

WHITEHOUSE CONSTRUCTION CO. LTD**Construction Phase Plan- PF3 Building and Associated works**

Project	Croda Project – PF3
Client	Croda Europe Ltd
Whitehouse Contract Number	20-MC016
Client Project Number	TBC
Prepared by	Luke Mellor
Date of Issue	18/11/2020
Document Reference	SHEQplan-20-MC016
Status	Construction Phase Issue (Live)

Construction Phase Plan (CPP)

VERSION HISTORY

Version	5	Date	10/03/2022
Author	Luke Mellor		
Distribution	Dan Athey		

AMENDMENT HISTORY

Version	Sections affected	Remarks
1	Initial Draft	
2	All	Following Croda Leek Site comment
3	All	Updates to include Croda Major Project Procedure and Croda Risk Assessments
4	All	Updates following planning permission condition requirements
5	Title, 1.1, 2.9	Project name update, scope and image to detail compound

NOTE

Once the WHC Site Agent and the Clients representative have approved this document for use on this project it will not be issue controlled. This document then becomes a live document, and all changes / modifications will be handwritten / typed or new sheets inserted and the old crossed out. This document will form part of the Site Safety File.

Contents

1	DESCRIPTION OF PROJECT	6
1.1	Nature of the construction work	6
1.2	Planned construction period	6
1.3	The Client.....	6
1.4	The Principal Designer	6
1.5	The Principal Contractor	7
1.6	Designer.....	7
1.7	Subcontractors.....	7
1.8	Local Health & Safety Executive.....	8
1.9	Location of Works.....	8
1.10	Drawings & Information	9
2	MANAGEMENT OF THE WORK	9
2.1	SHEQ Advisory Team Structure and Responsibilities	9
2.2	Objective and arrangements for implementation	10
2.3	Monitoring	11
2.4	Continuing liaison	11
2.5	Consultation	12
2.6	Design information.....	12
2.7	Selection and control of other contractors.....	12
2.8	Exchange of information between contractors	12
2.9	Security: Compound, site and work areas	13
2.10	Site induction and training	16
2.11	Site Visitors	16
2.12	Welfare and First Aid	17
2.13	The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR).....	17
2.14	Positive Intervention Reporting.....	17
2.15	Safe systems of work.....	18
2.16	Additional hazards and unplanned activities	20
2.18	Public Liaison.....	21
3	ENVIRONMENT	22
3.1	ENVIRONMENTAL POLICY STATEMENT	22
3.2	General Site Management.....	23
3.2.1	Environmental Responsibilities	23
3.3	Emergency Procedures.....	23

Construction Phase Plan (CPP)

3.3.1	Emergency Contact Numbers	23
3.3.2	Aspect and Impact Assessment.....	23
3.3.3	Incident Response Plan.....	23
3.4	Material and Waste Management.....	25
3.4.1	Buying.....	25
3.4.2	Storage.....	26
3.4.3	Site Waste Management Plan	26
3.5	Nuisance Dust emissions and odours.....	27
3.6	Nuisance Noise and vibration.....	27
3.7	Traffic Management and Vehicle Use	28
3.8	Ground Contamination and protection of aquifer	29
3.9	Water	29
3.10	Wildlife.....	30
3.10.1	Aspects and Impacts Assessment.....	30
3.10.2	Key Animals.....	30
4	SITE RULES.....	31
4.1	Housekeeping.....	32
4.2	Statutory Documents and Inspections	33
4.3	Personal Protective Equipment (PPE)	33
4.4	Manual Handling.....	34
4.5	Hazardous substances	34
4.6	Safe storage and handling of materials	34
4.7	Working in live sewers and in Confined Spaces	35
4.8	Avoidance of damage to services.....	35
4.9	Avoidance of danger from mechanical plant.....	36
4.10	Temporary support and safety in excavations.....	36
4.11	Working on a sloping site	37
4.12	Cutting of hard materials	37
4.13	Controlled Waste.....	37
4.14	Control of Noise	37
4.15	Control of vibration arising for work equipment	38
4.16	Avoidance of dust	38
4.17	Avoidance of pollution.....	38
4.18	Overpumping of sewer flows.....	38
4.19	Access for the emergency services.....	39
4.20	Minimising disruption to local community and environment.....	39
4.21	Traffic safety and Temporary Road Closures	39

Construction Phase Plan (CPP)

4.22	Safety of public.....	40
4.23	Access to properties affected by the works	40
4.24	Prevention of falls from height.....	40
4.25	Drugs and Alcohol Policy	40
4.26	Exposure to UV radiation	41
5	HEALTH AND SAFETY FILE	43
6	EMERGENCY PROCEDURES	43
6.1	General.....	43
6.2	Emergency Contact Numbers (Existing Services).....	43
6.3	Fire.....	44
6.4	Flood.....	44
6.5	Damage to mains services / incidence of pollution	44
7	LIST OF APPENDICES.....	45

Construction Phase Plan (CPP)

1 DESCRIPTION OF PROJECT

1.1 Nature of the construction work

1.1 Nature of the construction work	Surface Water (Rainwater) Drainage Modifications - Excavate and install 300mm ducting, 230m in length, Lateral connections to building and drainage on site reinstatement. Alterations to Sewers on site, Installation of 300mm PE pipework and 4 no Manholes. Effluent trough system 80m along bottom embankment. Installation of crane pad. Cutting and removal of concrete section from phase 3 building area. Future construction of PF3 building.
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1.2 Planned construction period

1.2 Planned construction period	Construction start date	13/12/2021
	The current forecast for the completion of the construction phase is	14/11/2023
	A contract programme has been developed detailing the works and can be found in	Appendix 1

1.3 The Client

1.3 The Client	Name	Croda Europe Ltd
	Address	Barnfield Road, Leek, ST13 5QJ
	Contact	Mark Weston
	Telephone Number	07367 340807
	Email address	Mark.weston@croda.com

1.4 The Principal Designer

1.4 The Principal Designer	Name	Norder Design Associates Ltd
	Address	Beech Lawn, Green Lane, Belper, Derby, DE 56 1BY
	Contact	Jo Renold-Smith
	Telephone Number	07850 206159
	Email address	JoRenoldsmith@norder.co.uk

Construction Phase Plan (CPP)

1.5 The Principal Contractor

1.5 The Principal Contractor	Name	Whitehouse Construction Co. Ltd
	Address	Ewart House, Blenheim Road, Ashbourne, DE6 1JU
	Contact	Daniel Athey
	Telephone Number	01335 344 000 / 07764 408688
	Email address	Daniel.athey@whc.ltd

1.6 Designer

1.6 Designer	Name	Norder Design Associates Ltd
	Address	Beech Lawn, Green Lane, Belper, Derby, DE 56 1BY
	Contact	Jo Renold-smith (Surface Water)
	Telephone Number	07850 206159
	Email address	JoRenoldSmith@norder.co.uk
	Name	Norder Design Associates Ltd
	Address	Beech Lawn, Green Lane, Belper, Derby, DE 56 1BY
	Contact	Martin Lythgoe (Effluent Drainage)
	Telephone Number	07717 677939
	Email address	Martin.lythgoe@norder.co.uk

1.7 Subcontractors

1.7 Subcontractors	Name	TBC
	Address	
	Contact	
	Telephone Number	
	Email address	
	Name	TBC
	Address	
	Contact	

Construction Phase Plan (CPP)

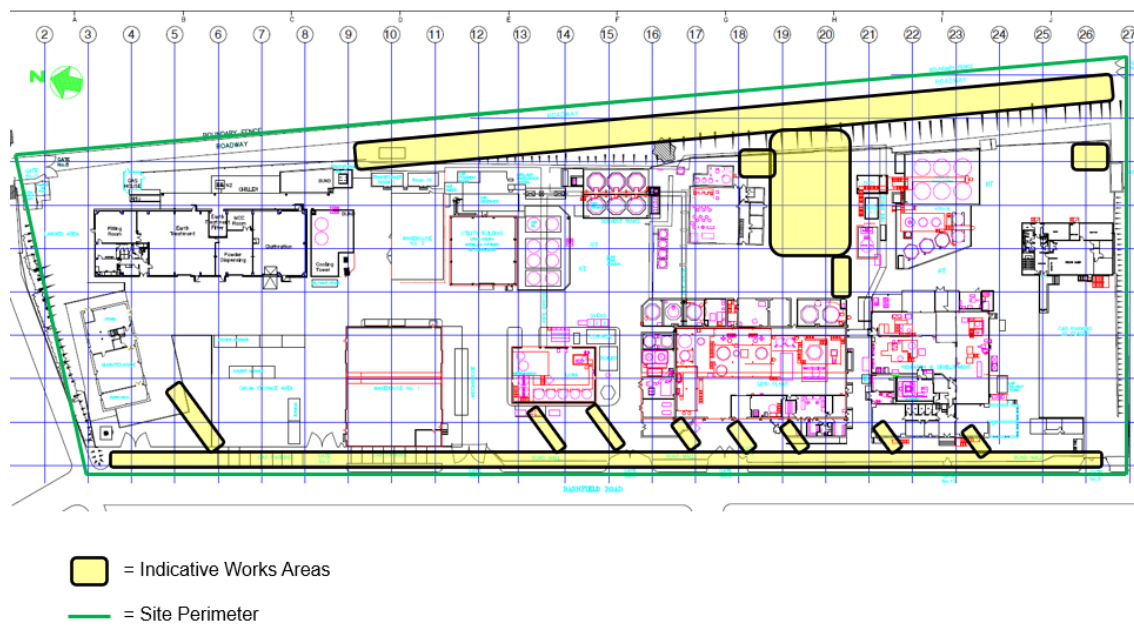
	Telephone Number	
	Email address	
	Name	TBC
	Address	
	Contact	
	Telephone Number	
	Email address	

1.8 Local Health & Safety Executive

1.8 Local Health & Safety Executive	Kingsley Dunham Centre, Nicker Hill, Keyworth, Nottingham NG12 5GG Tel: 0300 003 1747
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1.9 Location of Works

1.9 Location of Works	Croda Europe Barnfield Road Leek Staffordshire ST13 5QJ
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For the purpose of this Construction Phase Plan (CPP) any reference made to "site" is the area contained in the green perimeter

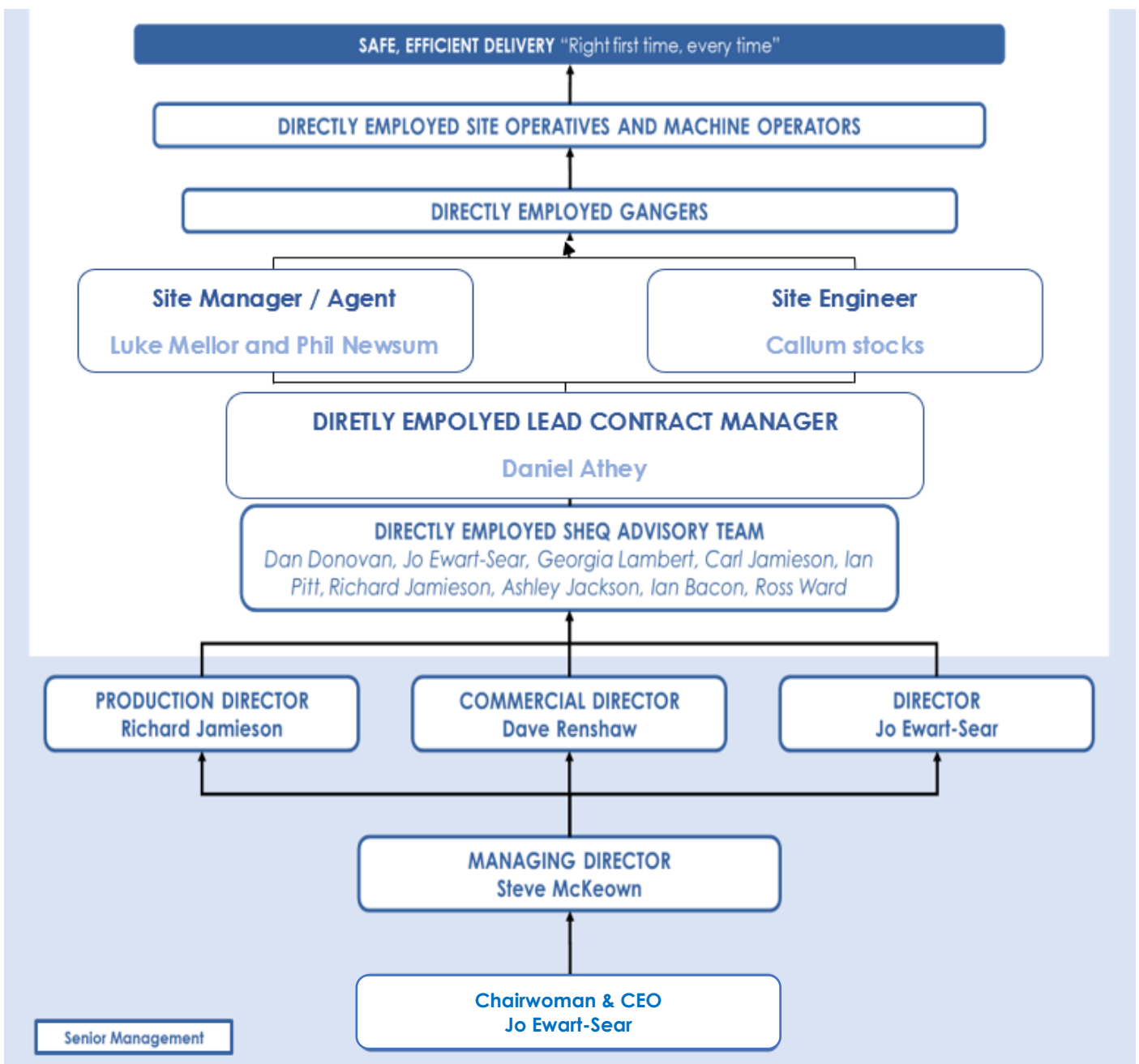
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1.10 Drawings & Information

1.10 Drawings & Information	The project drawings and associated information have been issued to WHC by the Designer. These are maintained within	Appendix 2
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2 MANAGEMENT OF THE WORK

2.1 SHEQ Advisory Team Structure and Responsibilities



Construction Phase Plan (CPP)

Role	Name	Telephone
Managing Director / Director Responsible for SHEQ	Steve McKeown	07917 448 301 Emergency out of hours: 01335 344 000
SHEQ Advisory Team		
SHEQ Advisor	Dan Donovan	07976 199 503
Director	Jo Ewart-Sear	07917 766 711
SHEQ Administrator	Georgia Lambert	01335 344 000
Contracts Manager	Daniel Athey	07764 408 696
Production Director	Richard Jamieson	07764 408 696
Plant Manager	Ashley Jackson	07825 597 616
Production Manager	Ian Bacon	07791 198 254
Site Agent	Luke Mellor	M:07717 860153 Emergency out of hours: 01335 344 000
Site Agent	Phil Newsum	M:07929 169227 Emergency out of hours: 01335 344 000
Site Engineer	Calam Stocks	M:07972 539071

2.2 Objective and arrangements for implementation

The purpose of this Construction Phase Plan, here after known as the CPP, is to ensure all WHC personnel and its sub-contractors who are working on site are made aware of SHEQ legislative standards, company procedures and the requirement for total compliance.

This CPP has been developed to incorporate all SHEQ issues. It should be read in conjunction with the Pre-Construction information prepared by the Client and the Principal Designer (**Appendix 3**).

It is a primary objective of WHC and the entire Project Team that the works will be completed with zero accidents or incidents, and without compromise to the health, safety or welfare of the local community, those employed on site, members of the public, and others who may be affected, or the environment.

In order to achieve this, we will undertake the following as a minimum

- Breakfast briefing – WHC Daily
- Job check – WHC/Croda Projects safety team two hourly
- Work site inspection by Site Agent – WHC Weekly
- Work site inspection by SHEQ Advisor – WHC Monthly
- Work site inspection by Contracts Manager – WHC Monthly
- Tool Box Talks – WHC Weekly
- Positive Interventions – WHC as required

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- Project Safety Meeting – WHC/Croda Projects Weekly
- Designated Site Supervisor or appointed Deputy on site during all works

All those responsible for the delivery of the project are urged to demonstrate their commitment by embracing the contents of this document and by employing 'Best Practice' in all aspects of SHEQ Management.

2.3 Monitoring

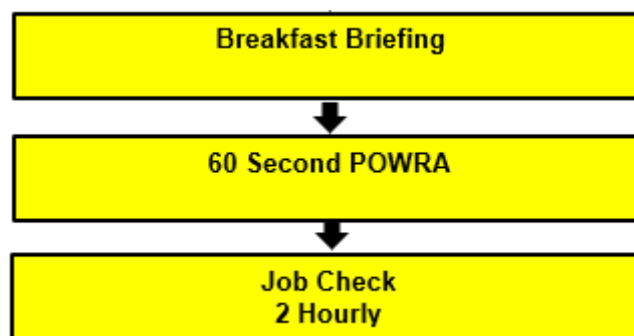
The WHC Contracts Manager will ensure the requirements of this CPP are observed and implemented at site level. The SA is the individual having delegated responsibility for the implementation and enforcement of SHEQ procedures, proper recording of accidents, etc.

In the course of their regular site visits, the Contracts Manager will make an inspection to ensure the work areas and systems of work meet WHC SHEQ standards and all applicable legislation is properly complied with. If any shortcomings are identified, the SA will be instructed in writing. The SA will record the action taken to remedy the deficiencies noted, along with date and time of implementation.

The WHC SHEQ Advisory Team will visit site regularly, carrying out site surveillance reports and also have responsibility for collating information and maintaining records, from which statistical data is prepared. An increase in incidence rate would signal the urgent need for investigative / corrective action by management.

Any employee found to be repeatedly disregarding SHEQ requirements will be issued with a written warning by the SA, WHC048 – Unsafe Act Record (**Appendix 4**). If the warning is disregarded, disciplinary action will follow.

Proactive monitoring will follow the below diagram on a daily basis for each work area and/or package;



Job Checks will be carried out by all levels of WHC Site Management and the Croda Project Safety Team. These will be completed on **EPP/029/LF05 Croda Job Check Document**.

2.4 Continuing liaison

Regular progress meetings are to be arranged with Clients' Contract Representative and to be attended by: Principal Contractor's Site Agent and associated personnel as required.

Throughout duration of works on site weekly meetings are to be held with the client and key personnel.

A weekly health and safety meeting will be held, to discuss recent events on site and planned works, including improvement and concerns of activities and standards on site.

A weekly Project update meeting will be held to discuss progress and to act as an open forum for the future works and to collaborate and plan the works.

2.5 Consultation

The Principal Contractor has an established policy of consultation. Monthly SHEQ committee meetings are held, attended by management and representatives from site.

Consultation is an on-going process and is typically completed through the use of Site Inductions / Toolbox Talks / SHEQ Alerts and Breakfast Briefings. These act as the primary basis for informing site personnel of relevant SHEQ issues.

The SA will broaden the scope of those talks, encouraging the development of a constructive dialogue. They will note employees' comments and ideas, which will be taken forward to the above meetings for consideration and possible implementation, as a positive contribution to the SHEQ System.

2.6 Design information

The associated works include a design element, before placing any order they will be required to demonstrate their competence and discuss the content of the design change with all relevant parties. Design information will be provided by the principal designer, and information will be documented and reviewed prior to submission. Any design document changes will be submitted to the designer to confirm prior to carrying out change.

Prior to carrying out site activities, the planned works will be discussed in the clients (CRAG) change request authorisation group meeting to discuss and review planned works prior to commencing, action may arise from the meeting that need to be feed back to the designer, if that occurs work will be halted, and the design process detailed above will be implemented.

2.7 Selection and control of other contractors

The Principal Contractor has established procedures in place for ensuring that the other contractors appointed are competent and will make adequate provision for SHEQ.

Prior to starting on site, effective means of communication will be established to ensure that personnel having responsibility for SHEQ issues are identified and are responsible for implementing and maintaining a safe system of work, together with staff responsible for environmental and quality matters.

2.8 Exchange of information between contractors

WHC will ensure, so far as is reasonably practicable, that all available information is shared with the other contractors, in order that their works may be carried out in compliance with the SHEQ System. This objective will be achieved by the following means:

- Provision of the Construction Phase Plan, and copies of all relevant drawings and specifications, including the latest revisions to those documents
- Involvement of contractor representatives in site meetings, to allow for a full exchange of information on all aspects of the works and, SHEQ related matters
- Provision of all the information provided by the Designer concerning underground services within the site
- Detailed explanation and discussion of the matters addressed by the Principal Contractor's Risk Assessments, Method Statements and COSHH Assessments
- Emergency procedures and first aid provision. The information to be displayed by means of notices, prominently displayed and brought to the attention of all contractor's personnel
- Procedures necessary for the protection of the general public, the avoidance of pollution and the proper disposal of waste will be agreed in advance and documented
- Provision of the Croda Leek Major Projects Procedure and Construction Impacts Risk Assessment

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Arrangements for maintaining a flow of information between the various members of the project team will follow normal industry procedures and may include:

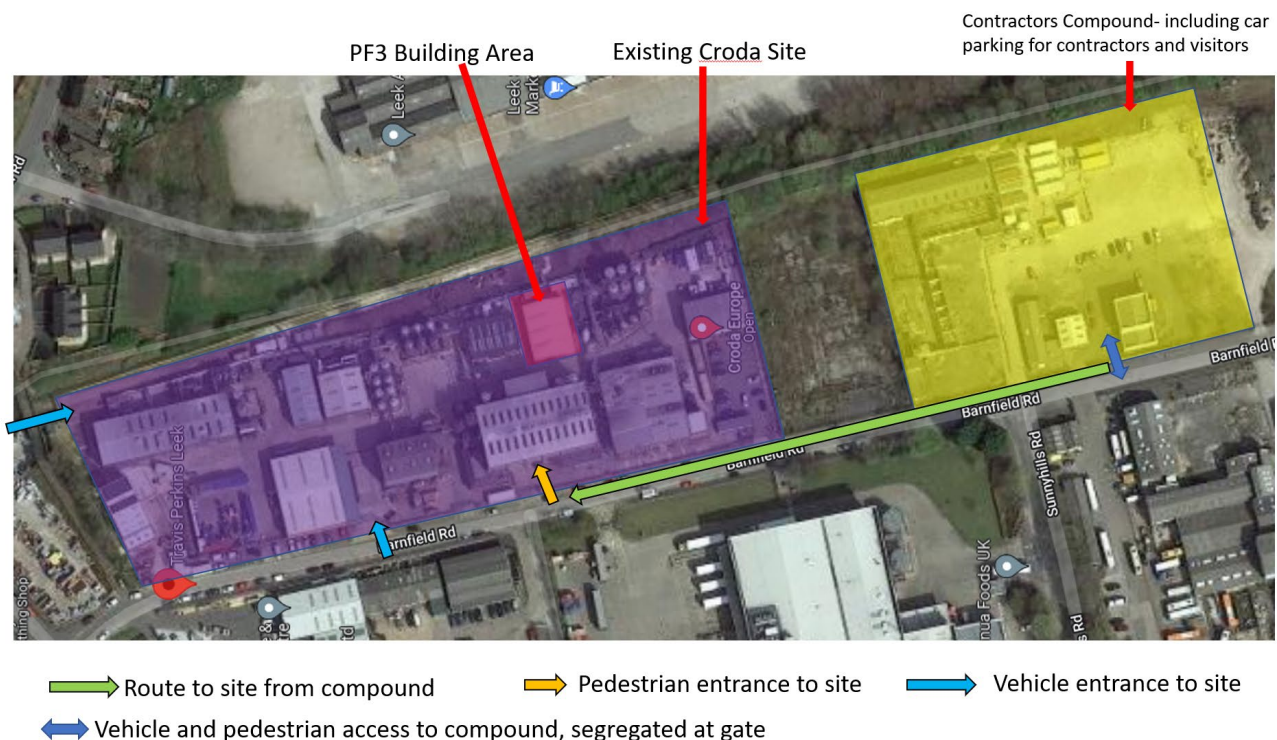
- Written, instructions and/or drawings (including revised drawings), requests for information etc., sent through the post
- E-mail transmissions
- Telephone contact, which may need to be confirmed in writing
- Inspection visits, along with progress meetings, the agenda of which will include SHEQ and any documented instructions, reports or minutes
- Personal discussions between site-based staff, e.g. SA and the client., and any records arising from those discussions

As part of the site's health safety, environmental and quality reporting, each month the following will be sent to the clients management team via email.

- Positive intervention / Near Misses
- Accident and incidents with any investigation and follow-up actions
- Toolbox Talks
- Working hours
- Work site inspections by WHC Management
- Waste – waste code, haulier licence, transfer notes, weighbridge tickets

Any accidents or incidents on site will be reported to client management immediately and acted on accordingly.

2.9 Security: Compound, site and work areas



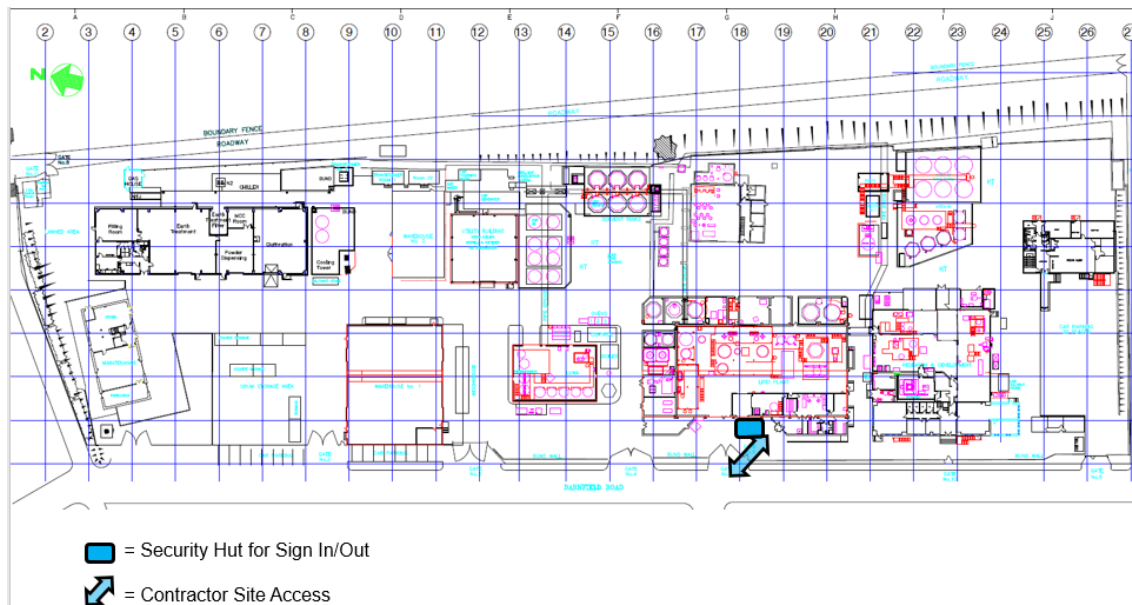
Existing Croda Site and Compound area have permanent fixed fencing. PF3 within Croda site is heras fencing.

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The main compound area will be situated on Barnfield road, further down from the Croda Site. Accommodation, temporary toilet, washing facilities and provide a secure storage area for materials, equipment, and parking for plant.

Whilst on Croda Site WHC will work with the existing security arrangements contained in Croda Document SOP/04.

When entering and exiting site, operatives will use electronic card pass to gain access to site via the turnstile located nearest the lipid building. There will be a roll call sheet for signing in and out of contractor operatives and visitors. When completing the roll call all persons will TICK in and CROSS out. This roll call will be collected by the designated WHC person and taken to the assembly point to conduct a roll call. Plant operators that will move throughout their shift from compound to the site will tick in at the start of their shift and out at the end of their shift. They will always have a radio with them to stay in contact with the designated WHC person. Should an alarm be sounded they should stop their vehicle, exit towards assembly point and await roll call, if off site they should stop their vehicle and contact designated WHC person via radio.



Additional compounds may be required for site activities, safe working area with storage of plant and materials. All additional compounds to be agreed with client and site prior to erection. Once agreed CPP will be updated with new locations.

The Surface Water working area will be fenced all round in Plastic Pedestrian chapter 8 Barriers and will be secured in place using sandbags, deep excavations (1.2m or deeper) left for a period will be segregated using steel mesh anti climb fencing 2.0m high, double clipped and securely bolted together preventing any unauthorised access.

The Drainage and Crane Pad working areas will be fenced all round using plastic chapter 8 barriers and secured using sandbags. Due to nature of the site works, the PF3 enabling works area will be segregated and detailed in (**appendix 25**) using steel mesh anti climb fencing 2.0m high, double clipped and securely bolted together preventing any unauthorised access.

Delivery vehicles required to access site off Barnfield Road via gate 3 will be booked in with Croda Logistics team. All companies delivering to site will be emailed the following safety briefing, this will be issued to the driver on arrival by the WHC SA or Supervisor.

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CRODA

Innovation you can build on™

Project FORWARD driver pass - Please ensure the information detailed below is read & understood

DATE	PRINT NAME	COMPANY	VISITING	VEHICLE REG	DRIVER SIGN	NOMINATED PERSON SIGN

Welcome to Croda Europe Ltd - Please remain with your nominated site contact at all times

This site manufactures a range of products for the pharmaceutical, dietary supplement, animal feed and industrial markets from chemical raw materials.

Strict rules apply for the protection of our employees & contractors, visitors, neighbours, customers and the environment.

Do not park with lorry exhaust close to louver vents as exhaust smoke will activate alarms.

You must wear the site standard PPE – Safety helmet, safety glasses, safety boots, overalls (arms covered), hi vis outerwear and gloves.

Wrist watches must not be worn and mobile phones must not be taken on site. They must be locked securely in glove compartment of the vehicle.

Vehicles must keep to the speed limit of 5mph, have their headlights on at all times and must be 'walked' on and off site

Drivers must not carry out work unless it is to pull back side curtains, remove loading straps operate a HIAB arm or drive a working vehicle such as a scissor lift. **AT NO TIME IS A MOBILE PHONE OR IPAD ALLOWED ON SITE TO TAKE PHOTOS OF DELIVERED ITEMS – ENSURE THIS IS CARRIED OUT OFF SITE**

Access on the back of vehicles is not allowed, loads to be removed by forklift or by hand. If access to the back of the vehicle is unavoidable and there is no fall prevention in place, a risk assessment must be carried out

Please report any illness or injury, spillage or loss of containment or any other incident to your Croda nominated person or Shift Team Leader

In an emergency a continuous two-tone high-pitched siren will sound. If this occurs proceed directly to the assembly point in the car park, or outside the turnstiles during out of normal office hours. **Please note the fire alarms are tested every Wednesday at 11am, and there is no need to leave the workplace.**

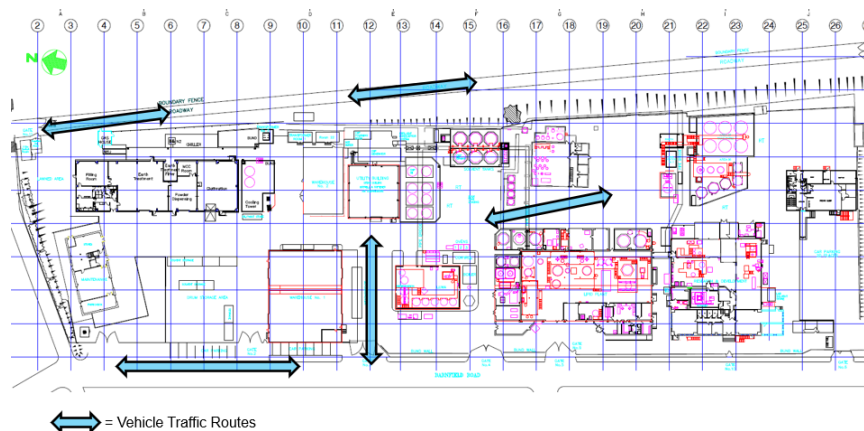
SITE SAFETY		
	Hazardous, Chemical and Flammable liquids	
	Potentially explosive atmosphere in signed areas	
	Moving vehicles and forklift trucks	

Delivery drivers will be briefed by WHC banksman on arrival. They must sign in on the logistics register and out when they leave site. They will be directed to agreed storage area. Where possible deliveries will be pre-slung to avoid accessing rear of vehicle. Vehicles on site if required to access rear of vehicle, recommended that edge protection or fall arrest system established. If vehicles arrive with out suitable protection, offloading to be assessed via site management or ganger. If no suitable arrangement can be made offloading or loading the vehicle will be escorted off site and asked to return once suitable provisions have been provided.

Vehicle movements where possible will be schedule on a weekly basis and communicated to the Croda Project Safety Team who will co-ordinate this information at a weekly maintenance meeting and share the site vehicle movements to ensure conflicts do not arise.

Any deliveries arriving at gate no.8 will be managed by WHC site agent or banksman who will retain responsibility for the opening and closing of the gate.

Vehicle traffic routes are shown below.



Prior to leaving site at the end of every shift, the Site Agent will ensure that:

- Manholes which have been opened have their covers replaced.
- Excavations which remain open receive a safe and acceptably secure.

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- Plant is parked where it cannot become a hazard. If circumstances require it, ensure it remains overnight within the fenced work area, it will be immobilised, or otherwise secured against theft or vandalism, e.g. use of cab shutters.
- A final check is made of the safety fencing, to ensure it is undamaged, stable and there is complete continuity with security of feet and clips.
- Tools, materials and equipment with the potential to cause injury, damage or spillage have been properly secured.
- The roll call sheet has been completed and no further operatives remain on site.

2.10 Site induction and training

The Principal Contractor maintains records of SHEQ training undertaken, e.g. Health and Safety Testing, CSCS/CPCS Carding, Confined Spaces and Use of Escape B.A. Sets, Slinger / Signaller, Abrasive Wheels, NRSWA 'Operatives' and other relevant competencies. This information will be considered by the Production Director in the selection of employees, appropriate to the requirements of the project.

In support of Safe Systems of Work, it will be the SA's responsibility to ensure that all site personnel (including visitors as appropriate) undertake and are informed in sufficient detail the following: -

- Pre-commencement questionnaires to be completed, prior to arrival to site or prior to induction. (Confidential information – Approval Required)
- Copies of training certification will be recorded, and records kept secured, until deemed not required. (Confidential Information – Approval Required)
- Site inductions with reference to the specific RAMS and Site Rules which form part of this document and their proposed activity
- The emergency procedures which apply
- Are appropriately trained and competent for their allocated tasks (**Appendix 5 – Training Records**)
- A Croda Site Induction will be completed by the Croda Projects Safety Team. A weekly updated Induction register will be recorded, maintained and forwarded by the Croda Safety Projects Team to Croda Europe (Leek) Site Management.

Site inductions will be completed detailing any specific known risks associated with the contract and other site requirements. Client Site induction will be required and carried out by the Croda Project Safety Team. Once completed the Croda Project Safety Team will issue the contractor operative a numbered electronic card pass. The card pass is the responsibility of the individual and must be returned to the Croda Project Safety Team when their works are completed. A lost card will be reported immediately to the Croda Project Safety Team and could result in a fine to the operative.

2.11 Site Visitors

Certain instances on site may require visitors to enter the Croda site, the actions and steps required are as follows:

- Visitor electronic card passes will be requested from the Croda Project Safety Team.
- Designated WHC management must escort a visitor on the site at all times.
- Visitors must sign in and out on the roll call sheet in the security hut.
- In the event of an emergency they must stay with their WHC escort or head to the assembly point if they become separated and await roll call.
- If emergency occurs whilst on site, visitors will be escorted to the muster point outside the reception building.
- On completion of the visit the electronic card pass must be returned to the Croda Project Safety Team

2.12 Welfare and First Aid

The site establishment will contain purpose-built portable site accommodation units; this will include a hot water wash station with soap, hand cleanser and a supply of paper towels available. Barrier cream and conditioning cream will also be available to help safeguard against the possibility of skin diseases.

The Site Agent will nominate one individual from those working on site to be responsible for maintaining the welfare facilities in a clean and tidy condition throughout the duration of the works.

Qualified First Aiders are appointed in accordance with the Health and Safety (First Aid) Regulations 1981. The location of the First Aid case will be marked by the conventional green and white sign, and the identity of the nominated First-Aider(s) displayed.

First aider details to be displayed in compound area for easily accessible information.

Designated first aiders for site are:

Site Manager: Luke Mellor Mobile Number: 07717 860153 Emergency Contact on site: Via Channel 2

Site Manager: Phil Newsum Mobile Number: 07929 169227 Emergency Contact on site: Via Channel 2

It is their responsibility to check the case on a regular basis and ensure that items which have been removed for use are replaced.

In the event someone is injured, the First Aider alone will decide on the most appropriate course of action, i.e.:

- Treatment on site
- Or visit to casualty
- Or in emergency, call an ambulance

An entry of any injury will be made on an Accident Report Form WHC038 (**Appendix 6**).

Any accident or injury occurring will be reported to management and the client as soon as possible, Joint Investigations may be required for understanding and cause analysis.

2.13 The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

WHC will report all accidents and incidents to its employees in the Client's Site Accident Book. Such accidents will also be recorded within the company's accident recording system (this may be done by telephone).

This will be the responsibility of the SA who will also complete the company's accident report and investigation form WHC038 accordingly. Blank copies of these forms can be found in **Appendix 6**.

Where accidents come under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), reporting to the Health and Safety Executive will be carried out by the WHC SHEQ Advisory Team.

2.14 Positive Intervention Reporting

WHC has a procedure in place which provides for all SHEQ 'Positive Interventions' to be reported to the SHEQ Advisory Team. Every positive intervention is categorised and investigated to allow a detailed analysis of the cause to take place. The objective is to continually improve company SHEQ procedures, in order to prevent similar or more serious incidents occurring in the future. WHC042 Positive Intervention cards can be found in **Appendix 7**.

All positive interventions (Croda reference: observations) will be feed back to the client each month, as part of the monthly statistics.

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In the event a high potential positive intervention occurs, information will be feed back to the client immediately.

High Potential positive intervention would be considered as a potential event that could have caused serious injury to operative or multiple, or an event that could have cause substantial damage to business, property or reputation.

2.15 Safe systems of work

Hazard identification will commence during the initial design phase. Any residual risk will be detailed within the Pre-Construction information prepared by the Client and the Principal Designer.

This information will be considered together with the Principal Contractor's proposed methodology for construction and the SHEQ Aspect & Impact Identification form WHC028 (**Appendix 8**).

As a result of the above the significant potential hazards identified will be addressed by the preparation of site-specific Risk Assessments and Method Statements (RAMS) and detailed in the following appendices: -

- Risk Assessments – WHC035 (**Appendix 9**)
- Method Statements – WHC029 (**Appendix 10**)

Registers will be maintained for both sets of documents and include in the above appendices, (WHC050 and WHC051 respectively).

In support of Safe Systems of Work, it will also be the SA's responsibility to ensure that all site personnel are aware of:

- Breakfast Briefings (to be conducted immediately prior to the initial start of work on site and on a day-to-day basis)
- Toolbox Talks (at weekly intervals) and SHEQ Alerts (as appropriate) to be conducted prior to commencing critical operations, or when it may be necessary to introduce changes in methods of work to take account of modifications to the design, changes of personnel, or other unforeseen events
- That everyone understands their personal role, has a thorough understanding of the objectives to be achieved, the hazards likely to be encountered and the control measures to be adopted in order to control the risk.

Site Inductions, Toolbox Talks, Alerts and Briefings will be recorded on Form WHC036 (**Appendix 11**)

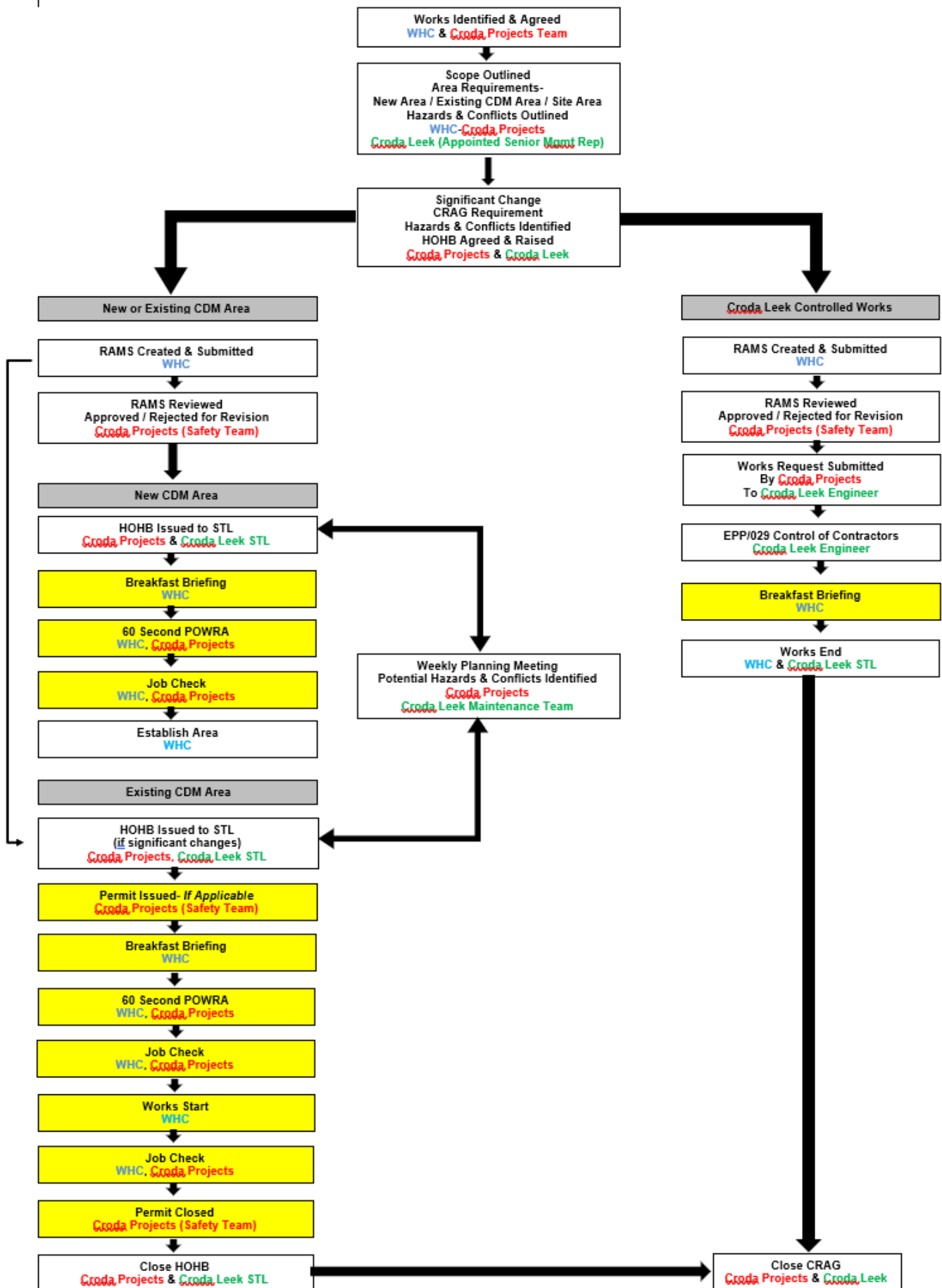
The Client has issued Construction Impacts Risk Assessments in addition to their existing site procedures and Major Projects Procedure. The control measures within these risk assessments will be incorporated into any WHC or sub-contractor safe systems of work.

Risk assessments and method statements will be created and submitted by WHC management as early as possible to the Croda Project Safety Team with a minimum of 48 hours prior to work commencing. Sub-contractor risk assessments and method statements will be reviewed by WHC management prior to submission and acceptance by the Croda Project Safety Team.

Permit controlled works will be required for various elements of the scope. With the exception of the working at height permit requirement all other permit controlled activities covered by the Croda document **SHE/027** will be subject to the site existing permit system. Permits will be requested in advance and issued by the Croda Project Safety Team. Permits will last no longer than the duration of the shift.

Construction Phase Plan (CPP)

Croda Project CDM Work Process



Construction Phase Plan (CPP)

2.16 Additional hazards and unplanned activities

Additional hazards and any unforeseen eventualities that may occur during the construction phase which result in changes to the planned method of working will be subject to appropriate measures to mitigate them. Any changes to the established safe working method or a change in risk will be communicated to the Client immediately. Dependent on the nature of the change to the method a risk a new or revised Construction Impacts Risk Assessment may be required and alteration/new CRAG being requested.

The revised documentation will be prepared by the SA or their deputy and submitted for acceptance by the Croda Project Safety Team.

It will be the responsibility of the SA to inform site personnel of any risks and implications to SHEQ, whether identified in this document, or as a result of unforeseen events. They will clearly explain the control measures to be adopted and ensure they are always observed.

2.17 Hot Works

In line with current Croda site arrangements relating to hot works WHC will work in accordance with the requirement of the diagram below. Hot Works Permits will be issued by the Croda Project Safety Team.

 Dangerous Substances	Dangerous Substances present as Ex area classification, normal plant operation. E.g. ethanol, hexane and other solvents at elevated temperature, being pumped or transferred within the process	Safety Method Statement (Task instruction e.g. camera and gas detector)	Must eliminate stocks of dangerous substances (no hot work under these conditions)	Must eliminate stocks of dangerous substances (no hot work under these conditions)
	Minimise presence and avoid release of Dangerous Substances – E.g. ethanol, hexane and other solvents held in process vessels at ambient temperature. Pumping or transfers prevented by isolation.	Safety Method Statement (Task instruction e.g. camera and gas detector)	Hot work permit (With supporting activities and documentation)	Must eliminate stocks of dangerous substances (no hot work under these conditions)
	Eliminate Dangerous Substances – E.g. ethanol, hexane and other solvents removed from plant vessels, pipes, storage containers & drains	Safety Method Statement (Task instruction e.g. camera and gas detector)	Safety Method Statement (Task instruction e.g. camera and gas detector)	Hot work permit (With supporting activities and documentation)
	Ref 1: DSEAR L138 ACOP Reg 6(8) Safe Systems of Work & Hot Work Ref 2: Guidance on Permit to Work Systems, HSG 250 Hot Work	Low Energy Sources - e.g. Hand tools and non sparking electrical equipment. Camera 3.6v, 12v laptop, 12v testing equipment	Med Energy Sources – e.g. >12v, 120v, 240v. Friction that produces heat e.g. drilling. Battery drills	High Energy Sources – e.g. naked flames, welding and spark producing grinding wheels
	Ignition Sources			

2.18 Public Liaison

Throughout duration of working activities on site, efforts will be made to raise awareness of impacts to residents as businesses. As the work activities progress on site, a regular letter drop will be carried out to the residents and business just to update on any changes that could affect the day-to-day activities. Included on these documents will be contact details for the site team, with a designated person to liaise with any issues arising.

Designated person – Public liaison	Trevor Thompson 07802 454677
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Any potential impacts that have agreed with local authorities will be sign posted and detailed routes established.

As part of the construction of the phase 3 building, a new haul road has been constructed which will increase plant and vehicle movements along Barnfield road and Barnfield close. Local authority has been contacted to request closure of cut-through, to provide protection from members of the public, and a detailed traffic management plan has been erected along with contact details for issues and concerns.

- 1st agreement reached with Staffordshire moorland and also Staffordshire county council County council reference 4238529 (19/04/2021 – 04/06/2021).

3 ENVIRONMENT

3.1 ENVIRONMENTAL POLICY STATEMENT

The Directors and Management of Whitehouse Construction Company Ltd are committed to operate every aspect of the business, so far as it is reasonably practicable to those standards that offer the highest possible quality of service to all clients. This is supported by a progressive management style that encourage positive environmental stewardship throughout the company.

We have adopted an Environmental Management System, so far as it is reasonably practicable, designed to meet and/or exceed the requirements of BS EN ISO 14001:2015.

All targets are set within the management review meeting and are documented within the minutes.

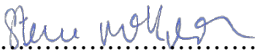
Environmental targets and objectives are set for our business and are checked by regular management and supervisory actions together with independent internal and third-party audits/surveillances.

We believe and promote that all our directly employed personnel together with any specialist sub-contractors and suppliers are responsible for the adherence to environmental targets, objectives and management programmes.

Our people will receive the appropriate levels of training and awareness to ensure that due emphasis is placed on protection of the environment and site care/cleanliness.

Recycling and re-use of materials will be carried out where possible and where not, due care will be exercised in respect of waste disposal in accordance with current guidelines and legislation.

This policy is communicated and made available to all company personnel, supply chain, members of the public and other interested third parties.

SIGNED  Date Reviewed 18th January 2022

Steve McKeown

Managing Director Responsible for the Environment

Construction Phase Plan (CPP)

3.2 General Site Management

3.2 General Site Management	Environmental Challenges	• Nuisance Noise, Dust, Mud • Risk of Contamination • Contaminated Land • Protection of aquifer • COSHH
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The Site Management Team have been allocated based on their skills, knowledge, ability, training & experience to effectively manage these challenges.

3.2.1 Environmental Responsibilities

The SHEQ Advisory Team Structure details the responsibilities for managing environmental challenges, from Ganger, Site Agent, Contracts Manager, SHEQ Advisory Team and ultimately Managing Director and Director Responsible for SHEQ. Refer to 2.1 SHEQ Advisory Team Structure and Responsibilities.

3.3 Emergency Procedures

3.3.1 Emergency Contact Numbers

Environment Agency	0800 80 70 60			
Severn Trent Water Limited	0800 783 4444			
Western Power Distribution	0800 056 8090			
National Grid	0800 111 999			
BT Plc	0800 023 2023 (Dial before you Dig)			
Police, Fire & Ambulance	999 or 911			
Whitehouse Construction Head Office	01335 344 000			
WHC Site Agent	Name	Luke Mellor	Tel. No	07717 860153
WHC Site Agent	Name	Phil Newsum	Tel. No	07929 169227
WHC Contract Manager	Name	Daniel Athey	Tel. No	07764 408688
WHC Managing Director	Name	Steve McKeown	Tel. No	07917 448 301

3.3.2 Aspect and Impact Assessment

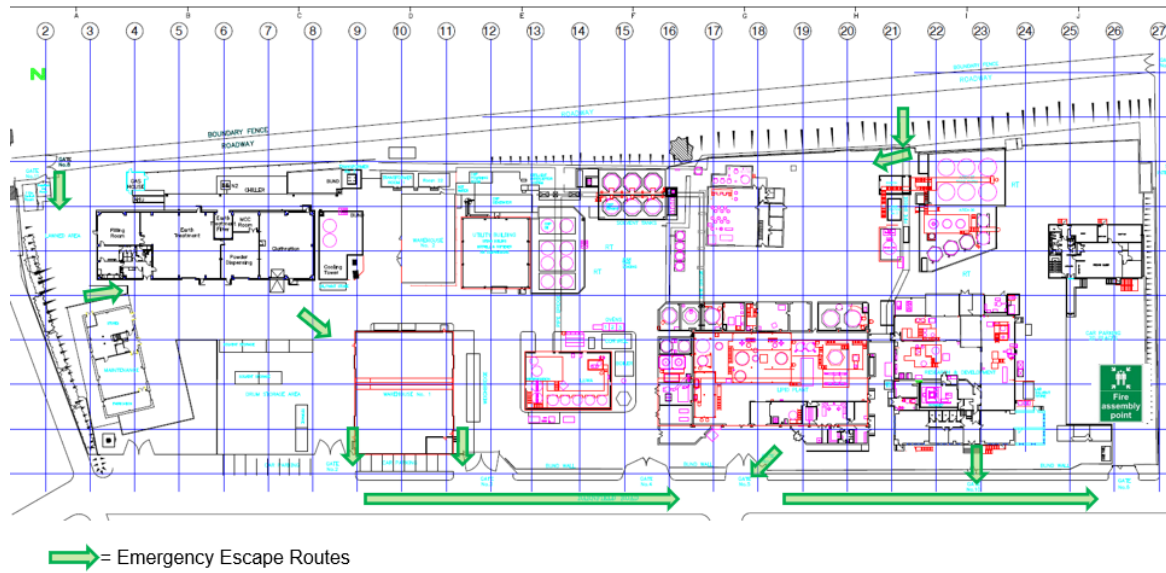
During the initial site survey, WHC shall carry out a SHEQ Aspect and Impact assessment. This is based on site visits, the Environmental Impact Assessment and the Pre-Construction Information Pack. This information will then be used to produce relevant Risk Assessments (see **Appendix 9**) and from those will generate safe systems of work (see **Appendix 10**) to mitigate associated hazards.

3.3.3 Incident Response Plan

During the site induction all operatives will be made aware of the following site emergency procedures taken from the Croda document **SHE/004**.

Construction Phase Plan (CPP)

If an alarm occurs whilst on site operatives will safely leave site and assemble at the reception car park muster point. The roll call register will be brought down to muster point by the WHC Designated person and checked off against those present. Any missing persons and known last location must be communicated to the Croda Emergency person. No one must leave the muster point until they are instructed to do so by the Croda emergency controller at the muster point. The turnstile will release (free spin) in the event of a fire alarm, other gated access is on break glass tubes. See below for emergency exit routes.



In the event of an environmental emergency the site agent will contact Croda Leek site management and arrange a response team. If required site agent will assist with personnel on site. WHC will not use Croda site spill kits but where necessary will provide their own as detailed within our risk assessments and method statements.

The principal of the response procedure should be:

STOP ➡ **CONTAIN** ➡ **NOTIFY** ➡ **CLEAN UP**

STOP

Work will be stopped immediately, and measures taken to prevent any more material spilling, e.g. close valve, stand up drum, turn off pump/machine, etc.

CONTAIN

The spillage will be reported to client immediately, Client request that containment will be managed by the site spill response team. If urgent attention required the spillage will be contained using bunds of earth or sand, utilising drip trays to catch contaminant or a spill kit to soak up the contaminant.

Check the spill has not reached any nearby drains/manholes, watercourses, ponds or other sensitive areas, i.e. allotments, flood plain, gardens, pumping station. Absorbent booms will be kept within the spill kit in for use on rivers if required.

NOTIFY

Construction Phase Plan (CPP)

The Site Agent will be informed as soon as reasonably practicable. They must be provided with the following information;

- Whether the substance has entered the drain/watercourse or is affecting the environment
- Substance Involved
- Location
- Reason for Incident
- Quantity Involved
- Action taken so far

The Agent will then report the incident to the SHEQ Advisory Team, the client and a Director of Whitehouse Construction.

The SHEQ Advisory Team will in due course carry out a thorough investigation into the incident utilising form WHC038. Any findings and lessons learnt, will be reported to the Board of Directors and passed onto the workforce via SHEQ Alert which will be delivered as a weekly tool box talk.

CLEAN UP

Further guidance can be found in **Appendix 12 - Pollution Prevention Guidance note (PPG) 21 Pollution Incident Response Planning**.

Clean up will be managed by Croda site response team, site agent and operatives may be required to assist or prevent entry to water sources on site. Spill control only to be carried out by spill trained operatives.

3.4 Material and Waste Management

Prior to commencement of works a Site Waste Management Plan (SWMP) will be produced and will be available in **Appendix 13**. This will summarise all expected materials required to complete the works.

3.4.1 Buying

Where possible WHC buying department will purchase recycled material.

Before any material is purchased, the Buying Department audit our Head Office Stores to ensure we re-use any residual material from similar works.

Once this option has been exhausted, wherever practicable, recycled materials will be sourced. Critically this is done in the immediate district of the works. This is to minimise transportation costs and carbon footprint of the project, whilst contributing to the local economy thereby actively contributing to the local community.

It is traditionally common for construction companies to over order 5-10% of materials required. Through careful liaison between, estimators, buyers, site and contract managers, (at a Pre-commencement material management meeting), in conjunction with the production and eventual review of a MMP, this percentage is targeted for reduction. Through consistency of work, comparison with previous similar projects and continual on-site monitoring (carried out by the Contract Manager) wasted materials can be eradicated.

Timber is a key material in many aspects of construction. WHC purchases all timber from sustainable sources with FSC (or similar) approval.

Construction Phase Plan (CPP)

Wherever possible, recycled, and secondary aggregates will be utilised. Most commonly recycled MOT Type 1 from crushed brickwork and concrete is used once compliance with the grading standards has been proven with valid certification.

3.4.2 Storage

Attention to material storage (after approval from client site) is necessary to ensure they are;

- Located away from sensitive receptors
- Not at risk of theft or vandalism
- Not spoiled through exposure to elements
- Unlikely to be damaged
- Easily accessible

The following measures will be used to ensure sound material storage;

- All liquid materials to be stored in a 110% bunded area
- Clearly mark each specific storage area
- Store materials in suitable containers that are labelled appropriately with fitted lids and taps
- Ensure control measures are in place (see 3.3.3 Incident Response Plan)
- Store materials in a Heras fence protected area to guard against theft/vandalism
- Protect stores against flood damage or inundation
- Store waste in a separate designated area and separate into different waste streams
- Stockpiles limited to 2m in height away from drains/watercourses
- Store away from main site access roads
- All general waste skips to be covered and clearly labelled by waste stream.
- Skips may be required for activity on site, skips to be labelled with correct material type.
- Muck away wagons where possible will cover up loads when exiting site and uncover when entering site.
- All carriers of waste must provide a waste carriers licence and an end tip licence
- All transfer notes must be completed in full and contain an accurate description of the waste. These notes will be retained for two years for inert material and five years for hazardous
- For hazardous waste consignment notes must be completed

In summary the following will be avoided;

- Over ordering
- Ordering inappropriate lengths
- Delivery at the wrong time
- Damage during unloading (imposition of a risk assessed safe system of work)
- Delivery to inappropriate areas of site
- Delivery of damaged goods (use only approved suppliers)
- Accepting incorrect deliveries, specification or quantity
- Exceeding their shelf life
- Damage or contamination through incorrect storage
- Loss through theft or vandalism

3.4.3 Site Waste Management Plan

In conjunction with the Client, a SWMP will be created as part of this contract.

It will look at all aspects of waste production and management and act as a tool to drive down the amount of waste produced and maximise the reuse and recycling of any waste generated (See **Appendix 13**).

Construction Phase Plan (CPP)

Hazardous materials will likely be present during the construction works on site. All hazardous waste movements will be completed with a consignment note and checked before signing that the information is up to date and correct. Landfill / treatment centre details will be monitored and recorded on the site waste management plan.

Once the project is complete this final collated data will be compared with the initial predictions to check how well we performed, where we need to improve and where we exceeded our expectations. Lessons learnt from this process will be communicated around the company to encourage a culture of continual improvement and implementation of best practice ideologies.

Unless prior approval by Croda site senior management no construction generated waste will enter the existing site waste streams. WHC will provide their own additional skips and bins in suitable locations agreed with the site.

3.5 Nuisance Dust emissions and odours

Dust, emissions, odours and lighting arising from a site may cause nuisance to the local community and can cause ground, air and light pollution.

In rural environments, dust, even in low concentrations, can affect plant, vegetable and fruit growth. Alkali dusts, e.g. cement, are particularly hazardous to flora. Similarly dust in watercourses can affect the pH of the water as well as affecting the light levels within the watercourse.

Weather conditions will be monitored throughout the week, and work planned in accordance. Lifting operations will be suspended in high winds as per manufacturers guidance for associated plant and equipment. Where required during hot and humid conditions roads will be dampened down using water suppression. Conditions of access routes and roads will be visually inspected by site team.

All tools with a liability to produce dust will be used in association with appropriate dust suppression. This includes floor saws, grinders, Stihl saws, hand saws, etc.

Whilst operatives are using these items of plant dust masks of a minimum standard of FFP3 and eye protection will be utilised unless specified in the specific risk assessment (see 4.16)

With WHC associated plant and equipment, we are confident of the voracity of the preventative plant maintenance schedule. The PPM is maintained by the company Plant Manager and monitored by the SHEQ Advisory Team. This ensures that WHC plant is maintained to the highest standard and guarantees that emissions are kept to a minimum, in terms of noise, dust and exhaust emissions.

When plant/machinery is not being used the engine will be turned off to minimise fuel consumption and production of noise and emissions. All standing plant will have ignition keys removed to prevent unauthorised usage.

Inevitably a small residual volume of slurry will be transported onto the highway. This will be removed as required using licensed road sweepers sourced from a local provider, or via jet washer and sweeping the area.

Plant and equipment register to be maintained and completed weekly for all items of plant and tools.

All nuisance arising will be referred to and controlled via, site specific risk assessments and method statements.

3.6 Nuisance Noise and vibration

Site generated noise represents a major hazard to site workers (see 4.14/4.15) as well as an annoyance to neighbours, structural damage, and a potential threat to adjacent wildlife.

All WHC plant is well maintained as detailed in section 3.5, to minimise noise production.

Construction Phase Plan (CPP)

Site working hours will be restricted to 8.00am to 6.00pm weekdays, and 8.00am to 1.00pm on Saturdays. No bank holiday or Sunday works.

3.7 Traffic Management and Vehicle Use

Parking arrangements for staff, visitors and operatives associated with the construction works will be made available in the compound area located off Barnfield Road. Deliveries restricted to Monday-Friday 0800-1800 and 0800-1300 Saturday.

Traffic management is important to minimise disruption and nuisance to residents in terms of noise, dust, congestion, and inconvenience.

Details of the on-site traffic management will be displayed in the Croda Project Safety Office showing, vehicular and pedestrian traffic routes, compound location and layout, material and waste storage areas, restricted areas, spill kit locations, and areas of environmental sensitivity.

All delivery times will be managed by the WHC buying department. Delivery scheduling will be co-ordinated with the Croda site via a weekly maintenance meeting where a delivery plan will be shared.

Deliveries will be evenly distributed throughout the day to minimise congestion both on site and on the public highway. The site agent will liaise with any local services deemed necessary (i.e. police, bus companies, fire stations, homes etc) to ensure that site activities do not compromise their movements.

Delivery routes will be provided to suppliers where restrictions are in place in the local area, i.e. weight and width restrictions, parking limitations, low headroom access, pedestrian access and lack of footpaths.

No vehicles will be allowed to reverse onto the public highway from the site entrance. No parking outside the client's site, drivers must be directed to agreed waiting area.

Prior to drivers exiting the vehicle, they will be briefed on drivers pass information based on the information contained within PRD/002/LF10 and mandatory PPE requirements, Safety helmet, High visibility clothing, light eye protection, Safety boots and long sleeve clothing. Fire retardant clothing recommended. See 2.9 for details.

Where possible drivers will remain in vehicles and be escorted to location to be offloaded safely. If egress from vehicle is required mandatory PPE is to be worn. Failure to comply will result in removal from site.

Adequate parking will be provided on site for all employees to remove the hazard and public inconvenience of parking in the vicinity of the works. WHC promotes vehicular sharing and provides gangs with vehicles with adequate seating for all members of the gang. Parking on client site is by pre-approved by client.

Site speed will be restricted to 5mph both as a safety precaution and to minimise noise and dust generation.

Once on site all delivery vehicles will be accompanied by a trained banksman to escort the vehicle around site.

All bulk material deliveries must utilise retractable sheeted covers to protect windblown materials.

All engines must be off whilst waiting to be unloaded.

Petrol engines are prohibited from entering site, in the event any petrol driven equipment or vehicles have to enter, site approval from client is required and hot works permit to be issued from client and managed by persons involved.

Construction Phase Plan (CPP)

All deliveries where possible will be pre-slung, with safe systems (Fail arrest system or Handrail) to access rear of delivery vehicle.

3.8 Ground Contamination and protection of aquifer

Ground contamination is frequently found on site as a result of previous activity like industrial processes and landfill.

Contaminated ground can cause pollution of ground water and watercourses, pollution of surrounding land, can impact on local flora and fauna as well as create public concern.

Danger from contaminated ground can be reduced by considering the following model;



The source of contamination can migrate along a pathway, e.g. groundwater, to a receptor, e.g. aquifer.

By removing, modifying or destroying the contaminant the source is eradicated. If the contaminant cannot safely be removed or is inaccessible it may be possible to limit the migration by use of a physical barrier e.g. inserting a high-density clay bund between the source and the known pathway. Finally, the receptor may be protected by either a physical barrier or utilising an alternative water source.

Any stockpiled contaminant will be sheeted to prevent windblown dust spreading the contamination and rain from leaching the contamination into the underlying ground.

If during site activity unknown, suspected contaminated ground is discovered;

- Stop work immediately
- Report to the site agent
- Seal off the area to contain any spread of contaminant
- Clear immediate area of potential sources of ignition
- Inform the Principal Designer about the discovery
- Arrange testing to confirm/disprove contamination
- Await instruction from the client

Any contaminated ground required for removal will be removed and replaced with inert and suitable materials.

Bunding will be erected around the perimeter of the works area, as a contingency in the event of an emergency or accidental release possible contaminates from entering the ground or possible watercourse, from the activities of .

Around works area, drainage systems are existing to deal with any hazardous substances that may arise which will be treated on site to a suitable standard prior to discharge, in line with Croda Europe trade effluent notice parameters.

3.9 Water

Water pollution is any noxious, poisonous polluting matter or waste solids which includes silt, cement, concrete, oil, petroleum spirit, chemicals, solvents and sewage.

Preservation of watercourses is critical to protecting the environment and a comparatively small volume of contaminant can have a large footprint of influence along a river course.

All site drainage must be identified (surface, combined, foul) and easily identifiable by operatives onsite.

Construction Phase Plan (CPP)

All site personnel will be briefed during the site induction on any discharge consents in place, including the quantities and quality of water that can be discharged.

De-watering may be required for excavation works on site, dewatering will be installed to low flow excavation using a sump pump, which will most likely be discharged over land for duration, constraint for discharge will be discussed prior to works, with landowner.

Dependent on constraints, Settlement/flocculants tanks may be required, these must be checked daily to ensure correct operation. This will form part of the site team breakfast brief. Outfalls and pipework must also be checked daily for leaks and to ensure they are clean and clear for efficient flows.

Emergency spill procedures are detailed in 3.3.3. above.

3.10 Wildlife

Wildlife includes any trees, insects, birds, fish or mammals as well as their habitats which may be affected by our works.

WHC believes it is of the utmost importance to give protection to the natural environment and where our works has the potential to affect the environment that we do all we can to minimise the impact we make and where possible enhance the natural environment through appropriate habitat creation thereby enhancing biodiversity.

3.10.1 Aspects and Impacts Assessment

All issues highlighted will be incorporated into the site Aspect and Impact form (see **Appendix 8**)

If a protected species is discovered on site after works commence work will stop immediately. The site manager will inform the Environment Agency and consult with the relevant conservation body to agree the best way forward.

If a protected species or designated ecological site (SSSI) has been identified on site the following actions will be taken;

- Before works commence identify and fence off any sensitive areas
- Restrict the movement of workers in proximity to the site
- Carry out tool box talks to inform all site staff of the location of the sensitive area and the restrictions it places
- Highlight the location on the Site Traffic Management Plan
- Incorporate details of sensitive area in the site induction
- Site Agent and SHEQ Advisory Team to monitor effectiveness of segregation as part of the site surveillance process.

3.10.2 Key Animals

There are a number of key animals encountered on and around construction sites with some regularity. Below is a summary of the more commonly found species which may be encountered. Any other species encountered will be dealt with as detailed in the relevant EIA.

- Bats
- Birds
- Badgers
- Newts
- Mice

4 SITE RULES

Prior to the initial start of work, the SA will familiarise themselves with the Pre-Construction information prepared by the Client and the Principal Designer (**Appendix 3**) and any associated drawings. Any information regarding SHEQ will be reflected in the methodology, procedures and systems of work to be adopted. All site personnel will be instructed accordingly.

Site specific requirements must be considered specific to the areas that are being worked in or on therefore the SA will denote which site rules apply specifically to work area by completing the table below and expand on those requirements. Key site specific risks can include hot works in or near ATEX areas or working close to live manufacturing areas or systems. These works will require significant co-ordination and planning with the Croda Leek site management team.

Note – For those completing this CPP, identify which of the site rules are applicable to your contract and detail them taking into account legislative, Client and Pre-Construction information.

Construction Phase Plan (CPP)

Site Rule	Required	Not required
Statutory Documents and Inspections	☒	☐
Personal Protective Equipment	☒	☐
Manual Handling	☒	☐
Hazardous Substances	☒	☐
Working in Live Sewers and in Confined Spaces	☒	☐
Avoidance of Damage to Statutory Undertaker's Plant	☒	☐
Avoidance of Danger from Mechanical Plant	☒	☐
Working on a Sloping Site	☒	☐
Cutting of Hard Materials	☒	☐
Controlled Waste	☒	☐
Control of Noise	☒	☐
Control of Vibration Arising from Work Equipment	☒	☐
Avoidance of Dust	☒	☐
Avoidance of Pollution	☒	☐
Over-Pumping of Sewer Flows	☒	☐
Access for the Emergency Services	☒	☐
Minimising Disruption to Local Community & Environment	☒	☐
Traffic Safety and Temporary Road Closures	☒	☐
Safety of Public	☒	☐
Access to Properties Affected by the Works	☒	☐
Visitors to Site	☒	☐
Prevention of Falls from Height	☒	☐
Drugs and Alcohol Policy	☒	☐
Exposure to UV Radiation	☒	☐
Client - Mobile Phone	☒	☐
Client – DESEAR zones (Atex areas)	☒	☐
Client – Live Site	☒	☐
Adverse Weather	☒	☐
Loading and unloading	☒	☐

4.1 Housekeeping

The welfare and working areas, in particular walking routes, will be kept clean and tidy. Accumulations of rubbish or other debris will be avoided with waste placed in designated skips for periodic removal by a licensed waste management contractor.

Any timber recovered from temporary works will be de-nailed immediately, to avoid puncture wound hazards.

4.2 Statutory Documents and Inspections

Statutory notices containing extracts of health and safety legislation will be displayed on site, along with a supply of Accident / Incident and Positive Intervention Report Forms (**Appendix 14**), Form F10 'Notification of Project', COSHH Assessments, Certificate of Employers Liability Insurance and a copy of this SHEQ Plan.

Records of inspections and examinations will be completed using the appropriate Company forms, at the frequency laid down in the regulations, for example:

- Excavations / Scaffolds: WHC034, Workplace Inspection Report (**Appendix 15**).
- Lifting Equipment: WHC019, Weekly Inspection Report for Lifting Equipment – covers mechanical excavators used for lifting purposes – completed by the respective operators, and kept with their machines, (**Appendix 16**).
- Work Equipment: WHC020, Inspection Report for Work Equipment – for items covered by the PUWER Regulations 1998, (**Appendix 17**).
- In the case of WHC034 and WHC031, the working copy of this plan will contain multiple copies and the SA will appoint either himself, or another competent individual to carry out the inspections and compile the reports.

The SA will appoint a trained, competent individual to act as slinger / signaller, who alone will be responsible for conveying instructions to the excavator driver, using the conventional hand signals. All personnel will be instructed to 'stand safe' during lifting operations.

The SA will ensure that delivery dates for all materials will be phased to suit the programme production requirements, that suitable storage space is available on site and the situation is monitored on regular occasions.

4.3 Personal Protective Equipment (PPE)

The site will be a hard hat area. All site personnel, visitors and delivery drivers will wear hard hats, safety boots, high visibility jackets or vests of approved design having reflective strips to the front and back and gloves appropriate to the task. Garments which have become faded or excessively dirt-stained will be replaced with new. Long sleeve clothing to be worn.

Only Anti-Static shoes are permitted on site. On arrival to site, operatives will carry out anti-static boot tests and log results in the register. This will be carried out at the start of each month by each operative on site.

Light eye protection is mandatory at all times whilst on site, if working or traveling in vehicles with windows lowered or none fitted, it is essential that light eye protection is still worn, to prevent accidental contact with debris. In the event that adverse weather effects visibility with operatives, this will be assessed, and control measures issued as appropriate to task.

Fire retardant clothing is mandatory whilst working and operating on the Croda site, as there are areas with hazardous zones present.

When entering buildings on site, it is mandatory to have a face covering over your nose and mouth to prevent spread of COVID.

The SA may also designate certain areas as ear protection zones, identified by the mandatory blue and white signs.

The SA will ensure that adequate supplies of PPE are available and appropriate to the job in hand. They will establish ground rules for the wearing of protective equipment and ensure procedures are in place for providing replacements should any item become damaged, lost, or unfit for further service.

The recipient's signature will be required for all PPE at the time of issue on form WHC052 (**Appendix 18**).

Construction Phase Plan (CPP)

4.4 Manual Handling

WHC recognises the seriously disabling potential of heavy manual lifting operations. Mechanical methods will be substituted wherever possible and site personnel instructed accordingly.

Tasks that have been identified where manual handling cannot be eliminated will have a RAMS completed, the contents of which will be communicated to the working party.

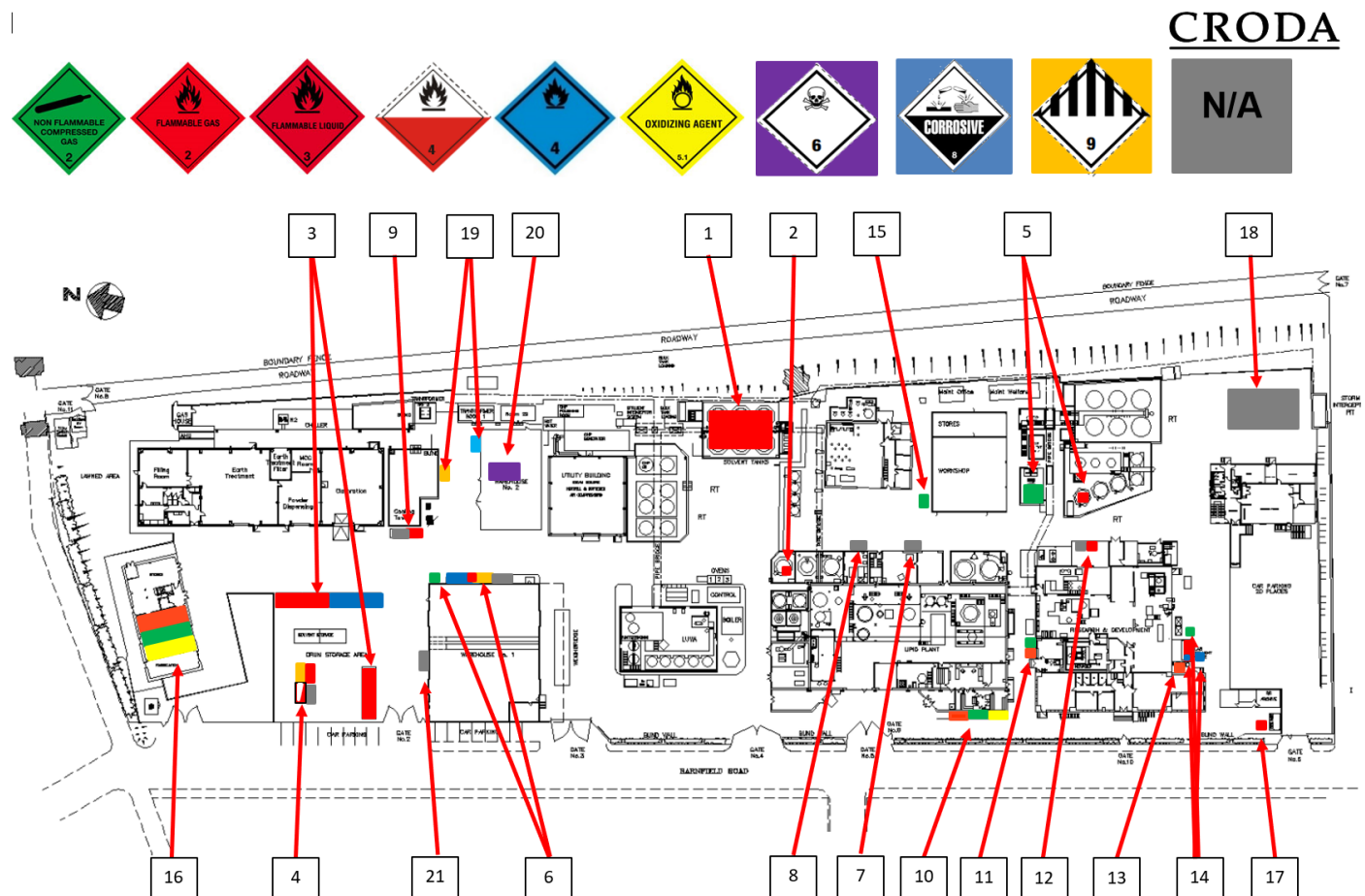
4.5 Hazardous substances

COSHH assessments and associated Material Safety Data Sheets for any hazardous materials used on site will be produced and copies along with any relevant RAMS.

A COSHH library will be made available to the Croda Leek site management and will be updated as new products are brought onto site. This will be done prior to the product arriving on site and is subject to approval by the Croda Leek site management team.

The SA will be responsible for incorporating such documents into this plan (**Appendix 19**)

Existing COSHH products are detailed in the drawing below.



Works in these areas or with the potential to affect these products will be assessed within the Construction Impacts Risk Assessment and subsequent controls included in the relevant safe systems of work.

4.6 Safe storage and handling of materials

All materials will be handled and stored in accordance with the manufacturer's recommendations, both for safety and environmental reasons and to avoid damage, spillage and waste. Pipes and other potentially unstable items will be stored so they cannot become a hazard. In particular they will be secured to prevent

Construction Phase Plan (CPP)

any possibility of vandalism by rolling. Mechanical methods of handling will be employed whenever practicable to minimise the need for manual lifting, with reference to the manufacturers' recommended procedures.

NOTE – Any item of lifting equipment identified as defective must be taken out of service immediately.

4.7 Working in live sewers and in Confined Spaces

WHC will ensure the requirements of the Confined Spaces Regulations 1997 are observed, in order to safeguard all personnel exposed to the hazards associated with that type of environment.

Site existing permit system will be administered for confined space entry.

WHC personnel have received training in the recognition of confined spaces and the safe entry procedures to be applied and are familiar with the use of the associated specialist equipment, e.g. gas monitors, manhole tripods, man-riding winches, body harnesses, escape breathing apparatus sets and sewer torches.

Prior to entering any live manhole, a documented Authorisation to Enter shall have been issued by the Client and the document (or a copy) will be available on site for verification purposes.

THIS RULE IS MANDATORY AND WILL NOT BE DISREGARDED UNDER ANY CIRCUMSTANCES.

Site personnel have been trained to be aware of the health hazards associated with sewage contact and the precautions necessary to control the risk. WHC will encourage the use of the appropriate protective equipment and promote hygiene through the proper provision of washing facilities and the immediate covering of any minor skin damage with a waterproof dressing.

Through their training, and company inductions, personnel will recognise the link between Hepatitis and Leptospirosis and sewer works.

WHC will complete appropriate RAMS to highlight the risk associated with the nature of this work (**Appendices 9 and 10**). In addition to the above the SA will ensure that site personnel are briefed on the hazards and the control measures to be adopted by means of Toolbox Talks.

4.8 Avoidance of damage to services

The highest priority will be placed on the avoidance of damage to buried and overhead services. The SA will ensure that the work is planned and executed in line with the undertaker's published guidelines.

Prior to commencing any excavation work, the SA will refer to the service provider's drawings, which indicate the approximate alignment of buried services and mark the points of intersection with the excavations on the ground. They will also make a visual inspection of all the work areas where plant and vehicles have to operate, for the presence of overhead power and telecom lines.

Information obtained from drawings will be confirmed by every possible means, including electronic detectors (C.A.T. and Genny), divining rods and searching the area for physical 'clues', for example surface boxes, manhole covers, illuminated street furniture and 'scars' resulting from previous reinstatements. It is recognised that service connections do not normally appear on the record drawings and special care will be taken to locate and plot the alignment of any such cables and pipes before excavating.

Where large plant has to operate under overhead services (e.g. lorries equipped with cranes or tipping bodies) the SA will appoint a banksman (identified with a Hi Vis Vest stating 'Banksman') to supervise those operations.

In case of any doubt, where information provided appears inaccurate, or where further guidance may be required in order to pin-point the location of services, the SA will arrange for the statutory undertaker's engineering staff to visit site and advise accordingly. In such circumstances, consideration will always be given to the careful hand-excavation of trial holes.

Construction Phase Plan (CPP)

Additional guidance is available with reference to the booklet 'Avoiding Danger from Underground Services' HSG47, published by HSE Books, a copy of which is kept in the SA's & Chargehands Safety File.

4.9 Avoidance of danger from mechanical plant

WHC will not adopt any method of working which results in any plant or machinery, or part of same, being allowed to swing outside the limits of the fenced working area.

Extreme caution will be exercised by drivers of plant or vehicles entering or leaving the works access points at gate no. 3 and gate no. 8.

The layout of the worksite will be designed to avoid the need for vehicles or plant to make potentially hazardous reversing movements where possible. In the event this is not practicable, or in the case of large vehicles, where the driver's field of vision may be restricted, the SA will appoint a responsible individual (Banksman).

Any slow-moving vehicle, dumper truck or excavator will display an amber rotating beacon.

Certain items of plant on the Croda site operate a blue LED light that operates as a halo system around the vehicle.

When approaching plant and vehicles on site, always get the banksman's attention. If banksman not available attract the driver. Once acknowledged ensure vehicle is positioned safely and ignition turned off.

Plant safety zone information to be available on site.

Use of petrol driven equipment or plant will require prior consent and hot works permit, for use on site. Gas monitor will also be required.

All mobile plant will be subject to daily pre-start checks that will be recorded.

4.10 Temporary support and safety in excavations

Temporary works register will be established for all temporary works on site, temporary work co-ordinator will be identified, and team of supervisors detailed. The co-ordinator will arrange for temporary works information associated with the works and will keep the register up to date with the help of designated temporary works supervisors.

WHC Operatives have received training regarding work in deep excavations.

When selecting the type of temporary earthworks support, account will be taken of the type of ground, depth of excavation, any adjacent structures or heavy traffic which will result in additional loadings, or proximity to any previous excavation.

The SA will ensure that proprietary support systems undergo design verification and are installed in strict accordance with the supplier's instructions, a copy of which will accompany the equipment to site. They will compile RAMS covering this aspect of the works, which will be communicated to the relevant site personnel.

The SA will ensure that earthworks support system remain in a safe condition and is nominated as the competent person responsible for the daily examinations of excavations.

A safe means of access (normally a pole ladder) will always be provided. The ladder will be of adequate length, securely lashed and be inspected every 7 days. If found defective it will be replaced immediately.

The SA will ensure the edges of excavations are kept free of debris, loose material etc., which would be a hazard to those working below. If edge protection to excavations is not available in the form of "extended" trench sheets, barriers will be provided to reduce / prevent the likelihood of people falling into it.

Construction Phase Plan (CPP)

Plant, vehicles, stored materials etc, will be kept back a safe distance from those edges, to avoid overloading the trench supports. Markers or baulk timbers will be provided to identify the exclusion zones and site personnel will be instructed.

Suitable temporary support will be provided where service pipes or cables cross or become exposed by excavations. This will be in accordance with the published recommendations of the service provider. If necessary, the service provider will be called out to site to advise.

Where excavation is necessary in the vicinity of trees, care will be taken to avoid damage

Croda will issue permit to excavate/ break ground and all involved will be asked to sign on to.

to their root systems and branches. Refer to NJUG Guidelines, (**Appendix 20**).

4.11 Working on a sloping site

Where parts of the site are sloping particular care will be taken when operating plant or vehicles to ensure they are safeguarded from overturning. When parking, care will be taken to ensure that the brakes are firmly applied and if necessary, the wheels are chocked to prevent 'running away'. Similarly, pipes or other materials subject to the risk of rolling will be firmly secured.

4.12 Cutting of hard materials

Pipes, bricks and other hard material which may need to be cut (for example by abrasive disc), will be placed well away from pedestrian routes to avoid risk to the public and site personnel from flying particles. If necessary, screens of suitable material will be erected, e.g. plywood. Personnel will always wear the appropriate P.P.E. during such operations.

Croda operates a strict no grinder policy unless essential works. Cold cut methods to be referred to prior to use of grinder, if not feasible, a hot works permit must be issued by croda and gas monitor to be used.

4.13 Controlled Waste

WHC is registered as a Carrier of Controlled Waste (Reg. No. CB/VP3001QD) and will ensure that any surplus excavated material or other waste is disposed to a suitably licensed site. If contract hauliers are employed, steps will be taken to ensure they are similarly registered. The provisions of the Environmental Protection Act 1990 and other relevant legislation will always be observed.

4.14 Control of Noise

WHC has nominated the SA to be responsible for controlling noise connected with the contract. They will liaise with the Client, Principal Designer, Local Authority and residents as appropriate.

The SA will ensure that all site personnel are aware of the need to minimise noise. They will ensure that hearing protection zones are identified, and the appropriate PPE i.e. ear protection is worn.

All equipment will be operated, sited and maintained so that disturbance to the surrounding environment and people living or working in the immediate area is kept to the minimum.

All excavators, dumper trucks and similar plant and equipment used at the site will be fitted and maintained with effective silencers. The engines of such vehicles will be switched off when the plant is not in use.

Hours of work will be agreed prior to commencement. Any request for working outside the agreed hours must be submitted for the Client's approval.

Construction Phase Plan (CPP)

4.15 Control of vibration arising for work equipment

The SA will ensure that a robust procedure is in place for limiting employee's exposure to vibration, which has the potential to cause the industrial disease known as Hand / Arm Vibration Syndrome or Vibration White Finger.

Regular monitoring is conducted of power tools and equipment which transmits vibration will be made with the details being entered in the HAVS booklets WHC069 (**Appendix 21**).

Records of use by site personnel are also maintained on this form. Prior to use all site personnel who may be at risk are fully briefed on the hazards and the control measures by means of a Toolbox Talk and advised of the 'absolute daily limit of use' of each piece of equipment in minutes, which must be strictly observed.

4.16 Avoidance of dust

The majority of site-cutting of hard materials, tarmac etc. will involve the use of portable engine-driven disc cutters or saws. WHC recognises the potential of these machines to create considerable volumes of dust, which may rapidly become a major nuisance and a potential health hazard.

All such machines in use on site, either hand-held or pedestrian controlled, will be fitted with equipment to provide a continuous supply of water to the cutting edge, effectively eliminating dust.

The SA will ensure the watering equipment is properly maintained and is always used.

If personnel are exposed to small amounts of locally generated dust (e.g. working with cement powder) the SA will ensure they are aware of the hazards and provide appropriate respiratory protective equipment. Further guidance appears in the COSHH Assessment Sheets, copies of which are always available on site for reference.

4.17 Avoidance of pollution

Special care will be taken to ensure that the area surrounding the worksite and any nearby watercourse, does not incur pollution as a result of site operations.

Waste material, rubbish etc. must be taken to a licensed disposal site only. Waste oil, filter cartridges etc. arising from plant servicing will be removed off site for proper disposal. Fires will not be lit on site under any circumstances.

Small, engine-driven stationary plant will be provided with drip trays. In the case of large, hydraulic machines, e.g. excavators, dumper trucks etc, the operator and all site personnel will be instructed to be vigilant for any oil or fuel leaks which may develop.

In the event such leakage occurs, the machine will be shut down immediately and will not re-enter service until repairs have been completed. Any minor spills will be mitigated by the use of purpose-designed absorbent material, used in accordance with the manufacturer's instructions. A spill kit will always be kept available on site for this purpose.

A bunded fuel bowser or tank will be provided for plant requirements.

For further guidance, refer to **Appendix 22**: Environment Agency guidance on 'Working at Construction and Demolition Sites PPG6' and 'Works in, near or Liable to Affect Watercourses PPG5', which also contain the contact details of the Environment Agency's Regional Offices.

4.18 Overpumping of sewer flows

WHC will give particular attention to the reliability of the equipment, sufficient reserve capacity to take account of storm conditions, the condition and security of suction and delivery hoses and their couplings

Construction Phase Plan (CPP)

and the careful planning of the hose routes to minimise the potential for accidental damage by vehicles or mechanical plant.

Prior to leaving site at the end of a shift, one individual will be nominated to carry out a service check, to ensure reliable, continuous operation. In the event the pump has to run for an extended period outside normal working hours (e.g. over a weekend), a responsible employee will be appointed to visit site to check and re-fuel the machine.

In addition to the above pumps where possible will be of the Super-Silent type and noise levels will be monitored to avoid disturbance. If necessary, additional sound-deadening material will be provided. Flows will be turned through the existing pipe after working hours.

Prior to discharge of ground water consent must be obtained from the landowner.

4.19 Access for the emergency services

The SA will ensure that personnel are aware of the need to maintain access to the site and all the nearby properties for the Emergency Services. In particular, they will avoid creating unnecessary obstructions or other hazards.

In the event of an emergency situation arising, WHC will take positive action to assist Police, Fire or Ambulance personnel to achieve their objectives in the shortest possible time and will ensure that unobstructed access to fire hydrants and mains stop valves, etc. is maintained throughout the contract period.

Although not an emergency service Severn Trent must be allowed access at all times to their services situated down the Old Railway Line. WHC will ensure plant, equipment and materials do not block this access route at any time.

4.20 Minimising disruption to local community and environment

Safety of local people and their environment will be of the highest priority.

WHC will make every effort to reduce, as far as is reasonably practicable, the impact of the works on the people who may be affected. Vehicles requiring access to the works will be efficiently managed and their drivers instructed to avoid creating an obstruction or other hazard.

Every effort will be made to keep footpaths and roadways clear of mud and other debris arising from the works. If such controls are not completely successful, the SA will arrange for the immediate removal of the material, either by hand or mechanical road-brush.

Temporary footpath closures and diversions will be implemented during the works

4.21 Traffic safety and Temporary Road Closures

Advance information signs have been erected prior to work commencing, traffic signs, cones, barriers etc. necessary for the direction and control of vehicles and pedestrians will be provided in accordance with the requirements of the Highway Authority, Chapter 8 of the Traffic Signs Manual and the Code of Practice 'Safety at Street Works and Road Works'.

Pedestrian diversion routes will be pre-arranged and agreed with the client prior to implementing.

The SA will appoint a responsible individual to check the signs, etc. on a regular basis for possible loss or damage, cleanliness and general security. Any remedial action will be taken without delay, in the interests of road safety. A 'Supervisor' and at least one 'Operative', qualified as such under the New Roads and Street Works Act 1991 will be present on site during the work affecting the public highway.

Construction Phase Plan (CPP)

In the event of any incident affecting the traffic management outside working hours, the WHC SA will attend as may be necessary to re-secure the site. The emergency call-out telephone numbers are stated within the task method statement. Any standard Client courtesy signs with emergency contact numbers will be displayed, for the information of the public.

Site personnel who may be required to perform any duties within the public highway will wear yellow high-viz jackets or vests of approved design. Roof-mounted amber rotating beacons will be fitted to slow-moving vehicles and mechanical plant.

The SA will ensure that site personnel are briefed on the hazards and the control measures to be adopted.

4.22 Safety of public

Whilst carrying out any work that has potential impact on members of the public, it essential that precautions are taken to ensure security and safety at all times.

Where the planned work activities on site effect members of the public

Deep excavation exposed to the public must be substantially secured by means of heras fencing panels double clipped, to prevent access. For short duration and shallow excavation pedestrian barriers will be used.

Signage and guarding to be maintained to a sufficient standard, additional controls may be required for securing signage and guarding (sand bags, Weighted feet..) Where possible, signage will be perforated to allow for reduced wind loading on temporary fencing and where not possible additional sand bags will be added to fencing to help secure.

Consideration of crossing point and vehicles, to ensure access is always maintained around the public area. Banksman present during vehicle move when plant and vehicles using access road to rear of site, and whilst on site.

4.23 Access to properties affected by the works

The SA will ensure continuity of access is always maintained to local properties for pedestrians and vehicles other than for periods of short duration, previously notified to the occupier(s).

4.24 Prevention of falls from height

The SA will ensure that the provisions of the Work at Height Regulations 2005 are observed at all times. Prevention of persons falling may be achieved by a variety of means according to the work being performed at the time, but in all cases will require careful consideration and assessment of the risk. The following are examples of some of the control measures that may be considered for implementation:

- Ladders tagged, and subject to a regime of regular thorough examination.
- Edges of open excavations protected against persons falling, either by the use of trench sheets which project, or portable barriers.
- Controls in place to prevent materials, tools etc. falling onto persons working below.
- Use of Fall Arrest Systems, e.g. body harnesses / tripods / man-riding winches for access to manholes and shafts.
- Open manholes, etc. protected by portable barriers during the working day, with covers replaced at the end of every shift where practicable.

4.25 Drugs and Alcohol Policy

It is a requirement of WHC that no person, employee or sub-contractor shall:

- Report for work, having just consumed, or be under the influence of alcohol or drugs
- Report for work in an unfit state, due to the use of alcohol or drugs.

Construction Phase Plan (CPP)

- Be in possession of drugs in the workplace
- Consume alcohol or drugs whilst at work

Reporting for work or carrying out your duties whilst under the influence of Drugs and Alcohol is a serious matter and will be subject to disciplinary action.

To assist in the implementation of this policy, all personnel must ensure any prescribed drugs they are taking do not affect their ability to carry out their duties. If ability is impaired or thought to be impaired, the matter must be reported to their Manager, or the Company SHEQ Advisory Team.

WHC will endeavour to identify personnel who are or may be at risk from the use or abuse of Drugs and Alcohol and will endeavour to assist them and minimise the risk. Voluntary notification of abuse or potential abuse will be favourably received.

4.26 Exposure to UV radiation

WHC aim to minimise the risk of exposure to UV radiation by means of the following:

- Discuss hazards of long-term exposure through use of Toolbox Talks (No63)
- Issue all personnel with HSE INDG147 – Keep Your Top On
- Complete regular workplace inspections and surveillances to ensure awareness is maintained

4.27 COVID-19

With the recent outbreak of COVID-19 WHC have implemented a new working policy with the key points given below

- Additional hand sanitisation regime to be enforced throughout each and every working day, (at start and finish of each shift plus before and after each meal/comfort break).
- Weekly lateral flow test to be carried out by operatives and management.
- All operatives will be questioned each day and the following actions will be applied:
- If you have symptoms of coronavirus, then you must stay at home and have a PCR before returning to work. If they are confirmed to have COVID operative must self-isolate 10 days.
- For anyone in the household who starts displaying symptoms, they must get a PCR test done before returning to work. Follow government guidance and controls.
- When entering any building on CRODA site ensure face covering is worn, at all times.

4.28 CLIENT – MOBILE PHONES AND ELECTRICAL DEVICES

The site has a strict mobile phone and electrical Device policy at no point, is a non ATEX rated phone, Watches or portable device be permitted on site.

Communication between teams on site will be via ATEX rated radios. Operating on channel 2.

Emergency contact with site teams will be over radios.

4.29 CLIENT – DSEAR ZONES (ATEX ZONES)

Certain location around the site have zoned areas, with a potential risk of explosion or ignition. No electrical equipment including watches, power tools, cables and equipment to be brought in through the area without prior consent from the client. Gas monitor will be required when working near these areas.

Details of zoned areas included on **(appendix 23)**.

4.30 CLIENT – SITE RULES

Construction Phase Plan (CPP)

Croda Europe site throughout duration of works on site, will be live and fully operational. Construction works could cause an increased risk from plant and vehicle movements and associated process risks for works.

To identify, assess and control the risks associated with a live chemical site works will be identified in advanced to allow the Croda Project Safety Team to produce in collaboration with Croda Site Senior Management a Construction Impact Risk Assessment. This will also contain process risks that could impact the planned works. Following this process, a CRAG will be submitted. Once accepted the CRAG will issued a Handover Handback document under which WHC will carry out our works.

A weekly safety meeting will also be held to co-ordinate safety between CDM work and the existing site.

4.31 ADVERSE WEATHER

Each morning the team will be briefed on current and forecast weather for the day.

In response to cold weather conditions designated individuals will be assigned to grit and clear access routes around the compound area and to work areas on site. This will run along any CRODA adverse weather conditions controls currently in place.

In high winds on site certain plant and vehicle activities may be restricted, in high winds lifting operations will be suspended until suitable conditions. Some items of plant will be fitted with anemometers to check prior to commencing.

In hot weather conditions, long sleeve clothing will still be mandatory for site operations. Operatives to take regular breaks and hydrate throughout day.

4.32 LOADING AND UNLOADING

Prior to delivery the suppliers, will be made aware of the restrictions associated with the site. low sided vehicles will be asked to provide a means of safely accessing and egressing the trailers of the vehicles. Contact details have been passed on to all suppliers to contact site management to ensure prompt reception of deliveries.

Vehicle movements where possible will be schedule on a weekly basis and communicated to the Croda Project Safety Team who will co-ordinate this information at a weekly maintenance meeting and share the site vehicle movements to ensure conflicts do not arise.

Delivery drivers will be briefed by WHC banksman on arrival. They must sign in on the logistics register and out when they leave site. They will be directed to agreed storage area. Where possible deliveries will be pre-slung to avoid accessing rear of vehicle. Vehicles on site if required to access rear of vehicle, recommended that edge protection or fall arrest system established. If vehicles arrive without suitable protection, offloading to be assessed via site management or ganger. If no suitable arrangement can be made offloading or loading the vehicle will be escorted off site and asked to return once suitable provisions have been provided.

Requests have also been made to ensure that vehicles are not parked on barnfield road, whilst awaiting reception of deliveries and contact details provided for notification of arrival ahead of getting to site.

Lifting operations on site will not be carried out over any public cut-throughs, right of ways or public roads and footpaths, and will be always monitored by banksman whilst operations carried out.

Any plants and vehicle movements will have a banksman in attendance.

4.33 CLIENT – LIVE SITE

Construction Phase Plan (CPP)

Croda Europe site throughout duration of works on site, will be live and fully operational. Construction works could cause an increased risk from plant and vehicle movements and associated process risks for works.

To identify, assess and control the risks associated with a live chemical site works will be identified in advanced to allow the Croda Project Safety Team to produce in collaboration with Croda Site Senior Management a Construction Impact Risk Assessment. This will also contain process risks that could impact the planned works. Following this process a CRAG will be submitted. Once accepted the CRAG will issued a Handover Handback document under which WHC will carry out our works.

A weekly safety meeting will also be held to co-ordinate safety between CDM work and the existing site.

5 HEALTH AND SAFETY FILE

WHC will liaise with the Client and Principal Designer as necessary concerning the provision of information of relevance to the Health and Safety File.

Information to be placed on file will include as built details which record any instances in which the works vary from the Designer's original intentions and any information which was previously unrecorded.

On substantial completion, the Principal Contractor will ensure that the Principal Designer is in possession of the final version of this SHEQ Plan, together with any maintenance manuals in respect of any proprietary plant, equipment or treatments incorporated into the works.

It shall be the responsibility of the Principal Designer to incorporate the final versions of the Plan and any maintenance manuals into a Health and Safety File for the project, together with as-built drawings and record drawings.

It shall be the responsibility of the Client to ensure that the Health and Safety File is received, and that it is kept available for future reference by any person who may need information to ensure that they can carry out their function safely, e.g. maintenance staff.

6 EMERGENCY PROCEDURES

6.1 General

In the event of an emergency such as the fire alarm being activated. All WHC operatives and contractors are to evacuate site via the safest route and exit and await roll call at the assembly point. Attempts should be made to ensure plant and equipment has been made safe in doing so.

A notice and street map, showing the hospital's location and the quickest route, will be displayed on the SHEQ Notice Board in the site office.

6.2 Emergency Contact Numbers (Existing Services)

Buried services are present in the working area, and in particular, both high, and low voltage power cables. The Designer has obtained copies of the local record drawings from the Service Providers; these will be forwarded at a later date.

Severn Trent Water Limited	0800 783 4444 (24hours)
Western Power Distribution	0800 056 8090 (24hours)
National Grid	0800 111 999 (24hours)
BT Plc	0800 023 2023 (Dial before you Dig)

Construction Phase Plan (CPP)

Virgin Media	0845 454 2222
Environment Agency	0800 807 060 (Emergency hotline)

6.3 Fire

In the PF3 fenced area 2 means of egress will be provided, one to operate as an emergency egress and the other as main means of access. All CDM areas will be assessed for suitable fire exit routes prior to establishment of fencing.

Fire station will be established at the fenced area on site, for use in emergency egress.

In the event of an alarm on site, all plant and equipment will be turned off and the team will egress site safest exit route and assemble outside the reception building, and await registration against the sign in registers. Before being approved back on to site.

The SA will ensure that suitable fire extinguishers are in place, fully charged and all site personnel are aware of their location and procedures for raising the alarm, the evacuation procedure and the location of the assembly point.

Site has existing emergency arrangements relating to fire in document **SHE/004**. Should these be updated WHC will review our arrangements to ensure it remains suitable.

In the event of an emergency the fire brigade will be contacted at the earliest opportunity and requested to attend. A full site evacuation will be implemented and the SA or their deputy will ensure they collect the roll call from the security hut and that all personnel, including visitors, are accounted for and will advise the leading Croda Responsible person accordingly.

6.4 Flood

The SA will be alert to conditions, which may have the potential to cause flooding of excavations, manholes and / or surcharge of the existing drainage system, e.g. prolonged rainstorm, burst water main etc.

Under such circumstances the SA will order the immediate suspension of work, evacuate all below-ground workplaces and in the event substantial water ingress has occurred, will ensure all personnel are accounted for. Work will not be resumed until a full safety inspection of excavations and their temporary support systems has been carried out by the competent person.

6.5 Damage to mains services / incidence of pollution

The SA will establish safe systems of work (**Appendices 9 and 10**), so that the risk of site activities resulting in environmental pollution and damage to services is controlled as far as practicably possible.

In the event that an emergency situation arises, they will take the following action: -

- Summon Emergency Services if required
- Make the immediate area safe and contain any spills
- Notify the appropriate service provider of the incident without delay
- Notify the Engineer's Representative

7 LIST OF APPENDICES

Appendix 1 – Programme of Works

Appendix 2 – Drawings and Information

Appendix 3 – Pre-Construction information

Appendix 4 – WHC048 Unsafe Act Record

Appendix 5 – Training Records

Appendix 6 – WHC038 Accident / Incident Form

Appendix 7 – WHC042 Positive Intervention

Appendix 8 – WHC028 Aspects & Impacts Register

Appendix 9 – WHC035 Risk Assessment

Appendix 10 – WHC029 Method Statement

Construction Phase Plan (CPP)

Appendix 11 – WHC036 SHEQ Training Record

Appendix 12 – Environment Agency – Pollution Prevention Guidance Note (PPG) 21 – Pollution Incident Response Planning

Appendix 13 – WHC049 Site Waste Management Plan

Appendix 14 – WHC053 / WHC054 Positive Intervention / Accident Recording Index

Appendix 15 – WHC034 Workplace Inspection Report

Appendix 16 – WHC019 Inspection Plan for Lifting Equipment

Appendix 17 – WHC020 Inspection Plan for Site Instruments

Appendix 18 – WHC052 PPE Issue Record

Appendix 19 – WHC018 COSHH Assessment Index

Appendix 20 – NJUG Guidelines Services Close to Trees

Appendix 21 – WHC069 HAVS Booklet

Appendix 22 – Environment Agency Pollution Prevention Guidance Note (PPG) 5 Works and maintenance in or near water, PPG 6 Working at construction and demolition sites

Appendix 23 – CRODA site zoned area map Drg. 99-013 (Displayed in office)

Appendix 24 – CRODA documentation

Appendix 25 – Planned work layout (Displayed in office)

Appendix 26 – CRODA – SHE/004 – Emergency Procedure

Appendix 27 – CRODA – SHE004TI003 – Loss of containment Spillages

Appendix 28 – CRODA – SHE004TI008 – Drills and Exercises

Appendix 29 – CRODA – SOP041TI009 – Control of people movement at Leek

Appendix 30 – Pre-Construction Information

Appendix 31 – CRODA Leek Major Projects Procedure

Appendix 32 – Construction Impact Risk Assessments

Appendix 33 – Construction plant Noise Index