CONSTRUCTION PHASE SHEQ PLAN

Project: **Baldock Motorway Service Area**
Car Park Extension & Ancillary Works

Contract No: **00955**

Client: **Extra MSA Baldock Ltd**

HIGHWAYS & BRIDGES
RAIL
RIVER & MARINE
ENVIRONMENTAL
UTILITIES & ENERGY

THINK SAFE
WORK SAFE
HOME SAFE

CONSTRUCTION PHASE SHEQ PLAN

Contents Amendment Record

This plan has been issued and amended as follows:-

Issue	Revision	Description	Date	Signed
1	0	Health & Safety Plan	14 March 2018	Gemma Lawrence

CONSTRUCTION PHASE SHEQ PLAN

INDEX OF CONTENTS

Section 1 - Project Information

Project Information
Appointments
Emergency Contacts
Site Information
The Nature of the Works
Services
Existing Environment
Existing Traffic Systems
Access and Egress
Ground Conditions
Existing Drawings
Security
Welfare

Section 2 - SHEQ Arrangements & Management of the Works

Monitoring & Review
Permanent Work Objectives
Construction Work Objectives
Management Structure & Responsibilities
SHEQ Arrangements
Controlling Significant Risks
Controlling Health Risks
Health & Safety File
Environmental Arrangements
Quality Arrangements

Section 3 - Site Rules

Site Rules

Section 4 - Hospital Details

Nearest Hospital Details & Directions

Section 5 - Appendices

Energy Plan
Clients PCI

CONSTRUCTION PHASE SHEQ PLAN

1. PROJECT INFORMATION

Project Title	Baldock Motorway Service Area Car Park Extension & Ancillary Works
Post Code & Grid Reference	SG7 5TR TL 23456 36646
Contract Information	-
Specification	Scheme Specific Spec
Start Date	9 April 2018
Duration	10 weeks
Location of Welfare Facilities	The corner of the existing site

CONSTRUCTION PHASE SHEQ PLAN

Appointments

Client	**Extra MSA Baldock Limited** The Management Suite, Extra Services Area, J17, A1(M) Great North Road, Haddon PETERBOROUGH Cambridgeshire PE7 3UQ
Contact	Mr Ian Banks
Telephone	01233 733494
Email	Ian.banks@evergreenextramsa.co.uk

Principal Designer	**George Shuttleworth Ltd** 43 Hall Drive LINCOLN LINCOLNSHIRE LN6 7SW
Contact	George Shuttleworth
Telephone	01522 787710
Email	geo.shuttleworth@btconnect.com

Designer	**George Shuttleworth Ltd** 43 Hall Drive LINCOLN LINCOLNSHIRE LN6 7SW
Contact	George Shuttleworth
Telephone	01522 787710
Email	geo.shuttleworth@btconnect.com

HSE Office	**0845 345 0055**

CONSTRUCTION PHASE SHEQ PLAN

Principal Contractor	Breheny Civil Engineering Ltd Flordon Road Creeting St Mary Ipswich, Suffolk, IP6 8NH
Contract Manager	Steve Lambert
Telephone	01449 720282
Email	s.lambert@breheny.co.uk

Site Agent	Chris Stannard
Telephone	07584343713
Email	c.stannard@breheny.co.uk

Foreman	TBC
Telephone	
Email	

Engineer	TBC
Telephone	
Email	

CONSTRUCTION PHASE SHEQ PLAN

Emergency Contacts

Electricity	UK Power Networks	0800 316 3105
Gas	National Grid	0800 111 999
Water **Sewerage**	Affinity Water Anglian Water	0345 357 2407 03457 145 145
Telecommunications	Openreach (BT)	0800 023 2023
Cable	Virgin Media	0870 888 3113
Oil/Sewage Disposal Contractor	Cawleys Ltd	0845 260 2000
Spillages	Environment Agency	0800 807060
Local Police	Hertfordshire HQ	0845 3300 222
Emergency Services	Police/ Fire/ Ambulance	999
SHEQ Manager	Andy Deas	01449 720282 07880 197911
Regional SHEQ Adviser	Ian Cullingford	07967835196
Nearest A & E Hospital	Lister Hospital Coreys Mill Lane, Stevenage, Hertfordshire, SG1 4AB	01438 314333

CONSTRUCTION PHASE SHEQ PLAN

Site Information

Baldock Extra Motorway Service Area
Junction 10, A1(M)
RADWELL
BALDOCK
HERTFORDSHIRE
SG7 5TR



HIGHWAYS & BRIDGES
RAIL
RIVER & MARINE
ENVIRONMENTAL
UTILITIES & ENERGY

THINK SAFE
WORK SAFE
HOME SAFE

CONSTRUCTION PHASE SHEQ PLAN

The Nature of the Works

The works consist of Construction of 114 new car parking spaces, Construction of 4 caravan spaces, Construction of 190 m of 6m wide access roads. Widening of the existing car park entrance and exit roads. Construction of 3 new 4.0m x 12.0m coach parking bays. Construction of 800m of new surface water drainage pipes, 3 No manholes, an Oil interceptor and an outfall. Construction of 3 land drains and outfalls with a combined length of 120m. Removal and replacement of the top 40mm of 500m2 of car park access roads. New white lining and signing and removal of some existing white lining. CCTV survey of existing pipework under the areas receiving new surfaces and undertake repairs if necessary. Installation of street lighting columns. Relocation of existing external equipment. Installation of new road signs and fencing. Removal of surplus excavated material off site.

The works include but are not limited to the following operations:

- Excavation
- Site Clearance
- Drainage works
- Road construction
- Surfacing
- Street lighting
- Street furniture
- White Lining

CONSTRUCTION PHASE SHEQ PLAN

Initial Hazards associated with the works including but not limited to:

- Plant Movements
- Confined Space -Oil Interceptor
- Working in a Public Area
- Manual Handling
- Traffic Management
- Noise
- Dust
- Existing Services
- Adjacent / near to live traffic
- Vibration
- Pedestrian Management
- Deep Excavations

Services

Prior to any construction works taking place the site should be checked for the presence of statutory services both buried and overhead.

The Statutory Authorities will be contacted and positions of any current and projected service ducts and cables will be discussed.

All services identified shall be clearly marked and notified to all personnel at the site induction. Further checks shall be made prior to all individual excavation works to ensure no harm or damage occurs.

Any work to be undertaken in conformity with the requirements of the relevant Statutory Authorities and HSE Guidelines.

Existing Drawings

There are no other details or drawings of existing structures on the site other than that shown on the contract drawings, or that can be found on the relevant Ordnance Survey maps.

CONSTRUCTION PHASE SHEQ PLAN

Existing Environment

A busy Motorway Service Area.

Phasing working in live car park. Keeping as many spaces available as possible.

Ground Conditions

Existing car park and soft dig.

Please also see Ground Investigation Report, which is enclosed in Section 5 Appendices.

Access and Egress

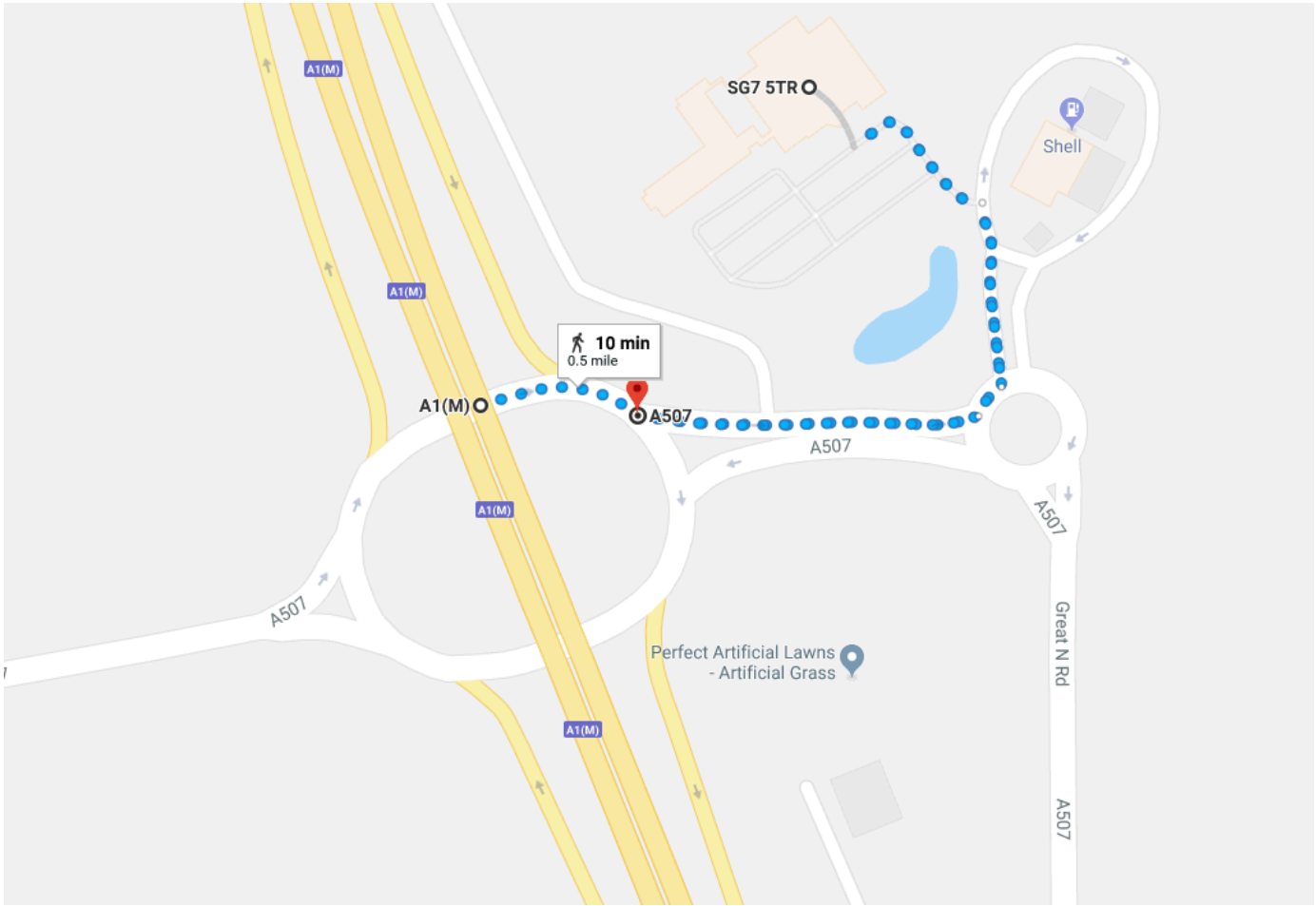
The access/egress to and from the site is off existing round-a-bout

Access and egress will be organised so that the construction traffic uses the highway in the conventional way and causes the minimum of disruption to other site users, local businesses, residents and other highway traffic.

Safe pedestrian access to and from the public highway shall be maintained at all times

Access for the emergency services will be maintained at all times.

Construction Traffic route to Site.



CONSTRUCTION PHASE SHEQ PLAN

Where practicable the site will be securely fenced to prevent entry by unauthorised personnel particularly children. All open excavations and material storage will be fenced when unattended.

Warning notices will be posted around the site advising of the dangers of a construction site and specific notices posted where defined dangers are present. Machinery and tools will be locked in a secure compound during none working periods, large plant not able to be moved to the compound will be secured and immobilised.

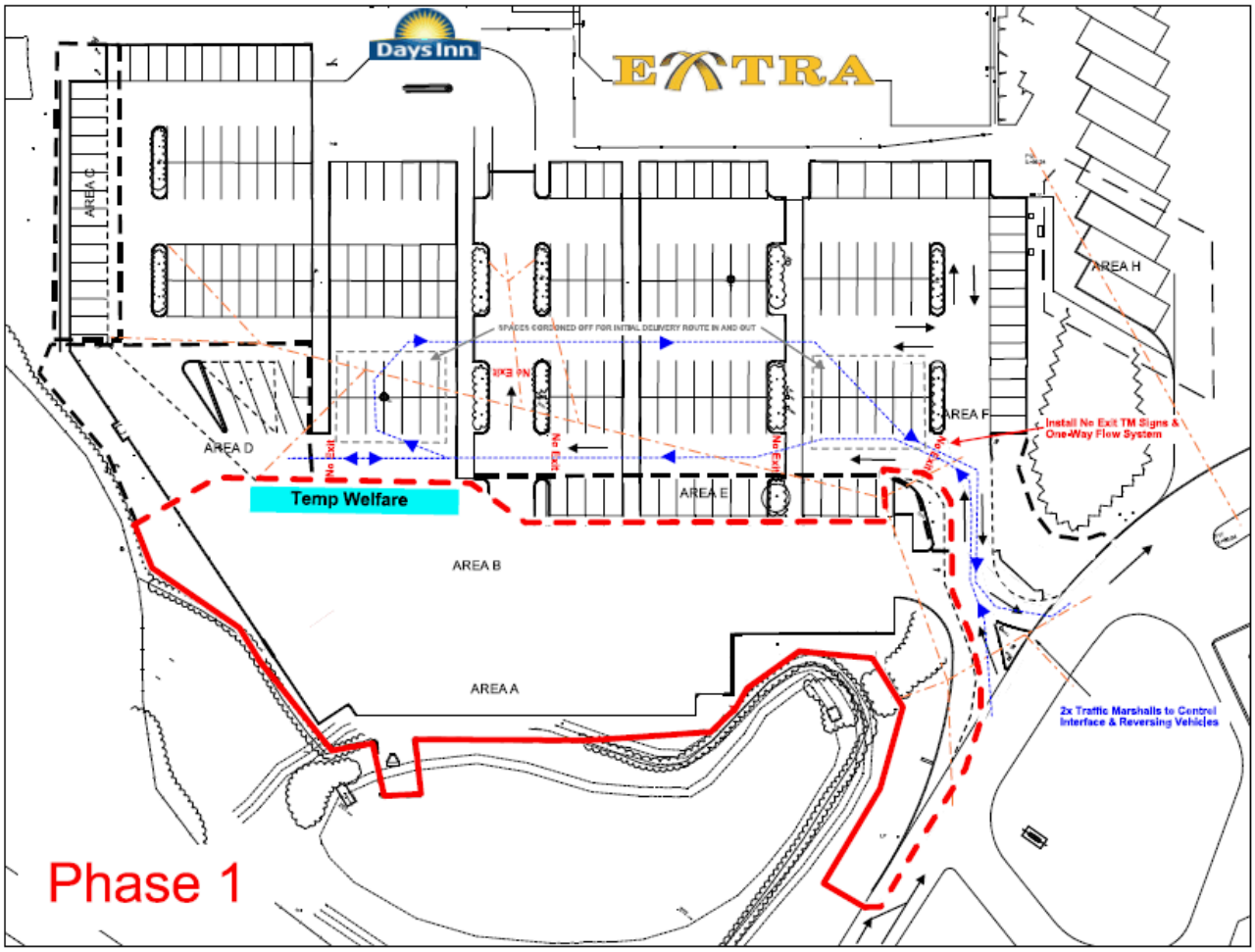
Machinery and tools will be locked in a secure compound during none working periods, large plant not able to be moved to the compound will be secured and immobilize

Welfare

Site offices, Toilets, First Aid facilities and unloading and storage areas will be provided for our own Employees and sub-contractors in a secure compound, located adjacent to the works as indicated in the site Set Up Method Statement.

Signage at the entrance to the site or compound will advise of any PPE requirements and specific Instructions. Signage will be also displayed directing visitors to the site office on arrival.

All welfare facilities are supplied in accordance with schedule 2 of the CDM 2015 regulations and will be in place prior to construction works proceeding.



HIGHWAYS & BRIDGES
RAIL
RIVER & MARINE
ENVIRONMENTAL
UTILITIES & ENERGY

THINK SAFE WORK SAFE HOME SAFE

2. SHEQ ARRANGEMENTS & MANAGEMENT OF WORKS

Breheny Civil Engineering operate through a set of Company Procedures which set out the actions that need to be taken to ensure that our Company operates safely and efficiently. The procedures apply to all employees and detail who is responsible for each action. Our comprehensive management systems have been audited and accredited to the following standards:

- OHSAS 18001:2007 Health and Safety System
- ISO 14001:2004 Environmental Management System
- ISO 9001:2008 Quality Assurance System
- ISO 50001:2011 Energy Management System

A dedicated Safety, Health, Environment and Quality (SHEQ) Team ensures compliance with current legislation and company policy whilst also sharing best practice advise with all sites and operations undertaken by the company

Our Company Procedures set out the managerial and administrative responsibilities of each individual, the lines of communication together with the procedures necessary for its implementation

Copies of our Health and Safety Policy, Quality Policy and Environmental Policy, along with our certificates are available on request

Monitoring & Review

The SHEQ Advisors, Client and Operational Management will carry out inspections as required to ensure a safe working environment is achieved and maintained. Regular safety inspection reports will be prepared. The SHEQ Advisor and Operational Management will monitor any corrective actions required. The SHEQ Advisor will undertake regular audits

Permanent Works Objectives

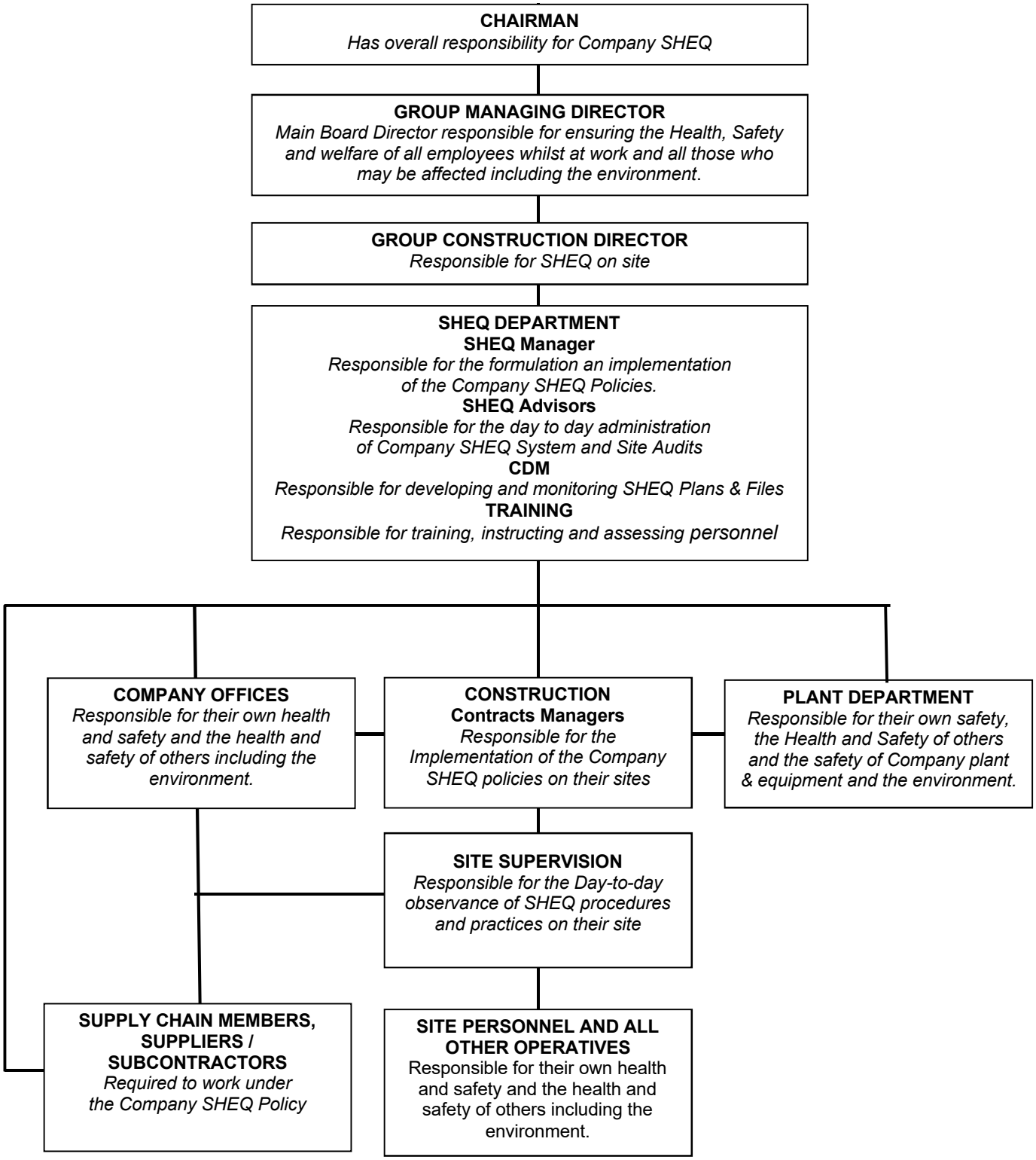
- To provide safe access to, and egress from, working places.
- To provide working places that are free from risks to the health and safety of persons at work or affected by the work, so far as is reasonably practical.
- To ensure that operations and maintenance tasks can be undertaken without risk to the health and safety of person(s), or the environment, so far as is reasonably practicable.
- To provide welfare facilities for persons at work, in accordance with current legislation governing the workplace and ensure these are in place prior to work commencing on site.
- To provide operating conditions so that the lowest reasonably practicable noise and vibration levels are maintained.

Construction Work Objectives

- To have no accidents on site.
- To have no occupational ill-health arising from the project.
- To exclude unauthorised persons, especially children, from the worksite.

CONSTRUCTION PHASE SHEQ PLAN

Management Structure - Safety Organisation & Responsibility



CONSTRUCTION PHASE SHEQ PLAN

SHEQ Arrangements

Communication	Site meetings to be held regularly, discussing issues such as, progress, Health & Safety and the exchange of design information etc. Policy and procedures to be communicated to all staff and subcontractors as an ongoing process.
Liaison	Progress meetings to be held at an agreed frequency with the Client, Principal Contractor, Principal Designer and Designers to monitor the works and to ensure all information regarding design changes, methods and Health and Safety Information is exchanged and recorded.
Consultation with Workforce	Regular meetings to be held with all site operatives and subcontractors, to co-ordinate procedures on site,
Design Information	Any major permanent design changes or temporary works designs necessitated during the course of the works to be notified to the Principal Designer prior to being implemented.
Control of Sub Contractors	Subcontractors are required to pre-qualify for a project, providing evidence as to the adequacy and competency of their own resources relative to the provision of safe working practices. Subcontractors must fully comply with our SHEQ procedures.
Exchange of information	All site personnel including the sub contractor's workforce, will undergo a site induction to ensure they are aware of the site, the company policies and procedures to be implemented and their individual tasks. They would also be made aware of all other contractors/sub-contractors working on the site and their respective tasks.
Incident / Reporting	All accidents, incidents and Near Misses are to be Reported to the SHEQ Team immediately, "Don't Walk by Cards" are available on all sites for completion.
Site Induction	All site personnel (subcontractors, client representatives and regular visitors) are to receive a Site Induction before they commence any work on site. The site induction will include EA SHE code of practice "Safety is Paramount. if applicable. The Site Induction will include instructions on Site Rules, Site Hazards and Safe Workings Procedures. Site Inductions to be recorded and retained.
On-site Training	On-site training will incorporate all aspects of the Health and Safety Plan and ensure staff is aware of any risks or hazards. Sub-contractors will be assessed on their knowledge and competencies prior to commencing works on the site by our site supervisor. "Tool Box Talks" are held for specific health and safety matters that are relevant to the project. All employees are requested to sign a form of compliance and understanding. The workforce is to be suitable trained in order that each individual may be properly equipped to carry out efficiently and safely tasks allotted.

CONSTRUCTION PHASE SHEQ PLAN

First Aid	A qualified First Aider is to be on site at all times. A notice stating the name of the First Aider to be displayed in the office and canteen. The First Aiders on site are also indicated on the site induction sheet.
Production & Approval of RAMS & Written Systems of works	The Site Management Team is to prepare the RAMS necessary for the safe and proper execution of the project and are to include **both** health and safety and environmental risks. These will then be submitted to the Client for approval in advance of any operation. All RAMS received from sub-contractors are to be reviewed and approved prior to commencement of the works. All persons on site to be adequately briefed, trained and the resources obtained. Any alteration in methods of work, safe systems of work, or permits to work shall be brought to the attention of all parties concerned.
Fire & Emergency Procedures	A fire risk assessment will be carried out and recorded on the Fire Risk Assessment / Fire Plan at the start of a contract in accordance with our procedures This will include the Emergency evacuation procedures and will be displayed in the site office All persons employed on the Project will be informed of the emergency procedures, through the Induction process.
COSHH	Whenever possible hazardous substances are to be avoided and non-hazardous substitutes identified and used. Should this not be possible then every precaution will be taken to protect the workforce. Any hazardous substance used on site will be stored in a suitable container / containers in the appropriate manner in accordance with the manufacturer's instructions.
Monitoring & Auditing	Regular SHEQ Audits of the works will be undertaken by the SHEQ Advisors to ensure compliance with Company Procedures All audits will be documented in an Audit Report.
Inspections	The Site Manager (or appointed person) is to carry out Site Safety Inspections, Excavation Inspections and Work at Height Inspections at a frequency of once per week or more frequently as required.

CONSTRUCTION PHASE SHEQ PLAN

Controlling Significant Risks

Delivery & Removal of Materials	Materials required for the construction of the works will be off-loaded and stored in approved temporary storage, to be advised or directly to the point of usage. Banksman are to be used at all times for delivery and collection of materials and waste. Plant and equipment off loaded by trained operative. Vehicles will be fitted with appropriate reversing alarms and public/pedestrians must be protected from harm at all times.
Dealing with Services (including Temporary. Electrical installations)	Prior to any works proceeding, the area must be checked for buried and overhead services and appropriate action taken to ensure they are not damaged or interfere with the works. All temporary service connections must be made by competent personnel and certificated as safe to use where necessary. Checks should also be made for any private services which may be present.
Adjacent Land Use	When working in or adjacent to land which is occupied or used by a third party the site management must make themselves aware of the nature of the use and any hazards which may occur All information gained must be passed on to the workforce who will be affected in any way.
Existing Structures	Work adjacent to existing structures must take into account the effects the work may have on its stability. Any doubts will instigate temporary support systems or change of method. In all circumstances the Client must be kept informed.
Stability of Structures	If the nature of the works has the potential to affect the stability of existing structures a risk assessment must be made to establish if and what temporary measures are required.
Preventing falls	Work shall not be carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height. Where work has to be carried out at height, suitable and sufficient measures must be taken to prevent, so far as is reasonably practicable.
Fragile materials	If it is not reasonably practicable to carry out work safely and under appropriate ergonomic conditions without passing across or near, or working on, from or near, a fragile surface. Site management shall ensure that suitable and sufficient platforms, coverings, guard rails or similar means of support or protection are provided and used.
Lifting Operations	A lifting plan / assessment is to be completed for the lift and all items of plant including chains, slings etc. must be inspected to ensure they are suitable for the task.
Temporary Works	Any temporary structural support systems required for the construction of the permanent works shall be designed by a competent engineer and checked by a temporary works coordinator also suitably qualified. The project coordinator shall, in accordance with the CDM regulations, be advised of any such designs.

CONSTRUCTION PHASE SHEQ PLAN

Plant & Equipment Maintenance	Plant and equipment to be in good working order tested and certified to capacities, used in accordance with safety procedures and manufacturers guidelines, serviced by authorised and licensed drivers. All operators to be checked to ensure they are trained and authorised to operate each piece of equipment.
Ground Conditions	Prior to commencing any works on site the supervisor will familiarise himself with any known poor ground conditions notified in the contract documents or from ground investigations carried out. Where these affect the works the supervisor will ensure the workforce are aware of the dangers.
Excavations and Poor Ground Conditions	Where these may affect the works the supervisor will ensure the workforce are aware of the dangers and that that all necessary RAMS and precautions are in place before commencing work.
Work on wells, underground earthworks and tunnels	N/A
Work on or near water where there is a risk of drowning	Anyone working on or near water is required to have undertaken a 'Working Near Water' training course. Life jackets and other life preservation facilities will be available on site.
Work involving diving	N/A
Work in a caisson or compressed air working:	N/A
Work involving explosives:	N/A Where there is a risk of an explosive atmosphere being present in or near the work area the Client must under the DSEAR regulations identify the areas at risk. It is extremely important to verify the DSEAR zones with the Client to ensure that site establishments are clear of potential gases and rules are established in areas of risk.
Traffic Routes & Segregation of Vehicles & Pedestrians	These are to be identified in the RAMS and Traffic Management Plan. All pedestrian & vehicular routes are to be maintained and protected by fencing when appropriate. Site traffic is not to range freely but to keep to the working areas. Access for emergency services is to remain available at all times.
Storage of materials (particularly hazardous materials) and work equipment:	Materials will be stored in designated areas and stacked/secured in a manner to prevent accidental collapse causing possible injury. Work equipment will be placed in secure lock ups when not being used to prevent unauthorised persons from using/misusing them.
Any Other risks	Any other significant safety risks identified on this site will be addressed and Risk Assessments and subsequent method statements will be produced prior to commencement of the works.

CONSTRUCTION PHASE SHEQ PLAN

Controlling Health Risks

Asbestos	Site operatives should be aware that if any suspect material is exposed whilst carrying out excavation works, excavation must cease and Site Management notified for further instruction. The removal of asbestos is a specialist procedure and must be carried out by trained personnel.
Contaminated Lands	Site operatives should be aware that if any suspect material is exposed whilst carrying out excavation works, excavation must cease and the Site Management notified for further instruction. The removal of contamination is a specialist procedure and must be carried out by trained personnel. Hazardous waste must not be allowed to leach into watercourses.
Manual Handling	Wherever possible manual handling will be eliminated by the use of mechanical handling. Operatives on site required to carry out frequent repetitive or heavy lifting will receive manual handling training. A Manual Handling Assessment will be undertaken for all significant lifting operations exceeding 20KG. The control measures established by the Assessment will be communicated to the operatives and embodied in the method statement.
Use of Hazardous Substances	Operatives will be made aware of the nature of any potentially hazardous materials including the necessary PPE required and precautions to take before being instructed to use them. Actions required in the case of spillage or release of fumes must be included in the induction process.
Noise & Vibration	Actions will be taken to reduce ambient site noise to the lowest practicable level. Operatives are issued with all necessary PPE to protect them from adverse effects of noise created from the nature of their task.
Any Other Significant Safety Risks	Any other significant safety risks identified on this site will be addressed and RAMS will be produced prior to commencement of the works.
Ionising Radiation	Ionising Radiation occurs naturally but can also be produced artificially Everyone receives some exposure to natural background radiation. There are not any known sources of IR on this site.

CONSTRUCTION PHASE SHEQ PLAN

Health & Safety File

Layout & Format	All relevant information is to be collected & collated during the course of the works to enable the Health & safety File to be compiled. This is to include but not be limited to: • Project Information – List any adds & omits to original works • List of Materials– Include materials supplied by sub-contractors • Data Sheets–Technical literature, COSHH assessments, installation instructions, O & M Manuals etc. • List of Suppliers & Sub-contractors • Test Certificates for materials and appliances – (eg lighting columns, traffic lights, drains and pumping stations, aggregates, concrete cubes, bitumen surfacing materials etc.) • Operational & Residual Hazards – any specific hazards known about the operation and maintenance of the finished product • As Built Drawings
Arrangements for gathering & Collecting Information	Throughout the contract the Construction Phase SHEQ Plan will undergo continuous development and monitoring as more information is made available. The CDM file is to be complied as work progresses All relevant information should be gathered in an appropriately indexed folder and returned to the SHEQ Department The CDM File will be produced and submitted to the Client in accordance with CDM Regulations.
Storage of information	A copy of the issued document will be kept by the SHEQ Team. In case of any queries from the Client or interested parties.

CONSTRUCTION PHASE SHEQ PLAN

Environmental Arrangements

Responsibilities	The Site Management will be responsible for ensuring that all staff working on the site are appropriately aware of environmental conditions and the requirements for environmental management. This will include the use of meetings, notice boards, inductions, tool box talks, training, etc. as appropriate.
Site Set Up	Ensure that environmental impacts resulting from site establishment, construction, and verification activities are kept to an absolute minimum.
General Site Housekeeping	Maintain a clean and tidy compound and work areas. Clear up litter and waste regularly. Demarcate work areas with fencing to avoid damage to adjacent property, plants and animals. Upon completion restore the compound and work areas to their original condition and remove all waste. No fires are to take place on any company premises or sites at any time.
Waste Storage	Store waste in clearly labelled skips or storage areas away from sensitive areas such as watercourses.
Recycling	Where possible segregate waste types to maximise recycling and minimise cost. Be aware of opportunities to reuse insitu materials or incorporate recycled materials into the works.
Waste Requirements	All waste movements must comply with necessary regulations. Certified Waste Carrier certificates must be obtained from skip hire and muck away companies. All waste movements must have a waste transfer note that includes a written description of the waste and a waste classification code number. All waste must be sent to a licensed disposal facility. Dispose of hazardous waste in accordance with the Hazardous Waste Regulations. Site Waste Management Plans will be produced when required.
Training	Environmental training is key to protecting the environment and minimising impacts during construction activities, as well as ensuring compliance with environmental legislation. The Site Induction for all those engaged on this development will include minimising environmental effects, waste management and responding to emergencies.
Environment Pollution	If the pollutant is of small quantity use spill kit to contain and dispose of the spillage. Secure area to prevent pollutant entering water courses i.e. cover gullies, block up drainage channels. Contact Site Management for further advice and arrangements of specialist contractors to remove pollutant and completion of appropriate paper work.
Working Adjacent to Watercourses	Any work along or near watercourses is to be isolated to prevent silt propagating downstream. Debris and other material will be prevented from entering watercourses through the implementation of appropriate working methods to minimise activity near watercourses, erect debris netting along banks or beneath overhanging structures, and tidy working practices.

Spillage	Spillage kits and oil absorbent material will be carried by mobile plant and located at vulnerable locations (e.g. crossings of land drains and ditches). Packs will be checked regularly and replaced after an event; Construction workers will be trained to respond to spillages on EA Projects
Archaeology	Any potential for encountering archaeology will be identified as part of the induction training to ensure that site operatives understand the correct procedures. Should archaeological remains be identified, works in that area shall cease immediately and the Site Manager informed. The Client will be consulted to determine the significance of the finds and to agree how works shall proceed.
Monitoring & Auditing	Regular SHEQ Audits of the works will be undertaken by the SHEQ Advisors to ensure compliance with Company Procedures All audits will be documented in an Audit Report.
Work Near/ Protection to Trees and Plants	Trees and shrubs should be protected by fencing that extends out to the width of the canopy. This prevents material storage and plant movements that can compact the soil and reduce the supply of air and water to the roots. All trees and shrubs should be protected, including those that overlook the site. Excavation next to trees and shrubs should be by hand dig only to avoid root damage.
Construction Traffic	Minimise the impact of construction traffic by careful routeing and timing of movements where possible.
Incidents	All environmental incidents must be recorded on an Incident Record Part A. Form.
Particular Environmental Issues	**There is an existing pond at the bottom of the site and an existing hedge.** Any other significant environmental risks identified on this site will be addressed and Risk Assessments and subsequent method statements will be produced prior to commencement of the works.

CONSTRUCTION PHASE SHEQ PLAN

Quality Arrangements

General Responsibilities	All Breheny personnel involved in the project are responsible for ensuring that the project is completed in accordance with the requirements of the drawings and specifications.
Records	Records will be maintained on site and made available for inspection. All records for the project will be retained for a minimum period of six years.
Non Conformance	Any deficiencies will be subject to action to correct the error and/or deficiency and prevent re-occurrence. A completed NCR is to be issued to the party concerned for agreeing and implementing the necessary corrective action together with the time scale for correction.
Client Interaction	All confirmation of verbal instructions, requests for information and technical queries will be documented on the relevant form as required.
Delivery of Materials	All deliveries to be inspected and results recorded. Any non-conforming or damaged materials are to be segregated from the main delivery and suitably marked to avoid being Incorporated in the works.
Hired in Plant	It is the Site Managements responsibility to check that all statutory registers and licenses are current and in the case of operated plant that the operator is in possession of a current certificate of competence.
Supplier / Subcontractor	Prior to the commencement of deliveries to site the Site manager is to identify all Materials\Services to be used in the works and the source from which they are to be purchased.
Customer Complaints	Should a complaint arise a non-conformance / complaint form is to be raised and returned to the SHEQ Manager to address.
Change of Supervisor	If the Site manager to be replaced permanently or substituted for a period exceeding 1 day, the person leaving is to raise a Change of Supervisor Checklist.
Checklists	The Site Manager is responsible for completing the necessary quality checklists as required and issue to the Client when applicable.
Monitoring & Auditing	Regular SHEQ Audits of the works will be undertaken by the SHEQ Advisors to ensure compliance with Company Procedures All audits will be documented in an Audit Report.

3. SITE RULES

- All personnel, including sub-contractors & visitors are to wear a hard hat, high visibility clothing on the upper torso & high visibility trousers with reflective stripes on legs. Protected toe cap boots with protected mid-sole & protective eyewear to be worn on site at all times. Further PPE where determined by risk assessment shall be worn.
- All visitors to site must be advised of the nature of work, any risks or hazards & the site rules before being allowed onto the working area. They are also required to sign in & out in the site visitors register.
- No eating or drinking is allowed on site outside the designated area.
- No Smoking allowed on site except in designated areas. No smoking in company plant or vans.
- All operatives to wash hands before mealtimes - a high standard of hygiene must be maintained, particularly in the mess room.
- If you have any symptoms of flu notify your doctor of possible risk of Weils Disease.
- No burning of waste on site.
- No disposal of any liquid or solid wastes within the site.
- Noise and dust to be kept to a minimum
- Plant to be operated only by suitably trained and experienced personnel.(CPCS, NPORS etc.)
- All reversing lorries to be accompanied by a banksman.
- No excavations to be carried out on site without a Permit to Break Ground
- All open excavations must be secured with appropriate fencing when left unattended to prevent persons, particularly children from gaining access.
- In case of fire notify the Site Supervisor, use fire extinguishers (if trained), vacate area to designated assembly point and notify emergency services.
- Due consideration must be given to any other contractors working on site.
- **All persons working on the site must attend a safety induction briefing** (including emergency procedures) by the Site Supervisor before commencing work. These will be supplemented, by Tool Box Talks on a subject matter selected by the Site Supervisor and relevant to the works.
- The Site Supervisor is responsible for recording all persons employed on the site each day.
- All employees must be accounted for before leaving the site at the end of the day.
- The use of mobile phones on site is not permitted unless in an emergency, in the designated area or the use has been authorised by a member of site management & documented in the RAMS.
- Operatives responsible for carrying out work must sign a form to confirm they have read and understood Method Statements and Risk Assessments before commencing the work.
- All accidents must be reported to the site office and recorded on the appropriate Incident Form, however minor. **Any major incidents must be reported immediately to the site office**, so the necessary emergency services can be contacted and information forwarded to the SHEQ Team, who in turn will notify the HSE as necessary under RIDDOR regulations
- Site speed limits are to be observed at all times.
- Alcohol and drugs:
    - Are forbidden on site unless the drugs are prescribed and will not affect that person's ability to work in a safe manner.
    - In the event of any incident where drugs/alcohol may be a contributory factor the parties involved be will be subjected to drugs and alcohol testing in accordance with Company policy.
    - Testing will also be carried out where there is reason to believe that a person is under the influence of alcohol, drugs or other intoxicants. The Company will also conduct random testing.

- **Any disregard for the site rules or current Method Statement will result in immediate warning. Continual or blatant non-compliance with Health & Safety measures will result in immediate dismissal from site.**

4. NEAREST HOSPITAL DETAILS & DIRECTIONS

Lister Hospital

Coreys Mill Lane, Stevenage, Hertfordshire, SG1 4AB 01438 314333

11 min (6.9 miles)

via A1(M)

Fastest route, the usual traffic

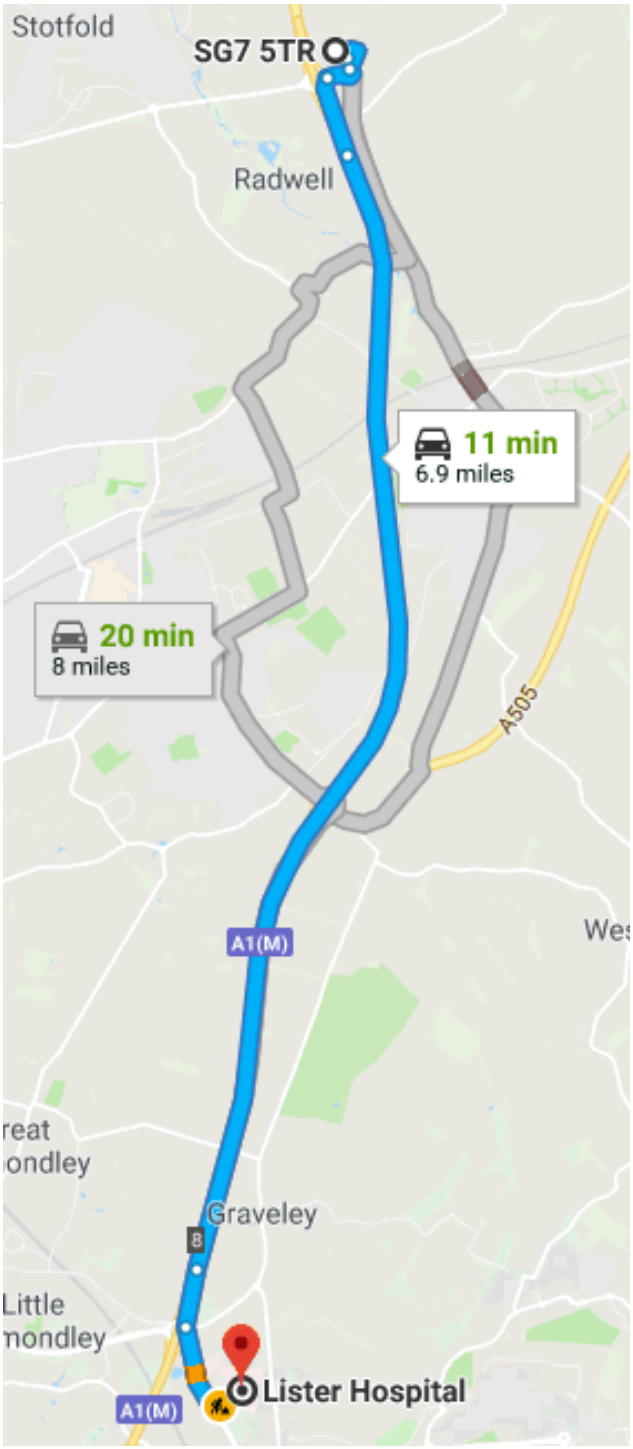
SG7 5TR

Radwell, Baldock

- Get on A1(M)
  5 min (0.8 mi)
- Follow A1(M). Take exit 8 from A1(M)
  6 min (5.7 mi)
- Follow Hitchin Rd/A602 to Coreys Mill Ln
  1 min (0.4 mi)

Lister Hospital

Coreys Mill Ln, Stevenage SG1 4AB



5. APPENDICES

Energy Plan

Clients PCI