



Construction Phase Plan

For

Churnet Valley Railway

At

Leek Platform and Track Extension



Amendments

Edition	Date	Section	Action	By
1	20.12.2021	All	Initial	TS
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1.0 Health and Safety Principles and Objectives

1.1 Client-

Churnet Valley Railway

1.2 Location of Site

Map Ref: SJ9855; X: 398116, Y: 355305

Postcode: ST13 7DR

1.3 Nature of Construction Work To Be Carried Out

The work consists of the following work items, carried out in a simultaneous and progressive sequence:

Platform and track extension

1.4 Project Timescales

Construction Commences: Tuesday 4th January 2022

Duration: 23 Weeks

Completion Handover: 30th August 2022

1.5 Site Issues

The areas of work shall be enclosed with Heras fencing to prevent the general public entering the works. Smaller work areas to be enclosed with “chapter 8” barriers, with men working signs and traffic cones. “Banks men” will be used when receiving deliveries or removing waste materials.

Responsible person who could be contacted in the event of complaint:

Emergency Contact Telephone Nr: Gary Carr 07903 250945

1.6 Working Hours

08:00 am - 6.00pm Monday-Friday

08.00am – 1.00pm Saturday

No working hours on Sunday or Bank Holidays



1.7 Health and Safety Principles and Objectives

Moss Civil Engineering's policy is to ensure so far as is reasonably practicable, the health, safety and welfare of all employees and all other persons likely to be affected by our work activities, including Clients, sub-contractors, and the general public. Moss Civil Engineering will provide and maintain safe and healthy working conditions, equipment, and systems of work. In particular, the company shall:

- (a) Secure the health, safety, and welfare of employees at work.
- (b) Protect people other than employees at work against risks to their health and safety arising out of work activities.
- (c) Control the keeping and use of explosive or highly flammable or otherwise dangerous substances and generally prevent people from unlawfully having and using such substances.
- (d) Strictly control the release into the atmosphere of noxious or offensive substances, which also may fall within the scope of the Environmental Protection Act.
- (e) Identify hazards in the workplace and carry out risk assessments and introduce such control measures as are necessary to eliminate or minimise foreseeable risks.

1.8 Environmental Considerations

Moss Civil Engineering are committed to reducing its impact on the natural environment. We recognise the growing concerns on environmental matters. We will be open and informative about our policies, practices, and performance.

Specifically, we are committed to:

- Compliance with all relevant environmental legislation and regulations.
- All surplus spoil to be removed from site and taken to a licensed tip.
- Comply with duty of care, taking all reasonable steps to look after waste and prevent its illegal disposal.
- Reducing the waste created by our activities and promoting recycling or re-use, where reasonably practicable.
- All Machinery fuels, to be stored in sealed containers inside works vans and /or stored in a proprietary bunded fuel tank.
- Establish visual procedures to inspect machinery pipe work, regularly.



2.0 Restrictions

2.1 Surrounding Land Uses

The surrounding land is mainly farmland, with no residential properties in the immediate vicinity.

Deliveries may affect residents further down Leekbrooke Junction and exiting vehicles from site and do present a risk of depositing mud on the road. It is not considered that the proposed construction work will create any additional risks to the safety and welfare of the general public's use of the roads.

The work area will be contained within a confined area using Heras fencing on the proposed line. To comply with tree protection requirements a Heras fence will be erected.

Careful planning, implementation, monitoring and co-operation will minimise the anticipated risks to the client's workforce, public and particularly children to an acceptable level. Moss Civil Engineering Ltd will ensure that provisions are in place to protect children and the public at large from hazards evolving from the construction operations. There are no notified planning restrictions, which might affect health and safety.

2.2 Access and Restrictions

Moss Civil Engineering Ltd will endeavour to minimise potential access problems. Vigilance shall be exercised always when site vehicles may be operating in close vicinity to pedestrians. All non-construction activities will be segregated from the construction works area.

Amongst its main priorities, Moss Civil Engineering Ltd will endeavour to maintain safe access throughout the duration of the construction works. Main attention shall be paid to:

- Continuous safe access to the pedestrian footways, and other facilities.
- Preventing the public and visitors from wandering into designated construction work areas.
- The strict control of vehicles and plant requiring access to the working areas via the crossing of public pavements.
- Keeping all currently paved areas outside of the work area free from deposits of mud and site debris by regular sweeping, as necessary.
- Avoiding pollution of the atmosphere and existing watercourses within the curtilage of the site working environment.
- Ensuring, so far as is reasonably practicable, that all existing services crossing the site remain undamaged and operational, whilst ensuring the safety of operatives within their vicinity.
- Ensuring that safe methods of work are implemented whilst undertaking the proposed construction work, which complement the Client's health and safety responsibilities toward its own workers.



Moss Civil Engineering Ltd will endeavour to liaise closely both with the Client and any other appointed contractors to ensure that a safe access and egress is maintained and remains in a usable state for the duration of the project.

2.3 Neighbouring Properties

The following measures will be put in place to minimise the disturbance to neighbouring properties.

- Regular consultations with neighbours
- Party Wall agreements where necessary
- Undertaking Condition Survey's prior to works commencing
- Only working within the agreed hours
- Careful consideration of equipment to be used for each construction process
- Conscientious Programming and frequent monitoring of both deliveries and works
- Noise Monitoring on the boundaries
- Use of mains power instead of generators for works and welfare facilities
- Strict delivery guidelines that form part of the terms of conditions of any orders for goods and services
- Regular inspections of all plants and machinery inc tools to ensure that they are working efficiently and Safely
- Introduction of screens and enclosures where deemed necessary

2.4 Existing Services

Moss Civil Engineering Ltd will take the appropriate action to locate the existing services within the site curtilage before commencing with any mechanical excavation operations.

Statutory service providers recorded copies of service location plans, which indicate the approximate locations of service runs in the proposed work areas, have not been made available.

The details of any existing private/service feeds have not been provided in the pre-tender health and safety plan.

Moss Civil Engineering Ltd shall take the necessary precautionary action with respect to:

- Electricity mains services, esp. high voltage cables near the site and proposed groundwork's areas. No works are to be carried out within the vicinity of any HV overhead or underground cables.
- Mains gas services.
- Mains water services.
- Fire hydrant main.



- Other services if applicable, i.e. telephone cables, fibre optics etc.

Any excavation works in these areas shall not commence without instruction from the Moss Civil Engineering Ltd Site Manager and shall follow Method Statement ref: *MC/Method Statement/01* contained in this plan.

All services will be checked and verified by hand dug trial holes made to confirm the actual depths and positions of buried services before any mechanical excavation work commences.

All identified services, as far as is practicable will be denoted and brought to the attention of all site personnel as part of the site induction training. The positions of the existing services will be recorded for future reference.

Emergency Numbers:

Power cable-Western Power: 0800 6783 105 or call 105

Gas pipe/gas leak - Emergency Gas Number - 0800 100 999

Water pipe- Severn Trent Emergencies (24hrs) 0800 783 4444

2.5 Traffic Systems

Deliveries and wagon movements will have an effect on local residents; however, vehicles leaving the site do present a risk of depositing mud on the road.

Contractors must be reminded to ensure that exiting vehicles do not contaminate the main road with mud deposits and implement appropriate control measures such as provision of wheel washing facilities before vehicle leave site. The Leekbrook Junction and the main road junction with Cheddleton road will be inspected for any mud deposits. In the event of any mud deposits, a road sweeper will be employed to clean these sections of road.

Suitable signage must also be displayed at regular intervals along Newcastle Road to the site entrance to warn road users of the location of the actual site entrance, the risk of turning vehicles and potential of mud on the road.

There are occupied parking restrictions locally and sufficient parking will need to be made available on site.

2.6 Existing Structures

Site History

The original station opened in 1849 by the North Staffordshire Railway on the Churnet Valley Line which connected the towns of Uttoxeter, Leek and Macclesfield. Other lines that the original station connected to were both the Stoke-Leek line which connected Leek to the villages of Endon, Stockton Brook, Fenton



Manor and Stoke-On-Trent and the Waterhouse's branch line which connected Leek to the villages of Cauldon and Ipstones.

Closure

The lines to and through the station closed in stages with passenger services being the first to be withdrawn on the Waterhouses Branch in 1935, followed by the Stoke-Leek Line in 1956 and finally the Churnet Valley Line closed in stages with the section from Leek-North Rode closing in 1960 and the section from Leek-Uttoxeter closing in 1965.

Freight continued to North Rode until 1962 when the entire line closed from North Rode to Leek and Leek was closed to freight and through traffic in July 1970.

Freight from Stoke-on-Trent continued to serve the sand sidings at Oakamoor as well as the Waterhouses Branch to the quarries at Cauldon until the 1988 when the lines were mothballed.

Historical maps for previous usage have not been made available. It is assumed to be undeveloped land.

2.7 Ground Conditions

The site is approximately rectangular in shape, is relatively flat, and has an area of approximately **0.5** hectares and is centred on Ordnance Survey national grid reference **Map Ref: SJ9855; X: 398116, Y: 355305 Postcode: ST13 7DR**

The ground conditions and water table have not been determined as no ground investigation survey has been made available.

Noise and vibration mitigation proposals for the CFA piles-Water Tower

Noise and vibration will be kept to a minimum due to the type of piles being used which are Continuous Flight Auger (CFA) These piles provide minimal levels of vibration, lower noise levels from the piling rig itself and the process.

Noise and vibration mitigation proposals for the Vibration Driven Piles-Platform Foundations.

Subject to design

Where the method of piling installation causes vibration, monitoring of vibration levels to adjacent properties may be necessary.

Where readings exceed any pre-defined vibration thresholds, alternative pile installation methods may need to be considered.

3. GENERAL ARRANGEMENTS

3.1 Management Structure

Those involved in the management of Moss Civil Engineering Ltd have their duties and responsibilities clearly defined. The purpose of this is to ensure the health and safety general policy and statement of intent are carefully considered when designing and implementing systems and procedures.

Management has a responsibility and a duty to ensure that:

- (a) employees are aware and understand the Health and Safety General Policy, and Statement of Intent of Moss Civil Engineering Ltd.
- (b) employees are aware and understand the Health and Safety rules relating to their work.
- (c) employees are adequately instructed, trained, and supervised.
- (d) employees are made aware of the hazards and risks associated with their work activities.
- (e) employees are provided with safe products, substances and equipment, safe methods of work and an environment, which is safe and healthy to work in.

The above duties and responsibilities are implemented using the documentation outlined within the Companies Health and Safety Policy.

(A copy can be seen at head office or a copy can be bought to site on request.)

- See Appendix, Section 1 – Moss Civil Engineering Ltd – Health and Safety General Policy – Duties and Responsibilities for the Implementation of the Health and Safety Policy.

3.2 Communication with Other Contractors

Moss Civil Engineering Ltd will disseminate health and safety information to all contract personnel in such a way that everyone undertaking construction work will be made aware of health and safety matters and the way the company conducts its business.

Regular meetings will be held where amongst other matters health and safety will be on the agenda and respectively discussed. Everyone employed will be given the opportunity to consult with the company regarding any matter which is considered to affect the health, safety and welfare of those persons at work, or any other persons not at work, e.g. the Clients workers, visitors or the public.

3.3 Health and Safety Standards

Moss Civil Engineering Ltd has a comprehensive health and safety policy comprising of two parts:

- 1. General.**
- 2. Safety Rules.**



The company will use the procedures laid out in the policy to ensure that its responsibilities to people and the environment are met in ways, which fulfil the spirit and letter of the law.

All aspects of the construction phase will be conducted in accordance with current legislation governing health and safety in the construction industry, in particular:

- Compliance with the Construction (Design and Management) Regulations 2015.
- Compliance with the Construction (Health, Safety and Welfare) Regulations 1996.
- Compliance with the Lifting Operations and Lifting Equipment Regulations 1998.
- Compliance with relevant regulations of the Provision and Use of Work Equipment Regulations 1998.
- Compliance with relevant regulations of the Workplace (Health, Safety and Welfare) Regulations 1992.
- Compliance with relevant regulations of the Management of Health and Safety at Work Regulations 1999.
- Compliance with the Lifting Regulations of 1998.

3.4 Selection Procedures

Moss Civil Engineering Ltd recognises that it is crucial to select the correct resources to meet the requirements of the task. This applies to human resources, materials, plant, and equipment. All contractors employed by the company are assessed for their competence in undertaking the work, and amongst other things this includes a review of their past track record and performance on similar projects. Most, if not all contractors are already well known to the company and this has been accepted as a valid method of selection which is backed up by supportive safety policy, method statements and risk assessment documentation.

Any plant and equipment hired by the company is supplied by reputable hire companies and is maintained to the highest standards to comply with various legislation. Operators of mechanical plant, e.g. excavators, dumpers, rollers, etc. hold CITB Plant Operators Certificates of Achievement on the category of plant being operated or similar approved certification. Please refer to separate document "Certificates" - Evidence of Competence and Training Certificates.

Lifting equipment will have valid statutory lifting test certificates and copies of these will be available for inspection on site throughout the duration of the contract.

Materials are supplied either direct from the manufacturers or through builder's merchants. Any materials ordered will be supplied with manufacturers product information sheets and where applicable, COSHH data sheets. Again, these will be available and appended to this health and safety plan.



3.5 Communication and Co-operation

Health and safety information will be communicated to all project personnel using various methods.

- A site induction will be given to all personnel on their arrival for work on the site.
- Safety signs and notices will be posted at various positions around and within the working area.
- Information will be posted on a notice board in the site office and contractors mess room.
- Regular tool-box talks will be arranged with contractors to discuss specific health and safety issues.
- Minutes of meetings will be posted on the notice boards and brought to the employee's attention.
- All trades working on the site will be required to exchange information in the interests of safety and health, where any hazardous processes are being undertaken notice will be given to other trades that may be affected.
- Where design work is undertaken, whether by the company or its agents, this will be undertaken in accordance with Regulation 13 of the Construction (Design and Management) Regulations 2015 (as amended). Where risks cannot be eliminated or mitigated at the design stage, a risk assessment will be provided and passed to the appropriate person(s) highlighting the area of risk and the measures required to be implemented during construction.



4. PROJECT SPECIFIC ARRANGEMENTS

4.1 Storage and Distribution of Materials

Materials will be located on the site and brought to the working area as required.

Where practical the construction materials will be delivered directly into the working area to minimise the need for the manual handling of materials.

Materials will be stored in such a way that there is adequate working space to safely handle them manually or by machine. The storage of materials will be carefully controlled to ensure minimal risk to the client, his staff, visitors, and members of the public.

4.2 Movement of Vehicles on Site

Vehicles will follow the existing traffic routes and observe the statutory and Client's speed limits. Temporary Give-way and stop signs will be provided.

Contractor's car parking will be in designated areas inside the compound and no vehicles will be parked on the main road, so as not to hinder any wagons delivering/trans versing down to Severn Trent waterworks.

Moss Civil Engineering Ltd shall devise a traffic management plan, considering the movement, parking, loading, and unloading of plant and vehicles that are entering / egressing or moving around the site.

Non-site traffic, i.e., Client's workers vehicles, visitor's vehicles etc shall be segregated from Moss Civil Engineering Ltd plant and site vehicles, as necessary. Wherever possible a one-way system shall be implemented to minimise any risk from reversing vehicles.

Any damage caused to the existing road through the movement of plant and vehicles will be made good by Moss Civil Engineering Ltd.

4.3 Control and Disposal of Waste

Waste materials from the construction process will be deposited in muck shifting lorries and / or waste skips provided by the company, which will be emptied on a regular basis. A licensed waste handler will manage the waste, and a record of waste transfer notes will be maintained on site. Any hazardous waste will be marked as such and handled and disposed of in an appropriate manner.

Moss Civil Engineering Ltd will not at any time permit the burning of waste materials on site. Every effort shall be made to comply with the Environmental Protection Act 1990 to prevent the pollution of the existing watercourses whilst the works are being undertaken.



4.4 Provision and Use of Common Means of Access and Places of Work.

Access for delivery vehicles will be via Leekbrook Junction, off the main Cheddleton Road. Suppliers must be informed of access constraints when materials / equipment are ordered, and deliveries made on small rigid (not articulated vehicles) vehicles where possible.

Peak periods should be avoided for deliveries of materials and equipment. Affected residents should be informed of the proposed works including expected movements of delivery vehicles.

Provide signage to advise delivery drivers of site location and a speed restriction should be imposed (suggested maximum 10mph on estate roads).

Mud and debris deposit should be prevented by early provision of stoned-up vehicle access routes and wheel-wash facilities.

4.5 Provision and Use of Temporary Services

If required, Temporary services will be established in the early stages of the contract. Power required within the construction area where it is not available from the Client will be generated from portable generators where practicable.

The company will permit no unauthorised use of the Clients services and any authorised connections will be inspected by the Client prior to use.

4.6 Temporary Structures

Where used, only competent personnel will install groundwork / trench supports, and formwork / false work. Such structures will be inspected for their integrity in accordance with statutory requirements. No person will alter in any way groundwork / trench supports, formwork or false work unless they are competent by both qualification and experience and have been approved by the company to do so.

4.7 Permit to Work Systems

Moss Civil Engineering Ltd shall make the application for a permit-to-work to the Client's representative. No work shall be undertaken where a permit-to-work is required unless the permit states the correct date and correct commencement and completion times. Permit to work systems will operate for the following work activities:

1. Work within confined spaces – as defined by the Confined Spaces Regulations 1997.



2. Hot work – welding, cutting, grinding, etc.
3. Deep excavation work, e.g. connections into the existing surface water systems.
4. Work near any existing high voltage and medium voltage cable systems.

Should any work adjacent to HV cables for which the local Electricity Company has responsibility, then a permit-to-work will be applied for from the supply authority prior to work commencing.

Permits to work will not prevent incidents unless:

- (a) their need and use have been established.
- (b) their requirements are adhered to.
- (c) staff are aware and competent.
- (d) appropriate equipment is available for testing and implementation.

Therefore, Moss Civil Engineering Ltd will ensure that where such permit to work systems are required, the above conditions have first been satisfied.

4.8 Protection against Falling Materials and Falls from Height

Moss Civil Engineering Ltd will enforce the use of head protection by all personnel working on the construction site where there is considered to be an imminent and serious risk of head injury. This will be implemented in accordance with the Construction (Head Protection) Regulations 1989, Regulations 4(1) and 4(2) respectively. Any person not wishing to wear their hard hat will be told to leave the site. The company will comply with Regulation 8 (1)-(5) Falling Objects, as defined in the Construction (Health, Safety and Welfare) Regulations 1996.

All working platforms provided by Moss Civil Engineering Ltd to gain safe access shall be installed and used in accordance with the Construction (Health, Safety and Welfare) Regulations 1996, Regulation 6 – Falls.

The regulation states that there must be provisions to prevent people falling. Where anybody is working or gaining access at a height of 2m or more and the provisions adopted include the use of a guardrail, toe board, barrier or other similar means of protection, the following requirements apply:

- (a) the provisions adopted should be adequately strong and rigid and built to avoid accidental displacement
- (b) the main guard-rail must be at least 910mm above the platform but there must not be a gap of more than 470mm between any guard-rail, toe board, barrier or similar structure; where guard-rails and toe boards are erected, therefore, there is a requirement to place an intermediate barrier which may be a secondary guard-rail, brick guard, additional toe boards or other similar means (previous regulations only specified that a top rail should be in place)
- (c) toe boards must be at least 150mm high
- (d) the provisions must be placed to prevent the fall of persons or objects.

Where anybody is working or gaining access at a height of 2m or more and the provisions adopted include a working platform, it should:

- (a) be suitable and strong enough for its intended use
- (b) be large enough for its intended use (and not less than 600mm wide)
- (c) not have a gap through which materials or people could fall
- (d) not give rise to the risk of people slipping or tripping
- (e) not give rise to a risk of people being trapped between the platform and any adjacent structure
- (f) be provided with any hand and/or footholds necessary to prevent slipping or falling.

In addition to the requirements outlined above there must be a sufficient number of working platforms and these must not be overloaded. The supporting structure must be of suitable strength and rigidity and if necessary, tied to another structure to ensure stability.

Ladders may only be used for access and egress and for purposes of work where work is of short duration and can be carried out with minimal risk and where a ladder can be safely used.

Ladders:

- (a) must be suitable, sufficiently strong, and erected to prevent accidental displacement
- (b) if 3m or longer, must be secured or if this is not practicable, be 'footed'
- (c) when used as access between places of work, must be secured to prevent slipping or falling
- (d) must protrude, at access points, far enough to provide a safe hand hold (normally 1.1m) or an alternative handhold must be provided.

All scaffolding will be installed and erected under the supervision of a competent person. Scaffolding shall only be added to or altered if a competent person supervises the person carrying out the alteration.

4.9 Control of dust and dirt

Care will be taken to maintain dust emissions at a practicable minimum level. Best practice mitigation would be required during dry conditions. By using effective dust mitigation techniques, including good site planning, the potential for dust emissions to arise at a construction site and impact surrounding receptors can be minimised.

- Dust reduction measures would include:
- Careful management of earth stockpiles.
- Sheeting of vehicles transporting materials to and from the site.
- Limiting the speed of general vehicles within the site to 20mph.
- Surfacing of the haul roads as soon as possible in the programme.
- Haul routes to be located away from sensitive areas, if possible and to be regularly cleansed.
- Provision of wheel washing facilities at access points into local roads (to prevent mud from getting on the public highways).



- Sweep public roads regularly when potential traffic movements containing soil, spoil, hardcore, concrete etc, are being taken in or out of the site.
- Visual monitoring would be carried out at sensitive locations on a daily basis.

The potential for dust to arise during the ground-breaking, earth moving, and excavation stage of the construction is highly weather dependent. If carried out in dry weather, increased water spraying may be required to ensure the surface material remains damp.

In wet weather greater attention would be paid to vehicle cleaning to ensure significant quantities of mud are not trafficked onto local roads, which once dry can become a significant source of dust.

Throughout the construction period, care will be taken to ensure the adequate control of dust from vehicles delivering and removing materials to and from the site.

Drop heights, when loading and unloading materials, will be minimised. All dusty loads will be sheeted appropriately.

Dried mud and dust carried onto roads by loading vehicles and other machinery can be a significant source of dust.

The Site Supervisor would ensure that the hard surfacing of heavily used areas and adjacent public roadways are regularly cleaned.

Generally, storage compounds will be screened, both for security and to prevent wind whipping.

In addition, there are certain construction activities that are inherently dusty and would require additional controls e.g., stone or brick cutting.

Such activities may require local screening, or the activities may be limited to certain areas or time periods in order to limit impacts.

Specific measures to prevent dust would include the following practices:

- The provision of easily cleaned hard standings for vehicles.
- The provision of a permanent & adequate water supply.
- The regular cleaning by brushing and water spraying of heavily used hard surfaced area.
- The provision of wheel washing facilities or high-pressure hose to ensure all vehicles leaving the site are in a satisfactory state of cleanliness.
- Dusty materials stockpiles and dusty activities such as stone cutting and grinding to be sited away from the site boundary and/or effectively screened where practicable.
- Plant and equipment to be selected to minimise the generation of dust.



4.10 Exclusion of Unauthorised People

The following groups of people will be classed as those Authorised to enter the site:

- Those carrying out work on the construction site.

Visitors who will fit into one of the following categories:

- People who have some involvement in the construction process, e.g. the Client, representatives, members of the design team, delivery drivers or utility companies.
- Those whose work on site is part of a regulatory process and have a statutory right of entry such as building control officers, HSE or local authority inspectors.
- Those who work on site but are not directly engaged in the construction work such as security staff.
- The general public – those who may come onto the site in search of work.

A daily record will be kept of those authorised persons on site when they arrive and depart.

Secure Heras type fence will be erected around the working areas. Signs and notices will be posted on the temporary fence to discourage unauthorised access.

4.11 Emergency Procedures and Fire Precautions

It is the intention of Moss Civil Engineering Ltd to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, the company acknowledges that despite these measures it cannot be assumed that a major incident will never occur. Although such an incident is highly unlikely if all

risks are adequately controlled; the consequences could be catastrophic and so the company will plan appropriate emergency procedures to ensure injury and damage limitation in the event of such an incident. The person responsible for implementing these procedures is Daniel Moss-Managing Director.

The organisation will endeavour to give information and training as often as is necessary to all employees (and other persons, such as contractors and visitors). Any concerns employees may have regarding the company's emergency procedures should be reported to a responsible person immediately. The company will then take the necessary measures to investigate and remedy the situation

Emergency Arrangements

In order to be prepared for any emergency event, the company will, when considered necessary, plan for reasonably foreseeable incidents and prepare written plans outlining procedures to be followed in such events.

The company will, in consultation with workers and their representatives:



- (a) Carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required.
- (b) Establish procedures to be followed by employees in the event of an emergency, including:
 - (i) Raising the alarm.
 - (ii) Means of escape.
 - (iii) Assembly points and 'safe muster areas'.
 - (iv) Summoning the emergency services.
 - (v) Evacuation of disabled persons.
 - (vi) Appoint persons to be responsible for specific procedures in the event of an emergency situation (including the shutting down of plant and making it safe before evacuating the area);
 - (vii) Fire wardens and fire marshals (as necessary);
 - (viii) Persons responsible for emergency power supplies and lighting.
 - (ix) First aiders.
- (c) Provide a written version of the procedures to all personnel.
- (d) Ensure that the plans cover out of hours working, weekend working and closures for holidays.
- (e) Ensure there is an up to date call-out list for key personnel and that this is readily accessible.
- (f) Keep all access routes for emergency services and all escape routes clear at all times.
- (g) Reassess the emergency plan at regular intervals and update or alter it as necessary.
- (h) Provide training in emergency procedures for all employees, plus specialist training for those with special responsibilities.

Most emergency situations are unlikely if all risks at the workplace are adequately controlled. When devising the emergency plan the company will:

- (a) Nominate personnel to be responsible for specific emergency actions and ensure that they are trained to deal with their responsibilities.
- (b) Ensure that all employees without special responsibilities are aware of how to evacuate the area without delay.

See Appendix, Section 1 – Moss Civil Engineering Ltd LTD – Health and Safety General Policy.

4.12 Welfare Facilities

Moss Civil Engineering Ltd will provide and make available on-site welfare facilities for the duration of the contract period. These facilities will be in accordance with Regulation 22 (1)-(8) and Schedule 6 of the Construction (Health, Safety and Welfare) Regulations 1996.

4.13 Information and Training

Moss Civil Engineering Ltd will provide information, instruction, and training to its employees. Sub-contractors employed by the company are expected to have arranged and received their own training for the work that they have been contracted to undertake. Evidence of such training will be requested prior to any contract being entered into.

See Appendix; Section 1 – Moss Civil Engineering Ltd LTD – Health and Safety General Policy.



4.14 Consultation with People on Site

Moss Civil Engineering Ltd recognises the requirements of the Health and Safety (Consultation with Employees) Regulations 1996. The company will discharge this duty in accordance with these regulations and offer an open forum in which all matters relating to health and safety and how it impacts on the workforce and company can be discussed constructively.

4.15 Site Rules

Moss Civil Engineering Ltd will co-ordinate the health and safety arrangements of all organisations and persons on site and will liaise as necessary with the Client's representative. The following rules shall be applied throughout the contract:

1. The identification and disposal of waste materials / chemicals – The company will ensure that procedures / measures are established to ensure the identification and appropriate disposal of all waste materials / chemicals, etc. from the site.
2. The company will establish procedures for dealing with any found unknown / unidentifiable substances and materials. These procedures will be communicated to all site personnel.
3. The company will ensure that adequate control of generated site emissions resulting from the working operations to minimise the levels of disturbance which may have the potential to affect the surrounding environment, paying particular attention to site access/egress, noise, fumes, vibration and dust etc. Every reasonable effort will be made to reduce noise levels at the site boundary.
4. The company will ensure at all times the protection of the site from unauthorised entry and will afford protection of the Client. His agents, and visitors. Safety notices will be clearly displayed and maintained.
5. No flammable liquids / substances will be stored on site without the written authority of the company. Where storage is authorised, a suitable area and storage method will be designated.
6. The company will not permit the use of 240v hand tools. Only appropriately tested 110v or battery powered tools will be permitted for use on site.
7. The protection of the surrounding area / buildings. The company will ensure that no damage results from working operations to the surrounding structures, buildings, roads, footpaths and services, etc.
8. Fire and fire prevention procedures will be maintained at all times including exits, notices and alarms etc. All combustible waste materials will be removed from the building at regular intervals. Any waste skips will be located away from existing buildings to a distance of no less than 3 metres.
9. The burning of waste materials on site is **not** permitted.



10.Emergency and accident procedures. These will be clearly defined and relayed to all site personnel. Procedures will be clearly posted, and emergency contacts and telephone numbers given.

11.COSHH. The identification and appropriate use of all substances will be implemented in accordance with the Control of Substances Hazardous to Health Regulations 2002

12.The company operates a smoking policy to comply with specified Client requirements. Smoking will only be permitted in designated areas.

13.All areas of the site including welfare facilities made available by the company must always be maintained in a clean and tidy manner.

14.The company will ensure that statutory examinations required for plant, excavations, scaffolding and lifting equipment, etc. are undertaken and kept up to date.

15.The company will implement safe systems of work and permits to work for work procedures that are known to be inherently hazardous, e.g. excavations, work adjacent to live services, confined spaces, etc.

16.Working outside of normal hours must be formally agreed and confirmed with the company to maintain the security of the site.

4.16 Information for the Health and Safety File

At the commencement of the contract set up a site safety file will be prepared and kept on site to contain the following information:

- (a) Pre-tender health and safety plan
- (b) Construction phase health and safety plan
- (c) Site traffic management plan
- (d) Disposal certificates for contaminated waste
- (e) Site layout plan in relation to storage, welfare, plant, vehicular and pedestrian segregation
- (f) Names and addresses of all sub-contractors
- (g) Detailed method statements
- (h) Hazard data sheets for all materials and/or equipment incorporated in the works
- (i) Test certificates

Information for the health and safety file will be forwarded to the Planning Supervisor as soon as practicable after completion of the project to enable him to assess, amend or review the information as necessary before handing the file over to the Client. Information received following practical completion will be forwarded as soon as is practicable.

Information for the health and safety file will comprise of the following:



- (a) general details of the construction methods and materials used complete with a description of any foreseeable hazardous aspects that may affect future maintenance, cleaning, construction or demolition.
- (b) record or 'as-built' drawings and plans used or produced during the construction process, including details on the location and nature of new services and those that are otherwise unrecorded incoming utilities and services found and identified during the construction phase;
- (c) maintenance procedures and requirements for finishes.
- (d) any other health and safety information considered being relevant for future reference.

4.17 Project Monitoring

Moss Civil Engineering Ltd will closely monitor and review its health and safety procedures in order to achieve compliance with statutory requirements and any implemented health and safety rules. This will be achieved by way of regular planned checks, thorough investigation of incidents, accidents and any complaints received by its employees or sub-contractors. This will involve the full co-operation of all persons undertaking construction work, regular meetings between senior managers / foremen and any other person(s) who provide health and safety advice and information to the company. The monitoring procedures will comprise:

- Proactive monitoring.
- Reactive monitoring.
- Monitoring of procedures, e.g. contractor selection and the management of certain trades.

4.18 Project Review

Reviews will be conducted throughout the project as various trades complete their work. Relevant information will be gathered from these trades for inclusion in the health and safety file documentation.