



WADE

www.wadegroup.org

**St Cuthbert's RC High School
Rochdale
OL16 4RX**

Construction Management Plan

Job reference - 1676/SCC

Construction Management Plan

1676/SCC – St Cuthbert's

Contents

Introduction	3
Site Address	3
Welfare arrangements and access to site for plant and materials.....	3
General health and safety arrangements	3
Protection of visitors, residents and public	3
Arrangements for regular liaison between all parties on site	4
Health and Safety Goals.....	4
Contact List	4
Waste Management	5
Key Environmental Impacts	5
Site rules.....	7
Sub-contractors.....	8
Training and Competence.....	8
Traffic Management Plan.....	9
Transport.....	9
Access to site.....	9
Security	9
COVID 19	10
Deliveries to Site	10
Unloading of deliveries to site	10
Tools and equipment to be used on site	10
Personal Protective Equipment (PPE).....	11
Fire – serious imminent danger	11
COSHH.....	11
Noise and vibration.....	11
Accidents.....	12
First aid.....	12
Welfare Arrangements	13
Communications	13
Safe Dig Procedure.....	13
Hot Works	14

Construction Management Plan

1676/SCC – St Cuthbert's

Introduction

The Construction Management Plan (CMP) is intended to form the basis for the management of the main aspects associated with the construction works.

This CMP sets out the commitments that are to be delivered by John Wade Groundworks Ltd.

Site Address

The site is located on Shaw Road in Rochdale.

Full site address -St Cuthbert's RC High School, Shaw Rd, Rochdale OL16 4RX

Site access is denoted on the site plan in Blue.

Welfare arrangements and access to site for plant and materials

A portable welfare unit will be located in the site compound for the duration of the works to provide toilet, washing, drying and rest facilities. This will be self-contained and run-on generator power.

This temporary compound will be removed at the end of the works and making good carried out to the satisfaction of the client.

All plant deliveries to be managed by a banksman to reduce risk to an acceptable level.

All re-fuelling to be carried out within temporary site compound, and stored fuel to be kept on drip trays. No fuel to be stored overnight.

All plant to have a thorough inspection certificate and LOLER (if applicable).

General health and safety arrangements

Working hours will normally be 08:00am – 4.30pm Monday – Friday. No work is to take place on weekends or bank holidays.

Only trained and competent operators will be permitted to use plant and equipment required for the work.

All plant & equipment is to be visually inspected daily before works commence. Equipment that requires a periodic formal inspection will be checked to ensure it is up to date. All plant & equipment to be checked for any fluid leaks on a daily basis.

Standard good biosecurity practices will be followed during the activity. This includes ensuring that all machinery and vehicles are thoroughly cleaned and disinfected prior to arriving on site and are cleaned again after the activity before being taken for use at another site.

Where noisy power tools are used, the working area will be designated a 'noise control zone' and every person working in the area will be required to wear hearing protection while the tools are in use.

The site will be kept clean and tidy on a 'clean as you go' basis with all waste materials being placed in the waste skips provided or into the van for disposal later in the yard skip.

Protection of visitors, residents and public

The site will be securely fenced with HERAS fencing. However, we will make use of existing boundaries such as mature hedge rows. Fencing will be suitably signed to warn and instruct visitors, site personnel and the public of the ongoing works.

Construction Management Plan

1676/SCC – St Cuthbert's



WADE
www.wadegroup.org

All visitors will be required to report to the site office and sign in with the site supervisor before entering site. PPE will be mandatory whilst on site; High Visibility Jacket, Safety Footwear, Hard Hat, Safety Glasses, Gloves will be worn.

The works will not affect any residential properties. The works are within visitors/public reach, extreme care will be taken at all times to protect public health and safety, whilst this contract is fulfilled and in-deed afterwards. We will take care not to obstruct emergency services and service user access at all times.

Noise levels to be monitored and acoustic dampening to be set up around generators and other noisy equipment as required. Sound reducing exhausts to be fitted to all plant where necessary.

Signs will be made clearly visible all along the site access road letting the public and visitors aware of the ongoing works. Whilst the excavator and dumpers are being transported to the site compound, a banksman will be present, to ensuring the safety of both the public and the construction workers.

Arrangements for regular liaison between all parties on site

Time will be set aside each morning to discuss progress against: - schedule of works, quality of work and any health and safety issues identified. (This is in addition to any site induction brief). Everyone will be asked to contribute to the meetings.

Site agent will discuss our daily activities highlighting hazards of the day.

We will de-brief on the work done the day before and brief on what will happen during the present day.

Method Statements, risk assessments and the construction phase plan will be updated, revised, and improved accordingly.

The standard and quality of work is also reviewed daily by a site manager.

John Wade will carry out weekly site inspections paying attention to health and safety, monitoring quality of work, with an aim to reducing snagging to a minimum.

In addition to this, the client will receive regular updates by e-mail. Site meetings between the design team/ construction team/ clients / service providers will be scheduled once a week or as site conditions dictate, to discuss any possible design changes (before implementation) contained in revised specification / schedule of works supplied. Once changes are agreed and understood health and safety plans will be revised along with method statement and risk assessments reviewed.

Formal monthly progress meetings will be held on site with the client and designer. This will also form a verification process for monthly valuations. Time and dates TBC.

Health and Safety Goals

Our aim is to take reasonable steps to ensure that any risk to health and safety are identified, throughout the programme. This method statement will be updated, revised and refined as necessary to address all risks. Extreme care will be taken at all times to protect public health and safety, whilst this contract is fulfilled and in-deed afterwards. We will take care not to obstruct emergency services and service user access at all times.

Contact List

Wade Group Office	Wade Group	Principal Contractor	01254 820330 team@wadegroup.org
John Wade	Wade Group	PC – Contract Manager	07891 446499 John.wade@Wadegroup.org
Mark Ainsworth	Wade Group	PC – Site Foreman	07966 246028

Construction Management Plan

1676/SCC – St Cuthbert's



WADE

www.wadegroup.org

Mark Bridge	Lancaster Maloney Martin	Principle Designer	0161 477 3500 m.bridge@lmm-ltd.co.uk
-------------	-----------------------------	--------------------	---

Waste Management

In the event of any waste arising, we will:

- We endeavour to follow the waste hierarchy, reducing waste as much as possible, re-using where appropriate, recycling where necessary.
- If any unforeseen waste is to be taken off-site for disposal, will be documented with relevant tickets of amounts and disposal type.
- We will endeavour to reuse waste arising from our sites where possible.
- Any materials that cannot be utilised for another use/ recycled or disposed of where no use can be found.

In the event we are to dispose of waste off-site, our waste carrier registration number is – CBDU70998.

Waste

The construction works are likely to produce the following wastes:

- Inert Waste
- Non-hazardous mixed waste

Mitigation

A Site Waste Management Plan (SWMP) will be developed for the project.

The SWMP details how each waste stream will be managed, the projected waste volumes and the duty of care checks on all waste carriers and permitted disposal/treatment sites.

Waste will be segregated into individual skips (hard-core, inert etc and monitored in relation to type and weight, enabling the recycling of onsite materials to be maximised.

Key Environmental Impacts

Ecological

John Wade Groundworks Ltd will ensure that measures are in place to preserve the natural surroundings and nature as far as reasonably practicable. Regular toolbox talks will be carried out to ensure site compliance.

Air Quality

Air quality will be impacted by fumes from vehicles and plant and the potential for dust created during periods of dry weather from the earthworks.

Mitigation

- Engines and plant will not be left running unnecessarily.
- Low carbon vehicles and plant fitted with catalysts will be used where possible
- Ultra-low sulphur diesel fuel will be used in plant and vehicles.
- Ensuring plant and vehicles will be well maintained and hold a valid MOT.

The potential to produce dust will be minimised by implementing BPM measures, these will include:

Site Planning

Construction Management Plan

1676/SCC – St Cuthbert's

- Dampening of exposed soil and material stockpiles using sprinklers and hoses when necessary to prevent dust and particulate matter becoming mobile.
- Stockpiles of soils and materials should be located as far as possible from sensitive properties, considering prevailing wind directions and seasonal variations.
- Surface areas of stockpiles would be minimised (subject to Health and Safety and visual constraints regarding slope gradients and visual intrusion) to reduce surface areas exposed to wind pick up.

Construction Activities

- Construction operatives will use appropriately designed vehicles when handling material and design controls for the use of construction equipment and vehicles.
- Additionally, it will be ensured that all construction plant and equipment is maintained and in good working order.
- Short term releases may also occur during start-up of diesel engines etc.
- Regular visual checks and routine maintenance would be applied in accordance with the plant specification, to minimise releases. Faulty site plant will be decommissioned until repairs are carried out and it has found to be operating satisfactorily.
- Dust suppressed tools will be used for all operations.
- No unauthorised burning of any material will be carried out.

Construction Traffic

- Surfaced and un-surfaced site roads/parking will be watered as necessary using a water bowser and surfaces kept in good order.
- Regular inspection of local highways and site boundaries to check for dust deposits (road sweeping will be conducted when required). The road sweeper collections will be disposed of in accordance with the waste management legislation.
- Visual inspection of the site perimeter to check for dust deposition (evident as soiling and marking) on vegetation, cars and other objects, and the implementation of remedial measures if required, will be carried out.

Ground conditions

Ground conditions can be impacted by:

- Fuel and liquid spillages,
- Dust,
- Vibration, Windblown waste/Litter
- Contaminated land.

Mitigation

All fuel will be stored in double skinned tank, or a tank in a suitable bunded area in compliance with the control of pollution (oil storage) (England) Regulations 2001.

Re-fuelling activities will only be undertaken by suitably qualified persons and spill kits will be available in the site compound.

All hazardous liquids, e.g., oils, lubricants, chemicals, and tins of paint to be stored in a segregated area in a suitable locked COSHH container. COSHH assessments will be readily available nearby for information in the event of a spillage.

Dust and vibration will be controlled as previously detailed.

Construction Management Plan

1676/SCC – St Cuthbert's



WADE
www.wadegroup.org

If areas of unidentified contamination are discovered during construction, expert advice will be sought from the appropriately qualified engineers on the actions that should be taken.

In order to protect site workers, members of the public and the environment where movements of contaminated material off site are required, this will be carried out under the relevant waste management legislation and in consultation with the Environment Agency where required.

The Environment Agency will also be consulted where piling and ground improvement activities have the potential to cause risk to the underlying groundwater sources to ensure risk is minimised.

Water Resources and Flood Risk

Surface water and ground water resources could be impacted from pollution, for example fuel spillages, dust and waste.

There is potential for the creation of silt during periods of heavy rainfall which if not managed, could cause silt pollution which could lead to:

- Pollution to watercourse and harm to watercourse fauna,
- Flooding
- Blocking drains, causing nuisance issues.

Mitigation

Measure to manage spillages, dust and waste are detailed in other sections of this document. All the diesel tanks will be bunded and diesel spill kits will be in high-risk areas susceptible to spills. Fuel spill kits are to be stored in the site compound and at appropriate locations across the development site.

All options are to be considered for occurrence of silt run off, these include:

- Leaving grassy areas as catchment or settlement areas
- Battering or sheeting oil stockpiles and locating them away from the watercourses or drains where possible.
- Protection of drains
- Use of grips and straw bales
- Silt fencing
- Dewatering

Site rules

The following rules will be implemented on this site. They supplement the standard rules contained within the Health and Safety Policy, procedures and generic working practices of Wade Group.

All persons report to Site Manager on arrival at site

- All persons on site are required to co-operate with site management on all matters concerning health and safety.
- All persons on site have a duty to look after yourselves and others at all times by using safe working practices and good housekeeping.
- No persons will be allowed to work alone on site.
- Head protection (safety helmets) will be worn at all times when on site, except when in site accommodation or as directed by the Site Manager.
- Safety footwear and hi-visibility clothing will be worn by all personnel on the site.
- The site speed limit is 10MPH.

Construction Management Plan

1676/SCC – St Cuthbert's

- Parking of vehicles is only allowed in the areas specified. Parking will only be in areas that are permitted and will take into account residents, and council restrictions etc.
- Plant, machinery and special equipment (requiring training) may only be used by a competent operator and with the authority of the Site Manager. (highlighted on site specific induction).
- **If you have not been trained in use of the equipment, don't attempt to use it.**
- Report any defects in premises, plant or systems immediately to site manager
- Damaging or misusing any plant or equipment will not be tolerated.
- Work areas are to be kept clean and tidy and debris placed in the skips provided.
- No persons may alter scaffolding unless authorised to do so.
- All ladders must be secured when in use.
- Only 110V power tools will be used on site. RCDs will be used where appropriate.
- The canteen and toilets must be kept clean at all times.
- Defecating/ urinating on site other than in the toilets provided are strictly forbidden.
- Smoking is only allowed in the designated area.
- No fires (burning of materials) will be allowed on site.
- Every effort will be made to keep noise levels to a minimum. The use of portable radios is strictly prohibited.
- All accidents, disease or near- miss accidents to be reported to site manager or John Wade and documented as appropriate.
- Illegal drugs and those that will affect the use of machinery and equipment, and alcohol are strictly forbidden. Please refer to our Drugs and Alcohol Policy

Sub-contractors

Selection and control of:

We will arrange to meet with specialist suppliers/ sub-contractors to run through the installation processes thoroughly and highlight risks, hazards and any further issues which may need to be identified and resolved prior to commencement.

All installation processes will be discussed with suppliers and installation instructions will be obtained.

Lead times on all products are to be identified at tender stage, orders to be placed accordingly if the work is awarded. Any issues relating to lead times of specialist items to be raised at the point of award of contract so that an alternative product may be sourced if necessary.

All sub-contractor RAMS, insurances and relevant qualifications will be obtained prior to work commencing and are reviewed to ensure the methods of work to be employed are suitable, safe, in line with regulations and will provide a quality finish. Site inductions to be carried out with all operators and safe working agreements to be put in place with all subcontractors prior to works commencing.

We send out our supplier/ sub-contractor assessment and monitoring form for them to complete.

Training and Competence

Procedures for ensuring the correct levels of training and competence include:

- All operatives are informed at the induction stage of all sensitive ecological document stating the reasons and locations of all the relevant areas (if any)
- All operatives are inducted by John Wade Groundworks Ltd before work commences and informed that they are required to "Sign in" everyday before they commence work.

Construction Management Plan

1676/SCC – St Cuthbert's

- The site will have a strict Health and Safety approach, where individual operatives have specific induction sheets. These documents are to be read to the relevant operatives, where a signature is required on completion, and a record kept within the site file.
- A record of Toolbox talks will be kept onsite stating date, description of non-conformance, potential implications, proposed corrective actions, individual responsible and target date.

Traffic Management Plan

- We will erect signage indicating to potential walkers and by passers of the ongoing works and their related dangers.
- A wheel wash facility would be provided using a power washer if the need should arise.
- Any load carrying "Dusty loads" must be in a sheeted vehicle to and from the site.
- A banksman is to guide all vehicles into and out of site.
- Construction traffic will be restricted to 5MPH whilst within the site parameters. Sign boards to be erected for the avoidance of doubt.
- Upon accessing/egressing site, then local highway guidance must strictly be always followed.
- Speed Limits of surrounding areas must be always adhered to.
- All vehicle movements within the site compound must be accompanied by a trained banksman.
- All site deliveries will be scheduled into site with confirmed delivery times

Transport

The impact of construction traffic has been assessed during the construction period. Traffic may cause the following impacts:

- Noise,
- Dust,
- Traffic Congestion resulting in extra travel time for residents,
- Vibration
- Nuisance
- Additional hazards to residents of moving vehicles.

Mitigation

- Measures to prevent off site parking of HGVs and employees' cars and to ensure vehicles used designated routes.
- Maintenance of traffic and pedestrian safety at all times (including necessary measures such as provision of ramps, barriers, uniform surfaces, signage etc)
- Measures to avoid mud/spoil being deposited on roads.
- Drop off points for deliveries
- Predefined lorry routes to the development
- Route of build
- Storage areas

Access to site

- Prior to the commencement of work, an inspection of the site will be carried out with the Project Manager.
- Any issues identified concerning site conditions will be discussed at this time.
- Access is all as per detailed above 'welfare arrangements and access to site for plant deliveries'.

Security

- Prior to the commencement of work, all employees of John Wade Groundworks Limited will obtain permission to access the site.

Construction Management Plan

1676/SCC – St Cuthbert's

- A list to include details of the employees and / or contractors will be provided each day on request.
- Normal working hours will be 07.30 to 16.30.

COVID 19

- We will follow the government guidance in place at the time of works.
- In regards to COVID-19 safety procedures on site we will follow the guidance set out in the latest version of the Site Operating Procedures (SOP) by Construction Leadership Council which are based on Government guidance on Working safely during coronavirus (Covid-19) - Construction and other outdoor work.
- Tool box talks have been and will continue to be carried out for all site operatives as further government guidance is provided for the management of COVID-19.

Deliveries to Site

- All deliveries will be direct to the site compound in vehicles appropriate to the access available, and within time slot allocated by the Project Manager.
- Banksman will be used to aid vehicle movements to the site and out of the site.
- Deliveries to be arranged avoiding peak periods of traffic where possible.

Unloading of deliveries to site

- Unloading to be in compliance with the guidance given in the Health and Safety Manual Handling Regulations.
- All plant will be stored within the site compound
- Only materials to be used within the working day will be stored at the lay down area.
- No fuel will be stored on-site overnight.
- All fuel will be stored on drip trays during the day.
- Materials to be kept within the site compound made secure with herras fence panels.

Site waste: -

- We adhere to the following principles on all sites:
 - Reduce waste where possible (avoid over ordering).
 - Re-use materials wherever possible and safe to do so
 - Recycle waste appropriately using registered waste recycling facilities
- No skips will be brought to this site, waste to be removed in vans daily.
- Temp. works stone to be reused on other projects.

Tools and equipment to be used on site

- All tools and equipment brought on site will be fit for purpose and of sound construction.
- All tools and equipment will be tested and maintained to meet the statutory requirements applicable to them.
- All employees will be trained to use the tools and equipment provided by John Wade Groundworks Limited and will be prohibited to use any other tools and equipment but their own (including machinery) unless authorized to do so.
- All lifting equipment will carry current certification, which will be available for inspection.
- All portable electrical equipment will be battery powered and conform to PUWER and Electricity at Work Regulations 1989.
- All ladders will be of type 1 or 2 and the use of domestic ladders will be prohibited.
- All ladders will be in good condition and maintained for use only as per guidance in the Working at Heights Regulations.

Construction Management Plan

1676/SCC – St Cuthbert's

- All tools and equipment will be inspected on a regular daily basis for any fuel leaks or damage.

Personal Protective Equipment (PPE)

- Prior to commencing work, all employees are required to wear Personal Protective Equipment (PPE) as directed by the Risk Assessment for the task and site or by any signage or site rules.
- John Wade Groundworks Limited will provide all employees with safety equipment and protective clothing:
 - FLEECE JACKET
 - EYE PROTECTION – GOGGLES AND GLASSES
 - RUBBER GLOVES
 - HIGH VISABILITY CLOTHING
 - HEARING PROTECTION
 - HEAD PROTECTION
 - SAFETY FOOTWEAR

Fire – serious imminent danger

- All John Wade Groundworks Limited employees will be advised of the Fire Evacuation and Serious Imminent Danger procedures including the assembly points that they are to report to in the event of an emergency.
- A No Smoking policy is in force for all John Wade Groundworks Limited employees whilst in the work place
- Fire muster point will be agreed on site with client and will be included in the site induction for all operatives and sub-contractors.
- The school will adapt their fire emergency exits for the duration of the works. Plan to be provided by the school.

COSHH

- John Wade Groundworks Limited will not introduce any hazardous substance onto the site without prior approval from the Project Manager.
- Suitable welfare facilities will be provided, with clean hot water and soap for washing hands etc.
- Please see our COSHH table below.

Noise and vibration

Impact

Noise and vibration will be caused during construction activities by:

- Traffic movements
- Plant movements
- Drilling and piling operations
- Excavating operations
- General construction activities
- Emergency sirens

Mitigation

- John Wade Groundworks Limited will control noise levels of any activity to be carried out on site and will not expose any person(s) to noise levels above 85dB(A).
- Where exposure levels are likely to be above 80dB(A) on a continuous basis hearing protection will be provided. Where exposure levels are above 85dB(A) hearing protection zones shall be designated and warning signs posted. All persons entering such a designated zone shall wear the appropriate hearing Protection.

Construction Management Plan

1676/SCC – St Cuthbert's



WADE

www.wadegroup.org

- In consideration of residents, audio dampening barriers will be set up around any noisy equipment, such as generators. This is to ensure minimum disturbance to the general public, residents and businesses.
- Noise and vibration will be limited to the core working hours as previously defined.
- Contractors must adopt "best practicable means" (BPM) to minimise the nuisance from noise and vibration.
- The maintenance and location of plant will be planned to minimise noise levels and screening will be used where necessary.
- Adherence to noise limits will be maintained throughout. General induction training for site operatives will be carried out, and noise assessed throughout the construction works.
- Use of the most environmentally acceptable and quietly operating plant and equipment appropriate to the works with emission levels limited to relevant EC Directive/UK Statutory instrument levels and levels quoted in BS5228.
- The excavation wherever possible will be carried out with the use of pneumatic breakers.
- Care will be taken when erecting and striking scaffolds to avoid impact noise of banging steels. All operatives undertaking these tasks will be instructed of the importance of handling scaffolds to reduce noise to a minimum.
- Deliveries will be programmed to arrive during daytime hours only, and specific as to not impact on the schools' peak times, such as drop of and pick up times.
- Delivery vehicles will be routed to minimise disturbance to local residents. Delivery vehicles will be prohibited from waiting or parking on the highway or within the site with their engines running.

Accidents

- All accidents will be reported to the Project Manager. An accident means any injury to personnel, damage to property or equipment or any event, which may have led to such an occurrence.
- John Wade Groundworks Limited will wish to investigate all accidents which involve their employees and expect the co-operation of the site Management and their employees in ascertaining the cause of the accident or near miss to prevent recurrence.
- All accidents and near misses must be reported must be reported in accordance with the Report of Injury, Disease or Dangerous Occurrence Regulations 1995 (RIDDOR).
- We will ensure that areas associated with works, at risk of falling, are fenced off suitably and suitable access into site will be provided.

First aid

- John Wade Groundworks Limited will provide First Aid provision as detailed in the Health and Safety (First Aid) Regulations 1981 and provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to their employees if they are injured or become ill at work.
- The nearest Accident and Emergency Hospital is:
Fairfield General Infirmary
Rochdale Old Road
Bury
BL9 7TD
TEL: 0161 624 0420
- The minimum provision for their employees is:
 - A First Aid box with enough equipment to cope with the number of their employees on site to be kept in each works vehicle
 - An appointed person or First Aider to take charge of First Aid arrangements
 - Information to provide details of the appointed person or First Aiders name and where to find them.

Construction Management Plan

1676/SCC – St Cuthbert's



WADE

www.wadegroup.org

- The First Aid point(s), fire assembly point and fire equipment position will be briefed in the site induction and identified on a "Site Plan" located within the welfare areas.
- All operatives will be informed in the site induction of who the First Aiders are onsite, the First Aid procedures and fire protocols. Details of the appointed First Aider will also be displayed in the site office.

Welfare Arrangements

- A site compound will be set up for the duration of the works to provide toilet, washing, drying and rest facilities.
- The welfare unit and temporary compound will be removed at the end of the works and making good carried out to the satisfaction of the client and contract administrator, details to be found within this document

Communications

- Time will be set aside each morning to discuss progress against: - schedule of works, quality of work and any health and safety issues identified. (This is in addition to any site induction brief).
- Everyone will be asked to contribute to the meetings.
- Site foreman will discuss our daily activities highlighting hazards of the day. We will de-brief on the work done the day before and brief on what will happen during the present day.
- Method Statements, risk assessments and the construction phase plan will be updated, revised and improved accordingly.
- The standard and quality of work to be reviewed daily by the Site Manager. The Contracts Manager will carry out weekly site inspections paying attention to health and safety, monitoring the quality of work, with an aim to reducing snagging to a minimum.
- In addition to this, the client will receive regular updates by e-mail. Site meetings between the design team/ construction team/ clients / service providers will be scheduled by arrangement, to discuss any possible design changes (before implementation) contained in revised specification / schedule of works supplied. Once changes are agreed and understood health and safety plans will be revised along with method statement and risk assessments reviewed.
- Matters relating to variations to the scope of work to be communicated to site by the Contract's Manager only. Site operative shall not accept instructions directly from the client or any representative.
- Matters arising on site which affect the scope of works or needs clarification to be communicated to the Contract's Manager, who will in turn raise with the client and/or representatives.
- All design changes on site to be agreed with the design team and communicated to the design team and Principal Designer.
- Each modification of design shall be submitted in sufficient time to permit proper consideration of health and safety by all parties.
- All formal communications, instructions, technical queries, etc. are to be routed via the Architect.
- Designers, including those working for the Principal Contractor, have a duty to ensure design detailing is co-ordinated for health and safety.
- Design development details, changes, instructions, etc. are to be copied to the Principal Designer for review and when necessary, comment. To facilitate this, the Principal Contractor shall identify appointed designers, provide designers with all necessary information and issue in good time design information, e.g., drawings, to the Principal Designer.

Safe Dig Procedure

All excavations to be undertaken in accordance with HSE Guidance, in particular HSG47 Avoiding Danger From Underground Services.

- Refer to record service plans attached to identify known risks, and mark these risks out on site.

Construction Management Plan

1676/SCC – St Cuthbert's

- CAT scan all areas along the dig route / area to check for and identify unmarked services. Repeat this process frequently during the course of the excavation as service location is likely to become more accurate as cover is removed.
- Once a detecting device has been used to determine position and route, excavation may proceed, with trial holes dug (using suitable hand tools or vacuum excavation), as necessary, to confirm the position of any detected services. Take special care when digging above or close to the assumed line of such a service.
- Identified services should be carefully exposed and clearly marked.
- Backfilling of excavations must properly support and protect the underground services. Concrete must not be used to encase services when backfilling.
- Assume all services are live until disconnected and proven safe at the point of work. Obtain written confirmation of disconnection from the owner / operator before removing a redundant service.
- If an underground service suffers damage during the excavation or subsequent work, inform the owner/operator. In the case of electricity cables, gas pipes, other pipelines or high-pressure water mains, arrange to keep people well clear of the area until it has been repaired or otherwise made safe by the owner/operator.

Hot Works

- For any operation involving open flames or producing heat and/or sparks, a hot works permit must be prepared by the operative and submitted to the site manager prior to commencement. This to be kept in the site file.