

CONSTRUCTION PHASE PLAN

(Notifiable projects)

Project Name:	Plot J, Kingsway Business Park Rochdale. OL16 4NZ
Project Number:	G1174
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1.0 Document Control

1.1 Document Status (SHE Department use only)

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1.2 Project Revision Record

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2.0 Introduction

2.1 Introduction to this Construction Phase Plan (CPP)

The purpose of this Construction Phase Plan (CPP) is to enable Glencar Group when acting as a Principal Contractor as specified in the Construction (Design & Management) Regulations 2015, to develop and add its own management organisation and arrangements to the Pre-Construction Information (PCI) provided by the Client and Principal Designer in order to identify and control foreseeable hazards present in the Construction Phase.

2.2 Implementation, communication and monitoring of the CPP.

In order to ensure the safe undertaking of the project, everybody involved in the Construction Phase has a responsibility to ensure that the controls and arrangements within this CPP are adhered to.

In order to ensure that the information contained within the CPP is received and understood by all parties involved in the Construction Phase, the CPP will be made readily available to all contractors involved in the project and will be located within the site offices and also available to members of the team with online cloud storage.

The CPP is an organic document which will be subject to regular reviews by the Project Management Team throughout the Construction Phase to ensure that the information and controls contained within it are appropriate for the works being undertaken.

2.3 Health & Safety goals for this project:

- Complete the project with zero RIDDOR reportable incidents involving contractors.
- Complete the project with zero RIDDOR reportable incidents involving members of the public/client staff.
- Ensure compliance with Health & Safety legislation, company Health & Safety policies and client Health & Safety policies.
- Maintain a professional and tidy work environment.
- Create a positive Health & Safety culture.
- Strive to improve Health & Safety standards.
- Be proactive in the identification and control of Health & Safety hazards on site.

3.0 Project Overview

3.1 Project information

3.1.1 Project name

Plot J2 - Kingsway Business Park

3.1.2 Project address

Plot J2
Off James Kearns Avenue
Kingsway Business Park
Rochdale
OL16 4NZ

3.1.3 Description of works

The development, known as Plot J2 – Kingsway Business Park is located off James Kearns Avenue, Rochdale. The works involve the construction of warehouse spaces including integrated offices, incoming services and associated external works across 2 units:

- J1 - 116500 square feet
- J2 – 87000 square feet

Construction works will include:

- Ground improvement works to create suitable conditions for development foundations.
- Drainage including an attenuation tank.
- New services including power, gas, and water.
- High quality landscaping and amenity creation including car parking spaces and cycle shelters.

3.1.4 Surrounding area

Kingsway Business Park is a partially completed 170-hectare development located between Rochdale and the Junction 21 and 22 of the M62. The site is located within Kingsway Business Park and is approximately 2.4km from the town of Rochdale. The site is located between the town of Rochdale and the M62 motorway on an undeveloped plot of the existing Kingsway Park Business Park. The site is predominantly covered by mature vegetation, with boggy areas located in topographic low points. Lower Lane, John Milne Avenue and James Kearns Avenue form the northern, eastern, and southern boundaries respectively whilst open land is present immediately to the west. Trees and cycle/walking path are to the north, Plot W to the west, and commercial developments to the south and east.

3.1.5 Structure details

The 2 new commercial buildings are due to be constructed of steel frame, concrete slab with profiled cladding panel.

3.1.6 Previous land usage

The site is undeveloped Greenland and was previously used as public farmland.

3.1.7 Planning restrictions relating to the construction phase of the project.

Planning particulars item number

3) No clearance of trees will take place between March – August due to bird nesting season.

Glencar confirm the works are due to commence in October out of bird nesting season.

4) No works shall take place until all trees that are to be retained within or adjacent to the site shall be enclosed with temporary protective fencing.

Before works commence Glencar will protective the trees for the duration of construction in accordance with BS 5837:2012.

5) No development shall take place until such time as a pre works check for the presence of Badgers or setts within the application site and 30m perimeter of the boundary.

Wilson Bowden have employed a suitably qualified ecologist to check the above guidance this will be submitted to and approved in writing prior to Glencar commencing the works.

6) A CEMP plan shall be submitted to Rochdale Borough council for approval as part of this condition.

Glencar will ensure works adhere to the approved CEMP; this will be developed throughout the project.

8) The development will be carried out in accordance with the Phase 2 Geo Environmental assessment ref KBP – BWB- ZJ -XX -RP – YE -0002_Ph2_P2.

Glencar will implement an earthworks strategy in line with the recommendations of this Geo Environmental assessment.

9) The drainage for the development will be carried out with the principles set out in the submitted Foul and surface water Drainage Drawing KPJ – BWB – DGG – XX – DR -D -0500 Rev P08

Glencar will implement the principles of drainage scheme in accordance with the above drainage scheme. No significant changes will be made to the drainage scheme without prior consent of Rochdale borough council.

14) The development hereby approved shall be carried out in accordance with the recommendations contained in the Brookes Ecological Preliminary Ecological Appraisal Ref ER – 5290-01C. Including the check for the establishment of badger setts on site.

Glencar confirm ongoing engagement with the ecologist throughout the project with any further recommendations implemented as necessary.

15) The landscaping works shall be carried out in accordance with the approved details indicated on the plans KPJ -DLA-JS-XX-DR-L-98002 Rev P04.and KPJ-DLA-JS-XX-DR-L-98002 Rev P04.

Glencar confirm construction works will be carried out to these approved drawings and all planting, seeding or turfing within the approved scheme shall be carried out no later than the first planting and season seeding seasons following the development being first brought into use.

17) No part of the development hereby approved shall be brought into use until such time as a plot specific noise management plan detailing measures to minimise noise from the operation of any unit has been submitted and approved in writing to the Local planning authority.

Glencar will develop the noise management plan with the project designers to ensure noise levels of any industrial unit plant are set in accordance with the levels outlined in condition 23 of the outline planning permission and the noise levels of fixed plant specified in planning condition item no.21.

3.1.8 Location of existing records

The site is undeveloped, and therefore no existing health and safety file.

Reports such as the Geotechnical assessment report, sub scan topo etc will be available on viewpoint cloud system.

3.2 Key dates

3.2.1 Start & completion dates.

- Start date: 02.10.23.
- Completion date: 27.07.24

3.2.2 Other key dates

Start on site dates as follows.

Unit J 1

Sub structure –	15.12.23
Steel –	16.01.24
Envelope -	02.02.24
Internal works -	08.02.24

Unit J 2

Sub structure –	16.01.24
Steel –	06.02.24
Envelope -	06.02.24
Internal works -	28.02.24

3.3 Site hours

3.3.1 General site hours

Site working hours are as follows:

- 07.00 to 19.00 Monday to Friday
- 08.00 to 13.00 Saturday by arrangement with the Glencar project management team.
- Sunday works are not permitted unless authorised by the local planning authority.

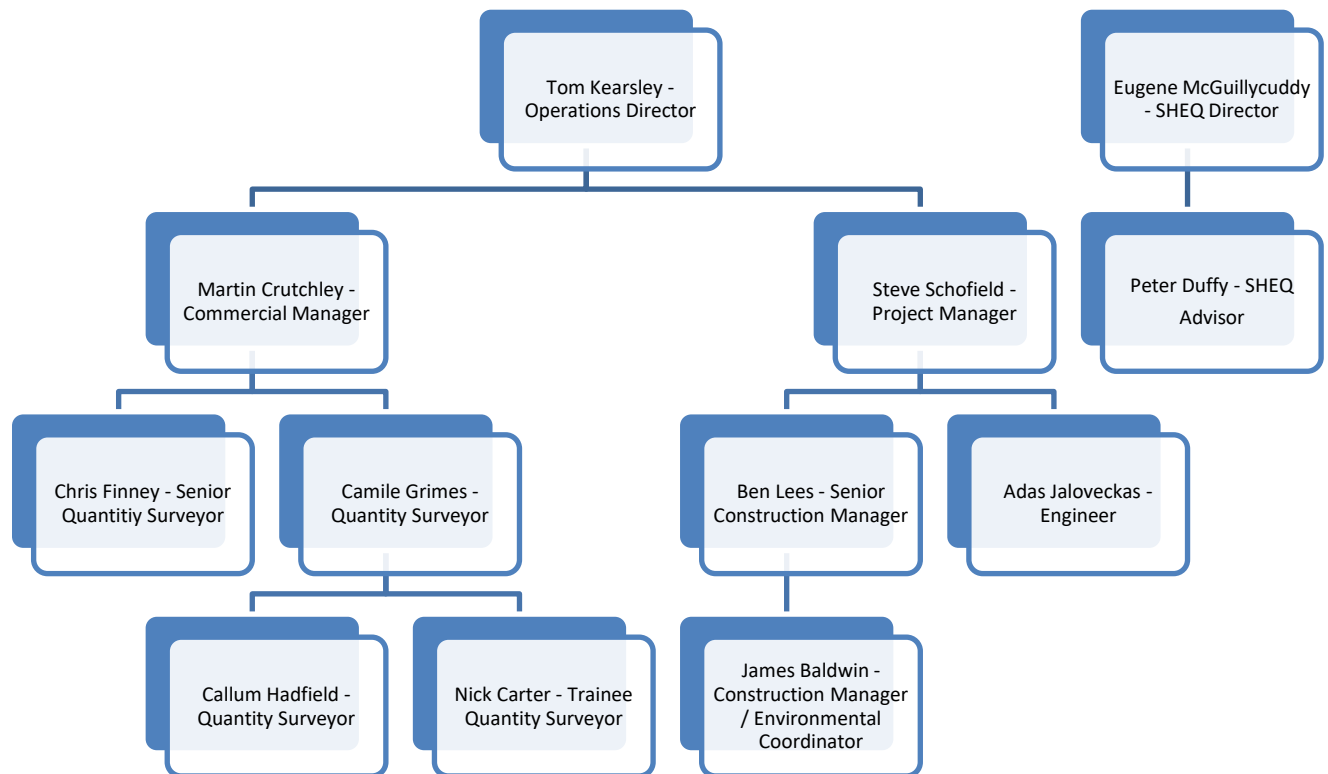
3.3.2 Out of hours working

No out of hours working is permitted without prior authorisation from the Project Management Team. Any person or company found working outside of normal site working hours without written permission will be removed from the project.

4.0 Contacts, Roles & Responsibilities

4.1 Management structure

The following management structure has been applied to this project:



4.2 Roles & Responsibilities

In accordance with the Company Health & Safety Policy, the following responsibilities have been assigned to each of the roles within the Project Management Team:

4.2.1 Director with Health & Safety Responsibilities (SHEQ Director)

The Director with Health & Safety responsibilities will ensure that:

- They understand the Company's Health & Safety Policy and appreciates his role in the health and safety of all.
- The board accepts formally and publicly its collective role in providing health and safety leadership within the Company.
- The board understands that all decisions that may impact on health and safety need to reflect its health and safety intentions.
- The board recognises its role in engaging the active participation of workers in improving health and safety.
- The Director takes full responsibility for ensuring that the board is kept informed of relevant health and safety risk management issues within the Company.
- The Board is advised on resources needed at project level to provide and maintain the effectiveness of the Health and Safety Policy and the Safety Management Systems.

- Health and Safety is an agenda item at all Board meetings.
- Procedures are put in place to ensure that the Policy is effectively administered and monitored.
- That all accidents and incidents are correctly reported and recorded, and that action is taken to prevent a recurrence of the accident or incident.
- That disciplinary action is taken against employees who do not comply with safe working methods.
- Liaison with external health and safety and health organisations is on-going.
- Pertinent information is distributed throughout the Company.
- Procedures are put in place to ensure that work is carried out as planned and the relevant legislation is complied with.
- The Director chairs the regular meetings of the Company Safety Committee.
- The Director takes part in Safety Tours with the Safety, Health and Environmental Manager.
- A good personal example is set, by using the appropriate Personal protective Equipment (PPE) and exhibiting appropriate behaviour.
- Any unsafe or potentially unsafe activities witnessed during visits to company locations are stopped.
- Disciplinary / corrective procedures are implemented, in consultation with the Project Managers and Human Resources, if any employee or contractor is careless with regard to their own or others Health and Safety.

4.2.2 Project Managers / Site Managers will ensure that:

- The Construction Phase Plan (CPP) is fully developed and approved prior to commencement of construction work.
- Sites are so organised that work is carried out to the required standard with the minimum risk of injury and / or ill health.
- Liaise with other duty holders, i.e., Client, PD, Designers, Contractors, Subcontractors and Supply Chain.
- Ensure appropriate welfare facilities are in place prior to work commencing.
- They understand the requirements of the applicable legislation and the Company's Health & Safety Policy.
- The legal requirements are observed on site and that all registers, records and reports are in order.
- All employees are given precise instructions on their responsibilities for the correct working methods.
- All employees / visitors are made aware of the emergency procedures and welfare facilities.
- Provisions are made for the delivery and stacking of materials to avoid unnecessary handling.
- The electricity supply is installed and maintained so as not to present a risk of injury.
- The work environment / site is kept tidy.
- Tenders are adequate to allow for meeting the requirements of statutory provisions and the Company Policy.
- Only competent contractors are employed to carry out works on our behalf.
- All plant is operated by trained and experienced personnel.
- All levels of employees receive adequate and appropriate training in their tasks.

- Ensure that contractors coordinate and communicate their activities to avoid any potential unsafe interfaces.
- Machinery and plant, including hand tools, are maintained in good condition.
- All hazardous materials are correctly marked, stored, handled and used.
- The adequate first aid equipment is available on site and that employees know where it is kept.
- Employees are not required or permitted to take known, unnecessary risks.
- They set a good personal example.
- Disciplinary action is taken against employees who contravene the requirements of the legislation or the Company's Health and Safety Policy.
- Work is carried out in accordance with the relevant method statement and risk assessment.
- Any unsafe or potentially unsafe activities witnessed during visits to company locations are stopped.
- They accompany Directors and Senior Managers on safety tours.

4.2.3 Safety, Health & Environmental Manager (SHEQ Advisor)

The Group Safety, Health & Environmental Manager will ensure that:

- He understands the Company's Health and Safety Policy and appreciates the allocated responsibilities.
- The Health and Safety Policy and relevant documentation is reviewed and updated as required.
- The Company's policy for the prevention of injury, ill health and damage is sustained.
- All levels of management and employees are made aware of requirements placed upon them by this policy.
- The policy is effectively administered, monitored and that necessary alterations are made to the policy to reflect changes in legislation or company development.
- All accidents and incidents are correctly reported and recorded, and that action is taken to prevent a recurrence of the accident or incident.
- Liaison with external safety, health & environmental organisations is instigated.
- Pertinent information is distributed throughout the company.
- Written procedures are provided to establish safe systems of work within the intranet system.
- He sets a good personal example by using the appropriate Personal Protective Equipment (PPE) whilst on site.
- Ensure statistical information is maintained and reported to the Directors and other parties as required.
- Any unsafe or potentially unsafe activities witnessed during visits to company locations are stopped.
- He accompanies Directors on safety tours.

4.2.4 Safety, Health & Environmental Advisors

The Safety, Health & Environmental Advisors shall:

- Carry out site inspections, as requested or on an ad hoc basis.
- Provide written reports for the site management teams and divisional team leaders / directors subsequent to the inspections.

- Provide an advisory service relating to all aspects of health and safety at work.
- By arrangement, provide an accident investigation service and liaise with the enforcing authority.
- If requested, assess method statements prepared by the site / project management teams.
- Attend meetings regarding health and safety as time allows.
- Provide Health and Safety training to both management and staff providing he / she is competent to do so.
- Ensure statistical information is maintained and reported to the Directors and other parties as required.
- Stop any unsafe or potentially unsafe activities witnessed during visits to company locations.
- Investigate accidents and incidents and when necessary, prepare reports on same.
- Accompany Directors on safety tours.
- Ensure RAMS carry a unique identification number for reference on high-risk activities requiring additional controls via a permit such as working at height for the management of significant residual risk. RAMS, inspection and other H&S inspections are conducted and managed through Inindex.
- Information can be made available on request to external H&S advisors.

4.2.5 Contractors and Subcontractors

All contractors and subcontractors shall:

- Adhere to the site rules at all times.
- Co-operate with other duty holders.
- Consult with their employees.
- Ensure all operatives are suitably competent for the work they are carrying out / equipment they are using.
- Ensure that sufficient supervision is provided to supervise their works.
- Only use plant and equipment which has been inspected / maintained in accordance with site rules, legislation, guidance and / or manufacturer's guidance.
- Only use plant and equipment in the manner in which it was designed to be used.
- Ensure that all works are planned and including a suitable and sufficient assessment of risk.
- Ensure that all works are carried out in accordance with the approved RAMs for the task and not allow works to be undertaken which are not covered under the approved RAMs for the task.
- Attend site meetings, training and toolbox talks as required.
- Provide, and ensure the use of, Personal protective Equipment (PPE) in accordance with Site Rules, Client requirements and approved RAMs for the task.

4.3 Project Team Contacts

Position :	Contact / Company Name:	Telephone / Email:	Plan read and understood? (Sign):
Operations Director	Tom Kearsley	Tel: 07939 986811 Email: Tom.Kearsley@glencar.com	
Commercial Director	Martin Crutchley	Tel: 07792584303 Email: martin.crutchley@glencar.com	
Project Manager	Steven Schofield	Tel: 07725485192 Email: steve.schofield@glencar.com	
Construction Manager	Ben Lees	Tel: 07707931965 Email: ben.lees@glencar.com	
Construction Manager	James Baldwin	Tel: 07584182046 Email: James.baldwin@glencar.com	
Construction Manager	Patrick Mongan	Tel: 07831120821 Email: Patrick.Mongan@glencar.com	
SH&E Manager	Peter Duffy	Tel: 07501 169452 Email: peter.duffy@glencar.com	
SH&E Advisor	TBC	Tel: Email:	
Temporary Works Coordinator	Ben Lees	Tel: 07707931965 Email: ben.lees@glencar.com	

4.4 Client and Third-Party Contacts

Position:	Contact / Company Name:	Telephone / Email:	Address:
Client	Dave Ellis Wilson Bowden	Tel: 01530 276 276 Email: dave.ellis@wilsonbowden.co.uk	Wilson Bowden Developments Ltd Cartwright Way Forest Business Park Bardon Hill Leicestershire LE67 1UN
Principal Designer	Ben Gavaghan DLA	Tel: 01138873135 Email: ben.gavaghan@dla-architecture.co.uk	DLA Architecture 55 St Pauls Leeds LS1 2TE
Client Project Manager	Sam Meachin	Tel 07502 366 367 Email sam.meachin@gleeds.com	No 4 St Pauls Square, Old Hall St Liverpool L3 9SJ
Architect	Ben Gavaghan DLA	Tel: 01138873135 Email: ben.gavaghan@dla-architecture.co.uk	DLA Architecture 55 St Pauls Leeds LS1 2TE
Structural Engineer	Peter Davies BWB Consulting	Tel: 0115 9241100 Email: peter.davies@bwbconsulting.com	BWB Consulting Ltd 5 th Floor Waterfront House Station Street Nottingham NG2 3DQ
Geotechnical	Richard Robinson BWB Consulting	Tel: 0115 9241 100 Email: Richard.robinson@bwbconsulting.com	BWB Consulting Ltd 5 th Floor Waterfront House Station Street Nottingham NG2 3DQ
Designers / Electrical and infrastructure	Peter Leonard BWB Consulting	Tel: 0113 233 8001 Email: Peter.leonard@bwbconsulting.com	BWB Consulting Ltd Whitehall Waterfront Riverside Way Leeds LS 1 4EH

Designers / Mechanical	Gavin Whittaker BWB Consulting	Tel: 0113 233 8026 Email: Gavin.whittaker@bwbconsulting.com	BWB Consulting Ltd Whitehall Waterfront Riverside Way Leeds LS 1 4EH
Designers / Landscape	Chris hardy DLA Architecture	Tel: 07764241433 Email: chris.hardy@dla-architecture.co.uk	DLA Architecture 55 St Pauls Leeds LS1 3PF
Project safety Advisor	Jason Evans Mascot Management	Tel: 0114 275 3275 Email: jevans@mascotmanagement.co.uk	Mascot Management Ltd Wards Court 203 Ecclesall Road Sheffield S11 8HW
Police	Rochdale police station	Tel: 0161 856 8530 Or Tel 999	The Holme The Esplanade Rochdale OL16 1AG
Hospital (with A&E)	Fairfield General Hospital (Appendix F)	Tel: 01616240420	Fairfield General Hospital Rochdale Old Road Bury BL9 7TD
Fire & Rescue	Rochdale Fire Station Maclure Road Rochdale	Tel: 01706900126	Rochdale Fire Station Maclure Road Rochdale OL11 1DN
Local HSE Office	HSE Bootle	Tel:0300 003 1747	Redgrave Court Merton Rd Bootle L20 7HS
Other		Tel: Email:	

4.5 Utility Contacts

Service :	Contact / Company Name:	Telephone / Email:	Address:
Gas	Danny Dunstan – GS Energy	Tel: 07557795261 Email danny@gsenergyconnections.co.uk	
Electric	Mark Shaw - Electricity Northwest	Tel: 07717 734 030 Email: Mark.Shaw@enwl.co.uk	
Electric (Generator/ temps)	Wysepower	Tel: 07813218824 Email:	
Water	Michelle Bower - UU	Tel: / 07768 175 271 Email: michele.bower@uuplc.co.uk	
Telecoms	Brian Ross / BT	Tel: 07802792452 Email: brian.ross@openreach.co.uk	
Rail		Tel: Email:	
Cable		Tel: Email:	
Other		Tel: Email:	

5.0 Management of Work

5.1 Site rules

All persons working on site will be briefed on the site rules found in Appendix A of this Plan during their site induction. These rules are to be adhered to at all times whilst on site. Anybody found to be in breach of these rules will be subject to the site disciplinary procedure. All Inductions will be carried out on the Inndex systems.

5.2 Disciplinary procedure

Anybody found to be in breach of any of the Site rules, Client rules, Health & Safety (or other) legislation or working in a way which is unsafe or likely to reflect poorly on the site will be subject to the Site Disciplinary Procedure. This will be implemented as follows:

Verbal warning: For a first or minor offence / infringement the person concerned will be given a verbal warning by a member of the Project Management Team.

Written warning: For a second minor offence / infringement or for a more serious offence / infringement a written warning (yellow card) will be given. This will be logged on Glencar's internal CARD system and a notification email sent to the person's employer. The yellow card will only apply to the site on which it was issued and will last for 3 months or until the end of the project (whichever comes sooner).

Removal from site: For a third minor offence / infringement or a serious offence / infringement which presented a serious risk of death or serious injury, the person(s) concerned will be issued a red card and removed from site. This will be logged on Glencar's internal CARD system and a notification email sent to the person's employer. The red card will last for 3 months and applies to all Glencar Group projects. However, this may be subject to extension depending on the nature of the situation.

5.3 Training & competency

5.3.1 Inductions

All persons attending site are to complete the Glencar Site Induction and sign acceptance to site specific instructions prior to being allowed to access the site. All inductions are carried out on the Inndex system. Visitor Inductions are held at 08.30 daily with inductions at other times only by prior arrangement.

Our induction contains a specific slide applicable to site supervisors detailing the additional responsibilities they hold over and above the general operatives. A separate version of this slide is displayed on the site notice board signed by supervisors at the induction to act as a permanent reminder of the commitment by all parties to their duties on site.

All persons on site will be expected to attend on-site training / toolbox talk sessions when requested to do so by the Project Management Team. These are recorded on Inndex system.

5.3.2 Competency

All persons attending site must hold a genuine, in-date and job specific CSCS (or CSCS affiliated) card. In addition, where required they must also hold a recognised competency for the works they are carrying out / equipment they are using, including but not limited to, the following schemes:

- Asbestos awareness (*anybody working in areas known, or suspected, to contain ACMs*)
- Non-licenced asbestos training (*anybody carrying out planned non-licenced works with ACMs*)
- Licenced asbestos training (*anybody carrying out planned licenced works with ACMs*)
- CPCS (*Anybody operating plant*)
- CISRS (*Anybody installing, adjusting or inspecting scaffold*)
- PASMA (*Anybody erecting, adjusting or inspecting scaffold towers*)
- IPAF-PAL (*Anybody operating powered access equipment*)
- FASET (*Anybody installing, adjusting or inspecting safety nets*)
- UKPIA-SPA (*Anybody carrying out work on PFS forecourts*)

5.4 Regular liaison with all parties

5.4.1 Liaison between parties on site

Daily Activity Briefing Meetings (DABS) are held at 08.30 with all site supervisors discussing the day's work plan, short-term planning and site logistics allowing co-ordination of the works in close detail. The meeting is intended to act as an open forum for all parties to discuss their short-term plans and co-ordinate to provide safe access and working space for all parties and to allow any immediate-term issues to be addressed. The DABS meeting is intended to ensure that where contractor's works cannot be separated in time they are separated in space and appropriately segregated.

Weekly Co-Ordination Meetings are held with both site supervisors and contract's managers allowing long-term planning of the works, design and interface consideration and advance health and safety planning. The weekly meeting is intended to ensure that the contractors works are planned such that they are separated in time in advance of the works commencement, mitigating the burden of planning and reaction on the shorter-term DABS meetings. Tool-Box-Talks will be provided to supervisors at regular intervals reinforcing their commitment to the scheme as supervisors, such commitment being provided at initial induction.

5.4.2 Exchange of Health & Safety Information Between Contractors

Contractors are to ensure open communication with the Principal Contractor as well as all other contractors on site at all times to ensure that any Health and Safety related issues can be quickly and efficiently communicated to all parties concerned.

5.4.3 Liaison with External Parties

To ensure that all works are planned and executed in a safe and efficient manner, external parties (such as rail, utility providers, local authorities, etc) will be consulted where works are likely to affect their interest.

5.4.4 Open-Door Policy

We operate an Open-Door Policy with regards to Health and Safety. All persons working on, or visiting the site are encouraged to report any unsafe acts / conditions to the Project Management Team. Any such reports will be dealt with in the strictest confidence by the Project Management Team.

5.5 Design information / changes

Any identified changes to the design will, in the first instance, be brought to the attention of the Principal Designer and the Client's representative by the fastest means possible.

5.6 Welfare facilities

Welfare facilities have been provided for the use of all persons on site. These facilities are to be kept clean and tidy and are to be treated with respect by all persons using them. Anybody found deliberately damaging or defiling these facilities will be subject to the Site Disciplinary Procedure. The welfare facilities provided include:

5.6.1 Canteen

Canteen facilities have been provided which includes seating, refrigeration for food and drinks, hot / cold and drinking water. Canteen facilities are to be kept in a clean and tidy state by all persons on site.

5.6.2 Toilets

Toilet facilities have been provided for use by site operatives, management & visitors. Toilets are to be treated with respect and kept in a clean and tidy state by all persons on site.

5.6.3 Washing / drying

Washing / Drying facilities consisting of Drying Room, Canteen, Toilet Block will be provided for use by site operatives, management & visitors. These facilities are to be treated with respect and kept in a clean and tidy state by all persons on site.

5.6.4 Smoking

Smoking areas have been provided for use by site operatives, management & visitors. These areas are to be treated with respect and kept in a clean and tidy state by all persons on site with all waste placed into the appropriate waste receptacle.

5.7 RAMS (Risk Assessments & Method Statements)

5.7.1 Submittal of RAMS

All contractors are required to submit their site-specific Risk Assessment(s) & Method Statement(s) at least two weeks before works commence to allow time for them to be vetted and approved by the Project Management Team. Failure to provide Management Team with RAMS within these timescales may result in you being refused permission to start work.

RAMS are to be submitted following the heading format of GSF 57. Where this is not possible (for a stand-alone lift plan for example) the contractor is to identify this at the pre-start meeting and format agreement to be reached with the site management team prior to RAMS submission.

5.7.2 Vetting of RAMS

The Project Management Team will undertake detailed vetting and approval of all contractor's RAMS prior to works commencing using GSF 57 with any comments fed back to the contractor for action prior to works commencement. Any amendment to address comments by the site team will be reviewed for suitability prior to works commencement using the same form and the form revised accordingly.

5.7.3 Reading / signing of RAMS.

All operatives are required to read their RAMS during their inductions and to sign the second page of GSF 31 to confirm that they have understood their RAMS and agree to work in accordance with them. Operatives are not permitted to commence work until they have signed this document with any questions or concerns satisfactorily addressed by either the GCL team or the subcontractor (whichever is appropriate).

5.7.4 On-going monitoring / updating of RAMS.

Works are only to be undertaken in accordance with the approved method of work detailed within the approved RAMS for the task. If works need to be undertaken which are not covered by the approved RAMS, then these must be altered by the contractor and re-submitted for vetting / approval prior to works continuing.

5.8 Selection & vetting of contractors.

5.8.1 Company contractors

All Company contractors working on site are to be thoroughly vetted and approved prior to being allowed to start work as part of the Company's Supply Chain Management process. No contractors are permitted to work on site without first being formally approved and loaded onto the Company Supply Chain database. A copy of the subcontractor pre-qualification questionnaire can be found included in Appendix B.

5.8.2 Direct / nominated contractors.

All direct and nominated contractors are to be thoroughly vetted and approved by the Client prior to being engaged.

5.9 Monitoring & Supervision of Works

In order to ensure a safe working environment for all persons on site, the Project Management Team will be implementing a multi-tiered inspection program which will include the following:

5.9.1 Daily inspections

Daily HS&E inspections will be undertaken by the Site Manager using GPF 01. Items raised will be forwarded to the sub-contractors responsible for close-out with close-out monitored on the following days inspection. A copy of GPF01 can be found in appendix C.

5.9.2 Statutory Weekly Inspections

Statutory weekly inspections are carried out by the supervisors for each sub-contractor. Inspections are to be provided on arrival on site (prior to commencement of works) and then at no greater than 7-days from that date with inspections completed by a competent person in every case. It is the inspector's responsibility to ensure the inspection is completed accurately; it is the site supervisor's responsibility to ensure the inspections are completed, correct and provided to GCL on the agreed date; it is the GCL teams'

responsibility to ensure the inspections are checked for completeness and challenged where errors are identified.

Teams are to display clearly on site a matrix of weekly inspections identifying which inspections are required from which sub-contractors. The matrix is to identify the day of the week that the site team collate their statutory inspections; to allow compliance contractors will be required to complete at least one inspection at less than a 7-day interval but this will ease tracking by the site team so provides a mutual benefit.

5.9.3 Senior Management Inspections

Projects will be subject to regular visits from Senior Management including, but not limited to, Directors and the HS&E Advisor. These will be conducted on Inndex.

5.9.4 Contractor Supervision

Supervisors are to be provided at the ratio identified in GSF 52. In the event works are extended, increased etc. the ratio of supervisors will be reviewed and additional supervision provided as required.

5.9.5 Monthly Monitoring

Monthly accident/incident records will be collated on GSF 74 and returned to the SH&E department for trend analysis and business-wide statistics. Plot J monthly accident/incident records will also be collated on the Inndex system for live monitoring by the SH&E department for trend analysis and business-wide statistics. This data will also be reported as part of the monthly client meeting.

5.10 Ecology

Wilson Bowden has produced Ecology reports from Brookes ER – 5290 -02. Glencar confirm works will be carried out in accordance with the above report. Toolbox talks to all members of the onsite team will be carried out. An example ecological TBT can be found in Appendix D.

6.0 Management of Significant Safety Hazards

6.1 Traffic Management

6.1.1 Site boundary

The site boundary is marked on the Traffic Management Plan which can be found in Appendix A of this Construction Phase Plan. All works are to take place within this site boundary unless otherwise directed.

6.1.2 Pedestrian access / egress

The location of pedestrian access points is marked on the Traffic Management Plan which can be found in Appendix A of this Construction Phase Plan. Pedestrians are to ensure that these designated access / egress points are used at all times.

6.1.3 Vehicular access / egress

The location of vehicle access points is marked on the Traffic Management Plan which can be found in Appendix A of this Construction Phase Plan. Site vehicles, plant & deliveries are to ensure that these designated access / egress points are used at all times.

6.1.4 Parking

The location of site parking is marked on the Traffic Management Plan which can be found in Appendix A of this Construction Phase Plan. All persons are to ensure that vehicles are parked in the designated bays and that access / egress routes are not blocked.

6.1.5 Pedestrian routes

Where present, pedestrian routes are to be followed around site. These can be easily identified by the presence of crowd barrier or Heras style fencing. The traffic and pedestrian plan will be updated as the project progresses.

6.1.6 Unloading & storage areas

The locations of the unloading and storage areas are clearly marked on the Traffic Management Plan which can be found in Appendix A of this Construction Phase Plan.

All contractors and deliveries are to ensure that they unload in this area only and that the area is kept clear of materials, equipment, etc.

All deliveries are to be moved to the designated storage area(s) as soon as possible. Contractors are responsible for keeping their own storage areas / containers tidy and free of unnecessary mess.

6.1.7 Moving plant / vehicles

All vehicles and plant on site are to adhere to the site speed limit which is clearly marked on the Traffic Management Plan (GSF 66) which can be found in file 1.1.6.

Reversing is to be avoided where possible. If vehicles / plant do need to reverse, then this is to be carried out with a banksman present.

If vehicles / plant needs to move through public areas, then they must be escorted by a banksman until they are back within the site.

6.1.8 Restrictions on delivery times

Deliveries are only permitted within the following timescales.

- Between 0800 – 1600 Monday - Friday
- 0800 – Noon on Saturdays, if arranged and confirmed in advance by the Glencar management team.

The Project Management Team must be notified of all deliveries at least 24 hours prior to them arriving to ensure that there is sufficient space to receive it. The Project Management Team will endeavour to make every effort to receive any non-notified deliveries but reserves the right to turn them away.

6.1.9 Wheel washing and road cleanliness

Road sweepers will be used on site for the project, for tree felling and earthworks movement / remediation. It is not anticipated large volumes of earth works being removed off site at present before the site is remediated and capped. Thus, at the early stages of the project a wheel wash is not anticipated. Jet wash facilities may also be installed for use by the Glencar gatemen should this be deemed necessary. Both the wheel wash and jet washing facilities would be situated at the main access egress point as noted in the traffic management plan.

All roads will be roads kept clean clear at access and egress from the site. Glencar management will monitor this daily along with the Glencar gateman.

6.1.10 External lighting

It is not anticipated any further external lighting shall be deemed necessary as the external hoarding as a general rule is situated on the back of the existing footpath line. To the perimeter of the site the existing footpath will be kept in place, and this has adequate street lighting.

It is noted compound lights will be erected for winter working. These will be situated as to not allow light spillage to adjacent properties causing a nuisance. i.e., in the opposite direction of neighbour's land / properties.

All internal lighting to buildings will be directed where far as practicable facing away from neighbouring properties. These will be switched off after working hours.

6.2 Site security

6.2.1 General precautions

The following security measures are to be followed by all persons on site:

- All doors and gates are to be closed / locked immediately after us.
- Barriers, fences and other similar items are not to be moved, removed.
- Keys are to be removed from all plant / vehicles when not in use.
- Hazardous substances (including flammable liquids / gases) are to be securely stored.
- All tools and equipment are to be stored securely.
- CCTV will be utilised for out of hours.

6.2.2 Signing in & out

All persons attending site (including visitors) are to ensure that they sign in and out every time they come to site. Anybody found not to be signing in and / or out will be subject to the Site Disciplinary Procedure. This is carried out via the Inndex app. Inndex records statistical data in relation to distance travelled and type of vehicle to build data on the project's emissions performance. The supply chain will be notified of their obligation to provide this information prior to commencing on site.

6.2.3 Restrictions on access

The following areas are restricted are out of bounds to all persons unless by written authorisation from the Project Management Team.

- No access will be allowed to any of the trees that are to be retained on site. These will be demarked in accordance with BS 5837:2022.
- No access will be allowed to the watercourse to the eastern boundary of the site. This will be demarked by the use of Heras style fencing.

6.3 Working on / near existing services

Services known to be present in and around the site include water, gas, electric, telecoms, sewerage, drainage, data.

Work on, or near to these live services is to be sufficiently planned and risk assessed by a competent person prior to commencing. This may include obtaining further information from third parties such as Client engineers or utility companies. All works on or near existing services will be undertaken with the guidance provided in the approved document HSG47 from the health and safety executive.

RAMS for the work are to be provided to the Project Management Team for vetting / approval prior to works commencing. It must be ensured that all control measures detailed within the approved RAMS and HSG47 for the task are strictly adhered to for the duration of the works being undertaken.

Every effort will be made to prevent disruption to existing services with works being phased so that essential services such as security and fire alarms can be maintained.

6.4 Working on / near fragile materials

Any works on, or involving, fragile materials including, but not limited to, fragile roofs, skylights, floors and structures is to be sufficiently planned and risk assessed by a competent person prior to commencing. This may include consultation with structural engineers.

RAMS for the work are to be provided to the Project Management Team for vetting / approval prior to works commencing. It must be ensured that all control measures detailed within the approved RAMS for the task are strictly adhered to for the duration of the works being undertaken.

Any / all working at height activities will require a working at height permit to be issued by Glencar management prior to the activity commencing, ensuring that RAMS reference numbers are included on the works permit.

6.5 Working near to client staff / public

All works must be suitably segregated from the public / Client staff to prevent unauthorised access to live work areas. All works must be planned, and risk assessed by a competent person prior to commencing and suitable means of segregation specified. These may include one or more of the following (this list is not exhaustive):

- Mesh fencing
- Barriers
- Barrier tape
- Cones
- Full hoarding
- Locked / closed doors with signage.

RAMS for the work are to be provided to the Project Management Team for vetting / approval prior to works commencing. It must be ensured that items used for segregation are used in such a way that they do not pose a trip hazard for persons on the public side.

The site will be predominantly segregated by the use of 'Heras' style fencing with 2No smaller areas being ply timber hoarding with associated drainage etc/ (Appendix H)

Ply timber hoarding will be predominantly around the site entrance. to enable good use of health and safety signage and also at the corner of John Milne Avenue. This can be seen in fencing plan in appendix A. The Heras style fencing will be erected from the start on site date to ensure the security of the site.

Glencar security team will conduct a daily hoarding check to the perimeter of the site and note any issues for the maintenance team to rectify.

6.6 Permit procedure

Work permits must be obtained from a member of the Project Management Team for the following activities:

- Hot work
- Working from stepladders or hop ups.
- Temporary works (hoarding, scaffolds, etc)
- Excavation
- Confined spaces
- Roof access
- Working on Electrical services
- Lifting
- High Pressure testing

Whilst works are underway it must be ensured that the control measures detailed on the permit are adhered to at all times. Anybody found to be working outside of the control specified on the permit will be subject to the Site Disciplinary Procedure.

6.7 Temporary works

Temporary works includes, but is not limited to:

- Hoarding
- Scaffolding
- Propping, needling and falsework.
- Formwork
- Excavation supports.

All designed temporary (i.e., Temporary Works which are not assembled in accordance with manufacturer's instructions or recognised standard) must be designed by a competent person prior to construction. Copies of any designs are to be presented to the Project Management Team for vetting / approval prior to works being undertaken.

All temporary works are to be constructed / installed to the exact specification of the manufacturer's instructions / recognised standard / approved design. Installation is to be carried out by competent persons only, holding where applicable, a recognised level of training.

Handover certificates and copies of manufacturer's instructions / recognised standard / approved designs are to be provided to the Project Management Team for all Temporary Works undertaken on site.

Temporary Works are to be inspected by a competent person at intervals not exceeding 7 days or following adjustment, damage or other incident which may affect the stability of the temporary works (including weather, subsidence, etc). Temporary works are not to be altered without written permission from the Project Management Team.

6.8 Fire & emergency

6.8.1 First aid

The following members of the Project Management Team are nominated Glencar First Aiders on site:

- Steven Schofield
- Ben Lees
- James Baldwin

First aid facilities consisting of first aid kit(s) and eye wash stations will be available on site. Exact locations of first aid equipment are marked on the Emergency Plan Drawing which will be displayed on the SH&E Notice Board(s), on every fire point and at various other locations around site.

All accidents and injuries are to be reported to a first aider by the fastest means necessary. In the event of hospital treatment being required, the address of the nearest A&E Department can be found in Section 4.4 of this Construction Phase Plan. In addition, maps showing the route from site to the nearest A&E Department can be found on the SH&E Notice Board.

All persons on site are to familiarise themselves with the locations of the above prior to commencing works.

An example First Aid at Work certification can be found in Appendix E.

6.8.2 Fire & emergency

The following members of the Project Management Team are nominated as Emergency Marshalls on site:

- Steven Schofield
- Ben Lees
- James Baldwin

A specific Emergency Plan & Risk Assessment has been prepared detailing the roles and responsibilities as well as detailed arrangements for the management of fire (and other emergency) hazards during the construction phase.

Firefighting and alarm equipment consisting of trolleys fitted with water, foam & CO2 extinguishers and Wi-Fi linked alarms will be positioned around site. Exact locations of the firefighting and alarm equipment is marked on the Emergency Plan Drawing which will be displayed on the SH&E Notice Board(s), on every fire point and at various other locations around site.

A separate Fire and Emergency plan (GCL/T0470/SS/02) has been produced and will be maintained throughout the project. An exert of this can be found under Appendix F.

6.8.3 Incident reporting

All incidents on site including (but not limited to) accidents, near misses, dangerous occurrences & unsafe acts are to be reported to a member of the Project Management Team by the fastest possible means.

Any non-emergency incidents, concerns or suggestions can be reported to the Project Management Team anonymously using the Near Miss Reporting Point which is situated at the site office.

Where an incident is classified as being reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) such as a dangerous occurrence, major injury & over 7-day injury (this list is not exhaustive), it is the responsibility of the contractor to ensure that the HSE are notified within the correct timescales as detailed within the RIDDOR ACoP.

Statistical data on Accidents, incidents and near misses will be made available for review at the monthly client meeting for review.

6.9 Working at height

In accordance with the working at height regulations, all working at height must be sufficiently planned and risk assessed by a competent person prior to being undertaken. When deciding on the most practicable way to undertake the work, the hierarchy of control must be applied with fall prevention (e.g., guard rails) superseding fall arrest (e.g. fall arrest harness).

Access towers are to be erected strictly in accordance with PASMA guidelines and inspected for compliance with manufacturer's literature – such literature must be kept on site for the duration of the tower's time on site. Access towers are to be provided with a tower tag and entered into the scaffold register at erection with subsequent inspections recorded in accordance with 5.9.2 above.

Glencar Construction does not currently enforce a 'use or strike' policy in respect of mobile towers. We do however require the above measures to be adhered to absolutely – in the event that a contractor fails to satisfy these measures the supervisor will be subject to the disciplinary procedure noted in 5.2 above.

Stepladders and hop ups are only to be used as a last resort when there is no other reasonably practicable option (i.e. in situations where there are space constraints or where the work is light and / or short duration). Stepladders and hop ups are only to be used following the issue of a permit (GSF 24) by a member of the site management team.

6.10 Lifting operations

All lifting operations must be sufficiently planned and risk assessed by a competent Appointed person prior to being undertaken. Copies of all lifting plans are to be presented to the Project Management Team for vetting / approving prior to works being undertaken.

All lifting equipment is to be in good working order and maintained in accordance with the Lifting Operations & Lifting Equipment Regulations 1998 (LOLER 98). Copies of thorough examination certificates are to be presented to the Project Management Team prior to work commencing.

All lifting operations are to be supervised and undertaken by qualified competent persons only.

6.11 Safe use of plant & equipment

The Project Management Team must be given details of all plant & equipment in order that it can be logged on the relevant inspection register. All plant & equipment used on site is to be maintained in accordance with the manufacturer's instructions, legislation and / or HSE guidance which will include:

- Visual pre-use inspection for all work equipment
- PAT test for all portable electronic equipment (3 months for tools, 12 months for battery chargers)
- Weekly recorded inspections for all plant, lifting equipment, access equipment & working platforms.
- 12 monthly inspections for all plant & lifting equipment (6 monthly if lifting people)

- Battery operated hand tools must be maintained and used correctly. Only approved and genuine parts can be utilised on site (specifically batteries and chargers). This will be managed via additional checks by the subcontractor management teams prior to entering the item into their Tool register.
- Charging station facilities will be provided in a separate location away from the office and welfare facilities to reduce fire risk while charging. It is the responsibility of the subcontractors and individuals to ensure that tools are charged in a safe manner.

Plant & equipment is only to be operated by competent persons holding, where necessary, a recognised level of training for the plant / equipment and is only to be operated in the manner for which it was designed.

6.12 Excavation works.

All excavation works must be sufficiently planned and risk assessed by a competent person prior to being undertaken which must include means to prevent collapse of the excavation (trench support, battering / stepping back, etc). RAMS are to be presented to the Project Management Team for vetting / approval prior to works being undertaken.

No excavation works are to be undertaken without a permit being obtained from a member of the Project Management Team. Whilst works are underway it must be ensured that the control measures detailed on the permit are adhered to at all times. Anybody found to be working outside of the control specified on the permit will be subject to the Site Disciplinary Procedure.

Excavations which operatives are going to be working in are to be inspected by a competent person at the beginning of every shift and the Excavation Pre-Entry Inspection Register signed. Furthermore, all excavations must be inspected by a competent person following periods of adverse weather and movement as well as during the repositioning, movement and adjustment of any / all trench boxes any / equipment used to shore up excavations.

6.13 Hot works

Hot works will be avoided where possible with alternatives such as push fit fittings and hand sawing being used where possible.

Where hot works must be undertaken, a permit must be obtained from a member of the Project Management Team. Whilst works are underway it must be ensured that the control measures detailed on the permit are adhered to at all times, including the presence of a second operative to act as Fire Watch for the duration of the works plus one hour after the works have ceased. Anybody found to be working outside of the control specified on the permit will be subject to the Site Disciplinary Procedure.

All equipment used for hot working is to be maintained in accordance with the manufacturer's instructions, legislation and / or HSE guidance.

Substances such as fuel and compressed gases are not to be stored on site without written permission from the Project Management Team.

6.14 Personal Protective Equipment

As an absolute minimum, all persons wishing to enter live work areas of site must be wearing the following PPE:

- Head Protection
- High visibility vest / jacket
- Foot protection
- Gloves

The above standard applies to all contractors, subcontractors and visitors and is in addition to any task-specific PPE identified within their Risk Assessment(s) & Method Statements. Any person not adhering to the site PPE rules will be removed from the work area and disciplined in line with the Site Disciplinary Procedure.

Contractors are responsible for supplying their employees with appropriate PPE and ensuring that it is used correctly including, where applicable, the provision of formal training for their operatives (including, but not limited to face fitting of RPE).

Contractors are responsible for ensuring that their PPE is stored properly and that it is kept in a clean, safe and serviceable condition at all times.

7.0 Management of Significant Health Hazards

7.1 Asbestos

The nature of the project, building on bog land, means that the likelihood of encountering ACMs is extremely low. Operatives carrying out penetrative works (excavation etc) are still to exercise caution and are to notify the Project Management Team immediately if they encounter any suspicious materials.

Information on asbestos and its associated health effects will be made available in the welfare area.

Anybody working in, or controlling works in, areas which are known, or suspected to contain asbestos must hold up-to-date Asbestos Awareness Training.

Anybody carrying out planned work on asbestos containing materials must hold relevant in-date licenced/non-licenced asbestos training.

7.2 Noise

All contractors carrying out work on site are responsible for identifying in their RAMS any sources of noise created by their work and for putting in place suitable & sufficient control measures to protect their own operatives as well as other persons who may be affected by the noise (other trades, members of the public, Client staff, etc).

Works will be undertaken in line with the hours of work identified in the Employers Requirements and section 3.3.1.

When deciding on suitable and sufficient control measures, priority must be given to group control measures such as eliminating or reducing noise at source (for example by using electric / hand operated equipment rather than fuel driven) rather than individual measures such as issuing PPE.

Information on exposure to noise will be made available in the welfare areas via the site notice boards.

Construction methodologies should be made as efficient as possible to minimise noise impacts to local residential areas and places of work. Additionally, 'temporary' screening, where it is likely to provide effective mitigation, may be deployed.

Locations closest to the scheme are likely to be subject to the highest construction noise levels, although this will depend on topography and existing infrastructure providing natural screening. The level of impact would also vary considerably, dependent on the current ambient noise levels for given areas. Where properties are already subject to significant road traffic noise, the impact from construction noise will be less than those areas which are set further back from existing road transport corridors.

Specifically, during the earthworks, piling and main steel phases the Site Manager/Supervisor will monitor the noise levels on site and decide what level of hearing protection is to be worn if any, ear plugs and ear defenders will be available and will be worn should they be required. Although we make every effort to reduce/limit noise this cannot be totally eradicated.

All measures to minimise construction noise would be taken according to the best practicable means, as described in the mitigation measures section.

A more detailed Noise Assessment will be carried out by the Environmental Coordinator upon commencement and at regular intervals throughout the construction process.

Surrounding Area

The area surrounding the site comprises of the following.

North	–	Bridal path
East	–	Residential
South	–	Asda industrial warehouse
West	–	Main Road and industrial building

Construction methodologies will be made as efficient as possible to minimise noise impacts to surrounding areas.

Locations closest to the scheme are likely to be subject to the highest construction noise levels, although this will depend on topography and existing infrastructure providing natural screening. The level of impact will vary, dependent on the current ambient noise levels for given areas. Given the existing background levels of noise from road traffic and Construction activity, coupled with that elevation being shielded by both a bund and planted areas, it is not envisaged that the works will impact the neighboring properties to a significant extent.

All measures to minimise construction noise will be taken according to the best practicable means, as described in the mitigation measures section.

A more detailed Noise Assessment will be carried out by the Environmental Coordinator upon commencement and at regular intervals throughout the construction process.

The noise impact of the construction phases can be minimised by use of the noise control measures, as suggested in Section 8 of BS 5228-1:2009. General principles for the control of noise during the construction works are presented below.

- Appropriate choice of plant and equipment.
- Regular plant maintenance to keep plant in good working condition and reduce noise from machinery.
- Careful phasing of the proposed operations; and Provision of temporary barriers where sensitive receptors exist.

The site staff will be utilising methods of mitigation outlined, alongside regular monitoring and utilising feedback from residents.

This regular noise monitoring will be carried out by the Environmental Coordinator. This may be substituted by the subcontractor's noise readings as stated in their method of work.

Operating methods of noise reduction

Ensure that all staff and operatives are briefed on the requirement to minimize nuisance from site activities, this will be mentioned within the site inductions, a program of toolbox talks and all method statements. Any significant changes in numbers of workforce on site will force a review of the monitoring program.

- No equipment shall operate other than at the manufacturers' rated working levels; site staff shall not 'rev' equipment unnecessarily.
- No plant and equipment shall be left running if not required for immediate use. Where this is not practicable, equipment shall be set to idle in the quietest manner to minimize noise emissions and CO2 emissions.
- Resilient materials will be used where possible to reduce impact noise where materials are being moved or dropped e.g. lining chutes and dumpers.

Noise Reduction of Mobile Plant

The movement of plant onto and around the site will have regard to the normal operating hours of the site and the location of any noise sensitive receptors. Audible reversing alarms will be of a type, which whilst ensuring that they give proper warning, have a minimum noise impact external to the site, such as screechers instead of beepers.

- Internal haul routes will be well maintained and avoid steep gradients.
- Earth moving plant will be fitted with efficient sound reduction equipment and manufacturers' enclosure panels will be kept closed.
- Location of the site compound is located to minimise the noise impacts of delivery vehicles on unmade ground.

Noise Reduction of Stationary Plant and Tools

Noise reduction measures for tools are as follows:

- Use of hydraulic or electric tools where possible.
- Use of alternative quieter equipment for concrete breaking/cutting.
- Fitting suitably designed sound reduction equipment to reduce noise without impairing efficiency.
- Use of damped tool piece or saw blade.
- Enclose in a suitably designed portable or fixed acoustic enclosure with suitable ventilation (with due regard to the health and safety of operatives).

These measures will be considered for selected where appropriate by the Site Manager.

Control of Noise Propagation on Site

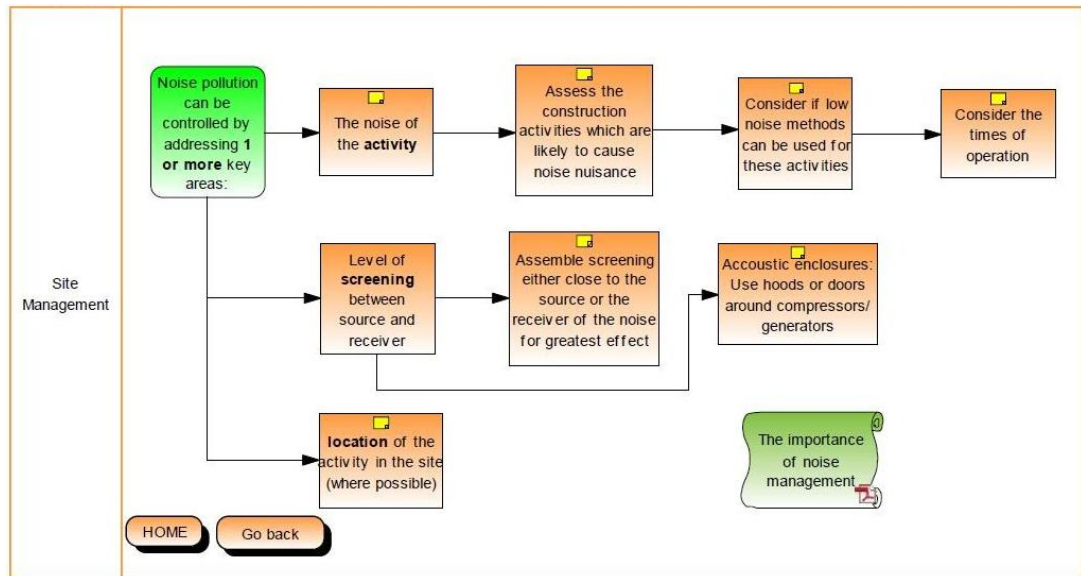
Temporary acoustic barriers, such as hoardings or mounds when positioned close to the source or the receiver will assist in the reduction of noise levels experienced at nearest receivers. The degree of protection will be limited to 5-10dB(A) and care must be taken to avoid reflecting noise and increasing the problem elsewhere.

Barriers should be:

- A fairly uniform panel, free from holes with no gaps or openings at joints (uneven ground may leave gaps to be filled).
- Stable and robust enough to stand up to site conditions.
- Of a height and width more than enough to completely cut off sight of the source from the receiver, and Preferably at right angles to the line of sight of the receiver.

Further Noise Guidance

BS 5228 -1:2009 'Code of practice for noise and vibration control on construction and open sites – Part: Noise'



7.3 Vibration (HAV & WBV)

All contractors carrying out work on site are responsible for identifying in their RAMS any sources of Whole-Body Vibration (WBV) or Hand Arm Vibration (HAV) created by their work and for putting in place suitable & sufficient control measures to protect their operatives from exposure.

Supply chain

When deciding on suitable and sufficient control measures, priority must be given to group control measures such as eliminating or reducing at source exposure (for example by using hand operated equipment rather than power operated) rather than individual measures such as issuing PPE.

Information on HAV and WBV will be made available in the welfare areas.

Glencar will request that the supply chain take proactive steps to carry out thorough occupational health screening for operatives who are at a higher risk of exposure within the project. Identifying individuals who might be more susceptible to potential health hazards is crucial for their well-being and the overall success of the project. By conducting comprehensive health screenings, we can pinpoint areas of concern and implement tailored measures to manage and reduce their exposure to potential risks.

7.4 Dust & silicates

All contractors carrying out work on site are responsible for identifying in their RAMS any sources of dust created by their work and for putting in place suitable & sufficient control

measures to protect their operatives as well as other persons who may be affected such as other trades, members of the public, Client staff, etc.

When deciding on suitable and sufficient control measures, priority must be given to group control measures such as eliminating or reducing the production of dust (for example by using hand operated equipment rather than power or using water suppression) rather than individual measures such as issuing PPE.

Information on silicosis will be made available in the welfare areas.

In relation to the site as a whole and the protection of neighbouring properties for the earth works phase of the project, it is not anticipated high volumes of dust due to the high-water table on the site. However, should this be an issue, dust suppression techniques such as bowser and water spreader will be utilised.

Face fit testing records must be made available for all operatives on site who will be carrying out cutting activities where exposure to dust is a possibility.

Glencar will request that the supply chain take proactive steps to carry out thorough occupational health screening for operatives who are at a higher risk of exposure within the project. Identifying individuals who might be more susceptible to potential health hazards is crucial for their well-being and the overall success of the project. By conducting comprehensive health screenings, we can pinpoint areas of concern and implement tailored measures to manage and reduce their exposure to potential risks.

For the ground works element of the scheme a bowser and spreader may also be utilised in warmer weather conditions.

Dust Control

The control of dust arising from the construction works will be controlled in several ways depending on the work source causing/providing the dust and the timing/stage at which the construction works are at. A Separate Dust Management Plan will be held on site.

To prioritise the health and safety of our workforce and minimize potential environmental impacts, we are committed to implementing rigorous dust control measures throughout all construction phases. These measures will include (as far as reasonably practicable) regular dampening down of work areas (when necessary), ensuring the prompt creation of hard standings and enforcing the utilization of appropriate respiratory protective equipment by all

personnel. Daily site inspection and weather forecast review by site management teams will allow effective planning. By effectively managing and controlling dust, we aim to create a safer and more conducive working environment, reduce potential health risks, and adhere to the highest standards of construction site management.

Dust Assessment

Environmental risk assessments are completed for every contract and particular attention is focused on statutory nuisance. Dust monitoring will be undertaken regularly in line with the control methods detailed in the risk assessment. Records of this will be maintained on site and available on request. If excessive dust levels are reached, works will be temporarily suspended whilst the Environmental Coordinator is consulted, and further appropriate dust measures are implemented to enable works to recommence. This will be recorded.

Additional dust monitoring will be carried out by Glencar Construction Environmental Coordinator on a regular basis. Control methods as necessary will be identified.

Mitigation measures

Measures that may be taken include, but are not limited to:

Haulage Routes, Vehicles and Construction Plant

Potential dust Source	Control Measure	Responsibility for implementation
Haul roads and traffic routes	Scheduled deliveries to avoid standing traffic on routes to site.	Project Manager
Vehicle waiting areas and hard standing	Vehicles will be directed into site and unloaded. If waiting is required engines will be switched off	Project Manager
Site traffic	Speed restrictions will be in place, including signage and managed by site personnel to avoid back-up.	Project Manager
Public roads	Gateman/Traffic controller to be aware of scheduled deliveries and coordinate traffic and operations affecting access	
Road cleaning	Road sweepers to be employed on a regular basis for cleaning access roads to site. These operations will be increased when critical activities occur	Project Manager
High level walkways and surfaces (Scaffolding and others)	Operatives will be briefed at induction to the requirements of dust control and suppression	Project Manager

Static and Mobile Plant Emissions

Potential dust Source	Control Measure	Responsibility for implementation
Visible exhaust smoke	All standing/waiting traffic to have engines switched off. All plant brought to site to be well maintained and suppliers advised of this at order stage	Project Manager
Maintenance	All plant and equipment to be maintained off site	Project Manager
Servicing	All plant and equipment to be serviced off site	Project Manager
Operating time	All operations will be conducted in line with the planning conditions and all sub contractors being made aware of restrictions at order stage	Site Team
Exhaust time	Operating plant to be monitored to ensure it is not left running unnecessarily	Project Manager
Exhaust direction and heights	Exhausts from plant will be in line with manufacturers specifications and directed from ground to atmosphere	Project Manager
Location of plant and equipment	Plant and equipment operating close to other businesses and sensitive receptors will be kept to critical activities only.	Project Manager

Surfacing and Coatings

Potential dust Source	Control Measure	Responsibility for implementation
Bitumen over heating	Control of tar boilers. Ensure equipment is in good working order	Project Manager
Fume Production	Ensure protection is in place at all times while heating or maintaining heat	Project Manager
Small accidental fires	Have emergency procedures in place and brief at induction and toolbox talks. Monitor RAMS	Project Manager
Housekeeping	Monitored through regular inspections	Project Manager
Direct application of open Flames (torching)	Avoid overheating and keep to a minimum	Project Manager

Potential dust Source	Control Measure	Responsibility for implementation
Material Handling operations	Handling and movement of materials to be kept to a minimum through planning	Project Manager
Transport of powdery materials	Loose materials to be moved in containers or remain wrapped until use	Project Manager
Transport of aggregates	Use enclosed or sheeted vehicles	Project Manager
Handling areas	Keep areas clean and free from dust	Project Manager
Vehicle loading	Use methods that minimise the creation of dust. Damp down with water	Project Manager
Filling Skips	Use enclosed skips where possible	Project Manager
Reducing the spread of dust across the site	Use damping down methods	Project Manager

Storage of Powder Materials

Potential dust Source	Control Measure	Responsibility for implementation
Bulk Cement	To be delivered and stored in tankers/silos	Project Manager
Silos	To be kept in good condition. Regular checks for damage	Project Manager
Accidental spillage when filling or operating silos	Emergency preparedness plan in place identifying R+R	Project Manager
Dry materials > 3mm	Storage to be kept to a minimum. Use materials at point of delivery	Project Manager
Dry materials < 3mm	Storage to be kept to a minimum. Use materials at point of delivery	Project Manager
Storage	Store materials away from site boundaries and sensitive receptors	Project Manager

Stockpiles

Potential dust Source	Control Measure	Responsibility for implementation
Stockpiles	Stockpiles will be kept away from sensitive receptors and kept to a minimum; damping down systems will be implemented. Materials with potential to cause dust should be removed from site as soon as possible, unless being re-used on site. Bunds should be employed to prevent run-off from entering sensitive receptors should this pose a risk.	Project Manager
Building stockpiles	Ensure any stockpiling is done so that the angle of repose is not such that slippage will occur	Project Manager
Short term stockpiles	Ensure that these are kept to a minimum and avoided by use of material at source	Project Manager
Long term stockpiles	Ensure that these are kept to a minimum and avoided by use of material at source	Project Manager

Site Establishment and Restoration on Completion

Potential dust Source	Control Measure	Responsibility for implementation
Earthworks	Will be completed in sections to minimise over exposure and as programme phasing.	Project Manager
Completed earthworks	To be reinstated as soon as possible in line with programme	Project Manager
Storage mounds	Any mounding will be sealed	Project Manager
Landscaping	To be in line with programme and design. No screening to be on site	Project Manager
Transitory soil mounds	Not required	Project Manager
Crushing and screening	Crushing and screening operations to be kept away from sensitive receptors. Ensure compliance with the EPA 1990	Project Manager

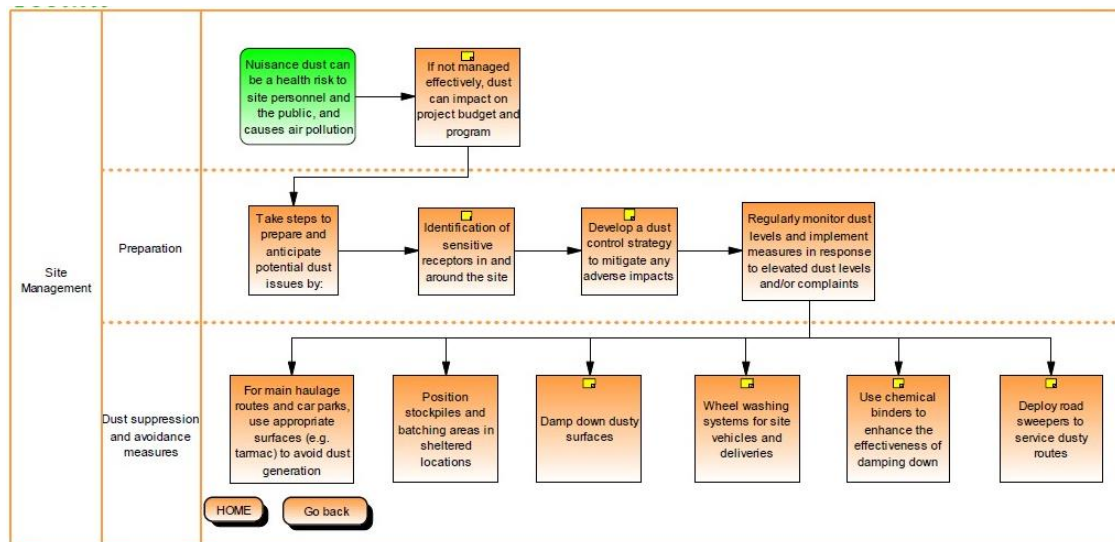
Construction and Fabrication Process

Potential dust Source	Control Measure	Responsibility for implementation
Cutting, grinding, drilling, sawing etc.	Consider prefabrication to avoid cutting. Quality checks to prevent errors and re-work. Use dust suppression sprays. Use exhaust ventilation. Robust design to prevent cutting	Project Manager
Dust control exhaust ventilation	Always use diamond cutting blades and water sprays	Project Manager
Cutting roads, pavements, blocks	Always use diamond cutting blades and water sprays	Project Manager
Angle grinders	Always use diamond cutting blades and water sprays	Project Manager
Mixing of granular materials	Use premixed materials. Mix under controlled conditions. Store dry powder materials in a safe dry environment	Project Manager

Potential dust Source	Control Measure	Responsibility for implementation
Painting and decorating	Use of suppression or extraction equipment should be used. Vacuum cleaning where possible	Project Manager
Plastering rendering, finishing and fitting out	Housekeeping to control dust related activities	Project Manager
Electrical plumbing systems requiring chasing into walls	Use of suppression or extraction equipment should be used. Vacuum cleaning where possible	Project Manager
Fire proofing and insulation	Use of suppression or extraction equipment should be used. Vacuum cleaning where possible	Project Manager
Cleaning	Avoid dry sweeping use vacuum control where possible	Project Manager

Further Dust Guidance

- 'The Control of Dust from Construction and Demolition Activities' document (BRE, 2003)



7.5 Psittacosis

Pigeon droppings have been identified in various areas around site. All contractors carrying out work in these it is bacteria is covered in their RAMS.

When deciding on suitable and sufficient control measures, priority must be given to group control measures such as eliminating or potential disturbance of the pigeon droppings (for example by using water suppression) rather than individual measures such as issuing PPE.

Information on psittacosis will be made available in the welfare areas.

7.6 Leptospirosis (Weil's disease)

Rats have been identified in various areas around site. All contractors carrying out work in these areas must ensure that the presence rats and possible exposure to the Leptospira bacterium is covered in their RAMS.

Operatives are to ensure that they exercise good hygiene practices including not eating on site, washing hands before eating, drinking or smoking and ensuring that all waste is placed in the appropriate waste receptacle.

Information on leptospirosis will be made available in the welfare areas.

7.7 Contaminated land / areas

The Principal Designer, geological surveys, has not identified any contaminated land /areas in the Pre-Construction Information Pack (PCIP). However, if contamination is suspected then works will cease and the Project Management Team are to be notified immediately.

7.7.1 Existing

The Principal Designer has not identified any existing hazardous substances in the Pre-Construction Information Pack (PCIP). However, if existing hazardous substances are encountered during the project, then works will cease and the Project Management Team are to be notified immediately.

7.7.2 During construction

The Project Management Team is to be notified of any hazardous substances bring used or stored on site during the project so that they can be entered onto the Site COSHH Register.

COSHH Assessments for hazardous substances are to be carried out by all contractors, copies of which are to be provided to the Project Management Team and approved along with the RAMS for the task before works are to commence.

All hazardous substances are to be used and stored in accordance with the COSHH Assessments and manufacturer's MSDS. Hazardous substances (including flammable liquids and gases) are only to be stored on site with written permission from the Project Management Team. The Project Management Team reserves the right to remove and dispose of any hazardous substances stored on site without permission.

7.8 Waste

An important part of the site management process involves site cleansing, rubbish removal and recycling. We will produce a detailed Site Waste Management Plan which will include details of how we intend to reduce, re-use, recycle and manage site waste. This will be produced and implemented to comply with environmental legislation.

The adopted plan will involve the following provisions:

Buying and Storing Materials

- Order the amount of materials you need as accurately as possible.
- Arrange for 'just in time' deliveries to reduce storage and material losses.
- Consider the source of materials.
- Consider the packaging used for materials delivered to the site -can this be reduced or recycled.
- Ensure that deliveries are rejected if damaged or incomplete.
- Make sure storage areas are safe, secure and weatherproof (where required)
- Store liquids away from drains and in bunded areas to prevent pollution.

Site Activities

- Ensure options for the use of reclaimed and recycled construction materials, that meet the materials specification, are considered.
- Recycle suitable spoil, demolition materials, pruning's, and surplus construction material arising from the works on site to avoid the need to transport materials.
- Keep the site tidy to reduce material losses and waste.

7.8.1 Training and awareness

- Promote good practice awareness as part of health and safety induction / training for workers onsite.

7.8.2 Waste Segregation

Segregate different types of waste as they are generated using different skips where possible (given the space available).

The responsibility of updating the SWMP belongs to the Glencar Project manager. An untidy site is NOT TOLERATED by Glencar Construction Ltd.

All persons are to ensure that their waste is placed into the appropriate waste receptacle on site. Any person found placing waste into the wrong receptacle, littering or in any way creating unnecessary waste on site may be subject to the Site Disciplinary Procedure.

Waste is only to be removed from site by licensed waste carriers who have been approved by the Project Management Team. Anybody found removing waste from site by any means other than an approved licensed waste carrier will be subject to the Site Disciplinary Procedure and where necessary, legal actions.

7.9 Emissions

Fuel powered machinery and equipment is only to be used where a manually operated or electronically powered alternative is not available or practicable.

Where fuel powered machinery is to be used, it is to be kept in good working order and used correctly by trained operatives to ensure that it operates efficiently. All machinery and equipment are to be switched off when not in use to prevent unnecessary emissions.

When working indoors, the emissions and gases given off by the use of fuel powered plant and machinery will need to be risk assessed and suitable and sufficient control measures (gas monitoring, catalytic converters) utilised as required by this risk assessment to protect those working in the area.

7.10 Skin cancer

A minimum of hats, T-shirts and full-length trousers are to be worn at all times on site. Vests, shorts and bare torsos are not permitted in any areas of the site.

Contractors are to ensure that exposure to the sun and its associated effects (skin cancer, sunburn m sunstroke, etc) are, where necessary, identified and risk assessed as part of the RAMS for their work and that suitable and sufficient control measures are put in place (avoiding work in the midday sun, taking regular breaks, etc).

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Information on skin cancer and the effects of working in hot weather will be made available in the welfare areas.

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8.0 Health & Safety File

8.1 Provision of information by contractors

All contractors involved in the project are to ensure that information for the Health & Safety File is provided to the Project Management Team as early as possible in electronic format. All information for the Health & Safety File must be provided to the Project Management Team no later than 30 days from practical completion. The information required will include the following (this list is not exhaustive):

- Operation and Maintenance (O&M) information.
- As fitted drawings / diagrams
- Service drawings
- Details of any hazardous substances used.
- Commissioning certificates
- Details of any residual risk

Any company or person not providing their Health & Safety File information within the timescales detailed above will be subject to the Site Disciplinary Procedure. Health and Safety File information must be submitted for review upon completion of the subcontractor packages.

8.2 Provision of information to Principal designer

All information collated for inclusion in the Health & Safety File will be provided to the Principal Designer by the Project Management Team in electronic format no later than 30 days from practical completion.

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SITE SAFETY, HEALTH & ENVIRONMENTAL RULES

9.1 Appendix A – Site SH&E Rules

- All persons must sign **in and out** of site on arrival/departure.
- All persons (including site visitors) must receive an **induction** before being allowed into any live work areas.
- All persons entering live work areas must a valid CSCS card along with (where applicable) additional proof of **competency** for the works they are carrying out (e.g. IPAF, PASMA etc).
- All persons entering live work areas are to wear hard hat, high visibility vest, protective footwear and task specific gloves at all times.
- No vests, sleeveless tops, bare torsos, shorts or clothing with offensive slogans are to be worn.
- All clothing and PPE are to be presentable and free from excessive dirt, wear & tear, damage and stains.
- All persons working on, or around, the site is expected to act in a **professional and courteous manner** at all times.
- All areas (including work, welfare, public, Client and office) are to be kept in a **clean and tidy** condition at all times and all waste is to be placed into the appropriate waste receptacle.
- Risk Assessments & Method Statements (**RAMS**) are to be provided to the Project Management Team for all works and must be formally approved before works are allowed to commence.
- All works must be undertaken in accordance with the approved **RAMS** for the task. Any deviation from the work method prescribed by the RAMS must be approved by the Project Management Team prior to being undertaken.
- All subcontractor team **must** plan, implement, monitor and control works that generate Noise, dust and vibrations and ensure ongoing enforcement of these measures for the duration of the works.

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CONSTRUCTION PHASE PLAN (notifiable)

- The use of mobile phones, radios, MP3 players and other similar **electronic devices** whilst on site is prohibited.
- **Smoking** on site (other than in designated smoking areas) or in view of the public is strictly prohibited.
- The use of **drugs and / or alcohol** whilst on site is strictly prohibited. Random D&A testing is carried out on site. Anybody found to be under the effect of drugs and / or alcohol will be removed immediately.
- All operatives are to familiarise themselves with the **fire & emergency procedures** for the site.
- The Project Management Team are to be notified of all **accidents, near misses, unsafe acts and potential hazards** immediately.
- Designated **pedestrian and vehicle routes** are to be followed at all times whilst moving around site.
- The use of personal sound systems or in-ear headphones are not permitted.
- 'Heras' type security fencing must have "Double Clips" with the nut to the inside of the compound, where this type of barrier is employed.
- Contractors are expected to use appropriate behaviour / language and be appropriately dressed whilst on the site.
- Contractors must comply with any restrictions imposed by the LPA Consent and/or Section 81 Counter Notice issued.
- **Work permits** are to be obtained from the Site Manager prior to undertaking any of the following tasks: Working from stepladders, hot work, roof work, electrical work, temporary works, excavations and confined spaces.

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CONSTRUCTION PHASE PLAN (notifiable)

Appendix B – PQQ

Glencar CONSTRUCTION				
Subcontractor Performance Appraisal Sheet				
Job No:	G1135			
Job Name:	Plot M, Kingsway Business Park, Rochdale, OL16 4SY			
Start Date:	04/07/2022			
Completion date:	14/09/2022			
Subcontractor Details				
Name	Roger Bullivant			
Address		Telephone		
		Fax		
		E-Mail		
		Contacts	Martin Down : 079	
Scope of Work				
Piling				
Performance Review				
Criteria	Written Comments		Score (out of ten)	
Design Quality (where applicable)	Provided concise information and adapted well to the on site decision for the change in building FFL		9	90%
Programme Adherence			4	40%
Quality Management and site control			6	60%
Health and Safety Environment			5	50%
Financial / Contractual Approach			6	60%
General Attitude			6	60%
Post Contract Approach and Response to Defects			6	60%
Other Comments	Percentile (inc. Design Criteria)		60%	
	Percentile (exc. Design Criteria)		55%	
	NB Highlight percentile total		55%	
Appraisal Date	Jun-22	Assessment Carried out by:	Callum Hadfield/Steve Schofield/Camille Grimes/Jason New	
Appraisal Valid Until		Signed		
Notes: 1) To be prepared jointly by the site/Project Manager and Quantity Surveyor. 2) To be prepared at a practical completion of each project or sub contract default. 3) Ratings to be scored out of 10 for each sub contractor and reviewed by site team.				

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Appendix C – GSF01 – Daily Inspection

Project name:		Project number:	
Site Mgr (print):		Date:	
Site Mgr (sign):		Time from / to:	-

A. Weather conditions

Weather conditions:		Min temp (°C)	
		Max wind (mph)	

B. Personnel numbers

Package:	Company:	Qty:	Package:	Company:	Qty:
Site Management					
Client					
Design team					
Total number					

C. Daily / shift diary

Notable events & milestones:

Delays & actions taken:

Other miscellaneous information:

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SH&E incidents, meetings, drills and training:		Disciplinary issues:	
Project name:		Project number:	
Site Mgr (print):		Date:	
Site Mgr (sign):		Time from / to:	-

D. Health & Safety Inspection

#	Areas checked	Y	N	N A
1	Housekeeping: Trip hazards, build-up of rubbish, walkways& emergency egress routes clear, floors dry.			
2	Signage, notices and posters: Displayed, unobstructed, relevant.			
3	SH&E docs: Up to date, notice board complete, all plans & surveys in place, RAMS (inc COSSH) vetted/signed			
4	Working platforms / plant & lifting equipment: Logged, tagged, inspected, used correctly.			
5	Electrical equipment: Logged, PAT tested, inspected, used correctly.			
6	Floor openings: Covered and/or barriered off, clearly signed.			
7	Security: Gates closed, site boundary unbroken, clearly signed.			
8	Public interface: Fences & barriers non-trip, site clean, tidy & professional, operatives tidy & dressed for service.			
9	PPE: In good condition, correct branding, correct type (e.g. glove cut levels), used correctly.			
10	Fire: Routes clear, fire points/alarms in place, extinguishers in date, evacuation drills undertaken, drawings displayed.			
11	First aid: Signage, appropriate equipment in place & fully stocked, cover adequate (1 first aider: 50 operatives).			
12	Lighting: Work areas well lit, leads not trailing, temps installed and inspected by competent persons & certs in place.			
13	Hot works: Permits issued/signed off correctly, undertaken correctly (extinguishers in place, combustibles moved etc.			
14	Temporary works: In good order, free from damage or unauthorised alteration, all docs in place, being inspected as required.			

E. Environmental Inspection:

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#	Areas checked	Y	N	N A
15	Heating: Switched off when not in use, unobstructed, undamaged, usage logs up to date (where monitoring carried out).			
16	Lighting: Switched off when not in use, undamaged, usage logs up to date (where monitoring carried out).			
17	Waste Management: Skips used correctly and signed, SWMP up-to-date, transfer notes and licenses filed.			
18	Dust: Dust being controlled, damping down, dust suppression, dust capture, skips covered when moved.			
19	Noise: Working times being adhered to by operatives, noise monitoring up to date (where undertaken).			
20	Oils / fuels / chemicals: Drip trays, spill kits, fire equipment, signage, bowsters / bunds in good condition, away from water courses.			
21	Plant, vehicles & work equipment: In good order, switched off when not in use, used correctly.			
22	Public interface: Fences & barriers non-trip, site clean, tidy & professional, operatives tidy & dressed for service.			

F. Areas requiring attention

#	Action(s) required

Appendix D – Ecology Toolbox Talk

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CONSTRUCTION PHASE PLAN (notifiable)

What?

- Badgers are a protected species.
- Both the animals and their setts are protected by law
- It is illegal to carry out any construction work close to a badger sett without taking steps to positively avoid damage and without an appropriate licence.
- It is no excuse in law to be unaware of the presence of badgers.



Identification

- Most badgers have the characteristic black and white striped face although very occasionally they can be creamy white (albino) or red/ginger in colour
- Fully grown adults can be up to 1 m in length and weigh up to 14 kg
- The sett entrance is usually D-shaped and at around 300 mm wide by 200 mm high is wider than either a fox or rabbit hole
- There may be signs of freshly excavated material at the entrance or piles of leaves, dry grass, straw or bracken, which the badgers take inside to use as bedding
- Badgers have a distinctive footprint – five claws and a broad main pad
- An indicator of badgers can be found on trees or posts that badgers use for scratching.

Why?

- Avoid prosecution: it is a criminal offence for anyone without a licence to: „ kill, injure or handle a badger

Do

- IMMEDIATELY stop work and inform a line manager if a badger sett is found or a badger is seen on site or close to the site boundary 9 seek guidance from a competent person before any work within 30m of a badger sett.

Don't

- Disturb a badger when it is occupying a sett
- Interfere with a badger sett by damaging or destroying it
- Obstruct the access to, or any entrance of, a badger sett
- Use heavy machines within 30 m
- Use light machines within 20m
- Work within 10 m of a badger sett before checking with a line manager whether a licence is necessary

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CONSTRUCTION PHASE PLAN (notifiable)



This is to certify that
JAMES BALDWIN

has completed a course in

First aid at work
and has demonstrated competence in currently accepted first aid practice and in
accordance with the Health and Safety (First Aid) Regulations 1981
on **23 February 2023** at **Bradford**

Valid for three years from **23 February 2023**
This certificate is valid until **22 February 2026**

Delegate no. 7560222
Certificate no. 2300040598


Martin Houghton-Brown
Chief Executive

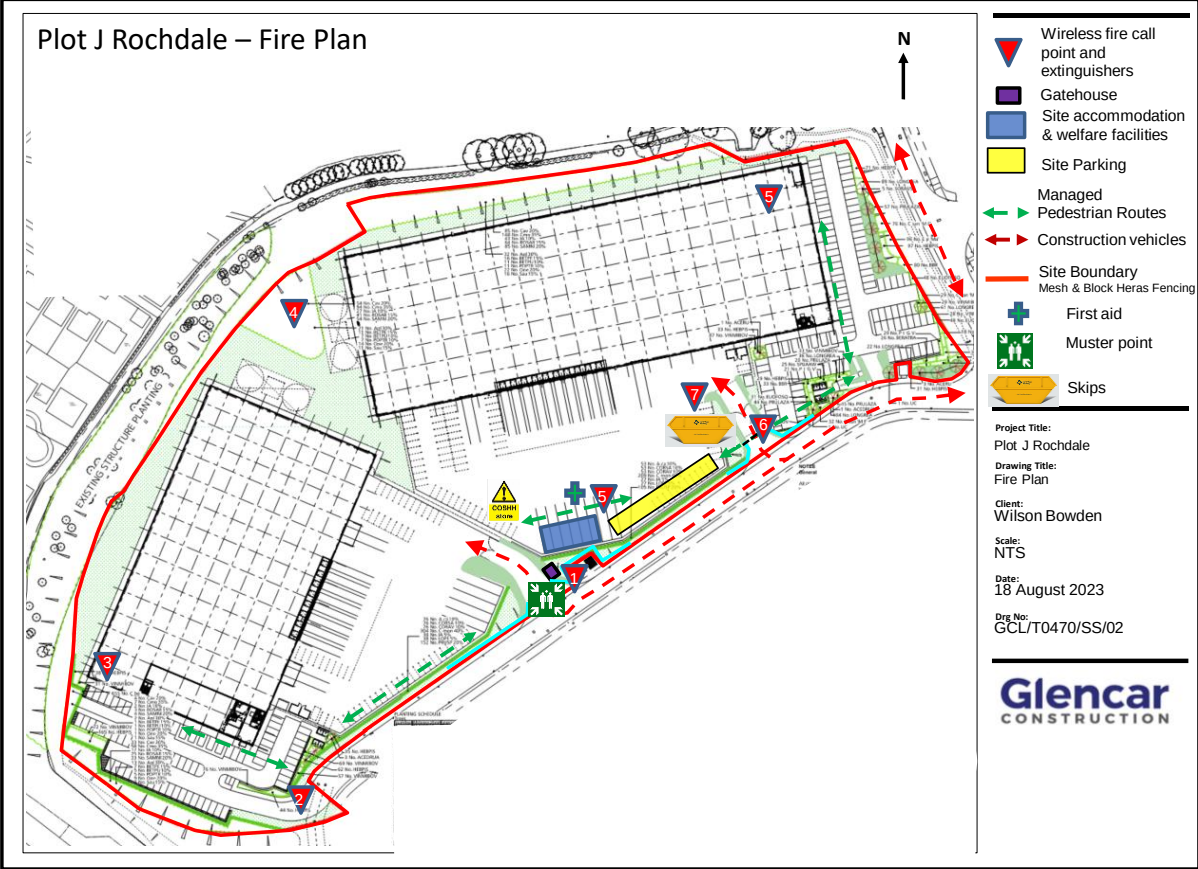
To check the validity of this certificate, please call 0344 770 4800

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CONSTRUCTION PHASE PLAN (notifiable)

Appendix F – Fire Plan



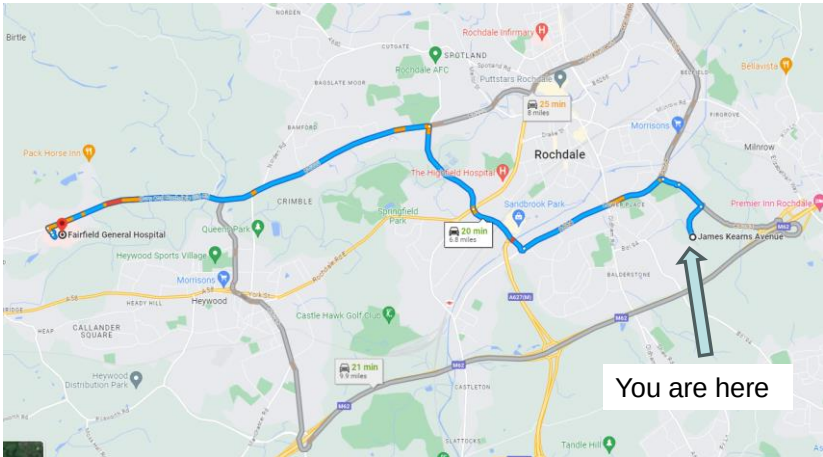
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CONSTRUCTION PHASE PLAN (notifiable)

Appendix G – Hospital Map

HOSPITAL LOCATION MAP

Distance: 4.4 Miles
Estimated travel time: By Car 15 Mins



HOSPITAL ADDRESS

Rochdale Infirmary
Whitehall Street

Rochdale
OL12 0NB

SITE ADDRESS

Plot J,
Kingsway

Business Park Rochdale.

OL16 4NZ

Directions

- OL16 4NZ
Rochdale
- > Take James Kearns Ave to Sir Isaac Newton Way/A6193
4 min (0.9 mi)
 - > Take Rochdale Bypass/A664 and A58 to Whitworth Rd/A671
9 min (3.0 mi)
 - > Continue on Whitworth Rd/A671. Take Whitehall St to Redcross St N
3 min (0.5 mi)



Date

PROJECT ENVIRONMENTAL PLAN

Project Name: Plot J Rochdale

Project Number: G1174

Project Manager: Steven Schofield

Prepared by
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PROJECT ENVIRONMENTAL PLAN

1. Document Control

1.1 Document Status

Rev Date	Status	Prepared By	Checked By	Approved By
0	Draft	SS	TK	TK
1	Client / Consultant comments included	BL		

Project Revision Record

Rev	Date	Page Numbers Altered	Revision Summary

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PROJECT ENVIRONMENTAL PLAN

2. Introduction

The purpose of this Project Environmental Plan (PEP), is to enable Glencar Construction to develop principal approaches with regard to Environmental Legislation when carrying out operations, incorporating control procedures, processes and reporting in accordance with the Glencar Management System (LMS).

Glencar has a sustainable vision for all its construction sites based on three balanced and interlocking elements strong and diverse environmental understanding, fundamental improvements in environmental management and use of resources, and an understanding of its social responsibility. The Glencar Project Environmental Plan (PEP) sets out the objective to achieve environmental and social development simultaneously with a view to continuously improve the service and commitment it shows.

The Project Environmental Plan (PEP) document has been produced in outline format to accompany the planning application and highlights the areas which would be covered by a completed PEP which would be compiled prior to any works commencing on the site. This document also refers to associated documentation which on a live project would include the following supporting documentation:

- Pollution Prevention Plan
- Traffic Management Plan
- Construction Phase Plan
- Site Waste Management Plan
- Environmental Policy
- Environmental Aspects / Impacts Register

3. Environmental Management/Policy

The Glencar Management System (LMS) conforms to BS EN ISO14001. Details of the management system are clearly defined within the Management Overview Document. The Environmental Management System (EMS) is regularly monitored and audited by appropriate personnel, throughout the duration of the works. It is the responsibility of the Project Manager to ensure development, approval and effective implementation of the Environmental Management System. This should be undertaken with the support of the Environmental Manager and the SH&E Department. It must also be made clear to all site personnel that each individual has a responsibility to ensure no environmental incidents occur.

Further to this, an Environmental Policy has been produced, in accordance with duties under The Control of Pollution Act and the Environmental Protection Act, whilst fulfilling obligations to both employees and the public who may be affected by the company activities.

4. Environmental Aspects and Impacts Register

An Aspects and Impacts Register has been completed for this project which identifies the environmental aspects possible and the impacts that could occur as a result (Document Reference Number: a copy of this document is located within Annex A of this document).

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5. Project Details

The development, known as Plot J2 – Kingsway Business Park is located off James Kearns Avenue, Rochdale.

The works involve the construction of warehouse spaces including integrated offices, incoming services and associated external works across 2 units:

- J1 - 116059 square feet
- J2 – 80998 square feet

Construction works will include:

- Ground improvement works to create suitable conditions for development foundations.
- Drainage including an attenuation tank.
- New services including power, gas, and water.
- High quality landscaping and amenity creation including car parking spaces and cycle shelters.

Construction of new storage & manufacturing units and associated service yards.

5.1 Site Location and Description

Kingsway Business Park is a partially completed 170-hectare development located between Rochdale and the Junction 21 and 22 of the M62. The site is located within Kingsway Business Park and is approximately 2.4km from the town of Rochdale. The site is located between the town of Rochdale and the M62 motorway on an undeveloped plot of the existing Kingsway Park Business Park. The site is predominantly covered by mature vegetation, with boggy areas located in topographic low points. Lower Lane, John Milne Avenue and James Kearns Avenue form the northern, eastern, and southern boundaries respectively whilst open land is present immediately to the west. Trees and cycle/walking path are to the north, Residential housing to the west, and commercial developments to the south and east.

Glencar operatives will work within the confines of the site boundaries. All site areas/boundaries shall have the appropriate safety barriers, fencing, hazard warning signs and segregation for vehicles and pedestrians. All mechanical vehicle movement outside the confines of the site boundaries shall be with the aid of a trained banks man.

This project is to achieve BREEAM Very Good by following a set of standards for best practice in sustainable building design, construction and operation.

5.2 Start / Completion Dates

Start Date:	02.10.23	Finish Date:	26/07/23	
Site Hours:	Monday -Friday	Saturday	Sunday	Out of Hours
	07.00 – 07.00	0800 - 1300		
Contract Period (Wks)	43 Weeks			

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5.3 Project Management Team

The Project Management Team for this project is identified as follows:

Role	Name	Contact Tel No	Location
Project Manager	Steven Schofield	07725485192	Site
Site Manager	Ben Lees	07795346382	Site
Site Foreman	TBA	TBA	TBA
HSE Advisor	Peter Duffy	07501169452	Roaming
Environmental Manager	Kasia Shepard	07818 499701	Roaming

PROJECT ENVIRONMENTAL PLAN

6.0 Site History

The past use(s) and ownership of this site were farmland according to the PCI.

6.1 Ground Conditions

Conditions of land to be worked on as identified by the Clients Pre-construction Safety Phase Plan working as previously farmland.

6.1.1 Existing Structure Details

Non

6.1.2 Contaminated Land

A Site Investigation Survey has been conducted by BWB consultants (KBP-BWB-ZJ-XX-RP-YE-0001-Ph1 GEA-P2 / KBP-BWB-ZJ-XX-RP-YE-0002_Ph2 GEA-P2) under instruction from the client H&S and Principal designer teams and indicates that the land carries no significant contamination risk. Copies of these reports including Trail Pit locations and other associated surveys can be found in the preconstruction information pack.

However, if contamination is suspected during the construction phase, then works will cease and the Client will be advised by the Site Management Team, who will investigate such incidents, or removal of any suspected materials. Operatives are not to remove or handle any suspected materials.

Environmental Considerations

6.2 Nuisance

For the purposes of this document, nuisance is broken down into four sections:

- Dust
- Noise
- Vibration
- Lighting

The following sections detail activities and control methods to be implemented on the project. Sensitive receptors likely to be affected by the construction nuisance include.

Residential properties to the west of the site

Watercourse to the East of the site.

Bridal way to the north of the site.

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6.2.1 Dust

Mechanical disturbance of granular material exposed to air creates atmospheric dust, this type of dust generation is termed as 'fugitive' as it is not discharged into the atmosphere in a confined stream. The potential sources of these fugitive dust emissions relevant to the project are outlined below:

- Site clearance
- On site earth moving operations, site levelling, cut and fill, etc.
- Vehicle movements over haul roads
- Vehicle movements on site during dry periods
- Wind blowing across the site during dry periods.
- Stockpiling of excavated materials
- Cutting and grinding
- Accidental spillage and loss of load from vehicles carrying loose material.
- Deep excavations
- The generation of this fugitive dust required consideration of additional factors such as: <Delete as necessary>
- Prevailing wind (speed, direction)
- Prevailing climate, including rainfall
- Location of sensitive receptors (including residential and commercial properties, habitats and watercourses)

Prevailing winds are specifically important when considering fugitive dust. The speed of winds can determine the dispersion of dust; high winds can increase the initial generation of dust, in addition to carrying the dust over greater distances.

Appropriate preventative measures to control dust emissions can significantly reduce the potential for dust generation.

Operations likely to cause air pollution will be subject to the preparation of a method statement that will define the preventative measures that will be put into place, such as damping down, containment and/or suppression, etc.

6.2.2 Noise

Noise has the potential to cause disturbance due to sensitive receptors within close proximity to site. The site is directly adjacent to a number of Domestic dwellings to the West of the site.

Noise monitoring will be undertaken whenever necessary and the findings recorded using the Noise Monitoring Register, to ensure that noise levels at site boundaries and the boundaries of neighbouring premises do not exceed those laid down in the planning documents. Operations that may cause nuisance noise will be planned in advance and plant selection will form an important part of the planning process.

In addition, our team will embrace best practice with regards to noise minimisation, which will include:

- All construction plant and equipment will comply with EU noise emission limits.
- Plant will be serviced regularly to minimise adverse noise impacts.
- All vehicles and mechanical plant used for the purpose of the works will be fitted with effective exhaust silencers and maintained in good efficient working order.
- Selection of inherently quiet plant where appropriate. All major compressors will be 'sound reduced' models fitted with properly lined and sealed acoustic covers which will be kept closed whenever the machines are in use and all ancillary pneumatic percussive tools will be fitted with mufflers or silencers of the type recommended by the manufacturers.
- Machines in intermittent use will be shut down in the intervening periods between work or throttled down to a minimum.

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- Plant and equipment such as flatbed lorries, skips and chutes will be lined with noise attenuating materials. Materials will be handled with care and be placed, not dropped. Materials will be delivered during normal working hours.
- Plant reversing near dwellings have banksmen in place of 'beepers', and or White noise beepers.
- All ancillary plant such as generators, compressors and pumps will be positioned so as to cause minimum noise disturbance, i.e. furthest from receptors or behind close boarded noise barriers, if necessary, acoustic enclosures and/or shielding will be provided.
- Where practical, noise barriers, close into construction works, when working in the vicinity of properties on, will be provided. This will provide additional mitigation for the short-term significant construction noise effects at these properties.

Noise monitoring will be undertaken whenever necessary and the findings recorded using the Noise Monitoring Register, to ensure that noise levels at site boundaries and the boundaries of neighbouring premises do not exceed those laid down in the planning documents. Operations that may cause nuisance noise will be planned in advance and plant selection will form an important part of the planning process.

6.2.3 Vibration

It is anticipated that the works should not pose an environmental risk; this should be fully investigated by the Project/Site Manager and Environmental Manager.

Best practice should be utilised at all times, and ongoing monitoring undertaken. Where it is deemed that vibration may pose an environmental risk, this should be fully investigated by the Project/Site Manager and Environmental Manager.

6.2.4 Light Disturbance

Consideration will be given to the location and angle of lighting to ensure minimum potential for disturbance to local residents/Members of the Public. Where lighting is not required during night hours, it will be switched off. Additionally, lighting arrangements will also take into consideration the potential disturbance of wildlife and ecology. The impact of lighting on ecology has been assessed in the ecology assessment. The lighting design will minimise the impacts of light spillage on adjacent retained habitats through the attachment of directional hoods to lights and the use of pressure sodium lamps. Non-essential lighting will be fitted with automatic cut-off switches.

6.3 Heritage and Archaeology

It is not anticipated that there are any archaeological sensitive areas within the site boundaries. However, the following outlines the procedures which will be followed in the event of such as find or discovery:

- Immediately stop works in the area of the find.
- Protect the find and the surrounding area, by fencing/blocking off and immediately contact the Site Manager
- Contact the archaeologist and obtain advice on how to proceed.
- All significant findings must be reported.

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6.4 Waste Management System

In line with the Site Waste Management Plans Regulations 2008, a Site Waste Management Plan (SWMP) has been completed and is updated throughout the duration of the project, whilst being accessible upon request within the site office. Glencar site personnel will be trained in the use of the SWMP.

6.4.1 Environmental Permitting

If there are any processes which require environmental permitting, it must be ensured that the relevant subcontractor has followed the correct procedures via the Environment Agency to confirm that environmental permits are in place prior to the commencement of works.

An example of works that may require an environmental permit are as follows:

- Water discharge - including contaminated water from accidental spills or effluent treatment processes.
- Water abstraction
- Water impoundment

6.4.2 Segregation of Waste

To ensure maximum potential for reducing waste to landfill, and encouraging reuse and recycling, waste will be segregated where possible. Separate skips and / or wheelie bins will be made available for all types of waste. Each skip will be clearly labelled, and site personnel will be informed of procedures within the induction. Regular monitoring will be undertaken to ensure correct procedures are followed at all times. The skips will be emptied at regular intervals to prevent overfilling. Toolbox Talks will be undertaken with all site personnel to ensure full understanding of waste procedures.

6.4.3 Disposal of Non-Hazardous Waste

All non-hazardous waste will be removed from site within strict adherence to all waste legislation requirements, including the Duty of Care Regulations. Prior to any agreed use of waste carrier or waste disposal sites, the appropriate licences will be thoroughly checked by using the Environment Agency Public Register website (<http://epr.environment-agency.gov.uk/ePRInternet/SearchRegisters.aspx>) to ensure that particular waste streams can be accepted and carrier licences are valid. This can only be undertaken by authorised personnel and copies of all necessary licences must be retained on site at all times and reviewed for expiry.

No waste will leave site without appropriate Waste Transfer Notes. It is essential that all Waste Transfer Notes are inspected for detail and must contain the correct description of waste as well as the correct European Waste Code (EWC) in line with the List of Waste Codes Regulations. Only authorised and fully trained personnel may sign Waste Transfer Notes. Regular audits will be undertaken to ensure correct procedures are being followed.

6.4.4 Disposal of Hazardous Waste

No hazardous waste must leave site without the correctly completed Waste Consignment Note. The Consignment Notes must contain all necessary information, including waste description and hazardous waste registration number. Any waste carriers removing hazardous waste must have appropriate licences and disposal sites must be verified to be able to accept waste being sent. These checks and signing of consignment notes can be only undertaken by authorised personnel. All hazardous waste must be stored on site in appropriate, covered or locked skips. No mixing of hazardous and non-hazardous waste is authorised.

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6.4.5 Waste Reporting and Records

All Waste Transfer/Consignment Notes will be held on site throughout the duration of the project and retained on file as legally required (i.e. Waste Transfer Note: 2 years and Waste Consignment Note: 3 years). If a waste carrier fails to provide a waste transfer/consignment note, Glencar templates will be printed from the Glencar Management System and completed prior to waste removal (NB: Waste Transfer Note: and Waste Consignment Note).

Each waste transfer will be fully documented, and the Site Waste Management Plan updated accordingly. Each month, a comprehensive waste report will be compiled by the Waste Management Contractor, detailing the exact movements of the previous months waste, including destination (i.e. Landfill / Recycled / reused, etc) and treatment.

6.5 Water

There are known water courses located within proximity to the site.

A stream is located along the eastern area of the site, and therefore it is essential that no hydrocarbons, solids or any other contaminants enter this water course.

There are various proposed works which need to be carried out within and adjacent to the watercourses namely the discharge of possible ground water.

Spill kits will be made available, and site operatives trained in their use, to deal with any spillages. All spill kits will be fully stocked at all times.

Due care and attention must be made with regards to potential surface run-off affecting the water course, and stockpiling of any materials should ideally not be located within the vicinity of the watercourses. Where stockpiles have to be located in the vicinity of a watercourse a 7m buffer strip should be in place to reduce pollution risks.

The positioning of fuel storage tanks and other potentially polluting materials and maintenance/refuelling facilities should be on bunded areas of hard standing with dedicated drainage systems. Stored materials on site will be checked regularly for containment integrity (both primary and secondary), quantity stored and security of storage.

Construction of concrete structures during the construction phase would be monitored to prevent associated contaminated materials entering any watercourses. Pre-cast work or permanent formwork will reduce the amount of in-situ concreting required adjacent and above the watercourses. Washing out of concrete wagons or other equipment used in concrete operations will be undertaken in designated contained washout areas. These will be located away from all watercourses and drains and will be impermeable to prevent infiltration to ground.

Permission for any dewatering activities will need to be sought from the Environment Agency under the terms of the Water Act 2003, well in advance of construction commencing.

It is Glencar policy that all works will not directly or indirectly affect the natural water resources by any of its operations/activities. Surveys are carried out prior to the start of works to establish the existing water quality and water levels around the site. Disturbing underground pipes is avoided wherever possible, particularly those containing gas (yellow) or foul water (brown/black) or diesel. Regular inspections are carried out with regard to the discharges, drainage systems, collection ditches, lagoons, interceptors and watercourses to ensure that they are all in good order. It is ensured that run-off is directed away from sensitive areas. Services are protected to reduce the risk of damage by heavy plant or digging which could otherwise lead to pollution incidents.

6.6 Transportation and Traffic Management

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A Traffic Management Plan will be implemented on the site; details will in due course be found in the Construction Phase Plan (CPP) and displayed on the site safety notice board. The plan will outline timings of deliveries and routes to be taken by hauliers to ensure minimal disruption to local residents and businesses. This will include potential risk for noise disturbance as well as minimising additional traffic during peak periods.

6.7 Ecological Management

It is the responsibility of the Glencar Project Team to determine if the Client or other relevant persons have identified and designated ecological sites or protected species within this project/site. Prior to the start of works/activities on site, the sensitive areas are identified, fenced off and all staff made aware. Appropriate transport routes are designated with these sensitive areas in mind to ensure they are not disturbed. The project programme is to consider the breeding/nesting periods of wildlife. A Reptile Relocation Program (please refer to Section 6.7.2) is carried out if found that any reptiles are situated in any of the areas where works / activities are due to commence. The reptiles are placed in a new habitat according to their requirements.

Checks are made to confirm if there are any Tree Preservation Orders (TPO's) as per the Brooks ecological Tree survey AR 5290 01, with regard to any trees within the site area(s) which will mean that they are protected and cannot be removed or damaged. Transport routes should avoid areas containing protected trees and find an alternative safe route. Temporary fencing is used to mark out the protected area around the tree(s). Roots are not cut or damaged as per the Brooks ecological Tree survey AR 5290 01 Dated June 2022.

The Control of Pollution Act and the Environmental Protection Act impose a duty on everyone to prevent pollution to the environment. In order to fulfill its obligation, it is Glencar policy that all work activities will be assessed with regard to the level of risk to the environment.

Good practice should be undertaken during the construction phase in order to avoid or reduce ecological impacts, including:

- Dust minimisation methods (e.g. wetting of dust-producing plant and machinery, covering of all vehicles carrying spoil) to avoid impacts on retained vegetation.
- Night working should be avoided wherever possible, and all construction lighting should be directed away from retained areas of habitat. Security lighting and non-essential lighting should be fitted with automatic cutoff switches.
- Where works within and in close proximity to water courses are to be conducted, namely the removal of the culverts and construction of the bridge pollution prevention controls should be utilised to reduce the risk of sediment pollution resettling further downstream and potentially smothering benthic habitats.
- All clearance works, tree felling, and scrub removal should be undertaken outside the bird nesting season (i.e. should be undertaken during the period September – February), although if works cannot be avoided during the nesting season (March – August) then an ecologist should supervise any works.

6.7.1 Bats

An ecology survey has been undertaken.

The Brooks report ER -5290 – 02

The site is considered to be of negligible conservation value for roosting bats, and the site is not important to local bat populations.

6.7.2 Reptiles

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A reptile survey has been undertaken. The presence of reptiles was not found on site.

In the unlikely event of the discovery of any reptiles during the construction works, immediate surrounding works will cease. The Site Manager will contact the Project Manager, who will in turn contact the SH&E Department. No works may commence within the area until the SH&E Department has been contacted and advice/guidance provided and / or authorisation to continue works has been granted. Species identification training and posters will be available on site to assist all site personnel with identification.

6.7.3 Flora

Site preparation works include levelling of earth mounds and clearance of areas of scrub.

Individual trees and tree groups not requiring removal will be protected in accordance with BS5837:2005 – Trees in Relation to Construction. A Tree Protection Zone will be established within which no work could take place without prior authorisation. Clear signage will be placed on all fencing surrounding the protected tree area. The fencing will be regularly checked and any areas found to be of poor quality or damaged, will be repaired or replaced immediately. All site personnel will be made aware of which areas are not to be entered within the Induction and this will be reinforced throughout the duration of the works through regular Toolbox Talks.

The remaining existing habitat will be managed to promote the wildlife which already exists. Landscape design will incorporate native planted woodland and shrubs that will represent the existing landscape character.

6.7.4 Unexpected Discovery of Flora and Fauna

Where any unexpected species is located by any personnel on site, all works within that area must cease immediately. Site management must be immediately informed along with the SH&E Department. No further work may take place within that area until confirmation has been given by the SH&E Department and site management.

6.8 Land Management

A Site Investigation Survey has been conducted by BWB consultants (KBP-BWB-ZJ-XX-RP-YE-0001-Ph1 GEA-P2 / KBP-BWB-ZJ-XX-RP-YE-0002_Ph2 GEA-P2) under instruction from the client H&S and Principal designer teams and indicates that the land carries no significant contamination risk. Copies of these reports including trial pit locations and other associated surveys can be found in the preconstruction information pack. An extract from the executive summary of the SI is included below.

“Leachate assessment has identified minor exceedances in the screening criteria for copper and lead and groundwater assessment has identified minor exceedances in the screening criteria for copper and nickel; no exceedances were identified by the soil chemical assessment. Ground gas monitoring has identified the site to be subject to a characteristic Situation 2 gassing regime, whereby ground gas protection measures will be required. Soils and groundwater on site are considered to pose a low to moderate risk to human health and a low risk to controlled waters receptors.”

However, if contamination is suspected then works will cease and the Client will be advised by the Site Management Team, who will investigate such incidents.

A land contamination assessment has been undertaken. Previous ground investigations at the site have not encountered significant concentrations of contaminated soils and in addition, it is expected that the majority of excavated material should be suitable for re-use across the site. The proposed development will comprise a large proportion of hard standing, i.e. tarmac and concrete cover. There will, therefore, be a reduced pathway between any contamination and site receptors.

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During the site induction all personnel will be made aware of their responsibility to be vigilant regards potential soil contamination. Key personnel are ground workers, machine operators and their banksmen. They will report any suspicions of contaminated soil to site management who will then instigate the following actions:

If contamination is encountered during site works, it should be reported to the Local Authority and may require remediation.

Remediation options for contaminated soil typically include removal to a suitable landfill site, remediation on-site or the placement of a 'clean cover system' in areas of soft landscaping, imported soils for the clean cover system, or other fill materials required for the new development, must be free of contamination. All imported topsoil must comply with the Environment Agency's Soil Guideline Values (SGV's), for residential gardens and with BS3882:2007, specification for Topsoil. In addition, the source and supplier of any imported materials must be provided to the Local Authority together with appropriate analysis certification.

Any excavated soils removed from site for disposal to a landfill should undergo Waste Acceptance Criteria (WAC) testing in order to correctly classify the material in terms of waste disposal. The results of the WAC testing should be supplied to the chosen waste acceptor at an early stage of the development in order to locate a suitable landfill site.

The risk from contaminated dusts is considered to be low, due to the lack of contamination identified within site soils and can be controlled with good working practices such as dust control measures during construction works.

6.9 Resource Use

Glencar will ensure where practicable, the use of recycled or sustainable materials will be utilised. In line with company procedures, all wood should be obtained from a certified sustainable source, such as FSC and the Sustainable Timber Register fully completed with copies of the Chain of Custody Certificate(s) obtained.

A dedicated area will be maintained for storage of all materials and due care and appropriate handling will be undertaken at all times to reduce any risk of damages and wastage. Packaging of items should not be removed until required, to ensure maximum potential for returning of unused goods.

As much office waste as possible will be sent for recycling and strategies put in place to ensure minimal wastage, for example avoiding unnecessary printing, etc.

Where possible, use of local suppliers will be considered to reduce transportation costs and maintain a low carbon footprint. The project carbon footprint of transportation to and from site is captured using the Daily Signing In/Out Register which requests transport type (including fuel type), distance travelled, etc.

Waste disposal options are discussed with the designated waste management contractor to ensure minimal transportation requirements where possible.

6.9.1 Energy Consumption / Monitoring

Switch it off schemes and other energy saving campaigns will be implemented on site to encourage all personnel to consider their carbon footprint both at work and home. Use of car sharing and public transport will be encouraged. Posters will be clearly displayed within the site office to ensure all personnel are aware. This will also be covered within the site induction and regular toolbox talks held relating to the subject.

6.9.2 Water Usage

Within site accommodation, taps will be switched off when not in use or push taps will be implemented to ensure that water is not left running whilst also making staff aware of water saving techniques. Every effort to ensure reduction in

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water use should be implemented where available as well as consideration given to rainwater harvesting on site where possible.

6.10 Visual Amenity

Glencar will ensure that the site boundaries are kept clean and tidy at all times. Any hoardings and/or fencing will be well maintained and kept free of graffiti and non-site-specific posters. Damaged or unsightly fencing must be repaired or replaced as soon as possible. Local roads will be kept free of excessive dirt and mud, road sweepers and possible wheel wash facilities are to be used to prevent build up. It is the responsibility of the site management to ensure the cleanliness of the site is maintained and allocated personnel will be identified to carry out regular checks.

6.11 Considerate Constructors

This site is registered with the Considerate Constructors Scheme (CCS). The site will target to maintain a score of no less than 38 (as a minimum) on each site monitors visit. The site will clearly display the associated posters and banners allowing local residents to see clearly all contact numbers.

Glencar will ensure all works carried out are undertaken in a manner which not only ensures best practice but ensures minimal disruption and cause for complaint by the public.

6.11.1 Community Liaison

Glencar will actively seek to ensure community liaison is maintained throughout the duration of the works. Site specific activities will be planned where possible which ensure interactivity with local communities, schools, colleges and charities. Events are to offer opportunities to local residents to meet and discuss the project with site management.

Engagement with the local community will include.

- Continued engagement via letter drops and project update newsletters.
- Engagement with local high school (Kingsway Park Highschool) to educate students on the project and our aims and values while also promoting the construction industry as a career and giving them chance to witness a live project first hand.
- Community improvement operations such as litter picking and continued opportunity to recycle site materials from site in the community.
- Ongoing record and monitoring of community engagement via Compliment / Complaint Register.
- Utilise local social enterprise to opportunities to local community.

7.0 Local Environmental Improvement and Promotion Opportunities

Glencar is committed to exploring opportunities for the improvement of the local environment during the construction phase of the project. Please see below intended local environmental improvement opportunities Glencar intends to implement.

- Up to date tracker plus (Glencar's online environmental management system) to demonstrate current progress against defined targets on sustainability and carbon reduction.
- Introduce an additional community board with focus on environmental performance of the project including biodiversity initiatives – E.g. Litter pick to Stiups lane / Residential Areas.
- Planned installation of rainwater harvesting from site welfare cabins for use on boot wash and other grey water suitable systems.

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- The Appointment of an Environmental champion.
- Utilise local environmental social enterprises for products and services.
- Introduce community timber recycling service for site waste.
- Reintroduce wildlife to the area via bug hotels and bird boxes around site during the construction phase. Adding to the plans already in place for the reintroduction of wild seeded, new trees and plants as part of the final scheme.
- Formulation of a green travel plan for educating the workforce on the benefits of utilising public transport and more environmentally friendly methods of travel (cycling, e-scooters, trams and car sharing etc).
- Installation of cycle stands to site.
- Distribute latest newsletter to residents with an environmental focus on the following points;
 - Retention of local resident's trees on Clients Land.
 - On site parking for contractors and visitors
- Offsite fabrication of building elements (precast stairs, lift shafts and foundation rebar etc.)
- Use of BIM for the reduction of overordering and unnecessary waste.
- Reduced energy usage to site cabins: Energy-efficient systems, LEDs, PIR Sensors, Push taps, doors closers.
- Responsible material sourcing (FSC Certification etc)
- Plug-and-play wiring utilised on site offices (reusable).
- Segregation / waste-management partnerships.
- Dedicated recycling / waste management storage.
- Introduction of PV panels to the building roofs as part of the Design and Build Process.
- Introduction of electric car charging for site operatives (free of charge)
- Revision and update Project Environmental plan to include measures discussed above.

8.0 Pollution Prevention

A Pollution Prevention Plan will be clearly displayed within the site office and all site personnel made fully aware of all sensitive receptors and control measures implemented to be adhered.

8.1 Pollution Prevention Planning and Emergency Response

In the event of an Environmental Incident, procedures must be followed to ensure risks of further spillages/migration of pollutants are minimised. The Glencar Site Management Team will be on standby in the event of a major incident. The Emergency Response is located within the Environmental Policy. Environmental emergencies may include fire and/or explosion, environmental release or serious weather conditions.

Emergency Contact Details will be clearly displayed on the site notice board and information clearly explained to all site personnel during the site induction.

The Pollution Prevention Plan will contain a clear detailed plan of the site, which indicates the location of sensitive receptors such as watercourse, drainage and bore holes. An appropriate number of spill kits will be located within these areas and clearly marked on the plan. It is the responsibility of the site management to ensure all spill kits are fully stocked at all times.

All environmental emergencies must be reported immediately to the Site Manager for preventative and protective measures to be implemented to control/eliminate the emergency and a possible future re-occurrence.

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PROJECT ENVIRONMENTAL PLAN

For further information on pollution prevention, please refer to the 'Working at Construction and Demolition sites: PPG6, Pollution Prevention Guidelines' set by the Environmental Agency by clicking on the link below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/290139/pmho0412bwfe-e-e.pdf

9.0 Project Management

The following section will outline documentation and consents required for the project:

9.1 Licences/Consents/Exemptions

Site management will regularly liaise with the Environment Agency and other regulatory bodies with regard to all consents, exemptions and licences. Any applications will be made with consideration of appropriate timescales. A consents schedule will be completed and held on site files detailing information from date of application. Where specific limitations are set through any licence, consent or exemption, this is to be clearly identified and regularly reviewed to ensure compliance.

Land Drainage Consent will be required from the Environment Agency under the Land Drainage Act of 1991.

Permission for any dewatering activities will need to be sought from the Environment Agency under the terms of the Water Act 2003.

9.2 Site Environmental Documentation

All environmental documentation must be kept on site at all times and be available for inspection by internal and external auditors, as well as the Client. The folder structures will conform to the Glencar Site File Generators on the Internal system. Where any documentation is amended, previous versions will be superseded, and documents transmitted in line with procedures. Site personnel will be made aware immediately, if any significant changes in works procedures are implemented.

Initial startup documentation will include the following:

- Site Setup Checklist - Appendix A
- Environmental Aspects/Impacts Register – Appendix B
- Project Environmental Plan (PEP)
- Site Waste Management Plan (SWMP)
- Pollution Prevention Plan (PPP) – Appendix C

On-going weekly environmental inspections will take place on site by authorised personnel using the Daily/Shift SH&E Inspection Checklist. The findings of these inspections and any associated actions will be appropriately documented in agreed format. Copies will be held on site at all times.

9.3 Reporting

Monthly reporting of waste figures on to the Site Waste Management Plan (SWMP) and environmental incidents will be undertaken by the site.

9.4 Auditing and Monitoring

A regular audit schedule will be implemented throughout the duration of the project and will include both internal and external audits. It is the responsibility of the site management to ensure all documentation and evidence required for audit purposes is kept up to date and freely available for inspection at all times. The site environmental management

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PROJECT ENVIRONMENTAL PLAN

system will be audited to the standards set out by ISO14001. Additional legal compliance audits will also be undertaken. Any system failures will be documented and appropriate corrective actions issued and implemented. Daily and Weekly site inspections will be carried out to ensure environmental risks are being managed appropriately. These inspections will be carried out by suitably qualified personnel and the appropriate SH&E inspection forms will be completed and signed off by the site/project management. All documents will be filed and retained on site for auditing purposes. Any failure to undertake such monitoring will be deemed as a non-conformance with procedure and appropriate corrective action will be implemented.

9.5 Training

All Glencar site personnel with environmental responsibilities will be suitable trained and qualified. Where it is indicated that additional specific training requirements are needed, it is the responsibility of the site management to ensure these needs are met at the earliest possible opportunity.

The site induction includes a general overview of environmental issues relating to the site, as well as an overview of how these issues will be managed. It is expected that all appropriate site personnel will undertake in-house Environmental Awareness Training.

Environmental Toolbox Talks covering topics relating to site activities must be given to all site personnel and subcontractors at least fortnightly.

Environmental Alerts must be clearly displayed in all welfare/site areas. Any actions relating to these must be implemented immediately, and all site personnel made fully aware of any changes.

10.0 Appendix A

PROJECT ENVIRONMENTAL PLAN

		SITE SETUP CHECKLIST				
FREQUENCY		NAME OF PROJECT				DATE
MONTHLY						
AREAS / ACTIVITY	REQUIREMENT	COMPLIANCE			REMARKS	
		Yes	No	Improvement		
Site Boundaries	1) Site fully closed & fenced. 2) Hoarding secured / signs. 3) Gates provided / secured. 4) Signage of prohibition / caution. 5) Traffic system/ signs. 6) Security.					
Emergency Procedure	1) Evacuation plan. 2) Emergency team. 3) Induction planned. 4) Map for exit routes.					
Amenities	1) Drinking water 2) Toilets 3) Mess area 4) Washing area 5) Rest area					
Site Communication System	1) Call no. 2) Communication source					
Temporary Water & Electricity on Site	1) Sewer 2) Temporary water 3) Electrical supplies 4) Gensets					
Material Storage Facilities	1) Stores 2) Lay down area 3) Signs 4) COSHH stores					
Bus & Car Parking Area	1) Location on site 2) Drop off point 3) Signage					
Assembly Point	1) Area (location) 2) Map/ drawing 3) Signage of exit 4) Signage of assembly point					
Checked By; Name: Designation: Signature:						

PROJECT ENVIRONMENTAL PLAN

Appendix B

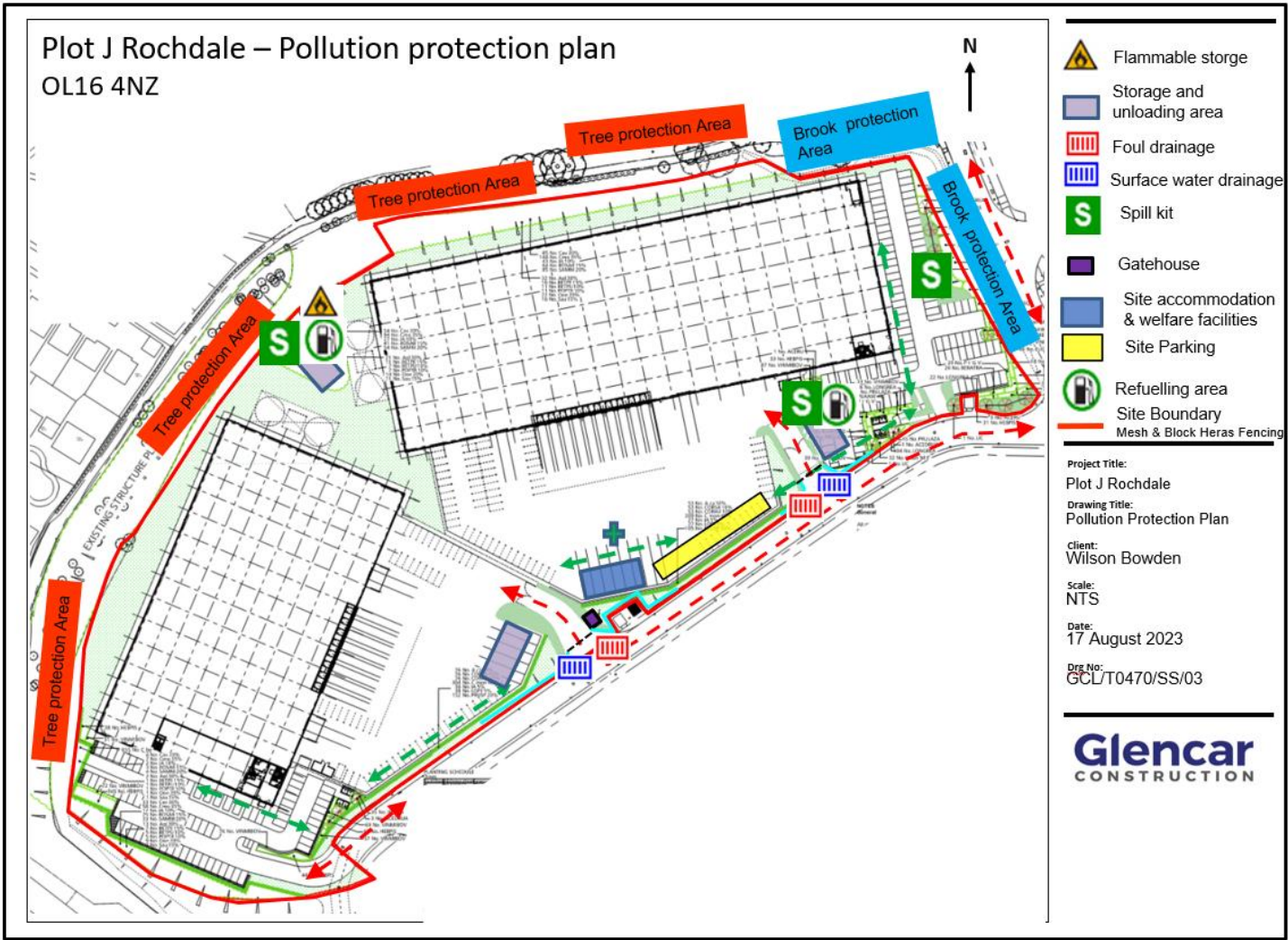
Environmental Risk Assessment /Impact Register

Aspect		Impact	Prior to Controls			Company Controls / Comment	After Controls		
			Probability (P)	Severity (S)	Risk Rating (P×S)		Probability (P)	Severity (S)	Risk Rating (P×S)
On Site Works									
General Waste	Increase in landfill sites due to increase in waste. This therefore leads to the takeover of land and reduced available living or farming availability. Inappropriate disposal may lead to legislative non-compliance	4	2	8	Waste controls are dependant on site requirements and space (i.e. not enough space on all sites to segregate waste). Company holds a current waste carriers license for the transportation of own waste	2	2	4	
Hazardous Waste	Ground & water contamination as a result of incorrect hazardous waste disposal. Inappropriate disposal may lead to legislative non-compliance	4	3	12	Waste controls are dependant on site requirements. Company holds a current waste carriers license for the transportation of own waste. Hazardous waste is stored safely and securely prior to collection (i.e fluorescent tubes are handled carefully to ensure that they don't break and are placed into a coffin prior to collection by an approved, specialised contractor for removal from site and disposal)	2	2	4	
Light Pollution (24hr operation)	Light impact to local residents and local wildlife	4	2	8	Restricted working hours (i.e. during the day) as determined by the client	2	1	2	
Noise Pollution (24hr operation)	Noise impact to local residents and local wildlife	4	2	8	Due to the environment in which the organisation operates, noise control is typically limited to Personal Protective Equipment (PPE), control of operation hours (i.e during daylight hours), acoustic barriers if required, and the most up-to-date tooling is used and regularly inspected / maintained on site to ensure they are operating safely and efficiently	2	1	2	
Vehicle Storage & Use	Ground / water / air pollution as a result of spillages and releases from poorly maintained vehicles. Inappropriately parked vehicles may lead to restricted access for emergency services or evacuation. Increased mileage and driving resulting in increased fuel consumption and reduced air quality	4	4	16	Designated areas to park vehicles identified by the client. Regularly inspect and maintain vehicle(s) to prevent leakages. Reduce air emissions, wherever possible by encouraging telephone conference calls for meetings as opposed to travelling. Longcross offer a 'Cycle To Work Scheme' to all staff to encourage the reduction of carbon emissions (air pollution)	2	2	4	
Plant & Material Storage	Ground / water / air pollution as a result of spillages and releases from inappropriately stored or poorly maintained plant. Also resulting in possible access restrictions for emergency services / evacuation. Poorly stored plant / materials can increase fire risk	4	3	12	All plant and equipment regularly inspected and maintained to reduce spillages and leaks. Designated parking areas / storage areas for plant & material storage as identified at start of project	2	3	6	
Purchasing Materials	Increase in air emissions as a result of sourcing materials from suppliers based a significant distance from the project and by placing numerous small orders instead of one big order. Increased waste stream (excess materials) as a result of over ordered.	5	3	15	Materials purchased from local suppliers and consolidated into 1 big order, wherever possible to reduce the carbon emissions used during deliveries. Any materials no longer required for the project to be stored in the office storage yard (if possible) and used on future projects	1	2	2	
Disturbance to Flora & Fauna	Disturbance of flora & fauna during project activities. Potential spillages of chemicals / fuel from tools / plant used. Potential interaction with non-indigenous species (such as Japanese Knotweed)	3	3	9	Identified primarily by client and survey carried out if an issue arises during project. Competent contractors used if removal required	1	1	1	
Disturbance to Wildlife	Disturbance to wildlife during project activities due to poorly controlled works resulting in direct influence on protected species (such as badgers & bats).	3	3	9	Identified primarily by client and survey carried out if an issue arises during project. Competent contractors used if removal required	2	2	4	
Contamination of Land	Contamination caused from leaks and spillages that are allowed / left to soak into the ground	4	4	16	Survey carried out to identify areas of concern, competent contractors used if removal is required	2	2	4	
Archaeological Disturbance	Disturbance / damage of items of historical interest caused by noise & air pollution and collision	3	4	12	Areas of archaeological / historical interest are identified prior to commencement of works. Areas are surrounded with barriers and in certain cases protected with plastic sheeting whilst works are carried out to the surrounding areas. Regular monitoring of air quality and noise are carried out to ensure that contaminants and vibration do not cause damage to the archaeology	1	1	1	
Air Emissions from Plant Use	Degradation of local air quality from use of diesel plant	4	3	12	All plant and equipment is maintained or hired with appropriate certification, Local Exhaust Ventilation (LEV) used as required	2	2	4	
Site Office									
Electricity use	Increased air pollution from production (Co2). (NB: Adds to the long term effect of climate change)	4	3	12	Use of modern energy efficient equipment, switch off lights or have lights on motion sensors, switch off computers when not in use	1	2	2	
Gas use	Increased air pollution (CO2) from the use of a gas boiler to heat water in the welfare area. (NB: Adds to the long term effect of climate change by using a non-sustainable resource)	4	2	8	Gas boiler removed from site welfare and replaced with electrical heating methods	1	1	1	
Paper use	Increased use of paper has direct effect on waste amounts and high energy consumption from printing. (NB: Use of non-sustainable resources and deforestation leads to global climate change)	4	2	8	Paper use encouraged to be kept at a minimum due to the type of business, paper use is unavoidable because of project plans, safety files, etc	2	2	4	
Purchasing of equipment / vehicles	Increased energy consumption and / air pollution, etc due to the incorrect selection of type / size / age and performance of vehicle / equipment (i.e. an old style computer could use more energy as less energy efficient than newer models / an older vehicle would release more carbon emissions than new vehicles)	4	2	8	Lease / purchase a hybrid and / or low emission vehicle. Ensure that regular inspection & maintenance of the vehicle is carried out. Purchase new, more energy efficient equipment and switch off when not in use to assist in the reduction of energy consumption	2	2	4	
General Waste	Increase in landfill sites due to increase in waste. This therefore leads to the takeover of land and reduced available living or farming availability. Inappropriate disposal may lead to legislative non-compliance	4	2	8	General waste is limited to cardboard, wood, paper, etc which is segregated for recycling and therefore not sent to landfill	2	1	2	
Hazardous Waste	Ground & water contamination as a result of incorrect hazardous waste disposal. Inappropriate disposal may lead to legislative non-compliance	4	3	12	Hazardous waste is limited to Waste Electrical and Electronic Equipment (WEEE) and fluorescent tubes. Specialised licenced contractors used for the removal and disposal. PH Neutraliser utilised for disposal of surface water to Stormwater drains.	2	2	4	
Air Conditioning	Increased use of air conditioning system resulting in an increased electricity consumption. Incorrect / inappropriate work carried out may cause leaks and unintended release of refrigerant to the air, therefore reducing the air quality	4	3	12	No Air conditioning facilities installed on site	N/A	N/A	#VALUE!	
Water Use	Reduction of water resource through increased usage	4	2	8	Water use is minimal (limited to welfare requirements)	2	2	4	
Light Pollution	Light impact to local residents and local wildlife	4	2	8	Minimal impact due to business activities being carried out during daylight hours and not situated in a residential area	1	2	2	
Noise Pollution	Noise impact to local residents and local wildlife	4	2	8	Minimal impact due to business activities being carried out during daylight hours and not situated in a residential area	1	2	2	
Landscaping	Disturbance of wildlife / flora / fauna due to landscaping activities. Potential spillages of chemicals / fuel from tools used. Potential interaction with non-indigenous species (such as Japanese Knotweed)	3	3	9	Works carried out by a competent sub-contractor that has assessed the risks and produced Risk Assessment and Method Statements prior to work commencing. Liquid Petroleum Gas (LPG) tools used for the works to ensure fewer emissions released to the atmosphere. Where chemical usage is required, the Eco-friendly type are used	2	1	2	
Car Parking	Ground & water pollution caused by spillages and releases from poorly maintained vehicles. Restricted access for emergency services by parking in unauthorised areas	4	3	12	All vehicles are subject to regular inspection & maintenance. Designated parking areas are identified for considerate and safe parking	2	3	6	

PROJECT ENVIRONMENTAL PLAN

11.0 Appendix C

Pollution Prevention Plan (PPP)



Emergency Plan & Risk Assessment

EMERGENCY PLAN & RISK ASSESSMENT

Project Name:	Plot J, Kingsway Business Park, Rochdale
Project Number:	G1174
Project Manager:	Steven Schofield

Prepared by
Glencar Group
The Old Church
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Emergency Plan & Risk Assessment

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Emergency Plan & Risk Assessment

1.0 Introduction

In order to ensure the safety of its employees, subcontractors, visitors and any other persons affected by our work as well as to comply with relevant legislative requirements, it is the policy of this company to put in place documented procedures regarding fire and emergency situations.

In order to satisfy these requirements, an Emergency Plan and Risk Assessment will be produced for every company workplace, whether fixed or temporary and will be regularly reviewed at intervals not exceeding every 12 months or following an incident, occurrence or change in situation which may warrant an earlier review of the document.

The nominated Emergency Marshall for each workplace will ensure that operatives with designated responsibilities, as detailed within this plan, will be thoroughly briefed on the details of their responsibilities, both general and emergency. The Emergency Marshall will also ensure that the details of the Emergency Plan and Risk Assessment are communicated to all persons in the workplace including company staff, subcontractors and visitors.

The Emergency Plan & Risk Assessment is split into three distinct sections as detailed below:

This plan will be updated as the buildings are erected on the site.

Part 1 Fire & Emergency Plan:

The Fire & Emergency Plan details general information on the premises and the emergency equipment/procedures in place. It also covers the specific roles and responsibilities of staff members and the actions which are required in the event of a fire or similar emergency situation.

Part 2 Fire & Emergency Risk Assessment:

This enables the company to carry out a suitable and sufficient assessment of the level of risk present in the workplace and to introduce control measures to help reduce the level of risk to people and property.

Part 3 Fire & Emergency Drawings:

Floor plans are contained as part of the plan and are displayed around the workplace to ensure that everybody is aware of the locations of key items such as fire exits, firefighting equipment and assembly points.

Emergency Plan & Risk Assessment

2.0 General Information

2.1 Workplace Details

Project name:	Plot J, Kingsway Business Park, Rochdale OL16 4NZ			Project No:	G..
Responsible person:	Steven Schofield				
Address:	Plot J Kingsway, Off John Milne Avenue, Kingsway business park, Rochdale, OL16 4NZ				
Assessor:	Steven Schofield				
Revision number:	Draft	Date prepared:	17.08.23	Review date:	28.09.23

2.2 Emergency Services Contact Details

Hospital:	Rochdale Infirmary Whitehall St Rochdale OL11 0NB	Fire service:	Rochdale fire Station Maclure Road Rochdale 011 1DN 01706900126 Or 999
Police:	Rochdale Police Station The Holme The Esplanade Rochdale OL16 1AG 01618568530 Or 999	Other:	

Emergency Plan & Risk Assessment

3. Staff Roles

Roles and responsibilities (Section 1.4) read and understood.

3.1 Emergency Marshall

Print Name:	Signature	Date
Steven Schofield		

3.2 Emergency Marshall

Print Name:	Signature	Date
Ben Lees		

3.3 Emergency Marshall

Print Name:	Signature	Date
James Baldwin		

Emergency Plan & Risk Assessment

4. Staff Responsibilities

4.1 Emergency Marshall

General Responsibilities	Emergency Responsibilities
Familiarise themselves with, and brief others on, the emergency procedures contained within this plan. Provide continuous monitoring of the workplace and ensure that any hazards are controlled. Ensure that all persons entering the workplace are given an induction including the emergency arrangements for the workplace. Ensure that evacuation drills are undertaken every 6 months to simulate a fire emergency. Ensure that all weekly emergency checks & inspections are carried out and logged using Fire & Emergency Test & Inspection Register	Fire/explosion (both unintentional and arson): Raise the alarm by the fastest means possible. - Contact the Fire Service by dialling 999 - Collect signing in register, emergency plan & COSHH records and report to the assembly point to carry out a roll call - Take command until the Fire Service arrive and prevent re-entry into the building. - Liaise with the Fire Service when they arrive, supply them with the emergency plan and COSHH assessments/data sheets and inform them of result of roll call. - Prevent re-entry into the building until the Fire Service advise that it is safe to do so Bomb threat: - Assume ALL threats to be genuine - Contact the emergency services immediately by dialling 999 and inform them that a bomb threat has been received - Follow all instructions given by emergency services Floods predicted: - Cancel all unnecessary works - Where possible, remove all tools, equipment, materials, chemicals and waste from the workplace or move to higher ground. - Use sandbags or other type of barrier to protect remaining tools, equipment, materials, chemicals and/or waste - After incident, arrange for inspections of all scaffolds, hoardings, plant and other structures/equipment which may have been damaged. Extreme winds/weather predicted: - Cancel all unnecessary works and all external working at height - Where possible, remove/bring inside materials and equipment - Secure all remaining materials and equipment - Check all hoardings, scaffolds and other similar structures - After incident, arrange for inspections of all scaffolds, hoardings and other structures/equipment which may have been damaged.

Emergency Plan & Risk Assessment

General Responsibilities	Emergency Responsibilities
	Civil unrest (riot, protest) predicted: - Contact local Police Station for detailed advice/information - Cancel all non-essential works - Secure workplace as far as reasonably practicable to prevent unauthorised access - Remove all unnecessary tools, equipment, materials and waste from the workplace. - Secure/lock away any tools, equipment, materials and/or waste which cannot be removed. - Civil unrest (riot, protest) in immediate vicinity: Contact the police by calling 999. - Cancel all works immediately and give order to evacuate site by safest means possible (standard Emergency - Assembly Point may not be reachable so alternative point may have to be utilised) - Collect signing in register and report to the assembly point to carry out roll call If required, liaise with the Police and inform them of result of roll call and nature of incident. Environmental emergency (various): - Please refer to Project Environmental Plan for further instructions on workplace specific arrangements for dealing with environmental emergencies.

4.2 Deputy Emergency Marshall(s)

General Responsibilities	Emergency Responsibilities
Assist the Emergency Marshall in his duties as required. Familiarise themselves with the emergency procedures contained within this plan. Provide continuous monitoring of the workplace and ensure that any hazards are controlled.	- Instruct staff to leave the building immediately by the nearest emergency fire exit when the fire alarm sounds - Supervise the evacuation process and check that all staff have vacated the area - Assist the Emergency Marshall in preventing re-entry to the building by staff and the public until it is safe to do so

Emergency Plan & Risk Assessment

4.3 First Aider(s)

General Responsibilities	Emergency Responsibilities
Ensure that all workplace first aid kit(s) are fully stocked at all times.	- Administer first aid to the injured person in accordance with the training that they have received. - Where necessary to call an ambulance or arrange for transporting to the nearest hospital.
Ensure that all workplace first aid kit(s) are situated in their correct positions at all times.	
Ensure that first aid signage is displayed as appropriate.	

Emergency Plan & Risk Assessment

5. Emergency Warning Systems

The following types of emergency warning systems are present in workplace:

5.1 Fire Warning System

Manual alarm activation points consisting of a Bull wireless call point system.

Automatic fire detection points consisting of smoke detectors located in the site cabins.

In order to terminate the fire alarm (in the case of a false alarm) one must contact the fire marshal who will in turn go to the fire panel and isolate should it be determined it is a false alarm.

All staff and visitors are to be made aware that the fire alarms are tested every week on a Friday of each week. The fire alarm test will consist of ringing alarm and will last for approx. 10 seconds.

Emergency Plan & Risk Assessment

6. Emergency Equipment

The following types of emergency warning systems are present in workplace:

6.1 Fire Fighting Equipment

The following firefighting equipment has been provided for use in the event of a small fire occurring in the workplace. Details of the locations of firefighting equipment is detailed on the relevant floor plan. Nobody should attempt to fight a fire using the firefighting equipment provided unless the fire is small enough to be safely extinguished and they have received the appropriate training. This section will be developed continuously throughout the duration of the project.

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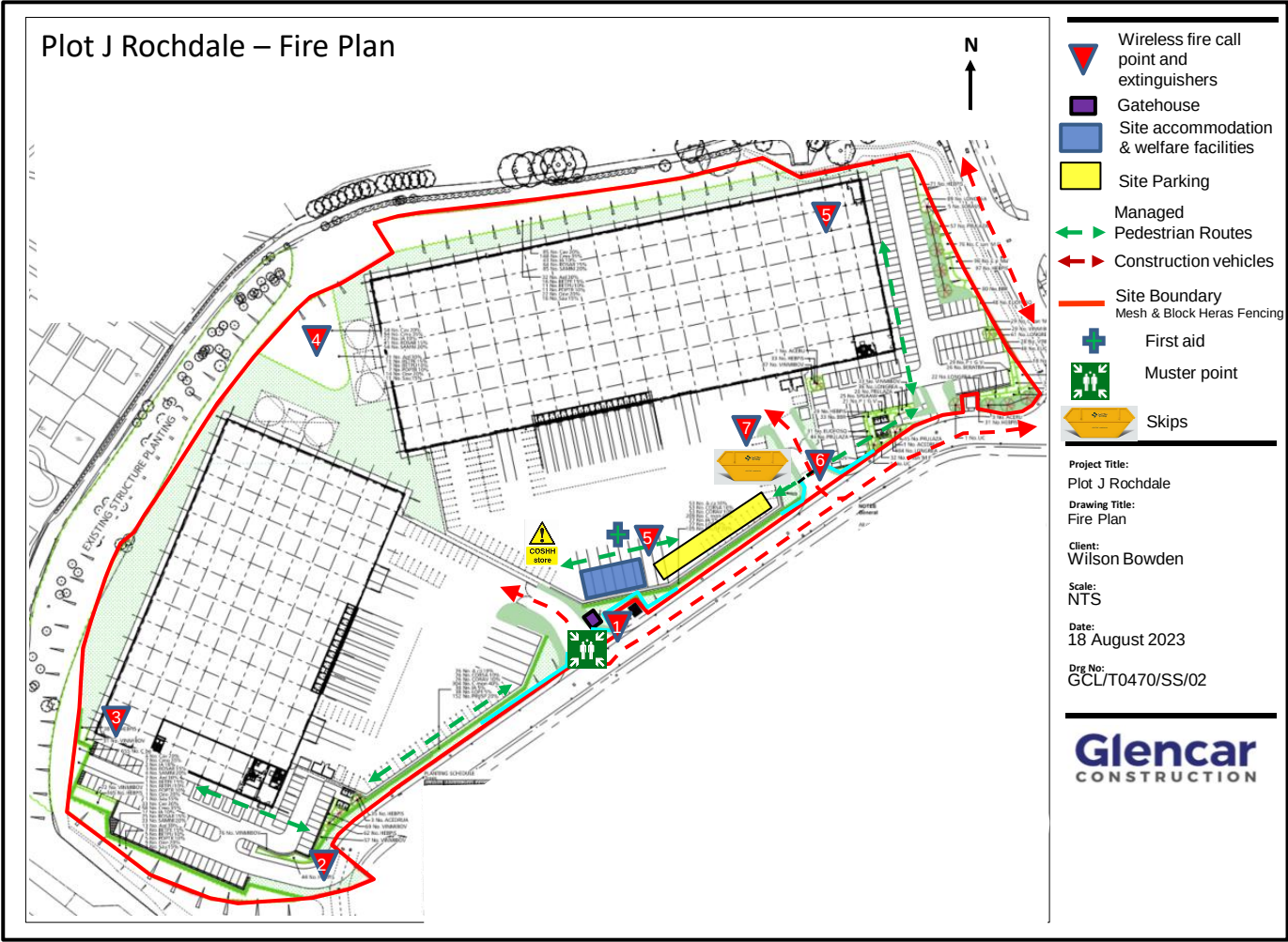
Emergency Plan & Risk Assessment

6.2 Spill kits

Spill kits are located at the refuelling point by the compound. Spill kits are only to be used by trained, competent persons. For full details of specific arrangements for dealing with fuel, chemical and other spillages, please refer to Project Environmental Plan

6.3 First aid kits

First aid kits/points are located at Security and the site office. The location of these first aid kits can be easily identified by the presence of the sign in fig. 1 below. This section will be developed continuously throughout the duration of the project.



Emergency Plan & Risk Assessment

An example inventory checklist can be found below.

The Essential Small First Aid Kit

Contents Checklist

For workplace first aid products, visit steroplast.co.uk



First Aid Item	Minimum Level	Quantity?	Package intact?	Product in-date?
Pair of scissors	1			
Conforming bandage 5cm x 4m	1			
Conforming bandage 7.5cm x 4m	1			
Microporous tape 2.5cm x 5m	1			
Non-woven triangular bandage	1			
Low-adherent sterile pads	2			
Sterile wound dressing	2			
Sterile saline wipes	6			
Washproof sterile plasters	10			
Pair of medium gloves	1			
Safety pins	8			
Instant ice pack	2			

Emergency Plan & Risk Assessment

7. Emergency Evacuation

7.1 Emergency Exits

Emergency exits are located at the site compound and the security entrance exit. Full details of the locations of these exits are detailed on the emergency plan drawings which are displayed around the workplace. All exits will be clearly marked with running man signage detailed in fig. 2 below and will be kept clear of any obstructions at all times.

7.2 Emergency Assembly Points

The emergency assembled point is located at the entrance egress to the site off John Milne Avenue and can be easily identified by the presence of the sign in fig. 3 below. All operatives and visitors are to be made aware of the location of the assembly point and are to make their way here as soon as possible in the event of an emergency so that a roll call can be taken.



Fig 1: First Aid Point



Fig 2: Fire Exit



Fig 3: Assembly Point



Fig 4: Signing in Point

7.2 Signing In and Out

The signing in point is located at the site entrance off James Kearns Avenue and consists of a security guard who will note the number of operatives on site. The point can be easily located by the presence the sign in fig. 4 below. All staff as well as contractors and visitors are to sign in and out of the workplace every time they enter/leave.

Emergency Plan & Risk Assessment

8. Fire and Emergency Risk Assessment

8.1 General Information

The Premises		
1	Number of floors:	0
2	Approximate floor area:	11 acres
3	Brief details of construction:	The site is presently a green field site.
4	Use of premises:	Green Field Site

Details of Occupants		
1	Approximate maximum number:	30
2	Approximate number of employees at any one time:	20
3	Maximum number of members of public at any one time:	2

Details of Special Risk Occupants		
1	Sleeping occupants:	None
2	Disabled occupants:	None
3	Occupants in remote areas and lone workers:	None
4	Young persons:	None
5	Others:	None

Previous Loss Experience (e.g. due to fire, explosion, flooding etc)	
1	None

Other Relevant Information	
1	None

Emergency Plan & Risk Assessment

Relevant Fire and Emergency Legislation and Guidance	
1	The following fire safety legislation and guidance applies to these premises: FPA Joint code of practice for fire prevention on construction sites 8th edition 2012 Construction (Design and Management) Regulations 2015 Regulatory Reform (Fire Safety) Order 2005
2	The above legislation is enforced by: >Insert name of local fire and rescue authority< http://www.direct.gov.uk/en/Diol1/DoltOnline/DG_10027464 >Insert name of local HSE office here< (http://www.hse.gov.uk/contact/maps/index.htm)
3	Other legislation that makes significant requirements for emergency arrangement in these premises (other than the Building Regulations 2000): None
4	The legislation detailed above is enforced by: NA
5	Additional comments: None

Emergency Plan & Risk Assessment

8.2 Details of Fire Hazards and Their Control / Elimination

No.	Potential Hazard	Y	N	Controls Measures
1	Fixed installation(s)	\		Periodically inspected and tested
2	Portable electrical equipment	\		Portable appliance testing carried out
3	Electrical leads	\		Fully unwound to prevent overheating.
4	Is smoking permitted in or around premises?	\		Designated smoking area(s) with metal cigarette receptacles.
5	Are portable electric heaters used in the premises?		\	PAT tested yearly. Not blocked with combustible materials. Switched off manually or via timers at the end of each working day.
6	Are portable gas-powered heaters used in the premises?		\	Not blocked with combustible materials. Switched off manually or via timers at the end of each working day.
7	Are fixed heating installations used in the premises?	\		Not blocked with combustible materials. Switched off manually or via timers at the end of each working day.
8	Are electronic cooking appliances such as kettles and microwaves present?	\		PAT tested yearly
9	Are fridges and/or freezers present?	\		PAT tested yearly
10	Are gas cooking appliance such as cookers or hobs present?		\	Combustible materials stored away from naked flames
11	Is equipment used for frying or deep-fat frying present?		\	PAT tested yearly. Fire blankets present
12	In the event of a power failure, will there be enough ambient/natural light to enable safe evacuation of the premises?	\		Emergency lighting used for areas where ambient light is insufficient
13	Is temporary 110v lighting used?	\		Periodically tested by a competent person
14	Will combustible waste be produced?	\		Cleared regularly. Not stored near to sources of ignition. Access and egress routes to be kept clear
15	Are any flammable liquids, materials or substances stored? (e.g. diesel & petrol)	\		Stored in a secure area in suitably sized bunds. Appropriate warning signage displayed
16	Are any explosive liquids, materials or substances stored?		\	Stored in a secure area in suitably sized bunds. Appropriate warning signage displayed
17	Are any compressed gas cylinders/canisters stored? (e.g. LPG & acetylene)	\		Stored in a secure cage. Appropriate warning signage displayed.
18	Are compressed oxygen cylinders stored?	\		Stored in a secure cage away from any other form of flammable gases and/or liquids. Appropriate warning signage displayed.
19	Is temporary site accommodation in use?	\		Constructed from fire resistant materials. Situated as far away as practicable from Gaps between and underneath units blocked / checked regularly.
20	Is hot work being undertaken?	\		Controlled via permit procedure. Fire watches undertaken. Combustibles removed and extinguishers present
21	Charging of Hand tool batteries.	\		Up to date inventory of all hand tools and relevant necessary inspections carried out at specified intervals. Batteries to be charged using provided charging stations.

Emergency Plan & Risk Assessment

Additional Notes:

Emergency Plan & Risk Assessment

8.3 Fire Protection Measures

No.	Potential Hazard	Y	N	Controls Measures
1	Are fire exits required?	\		Escape routes to be kept clear and to be planned in accordance Exits marked on drawing and with clear signage. Details of exits briefed during inductions.
2	Emergency assembly point required?	\		Assembly point marked on drawing and with clear signage. Details of assembly point briefed during inductions.
3	Is there a potential for fire spread within the building?	\		Fire doors to be kept closed. Combustible materials not allowed to build up. All coverings to be fire retardant.
4	Is there a potential for fire spread outside of the building?	\		Combustible materials not allowed to build up and stored away from buildings. All coverings to be fire retardant.
5	Manual alarm system required?	\		Ensure that alarms can be heard by all persons. Linked systems used where necessary. Tested weekly.
6	Automatic alarm system required?	\		Ensure that alarms can be heard by all persons. Linked systems used where necessary. Tested weekly.
7	Fire extinguishers required?	\		Extinguishers provided to be of correct type for fire hazard. Inspected on daily basis to identify damage. Tested yearly (where required). Unobstructed.
8	Hose reels required?		\	Inspected on daily basis to identify damage. Tested yearly (where required). Unobstructed.
9				
10				
11				
12				
13				

Additional Notes:

Emergency Plan & Risk Assessment

8.4 Management of Fire Safety

No.	Potential Hazard	Y	N	Controls Measures
1	Need to summon fire and rescue service	\		Responsibility for summoning and liaising with fire and rescue service clearly documented within Plan.
2	Potential confusion during evacuation (emergency marshals)	\		Responsibility for managing evacuation and carrying roll call clearly documented within Plan.
3	Potential confusion during evacuation (occupants)	\		All staff to sign in. Assembly point to be clearly signed and location briefed during induction. Drills undertaken every 6 months.
3	Potential for confusion over roles and responsibilities	\		All persons named with responsibilities to read and sign Plan to confirm their understanding
4	Evacuation of disabled persons	\		Evacuation chairs to be provided where necessary.
5	Use of fire extinguishers	\		Training to be provided. Extinguishers to be kept clean and labels legible. Only to be used for small, easily manageable fires.
6	Failure of firefighting equipment	\		Equipment inspected daily signs of damage or vandalism. Equipment to be positioned away from potential sources of damage where possible
7	Failure of alarm system	\		Alarms tested weekly to ensure they function.
8	Failure of emergency lighting system	\		Emergency lighting tested weekly and serviced periodically
9	Failure of sprinkler system	\		Sprinkler system serviced periodically
10	Failure of other emergency systems			
11	Blocking of escape routes	\		Escape routes to be kept clear at all times. Checked daily.
12	Blocking of emergency exits	\		Emergency exits to be kept clear at all times. Checked daily.
13				
14				
15				
16				
17				

Additional Notes:

Emergency Plan & Risk Assessment

8.5 Other Potential Hazards and Controls

No.	Potential Hazard	Y	N	Controls measures
1	Does the area have a history of adverse/extreme weather?		\	
2	Does the area have a history of flooding?	\		De watering operation to be implemented.
3	Does the area have a history of civil unrest?		\	
4	Is the workplace in a location which may be likely to be the target of protests (e.g. within a testing centre)?		\	
5	Is the nature of the workplace itself likely to spark any civil unrest? (For example, has there been protest against construction of the workplace?)		\	
6	Does the area have a history of receiving bomb threats?		\	
7	Do the premises have a history of arson?		\	

Additional Notes:

8.6 Overall Premises Risk Rating

(**H**=High, **M**=Medium, **L**=Low, NA=Not Applicable)

	Fire	Arson	Bomb Threat	Flood	Extreme Weather	Civil Unrest	Other (Specify)
Before control measures							
After control measures	L	L	L	L	L	L	L

PROJECT TM PLAN

Project Name:	Plot J, Kingsway Business Park Rochdale. OL16 4NZ
Project Number:	G1175
Date of Publication:	22.08.23

Document Review and Issue

	Project Manager	Site Manager	Site Manager
Name:	Steven Schofield	Ben Lees	James Baldwin
Date:			
Signature:			

This TM Plan will be reviewed at least monthly to maintain its relevance to the construction works.

DATE	REVISION / SECTION	SIGNATURE
Rev 0	Initial draft	
Rev 1	Client / Consultant comments incorporated	

PROJECT TM PLAN

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PROJECT TM PLAN

1.0 INTRODUCTION

This Traffic Management Plan (TMP) provides the traffic management procedures to be followed by Sub-Contractors associated with this project. Traffic control devices or signs will be established on-site by Glencar prior to commencing work on the site, road or adjoining streets. This TMP will only be reviewed should there be any changes to the control measures affecting risk.

1.1

The following guidance from the HSE has been included to help with setting up traffic management on the construction site:



HSE Quick Guide to
transport safety.pdf

1.2 *Traffic Management Objectives and Strategies*

The objectives of the TMP are to:

- provide for a safe environment for all road users.
- provide protection to workers, visitors, agents of the Subcontractor and the general public from traffic hazards that may arise as a result of the construction activity
- minimise the disruption, congestion and delays to all road users
- ensure road network performance is maintained at an acceptable level throughout the term of the work
- ensure access to adjacent commercial premises is maintained at all times.

To achieve the above objectives, the Traffic Management Plan will:

- ensure whenever possible, that a sufficient number of traffic lanes to accommodate vehicle traffic volumes are provided.
- ensure that delays and traffic congestion are kept to a minimum and within acceptable levels
- ensure that appropriate/sufficient warning and information signs are installed and that adequate guidance is provided to delineate the travel paths through the work site
- ensure that the work area is free of hazards and that all road users are adequately protected from excavations and obstructions
- ensure that all needs of road users, motorists, pedestrians, cyclists, public transport passengers and people with disabilities are accommodated at and through the work site
- provide for work activities to be undertaken sequentially to reduce the adverse impacts of the work
- provide for safety procedures to enable work personnel to enter and leave the work area in a safe manner.

1.2 *Legislative and Other Provisions*

This Traffic Management Plan has been developed and shall be implemented with due consideration and in accordance with the latest versions of the following legislative, environment and industry standards:

- Health and Safety at Work Act.
- Construction Design and Management Regulations.
- Traffic Signs Regulations and General Directions.
- New Roads and Street Works Act.
- Road Traffic Act.

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- Chapter 8 – Traffic Signs Manual.
- The Highway Code (HMSO publication, ISBN 0-11-550962-3).
- HSG136 – Workplace Transport Safety: An employer's guide.
- HSG144 – The Safe Use of Vehicles on a Construction Site.
- HSG151 – Protecting the Public.
- INDG199 – Workplace Transport Safety: An overview.

Glencar shall ensure that the requirements of these documents and other relevant information will be monitored and the Traffic Management Plan adjusted to meet changing requirements where necessary.

2.0 PROJECT DESCRIPTION INCLUDING ANY SPECIAL REQUIREMENTS

The development, known as Plot J – Kingsway Business Park is located off James Kearne Avenue, Rochdale.

The works involve the construction of warehouse spaces including integrated offices, incoming services and associated external works across 3 units:

- J1 - 116059 square feet
- J2 - 80998 square feet

Construction works will include:

- Ground improvement works to create suitable conditions for development foundations.
- Drainage including an attenuation tanks.
- New services including power, gas, and water.
- High quality landscaping and amenity creation including car parking spaces and cycle shelters.

Construction of new storage & manufacturing units and associated service yards.

2.1 *Project Location*

The project is located at the corner of JohnMilne Avenue and James Kearne Avenue OL16 4NZ

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2.2 Site Constraints/Impacts

- 1) There are a number of residents to the West of the site who will be informed of the development by letter drop.
- 2) There are 2 new entrances to the new south entrance of the development. These constraints will be considered further into the development, including lamp post removal and services lowering.
- 3) The site is located on Kingsway business park.

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2.3 Responsibilities

Project Manager

Health and Safety responsibilities are to ensure that:

- they appoint a competent Construction Manager responsible for the works and that they have an approved TMP before work commences.
- all traffic control measures for this TMP are placed and maintained in accordance with this plan and the relevant Acts, Regulation, Codes, Standards and Guidelines
- suitable communication and consultation with the affected stakeholders is maintained at all times
- inspections of the Traffic Controls are undertaken in accordance with the TMP, and results recorded. Any variations shall be detailed together with reasons
- they arrange and/or undertake any necessary audits and incident investigations.

Construction Manager

The Construction Manager is responsible for overseeing the day-to-day activities, and is therefore responsible for the practical application of the TMP. Their Health and Safety responsibilities are to ensure that:

- the TMP is implemented for the prevention of property damage and injury to employees, Sub-Contractors, road users and all members of the public.
- workers are instructed on the relevant safety standards, including the correct wearing of high visibility safety vests, safety boots and other equipment as required
- traffic control measures are implemented and maintained in accordance with the TMP
- they undertake and submit the required inspection and evaluation reports to management
- they render assistance to road users and stakeholders when incidents arising out of the works affect the network performance or the safety of road users and workers
- they take appropriate action to correct unsafe conditions, including any necessary modifications to the TMP
- they are to ensure that a competent Construction Site Traffic Co-ordinator is appointed to manage the workforce.

Construction Site Traffic Co-ordinator

Their Health and Safety responsibilities are to ensure that:

- any traffic management devices are set out are in accordance with the TMP.
- traffic is co-ordinated between Subcontractors and those affected by the works on a daily basis
- all site personnel are fully aware of their responsibilities, and traffic-controllers are appropriately trained and accredited
- sufficient controllers are available to ensure appropriate breaks are taken and that all personnel engaged in the field activities will follow the correct work practices
- the works is carried out in accordance with the TMP, reporting back to the Construction Manager any delays, issues or injuries etc.

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Transport Banksmen

Their Health and Safety responsibilities are to ensure that:

- they control road users to avoid conflict with plant, workers, traffic and pedestrians, and to stop and direct traffic in emergency situations.
- they operate in accordance with their training.
- they hold a current Transport Banksmen certificate (in line with RoSPA guidance). Copies to be held on record by Glencar.
- they take appropriate breaks.

Workers and Sub-Contractors

Their Health and Safety responsibilities are to ensure that:

- they wear the correct high visibility vests, in addition to other protective equipment required (e.g., footwear, gloves, helmet, sun protection, eye protection etc), at all times whilst on the worksite.
- they comply with the requirements of the TMP and ensure no activity is undertaken that will endanger the safety of other workers or the general public
- they enter and leave the site by approved routes and in accordance with safe work practices.

Appointments

The following appointments have been made to this project:

Position	Name	Email	Phone No.
Project Manager	Steven Schofield	Steve.schofield@glencar.com	07725485192
Construction Manager	Ben Lees	Ben.lees@glencar.com	07795346382
Construction Site Traffic Co-ordinator	Ben Lees	Ben.lees@glencar.com	07795346382
Transport Banksman / Gateman	TBA		

3.0 WORKS ON ROAD

3.1 Project Scope

At present there is a scope for S38 works. This will be managed further into the project

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4.0 PLANNING AND CONTROLS

4.1 *Emergency Procedures for Traffic Incident*

In the event of an incident involving traffic or road users, all work shall cease and traffic shall be stopped as necessary to avoid further deterioration of the situation. First Aid shall be administered as necessary, and medical assistance shall be called for if required.

Life Threatening Injuries

An ambulance shall be called on telephone number 999, also contacting Glencar Group Construction Manager and Project Manager immediately.

Traffic Incidents

The Police shall also be called on 999/111, also contacting Glencar Construction Manager and Project Manager for traffic incidents where life threatening injuries are apparent. Any traffic crash resulting in non-life threatening injury shall immediately be reported to the Local Police Station at The Holme, The Esplanade Rochdale OL16 1AG 0161 856 and Glencar Construction Manager and Project Manager.

Broken down vehicles and vehicles involved in minor non-injury crashes shall be temporarily moved to the verge as soon as possible after details of the crash locations have been gathered and noted. Where necessary to maintain traffic flow, vehicles shall be temporarily moved into the closed section of the work area behind the cones, providing there is no risk to vehicles and their occupants or workers. Assistance shall be rendered to ensure the impact of the incident on the roadwork is minimised. **Details of all incidents shall be reported to the Construction Manager and Project Manager immediately.**

4.2 *Damage to Services*

In the event that gas services are damaged, all work shall cease immediately, machinery and vehicles stopped and the area cleared of personnel as soon as possible. Traffic Controllers (and other personnel if necessary) shall be deployed immediately to ensure no traffic or other road users approach the area. The Police Service and relevant supply authority shall be called immediately. Damage to any other services shall be treated in a similar manner except machinery may remain operational and access may be maintained where it is safe to do so. All site personnel shall be briefed on evacuation and control procedures.

4.3 *Control and Direction of Pedestrians*

The worksite and its immediate surroundings shall be secured by the installation of heras fencing. Where suitable the heras fencing will be tied into the existing palisade fence to the western boundary. As part of the contract works Glencar will install a paladin fence to the north western boundary. The heras fence shall then be tied into this to maintain a secure boundary at all times.

The existing footpath through site will be closed, and access forbidden using heras style fencing. Signage will be placed re directing the pedestrians along Sir Isaac Newton way.

Within the site a combination of aluminium pedestrian barriers and heras fencing will be utilised depending on application.

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4.4 Night Work Provisions

No night works are being undertaken at this present time. The existing street lighting provides adequate illumination for traffic moving past the work site after working hours. Glencar will also provide hoarding lights to give adequate lighting for pedestrians should this be required.

4.5 Public Notification

All adjacent properties will be advised in writing of the road and construction works.

4.6 Site Deliveries

All deliveries to and collection from site are to be booked in with the Glencar Group Site Management. The details of the planned delivery/collection times will be entered into a Delivery Register. Any vehicle that comes outside of their allotted time will be turned away unless there is room on the site to safely accommodate the vehicle. Any vehicle that has not been booked in may risk being refused entry onto site if there is not enough room to safely accommodate. Transport banksmen will be available to supervise all vehicle movements. Storage/collection areas will be set up on site for the delivery and collection of all materials to and from site.

4.7 Segregation of the Works

All routes will be clearly segregated to keep pedestrians and transport routes apart. Herras fencing or aluminium pedestrian barriers will be used to separate vehicle and pedestrian routes. Where there is a risk of a vehicle strike then mass barriers will be used to offer greater protection to the workforce. All routes will be clearly marked using appropriate warning signs.

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4.8 Risk Identification and Assessment

Risk analysis of the proposed works has identified a number of risk events/items that will be managed by effective traffic management planning and the implementation of this TMP. All identified risks have been treated by development of this TMP. Unforeseen risks arising during the works will be treated in accordance with standard work practices and procedures where appropriate.

Risk	Existing Risks			Control Measures	Residual Risk		
	L	S	Rating		L	S	Rating
Workers being hit by vehicles during setting up and dismantling of traffic management	2	3	6	Shadow vehicles with flashing lights used to protect vehicles.	1	3	3
Vehicles crashing into or through the worksite injuring workers.	3	3	9	Provide traffic management as per this TMP. Traffic arrangements to be evaluated for effectiveness following initial opening to traffic.	2	2	4
Pedestrians getting too close to the work area and being injured by machinery or tripping.	2	2	4	Re-direction of pedestrians. Provide pedestrian containment fencing around work area. Provide pedestrian routes.	1	2	2
Rear end and sideswipe crashes due to merging traffic	2	2	4	Advance warning signs, lane status signs and delineated tapers as well as flashing arrow signs	1	2	2
Construction traffic entering or leaving the work site may stop unexpectedly or behave in an unexpected manner	3	3	9	Construction vehicles fitted with warning devices. Operators instructed on safe procedures and "Spotters" will assist drivers in entering or leaving work site.	2	2	4

PROJECT TM PLAN

Pedestrians misreading the signs, crossing street being injured.	3	3	9	Direct pedestrians to cross at designated safe crossing points outside work site.	2	2	4
Vehicles losing control and entering excavation.	2	3	6	Establish safety space and impose temporary speed zones.	2	2	4

Risk Identification and Response Table

4.9 Site Vehicular Traffic

Existing Parking Facilities

All parking will be on site at all times, in a safe segregated area. See plan attached. Under no circumstances must any site operative or visitor park on any roads, paths or pavements. Any person found to be deviating from these rules will be asked to leave site.

Heavy and Oversized Vehicles and Loads

All oversized loads and transport has to be booked in directly with Rochdale borough council movement Dept. Each subcontractor is liable for their own transport movement orders, these need to be notified to the Glencar team for acceptance also.

Public Transport

Public transport that can be used to get to site. The nearest bus stop is Stop ID MANAAJ on Michael Faraday Avenue.

Special Events and Other Works

No special events have been identified yet that may impact the project. However, alterations may be made to this plan should an event occur.

4.10 Non-Motorised Road Users

Cyclists and Pedestrians

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Cycling is encouraged by Glencar Group and local cycle routes to site may be found at TfGM website.

People with Disabilities and Other Vulnerable Road Users

There is no specific facility or service nearby that would increase normal use of the road facilities by people with disabilities and other vulnerable road users.

School Crossings

There is school to the Northwest of the site, however school crossing are not in the vicinity of the site at this point.

4.11 Site Environment

Access to Adjoining Properties

The project is not envisaged to affect vehicle access to adjoining properties.

Environmental Conditions

Weather:

All precautions are in places and at present no specific requirements are envisaged.

Road Geometry / Terrain

There are no specific geometry or terrain issues, all vehicles will proceed from the road to site. The road is flat with ample sight distances on the approaches to the worksite. There are no grades to affect deceleration or acceleration of vehicles and current geometry meets safe stopping sight distances for the existing 30mph zone.

Existing Signage:

No existing signage is anticipated to be affected during the construction of the works.

There is no hinderance to existing signage or road users along the site boundary. There are no structures affecting sight lines or access. The surrounding environment is built-up. There are no significant dust-producing elements. The works being undertaken are "Off-road" works and will not generate excessive dust.

The work is being carried out during normal weekday daytime hours. There are no nearby facilities, which require specific noise limiting measures. There are no specific noise restrictions by the Local Authorities.

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Other:

5.0 IMPLEMENTATION

1.3 5.1 Hazard Identification, Risk Assessment and Control

In establishing adequate controls for the hazards identified in Section 4.8, Glencar have used a structured approach via the use of the hierarchy of control as outlined below:

1. Elimination
2. Substitution
3. Engineering
4. Administration
5. Personal Protection Equipment

Work will not commence until all appropriate signs, devices and barricades are in place and in accordance with the requirements of the Traffic Management Plan. All necessary signs and traffic control devices will be installed at the work site to direct and regulate traffic movements around the work activity and ensure that adverse impacts associated with the works are kept to a minimum.

Glencar Traffic Management practices require that the Construction Manager will evaluate all traffic arrangements before they are open to traffic and immediately following the opening to traffic.

Adjustments are to be made as required and recorded in the daily diary, including reasons for the changes. The Construction Manager is also required to evaluate the traffic arrangements where site conditions change. New hazards that arise throughout the work will be subject to risk assessment and incorporated onto the Risk Register.

5.2 Traffic Control Diagrams

The Traffic Control Diagrams are attached to this document and will be amended according to the works being carried out. The TMP will be updated then posted for all on site to see. Any changes to the TMP will be passed to all Sub-Contractors during the planned meetings as per the Construction Phase Plan.

5.3 Traffic Control Devices

Traffic control devices shall be erected in accordance with guidance docs. Before work commences, signs and devices at the approaches to the work area shall be erected in accordance with this TMP in the following sequence:

- Advance warning signs. (Erect approach and departure signs on approaches to the work site)

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- All intermediate advance and positional signs and devices required in advance of the taper or start of the work area
- All delineating devices required to form the taper including the illuminated flashing arrow sign at the end of the taper where required. (Install delineation devices and lane closures)
- Delineation past the work area
- All other required warning and regulatory signs.

The signs and traffic control devices are to be removed in the reverse order of installation. A vehicle displaying a vehicle mounted warning device shall be used in advance of the signs and traffic control devices to protect workers removing the signs or traffic control devices.

Work will not commence or continue until all signs, devices and barricades are in place and operational in accordance with the requirements of the TMP. The number, type and location of signs, devices and barricades shall be to a standard not less than Chapter 8. Devices no longer required shall be promptly and completely removed from road user's lines of sight.

5.4 Signs

All signs shall be in accordance with Department of Transport specifications. The Symbolic Worker sign shall also be fluorescent. Prior to the installation all signs shall be checked for damage and cleanliness and repaired, replaced or cleaned as necessary. Signs and devices shall be erected in accordance with the locations and spacing's shown on the drawings such that they:

- are properly displayed and securely mounted
- are within the driver's line of sight
- cannot be obscured from view
- do not obscure other devices from the driver's line of sight
- do not become a possible hazard to workers or vehicles
- do not deflect traffic into an undesirable path.

All existing 30mph speed limit signs on the carriageway within the work site shall be retained as "speed re-establishment" signs. There are no other traffic or advertising signs in the vicinity which could cause distractions or confusion, or which restrict sight lines.

The following signage will be deployed entering the site and within the grounds generally arranged as shown below:

- (i) 5 mph speed limit
- (ii) No reversing without Signaller
- (iii) Caution moving traffic
- (iv) No unauthorised plant past this point
- (v) Restricted area signs
- (vi) Keep clear
- (vii) No parking

Additional signage will be positioned to provide directions; the outline above is intended to indicate the positioning of safety signage to ensure clear lines of sight for arriving and departing vehicles is considered in signage procurement and placement.

5.5 Pavement Marking

The off-road works will not have any impact on the existing pavement markings. 278 works will be advised during the project.

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5.6 Delineation

Traffic cones or bollards will be erected in accordance with the drawings as temporary lane separators between through traffic lanes as shown in the traffic management plan. Cones and bollards shall be fitted with suitable white retro-reflective tape. All cones or bollards will be inspected daily and where displaced or missing made good immediately.

All Traffic Line Cones will be 75cm one piece ballast filled cone conforming to B873, fitted with sealed retro-reflective D2 sleeve. Cellular construction of D2 sleeve for greater tear resistance.

The base of the cones and bollards shall be designed to be stable under reasonably expected wind conditions and air turbulence from passing traffic. The Construction Site Traffic Controller will inspect cones at intervals necessary to ensure any miss-alignment or displacement is identified and corrected prior to this causing disruption to traffic.

5.7 Site Access

Drivers accessing the construction site by John Milne Avenue are required to approach the site carefully due to the numerous pedestrian and vehicle movements in the carpark. They should decelerate slowly and signal their intention by indicator to leave the traffic stream, the vehicle's rotating yellow lamps should be activated once a speed of 20 mph has been reached at 50 metres from the point of entry. A security guard / gateman will open the gate and remove traffic cones to allow work vehicles to enter the work site. All drivers will be issued with a traffic management drawing showing the site setup and all delivery locations. A Transport Banksman from the drivers company will be on hand to ensure that the site rules are adhered to during delivery.

Drivers leaving the work site shall, leave via the same entrance gate, and have the vehicle's rotating yellow lamps activated and only enter the traffic stream when advised by the transport banksmen when it is safe to do so. The rotating yellow lamps should be turned off once a speed of 30 mph is reached.

5.8 RULES for Drivers.

DO comply with road traffic legislation

DO use vehicle warning systems

DO Use only approved vehicle routes

DO follow instructions give by authorised persons (security, banksmen, traffic marshals, site management etc)

DO operate your flashing amber beacon

DO beware of height restrictions

DO beware of site operations

DO give right of way to pedestrians at all times

DO ensure appropriate vehicle safety equipment is fitted and operational.

DON'T create excessive noise unnecessarily

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DON'T use mobile phones

DON'T exceed the site speed limit

DON'T not reverse without a traffic marshal/banksman in attendance

DON'T smoke, unless in a designated areas

DON'T drive or enter the site under the influence of drugs or alcohol

DON'T remove items from site without signed authority

DON'T block emergency escape routes

5.9 Unloading & storage areas.

The locations of the unloading and storage areas are clearly marked on the Traffic Management Plan which can be found in Appendix A of this Construction Phase Plan.

All contractors and deliveries are to ensure that they unload in this area only and that the area is kept clear of materials, equipment, etc.

All deliveries are to be moved to the designated storage area(s) as soon as possible. Contractors are responsible for keeping their own storage areas / containers tidy and free of unnecessary mess.

5.10 Moving plant / vehicles.

All vehicles and plant on site are to adhere to the site speed limit which is clearly marked on the Traffic Management Plan (GSF 66) which can be found in file 1.1.6.

Reversing is to be avoided where possible. If vehicles / plant do need to reverse then this is to be carried out with a banksman present.

If vehicles / plant need to move through public areas then they must be escorted by a banksman until they are back within the site.

5.11 Communicating TMP Requirements

The requirements of the TMP will be communicated to all personnel entering the site through the site induction program, planned meetings and toolbox talks.

6.0 MONITORING AND MEASUREMENT

6.1 Site Inspections & Record Keeping

The Project Manager will ensure that the Traffic Management Plan is implemented and evaluated for effectiveness. The manager shall inspect and monitor traffic movements around the site in conjunction with the personnel who have erected the control measures. The outcomes of the inspection will be recorded for the information of the Project Manager.

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PROJECT TM PLAN

Inspections shall be undertaken as required and at a minimum on the following occasions:

- Before the start of work activities on site
- Closing down at the end of the shift period
- During the hours of work
- After hours.

A daily record of the inspections will be kept indicating:

- When traffic controls were erected.
- When changes to controls occurred and why the changes were undertaken;
- Any significant incidents or observations associated with the traffic controls and their impacts on road users or adjacent properties.

Where significant changes to the work or traffic environment or adverse impacts are observed, the controls should be reviewed as a matter of urgency. Daily Inspection Sheets shall be completed by the person undertaking the inspections and reviewed by the manager. All variations to the TMP, non-conformances, incidents and accidents shall be recorded. Copies of the completed report shall be forwarded to the Construction Manager.

6.2 Public Feedback

Glencar will use the Considerate Constructors Scheme Complaints form to record comments and complaints received from the public, regarding the works. The Construction Manager is responsible for monitoring the register on a daily basis.

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