Construction (Design and Management) Regulations 2015

CONSTRUCTION PHASE PLAN

CLIENT:

ENVIRONMENT AGENCY

PRINCIPAL CONTRACTOR / CONTRACTOR

ECS ENGINEERING SERVICES Ltd

SITE NAME and ADDRESS

KIORA RADIAL GATES

Green Lane, Nazeing, Broxbourne. EN10 6RS

BRIEF JOB DESCRIPTION

Design/ Manufacture/ Install of replacement footbridge

ECS Job No. 15/0127. EA Job No. 498

Revision 1

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Revision and Approval Status			
Original Plan Produced by:	A Swindells / J Cartwright	**Date:**	19 August 2016
The original plan will be Revision "1" and any subsequent revisions will "2" onwards			

Revision	Date	Revised by	Status	Reason for revision and/or comments
Rev 1	19 August 2016	A Swindells	Draft	For PD approval
Rev 2				
Rev 3				

Section 1 — Project Description

This section describes background information already contained in the relevant first part of the pre-construction information. The information is extended to include details about the principal contractor and other appointed designers, contractors, etc.

a) Background Information *(from Preconstruction Phase Information):*

Kiora Footbridge is located downstream of Kiora Sluice gates, which are found at the end of Green Lane off the Old Nazeing Road. The bridge is a simply supported timber beam design in 2 spans with a central pier wall and provides a crossing for public use. Overall the footbridge has 21 meter span length.

As part of the River Lee Flood Channel, the bridge was built to re-establish public rights of way. It is owned and maintained by the Environment Agency. The timber footbridge is now exhibit significant public safety risk due to its bad state of repair.

b) Description of the project and programme details with key dates:

To remove old wooden bridge and replace with new Fabre Bridge.					
Start Date:	**24/10/16**	**Finish Date:**	**25/11/16**	**No. Days**	**25 w/days**

c) Duty Holders:

Duty Holders	Company	Contact Name	Contact Details
Client	Environment Agency Horizon House, Deanery Road, Bristol. BS1 5AH	Berhe Kesete	02030258980 berhe.kesete@environment-agency.gov.uk
Principal Designer	CH2M Endeavour House, Forder Way, Hampton, Peterborough PE7 8GX	Kate Cook	01733 560033 Kate.Cook@ch2m.com
Principal Contractor	ECS Engineering Services Ltd Fulwood Road South, Huthwaite, Nottinghamshire, NG17 2JZ	Steve Crapper	01773 860001 scrapper@ecsengineeringservices.com
Contractor (s)	Ainscough		
Designers (other)	ECS Engineering Services Ltd	Neil Smith	01773 860001 nsmith@ecsengineeringservices.com

d) Details about the members of the project team:

P.C. Project Team	Contact Name	Telephone	E Mail
Operation Manager	Jamie Wesley	07900 406 594	jwesley@ecsengineeringservices.com
Project Manager	Andy Swindells	07900 406 572	aswindells@ecsengineeringservices.com
Site Supervisor	Mark Walkman	07702 556 358	mwalkman@ecsengineeringservices.com
HS&E Manager	Rebecca Murfin	07852 246 424	rmurfin@ecsengineeringservices.com

Temporary Works Coordinator	Martin Waldron		mwaldron@ecsengineeringservices.com
Temporary Works Supervisor	Mark Walkman	07702 556 358	mwalkman@ecsengineeringservices.com
Lifting Appointed Person	Andy Swindells	07900 406 572	aswindells@ecsengineeringservices.com
Lifting Supervisor	Ashley Barfoot		abarfoot@ecsengineeringservices.com
Designer	Neil Smith	01773 860001	nsmith@ecsengineeringservices.com
Other			

e) Extent and location of existing records and plans (including information about any existing structures).

Ref	Document Title	Location (Asite Link, etc)	Date of Issue
1	Pre- Construction Phase Information (PCI)	In ECS Job File (revised copy required)	
2	Statutory Services Search		
Other standard documents which are relevant are as follows:			
Ref	**Document Title**	**Location (Asite Link, etc)**	**Date of Issue**
1	Safety is Paramount – Constructing a better environment.	667_15. In ECS Job File	Oct 15
2	Reporting incidents on ncpms contractors sites	Supporting document 300_10_SD20	Apr 14

3	Works information: method statements and health and safety	Supporting document 300_10_SD06	Oct 11
4	Reducing risks for projects involving work near to buried services	Supporting document 300_10_SD10	Aug 13
5	ncpms health and safety file	Supporting document 300_10_SD16	Feb 15
6	SHE handbook for managing capital projects	300_10	Feb 16

Route: (Fig 2)

Route to: KIORA RADIAL GATES
Post Code: EN10 6RS
Lock gate restricting vehicle access. Contact Site Supervisor
Continue down lane, speed limit 10mph. Beware of public
Kiora Radial Gates WORK AREA
Broxbourne
Lee Valley Boat Centre
Broxbourne Sports Ground
The Crown
Lee Valley Regional Park
New River
River Lea
Old Nazeing Rd
Nazeing New Rd
Station Rd
Churchfields Ln
Mill Ln
Park Ln
Cozens Ln E
Winford Dr
Lammasmead
Westlea Rd
Fairfield Dr
Wharf Rd
Meadgate Rd
Payne's Ln
Green La

Site Plan (Fig 2)

Fig 3

Fig 4

Fig 5

Fig 6

Fig 7

Fig 8

Section 2 — The Management of the Work

a) Management Structure and Responsibilities

Individual responsibility, particularly for health and safety management are identified within the management structure for site. This responsibility embraces management from the top down including all subcontractors and relevant health and safety communication links.

Project Managers Duties

1. To facilitate co-operation and co-ordination with the CDM Principal Designer, contractors, designers, and all interested parties involved in a construction project, to ensure that all duty holders can comply with their duties under the CDM Regulations 2015.
2. To monitor the implementation of the Company's Safety Policy, the Construction Phase Health & Safety Plans, client's safety requirements and all other safety legislation.
3. To provide adequate site supervision, to encourage good health & safety practices by their site managers and other staff, and to assess their competence.
4. To pre-plan safe methods of construction, the provision of adequate welfare facilities, to ensure trained first aid persons are appointed, and ensure adequate financial provision is made for health and safety.

5. To set a personal example to all operatives on site, by wearing the appropriate personal protective equipment.
6. To ensure that Statutory and legal Notices, Insurance Certificates are displayed and maintained in prominent locations.
7. To assess the risks to health and safety of all construction operations and ensure that safe systems of work are developed and implemented, monitored and reviewed as necessary.
8. To ensure that information, instruction and training is given, when appropriate, to all employees, and to advise them of all risks to their health and safety and the measures in place to protect them.
9. To ensure that members of the public, affected by the Company's operations are adequately protected.
10. To ensure that incidents, accidents and dangerous occurrence are thoroughly investigated and reported to the relevant statutory authorities.
11. To monitor the maintenance of all relevant site safety records.
12. To ensure the co-operation & co-ordination between contractors, designers, and all interested parties, involved in a construction project.
13. Ensure that adequate welfare provisions are in place from the first day of a contract.

Supervisors Duties

1. To organise and co-ordinate site work with minimum risk to health and safety.
2. To comply with and implement the Company Safety Policy, Procedures Manual, Site Rules and all relevant safety regulations.
3. To implement, supervise and monitor the Construction Phase Health & Safety Plan, and Fire Safety plan.
4. To ensure agreed safe systems of work, Codes of Practice, Risk Assessments, Method Statements are adhered to and all Registers and Records are kept up to date.
5. To ensure that operatives are competent and hold, where applicable, certificates to operate work equipment.
6. To provide all site personnel and visitors with a site induction.
7. To give precise instructions with regard to health & safety, and to implement and enforce the Site Rules.
8. To ensure that the storage of materials and substances, that are hazardous to health, comply with statutory requirements.
9. To maintain a tidy site, to prevent slip & trip hazards, and with safe access and egress to places of work, the site accommodation and welfare facilities.
10. To ensure that all work equipment is safe to use and properly maintained.
11. To control and co-ordinate the work of sub-contractors and others with regard to implementing the Safety Policy and the Health & Safety Plan.
12. To ensure a suitable supply of Personal Protective Equipment (PPE) is available, and is used when required, and that the company’s policy and specific site rules with regard to PPE are enforced.

13. To ensure all accidents are entered in the Accident Book (the book entry to be sent immediately to the Health & Safety Manager for secure filing), and to implement the Company's accident reporting procedure.
14. To notify the Health & Safety Manager of accidents, which are to be reportable under RIDDOR, and to assist him in the investigation of accidents and dangerous occurrences?
15. To carry out site safety inspections with the companies safety advisers and to rectify as a matter of high priority all defects and contraventions of the regulations.
16. To discuss with the Health & Safety Officer, or Health & Safety Manager, site problems in matters relating to health and safety.
17. To produce, with the assistance of the Health & safety Officer/Manager, a traffic management plan, to segregate as far as is possible, pedestrians from site traffic.
18. To set a good example of behaviour with regard to health, hygiene and safety.
19. To provide and maintain adequate site welfare facilities, in a clean and hygienic Condition.
20. To closely supervise young persons, ensuring that adequate induction training is given. To comply with legislation which requires a specific assessment to be made in respect of persons under 18 years of age.
21. To ensure compliance with the Public Health, Smoke-Free (Premises & Enforcement) Regulations 2007, and to display the required signage.
22. To appoint a competent person to take charge during his temporary absences

The Health & Safety Managers Duties

1. To visit the construction sites, as often as possible, and to assist the Site Manager in preparing risk assessments and method statements, to pass on information and help with the general management of health & safety on site.
2. To collect and assess the risk assessments and method statements from sub-contractors and issue to the Site Manager.
3. To ensure that the Health & Safety Executive has been notified on Form F10, if site operations are expected to last more than 30 working days, or 500 person days; and that each site is issued with a copy to display as required by the CDM Regulations.
4. Liaise with the CDM Principal Designer to produce the Construction Phase Health & Safety Plan for each new contract, and ensure that it is appropriately updated during the contract.
5. To co-ordinate the collect information required for the Safety File and issue that information to the CDM Principal Designer.
6. To conduct a regular review of the company's safety performance in conjunction with the Safety Consultants, and to produce a report for consultation with the directors.

b) Health and Safety Aims for the Project

The principal contractor needs to focus on those health and safety aims already outlined by the client and embrace them further into his or her own systems for proactive monitoring and reviewing of effectiveness on site.

- To be fully compliant with legislation in all aspects of the project.

- To comply with the requirements as set out in the Environment Agency **SHE CODE OF PRACTICE 2015**.
- Maintain the highest standards of housekeeping and tidiness for the duration of the project.
- To have no lost time injuries for the duration of the project.
- To have no environmental incidents during the project.
- To fully investigate any incidents, near misses or undesired circumstances.
- To produce a safe to operate and maintain fit for purpose installation.
- To identify design improvements that will allow safer methods of construction & maintenance.
- To review these goals on a regular basis.

Site health, safety and environmental performance will be monitored formally throughout the project, firstly by the Site Supervisor daily with Site Diary entries (this to include site security) and weekly by the use of the ECS SHEQ Inspection Form. Results of inspections will be made available to all site operatives and E.A. management and recorded in the Site File. Any issues out of inspections will be discussed at meeting and resolved.

Project Manager and H&S Manager will visit site and carryout and formal inspection/audit at the beginning of the project and at least once during the project, again results will be disseminated to all site operatives and recorded.

Constraints on how the works are provided

All structural fabricated steel work will be fully CE marked.

A permission to work will be provided. All isolation permits in relation to electrical safety shall be issued in accordance with Electricity at Work Regulations 1989.

Any works that could be affected by the automatic operation of plant or equipment will be handed over to ECS using a handover notice for the duration of the work and any functional isolation work will be the responsibility of ECS. The Environment Agency will only issue permits where we maintain an undertaking of activities at the time of the works

The following will apply to any electrical works or installations completed at site.

Legislation

Health and Safety at Work etc. Act 1974
The Workplace (Health, Safety and Welfare) Regulations 1992
The Provision and Use of Work Equipment Regulations (PUWER) 1998
The Electricity at Work Regulations 1989
The Management of Health and Safety at Work Regulations 1999
The Regulatory Reform (Fire Safety) Order 2005

The Construction (Design and Management) Regulations 2015
British standards

BS 7671: 2008 (2011) Incorporating latest amendments. Requirements for electrical installations. IET Wiring Regulations.

The sites will be inspected by competent personnel and the fact recorded.

Sites working for 30 days or more will be visited by our own competent HS&E Advisor normally at two week intervals with at least one visit being for the purposes of an inspection which will be recorded.

Following each inspection the HS&E Advisor's report is to be provided to the following:

- Environment Agency Project Manager
- EEC Project Manager
- Site Supervisor

Each designer and contractor shall ensure that arrangements are in place to assess the competency of professional and supervisory staff against the requirements of their own company's safety, health and environmental management systems.

Details of the number of near misses recorded on site, and the details of any which we feel would be of wider benefit to the Environment Agency or other framework partners will be recorded each month, and will be supplied electronically, to the Environment Agency's construction SHE Team.

c) Arrangements

Arrangements (in conjunction with the Management of Health and Safety at Work Regulations 1999 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) must be made for:

i. Regular liaison between parties on site, eg induction talks, briefings, etc.

A pre-commencement meeting will be held to review all safety measures put in place under this document, **(ECS Engineering Services 'Construction Phase Plan)**.

ECS will extend this Health & Safety Plan to include their methods of managing the hazards identified. **(Risk Assessments and Safety Method Statements)**

The extended plan and project safety will be reviewed during the regular progress meetings between Client, Principal Contractor and Contractors.

Approvals for drawing, additional works, site instructions etc will be recorded using the ECS contract documentation.

The agenda and copies of the minutes will be held in the site file and made available to site operatives.

The CDM Principal Designer shall be informed of any:

- Appointment of any designers (temporary works, specialists, etc)
- Design changes where safety considerations are required.
- Proof that safety is considered for all design changes and variations.

ii. Consulting with the workforce.

Brief daily liaison meetings will be held each morning, under the direction of the Site Manager/Supervisor (not lasting longer than 10 minutes) to ensure all relevant parties are aware of the activities for that day and any additional site health, safety or environmental hazards.

iii. Exchanging design information between the client, designers, principal designer and contractors on site.

Discussed at 2c (i)

The CDM Principal Designer shall be informed of any:

- Appointment of any designers (temporary works, specialists, etc)
- Design changes where safety considerations are required.
- Proof that safety is considered for all design changes and variations.

iv. Handling design changes during the project.

Discussed at 2c (i)

v. Selecting and controlling contractors.

Only contractors on ECS's approved contractor list (ASL) will be used on site. The approval procedure is via a completed questionnaire and subsequent approval by ECS's Operations Director.

The sub-contractors listed in 2 (a) above have been approved for use by ECS.

Contractors will be monitored with respect to the quality of their work and their Health, Safety and Environmental performance. Site SHEQ Inspection templates and completed copies will be found in the site file

vi. Exchanging health and safety information between contractors.

Regular progress meetings between Client and Contractor will take place; contractors will be included in daily briefing as in (ii) above. Take regular photographs of the work as it progresses.

vii. Site security

The work area will be secured by using suitable solid barriers and signage to keep out unauthorised persons; the procedures are also in place to prevent any equipment from unauthorised use. A secure storage container will be provided within the site compound. The signage will restrict unauthorised persons, include site rules, give minimum PPE requirements, direct persons to site office, give location of first aid post, and give assembly point location. See site layout Fig 2.

The work area shall be kept secure at all times.

No out of hours work is allowed without prior notification to ECS. This can only be authorised when the correct assessments have been completed and will be discussed at weekly meetings.

Out of hours contact numbers shall be lodged with the contractor where applicable.

A record of persons on site will be kept.

viii. Site induction and on-site training.

All site operatives will undergo a comprehensive site induction from ECS following an induction checklist. The site induction checklist and register will be filed in the site file. The E.A's **SHE Code of Practice 2015** and what it means in respect to individual health, safety and environmental performance and behaviour will form part of the induction, a copy of this can be found in the Site File.

Employees engaged in any physical work will be briefed on the appropriate method statement. Method statements will be debriefed ('brief back') by operators before the second use of that method to ensure that staff have:

- Understood the method statement.
- Any defects in the method statement discovered during the first period of use can be raised and remedied before work continues.
- Added any changes to the method of works to the method statement and re-briefed to the operatives before starting works.

Tool box Talks:

- Working over water
- Inclement / hot weather
- Changes in RIDDOR 2013
- Tool Box Talks on relevant developing project hazards will be given as and when required

ix. Welfare and first-aid facilities.

The on-site welfare facilities will provided in accordance with CDM Regulations 2015, to be used by the site personnel and visitors. The building will be situated within the compound (see Site Plan) in a position which will not restrict site operations and vehicle movement.

Facilities will include:

First Aider(s) on site will be identified in Method Statements and by posted photo and name. First Aid facilities, (including Eye Wash), Fire Extinguishers and Spill Kit will be kept at the site office and location signed.

x. Reporting and investigating accidents and incidents, including near misses.

EA Requirements

Health and Safety

All RIDDOR reportable events , accidents requiring medical attention , and near misses with a potential serious consequence must be reported by the Contractor at the earliest opportunity to the ECC Project Manager, Site Supervisor and Environment Agency Project Manager.

Initial reports for such incidents must be followed by a written report using the form in Appendix A or a comparable form containing this information.

A final and comprehensive investigation report must be provided by the Contractor to the Environment Agency Project Manager and where relevant the ECC PM within 14 days. This period can be extended for complex incidents following agreement with the Project Manager and/or the Environment Agency Construction SHE team.

The quality of accident investigation must make due consideration to the guidance contained in the HSE publication HSG 245, 'Investigating Accidents and Incidents'.

Environmental Incidents

All environmental incidents and significant near misses must be reported to the Environment Agency Incident Hotline 0800 80 70 60 at the earliest opportunity and then to the Environment Agency Project Manager and where relevant the ECC Project Manager, Site Supervisor and Environment Agency NEAS Officer.

Initial and final reports will be submitted as for a health and safety incident.

The Environmental incident and near miss reporting poster shall be displayed in a prominent position in the site office and in the welfare accommodation.

ECS Requirements

All injuries or damage resulting from accidents or incidents on the site, however minor, must be reported to Management and recorded in the Accident Report Book provided and/or in Part 1 of the Accident, Incident, Near Miss, Undesired Circumstance Report (HS-PR-001).

This also applies to injuries sustained by sub-contractors, the public, visitors, etc.

It is also the policy of ECS Engineering Services Ltd to encourage the reporting of incidents that do not result in injury but have the potential to cause injury or damage. These Near Miss incidents and Undesired Circumstance should be reported to SHEQ Department and recorded on the Near Miss / Undesired Circumstance Report Part 1 (HS-PR-001)

Some clients have their own near miss procedures, which ECS operatives are expected to adhere to.

A register of RIDDOR 2013 reportable incidents will be reported to the EA and a record kept on site.

All Accidents / Incidents / Near Misses or Undesired Circumstances must be reported to:-

- Site Supervisor
- Site Project Manager
- EA management
- The company's SHE Department via the:

ACCIDENT, NEAR MISS or UNDESIRED CIRCUMSTANCE REPORT LINE 01773 860 001 (ECS)

Alternative Nos. Mobile – 07825 246 424 (ECS)

All incidents will be investigated and Part 2&3 of the Accident, Incident, Near Miss, Undesired Circumstance Report (HS-PR-001) completed.

xi. Producing and approving risk assessments and method statements.

Identify hazards and implement appropriate protective and preventative measures, the high risk activities identified on this Project are:

1. Working over a water course.
2. Working with water (health risks)
3. Lifting using cranes.

ECS will plan and resource their activities in order to maintain the highest standards of health, safety and environmental management.

Job Description	Removal of old and installation of replacement footbridge	ECS Job No	**15/0127**

Task / Stage	Document	Ref Number and Version	ECS Approval	PD Approval	Permits Required G.CS.EL.WH. HW
1. Site Setup • Erecting fencing and signage • Delivery of materials	Risk Assessment	RA-01.	√		
	Method Statement	MS-001. Stage 1	√		
	Lift Plan	N/A			
2. Removal of Wooden Footbridge	Risk Assessment	RA-01.	√		General Hot Works
	Method Statement	MS-001. Stage 2	√		
	Lift Plan	LP-01. Vn 1			
3. Installation of new Footbridge and Reinstatement of site	Risk Assessment	RA-01.	√		General
	Method Statement	MS-001. Stage 3	√		
	Lift Plan	LP-01. Vn 1			

Temporary Works	TW1 Register	TW2 Permit	TW3 Design Brief	TW4 Checklist	Comments
1. Pontoon					
2. Crane					
3.					
4.					
5.					

d) Site Rules

ECS will enforce our own site rules. Where work is undertaken within an ongoing facility, the EA's site rules will also have to be embraced.

ECS site rules

1. Alcoholic beverages and prohibited drugs are strictly forbidden. Operatives taking prescribed drugs are required to notify the Site Manager.
2. All personnel are required to sign in/out each time they enter or leave the site.
3. The correct wearing of standard Personal Protective Equipment (PPE) is mandatory.

   Standard PPE includes:

   - Long trousers of a suitable kind
   - Safety boots with steel toe cap and mid sole
   - Safety hat
   - High visibility vest or jacket
   - Suitable gloves

   All PPE must be in good condition.

4. Suitable company work wear must be worn at all times – no shorts or vests.
5. All accidents, incidents, injuries, near misses must be reported to the Site Owner or the Principal Contractor (if applicable), and the ECS Project Manager. All injuries (however small) must receive medical attention, and an entry made in the Site accident book.
6. Any fuel, oil or hazardous substance spillages must be reported to the Site Owner or the Principal Contractor (if applicable), and the ECS Project Manager.
7. Maximum quantity of 5 litres of petrol is permitted in the work area. Refueling must be done using an approved fuel can with the correct spout fitted
8. All vehicle movements must follow a pre-agreed route. A site speed limit of 5mph will be enforced. A banksman must accompany all vehicles maneuvering on site.
9. All portable electrical equipment must operate at reduced voltage and be appropriately tested and/or certificated.
10. Personnel may only operate plant/equipment for which they are suitably certificated and/or authorised.
11. Radios and/or recording devices (Walkmans) are strictly forbidden.
12. Weapons and explosives are strictly forbidden.
13. Fighting, gambling, horseplay and practical jokes are strictly forbidden.
14. Any query from a member of the public must be politely referred to the ECS Project Manager.
15. Compliance with safety and other signs is mandatory.
16. **NO SMOKING** on site

Non-compliance with these rules may result in the persons being requested to leave the site.

e) Site Induction

All site operatives will undergo a comprehensive site induction from ECS following an induction checklist. The site induction checklist and register will be filed in the site file. The E.A's **SHE Code of Practice 2015** and what it means in respect to individual health, safety and environmental performance and behavior will form part of the induction, a copy of this can be found in the Site File.

Employees engaged in any physical work will be briefed on the appropriate method statement. Method statements will be debriefed ('brief back') by operators before the second use of that method to ensure that staff have:

- Understood the method statement.
- Any defects in the method statement discovered during the first period of use can be raised and remedied before work continues.
- Added any changes to the method of works to the method statement and re-briefed to the operatives before starting works.

f) Welfare Facilities

A detail of the type, scope and location of welfare facilities

Type, Scope	Facilities	Location
Toilets	Provided by ECS	On Site, Welfare unit
Washing and drinking facilities	Provided by ECS	On Site, Welfare unit
Office, canteen, changing and rest facilities	Provided by ECS	On Site, Welfare unit
Fire extinguishers	Provided by ECS	Site Office
First aid box	Provided by ECS	Site Office
Eye wash	Provided by ECS	Site Office

Spill kit	Provided by ECS and located on ECS vans	Site Office
Deb board	Provided by ECS	Site Office
Shower facilities	Not required on this project	

g) Fire and Emergency Procedures

The client expects construction site emergency procedures to be developed, based on the local site conditions, for all persons/ activities on the construction site.

The ECS Site Supervisor would implement the ECS Emergency Response Plan as detailed in the ECS Policy Document

The response plan will also cover:

- A suitable and adequate system for summoning medical assistance and rescuing injured persons must also be in place. In the event of serious injury procedures for summoning the Emergency Services (999 national network service) shall be in place, inclusive of notifying management to allow access to site.

Consideration shall be given to rescuing persons from height, contaminated areas or confined spaces and for calling outside emergency services

Injury:

First Aiders and facilities are available at the site office.

Details of location of nearest hospitals and other services along with emergency telephone numbers is listed on the site office notice board.

Fire on site:

Use fire extinguishers if possible and put out the fire. Call the emergency services and/or site main office as soon as you can. Remove any casualty from danger without endangering life. If there is a First Aider on site they will check the casualty and act accordingly.

- Douse the burn with plenty of cold liquid, preferably water. This will start to ease the pain and stop the burning process;
- Lay the casualty down, if possible, keeping the burnt area away from the ground;

- Continue cooling for a minimum of 10 minutes, although do not delay in arranging the casualty's removal to hospital;
- Monitor the casualty for shock, and be prepared for him/ her to go unconscious;
- Remove anything from the burnt area, e.g. jewellery that will cause complications if the tissues swell. Only remove burnt clothing if it has not stuck to the skin;
- Cover the burn with either a sterile dressing, burns dressing or plastic kitchen film;

Rescue from river

Life Jackets will be worn at all times when working in close vicinity of any water course, (this will also include visitor and contractors). This is in compliance with the EAs Code of Practice 2015.

Rescue to bank side will be via life line

EMERGENCY ARRANGEMENTS:				
Emergency Procedures Checklist for Site		**Provided by:**		
a.	**Injury**	**ECS**	**Client**	**N/A**
	First Aider available on site - - - ***Mark Walkman***	✓		
	First Aid facilities. (***Location*** : Company van, Site Office)	✓		
	Contact number, location and Route to hospital. (See below)	✓		
b.	**Fire**	**YES**	**NO**	**N/A**
	Alarm available on site? (if NO provide) Will provide Klaxon	✓		
	Emergency Contact Number visible (Internal ……)			✓

	Emergency Services Contact Number (External …999……)	✓		
	Are suitable fire extinguishers provided?	✓		
	Assembly Point signed?	✓		
	Clearly marked route free from obstruction?			✓
	Register of persons on site? Sign onto Method Statement	✓		
c.	**Hazardous Materials / Substances**	**YES**	**NO**	**N/A**
	Are all harmful substances and materials identified, such as asbestos, lead, solvents, paints, cement and silica dust.	✓		
	Are procedures in place to cover above in the event of an emergency?	✓		
d.	**Confined Spaces**	**YES**	**NO**	**N/A**
	Rescue plan in place?			✓
	Rescue equipment available?			✓
	Rescue Team Available			✓
	First Aider available			✓
e	**Working at Height / in or near Water**	**YES**	**NO**	**N/A**
	Rescue plan in place? (For rescue from river)	✓		
	Rescue equipment available? (Harness Lifejackets,)	✓		
	First Aider available?	✓		
	Trained in Suspension Trauma?	✓		
f	**Environmental**	**YES**	**NO**	**N/A**

	Emergency Contact Number visible (Internal ……..…)			✓
	Emergency Contact Number (E.A. 0800 80 70 60)	✓		
	Spill Kit available	✓		

Section 3 — Arrangements for Controlling Significant Site Risks

These are detailed at Schedule 3 of CDM 2015 and may include:

i. Safety Risks

Safety risks, including:

a. delivery and removal of materials (including waste) and work equipment, taking account of any risks to the public, eg during access to or egress from the site.

Due to limited access to site and interaction with the public, delivery of goods and materials will be under strict control of the Site Supervisor who will arrange times of delivery and set up off loading zone on the site. The gate at the top of the lane will be locked and signage giving contact numbers placed. Due being a Public Bridle Way and Footpath, all vehicles and plant will be under the control of a banksman both to and from the site location with a max speed limit of 5mph.

b. dealing with services — water, electricity and gas, including overhead power lines and temporary electrical installations

The area will be scanned, and since no excavations are taking place and only drilling into concrete this is of little risk. Overhead power lines are not a cause for concern being 30mtr+ from the lift area (see Fig 1), but will form part of lift plans.

c. stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures

Not applicable to this project.

d. preventing falls

To prevent falling into river all operatives in the work area will wear harnesses and attach to a secure anchor point at all times.

e. work with or near fragile materials

Not applicable to this project.

f. control of lifting operations

All lifting operations will be planned by our Appointed Person and supervised by our Lift Supervisor.

g. the maintenance of plant and equipment

A register of plant and equipment will be kept along with the relevant PAT tests, LOLER certification, Calibrations, Services, Tests or Inspections. All these items are recorded on our Asset and Planned Preventative Maintenance data base that forms part of the ECS IMS. Daily and pre-use inspections will be carried out.

h. work on excavations and work where there are poor ground conditions

Not applicable to this project.

i. work on wells, underground earthworks and tunnels

Not applicable to this project.

j. work on or near water where there is a risk of drowning

To prevent falling into river all operatives in the work area will wear harnesses and attach to anchor system at all times.
Life Jackets will be worn at all times when working in close vicinity of any water course, (this will also include visitor and contractors). This is in compliance with the EAs Code of Practice 2015.

k. work involving diving

Not applicable to this project.

l. work in caissons or using compressed air

Not applicable to this project.

m. work involving explosives

Although very little risk to this project due to no excavations, operative are reminded to stop work and not to touch any suspected ordinance, fence it off and report it to site Supervisor.

n. traffic routes and segregation of vehicles and pedestrians

The access to site being via a bridle way and possible interaction with the public, the traffic route to site is of most concern and will be under the control of the Site Supervisor who will arrange times of delivery and access to site. The gate at the top of the lane will be locked and signage giving contact numbers placed. Due being a Public Bridle Way and Footpath, all vehicles and plant will be under the control of a banksman both to and from

the site location with a max speed limit of 5mph. On site segregation of vehicles and pedestrians will be under control of the site Supervisor and banksman. The work area will be secured using Heras fencing and locked gates and signage will be posted at all possible access points informing of danger and restricting entry of any unauthorized person.

o. storage of materials (particularly hazardous materials) and work equipment.

All materials, hazardous substances and work equipment will be stored in company van, none will be left on site overnight.

p. any other significant safety risks.

ii. Health Risks

Health risks including those involving:

a. removing asbestos

No known asbestos present on this project. If found operative are reminded to stop work and not to touch any suspected asbestos containing material, fence it off and report it to site Supervisor and EA.

b. dealing with contaminated land

No contaminated land present on this project.

c. manual handling

To reduce the risk of injury as a result of manual handing we ensure all our operatives are trained in manual handling techniques and risk is assessed.

d. using hazardous substances

All hazardous substances used will have MSDS and be the subject of COSHH assessments, these will be contained in the site documentation for easy access should they be required.

e. reducing noise and vibration

Only modern and well maintained tools will be used with sharp bits. Risk Assessment and safe systems of work will be put in place to control the risk of noise and vibration to operative, contractors and any other persons it may affect. A register will be kept on site recording equipment usage times and permissible usage times.

f. work with ionising radiation

No risk present on this project.

g. exposure to UV radiation from the sun, and

No risk present on this project at this time of year but will monitor and acted on if required. In line with the EAs Code of Practice sun barrier cream will be made available between April and September.

h. other significant health risks.

Leptospirosis - Employees are instructed and trained in avoiding the dangers posed by dirty water. Good personal hygiene methods will be carried out and Leptospirosis cards will be carried. Employees will refrain from smoking, drinking or eating whilst clothing or hands could be contaminated with dirty water. Open wounds must be reported, cleaned and protected from contact with water. Gloves must be worn at all times.

Will carry out reviews at regular intervals or if task changes or new equipment introduced.

Section 4 — Health and Safety File

ECS (PC) will collate and store relevant information arising out of their own processes, as well as those of their contractors, designers, etc. ECS will document the information into an agreed format, but this information will eventually be passed to the principal designer who, by virtue of his or her duties, will amend and add information before ensuring the health and safety file is handed over to the client.

This section should cover:

- layout and format
- arrangements for collecting and gathering information
- storage of information.

Implementation and Review

Regulations 12 and 13 place a duty on us, the principal contractor, to not only produce a construction phase plan but also to implement, review and revise it in such a way as to ensure the safety of those carrying out the work. The regulations require that the plan continues to be sufficient throughout the construction period and that planning and monitoring continue for the duration.

The plan must be a practical document to ensure that careful planning for the construction phase is followed through and becomes an effective management tool for on-site health and safety. Work on site should be monitored to ensure the plan is observed. The construction phase plan must be developed in discussion with, and communicated to, any subcontractors and it must be kept up to date at all times throughout the construction period.

All subcontractors must comply with the plan in order to ensure, so far as is reasonably practicable, the health and safety of their employees and the public and must supply information relevant to their work (eg method statements and risk assessments) to the

principal contractor for inclusion within the construction phase plan. In turn, the principal contractor must allow the subcontractor time to prepare properly for the work they have to undertake.

List of Relevant Legislation

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Construction (Design and Management) Regulations 2015
- Control of Substances Hazardous to Health Regulations 2002
- Management of Health and Safety at Work Regulations 1999

Further Information

Publications

HSE Publications

The following are available from HSE Books.

- HSG150 *Health and Safety in Construction*
- L153 *Guidance to CDM 2015*

Organisations

- **Health and Safety Executive (HSE)**
- http://www.hse.gov.uk/
- The HSE is responsible for the regulation of the risks to health and safety arising from work activity in England, Scotland and Wales, except in certain businesses, which are the responsibility of local authorities. Its roles are to prevent work-related death, injury or ill health. It is an enforcement agency for transport of dangerous goods issues by road and rail.