




Appendix 6.1

Construction Phase Plan (CPP)

Date: 09/05/16

REV No: 05

Contract No.	5260-0006
Contract Title & Address	Barry Biomass Woodham Road Barry CF63 4JE
Duration of Project	Start Date: Feb 16 End Date: Jan 18
Client Name & Address	Biomass UK No2 LLP 1 Poultry London EC2R 8EJ
Principal Designer Name & Address	GHD Livigunn Clifton Rd Sutton Weaver Cheshire WA7 3LF
Principal Contractor	Galliford Try Crab Ln Fearnhead Warrington Cheshire WA2 9XP
Prepared By	
Accepted By Construction Manager	David Owen
Distributed to for Information	David Owen (GT Construction Manager), Chris Moruzzi (GT HS&E Advisor), Nick Roberts (GHD Principal Engineer), Peter Woolley (Client Project Manager), Steve Liquorish (Client HS&E Manager)

[Click here to add this site to the Galliford Try HS&S Database](#) – Date form sent:

This Construction Phase Plan will be added to, reviewed and updated as the project develops, further design work is completed, information from subcontractors starting work becomes available, unforeseen circumstances or variations to planned circumstances arise or where the operations management team deem it is necessary.

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1. INTRODUCTION

- (a) This Construction Phase Plan (CPP) had been prepared specifically for this project in accordance with the CDM 2015 Regulations. The aim of this CPP is to provide clear, concise and specific information required to manage the works and the arrangements for controlling significant project specific site risks.
- (b) This CPP has been produced by the Project team taking into consideration the pre-construction information (Client Brief) provided by the client, information on residual design risks provided by the Principal Designer and other designers; and information obtained from surveys and risk assessment of the project specific environment by the operations management team responsible for this project.
- (c) To manage the health and safety on the project the system requirements outlined in the Company's Health, Safety and Sustainability (HS&S) Standards will be implemented where relevant for the works to be undertaken.
- (d) Every project will have access to the Company's HS&S Standards, i.e. GT HS&S Intranet or CD as appropriate to the IT available at the workplace. A CD of the system will be provided to any interested third party.
- (e) The company's HS&S Standards are based on legal compliance and those applicable to this project are identified in Appendix 1; implementing the requirements of the HS&S System shall ensure that adequate planning, suitable controls, legislative compliance and monitoring to identify areas for improvement will form part of the day to day activities to ensure health and safety management and standards remain a priority element of the project.
- (f) The HS&S Standards are supported by Best Practice Guidance documents which contain more specific details to assist the operations management team in assessing the project's specific risks and producing safe systems of work tailored to the project and the Construction Health and Safety Manual (CIP) available via IHS on the GT Intranet.
- (g) We aim to reduce the provision of generic paperwork and to only provide in this CPP **project specific** information and paperwork that should help with the communication and risk management of this project. Other documents this CPP makes reference to, but is not project specific, will be made available on request.
- (h) Project specific filing systems utilising viewpoint – other forms which form part of the information which may be needed to be read by others should be in the appendix sections identified in this document as they are documents which contain information relevant and forming part of the management set up
- (i) The project team members responsible for the compilation, review and maintenance of this Construction Phase Plan are:

Position	Name	Responsibility
Senior Site Manger	Richard Matthews	Compilation, review and maintenance
Project Manager	Richard Matthews	Approval, Review and maintenance
Site Engineer	Gavin Hutchinson	Maintenance
Works Manager	Jason Barker	Maintenance
Site Foreman	Richard Mayor	Maintenance
Principal Designer	GHD Livigunn	Review

SECTION 1**1 DESCRIPTION OF PROJECT****1.1 Location**

The address for the project is:

GT Site Offices
Barry Biomass
Woodham Road
Barry Docks
Barry
CF63 4JE

1.2 Scope of the Works

- Construction and commissioning of a 10MW Biomass Renewable Energy plant Construction and commissioning of a 10MW Biomass Renewable Energy plant to erect.

1.3 Timing of the Works

Contract Award Date	30/11/15
Contract Commencement Date	30/11/15
Contract Period	104 Wks
Site Start Date	01/02/16
Planned Contract Completion	09/01/18
Form F10 (Rev) Date Submitted (copy of F10 filed in Appendix 5)	21 st December 2015

- (a) A construction programme specific to the project will be maintained by the project team this will be updated / reviewed throughout the works and copies provided to the client or others requesting this information

- (b) The normal hours of work are as follows:

Monday to Friday: 07:30 – 18:00
Saturday: 07:30 – 15:00
Sunday: 07:30 – 15:00

Activities that can be heard from the boundary of the site are restricted to:

Monday to Friday: 07:30 – 18:00
Saturday: 08:00 – 12:30

- (c) The site will be continually monitored by the site project team and in addition advice, support and monitoring will be provided by one of the Galliford Try independent Health, Safety and Sustainability Advisors.

The HS&S Advisor that has been appointed for this project is:

Name: Chris Moruzzi

Qualifications: NVQ4 Occupational Health & Safety / NEBOSH Diploma
Telephone No: 07739 328 342

Frequency of Visits: Insert frequency of visits as agreed with Regional HS&E Manager Monthly

1.4 Client Brief – Pre-construction Information

- (a) A copy of the detailed information received from the Client and pre construction surveys and design risks are located in [View Point under Tender Information](#). All relevant information will be communicated during pre-start meetings to contractors.
- (b) The Client has advised of the following hazards and risks:
[Outotec Design Risk Assessment](#) to be forwarded to GT
- (c) A project specific risk assessment covering how all hazards and risks will be managed / planned by the site team has been produced and the detailed specific control measures and safe systems of work will be covered in the work related risk assessments and method statements provided by those undertaking the works. The project specific risk assessment can be found in the Appendix 7 to this document – the risk assessments provided to us by contractors are located as per FM-IM-001.
- (d) Section 3 of this CPP identifies the specific significant hazards and risks in accordance with Schedule 3 of the CDM Regulations 2015.

1.5 Site Security for this Project

- (a) Insert here the security requirements project specific security measures not generic information. I.e. type of fencing, signing in procedures, employment of security personnel, alarm systems, provision of gateman, provision of lockable cabins how many, etc. This information must reflect what is to be used on the site not what could be used – you may reference this section to your security section of the risk assessment – but again any controls stated should be relevant and in place and a copy of this assessment will need to be kept as an appendix to this CPP.
- Initially the site will be demarcated with the existing pallsade fence and Herras where there is none. This will be upgraded to Hoarding around the main plant.
 - The site will operate a signing in procedure.
 - CCTV or guard will possibly be used.
 - Site inductions will outline security requirements.
 - GT passes will be investigated
 - The site will have a gateman/quartermaster during working hours.

SECTION 2

2 MANAGEMENT OF THE WORK

2.1 Management Structure and Responsibilities

- (a) The general health and safety responsibilities are as laid out in the Company's Health and Safety Policy and all persons shall be made aware of their site specific health and safety responsibilities. The project specific health and safety roles are detailed on form [HS&E-FRM-C01-03](#) which is found in the appendix section to this CPP.
- (b) All site managers on this project have received the CITB SMSTS training and hold relevant CSCS cards and have been formally appointed by a senior director who has checked that they have the relevant level of knowledge and competency as identified on the Company's competency matrix ([HS&E-BPG-T03-](#)

101). Copies of letters of appointment and individual's certificates of training etc. are located with the individual and are available on request.

- (c) Insert additional roles as necessary e.g. Temporary Works co-ordinator and identify their core competency
- (d) An organisation chart of the management team for this project is located in the appendix section. The organisation chart identifies the persons who have been appointed for overall management of this project these persons have all been appointed following checks on their competency and experience for the type of works covered on this project..

2.2 Selection of Contractors / Designers

- (a) All contractors appointed to work on this project will have been evaluated using a system based on PAS 91 to ensure those selected have relevant competency and experience of the type of works.
- (b) Project specific information has been provided to all contractors and designers and project specific risk assessments and method statements requested and these will be reviewed by the site team prior to contractors being permitted to commence work.
- (c) Pre-start meetings will be held with contractors prior to works commencing.
- (d) A log of all contractors and their contact details to be used on this project can be found in the Appendix section of this CPP.
- (e) Contractors will provide supervision and trained first aider's specific to the type of works they will be undertaking.
- (f) Whilst working on this project their works will be monitored and they will be inducted into the Galliford Try 'Challenging Beliefs, Affecting Behaviour' safety culture programme which empowers them to challenge unsafe acts and to contribute to the health and safety objectives specific for this project.

2.3 Health and Safety Aims for this Project

The project shall be managed in accordance with the requirements laid out in the CDM Regulations 2015 to support our vision which is 'to ensure everyone returns home in the same condition they arrived'.

- (a) To have zero reportable accidents or reportable dangerous occurrences
- (b) To ensure no members of the public or others are affected by our undertakings.
- (c) Zero enforcement action by enforcing authorities.
- (d) To work to the principals of the Considerate Constructor Scheme and achieve 35 plus in each audit
- (e) To create a CBAB culture.
- (f) TBC

2.4 Site Rules

- (a) All persons will be asked to comply with the legal requirements regarding the wearing of personal protection equipment, smoking policy, drugs and alcohol policy and also be advised of the site specific rules during the site induction.
- (b) In addition site specific rules and policies concerning these areas will be posted in the welfare facilities provided for the employees as reminders. The site rules specific for this project are in the appendix

section

2.5 Arrangements to ensure co-operation between project team members

(a) Exchanging Design Information between the Client, Principal Designer and Designers

- Monthly meetings with the client
- Weekly meeting with the design team, these may then become less frequent.
- Site meeting to be held as required.
- Information will be held in viewpoint

(b) Handling Design Changes

Design co-ordinator and viewpoint

(c) The exchange of health and safety information between contractors:

Viewpoint, pre-start meetings, inductions, sub-contract, regular site meetings, toolbox talks.

2.6 Management of Change

- (a) What is the process and what will you do if the plan, works or materials change or if there are any delays?
A Change Management Plan will be drawn up and instigated.

2.7 Arrangements for involving workers

- (a) This project has a health and safety notice board located within the office and welfare set-up which will be kept up-to-date and contain relevant information for the workers to refer to as necessary. The project specific methods of effective communication are recorded on [HS&S-FRM-C03-05](#) found in the appendix to this document and a copy of this form is displayed on the health and safety notice board and all persons advised during site induction

At this project we will do the following to ensure workers are involved:

- Site Inductions
- Risk assessment briefings
- First 10 minute briefings
- Toolbox Talks
- NAB Committees
- Near Miss reporting
- Safe behaviour discussions
- Appointment of safety coaches from contractors team

2.8 Site Induction

- (a) There will be two levels of inductions, one for persons who will be working on the project and a less detailed one for visitors who will be accompanied whilst on the project.
- (b) The site specific induction that will be used at this project & will be stored on viewpoint with DPA restrictions
- (c) Every person will be inducted and a record of the induction will be retained on site using [HS&S-FRM-T01-02](#) or [T01-05](#)(visitors). The induction will explain the project, the hazards and risks of the site in general, site rules and explain the provisions made for their health, safety and welfare whilst working on this project.
- (d) We are also committed to achieving a fully qualified workforce (CSCS); this is in addition to ensuring the competency levels for persons on this project are in line with the Competency Training Matrix provided in the Company HS&S Standards. Therefore, during the induction process evidence of competency will

be requested for each person, copied and kept on site.

- (e) Checks will also be made to ensure they have the relevant PPE for the work they are involved in, including face fit testing requirements where RPE is required.
- (f) General details on medical problems we may need to be aware of and next of kin details in event of illness or accident will also be requested – any details will be held confidentially under the Data Protection Act.
- (g) If non-English speaking persons to be employed on site include how inductions and site instructions will be communicated to these persons i.e. an English speaking supervisor who is able to translate or site rules translated into native language. Supply chain to provide interpreters.

2.9 Welfare Arrangements

- (a) Suitable and sufficient welfare facilities will be provided from day one of the works commencing in connection with this project. The welfare facilities provided will address the project specific requirements due to the environment being worked in and location
- (b) The welfare facilities provided on this site will be shared by the subcontractors, a copy of the shared welfare certificate can be found in site welfare cabins
- (c) The project specific welfare facilities provided for this project either complete the list below deleting if not applicable or refer to where the project specific welfare equipment can be located. (Not generic provisions)

These are indicative, to be confirmed. For Site start-up an All-in-one welfare unit will be used.

Maximum No. of persons on site:	*	130
No. and type of toilets:	*	approx. 12
No. of Mess Rooms:	*	2
No. of Drying Rooms	*	2
No. of Shower Rooms:	*	1
Type of Water Supply:	*	Portable then permanent
Equipment for heating food:	*	Microwaves
Equipment for drinks:	*	kettles and boilers
Method of heating:	*	TBC
Type of lighting:	*	TBC
Housekeeping Arrangements:	*	Cleaner and self cleaning
Provision of catering facilities:	*	N/A
Others	*	

2.10 Fire and Emergency Procedures

- (a) Members of the team have been nominated to take responsibility in the event of fire, accident or any other emergency and these are identified on the emergency notice form H04-01 found on the notice

board and available in the appendix section of this CPP.

- (b) A Construction Site Fire Safety Plan ([HS&E-FRM-F01-02](#)) specific for this project has been produced in conjunction with the project's HS&S Advisor appendix 2.9(a). This plan includes a fire risk assessment and identifies the access for emergency vehicles to site, fire assembly point, persons appointed as fire wardens, firefighting equipment requirements, means of raising the alarm, the position of highly flammable material stores areas etc and details the specific risks and controls appropriate to this project. This plan will be reviewed at regular intervals throughout the project's duration or following any incident to ensure it is still suitable and sufficient.
- (c) An Emergency Notice ([HS&E-FRM-H04-01](#)) for this Project will be displayed on the site notice board and the details communicated to all personnel during their site induction.
- (d) Task specific emergency rescue plans will be produced prior to the following works being commenced:

Amend to identify the types of work identified for this specific project

- Working at height using Harness, Safety Nets, rope climbing etc
 - Confined Spaces
 - Deep excavations
 - Working on "Live" electrical systems
 - Working adjacent to railways
 - Commissioning
 - Pressure testing
- (e) The emergency rescue plans will be held by the contractor's supervisors and our project team; the site will ensure a 'practice' of the emergency rescue is undertaken by the contractor at intervals advised in the risk assessment for the works. These plans will be reviewed with the HS&S advisor as necessary during the four week planning.
- (f) The number of appointed first aiders / appointed persons for this project is **identify whether first aider / appointed person or both and include number of each, TBC**. The names of first aiders and location of first aid equipment is included on the Emergency Notice for the project [HS&E-FRM-H04-01](#) that is displayed on the project's health and safety notice board. These persons will also be identified to all employees during their induction and first aiders will be identified by **green cross stickers on helmets, photos in prominent positions**.
- (g) The first aid requirements for this project have been specifically risk assessed for the type of work and numbers of persons and the following will be provided based on these works:

No. of first aid boxes & size: 1 to 3 for pre-start works

Location of first aid boxes: Welfare Cabin

Stretchers: TBC

Blankets: TBC

Resuscitation Equipment: None for Pre-start work
Other as applicable

- (h) The first aid boxes and equipment will be re-filled after each use, visibly checked each week during the weekly inspections and monthly checks carried out and recorded by the person identified on the site responsibility checklist [HS&E-FRM-F02-01](#).

2.11 Accident Reporting, Recording and Investigation

- (a) The accident reporting, recording and investigation will be in line with the requirements outlined in the Company's [HS&E-STD-A01](#). All incidents, including environmental incidents, will be recorded as appropriate and held confidentially.
- (b) All incidents will be investigated, the person undertaking the investigation and the type of investigation will depend upon the severity or potential severity. The operations management team will report any potential RIDDOR injuries immediately to the project's HS&S Advisor who will provide the level of support and assistance as appropriate to the incident.
- (c) The requirement to report all incidents, method of recording will be communicated to persons working on the project during the site induction.
- (d) Where any accident is reportable to the Health and Safety Executive the employer of the injured person will be responsible for ensuring it is reported, a copy of the F2508 will be filed (confidentially) on the site. Where a contractor does not provide evidence of reporting to the Health and Safety Executive the project's operations management team will report it directly to the Health and Safety Executive on behalf of the contractor.
- (e) Investigations will be carried out and risk assessment reviews undertaken following the investigation. Where lessons can be learnt Safety Alerts, Toolbox Talks, Information Sheets or other appropriate media will be used to communicate the information across the Company.
- (f) Significant near misses will be treated in the same manner as an accident with appropriate investigations undertaken.
- (g) The specific method of near miss reporting for this project is [SBD/NAB boards](#)
- (h) Incident information and records filed securely for data protection of any individuals who may be named. Incident report forms and incident investigations shall not be released to any third party without formal permission from the Company's senior management team.

2.12 Traffic Management

We will ensure that traffic is routed away from work areas wherever possible with pedestrian and vehicle segregation in areas where this is not possible. This plan will include for the re-fuelling of plant on site, deliveries to site and access for emergency vehicles.

A project specific traffic management plan and a traffic management risk assessment have been provided for this project and these documents will be updated and briefed to site operatives as necessary throughout the project's life-time.

The traffic management risk assessment identifies the site specific controls for this project and this is located within the project risk assessment file.

2.12.1 Construction Traffic

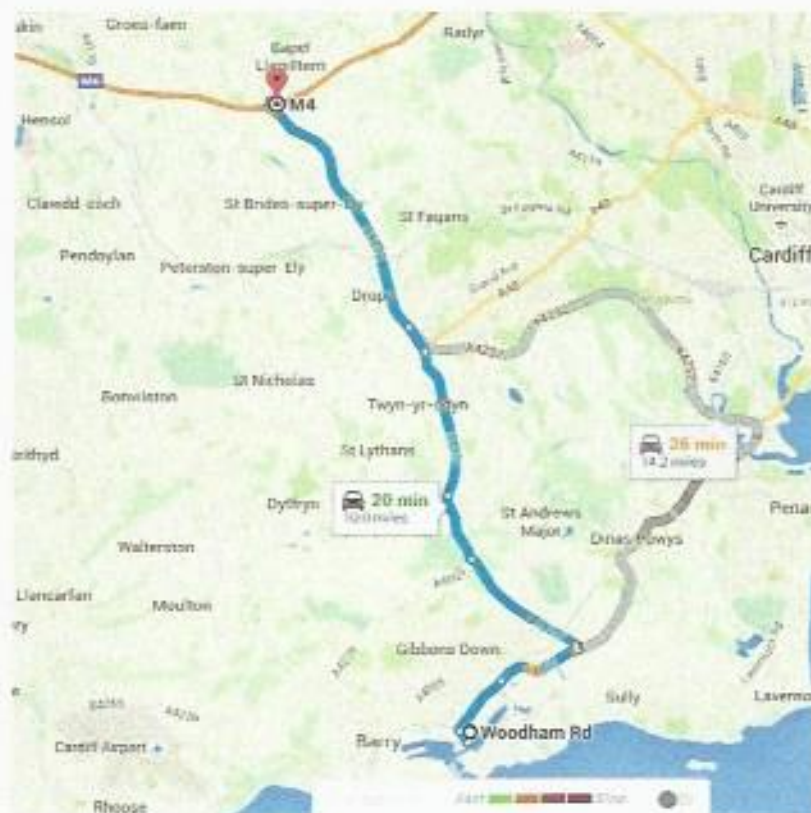
Construction traffic accessing the site will be routed to the North of Dinas Powys using the A4050 and generally elsewhere to avoid residential areas. This information will be sent to all major hauliers on placement of order. Traffic movements to site are as detailed in the table below –

Duration	Average vehicle movements (in/out) per day	Peak vehicle movements (in/out) per day
17 months	30	100

The above peak vehicle movements are based on the muck shifting activity consisting of 10 wagons on turn around while taking 5 loads per day.

Figure 1 indicates the route vehicles travelling to and from site are expected to follow;

Figure 1 Vehicle Travel Route



2.12.2 Wheel washing facilities

- A static wheel wash facility isn't being provided however vehicles will be inspected prior to leaving the site for cleanliness; if required they will be brushed clean. Vehicles will be using a MOT stone haul road which will reduce the impact of dirt on the highway. In addition to this regular road sweeping will be employed.

2.12.3 Dust Suppression

- A tractor bowser will be employed during dry periods to minimise dust nuisance.

2.12.4 Plant

Major pieces of plant and equipment to be used on the site shall include -

- 360° excavators up to 35 T – 85 dB
- Dumper ranging from 6T – 25T – 84 dB
- Juntann or the Banut piling rigs – 75 dB @ 20m 84dB @ 10m
- Cranes – 84 dB
- Tractor Bowser – 77 dB
- D5 dozer – 83 dB

SECTION 3

ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

All works carried out will be in accordance with the relevant health and safety legislation, primarily the requirements set out in the CDM Regulations, giving particular regard to providing safe places of work, safe plant and equipment, the provision of competent persons, provision of information, instruction and training and The Management of Health and Safety at Work Regulations which requires risk assessments to be carried out in order that significant risks are identified and suitable and sufficient control measures are utilised.

Schedule 3 of CDM Regulations 2015

Work which puts workers at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site;

Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring;

Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999;

Work near high voltage power lines;

Work exposing workers to the risk of drowning;

Work on wells, underground earthworks and tunnels;

Work carried out by divers having a system of air supply;

Work carried out by workers in caissons with a compressed air atmosphere;

Work involving the use of explosives;

Work involving the assembly or dismantling of heavy prefabricated components.

The general control measures and forms to be utilised for controlling significant risks are those identified in the Company's HS&S Management Systems i.e. planning and implementing management systems. The specific work risk assessments to reduce the likelihood of incidents occurring, will be provided by the competent contractors employed. They will provide risk assessments and method statements specific to the environment and type of work to be carried out. These will be reviewed by our site team in conjunction with the project's HS&S Advisors to ensure suitable and sufficient control measures are included in the work risk assessment and that the significant risk assessments and safe systems of work are briefed to all those who will be involved in the works.

In addition to risk assessments and method statements permits to work will be issued for the following activities which will be carried out on this project:

Project specific list

- Excavations – any breaking of ground activity
- Work in confined spaces
- Loading or dismantling temporary works
- Electrical works on distribution systems
- Hot works
- Commissioning
- Pressure testing
- Others will be added as required.

Those authorised to issue permits are identified on site responsibilities matrix in the appendix.

3.1 Significant Hazards and Risk Information

The significant hazards and risk of this project have been identified as:

See Hazard Identification Form contained herein

3.2 Services and Overhead and Underground Services

- Services as identified within the PCI located along the Southern boundary of the site which include BT overhead lines and buried High voltage cables.

HS&E-STD-U01

3.3 Temporary Structures / Unstable Structures Identified

- No existing structures identified on site.

HS&E-STD-T01

Temporary Works Coordinators for the project are:

- Richard Matthews - Project Manager

3.4 Preventing Falls / Working with or near Fragile Materials

HS&E-STD-W03 / E02

Insert in here either location of risk assessments / safe systems for work at height or excavations

3.5 Control of Lifting Operations

HS&E-STD-L02

Insert here specific arrangements made

3.6 Maintenance of Plant and Equipment

HS&E-STD- P01

Insert here specific details for inspections, checking maintenance etc.

- Weekly PUWER sheets to be completed.
- Daily Check lists.

3.7 Excavations / Poor Ground Condition Management / Wells / Underground Earthwork / Tunnels

HS&E-STD-E02

Identify the specific details and what will happen on this project not what may happen!

- Follow guidance issued by WSP – Geo-contamination consultant employed by us

3.8 Work on or Near Water / Diving Operations / Caissons etc – other risks of drowning

HS&E-STD-W04 / HS&E-STD-D02 / HS&E-STD-H04

Include emergency and first aid controls.

- N/A at this time.

3.12 Storage Materials and Management

HS&E-STD-H01 / H02 - include in site drawing areas where materials will be stored, the specific flammable materials / hazardous materials management and identification.

- Lockable COSHH store

3.13 Health Risks Including:

- The removal of asbestos; - HS&E-STD-A02
- Dealing with contaminated land;
- Manual handling; - HS&E-STD-M01
- COSHH / handling of hazardous materials – HS&E-STD-H02
- Noise and vibration –HS&E-STD-N01 / V01
- Exposure to UV radiation (the sun)
- High pressures
- Super-heated Steam

Insert Other Significant Risks and Arrangements (specific to this location) to control them.

- Dust – Tractor bowser to be used to minimise dust nuisance.

SECTION 4

4 ARRANGEMENTS FOR COMPILING THE HEALTH AND SAFETY FILE

Insert here the communication process with the Principal Designer, the layout and format agreed with the Principal Designer, the arrangements for collection and gathering of information, the issue and storage of information.

TBC

APPENDIX SECTION

(If files held on a computer and no hard copies please amend to identify the location of information- the information should be provided to Principal Designer to show the specific method of management this information must be site specific and not be generic)

1. HS&S STANDARDS APPLICABLE TO THIS PROJECT
2. SITE SPECIFIC HS&S RESPONSIBILITIES
3. DESIGNERS & CONSULTANTS
4. CONTRACTORS
5. SITE SPECIFIC RULES
6. FORM F10 (NOTIFICATION TO HSE)
7. PROJECT RISK ASSESSMENT (SET UP TO COMPLETION)
8. METHODS OF COMMUNICATION
9. SITE SPECIFIC INDUCTION
10. EMERGENCY NOTICE
11. ADD SITE SPECIFIC INFORMATION AS NECESSARY

APPENDIX 1 – HS&S STANDARDS APPLICABLE TO THIS PROJECT

Tick all Standards which will be applicable to this project

HS&S STANDARD	Ref	Tick Standard if it Applies	HS&S STANDARD	Ref	Tick Standard if it Applies
Accident & Incident Investigation	A01	✓	Training	T03	✓
Asbestos Management	A02	✓	Underground and Overhead Services	O1	✓
Construction Design & Management	C01	✓	Vibration	V01	✓
Confined Space Management	C02	✓	Waste Management	W01	✓
Communication and Consultation	C03	✓	Welfare	W02	✓
Cultural Heritage Management	C04		Work at Height	W03	✓
Demolition Management	D01		Working Over or Adjacent to Water	W04	
Diving Management	D02		Water Management	W05	
Electrical Safety	E01	✓	Young Persons	Y01	
Excavations	E02	✓			
Ecological Management	E03	✓	Other:		
Environmental Emergency	E04	✓	Rail Safety Case		
Project Environmental Design	E05	✓	Working near Private Railway		✓
Fire Prevention	F01	✓			
First Aid	F02	✓			
Housekeeping	H01	✓			
Hazardous Materials	H02	✓			
Health & Safety Risk Management	H03	✓			
Health and Safety Emergency	H04	✓			
Lone Working	L01				
Lifting Operations	L02	✓			
Land Use Management	L03	✓			
Manual Handling	M01	✓			
Monitoring Performance	M02	✓			
Mobile Devices	M03	✓			
Noise	N01	✓			
Nuisance Management	N02	✓			
Occupational Health	O1	✓			
Plant Tools & Equipment	P01	✓			
PPE	P02	✓			
Environmental Management	P04	✓			
Radio Freq. Non Ionising Radiation	R01				
Resource Management	R02	✓			
Security	S01	✓			
Temporary Works	T01	✓			
Traffic Management	T02	✓			

APPENDIX 2

SITE SPECIFIC RESPONSIBILITIES

Form C01-03 (*Excel Sheet to be added to file*)

APPENDIX 3 – DESIGNERS AND CONSULTANTS

Company	Works	Contact	Telephone
GHD Livigum	All design except boiler	Nick Roberts	01928 734777
Outotec	Boiler	Eric Wesselman	+1 208 7651611
WSP	Asbestos Contamination	Shona Baugh	07825843630

APPENDIX 4 – CONTRACTORS

CONTRACTOR	WORKS	START DATE	PRE-START MEETING	RAMS CHECKED
Willis Bros	Site clearance and enabling works	15-02-16	15-02-16	YES

CONTRACTOR	WORKS	START DATE	PRE-START MEETING	RAMS CHECKED

APPENDIX-

SITE SPECIFIC RULES FOR THIS PROJECT:

- All persons must have received a GT site induction before commencing work and follow these site rules.
- All persons must sign in and out of the site visitor's book. No unescorted visitors will be allowed on site unless fully site inducted.
- PPE that is mandatory on site includes: - Hard Hat, High Vis Clothing, Safety Glasses, Safety Boots & Gloves. Additional PPE will also be required when identified and required by your risk assessment. NOTE NO RIGGERS
- Those operating plant must not leave plant running and unattended or leave keys in the ignition when not in use
- Wear relevant PPE as identified in risk assessments at all times
- Report any unsafe acts or conditions to the site management team immediately
- Smoking / including the use of E-cigarettes only permitted in signed designated areas
- Galliford Try undertake random drugs and alcohol tests all persons requested to provide a sample but refusing will be deemed to be a 'positive' test.
- Employees involved in significant incidents or accidents may be requested to take a drugs and alcohol test – refusing will be deemed to be a 'positive' test.
- Employees using prescribed drugs which may affect them must notify the site team.
- No use of mobile phones in general work areas or whilst walking on site – use in designated / safe areas only; those using plant or machinery must not answer or make calls whilst the machine is being operated or ignition is turned on.
- Where toolbox talks / first 10 minute briefings are held your attendance is mandatory
- Follow the controls outlined in your risk assessments and method statements if changes occur contact your supervisor do not continue until risks have been reviewed
- Do not operate any equipment you do not own or are not authorised or trained to use
- If you make a mess – you must clean up immediately
- Do not adapt or move any equipment without prior authorisation
- No horseplay or antics likely to cause harm to self or others

- Use of flame proof overalls and insulated tools when digging
- Site vehicles must be fitted with flashing beacons and they're use is mandatory
- All persons must be aware of and comply with the site access and works pedestrian/traffic management rules. Take care and use banks man when entering site due to limited space and nearby traffic, do not leave any open gates.
- All persons must have read, signed and understood any method statements relevant to their specific work tasks.
- Before commencing any works the relevant permits shall be obtained (EG access and Dig)
- No persons under the age of 18 years will be permitted to work on site unless a young persons risk assessment has been completed and approved.
- Anyone considered being under the influence of alcohol or drugs will be instantly dismissed – Drugs and Alcohol testing may form part of the induction process & during your time on site in accordance with the GT policy.
- No persons will be permitted to 'wander' around site and must keep to their relevant working area(s) at all times. All works are inherently dangerous, machinery can start and stop.
- Use footpaths and Take care when walking on areas of Brocken, uneven or overgrown ground. Do not walk with hands in pockets.
- Site Speed Limit 5mph or as signed, observe all site signs and warnings. Take special care when entering or leaving the site as this is a shared public space and if using the bus station STRICT 5MPH rule applies.
- Do not ride on mobile plant unless seat and restraining belt in provided.
- Vehicles must not reverse without the attendance of a banks man, take care near bus lane.
- Do not carry out any lifting operations without direction of an appointed slinger/banksman.
- No persons must operate any machinery unless qualified & authorised to do so.
- All operatives must endeavour to keep the site tidy at all times and be responsible for their own rubbish
- The whole of the site and all offices are designated no smoking a smoking place is provided.
- In the interests of hygiene, all persons are required to ensure that they wash their hands thoroughly prior to meal breaks. Ensure that you are familiar with the risks associated with sewage and Weils disease.

- Private vehicles must be parked in allocated areas.
- Any site accidents or near misses must be reported to the supervisor/ first aider and GT site staff then contact R Matthews 07966562224
- No horseplay or fooling around on site will be tolerated.
- Do not foul site. Use the toilet facilities provided.
- Do not interfere with any equipment report any accidental contact/ interference.
- Confined spaces exist on site DO NOT enter any suspected hazardous area without specific permission and with appropriate control measures in place. NOTE machinery can start and stop unexpectedly and cause serious harm.
- Do not interfere with or alter any edge protection or scaffold.
- The yellow and red card discipline system will be mandatory implemented on site
- Refer to COSHH assessments prior to using chemicals on site.
- Report anything you consider a danger to your supervisor immediately.
- Site access and roadways are to be kept clear at all times. Do not obstruct private gateways/ driveways, busways or emergency vehicle access.
- Mobile phones are not to be used on site except in the designated areas.
- REMEMBER....."WE ARE ALL RESPONSIBLE FOR OUR OWN SAFETY"

ENVIRONMENTAL RULES

- Ensure the site is kept clean and tidy
- Be aware of the site working hours and adhere to them. Works must not start before 8am and must finish before 6pm –
- Do not make unnecessary noise or cause public nuisance.
- Do not enter any environmental protected areas
- Do not undertake work outside the site boundary without permission from supervisor
- If any nesting birds/bats or other protected species (newts/ badgers)) are encountered stop work immediately and report to site supervisor
- Do not allow any material/product into a watercourse or drain – Inform supervisor if this occurs
- Report all spills and leaks to supervisor and inform GT site supervisor.
- Dispose of waste correctly – ask advice if in doubt
- Ensure materials are stored safely and securely
- Report any unusual finds to supervisor such as historical objects, wildlife etc.

- If ground contamination (strange coloured ground/ unusual odours) is detected or suspected stop work and report to the supervisor / GT contact immediately.
- Report dust to site supervisor
- Turn off plant when not in use
- Inform supervisor of poorly maintained or faulty plant
- Ensure vehicles are well maintained
- Refuelling on site must be undertaken with care in an agreed location with spill mats present. Report any spillages to the site supervisor and GT site management.
- Treat members of the public with courtesy do not get involved in confrontation- walk away and seek advice.
- ASK AN APPOINTED PERSON IF EVER UNSURE OR IN DOUBT.

Date	Information	Ref. No.	Comments

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RECORD OF REVIEW

Date	Information	Ref. No.	Comments

Date	Information	Ref. No.	Comments

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