

Construction Management Plan

798 – Capital Warehouse, Burgess Hill

Located at:
CAPITAL HAIR AND BEAUTY, UNIT A, CONSORT WAY,
BURGESS HILL

Planning Reference: DM/24/2970

Prepared for: Nationwide Engineering Ltd

Revision History

Revision	Date	Prepared by	Description
01	25/07/2025	Will Evans	First Issue
02	26/08/2025	Will Evans	Amended site layout and contractor parking

Approvals

Approved By - Name	Position / Company	Signature	Date
Tim Evans	Chief Operating Officer / NWE		25/07/2025
Tim Evans	Chief Operating Officer / NWE		26/08/2025

Table of Contents

1. Introduction	3
2. Project Description and Background.....	5
3. Scope of Work.....	7
4. Community Liaison, Communication and Complaints	11
5. General Information and Restrictions Which May Affect the Work	12
6. Project Management.....	26
7. Permit to Work (PtW) System	30
8. Information for Sub-Contractors, Visitors, etc.....	32
9. Selection Procedures	33
10. Communications and Co-Operation.....	35
11. Risk Register	36
12. Emergency Procedures	38
13. Reporting Procedures.....	39
14. Information and Training for People on Site.....	39
15. Consultation & Worker Involvement.....	40
16. Site Rules	41
17. Audits and Monitoring	43
18. Legislation	43
19. Appendix A: Nuisance Management	46

1. Introduction

1.1. Purpose of Document

This document defines the arrangements for planning, managing, and monitoring the works quality procedures which form an integral part of the project.

This document forms the basis of Health and Safety Management, detailing the policy, procedures, management structure and control measures that will be required to manage the Capital Warehouse Building on Consort Way, Burgess Hill

Modifications and revisions to this document will be communicated to the Client, Principal Designer, contractors and sub-contractors should any significant changes be made.

1.2. Planning Reference Number

The Planning reference for these works is – **DM/24/2970**

1.3. General Statement

For the purposes of this project NWE refers to the project delivery team of Nationwide Engineering. The work is considered to be 'construction work' and will be notifiable under the Construction (Design and Management) (CDM) Regulations 2015 because the construction phase will:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- Exceed 500 person days.

It is the client's duty to notify the project if applicable to the Health and Safety Executive (HSE).

The work will involve more than one contractor; therefore, a Principal Designer (PD) and Principal Contractor have been appointed – see Section 3.

1.4. Application

Application of this Construction Management Plan shall be based on the following basic principles: -

- The projects' primary objective is zero accidents or incidents, environmental or otherwise, throughout the duration of the project works.
- The operations will be conducted in a manner which will uphold the principles of NWE's Health and Safety Policy so far as is reasonably practicable.
- We will ensure, so far as is reasonably practicable, that subcontractors for specialist work adhere strictly to the principles of this plan.
- This Project Specific Construction Management Plan and its associated references will be used as the basis for training all personnel on site.
- All work carried out under this Project will be strictly in accordance with approved site-specific Method Statements and Risk Assessments.
- Method Statements, in accordance with the site approved programme, will be reviewed as work progresses and revised if required.
- The adequacy of this Site-Specific Construction Management Plan will be reviewed at regular intervals throughout the contract and revised as necessary.

1.5. Setting Standards

The works will be carried out in accordance with this Construction Management Plan and all applicable legislation.

All lifting operations will be carried out in accordance with BS 7121 (Safe Use of Cranes).

Health and safety standards will comply with all relevant current statutory regulations.

The project will be audited for evaluation of compliance during the works.

1.6. Safety, Health and Environmental Policy

A copy of the NWE Health and Safety, and Environmental Policy Statements will be displayed on the site information board, attached as an electronic appendix to this document.

NWE has a commitment to the health, safety and welfare of its employees, contractors, customers and neighbours to ensure that the risks from its operations are assessed, reviewed and minimised.

NWE is committed to protecting the environment by ensuring all activities are best practice and that suitable contingency plans are in place in the event of an environmental incident.

1.7. Document Review

This plan will be reviewed at regular intervals (as a minimum once per month) throughout the Contract period and updated/revised if found necessary.

Update/revision made to the plan must be re-issued to those persons identified within the original distribution.

The extent of such revision may include the following: -

- Changes in site supervision, subcontractors or site organisation.
- Completion of further design development.
- Unforeseen circumstances or variations.

2. Project Description and Background.

2.1. Project Background

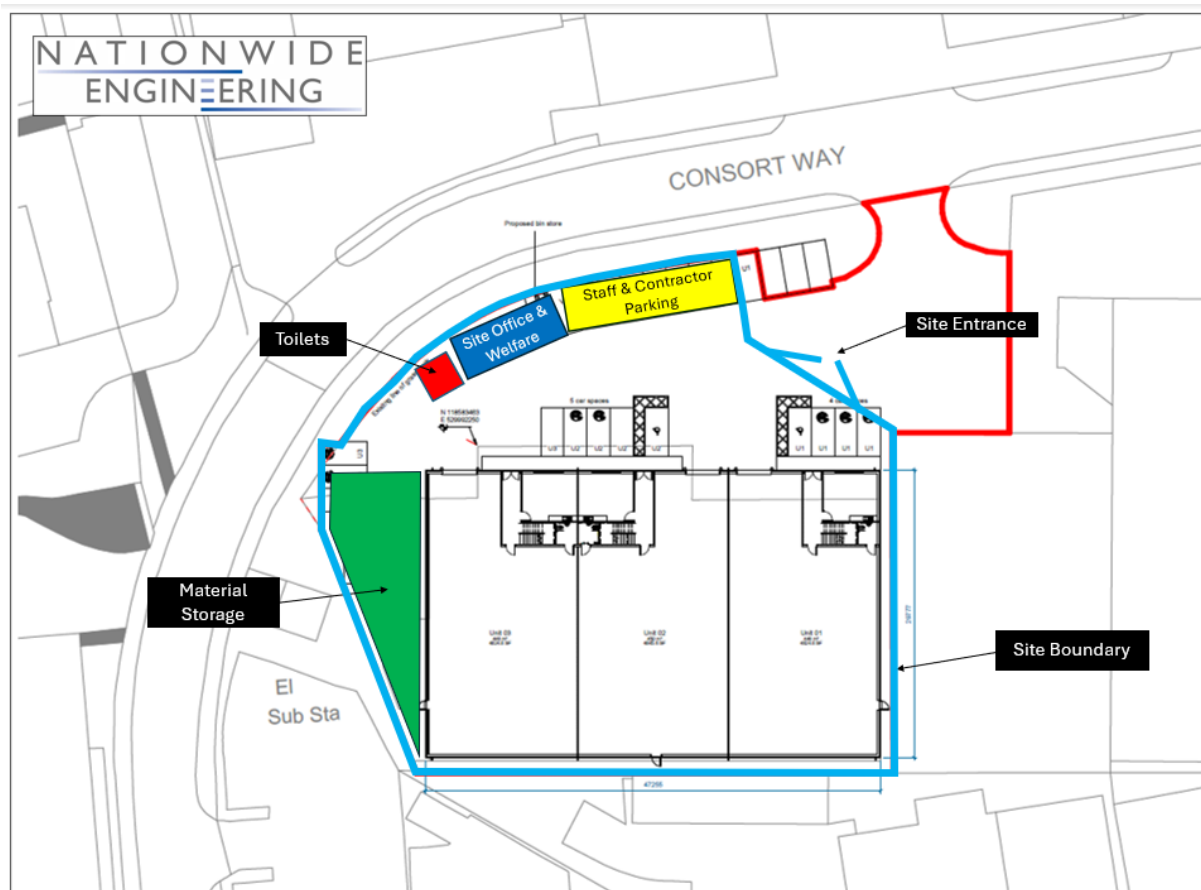
The project involves the construction of new industrial warehouse units on the site of the former Capital Warehouse, which was destroyed by fire. The site has been cleared of previous structures and debris. The development will involve new steel-framed industrial units with associated access, parking, and service yards.

2.2. Project Area

Site occupied or vacant	The site is a brownfield site with pre-existing concrete slab and tarmac car park areas. The site was a former warehouse storage facility for hair and beauty products.
Site clearance	Minimal works are required to prepare the site for occupation and entry as it is currently being used as parking for a neighbouring building
Surrounding land use	Consort Way surrounds the site on the North & West boundaries. To the East and South are neighbouring buildings in close proximity to the site.
Existing drawings	Existing and proposed drawings (RIBA 3) are available as part of the planning submission
Existing services	Some services are routed under the land including main surface water drainage and services; utility drawings should be referred to.
Overlap with client's use of site	There is no overlap with any current use of the site.
Existing structures	No existing structures are in place. Existing surfacing will require some removal and resurfacing.
Local issues	The site is on a busy industrial estate; there is also a public footpath on side of Consort Way at the site boundary.
The works comprise the following (scope of works)	Excavation and groundworks to facilitate new foundation. Steelwork erection, cladding and M&E fit out. Resurfacing works of the existing car park and connection of new utilities.

2.3. Project Location

Address	Capital Hair And Beauty Unit A Consort Way Burgess Hill West Sussex RH15 9TJ
National Grid Reference	530201, 118760
What3Words	object. Teardrop. frog
Elevation	N/A
Neighbours	All neighbours are private business
Access	Via the existing bell mouth from Consort Way
Site Security	Site Perimeter Fencing and CCTV monitoring



3. Scope of Work

3.1. Project Areas and Site layout

- Minor demolition and site enabling works;
- Installation of a temporary and then permanent perimeter fencing
- Foundations, slab and steelwork for the main building.
- Groundworks, drainage and install new attenuation tank
- Cladding installation.
- Installation of new service connections.
- All new M&E services.
- New mains supply for electricity supply and distribution.
- New drainage.

3.2. Exclusions from Scope

The following areas / buildings / Works are excluded from this scope of works: -

- Development of new car park;
- Delivery, offloading and installation of National Rail Collection items

3.3. Phasing of Work / Programme

The following indicative milestones will apply to this project: -

- August 2025 – Commence RIBA 4 design.
- September 2025 - Site establishment.
- September 2025 ongoing groundworks and civils works
- October 2025 – Cladding and Steelwork.
- January 2026 – M&E Works.
- January 2026 – Testing, commissioning, training and handover.

3.4. Health, Safety and Environmental Management System

The overall objective for the project is to maintain a positive attitude towards health, safety, and the environment throughout the workforce. The result of this should be a safe, well run, co-ordinated site with all foreseeable risks recognised, assessed, and reduced to a minimum resulting in the lowest practicable chance of an incident causing harm to either personnel or the environment.

This plan should be read in conjunction with NWEs': -

- Quality Policy Statement
- Health and Safety Policy Statement
- Environment Policy Statement
- SHEQ Procedures & Standard Forms.

Together, these documents provide the framework for NWE Safety Health and Environmental Management System for all project sites.

3.5. Project Safety Policy

The management of NWE recognises that, as employers, they and their employees have duties placed upon them by the Health and Safety at Work Act 1974. NWE will conduct its activities such that it complies with all relevant statutory legislation, approved codes of practice and general guidelines.

It is the policy of the management to: -

- Provide a place of work that is safe and without risk to health and welfare of all its employees, independent contractors, members of associated companies, our customers and the public so far as is reasonably practicable.
- Provide appropriate training.
- Seek to continually improve safety, health, and welfare performance.
- Monitor the performance of activities against this safety policy statement.
- Make safety an integral part of the management of the company.
- Comply fully with the law.
- Make regular reviews of this safety policy and introduce improvements where possible.

Consult with employees periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective.

3.6. Project Health and Safety Goals

As the Principal Contractor we have established a health & safety strategy for the works with a target of zero accidents of all types, and in addition we will set up a benchmark standard for the monitoring of health and standards on this project by means of a system of monitoring of incident and accident frequency rates, using both active and reactive monitoring procedures prior to the commencement of works. All sub-contractors working on this project will be set key performance indicators (KPI) and expected to achieve a similar standard of monitoring by providing and outlining procedures for inspecting and auditing during the project.

In accordance with good practice, project-specific goals have been set as follows: -

- Achieve zero fatalities, permanent disabilities, injuries, and lost time incidents.
- Achieve zero prosecutions or enforcement action for health and safety issues.
- To achieve zero reportable injuries, diseases, or dangerous occurrences.
- To achieve zero significant environmental incidents.
- Comply with all current Health and safety legislation and Approved Codes of Practice.
- To work in such a manner/sequence as to minimise disruption to ongoing operations of the neighbouring properties.
- Maintain safe and unimpeded access and egress from the site, particularly for emergencies and minimise the disruption to neighbours, (both vehicular and pedestrian).
- Engage a Safety advisor to carry out regular safety audits and inspection.
- Assess the impact of the site activities on the environment and manage to minimise it.
- Identify and provide Health & Safety training to promote awareness of safety of self and others at all times.
- Carry out continuous monitoring of Health & Safety application within the project teams and provide feedback for improvement.
- To report to the client on Health & Safety matters (i.e., near miss reports, changes to working methods etc.) at scheduled progress meetings. Incidents & accidents will be reported immediately via the H&S Dept Report.
- Propose and apply Health & Safety initiatives and industry best practice.

3.7. Client Health & Safety Goals

The Principal goal is to ensure that project is carried out with zero incidents.

The new hall project is adjacent to operational buildings within the NWE site and access to the facilities shall be maintained at all times throughout the works, and the works are to be undertaken with minimum disruption to these facilities and supporting infrastructure.

There are no specific policies and procedures that must be followed. However, due diligence must be taken with respect to the following: -

- Environmental and Ecology Strategy.
- Smoking.
- Entry into and Working in Confined Space.
- Working at Height.
- Hot works.
- Security Guidelines and Local Procedures.
- Car Parking Policy.
- General Site Emergency Plan.

Any clarifications should be sought via the NWE Project Manager.

3.8. Arrangements for the Monitoring and Review of Health and Safety Performance

NWE will monitor both site conditions and contractor performance on a regular basis. A weekly recorded workplace or topic-specific inspection will be used to record safety, health and environmental performance observations. The site will be managed on a day-to-day basis by the NWE Site Management team. Site inspections are carried out by the site team on a weekly basis, following a standard inspection form covering safety, environmental, health and training issues.

Formal audits will be carried out by a member of the NWE Project Team at a frequency to suit the project duration. NWE will also monitor the works of any sub-contractors.

3.9. Continuing Liaison

Each morning before work commences the site manager will discuss the day's work programme with the operatives. All hazards associated with the work will be highlighted to personnel. In addition, the site manager or the visiting safety advisor will give weekly safety talks on subjects relevant to the work being carried out. The operatives are encouraged to participate in these talks and bring to light any problems, hazards or safety issues encountered on the project. Attendance records are kept of these talks.

NWE will amend the Health and Safety Plan as necessary. Risk assessments will be carried out during the project to cover any unforeseen work or hazards.

If the method of work changes during the project due to unforeseen circumstances NWE will amend the method statement and the Health and Safety Plan accordingly. Should issues arise on site, all concerned parties will be notified immediately so that appropriate course of action may be devised.

All issues will be discussed at the regular (weekly) progress meetings, these meetings will be held with the Client (or their representative), the Principal Designer (optional) and all other contractors on site.

4. Community Liaison, Communication and Complaints

4.1. Introduction

As part of pre-site operation, the project team are working with the client to engage with the local community to ensure that full and suitable communications are established and maintained. Ongoing engagement will be performed as per the communications plan below.

4.2. Communications Plan

The following is an extract from the project stakeholder management communications plan and includes the engagement and communication with the community.

Where any works should occur that may cause nuisance to our neighbours, we will in advance perform a letter drop or where necessary personal intervention to explain the nature of the works.

A meeting is arranged with the client to discuss and agree stakeholder engagement plans further to ensure maximum transparency and engagement with the local community.

Name or Title of Meeting or Update	Objective / Purpose	Participants or Target Audience	Output	Type
Communication to Neighbours	To inform of forthcoming works and any impacts	Neighbours in vicinity	Letter	Letter drop
Communication to Neighbours	To inform / Update on construction works	Neighbours in vicinity	Letter	Letter drop
Communication to Community	To information of forthcoming works and any impacts	Local community	Advert in local press	Advertisement
Social Media Update	Updates on progress	Global community	Social Media updates	Social media

4.3. Complaints procedure

On site initiation a complaints register will be maintained to ensure that all details and nature of the complaint, complainant and all actions to resolve the complaint shall be recorded.

All complaints will be reviewed and corrective actions (where required) by the Project Manager.

The resolution of the complaints will form part of the projects KPI measures and will be reported on.

5. General Information and Restrictions Which May Affect the Work

Having reviewed all of the available information contained within the pre-construction information (e.g., specifications, drawings, etc.) and the planning consent approval, we have identified the following restrictions which may affect the project. As the project develops, we will monitor our information and seek, where applicable, further assistance from the project team, consultants, and as required third parties to ensure that suitable and sufficient safe systems of work are developed and maintained.

5.1. Working Hours

The following standard site working hours shall apply: -

Working hours 08:00 to 18:00 Monday to Friday.

On rare occasions works will take place Saturdays Working hours 09:00 to 13:00.

The Principal Contractor (NWE) and including all sub-contractors must manage all large deliveries to avoid peak travel times as follows: -

There are no specified days / times on this revision currently, subject to review

5.2. Site Neighbourhood

The Project Manager / HSE Advisor will take the following factors into account when specifying the site compound layout and when writing the site traffic management plan: -

- Maintain access and egress to welfare facility.
- Prevent litter and materials from migrating beyond the site boundary.
- Minimise the impact of deliveries and ensure there are adequate laydown areas in a timely manner to avoid congestion.
- Minimise Nuisance;

5.3. Site Compound Access

The site office will be located to the North of the site, closest to the site entrance of the and will comprise of double stacked portacabin units providing a NWE office, meeting room, and a welfare facility (including toilets and drying room and mess room. There will also be provided a lockup store area.

The site compound will be a temporary set up and will be contained within the area of the site. Additional laydown areas will be accommodated within the Construction Zone.

5.4. Access Around the Site

The routes for accessing work areas will be as follows: -

- Pedestrian route into the Construction zone will be via Consort Way.
- ALL deliveries must be escorted via a banksman (identified by Orange Hi Viz vest) within the NWE managed speed limits and off loaded into dedicated storage areas dependant upon the load being delivered.
- Sufficient parking will be available on site to suit the requirements of the workforce throughout the project.

5.5. Site hoarding

The construction site will be secured and demarcated around its full boundary. This is a using Heras fencing as indicated on the diagram in Section 2.3 with the Red Line.

5.6. Site Compound Layout

An updated plan of the site compound layout will be located on the site notice board. It identifies the following:

- Vehicle and pedestrian routes around sites
- Emergency muster points including existing NWE zones
- Fire extinguisher locations
- First aid box locations
- Welfare facilities
- Safety signs
- Waste Skip locations
- Fuel stores (if required)
- Spill kits

The following notice boards within the site office will contain:

- F10 displayed with HSE poster.
- Location of nearest hospital and route including emergency numbers and first aiders.

This information will be available to contractors and their operatives during the NWE Site Induction.

5.7. Site Security

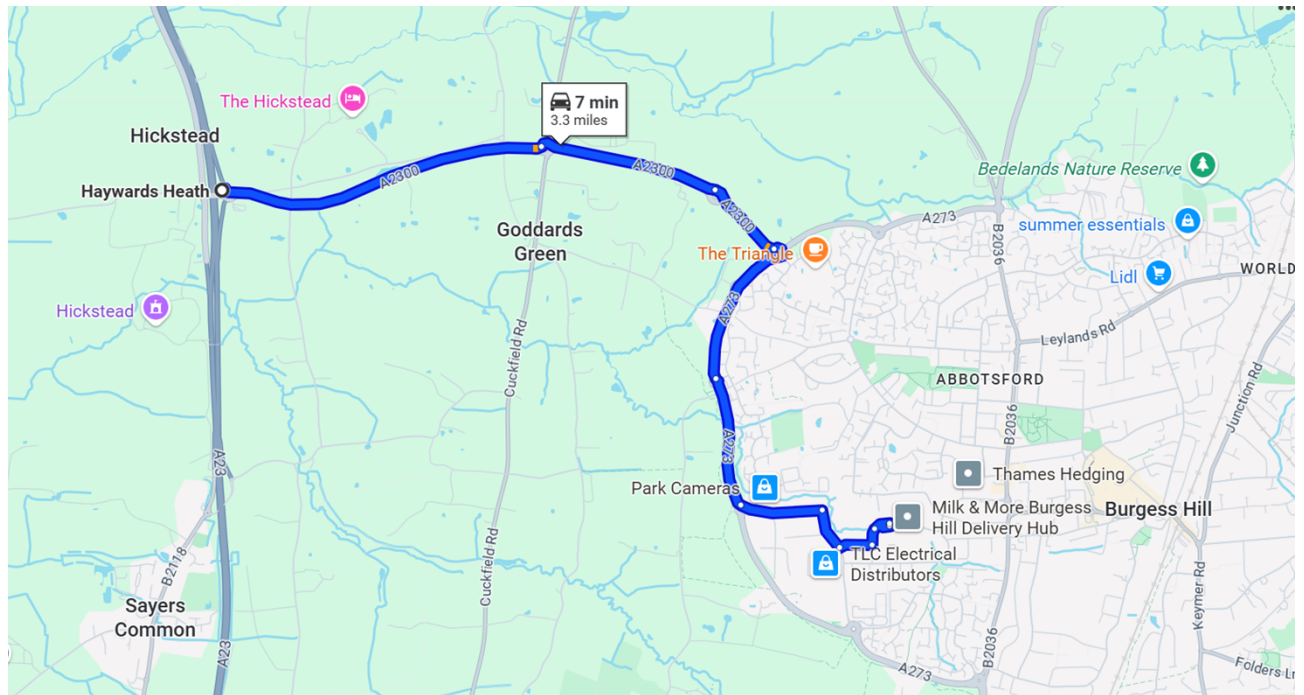
The proposed arrangements for site security are as follows:

- All personnel to attend full induction on arrival at site.
- Any access requirements to be discussed with NWE prior to works starting.
- Temporary fencing will be installed to prevent access to protected areas.
- An enclosure formed from Heras type fencing at least 1.8m tall. The enclosures will be secured at the end of the working day or if unattended during the working day.
- Heras fencing will incorporate triangle sections to support fence during windy periods or possible collision with a vehicle.
- All Heras fencing shall be double clipped.
- Motion Capturing CCTV cameras to be positioned around the construction site and welfare areas;

5.8. Traffic Management

A Traffic Management Plan is being developed for the project, however the following salient points are noted: -

- All project site traffic must enter through the NWE main entrance.
- The Traffic Management Plan will reflect the local conditions and restrictions of the client's own plan.
- The current road network around the site will be maintained for the duration of the works and will be left in place on completion.
- A site speed limit of 10mph will be adopted, monitored and enforced.
- There will be no Layover points or parking/waiting on the public highways. All suppliers are local and it is expected that a 'just in time' delivery schedule will be adhered.
- Only the most direct main roads are permitted for access and egress to site;
- Preferred route to site for large vehicles will be via the A2300, A273 to York Road, Jubilee Road and then Consort Way.
- All pedestrians will use the designated segregated routes on site. The pedestrian route from the main gate to the contractor's welfare area is included in the Traffic Management Plan.
- Signage at the entrance road at the junction of Consort Way will identify and give direction to construction traffic;
- All contractors and suppliers will be briefed on traffic management prior to the commencement of the works;



5.9. Services

Prior to commencement of project works, the services to the plant areas will be isolated and the necessary certification confirming the safety of same would be issued to the contractor.

Where this is not the case, NWE have engaged with competent sub-contractors to validate and perform the necessary mechanical and electrical services.

All services shall be deemed to be live unless identified otherwise.

Prior to work in any area commencing, an isolation certificate **MUST** be issued with the associated Permit to Work.

Electrical, Gas, Water, telecoms and other services are detailed in the Site Plan drawings.

5.10. Ground Conditions

No contamination was identified during the ground investigations; however all operatives will be briefed on the potential and remain vigilant throughout the duration of the project.

5.11. Previous Structural Modifications.

There have been no known previous structural modifications that would impact the work being completed.

5.12. Fire damage, ground shrinkage movement or poor maintenance.

There are no known issues relating to these aspects.

5.13. Chemical and Biological Agents

There are no chemical or biological agents that are applicable to the execution of this project.

5.14. Asbestos

No known Asbestos has been found in the proposed working area. Any works involving the disturbance of Asbestos Containing Materials (ACM'S) shall be stopped, managed and controlled in compliance with the Control of Asbestos Regulations (CAR) (2012).

5.15. Environmental Constraints

The site shall not discharge to any foul or surface water drainage until the necessary licence and permanent connections have been completed.

5.16. Ecological Constraints

No known ecological constraints are in place, however an ecological survey shall be carried out prior to the commencement of works to confirm the construction works do not disturb any nesting species which have not yet been identified.

Due diligence during construction will be maintained at all times and the Ecological consultant has been engaged for periodic review and support to ensure compliance.

5.17. General Health and safety Aspects relating to the Site and Work.

General Health and Safety aspects are as follows: -

- Minimise disruption to the local community and businesses by communicating all works in advance of starting to ensure disruption is reduced.
- Avoidance clashes between different sub-contractor activities will be identified on our programme and used as a live document.
- Site security is maintained at all times using a Heras fence type system.
- Isolation of services prior to any intrusive works will require a permit to work to ensure the services are not live. Where possible a section will be removed if redundant.
- Appropriate dust suppression to be used during activities which generate significant quantities of dust.

5.18. Relevant Environmental Information

- Drains will be protected against contamination by use of magnetic or similar drain covers and spillage kits.
- Chemical spill from machinery including refuelling areas, drip trays, spill kits, mock test for spillage clean up.

5.19. Protection of the public and third parties

The proposed arrangements for the protection of the public are as follows: -

- Segregation of vehicles and pedestrians.
- Prohibition and warning signage.
- Dust, Noise and vibration.

5.20. Scaffolds where required.

All scaffolds will comply with TG20:13,
Any scaffolds requiring design will be checked by a temporary works designer.
System scaffolds will be checked against the manufacturer's installation instructions.

5.21. Work in Public Areas

All work in public areas must be done with prior consultation with the local authority and written approval.

5.22. Welfare Arrangements

NWE will provide welfare facilities for its employees, in accordance with the requirements of the Construction (Design and Management) Regulations 2015.
Site cabins will be available for breaks and when bad weather stops work. Eating, drinking and smoking will be prohibited in work areas (however, bottled drinks may be allowed in hot conditions). The cabins will be equipped with heating, tables and chairs, a microwave cooker, water, fridge and a means of boiling water, wash basins toilet facilities. These facilities will be conveniently located with good access, lighting

and ventilation. They will be properly maintained, kept clean and present on site before the work commences.

A copy of all relevant Notifications including Hospital route will be displayed within the welfare cabin. Smoking will only be permitted in designated locations.

The size of sanitary conveniences, washing facilities, changing rooms, and rest facilities will be sufficient to meet the needs of the maximum number of persons likely to work on site at any one time (estimated at around 10 persons). Suitable and sufficient welfare facilities will be established on site before construction work starts and agreed position and access via NWE Project Manager.

It may be necessary to stagger/rotate break times due to the size restriction of the messing facilities. All welfare facilities will be cleaned regularly and maintained in a tidy condition.

A written record will be posted in each of the welfare facilities of the date and time when it was last cleaned and by whom.

The NWE Project team will enforce the policy on smoking in designated areas at certain times, nearest smoking shelter will be advised at the induction.

5.23. Housekeeping

The following actions will be implemented to reduce the risk of injury on site: -

- As far as is practicable, all loose waste materials will be removed from all areas of the site at the end of the task and working day but must not foul any pedestrian route at any time (alternative route must be provided to avoid this).
- Material will be removed from any scaffold using a debris chute directly into a waste skip.
- If dust or debris could be sent into public areas, then suitable screening by means of tarpaulins will be arranged.
- Where it is not possible to use a debris chute, waste will be bundled or bagged and removed by using a gin wheel or rope, or a hoist.
- Waste skips will be kept in Heras fenced areas with pedestrian routes clearly marked and positioned for ease of collection or exchange.
- Waste will be separated into Metals, Wood/cardboard and general waste.
- Waste skips will be removed or exchanged when full.
- Site will be kept free from mud and waste accumulation where possible.

5.24. Traffic Management

A Traffic Management Plan will be produced. It will be updated by the NWE Project Manager / HSE Advisor when the site is established. The Plan will be issued to all Subcontractors prior to any attendance on the Site. All operatives will be briefed on the Traffic Management Plan during NWE Site Induction.

Any site plant (e.g., forklift truck, tele-handler, dumper, mini-excavator, etc.) used on the public highway will: -

- Be registered with the DVLA and bear a licence plate (Form V55/5)
- Be taxed.
- Not exceed 10 mph on NWE site internal roads.

It is a NWE requirement that the operator of plant has both:

- A recognised training qualification to drive the particular item of plant.
- A full driving licence (where they drive it on the public highway).

All plant and delivery vehicles must have a Banksman present when undertaking reversing manoeuvres. The Banksman **MUST** be identifiable by wearing a hi viz vest. If the driver loses line of sight with the Banksman, then he must stop immediately until the Banksman is visible again.

The operator of any plant or other competent person will be required to complete a daily check of the plant and to sign a record to this effect.

The site has its own speed limited, 10mph (with reduced speed limits in some areas), and parking restrictions which must be strictly adhered to.

All vehicles must only park in designated areas and keep the pedestrian footpaths, crossings and access road clear.

Access must be ensured at all times for emergency vehicles.

All personnel who want access to the site must attend the NWE Induction which will identify all restrictions when working on the site. All those attending sites must be fully aware of the alarm systems used on site and the procedures which must be adhered to should the alarms be activated.

5.25. Plant and Equipment

All plant and equipment used on site will be subject to statutory examination and test. Contractors will be expected to produce proof of regular testing of portable electrical appliances and also.

To carry out visual checks of plant and equipment and to record these checks using the appropriate Inspection forms on site. Contractors will also be expected to arrange the routine maintenance of their plant and equipment.

Any plant and equipment supplied by NWE will also be checked before use and maintained as is necessary. All operatives will need to be Construction Plant Certificate Scheme (CPCS) trained for specific equipment / machines i.e., excavators, or IPAF trained for MEWPs etc.

All copies of cards and certificates to be files on site within the induction folder.

All plant and Equipment must be offloaded in the construction zone and NOT on the public highway.

5.26. COSHH

Materials present on site or specified for use which present unusual construction hazards and risks are identified in the Health and Safety Hazard and Risk Register.

Site specific COSHH / DSEAR Assessments must be presented by the Designer / Principal Contractor for the hazardous / dangerous materials that are present on site or to be used in construction.

Should any unknown chemicals or substances be discovered on site the Principal Contractor must contact the site HSE Advisor or the Project Manager.

Contractors will be expected to produce written assessments for all materials that they use on site and submit appropriate COSHH Specific Assessments as part of their RAMS to the Site Manager for scrutiny prior to starting works on site. If NWE is deemed to be supplying subcontractors or indeed direct staff with materials that are classed as COSHH, then Site Management Team must produce COSHH Sheets for the individual items. Upon drawing up the COSHH Specific Sheet, the Material Safety Data Sheet (MSDS) must be sourced from the supplier. If the Site Management Team is having difficulty drawing up the COSHH Sheets, then advice should be sought from the designated HSE Advisor.

Storage of COSHH materials on site will be stored within the COSHH cabinet situated within the storage container (to prevent vandalism)

5.27. Storage and Distribution of Materials, Plant and Tools

A segregated area must be provided around the compound / works area with suitable barriers and signage.

All storage must be so as to avoid unnecessary build-up of materials.

The following actions will be implemented to reduce the risk of injury, damage of materials and damage to the environment: -

- Materials, plant and tools will NOT be stored in the site office or any of the welfare facilities.
- Storage on top of containers will not be permitted.
- Standing on top of containers is not permitted.
- If it is necessary to store LPG on site, a lockable cage or cages is to be provided.
- The cage(s) will be situated in a safe position in the open air at ground level away from surface drains and at least 1 metre away from the compound boundary and the site containers, if practical. Each cage will bear a notice "LPG – NO SMOKING". LPG will not be stored in any other location on the site or compound. Gas bottles will be stored upright. Only the minimum amount of LPG will be stored.
- We note that any fuels will need permission prior to delivery on site.

- If it is necessary to store petrol for use as fuel for small plant, it will be kept on site in 5 litre plastic containers conforming to the Petroleum Spirit (Plastic Containers) Regulations 1982 and marked “Petrol – Highly Flammable”. Where large volumes (200 litres or more) of fuel are required for plant it will be stored in accordance with the Control of pollution (oil storage) Regulations 2001 on bunds in specified areas away from sensitive receptors. Drip trays and spill kits will be available at all times. A refuelling method will be followed at all times. This would need discussing with NWE prior to any storage on site.
- COSHH products will be stored and labelled appropriately in containers, away from water courses, drains and other sensitive receptors.
- All materials will be stored to minimise the risk of wastage as a result of damage.
- When establishing the site, consideration will be given to the manual handling operations that are likely to take place on the site and these will be taken account when specifying site storage facilities and the provision of lifting equipment. These will be arranged to minimise the manual handling operations that have to take place.
- Manual handling operations posing a significant risk of injury will be subject to risk assessment. Wherever practicable, loads weighing over 20 kgs will be moved around site using wheelbarrows or sack barrows or another mechanical aid. No loads will be carried up or down ladders.
- Any manual unloading where operatives need to access the rear of vehicles need suitable edge / fall protection.
- No flammable liquids or gases are to be stored this includes paints and glues, these must be stored in suitable containers.

5.28. Statutory and Other Notices

This is to ensure compliance with current statutory health and safety requirements. A copy of each statutory notice will be posted in the Site Management office. Where possible, a second copy will be posted in the rest facilities.

5.29. Waste Management and Minimisation

NWE are committed to reducing the waste generated by their projects, minimising the waste that is sent to landfill through our waste management processes and to maximise the opportunities for using materials with high recycled content. In order to do this, we require the support of our supply chain. Our supply chain has a role to play at all stages of the project – preconstruction / planning, construction and post construction. The Waste Management Procedure details the roles, responsibilities and processes with which you must comply.

All waste is managed in line with environmental legislation. All waste produced by NWE as part of the contract is taken onto the highway by a licensed waste carrier under a waste transfer note and disposed of at a licensed facility, preferably a waste transfer station to maximize recycling opportunities. Suitable storage facilities will be provided for all waste, including hazardous waste streams and where necessary sites are registered with the Environment Agency as hazardous waste producers.

5.30. Removing waste from Work Areas

Site Management will brief operatives to regularly clear their work areas and surrounding areas to remove trip/slip hazards.

5.31. Pollution Prevention and Water Management

The following measures will be taken to prevent pollution: -

- A refuelling area need to be located in the work area or site compound for onsite plant.
- The spill kit is kept within the refuelling area.
- Contents of spill kit to be provided at the workplace.

Toolbox talks on pollution prevention are carried out on a regular basis.

5.32. Nuisance (Dust, Noise & Vibration)

Prior to works commencing, NWE Site Manager, with the main contractor will ensure **Nuisance Checklist** (See Appendix A) is completed to ensure any risk associated with nuisance is identified at the earliest opportunity and appropriate mitigation over and above those referred to in this document are implemented to the satisfaction of the Client and wider stakeholders. This has been formulated using the guidance from the Institute of Air Quality Management.

[Daily weather reports](#)* and any visual observations will be reviewed and discussed at the start of each working day, where weather reports indicate inclement weather which may impact on the works, **FORM - Dust Management Plan** (Appendix A) will be completed by the NWE Site Manager and the Main contractor. The Dust Management Plan will be completed as both routine and reactive relative to the conditions at the time.

Best Practicable Means (BPM)

BPM will always be used to mitigate the effects of noise and vibration.

Specific BPM measures to minimise noise and vibration (BS5228-Noise and Vibration Control on Construction and Open Sites)

- Where practicable, we will arrange for temporary site accommodation to be positioned to form a barrier between operations and sensitive receptors
- Carefully selecting equipment, construction methods, and programming to reduce noise and vibration. Only equipment, including road vehicles, conforming to relevant national or international standards, directives and recommendations on noise and vibration emissions, will be used
- Using noise-control equipment such as jackets, shrouds, hoods, acoustic barriers attached to Heras Fencing and doors and ensuring they are closed.
- Locating plant, as far as is reasonably practicable, away from receptors or as close as possible to noise barriers or hoardings where these are located between the source and receptor
- Ensuring that all plant is maintained regularly to comply with relevant national or international standards
- Ensuring that airlines are maintained and checked regularly to prevent leaks
- Operating plant in the mode of operation that minimises noise emissions
- Ensuring that plant is shut down when not in use
- Prohibiting works vehicles waiting or queuing on the public highway
- Designing all audible warning systems and alarms to minimise noise. Non-audible warning systems will be used in preference, i.e. cab-mounted CCTV or the use of banksmen. If required, we will ensure that audible warning systems are switched to the minimum setting required by the Health and Safety Executive (HSE) and, where practicable, will use 'white noise' reversing alarms in place of the usual 'siren' style reversing alert
- Fitting suitable anti-vibration mountings where practicable to rotating and/or impacting equipment.

On-Site Management

On-site management will continue beyond the planning stage, taking the good practices and BPM measures identified to minimise noise and vibration and adopting them on-site.

A constructability review during RIBA stage 4 with the delivery contractors will identify any specific details and methods

Noise on site will be managed through:

- Inspections ensuring that BPM has been adopted (i.e. correct working hours)
- Monitoring to confirm noise level of site activities
- Identifying and reporting non-BPM practices so that they can be rectified
- Revising working practices to ensure that BPM is adopted at all times
- Repeating inspections at regular intervals during the project, but more frequently during particularly noisy activities.
- Engage with a specialist supplier to ensure that a suitable design and supply of noise reduction technology is utilised.

Where noise monitoring is required, it will be carried out according to relevant British Standards (e.g. BS 5228-2: 2009+A1:2014 Code of practice for noise and vibration control on construction and open sites. vibration).

Dust Monitoring

In addition to the measures noted above, NWE will:

- As a minimum, carry out regular visual checks of dust across the site and at the site boundary, upwind and downwind. Keep a log (**Dust Management Plan**) of the results, including details of the weather conditions at the assessment time (wind speed, direction etc.)
- Dust, weather conditions and actions will be recorded in Site Diaries
- Record and monitor complaints from members of the public and rectify substantiated complaints. We will notify DCC if appropriate.

Dust monitoring will be reviewed to check for unexpected dust levels or statutory nuisance occurrences. Breaches and elevated dust levels will result in further control measures being identified and implemented, including working methods, mitigation and timing of works.

Further control measures will also include adopting a different mitigation strategy that will include real-time dust monitoring techniques to determine the deposition of dust and the level of dust soiling dependent on the sensitivity of the environment.

Any further mitigation will include upwind and downwind monitoring of the site and cover a baseline period before any further construction works commence (and after construction has been completed).

5.33. UV Protection

The welfare facilities will be furnished with hygiene products. Operatives are advised of the dangers of UV at the initial site induction and at subsequent toolbox talks. All operatives are encouraged to use sun barrier cream provided. The project also requires all operatives to have all of their arms and legs covered at all times while working on the Site.

5.34. Temporary Works / Unstable Structures

A Temporary Works Co-ordinator will be employed by NWE or its nominated contractor to address scaffolding, excavation support, hoarding, formwork to the boundary wall, demolition, shoring, heras fencing. A Temporary Works register is to be held with the NWE Site Manager.

Where we identify the possibility of an unstable structure, we will stop work immediately and inform the Project Manager. We will ensure the structure is made safe in accordance with the Engineer's recommendations prior to re-commencing the works. NWE will seek a structural engineer to review and approve all designs for propping, temporary structural support etc.

The potential for unstable structures will be considered in sub-contractor risk assessments and method statements where applicable.

- Preparation of an adequate design brief, including where appropriate the establishing of the scheme concept.
- Design, including calculations, sketches, drawings, specification, preparation of a risk assessment and where necessary a designer's method statement for the temporary works scheme.
- Independent checking of the design; this should include the definition of the degree of check to be carried out on any design.
- Issue of a design and/or design-check certificate, where appropriate.
- Procurement of materials in accordance with the designer's specification.
- Control of erection, safe use, maintenance and finally dismantling of kit on site.
- Checking of the erected temporary works, and control of their use, maintenance and dismantling, in stages where necessary, to ensure compliance with the design and any hold points.
- Where necessary, the issue of a formal permit to load and a permit to dismantle (unload) the temporary works.

5.35. **Excavations**

The following works will involve excavations (working under NWE permit to dig)

- Trial Pits.
- Foundations.
- Drainage.
- Sumps or other sub-surface voids.
- Service trenches (Electric, Water, Hydrant, Data, drainage etc).

6. Project Management

The management structure for this project is detailed within the project induction presentation; the duties and responsibilities of individuals can be found detailed within the NWE Policy & Procedures document.

6.1. The Primary duty holders are listed below: -

Client	
Capital (Hair & Beauty Ltd)	Client Representative Contact: Peter Quincey Tel. 07557 919772 peter@pgqproperty.co.uk
Principal Contractor	
Nationwide Engineering Ltd	PC Contact: Will Evans Tel. 07481 804949 will.evans@nationwideengineering.co.uk

Regular meetings will be held on site to monitor progress and co-ordinate between members of the management team.

6.2. Standards and Expectations (All)

As far as is reasonably practicable, all operations will be conducted in compliance with NWE procedures, Site Rules and HS&E regulations, contract requirements and relevant regulatory requirements and that reasonable steps are taken to ensure that:

ALL WORK

- Will be planned in advance
- Will be specifically Risk Assessed
- Will be controlled at the point of work

ALL EMPLOYEES INVOLVED IN A TASK

- Will be trained and competent for the task
- Will be specifically briefed on the task and the control measured required
- Will carry out a Point of Work Risk Assessment
- Will adhere to all stated procedures and systems of work
- Will maintain a questioning attitude at all times.
- Will challenge and be prepared to be challenged

ALL THOSE SUPERVISING A TASK

- Will specifically risk assess the task and record this assessment
- Will specifically brief the work team on the task
- Will monitor and enforce all stated procedures and systems of work at the point of work
- Will maintain a questioning attitude at all times
- Will challenge and be prepared to be challenged

6.3. Liaison with Site Stakeholders

6.3.1. Client

Following the initial Client Brief, regular site meetings will be held with NWE representatives to discuss health and safety and environmental issues arising from the work and to anticipate any new health and safety and environmental issues that may have implications for the Client's interests.

Minutes of meetings will be kept, and a copy filed on site. (distributed to attendees, with actions and timescales).

6.3.2. Principal Designer

The Principal Designer will be given any information they require for inclusion in the Health and Safety File for the contract. The following items are specifically required by the Principal Designer:

- The Principal Design will be required to compile the H&S File, and the Principal Contractor will be required to support this in compiling records during the completion of the works.

If there is any change in design that could affect health and safety or if an unforeseen eventuality arises, the Principal Designer will be informed.

6.3.3. Designers

Although the main route of communication with designers will be through the Principal Designer, health, safety and environment will feature in all meetings NWE have with members of the design team. If there are any design changes that have a potential to affect health, safety and environment during construction, these will be discussed with the Principal Designer before any change is made. If required, this Plan is to be amended and re- issued following Design changes that affect it for example:

- Handling of Design changes during the contract
- Exchange of Design Information between Client/Principal Designer/Designer/Contractor

6.4. Project and Useful Contacts

Name and address	Contact name	Telephone number	E-mail
Health and Safety Executive	HSE	0300 003 1747 0345 300 9923	Use web site www.hse.co.uk
Princess Royal Hospital Lewes Road, Haywards Heath, RH16 4EX			
NWE Contracts Manager	Will Evans	07481 804949	Will.evans@nationwideengineering.co.uk
NWE Project Manager	Mike Forsdike	07947 508347	Mike.Forsdike@nationwideengineering.co.uk
NWE HSE Advisor /Manager	John Hannan	07961 589570	John.hannan@nationwideengineering.co.uk

7. Permit to Work (PtW) System

7.1. Introduction

Important Note – At all times it will be required to obtain a permit to dig when any sub-surface penetrations are required.

7.2. Permits to Work.

The NWE permit to work system is a paper-based system and comprises of Permit's for the control of work activities on site.

NWE operate 5 types of permit to work: -

- General
- Hot Work
- Excavation (Requires a permission to dig document)
- Confined Space

The objective of the permit to work system is to maintain close monitoring and control of work activities on site. The permit to work documents are controlled by NWE are individual for each project and each activity carried out for that particular project.

Each permit has: -

- A unique identification No.
- Title for the specific task or operation.
- Start date and time.
- Finish date and time.
- Description of the work (inc. location, plant / equipment used, known hazards etc.).
- Additional precautions.
- Any additional permits.
- Name, signature and designation of the issuer (Authorised Person) including date and time.
- Name, signature and designation of the recipient (Person in charge of Works) including date and time.
- Names and signatures of the work party.
- A clearance section with details for work not completed.
- A cancellation section.
- An attached method statement and risk assessment.

For this project, only NWE Project Manager, NWE Site Manager, NWE HSE Manager or nominated deputy is authorised to issue permits to work.

Only competent and experienced supervisors are authorised to receive permits to work.

All permits to work are strictly controlled and are held on file on site until the completion of the project.

Each permit is issued with a dedicated residual risk assessment appended to it. The residual risk assessment provides a final point of work assessment prior to work commencement authorisation.

7.3. Permit Types

- Hot Works Permit
- Confined Space Permit
- Excavation Permit (Permit to Dig)
- Working at Height

7.4. Isolation of Equipment

Prior to the commencement of works, all equipment MUST be isolated in accordance with NWE Procedures.

7.5. Permit to Work Training

NWE will provide on request any training and awareness with the Permit to Work Management system.

8. Information for Sub-Contractors, Visitors, etc.

The following rules will apply in the event that suppliers, visitors or sub- contractors are required to visit site.

1. Contractors will be informed in writing at tender stage about risks to their health and safety arising from the environment in which the project is to be carried out. A copy of the method statement and risk assessment will be issued to the relevant contractors and all risks highlighted during their tender visit to site.
2. These risks/hazards will be reaffirmed to the contractor upon appointment/ commencement on site. Contractors are responsible to supply PPE for their own personnel and that of their visitors.
3. Initial site induction training will be carried out by a NWE representative.
4. The relevant induction forms will be completed and signed by the trainer and details will be recorded on site.
5. Site inductions are to be conducted as required Monday to Friday.
6. All site personnel will be required to attend regular safety lectures and toolbox talks.

All contractors and visitors will be required to wear the following PPE as a minimum in the designated areas and in accordance with NWE Rules and any applicable Permit to Work: -

- Safety helmets.
- Safety glasses / goggles.
- High visibility clothing.
- Protective footwear with both toe and under sole protection; (rigger boots NOT permitted)
- Gloves.
- Ear Protection where required.
- Workwear.
- Flame Retardant overalls where hot works is being completed.

All Standard PPE MUST comply with (as a minimum) the following standards and where applicable always chosen to be the most appropriate for the activity for which it has been risk assessed and chosen: -

- BS EN166:2002 – British Standard for Light Eye Protection.
- BS EN 388:2003 – British Standard for Hand Protection.
- BS EN 20345:2011 – British Standard for Safety Footwear.
- BS EN 397:2012 – British Standard for Hard Hats.
- BS EN 149:2001 – British Standard for Disposable Respiratory Protection Filters.

8.1. Personnel and Training

All personnel engaged on the project must hold the correct CSCS competency card for the activities they will be undertaking and as a minimum the following shall apply, where the employing contractor shall ensure these requirements are complied with and ongoing awareness / TBTs are carried out: -

- All operatives will hold a current CSCS/CCDO operative card and have undergone extensive and ongoing safety training, all demolition operatives will have undertaken asbestos awareness training.
- Onsite training will take the form of weekly toolbox talks given by the site manager and safety advisor. Attendance records are kept of these safety talks and will be available for inspection.

As a minimum the HSE Advisor will check at the induction each individual has the relevant:

- Skills related to the task e.g., skills to use equipment i.e., MEWP.
- The knowledge e.g., evidence of the process / activity.
- The experience related to the difficulty of the task, usually a minimum of 3 months of similar type of work or direct working with a suitable experience person; and
- The health and safety training appropriate to the task.

In some cases, the above can all be shown by a relevant CSCS card. However, in other cases additional information may be sought, and relevant training evidence required for the task.

9. Selection Procedures

The following parameters are to be adhered when selecting contractors: -

- Only contractors and designers of repute and known experience will be utilised on this project.
- Competence and ability to make adequate provision for health and safety are assessed on previous experience, qualifications, etc. Regular reviews are conducted of contractors included on our Approved List of Contractors. Contractors have to conform to NWE procedures and guidelines and their operatives are expected to attend regular safety lectures and toolbox talks.
- New contractors are required to complete NWE contractor selection process (PQQ).
- With respect to all plant intended for use on site, the plant will be selected taking due regard of its potential usage considering, where applicable, such salient points as its capacity, weight, stability, location and environment.
- All contractors must be in possession of a valid CSCS cards or equivalent.

Contractors to NWE must: -

1. Adhere to NWE Health, Safety, Environment & Quality Policy & Procedures, Management System Manual and relevant Construction Phase or Safety Management Plan at all times.
2. Adhere to all relevant legislative requirements.
3. Produce method statements and risk assessments for approval prior to commencement of work.
4. Produce CoSHH assessments for all hazardous substances in connection with their work.
5. Attend site inductions, on-site safety training, toolbox talks, and any other site-specific training required.
6. Ensure that all personnel are suitably trained and experienced to perform their duties (and that a record of said training is maintained on site).
7. Maintain suitable first aid provisions for their work.
8. Utilise personal protective equipment as required.
9. Sign in and out of site on a daily basis.
10. Maintain any necessary health surveillance as required.
11. Liaise with site management regarding emergency procedures.
12. Liaise closely with site management team (e.g., daily coordination meetings, welfare arrangements, access/egress, etc.) in order to ensure safe and efficient site operations.
13. Do not misuse or abuse plant or equipment provided by NWE.
14. Notify NWE of all accidents, incidents, near misses, learning events, hazard observations or spills.
15. Maintain adequate records for their work as required (e.g., information required for health & safety file, waste documentation, etc.)
16. Obtain and maintain any relevant third-party consents or licences.
17. Use only 'fit for purpose', suitably serviced, maintained, inspected and / or tested plant and equipment as required.
18. Sign In / Out at the security gatehouse at all times when entering or leaving the NWE Premises.

10. Communications and Co-Operation

The means for communicating and passing information to members of the project team (Client, Designer, CDM Principal Designer, Contractors, Consultants, etc.) will be via progress meetings held on site or via video conferencing during the project. These meetings are to be minute and distributed to all parties present and key members of the companies' support teams.

10.1. Contractors Report

All contractors will produce a Project Report which will detail the following information: -

- Safety.
- Environmental.
- Progress of Works Against Contract Programme.
- Commercial.
- Resources and Labour Hours.
- Site Problems.
- Liaison.
- Quality.
- Contact Details.
- Any Other Business.

10.2. Meetings and Audits

NWE will hold internal progress meetings on a weekly basis. These meetings have set agendas, with the minutes circulated to all persons present as well as senior management. Items on the agenda include, but are not limited to, health, safety, welfare & environment issues, resourcing, on-site training & safety awareness, etc.

The site leadership team will conduct weekly Health, Safety, Environmental and Quality audits.

The audits findings are published in a report and distributed to all project team members, NWE project management team and other support team members.

Site personnel will be required to attend regular training sessions and toolbox talks provided by our safety department.

Contractor supervisors and representatives from subcontractors will be required to attend daily site coordination meetings, where co-operation for safety purposes will be emphasised and will include: -

- The exchange of health and safety information (inc lessons learned / safety shares).
- The enforcement of site rules.
- Site Security.
- Co-ordination of shared equipment (if any).
- Co-ordination of First Aid/Emergency procedures.
- Co-ordination of reporting arrangements and procedures.
- Safe access and egress routes.
- The demarcation of working areas, and the designation of work areas.

11. Emergency Procedures

A Site Emergency can be one or more of the following: -

- Fire.
- Accident.
- Bomb Threat.
- Uncontrolled environmental impact (e.g., spill, dust emission, excess vibration, etc.);
- Flood.
- Security breach.
- Any other incident deemed an emergency (i.e. escape of gases, collapse of structure);

The strategically located Emergency and Assembly points will be indicated to all personnel on induction and will be identified by clearly visible signs.

Any visitors to the site will be accompanied at all times and informed of the emergency procedures.

Should it be necessary to summon the emergency services to the scene of an accident or incident, local emergency services will be summoned. Attendance will be preceded by NWE Site Emergency response team. Nominated access routes will be always kept clear of obstruction to ensure safe access for emergency vehicles.

The following emergency arrangements must be followed: -

Description	Number / audible
Site emergency alarm	Air Horn
Site emergency contact No. Medical / Fire	NWE Project / Site Manager
Site emergency contact No. Fire	NWE Project / Site Manager
NWE Project Manager	NWE Project / Site Manager
NWE Site Manager	NWE Project / Site Manager
Off-site emergency contact No's.	Princess Royal Hospital Lewes Road, Haywards Heath, RH16 4EX
Muster Points Toxic Shelters etc.	Welfare Cabin

In any event where the emergency services are required to attend site (accident, fire, etc.), the NWE Project manager / Site Manager shall advise that access to the site is to be gained via main gate and then liaise with main gate person to ensure that they are fully briefed with regard to the incident.

11.1. Muster Point

The site Muster point is to be located at the site welfare unit

12. Reporting Procedures

All accidents, incidents, environmental issues, non-conformances and near misses will be reported to the NWE project manager and/or HSE Advisor. Each instance will be investigated and a report produced to be included in the weekly HSEQ audit report.

The client's representatives are to be informed immediately of any accident, near miss or environmental incident on the project. Hazard observations are to be reported to the project team at regular progress meetings.

Any notifiable accidents, cases of ill health or dangerous occurrences will be notified to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

13. Information and Training for People on Site

All personnel attending site (including sub-contractors and visitors) will be provided with suitable and sufficient induction training by our SHE Department.

For all personnel, with the exception of visitors, training will include attending the HSE Induction Presentation, familiarisation with the site, assembly points, emergency procedures, escapes routes, use of fire extinguishers, etc.

All non-inducted visitors will be escorted at all times on site.

Contractors will also be required to demonstrate that they have provided adequate training to their personnel, including CSCS cards or equivalent.

Information in writing about the project will be provided to contractors to pass onto their employees. This information will include but not be limited to appropriate sections of this Construction Phase Plan, appropriate method statements.

NWE Safety Department will provide regular toolbox talks on site to personnel on site. All training will be recorded, and a copy held on site for inspection.

All statutory notices and relevant information will be displayed on the site notice board located in the welfare complex (e.g., F10, Safety Policy, Insurance Policy, etc.).

14. Consultation & Worker Involvement

At toolbox talks a period of time will be allocated to allow site personnel to raise any safety queries and for our SHE advisor to provide a response.

Employees of NWE and its subcontractors will be represented by the site safety representative who would be the nominated person for the project.

The method of consultation may include:-

- Direct contact with individual employees
- Safety committee meetings
- Toolbox Talks
- Briefings/meetings allowing feedback
- Regular Newsletters
- Noticeboards posted at strategic locations around the site
- Office Noticeboards

Consultations may include such items as:-

- Hazards and risk arising from the works
- Environmental issues
- Procedures in place to protect employees from hazards and risks
- Emergency procedures
- Appointment of competent persons in relation to health and safety at work
- Statutory information
- Training programmes

Employees will be involved in the development and review of policies and procedures to manage risks, at weekly site meetings. Employees will also be consulted where there are any changes that may affect workplace health and safety.

Employees, or their representative, will be involved in inspections, audits and accident investigations, as required.

Internal progress meetings will be held regularly on sites throughout the organisation a function of which will be to involve employees and seek their comments/ideas.

All consultations will be made in good time, with views of employees listened to and taken into consideration before making health, safety and environmental decisions.

15. Site Rules

NWE endeavors to be a Considerate Contractor and we aim to eliminate, as far as possible, disruption or disturbance to neighbours caused by our site activities, and ensure our workforce are well behaved and polite.

To achieve these aims we set out our code as follows and during this contract the following rules will apply: -

- All personnel must be NWE inducted to site prior to commencing work.
- All accidents, incidents and near misses must be reported at the earliest opportunity
- All Permits, Method Statements and risk assessments must be adhered to.
- The following PPE is to be worn at all times on site:-
 - Safety helmet;
 - Hi Viz waistcoat / jacket;
 - Protective footwear;
 - Eye protection;
 - Gloves;
 - Hearing protection (where determined by Noise assessment);
- Visitors MUST be escorted at all times on site
- Additional specific PPE / RPE to be worn as instructed in accordance with RAMS
- Smoking will only be permitted in designated areas outside buildings
- Alcohol and drugs (other than prescribed medication) are forbidden on site.
- Safety harnesses must be worn and clipped onto secure anchorage points at all times when working at height and when specified on Risk Assessment.
- No children (people under the age of 18) allowed on site
- No animals allowed on site
- Weapons, of any kind, are not permitted on site
- No stealing or tampering with safety equipment or property of NWE or others on site.
- Explosives are not permitted on site
- Mobile phones
 - Only designated personnel allowed in the working areas
 - Not to be used whilst driving
 - Not to be used whilst walking
- No horseplay.
- Do not eat out on site, use the mess facilities
- Gambling is not permitted on site.
- The use of radios, personal stereos, MP3 or iPods is not permitted on site
- No burning of materials from the site clearance process
- Acts of violence, assault, physical/verbal abuse, lewd or suggestive behavior will not be tolerated
- Maintain a respectable standard of dress
- Maintain a tidy site and ensure site accommodation is clean
- Pay particular attention to pollution avoidance and waste management.
- Ensure noise levels are kept to a minimum.
- No vehicles to be reversed without a Banksman.
- Keys are removed and retained when leaving vehicles.
- All materials storage must be within the designated site compound.

16. Audits and Monitoring

Records of all test and inspections shall be available auditing purposes (stored electronically on file server / Dropbox folder) these may include (where appropriate) but not be limited to: -

- Personnel training Records and Certifications.
- Plant inspections and relevant certificates.
- Lifting equipment inspections and tests certificates.
- Plant operator's current certificate to operate.
- Electrical test records.
- Asbestos Removal and Monitoring Equipment Inspection Records.
- Internal site operating noise assessments.
- Health Monitoring evidence.

In addition to the above, the Client requires that they require access to the appropriate areas to be able to perform any workplace audits, behavioural safety observations, environmental audits as they deem necessary.

17. Legislation

Work will be planned and executed so as to safeguard the health, safety and welfare of staff and the public. All work will be carried out in accordance with HSE guidance notes and all current applicable legislation with particular regard but not restricted to the following: -

- The Health & Safety at Work Act 1974
- The Health Protection (Coronavirus, Restrictions) (England) (no. 4) Regulations 2020
- Health & Safety at Work Regulations 1999
- The Management of Health & Safety at Work Regulations 1999
- The Construction (Design & Management) Regulations 2015
- The Control of Asbestos Regulations 2012
- The Control of Lead at Work Regulations 2002
- The Work at Height Regulations 2005
- Pollution Prevention and Control Act 1999
- The (Lifting Operations & Lifting Equipment) Regulations 1998
- The Control of Substances Hazardous to Health Regulations 2004
- Personal Protective Equipment at Work Regulations 1992
- The Health & Safety (Safety Signs & Signals) Regulations 1996
- The Control of Noise at Work Regulations 2005
- The Health & Safety (First Aid) Regulations 1981
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012
- The Provision & Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- Environmental Protection Act 1990
- Contaminated Land (England) Regulations SI 2006

References

- BS 6187:2011 – Code of Practice for Demolition
- BS 5975 2008 +A1:2011 – Code of Practice for Temporary Works
- BS 5228 – Code of Practice for Noise & Vibration Control on Construction & Open Sites.
- BS EN166:2002 – British Standard for Light Eye Protection
- BS EN 388:2003 – British Standard for Hand Protection
- BS EN 20345:2004 – British Standard for Safety Footwear
- BS EN 397:1995 – British Standard for Hard Hats
- BS EN 149:2001 – British Standard for Disposable Respiratory Protection Filters