



CONSTRUCTION MANAGEMENT PLAN

Construction (Design and Management) Regulations 2015

Rainshore House SEN School,
Over Town Lane,
Norden,
Rochdale,
OL12 7TQ

Prepared by:
Eden Build

12th March 2026

rainshore



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1. Revision History

Project and Document Details

Project Name	Rainshore House SEN School
Document Title	Construction Management Plan

Document History

Revision	Amendments	Prepared by	Date
-	First Issue	EHS	12/03/2026

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2. Construction Management Plan

Each stakeholder on a construction project has certain duties to ensure the wellbeing of those involved. The construction industry, by its very nature is full of inherent dangers and the Construction Management Plan is intended to identify, minimise, and manage these. This is done by recording the site-specific health and safety arrangements and site rules and communicating these to all involved in the construction phase.

3. Plan Development

This Construction Management Plan has been developed in accordance with the Construction (Design and Management) Regulations 2015 in order to record the arrangements for managing the significant health and safety risks associated with the construction phase of the project. It is the basis for communicating these arrangements to all those involved in the construction phase and is intended to be easy to understand and as simple as possible.

The Construction Management Plan is viewed as a working document that will be amended with relevant information throughout the project. This plan should be viewed in conjunction with the relevant risk assessments and safe methods of work, which outline many of the systems and procedures in place to reduce construction risks and achieve the project goals.

This document will be clearly displayed and made available to all persons working on/visiting the site.

4. Safety Standards and Objectives

As part of the Construction Management Plan, the Contractor will seek to:

1. Manage a safe and accessible site for all involved.
2. Comply with all current health and safety legislation and approved codes of practice.
3. Maintain safe access and egress to site, particularly emergency and fire escape routes.
4. Minimise disruption to neighbours & occupiers of the building and adjacent land users.
5. Identify and address risks arising from the construction activities.
6. Implement, enforce, and coordinate the safe use of tools, plant, equipment, and personal protective equipment (PPE)
7. Carry out regular site safety inspections.
8. Maintain adequate welfare facilities for the work force.
9. Assess the impact of the project on the environment and reduce it where required.
10. Promote awareness of health and safety within the workforce through training and communication.

11. Communicate both Client and Principal Contractor requirements to all contractors.
12. Take reasonable steps to ensure all contractors cooperate.
13. Only allow authorised persons' access to site
14. Obtain and assess method statements and risk assessments from all contractors.
15. Ensure all statutory notices are displayed.
16. Procure competent contractors through supply chain management.
17. Monitor the health and safety performance of contractors and persons on the project.
18. Ensure all relevant information is handed over for the safe use and maintenance of the building.
19. Ensure training and safety information is maintained to all those on site exposed to construction risks.
20. Encourage an open door policy for the reporting of hazards and proposing improvements to safe practices.
21. Notify all operatives of the responsibility and statutory requirement to look after their own safety and not engage in activities which will put themselves or others at risk.

5. Project Description

Project Name:	Rainshore House SEN School
Site Address:	Over Town Lane, Norden, Rochdale OL12 7TQ
Project Description:	To provide a specialist SEN educational facility at the site for children aged 3-18. Accordingly this will require minor internal remodelling to the main house and annex, demolition of the garage building and the construction of single-storey accommodation, as well as the introduction of a mixed-use games area (MUGA) and further fencing within the grounds.

6. Project Directory

Project Team	Name	Email
Client	Kim York	kim.y@cfscare.co.uk
Principal Contractor	Mitchell Broughton	mitch.b@edenbuild.co.uk
Project Manager	Andrew Whittaker	andrew@denstoneproperty.co.uk
Site/Safety Manager	TBC	TBC
Architect	Keith McClure	keith@bradleymcclure.com
Structural Engineer	Dave Rayment	dave@raymentstructures.com
Principal Designer	Keith McClure	keith@bradleymcclure.com

Sub-contractors TBC as the project progresses.

7. Management Work

Management Structure for Health and Safety



8. Project Management

Project Manager:	Adam Scallon
Site/Safety Manager:	TBC
First Aider:	TBC
First Aid Kit Location:	TBC
Welfare Provision:	TBC
Fire Marshall:	TBC
Fire Alarm Warning is:	TBC
Fire Assembly Point:	TBC
Nearest A&E Hospital:	Fairfield Hospital, Rochdale Old Road, Bury, Lancashire, BL9 7TD

- THIS IS A NO SMOKING SITE
- ALL PERSONNEL ARRIVING/LEAVING THE SITE MUST SIGN IN/OUT AT THE SITE OFFICE
- YOU MUST BE INDUCTED BEFORE STARTING WORK ON THIS SITE
- ALL ACCIDENTS/NEAR MISSES TO BE REPORTED TO THE SITE MANAGER

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9. Responsibilities

9.1 Management Team

The Principal Contractor has selected a team with a wealth of experience with this type of project covering all disciplines which will be deployed in order to achieve the project goals.

The team function will be to work with all stakeholders to achieve the best solutions for the project – working as one with the professional and Client’s management team to deliver a high-quality end product, delivered through safe working practices.

9.2 Managing Director

The Managing Director has overall responsibility for the health, safety, and welfare of employees (via delegation) by:

- Ensuring that health and safety policies and procedures are developed, widely communicated, and implemented.
- Ensuring that health and safety is monitored and reported on and that policies are reviewed and updated, as necessary.
- Ensuring site safety and that everyone (employees and contractors) is fully aware of their health and safety responsibilities.
- Ensuring that suitably competent and trained persons are appointed, and that good working practice are adhered to.
- Ensuring training is available for all staff.
- Encouraging health and safety communications across Eden London UK Ltd.

9.3 Project Management

The Project Manager is responsible to, and shall report to the Managing Director and is responsible for:

- Site safety and shall ensure that everyone is aware of their safety responsibilities, are working to safe systems of work and are competent for the work activities undertaken.
- Ensuring that subcontractors necessary method statements and Risk assessment are written for site specific works, and that the degree of supervision, safe systems of work and competencies are available to ensure that staff maintain a high degree of site health and safety.
- Ensures that the Site Manager carries out the necessary preliminary and specific risk assessments appraisals and ensuring that they are distributed to the project team and all site staff.
- Monitoring adherence to the Health & Safety Plan and Eden London UK Ltd Health & Safety Policy through random informal inspections.
- Encouraging health and safety communications throughout the duration of the works between him/her, the Site Manager, project team and subcontractors.

- Ensuring that adequate first aid and fire fighting equipment are provided to the site.
- Ensuring that the necessary Site Safety Inspections and Audits are conducted and that the findings are acted upon.
- Liaising with the Health & Safety Principal Designers.

9.4 Site Management

The Site Manager is responsible to, and shall report to the Contracts Project Manager and is responsible for:

- Ensuring adherence to Method Statements, the Health & Safety Plan and Eden London UK Ltd Health & Safety Policy.
- Implementing the health and safety induction, which all site personnel and visitors must attend? A record of this must be retained.
- Ensuring that staff are given site briefings covering detail of fire plan, escape routes, fire drills and assembly points on site.
- Encouraging health and safety communications throughout the duration of the works between him/her the project team and subcontractors.
- Ensuring that good site housekeeping discipline, this shall include correct disposal of all waste material at the end of each working shift.
- Ensuring that adequate first aid and fire fighting equipment is available and maintained at all times.
- Recording and reporting of accidents, incidents and safety defects and reporting of these to the Project Manager.
- Carrying out daily Site Safety Inspections and ensuring that the findings are addressed as reasonably practicable.
- Ensuring that all site plant, tools and equipment are of the appropriate type, adequately maintained, inspected, and recorded and operators are competent.
- Ensuring that all plant, tools and equipment and materials are delivered and handled in a safe manner from delivery to installation.
- Ensuring that coordination meetings are held in order that all subcontractors are on the same page at all times to avoid clashing of works.
- Encouraging Employees and Contractors to make suggestions to improve health and safety on site.
- Encourage weekly Toolbox Talk

9.5 Contractors

All contractors will operate in accordance with the Principal Contractor's procedures, site specific rules and client's requirements, as explained both within the induction process and within contract documentation. All contractors shall cooperate with each other to facilitate the safe operation of site activity.

All contractors either failing to meet those site rules that are governed by zero tolerance or those failing to comply with safe practices/provisions of safe tools and equipment will be asked to remove themselves and their equipment from the site.

9.6 Site Staff/Operatives

All persons on site have a liability to take reasonable care of themselves and others who may be affected by their acts or omissions.

All operatives must co-operate with the Principal Contractor by observing the procedures and site rules, so enabling the various parties to comply with their statutory duties. In particular, operatives on site must:

- Always use the appropriate personal protective equipment specific to their tasks correctly.
- Inspect and keep personal tools and equipment in good condition and report all defected plant and equipment or any unsafe acts, to the Site Manager.
- Only undertake tasks authorised within their Safe System of works.
- Not perform any task unless they have been authorised, trained and are capable.
- Always follow the site rules and any relevant method statements.
- Never take any chances. If any site employee or contractor has any doubt about the health and safety aspects of the task being undertaken, they should stop and immediately inform the Site Manager.
- If any employee or contractor becomes aware of a hazard that has not been foreseen, he should bring this to the attention of the Principal Contractor and discuss precautions that can be adopted to minimise any risk.

10. Site Rules

The following site rules will be enacted and enforced on Site at all times. A copy of the rules shall be displayed clearly on Site together with a copy of the rules being issued to all employees, operatives and visitors to the Site.

- Smoking will not be permitted on Site, a designated area will be agreed and Operative informed of the location.
- No Alcohol or proscribed substances, or persons under the influence of such are permitted on site.
- Normal working hours will be 08.00 to 18.00 hours Monday to Friday and 09.00 to 14.00 hours Saturday. Work outside of these times will only be permitted by prior agreement with the Client and where applicable with the local Environmental Health Officer.
- Regularly site safety inspections and audits will be carried out.
- PPE shall be made available to and maintained for use by all staff, operatives and subcontractors at all times, where appropriate, whilst present on the Site.

- Whilst operating on Site, hard hats, safety footwear and high visibility waistcoats/jackets shall be worn at all times.
- Riding on site transport will only be permitted to authorised personnel where proper seating has been provided.
- Access routes, stairways, means of escape and fire exits shall be kept clear and unobstructed at all times.
- All prohibition, warning and safety signs shall be obeyed at all times.
- All staff, operatives, sub-contractors and visitors shall receive a site safety induction prior to being allowed onto the Site (Identification to be displayed on site helmets or ID badges).
- All visitors to the Site shall visit the site office to sign in. Before leaving the Site, all visitors shall report to the site office to sign themselves out.
- The Site shall be kept clean, with noise and dust levels being controlled to within the specified limits.
- 'Hot Work' will only be permitted under the use of a Hot Work Permit.
- No 'Hot Work' involving blow-lamps, welding or burning equipment, etc. may be carried out during the last two hours of the working day. An inspection of such work locations shall be carried out immediately before the site is vacated. (Alternatively the Site must remain supervised for 2 hours after 'Hot Work' has been carried out).
- Class 3A and 3B laser equipment may not be used without the submission of a detailed method statement. Class 1 or 2 laser equipment must not be set with the beam at eye level. Notices and advice to the hazards related to the use of lasers shall be given to all operatives.
- All approach and access roads shall be kept clean and free from spoil and debris at all times.
- Only competent and trained electricians shall be permitted to work on electrical services and devices.
- Plant operatives must be certified by a recognised authority e.g. CITB, CSCS, CPCs, CTA and valid certificates produced on request.
- Fires shall not be permitted on the Site.
- All vehicles, plant, machinery, tools and other equipment shall be regularly inspected and serviced in accordance with recognised standards.
- All site generators, equipment and machinery shall not exceed specified noise levels when operating.
- The principles of 'A tidy site is a safe site', shall be adopted through the implementation of good housekeeping and organisation.
- Procedures covering the control of deliveries shall be used to avoid random drops all over the Site.
- Sufficient first aid provisions shall be provided and maintained at clearly identified points around the Site.
- No Burning of waste is permitted on site.



11. Safe Systems of Work

11.1 Risk Assessments

Detailed risk assessments will be carried out throughout the project for all activities carried out on site. All personnel involved in the project will be briefed on the risk assessment and only once the risk assessment and control measures in place have been discussed and fully understood will the activity proceed. All risk assessments are reviewed periodically and on commencement of an activity to ensure suitability for the task being undertaken. They will address the hazards, likelihood and severity of harm, people at risk, existing control measures in place and additional control measures required to control the risk. All subcontractors will be required to submit an overall project method statement and risk assessments specific to the activities to be carried out as part of the project on to Breadcrumb. All method statements and risk assessments will be reviewed by the PC and accepted prior to contractors being able to commence work on site.

11.2 Method Statements

The control methods outlined within the above risk assessments must be complied with when undertaking the work activity. Other high-risk activities to be completed as part of the works must be carried out under the method statements provided by the specialist subcontractor.

Method statements will be used to manage the work activities and the safety of those on site, or who may be affected by the activity. Where a method statement is in place for an activity, in addition to the risk assessment, operatives must familiarise themselves with both documents and ensure they work to the procedures outlined.

Method statements will be developed as 'safe working procedures' for high risk or complex site activities. Method statements must be approved by the Site Manager prior to commencement of the activity on site.

11.3 Permits to Work

High risk works will be controlled by a permit to work system; this will include but not be limited to the following activities:

- Working at Height
- Hot Works
- Digging
- Plant Permits

11.4 Site Register

All persons visiting or working on the project are required to sign in and out of using Breadcrumb before proceeding to their work area.



11.5 Subcontractors

Subcontractors are required to supply the following information:

- Health & Safety Information - policies, procedures etc.
- Risk Assessments
- Method Statements
- Insurance Details

Method statements are to include; author, date, PPE to be worn (above and the standard PPE set out in this document). Information must be project specific and include details of any plant/equipment used. This information is required PRIOR to commencement on site. Only when a RAMS has been approved by the Principal Contractor will the works commence.

Throughout the works subcontractors must also supply material data sheets, operation and maintenance manuals for any relevant materials used or products installed.

The project will be undertaken in accordance with all contract drawings and in line with the schedule of works. All works will be completed to the full satisfaction of the supervisor and contract architect. All defective works will be rectified at the respective contractors' expense, including any associated work by other parties required prior to, or following rectification of the defective items. Should this situation arise, liquidated and ascertained damages will be apportioned in line with the contract documents.

12. Accident Procedures

When an accident or dangerous occurrence takes place, it will fall into one of the following categories. Proceed as indicated in the accompanying information as described below:

12.1 Minor Accident to Employee

- Report to First Aider for treatment
- Ensure details have been entered in the accident book
- Where an employee is incapacitated from work for more than 7 consecutive days (excluding the day of the accident but including any days which would not have been working days) because of any injury, complete internal report form and send direct to the Principal Contractors H&S manager/director
- If the injured employee is admitted to hospital and is an in-patient for more than twenty-four hours, the accident becomes specified as 'major injury' and must be notified as described under that category below

12.2 Minor Accident to Others

- Report to First Aider for treatment
- Complete the accident book and accident report form as detailed above
- Inform the persons' workplace and notify his employer

12.3 Major Injury

- Report to First Aider for treatment/Call 999
- Halt works on the site immediately
- Complete the accident book
- Inform director with overall responsibility for health and safety who will notify HSE and obtain written reports from all persons on site
- Comply with requirements of RIDDOR
- Injury as a result of a noticeable accident or dangerous occurrence which is the cause of health problems within one year of the date of the incident - the employer shall inform the enforcing authority in writing as soon as it comes to his knowledge.

12.4 Reporting of Accidents

Inform the Site Manager who will immediately obtain medical assistance if required. The Site Manager will advise the Director with overall responsibility for health & safety, who will notify our safety advisors and HSE if applicable. Injuries will be entered into the accident book, which will be on site as part of the health & safety file.

All incidents (accidents, dangerous occurrences and near misses) should be followed with a written report through the completion of an Incident Report Form. Copies of the form will be available from the site office.

12.5 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Following an accident or dangerous occurrence the HSE will be notified as soon as possible via the incident contact centre on 0845 300 9923. An internal investigation will then take place as carried out by the specialist contractor and the Principal Contractor which will be carried out in accordance with the procedures detailed in RIDDOR. The HSE will be informed within 10 days of the accident via the specified HSE form and using the incident contact centre website.

12.6 Reporting of Near Misses

All incidents (accidents, dangerous occurrences and near misses) should be reported immediately to the site manager verbally and followed with the completion of an Incident Report Form. Copies of the form will be available from the site office.

12.7 Investigation Procedures

Written reports will be obtained from all parties and presented to the director responsible, who will instigate a formal inquiry into the incident, the findings of which will be included within the health & safety file, and on the companies Incident System, with any necessary improvements implemented.



13. Subcontractor Management

Subcontractor Selection

Tender lists will be prepared of potential contractors. Pre-qualification of contractors will be undertaken in line with Eden London UK Ltd Procedure 'Eden London UK Ltd Subcontractors'. Reference will be made to the SSIP database and where a contractor is appropriately registered (e.g. CHAS compliance). Reference may also be made to past performance on Eden London UK Ltd projects and checks should be made to confirm notices and prosecutions. Companies which demonstrate an unsatisfactory safety record will not be invited to tender.

Potential contractors will be sent a set of environmental, health & safety contract conditions and will be required to provide any additional information as required by Eden London UK Ltd to demonstrate their ability to carry out work to a satisfactory standard, for example, resource levels and CVs of key personnel.

Contractors will be required to attend a Pre-Start EHS Meeting prior to the start of their work on site to ensure that all necessary arrangements are in place.

Contractors are to set out the minimum supervision that will be employed to oversee work on the project.

All Contractors are to collate and submit H&S information as and when requested by Eden London UK Ltd.

Exchange of Information

A copy of the Construction Management Plan and associated project documentation will be made available to all subcontractors and a copy of the specific risk assessments, method statements and procedures for this contract will be issued to all subcontractors.

The Site Manager will hold regular site meetings with all contractors to review health and safety matters. All parties will be encouraged to raise any health and safety concerns they may have.

All subcontractors will be given an initial induction course to ensure that they understand site procedures. All personnel will undergo a site-specific induction before being allowed to work on site, in addition subcontractors must take responsibility for the safety and task specific training of their own personnel.

Plant utilised by subcontractors during the course of the contract must have up to date certification which should be presented to our site agent prior to commencement of the work. All plant operator licenses and training certificates must be presented to the Site Manager before they will be allowed to start work on site.

14. Communication

Management Meetings

Meetings are anticipated to take place with the client throughout the works at intervals to be confirmed, to ensure the frequent exchange of information and that the client requirements and critical success factors of the project are met.

The site manager is the point of contact for discussing and taking views on H&S for all persons working on site. Various meetings will be held throughout the contract at all levels to allow the communication and distribution of contract information along will giving the opportunity for feedback.

Regular liaison with the Client, Consultants, Contractors and Designers will take place throughout the project with the distribution of all relevant information to project team members.

Consultation

All members of the workforce will be consulted on H&S procedures and controls that affect the workplace. This procedure will be initiated during the site induction and will involve the distribution of relevant information and allow for feedback and suggestions.

Any health and safety suggestions made by employees and/or contractors will be recorded and considered, and, where appropriate, implemented into working procedures.

Tool Box Talks

Regular Toolbox Talks are required on site throughout the construction phase. These will be used as a communication channel to update operatives on progress and include relevant H&S information for the current activities taking place.

Records of the Toolbox Talks should be maintained and stored in the site H&S File.

Design Changes

Any design changes made during the construction phase will be discussed with the project team prior to being implemented within the project, and any additional health and safety risks assessed as a result of the design changes.

Construction drawings to be updated to include the design changes and design risk registers/method statements and risk assessments to be updated to include any changes.



15. Control of Safety Risks

15.1 Access, Delivery, and Waste Removal

Designated vehicle and pedestrian access points to be put in place as part of site set up. All people accessing the site to report to the site office to sign in each day.

Parking only within designated parking area, where on street parking is utilised, care must be taken to obey parking restrictions and to avoid blocking access to neighbouring properties or emergency services.

All operatives will be made fully aware of any restrictions on deliveries within the site boundaries. All operatives will be fully licensed for their vehicles.

All delivery drivers will be instructed to report to the Site Manager on arrival, and, where necessary, a Banks-man will be provided for the vehicle while within the site boundary.

Waste will be carried down from high levels or lowered directly into skip or send waste via a chute directly into the skip below, to avoid spread of dust, litter and debris.

All materials disposed of from site will be removed in accordance with the requirements of environmental protection legislation, by a licensed waste disposal contractor to a licensed waste disposal site. Waste removal should be frequent, to prevent the build-up of site debris.

15.2 Services

All service work will be subcontracted to specialist companies, who are expected to follow their own safe systems of work and comply with those of the Principal Contractor.

All overhead and underground services will be identified and protected from contact and/or damage throughout the duration of the project.

The buildings existing service plans will be referred to, where available, and all necessary surveys will be undertaken prior to the commencement of works.

Services will be isolated by a competent person to the working area before work begins. The location of all services will be recorded and clearly marked before works commence.

Power to the site working area to be created via a 110v temporary supply, set up from a transformed 240-volt supply, connected from outside of the working area, transformed to 110v and centre-tapped to earth, or using generators where a temporary supply has not been established.

The temporary supply will be installed and connected by a competent electrician, with hand-over test certificate provided to the Principal Contractor.



15.3 Ground Conditions and Excavations

Any groundwork will first be subject to ground investigation works including trial holes and checks by a competent person (e.g. structural engineer/building control) to ensure ground is suitable to support the proposed structure.

Drawings to be obtained from public utility companies and prior to any excavation work commencing the area will be scanned to identify any underground services.

All excavations will be examined and supported as required.

All excavations regardless of ground conditions will be assessed by a competent person, and supported or battered, under the supervision of a competent person.

All excavations are to be fenced with warning signage.

Work within excavations will be subject to a permit to work system. Trenches will be inspected prior to entry, and monitored (water, fumes, gas, services) to ensure entry is safe.

15.4 Site Traffic & Vehicle Movements

Due to the nature of the site, it is not envisaged that the site will be accessible for heavy traffic. Regardless, a traffic management plan will be in place with segregation of pedestrian and vehicle traffic and the implementation of a one-way system will be enforced where required.

A banksman will safely guide vehicles arriving at the site, and a site speed limit of 5mph will be enforced. All reversing and turning is to be carried out under the constant supervision of a banksman.

Drivers must take care when other vehicles and pedestrians are in any area through which they are moving.

Where possible audible and visual signals are to be used for any reversing.

Manoeuvring of any sizeable loads or vehicles to be carried out with signaller in attendance, to ensure that third parties are kept clear of site operations.

All plant ordered by the Principal Contractor will be through an external plant hire company who will ensure that the plant complies with all current legislation. The site manager, prior to accepting delivery, will check all machine certification. Hired equipment must be tagged and inspected.

All plant involved in lifting operations on site must have current valid lifting certification as detailed in the Lifting Operations and Lifting Equipment Regulations 1998. Copies of the certification and current weekly inspections will be held in the site H&S folder.

Operatives should be trained and competent for the use of any specialised tools or equipment with copies of training certificates held on site. Plant and machinery statutory testing and examination certificates are to be held on site. This includes hand-over and

weekly inspections to verify scaffolding as safe for use and regular inspection and testing of portable appliances. 110-volt portable equipment to be used, supplied via a transformer, centre-tapped to earth or suitable power generator.

Plant utilised by subcontractors during the course of the contract must have up to date certification which should be presented to our site agent prior to commencement of the work. All plant operator licences and training certificated must be presented to the Site Manager before they will be allowed to start work on site.

15.5 Existing Structures and Fragile Materials

All existing structures will be protected throughout the works, with temporary supports detailed by a structural engineer where necessary, to prevent the risk of premature collapse or damage to existing structures.

When carrying out structural alterations or works near an existing structure, the structure will be assessed prior to commencement.

A detailed risk assessment and safe working method statement will be prepared by a competent person, then inducted to and understood by all involved, prior to any demolition, dismantling or other work that may affect the structure or adjacent structures.

The method should minimise the risks to persons, by as far as is practicable:

- Ensuring that only the minimum number of people are involved in the work
- As little work as is possible is undertaken within the structures being demolished/dismantled, and that mechanical means are used whenever possible.
- Taking steps to prevent non-essential personnel and third parties from entering the area.
- Ensuring that no unplanned collapse of materials occurs.

All fragile materials within any existing structures will be identified and protected as required. No fragile materials will be used as working platforms, or form part of any access routes. Where any risk of falling through materials is identified, fall prevention methods such as barriers to prevent access, harnesses, safety netting or temporary platforms/crash decks to be installed underneath the material.

The handling of any fragile materials will be subject to risk assessment and additional control measures to ensure materials are adequately protected.

15.6 Work at Height/Falls

Falls from height are a major contributor to construction fatalities, therefore, all working at height shall be controlled using method statements, ensuring that risks are thoroughly assessed and minimised where working at height cannot be avoided.

When working at height is anticipated, the Site Manager is expected to highlight the hazards and promote safe working practices during site inductions and toolbox talks.



The following system of controls will be implemented:

- Avoid high level working wherever possible.
- If work at height cannot be avoided, then a rigid barrier edge protection around all edges of areas where persons could fall any distance that might cause injury (including temporary access platforms) will be the priority measure.
- Toe boards and guards to contain work equipment and to prevent fall of materials will be installed.
- Warning signs at ground level will be displayed below working areas.
- Where the risks of falls from height cannot be totally eradicated, then fall-arrest measures such as harnesses, air bags or safety netting below the working area will be selected to limit the falling distance and to cushion the fall.
- The Site Manager is to ensure that perimeter site barriers and warning signs at base level are maintained at all times.

To minimise slips and trips on site, good housekeeping is an essential part of our site safety procedures, and unless otherwise specified workers are expected to: (a) keep their working area tidy; (b) report any area of the site in poor housekeeping state to the site manager.

15.7 Confined Spaces

All confined space work to be subject to a task specific risk assessment and a permit to work system. Confined space work will be eliminated where possible.

Valid permit must be displayed at entrance prior to confined space work proceeding.

Any workplace from which it is not possible to simply walk away in an emergency will be considered a confined space e.g. closed tanks and vessels, roof voids, large ducts and pipes, inspection chambers etc.

Confined spaces will be tested prior to entry to ensure safe to enter and method of communication and rescue procedures established.

Personnel trained in confined space work. Rescue and communication procedures arranged prior to confined space entry. Rescue procedures triggered through lack of communication rather than having to summon help as this may not be possible.

15.8 Lifting Operations

All lifting operations must be assessed and planned by a competent person, and a lifting plan developed prior to the lift commencing.

Unsafe lifting operations can not only harm those involved in the lift but also other site personnel and members of the public. Failure to undertake lifting operations safely can also cause considerable damage to materials, property and the lifting equipment itself.



The Site Manager will have overall responsibility of lifting operations on site and will act in compliance with all relevant H&S Regulations in particular the Lifting Operations and Lifting Equipment Regulations (LOLER).

Lifting operations will be pre-planned taking into account all aspects of the load to be lifted. Banks-man/Slingers will be adequately trained and competent.

Competent person to be in charge of lifting operations.

Clear segregation of working areas and close supervision by the Site Manager is required to ensure that persons are kept clear of areas directly beneath or in line with any lifting or swinging across of materials or structures.

All plant involved in lifting operations on site must have current valid lifting certification as detailed in the Lifting Operations and Lifting Equipment Regulations 1998. Copies of the certification and current weekly inspections will be held in the site H&S folder.

15.9 Other Significant Safety Risks

For the safety of all operatives and members of the public that may be present within the surrounding site area, all drivers must not exceed 5mph within the site boundary. Under no circumstances should contractors park obstructing neighbouring properties.

No other significant safety risks not outlined above have been identified.

16. Control of Health Risks

16.1 Asbestos

Site investigation surveys have been undertaken prior to works commencing. All works associated with the removal of ACM shall be undertaken in accordance with the recommendations made in the aforementioned reports and in accordance with current asbestos regulations

If any suspected asbestos materials are discovered during the course of the works, all works must cease in order to not disturb the suspected materials.

The Client will be contacted immediately and testing of the material will take place before proceeding with any works. If the suspected asbestos material is disturbed accidentally, or is already friable and presents a risk, the area will be closed off immediately for an environmental clean by specialist asbestos removal company.

16.2 Hazardous Materials & Substances

All materials shall be used in accordance with good practice and current Health & Safety Regulations including COSHH Guidance Notes from manufacturers and suppliers.

Any contractor bringing onto site any hazardous substance must notify the contracts manager and be in possession of a suitable COSHH assessment and material data sheet.

All containers on site must be labelled.

All substances are to be stored as detailed by the manufacturer's health and safety data sheets.

COSHH Assessments will be undertaken by competent person for all hazardous substances. All hazardous substances to be stored in locked storage areas, designed specifically for the substances, with good ventilation and away from direct sunlight and any sources of ignition.

No unauthorised person to use a hazardous substance.

PPE to be worn as directed in individual COSHH assessments.

Hazardous substances must be used well away from drains and watercourses to avoid risks of environmental pollution.

16.3 Noise, Vibration & Dust

Vibration and noise levels will be monitored throughout the project.

Dust mitigation measures, Contractor to have a water supply. Hoses on site will be used to dampen down any dust generating construction activities.

Operations shall be subject to a noise assessment if required and control measures implemented.

Arrangements for wheel cleaning, cleaning will be carried out by the contractor and be part of the agreed quote and tasks, if vehicles enter the development area and therefore there should be no transfer of mud or dirt to the highway.

All contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements. The site manager will stop any operations deemed to be unreasonably noisy.

All contractors to ensure that PPE to comply with the Noise at Work Regulations is issued to their own operatives where required. Appropriate PPE for the site activities will be available on site. Works will not commence without suitable PPE, such as ear defenders, where required.

Where high levels of dust are anticipated during works the Site Manager will be responsible for issuing face masks or other respiratory/PPE specified in Method Statements.

16.4 Manual Handling

All operatives will be made aware of the risks associated with manual handling. On-site training and toolbox talks to be delivered as appropriate to raise awareness of the risks.

When necessary, mechanical hoists and lifting equipment will be utilised to minimise the risk of injury to operatives. When lifting or moving materials, use mechanical means wherever possible.



When lifting and depositing loads, ensure that the load is manageable and, if necessary, ask for help if load is heavy and bulky.

Avoid individuals lifting any load heavier than 25kg, or large or bulky items. Larger loads should be moved mechanically by a forklift truck (telehandler), hoist or barrow or otherwise by employing a team lift.

Ensure that access routes are clear, to avoid slips, trips, falls or awkward positions.

Avoid the manual handling of heavy loads up and down access ladders and steps. There is an increased risk of strain due to lack of control over the load.

16.5 Other Health Risks

Appropriate precautions will be in place to protect the workforce from sun exposure through the use of clothing and barrier creams.

17. Risk Register

17.1 Public Safety & Adjacent Land Use

Risk	Control
Unauthorised persons entering site	Site access via secure gated entrance which will be locked out of hours
Work adjacent to the site boundary	Any work outside the site boundary to be risk assessed and temporary fencing erected.
Access Routes for Vehicles, Plant and Pedestrians	Segregated access routes where possible. Access routes to reduce the need for turning or reversing.
Vehicles and Plant Manoeuvring	All vehicles manoeuvring on or off site and around site to be accompanied by a banksman if in close proximity to pedestrians, other vehicles or structures.

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17.2 Environmental Issues

Risk	Control
Noise - above 80dB(A) or 10dB(A) above background noise out of hours	Disruptive works completed within normal working hours. Ear Protection for operatives. Works to be carried out in accordance with Air Quality Dust Management Plan
Exposure to high levels of vibration	Work on vibrating equipment will be minimised. Exposure will be restricted within the legal limits.
Dust exposure to operatives	Dust masks provided for activities if required particularly silica containing products. Works to be carried out in accordance with Air Quality Dust Management Plan
Risk of water contamination through Spillages	Storage areas away from natural water or surface water drainage. Spill kits provided.
Removal of construction debris	Contractor to supply skip through licensed Company.
Contact with services	Services to be located and marked on site Services within close proximity to proposed ground works to be disconnected and/or re-routed as necessary. Hand digging within 2m of live services.

There is also a risk of Rhododendron (especially Rhododendron ponticum). See below:



This is invasive in the UK and spreads easily via soil movement, root disturbance, and contaminated equipment, meaning the following control measures must be implemented:

Physical Containment

- Set up exclusion zones (barriers/fencing) around affected areas
- Install ground protection (e.g. geotextile + plywood) to prevent soil transfer
- Designate specific access/egress routes to avoid tracking contaminated soil across site
- Keep works segregated from school areas to protect pupils/staff

Plant & Soil Management

- Do not reuse or redistribute contaminated soil elsewhere on site
- Strip and store any affected soil in a clearly labelled quarantine area (bunded if possible)
- Remove plants including roots—cutting alone will not stop regrowth
- Avoid stockpiling near drainage routes (prevents spread via water runoff)

Biosecurity

- Implement wheel wash / boot cleaning stations where contamination risk exists
- Clean down:
 - Excavators, dumpers, tools
 - Boots and PPE before leaving affected zones
- Use dedicated tools/plant where possible for infested areas

Disposal

- Treat rhododendron as controlled/invasive waste
- Dispose of off-site via a licensed waste contractor
- Do not chip and reuse on site (this can spread it further)

Chemical Control (if required)

- Apply appropriate herbicide (e.g. glyphosate-based) via:
 - Cut-stump treatment
 - Stem injection
- Must be carried out by *competent, certified operatives*
- Schedule outside school hours to reduce exposure risk

Monitoring & Aftercare

- Regularly inspect for regrowth or seedlings
- Plan follow-up treatments (rhododendron often regrows)
- Record findings as part of environmental management plan

School-specific Considerations

- Secure work areas to prevent student access
- Avoid spreading via shared pedestrian routes
- Communicate with school management if works are near play areas
- Ensure COSHH assessments are in place for any herbicide use

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17.3 Fire and Emergency

Risk	Control
Fire Risk on Site	Possible risk due to hot works. Hot works permit to be issued prior to any hot works commencing.
Fire Escape Blockage	Existing fire escapes to be kept in use. All existing fire escapes to be kept clear at all times.
Access Routes Obstructed	Materials blocking escapes. No materials to be stored in walkways.
Fire & Emergency Planning	PC to produce a fire plan and will ensure that the works are executed in accordance to the
Inhalation, burns, risk of fire from use of Flammable Substances	Recommendations as details on manufacturer's safety data sheets on storage to be complied with. Gases and flammable liquids to be stored as required by the HFL DSEA Regs.
Flammable Substances	Recommendations as details on manufacturer's safety data sheets on storage to be complied with.
Arson	Site security to be maintained throughout project. Skips and waste materials to be located away from perimeter and buildings.

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17.4 Site Hazards

Risk	Control
Manual Handling - Dropping, crushing, straining	PC to control delivery and movement of materials to ensure loads being lifted by individuals do not exceed those that can be safely lifted.
Demolition - Collapse, crushing	PC to ensure that demolition is carried out in a controlled way by competent contractors working to an approved RAMS and in accordance to procedures contained within the H&S Plan.
Excessive noise	Ensure that all noisy operations are minimised during occupation of the building. Excessively noisy operations will be subject to noise assessments and programmed to minimise disruption.
Stability of existing structures	PC will protect any existing structures that may be affected by the works.
Electrical, Mechanical	PC to ensure that all areas are surveyed prior to works commencing. Live work prohibited on site.
Hazardous Substances - Sealants, Adhesives, Paints etc.	PC will ensure use by competent personnel working to approved RAMS and thorough COSHH assessment. The COSHH data sheet will be with the RAMS.
Disturbance of Asbestos Containing Materials	PC will ensure use by competent personnel working to approved RAMS and thorough COSHH assessment. The COSHH data sheet will be with the RAMS.
Falls of persons/materials	Safe access provided to be provided to all work faces. Competent personnel working in accordance with approved risk assessments and method statements will erect access plant and platforms.
Unexploded Ordnance	While the risk is of encountering UXO is considered low due to the nature of works
Contact with falling materials from overhead work	Adequate protection from work being carried out overhead. Exclusions zones below work at height as required.
Persons falling down holes/open edges	Secure barriers to be fixed around all openings or plates/timber fixed over service holes.
Falls of persons causing injury	Fragile materials to be identified. Depending on location use of guardrails, toe boards, barriers, suspension and fall arrest equipment. RAMS to be provided.
Slips, trips and falls - Fall of persons causing injury	Constant monitoring of housekeeping. Maintaining of access/egress routes.



18. Fire Procedures

The fire and emergency plan for the project will be displayed at the site office and is included in the Fire Safety Plan within this document. Fire extinguishers, notices, alarms and fire exits will be provided for all working areas.

In accordance with our Hot Works Permit to Work System, all Hot Works must be authorised by a permit to work and must cease at least 1 hour before site closure.

18.1 Fire Safety Plan

Fire Plan Principles:

- Site specific fire arrangements will be briefed to all site operatives through the site induction
- The site shall have a designated Fire Marshal
- Fire alarms, call points and extinguishers must be maintained on occupied floors
- Floors under the control of the Principal Contractor will have alarm call points and extinguishers maintained at all times
- Where the works take place in occupied buildings then the buildings own fire warning system will be used with the permission of the occupier

Principal Contractor Responsibilities:

The overall responsibility for the prevention of fire rests with the Principal Contractor

- All sites are no smoking sites except for designated areas
- No burning is permitted on site
- The design team and client will, where possible, specify materials of a non-flammable nature

The Principal Contractor is responsible for ensuring adherence to the project fire plan and procedures, and will:

- Provide and maintain in good working order, suitable and sufficient firefighting equipment and establish safe and adequate fire assembly points;
- Maintain means of safe access and egress in all areas at all times;
- Liaise with the design team and client to secure permanent firefighting equipment to be brought into service as soon as possible;
- Include fire patrols as part of the site safety inspections;
- Conduct fire evacuation tests regularly as per the company's test procedures;
- Update the fire plans as the project progresses and inform site operatives accordingly;
- Provide secure storage for flammable / highly flammable liquid and compressed gas.

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Contractor Responsibilities:

- Complying with all relevant statutory requirements and procedures relating to fire prevention as laid down by the Principal Contractor;
- Using, where possible, non-flammable materials for temporary works, packaging etc;
- Ensuring that safe systems of work are carried out on site;
- Advising the Principal Contractor of all COSHH materials brought onto site, to include data sheets;
- Where required appoint fire marshals;
- Obtain permits for all hot works;
- Liaise with and obtain approval from the Principal Contractor for all use and storage requirements of flammable liquids and gases;
- Petrol / Diesel equipment should be located so that exhausts are well away from combustible materials with engines shut off during refuelling operations
- Oxygen cylinders should be stored well away from readily combustible materials and acetylene or other fuel gas cylinders, separated from other stores by fire resistant materials and well ventilated
- Liquid petroleum gas cylinders containing propane or butane should be stored in the open, well away from any heat source, in a secure well ventilated and suitably labelled storage area
- All cylinders when not in use should be returned to the storage area immediately. Use of cylinder should be covered by a risk assessment / method statement
- The electrical subcontractor appointed by the Principal Contractor will carry out regular inspections and tests on all electrical equipment and fittings
- Ensure that open fires are not started for any reason

Means of Escape

- All works must be designed and erected so that a safe route is always available to a final exit (place of safety)
- Fire exits must be clearly identified, with a maximum travel distance in accordance with relevant standards
- Fire escape routes are to be kept unobstructed and, if necessary, illuminated at all times
- When work necessitates use of naked flames, a portable fire extinguisher is to be readily available, and works must only commence when a permit to work has been issued by the Principal Contractor



18.2 Fire Fighting

The Principal Contractor will establish a site procedure for dealing with fire emergency that takes into account the hazards involved and site specific features, the procedure includes the following points:

- Sounding a warning alarm
- Dealing with a fire
- Closing down of operations
- Evacuation of the area
- Assembly at marshal points and roll calls
- Locating missing persons

The contractors Fire Marshal will instruct and train all personnel under his control under his control precautions and the actions to be taken in the event of fire.

The Fire Marshal will instruct and train all supervisors in the correct use of firefighting equipment.

The Principal Contractor will arrange for adequate numbers of hand extinguishers of a suitable type to be available and maintained within the permanent works as they develop until such time as a permanent provision is secured.

All firefighting equipment will be properly maintained, examined and tested in accordance with the manufacturer's instructions, and shall conform to the relevant British Standard.

18.3 Fire Emergency Protocol

- In the event of discovery of any fire, the nearest local fire alarm will be activated by the discoverer of the fire.
- All personnel within audible distance of the alarm will immediately evacuate the area and report to the assembly / muster point.
- The Site Manager must be notified immediately by the quickest practical means by the discoverer of the fire.
- The Site Manager will immediately:
 - Activate the fire alarm (if not already)
 - Contact the emergency services requesting assistance
 - Ensure all areas are quickly evacuated and site personnel are at assembly points
 - Notify the Client
- The Site Manager will establish where possible:
 - The exact location of the fire
 - The extent and nature of the fire
 - Whether there are any casualties
 - The evacuation status
- Without taking any personnel risks, and if reasonably safe to do so, and attempt may be made to extinguish the fire by using the nearest appropriate extinguishers.



- All contractors' supervisors will report to the Principal Contractor's representative at the assembly point and verify that all personnel under his control are accounted for as a result of the evacuation
- The Principal Contractor will arrange for the emergency services to be met at the main access point, and guide / direct them to the incident.
- Upon arrival of the emergency services, the Principal Contractor's site manager will brief the officer in charge, and provide such assistance as required
- No person will return to work until the all clear has been issued from the Fire Marshall

19. Health and Safety File

Format

All relevant information for the H&S File will be submitted to the principal designer appointed by the client for this project. The information that will be gathered includes:

- Construction Methods
- Safe Systems of Work
- As Built / As Installed drawings
- O&M Manuals
- Specifications / Data Sheets
- Any further information requested by the principal designer for the compilation of the H&S File.
- Any other information required by the principal designer or client will be supplied on request.

Gathering of Information

Subcontractors must submit all relevant health & safety information and RAMS, they will be project specific and include any plant/equipment to be utilised. This information will be collated and filed on site as part of the contract health & safety file under CDM Regulations.

Subcontractors must also submit relevant O&M manuals, material specifications and As Installed Drawings where applicable for inclusion in the H&S File. All subcontractors will be responsible for obtaining relevant COSHH information for materials associated with their works and this will be issued with their method statements and risk assessments and will be held in a separate file by the Site Manager.

All information must be issued on or before date of project completion. Retention reduction will not be released until this information has been provided and approved.

An instruction is included on all purchase orders to ensure that the relevant COSHH information is provided by suppliers. This information is retained in a central file and then issued as required.