Dust emissions arising from construction activities can cause nuisance both within the site and outside the site boundary. In the surrounding environment, it can cause annoyance to neighbours by the soiling of property in particular, windows, cars and also of washed clothes that have been hung out to dry.

The dust emissions may also have a detrimental health effect on the persons working on construction sites and therefore aim to reduce and control dusts so far as is reasonably practicable.

Dust and fine particle generation from construction and demolition activities can be substantially reduced through carefully selected mitigation techniques and effective management. Once particles are airborne, it is very difficult to prevent them from dispersing into the surrounding area. The most effective technique is to control dust at the source and prevent it from becoming airborne, since suppression is virtually impossible once it has become airborne.

During dry and windy weather conditions, dust and mud from roads and haulage routes can become airborne through the movement of vehicles, both on and outside the site.

All mixing, cutting and dust generating activities shall have either LEV fitted at source or Water Suppression used.

As well the following additional measures are to be taken:

- Design controls are to be implemented for construction equipment and vehicles, and appropriately designed vehicles are to be used for materials handling
- Completed earthworks are to be vegetated as soon as practicable
- The site is to be regularly inspected and site boundaries checked for dust deposits and removed as necessary. In addition local roads are to be checked and cleaned when necessary
- There is to be no burning of materials on site
- The site perimeter will be fenced with either timber hoarding or heras fence (sheeted) where necessary to prevent the spread of dust and debris onto adjacent properties and roads
- Lockable skips will be used where necessary
- Where necessary, on-tool extraction will be utilised to remove dust as it is being produced. An extraction unit to the correct specification (i.e. H (high) M (medium) or L (Low) Class filter unit). Shall be used
- The number of people will be limited near the work creating dust, those doing the task will also be rotated as necessary
- General mechanical ventilation to remove dusty air from the work area (e.g. in enclosed spaces such as indoors) will be adopted where appropriate
- Silica will be present both during construction (cutting of kerbs, concrete blocks etc.) HSE Construction Sheet No. 36 will be followed to minimise dust
- Where possible the right size of building materials will be used so that less cutting or preparation is needed
- Drop heights of debris will be reduced to avoid dust spillage
- Stockpiles will be segregated to prevent vehicles tracking over

Vehicle Movements including loading / unloading

All vehicles, particularly those over 7.5 tonnes, shall only be permitted to attend site between the hours of 9:00 and 16:00 Monday to Friday.

Vehicular Movement

Where necessary:

- Vehicular movement will be controlled by banksmen and reversing operations will be kept to an absolute minimum
- Appropriate arrangements will be made for the provision of timed vehicular movement as not to coincide with busy arrival and departure times
- No reversing will be permitted onto traffic routes or out of the site entrance unless absolutely necessary and where this must be undertaken, it will be governed via a site specific banksman

- All waste/recycled material collection will be timed as not to coincide with busy times and particularly when working within the vicinity of children and the public alike

Signage to assist Traffic Management

At the vehicular entrance to the site and in strategic location throughout the site, signs must be displayed and include:

- Report to the site office
- Visitors report to the site office
- Warning signs regarding pedestrian segregation and vehicle movement on site
- Site Speed limits

Additional signs may be required and the traffic movement must be assessed as the site progresses.

It is envisaged that the original entrance of the property shall be utilised for vehicular movement.

Vehicles accessing the highway shall not be expected to be muddy or transfer debris onto the highway, however the vehicles shall be checked prior to departure and if necessary, the tyres will be washed with a pressure washer before departure.

The works shall be undertaken within private land and it is envisaged parking will not be required on the main road. Therefore appropriate arrangements shall be made on site for vehicle and pedestrian segregation. A Construction Site Layout Plan detailing; access points, site vehicular/pedestrian access and contractor parking shall be provided.

If dust or debris becomes excessive a lorry/vehicle wash will be installed and all vehicles leaving the site will be cleaned of site debris. (A hard surface will be maintained away from the work area for cleaning. Hoses will be used to clean wheels and underside of vehicles leaving the site. No water/slurry will be allowed to leave the confines of site).

The Principal Contractor will monitor the public highway for any build-up of mud.

The PC will arrange for the public highway and public footpath to be kept clean and in good order resulting from any work activities.

Waste Control/Recycling

- All waste to be removed from site will be undertaken by a licensed carrier to a licensed tip and transfer notes offered for each skip removed from site
- All waste will be segregated into separate containers/skips and recycled where practicable and waste kept to an absolute minimum at all times
- Spoil mounds shall be kept to a minimum and waste/recycled materials shall be removed from site as the works progress
- All waste collection will be undertaken during the hours of 9am and 4pm Monday to Friday
- Lorries and skips shall be covered before entering the highway

Environmental Procedure

All environmental emergencies will be actioned in accordance with the Environmental Management Plan. This is summarised as follows:

- If safe to do so, immediately prevent further spillage of substances
- Prevent escape of substance to drains, watercourses etc.
- Soak up spillage using absorbent materials, or contain by bunding or catchment pit
- Block off nearby drains and discharges to watercourse
- Call emergency services if appropriate
- Collect and dispose of contaminated material through licensed specialist waste disposal contractor

All environmental non-conformance and complaints will be recorded and investigated in accordance with the requirements of the environmental procedures.

Skips and waste receptacles shall be positioned at least 15m from the water's edge.

Proximity to water

- Consideration shall be given to all run off water and works within the vicinity of any river edges
- Should the integrity of any rivers be compromised all works in the area shall cease and the Environment Agency and Client notified immediately
- If required, suitable provision and temporary protection shall be provided to prevent the fall of materials into the river or water supply

Complaints Procedure

On the perimeter of the site shall be erected a sign with the names and telephone numbers of who to contact in the event of any complaints.

Publicised Contact Details for Complaints:

Written complaints may be sent directly to the company head office whose address shall be displayed on site.

Verbal complaints may be made by phone or in person to any of the staff on site.

Receiving Complaints

Complaints may arrive through channels publicised for that purpose or through any other contact details or opportunities the complainant may have.

Complaints received by telephone or in person need to be recorded. The person who receives a phone or in person complaint should:

- Write down the facts of the complaint
- Take the complainants name, address and telephone number
- Note down the relationship of the complainant to the company for example: client, neighbours etc.
- Tell the complainant that we have a complaints procedure
- Tell the complainant what will happen next and how long it will take
- Where appropriate, ask the complainant to send a written account by post or email so that the complaint is recorded in the complainant's own words

For further guidelines about handling verbal complaints, see Appendix 1

Resolving complaints

Stage One

- In many cases, a complaint is best resolved by the person responsible for the issue being complained about
- If the complaint has been received by that person, they may be able to resolve it swiftly and should do so if possible and appropriate
- Whether or not the complaint has been resolved, the complaint information should be passed to the Managing Director within 48 hours
- On receiving the complaint, this is recorded into the complaints log

- If it has not already been resolved, the Managing Director should delegate an appropriate person to investigate the complaint and take appropriate action
- If the complaint relates to a specific person, they should be informed and given a fair opportunity to respond
- Complaints should be acknowledged by the person handling the complaint within a week. The acknowledgment should say who is dealing with the complaint and when the person complaining can expect a reply. A copy of the complaints procedure should be attached
- Ideally complainants should receive a definitive reply within four weeks. If this is not possible, because for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given
- Whether the complaint is justified or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint

Stage Two

- If the complainant feels that the problem has not been satisfactorily resolved at Stage one, they can request that the complaint is reviewed at Director level. At this stage, the complaint will be passed to the Managing Director
- The request for Directors level review should be acknowledged within a week of receiving it. The acknowledgement should say who will deal with the case and when the complainant can expect a reply
- The person who receives Stage Two complaints may investigate facts of the case themselves or delegate a suitably senior person to do so. This may involve reviewing the paperwork of the case and speaking with the person who dealt with the complaint at Stage One
- If the complaint relates to a specific person, they should be informed and given further opportunity to respond
- The person who dealt with the original complaint at Stage One should be kept informed of what is happening
- Ideally complainants should receive a definitive reply within two weeks. If this is not possible, because for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given
- Whether the complaint is upheld or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint. The decision taken at this stage is final, unless the directors decide it is appropriate to seek external assistance with resolution

Variation of the Complaints Procedure

The Directors may vary the procedure for good reason. This may be necessary to avoid conflict of interest, for example, a complaint about the Managing Director should not also have the Managing Director as the person leading the Stage Two review.

Monitoring and learning from Complaints

Complaints are reviewed annually to identify any trends which may indicate a need to take further action.

Appendix 1

Practical Guidance for Handling Verbal Complaints

- Remain calm and respectful throughout the conversation
- Listen – allow the person to talk about the complaint in their own words
- Sometimes a person just wants to “let off steam”
- Don’t debate the facts in the first instance, especially if the person is angry
- Show an interest in what is being said
- Obtain details about the complaint before any personal details
- Ask for clarification where necessary
- Show that you have understood the complaint by reflecting back what you have noted down
- Acknowledge the person’s feelings (even if you feel that they are being unreasonable) – you can do this without making a comment on the complaint itself or making any admission of fault on behalf of the organisation, e.g. “I understand that this situation is frustrating for you”
- If you feel that an apology is deserved for something that was the responsibility of your organisation, then apologise
- Ask the person what they would like done to resolve the issue
- Be clear about what you can do, how long it will take and what it will involve
- Don’t promise things you can’t deliver
- Give clear and valid reasons why requests cannot be met
- Make sure that the person understands what they have been told
- Wherever appropriate, inform the person about the available avenues of review or appeal

COMPLAINTS RECORD

Who made the complaint?

Name:

Address:

Telephone No.

Date and time complaint received:

What happened, what was it about?

Was anyone else aware of this – other neighbours or your staff? If so who?

Did the complaint relate to your site? What went wrong?

What have you done to make sure that it does not happen again?

Was there any significant pollution – for example: dust, odour or noise outside the site or spillage of polluting liquids onto the ground, into a drain or a watercourse?

If there was then you must notify the Environment Agency.

Have you done so? YES / NO

What date did you contact?

Please print your name and sign:

ENVIRONMENTAL IMPACTS PLAN AND CONTROLS

Health and Safety Management System

Table 1. SITE ACTIVITY:																
Processes / Activities / Equipment at your site: (insert H or M or L where applies) List all the processes / activities / equipment at your site in these columns. Then put: (H) high impact (M) medium impact or (L) low impact in the box next to the process / activity / equipment if it can result in an environmental impact listed below under normal or abnormal operation. - Emissions to Air (including dust) – A - Emissions to Water – W - Energy Usage (e.g. electricity, gas, oil) – E - Waste Disposal – D - Land Contamination – L - Nuisance (i.e. noise or vibration) – N - Resource Consumption (e.g. water, chemicals, not energy) - R	Process / Activity / Equipment	A	W	E	D	L	N	R	Process / Activity / Equipment	A	W	E	D	L	N	R
	Vehicle deliveries	M	-	M	-	M	H	-	Roof works	M	L	L	L	L	M	L
	Site set up	L	L	M	L	L	L	L	Drainage	M	L	L	L	L	L	L
	Ground preparations	M	L	L	L	M	M	L	Wheel wash with pressure	L	H	M	L	L	M	M
	Vehicular Movement on site	M	L	M	L	L	M	L	Control with water cannon mist	L	M	L	L	L	L	L
	Demolition	H	L	L	L	L	H	L								

Health and Safety Management System

Table 2A. Emissions to Air (A)

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Dust From site activity, movement of vehicles	Potential for local air quality issues from dust. Also, a cause for complaints	Yes	Yes	Yes	Yes	Wheels washed with a pressure washer prior to leaving site
Dust from demolition activities	Potential for local air quality issues from dust. Also, a cause for complaints	Yes	Yes	Yes	Yes	Dusts controlled with use of water mist cannon

Table 2B. Energy Usage (E)

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Site use of electricity	Minimal	No	No	No	Yes	Power to be isolated when not in use thus reducing power consumption

Health and Safety Management System

Table 2C. Emissions to Water (W)						
Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Surface water run-off from tyre/wheel wash	Under normal conditions surface water run-off should be uncontaminated. However, if contamination occurs by accident, it has the potential to cause water pollution to local watercourse if there is a site drain failure	No	Yes	Yes	Yes	The accidental contamination would be unlikely however, water run off to be managed on site with bunding and separation where necessary
Surface water run-off from tyre/wheel wash	Spills reach watercourses	No	Yes	Yes	Yes	Regular checks need to be made to prevent contaminated material entering drains or blockages occurring

Table 2D. Waste Disposal (D)						
Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Removal of waste from site	Most general unsorted waste is landfilled and this has associated impacts e.g. eco toxicity, global warming and nuisance e.g. odour. General waste volumes can be reduced if sorting systems are used. Need to meet legal Duty of Care requirements.	Yes	No	Yes	Yes	Waste is segregated for recycling where possible and final waste is then taken to a transfer station for recycling. Minimal land fill permitted.

Health and Safety Management System

Table 2E. Nuisance (e.g. Noise or Vibration) (N)						
Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Noise from site activities	Noise induced health issues. Potential upset of neighbours.	Yes	Yes	Yes	Yes	Works to be undertaken at agreed times. Use walls for acoustic barriers and fill openings with hoarding. Neighbour liaison. Trained competent persons.
Noise from transport movement on site	Noise induced health issues. Potential upset of neighbours.	Yes	Yes	Yes	Yes	Works to be undertaken at agreed times. Neighbour liaison. Trained competent persons.
Vibration from vehicle / plant movement	Vibration induced health issues. Potential upset of neighbours.	Yes	Yes	Yes	Yes	As above.

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Table 2F. Resource Consumption (not energy) (R)

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
e.g. use of chemicals for activity A (state specific activity)	Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Special Waste Regulations.	Yes	Yes	Yes	Yes	Planned works by trained competent persons and under strict RAMS.
Use of hydraulic oil for machine	Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Special Waste Regulations.	Yes	Yes	Yes	Yes	
Use of water	Inefficient use results in natural resource depletion	Yes	Yes	Yes	Yes	

Table 2G. Land Contamination (e.g. storage of hazardous substances) (L)

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Storage of substance (Fuel)	Fuels can cause harm to the Eco toxicity of the soil, and could leak into groundwater	Yes	Yes	Yes	Yes	Fuels to be dispersed via bunded location or off site.

Table 3. General Waste Management (To be completed on site)					
Waste Produced at Site	Where does the waste go?	Can it go to recovery / recycling?	Is it being stored correctly on site?	Are Duty of Care requirements being met?	Comments

Accident / Pollution Incident Management Plan

Created by: _____ **Date:** _____

Review Date: _____ **Version:** _____

Accident / Pollution Incident Management Plan Contents

A – Site Plan

B – Key Site and Emergency Contracts

C – List of Substances and Storage Facilities

D – Preventing Accidents / Incidents... and what to do if they happen

A – SITE PLAN

TO BE DISPLAYED ON SITE

- **Site entrances and exits** available to the emergency services
- **Buildings;** the buildings and other main constructions
- **Drainage;** including
 - Foul drainage (marked in red)
 - Surface water drainage (marked in blue)
 - The direction of flow and
 - The discharge points to the sewer, watercourse or soakaway
 - The location of manhole covers and drains
 - The location of stop and diverter valves and interceptors
- **Service mains:** the routes of:
 - Water supply, gas, electricity
 - Mains water stop tap, and gas and electrical supply isolating valves/switch
- **Storage of hazardous materials;** e.g. oil and fuel tanks, chemical stores, raw materials, waste materials etc.
- **Process lines:** location and direction of main process lines/pipes
- **Accident and emergency response** items; such as fire extinguishers, fire hydrants, fire water tanks/ponds, spill kits, sand bags, alarms, first aid kit etc.
- **Vulnerable receptors:** on site or adjacent receptors that could be affected by the site operations, such as porous/unmade ground, watercourses, springs, boreholes, ecologically sensitive site, residential properties, schools, offices, hospitals etc.
- **Pollution control points;** such as inspection or monitoring points, bunds
- **Treatment;** location of any on site trade effluent or sewage effluent treatment plant

B – Key Site and Emergency Contacts

This table contains information and contacts you may need in an emergency
(to be completed on site)

Site Details		
Location:		
Postcode:		
Site Contacts	Office Hours (Specify)	Out of Hours
Site Manager		
Site Supervisor		
Security Contact		
Landowner / Agent		
Emergency Services	Office Hours	Out of Hours
Medical	999	999
Police		
Fire		
Regulators	Office Hours	Out of Hours
HSE		
Local Authority		
Utility & Key Services	Office Hours	Out of Hours
Water Provider		
Sewerage Provider		
Gas Supplier		
Electricity Supplier		
Oil Supplier		
Fuel Supplier		
Chemical Supplier		
Oil Spill Contractor		
Maintenance Contractor		
Electrician		
Plumber		
Locksmith		
Joiner		
Other Key Contacts	Office Hours	Out of Hours
Head Office		
Adjacent landowners		
Neighbours		
Specialist Advisors		

C – List on Substances and Storage Facilities

The following is a list of liquids, powders etc that are stored on site and could be harmful to the environment if they escape.

To be completed on site

Material	Maximum Quantity	Type and size of storage	Type and size of Secondary Containment

Health and Safety Management System

Possible Accident / Incident	What would the harm be?	How to reduce the chances of it happening?	What to do if it happens
Spillages			
Spillage during transfer, sorting, crushing and compaction of wastes	Contamination of land, drains, groundwater and watercourses.	Inspect and validate all incoming wastes. Remove hazardous liquids from wastes prior to processing. Train the staff.	Follow the spill response procedure. It describes what to do in the event of a spill and where the kit is kept.
Spillage during delivery of oil or fuel		Supervise fuel deliveries. Use drip trays and spill materials.	
Spillages during refuelling of plant and equipment		Plant and equipment will be refuelled in designated areas with impervious surface and will use drip trays and spill materials	
Slow seepage of liquids from imported contaminated materials. Slow seepage can be less noticeable than a spill		Incoming materials that are contaminated e.g. cutting oil or tamp fluid or swarf, will only be stored on impervious surfaces that are drained to an oil interceptor	
Overfilling			
Overfilling of oil / fuel tanks during delivery	Contamination of land, drains, groundwater and watercourses.	Stock level control checks, supervised delivery and high level alarms	Spill response procedure as described above.
Failure of plant or equipment			
Leakages; due to faulty pipe work, valves, over-pressure, blockages, corrosion, severe weather, ground movement, etc.	Contamination of land, drains, groundwater and watercourses.	Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes and tanks will be tested for integrity. Insulation and protection of pipe work	Spill response procedure as described above.
Puncture of vessels and tanks etc due to impact - such as fork lift trucks		Tanks and vessels generally located within / on secondary containment facilities. Storage locations of drums and non-permanent vessels protected by use of barriers or fencing. Movement of drums and containers using safe techniques.	

Health and Safety Management System

Possible Accident / Incident	What would the harm be?	How to reduce the chances of it happening?	What to do if it happens
Fire			
Fire	Smoke and pollution. Firewater causes contamination of land, groundwater and watercourses.	Separation of incompatible materials and of combustible materials and ignition sources. Incorporation of fire breaks into site layout and containment of fire water. No smoking policy. Maintain tidy site and minimize stockpile of combustible materials. Fire training and emergency drills.	Fire procedure describing what to do in the event of a fire, including details about fire alarms, exit routes and muster points, responsible personnel such as a fire warden and the location and use of emergency fire equipment such as extinguishers, hoses, sand bags and drain covers.
Cross contamination			
Due to transfer and mixing of incompatible materials, drainage cross connections etc.	Explosion, smoke and pollution of air. Contamination of land, drains, groundwater and watercourses	Maintenance of up to date drainage plan. Maintenance of inventory of substances with material property details. Procedure for contractors to work on site including induction training and permit to work. Fail safe filing systems	Fire procedure as described above.
Flood			
Due to ingress of watercourse floodwater, blocked drains, burst water main, use of fire water	Contamination of raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	Maintenance of drains. Fitting of flap / non return valves on drains. Safe location for storage of hazardous materials.	Flood procedure describing what to do in the event of a flood warning such as installation of barge boards, use of sand bags, movement or protection of sensitive materials.
Failure of Services			
Due to failure of supply; water, electricity, gas supply and of sewerage system. Due to utility supply being struck and broken / cut	Flooding, explosion with subsequent contamination of land, drains, groundwater and watercourses.	Provision of standby facilities. Maintenance of up to date plans showing location of utility services. Procedure for contractor to work on site including induction training and permit to work.	Utility supply failure procedure describing what to do in the event of services supply failure such as manual shut down of process valves, start up of emergency generator, use of standby materials etc. Flood and fire procedure as described above.

Health and Safety Management System

Possible Accident / Incident	What would the harm be?	How to reduce the chances of it happening?	What to do if it happens
Failure on Containment			
Failure of containment facilities due to land movement, impact, corrosion etc.	Contamination of land, drains, groundwater and watercourses.	Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities. Integrity testing of tanks and bunds & pressure loss alarms	Spill response procedure as described above.
Vandalism			
Unauthorised entry and tampering or malicious damage to property, plant and equipment	Contamination of land, drains, groundwater and watercourses.	Secure gate and perimeter fence. Site locked when unmanned, tanks and valves locked when not in use out of hours. Plant and equipment locked in secure storage out of hours. Security system installed including camera and recording facilities	Spill response procedure as described above.

Maintenance Checklist

(To be completed on site as applicable)

Item requiring maintenance	How often? (tick the appropriate box)						Where are the maintenance instructions?	Who is responsible?
	Day	Week	Month	Year	2 years	5 years		
Check drains and drainage channels for blockages								
clean up spills on surfaced areas or tank bunds								
Check state of fences and gates - (to avoid vandals or children getting in and, for example letting liquids out of tank)								
Visually check the unsurfaced areas to ensure that there are no spills. Clean up if necessary								
Check bunds are not filling with rainwater - pump out if necessary (via the oil interceptor)								
Check tyre/wheel wash area								
Inspect the bunds for potentials leaks, cracks, holes etc.								

Maintenance Record

[illegible]

Accident (and Incident) Record

Record of Accidents, Other Incidents or Near Misses

This form could apply equally to health and safety; we are particularly interested in things that could impact on the environment, for example: dust, odour or noise outside the site or spillage of polluting liquids onto the ground, into a drain or watercourse.

“Other incidents” covers impacts on the environment that are not accidents such as failing to empty the oil interceptor causing oil to get into the drains, or vandals causing an oil spill.

It is good practice to record near misses in order to avoid future incidents – e.g. the vandals opened the valve on the tank but the bund caught everything and no harm was done. You do not have to inform us of this sort of thing.

Date and time of the incident:

What happened, what was it about?

Was anyone else aware of this – other witnesses? If so who?

What caused it?

What have you done to make sure that it does not happen again?

Was there any significant pollution – for example: dust, odour or noise outside the site or spillage of polluting liquids onto the ground, into a drain or a watercourse? If so what?

If there was then you must notify the Environment Agency.

Have you done so? YES / NO

At what time did you phone?

You must also write or send an email to confirm this to the local office (see your accident management plan for the address).

Have you done so? YES / NO

What date did you contact?

Please print your name and sign

Continue overleaf or on a separate sheet if you do not have enough room.

Keep the completed form in the file to discuss with the Environment Agency when they visit.