

UsiDate:

REV No:- G

Contract No. GC0032 Contract Title & Address	Technology Block Upper Bognor Rd Bognor Regis West Sussex PO21 1HR
Duration of Project	Start Date: September 2016 End Date: May 2018
Client Name & Address	University of Chichester College Lane Chichester Surrey PO19 6PE
Principal Designer Name & Address (Additional Designers listed in Appendix) 3	Stride Treglown Management 11 Wessex Way Colden Common Winchester
Principal Contractor	Galliford Try Wonersh House The Guildway Old Portsmouth Road Guildford Surrey GU3 1LR

Other Consultants (Other Consultants listed in Appendix 3)	
Prepared By (Site Team)	John Hunt Print Name Above Signature Above Date <u>18/07/16</u>
Accepted By (Principal Designer)	Print Name Above Signature Above Date _____

[Click here](#) to add this site to the Galliford Try HS&S Database – Date form sent:

This Construction Phase Plan will be added to, reviewed and updated as the project develops, further design work is completed, information from subcontractors starting work becomes available, unforeseen circumstances or variations to planned circumstances arise or where the operations management team deem it is necessary.

CONTENTS PAGE

INTRODUCTION

Section 1 Description of the Project

- 1.1 Location of the Project
- 1.2 Scope of the Works
- 1.3 Timing of the Works
- 1.4 Security of the Works
- 1.5 Selection of Contractors/Designers
- 1.6 Client Brief Pre-Construction Information

Section 2 Management of the Work

- 2.1 Management Structure and Responsibilities
- 2.2 Health and Safety Aims for the Project
- 2.3 Site Rules – Project Specific
- 2.4 Arrangements to ensure co-operation between project team – site meetings
- 2.5 Management of Change
- 2.6 Arrangements for involving workers
- 2.7 Site Inductions
- 2.8 Welfare Facilities and First Aid
- 2.9 Fire and Emergency Procedures
- 2.10 Accident Reporting and Investigations
- 2.11 Traffic Management

Section 3 Arrangements for Controlling Specific Site Risks

- 3.1 Significant Hazards and Risks

Section 4 Arrangements for Compiling the Health and Safety File

Appendix Section

1. INTRODUCTION

- (a) This Construction Phase Plan (CPP) had been prepared specifically for this project in accordance with the CDM 2015 Regulations. The aim of this CPP is to provide clear, concise and specific information required to manage the works and the arrangements for controlling significant project specific site risks.
- (b) This CPP has been produced by the Project team taking into consideration the pre-construction information (Client Brief) provided by the client; information on residual design risks provided by the Principal Designer and other designers; and information obtained from surveys and risk assessment of the project specific environment by the operations management team responsible for this project.
- (c) To manage the health and safety on the project the system requirements outlined in the Company's Health, Safety and Sustainability (HS&S) Standards will be implemented where relevant for the works to be undertaken.
- (d) Every project will have access to the Company's HS&S Standards, i.e. GT HS&S Intranet or CD as appropriate to the IT available at the workplace. A CD of the system will be provided to any interested third party.
- (e) The company's HS&S Standards are based on legal compliance and those applicable to this project are identified in Appendix 1; implementing the requirements of the HS&S System shall ensure that adequate planning, suitable controls, legislative compliance and monitoring to identify areas for improvement will form part of the day to day activities to ensure health and safety management and standards remain a priority element of the project.
- (f) The HS&S Standards are supported by Best Practice Guidance documents which contain more specific details to assist the operations management team in assessing the project's specific risks and producing safe systems of work tailored to the project and the Construction Health and Safety Manual (CIP) available via IHS on the GT Intranet.
- (g) We aim to reduce the provision of generic paperwork and to only provide in this CPP **project specific** information and paperwork that should help with the communication and risk management of this project. Other documents this CPP makes reference to, but is not project specific, will be made available on request.
- (h) Project specific filing systems will be used identify here the filing system used by your Business Unit i.e. electronic using 4P or hard copies – other forms which form part of the information which may be needed to be read by others should be in the appendix sections identified in this document as they are documents which contain information relevant and forming part of the management set up
- (i) The project team members responsible for the compilation, review and maintenance of this Construction Phase Plan are:

Position	Name	Responsibility
Snr Project Manager	J Hunt	Overall responsibility
Ops Manager	J Devereaux	Overseeing role

SECTION 1

1 DESCRIPTION OF PROJECT

1.1 Location

The address for the project is:

Technology Block
Upper Bognor Road
Bognor Regis
West Sussex
PO21 1HR

1.2 Scope of the Works

This project

The Bognor Regis Campus project Known as the Technology Block is a new build multimedia scheme which includes recording studios, and also a separate building known as the accommodation building which will house 136 students.

The works have been split into 2 elements which will be classed as enabling works and main works although they will form part of the same contract.

Early Works;

Comprises of early tree removal in the presence of an ecologist and forming of a temporary site entrance to enable access to be gained from Felpham Way. Attenuation tanks for storm water, forming haul roads within the site confines, installation of a wheel wash by the site entrance, reduced excavation for the forming of piling mats.

Main works;

Technology block;

Driven piles and concrete beams will form the foundations, the main core of the frame will be constructed from insitu concrete with either end of the building being formed from steel frame and pre cast concrete floors. The external walls will consist from a mixture of metsec, rain screen, flint work and brick cladding, the roof will be a hot melt system, and the windows will be a Velfac installed system. Internal walls are formed from a mixture of block, and dry lining to enable the high acoustic levels to be met.

Student accommodation

Driven piles and ground beams will form the foundations, the frame will be constructed from metframe with concrete floors, wall cladding will be a mixture of metsec and brickwork, and roof will be a hot melt system. Internal walls are formed from a mixture of pre manufactured pods, block, and dry lining.

External areas comprising informal soft and hard areas surrounding the new buildings, on site car parking, new foot paths off Felpham Way and also internally from the university grounds, restoration of an existing listed wall, new incoming infrastructure.

There are some highway works on Felpham Way whilst forming a new site entrance across an existing cycle path.

The site is adjacent to Chichester university buildings fronting on to Upper Bognor Road, which forms the southern boundary of the site. Adjacent to the eastern boundary is Felpham Way. An unnamed water course cuts through the center of the site, with recreational to the North of site. To the west of site are residential properties backing onto Brooks Lane. In addition three Grade II listed buildings lie within the southern section of the site, including properties 67, 69 and 71 of Upper Bognor Road. The majority

of the site is currently a private field, however university building are situated within the south west of the site and another unnamed building is located within the western portion of the site boundary. It is also noted that the site is prone to flooding and does not have any flood defences.

There are no areas of environmentally sensitive designations influencing the site and thus requires no specific and precautionary measures to be undertaken on site. The highest risks are considered to be with made ground deposits encountered under the proposed new school building footprint as well as the existing school grounds.

The development site is approximately 2.2 Hectares and located in an area of dense scrubland and on a flood plane to the north of Bognor Road and west of Felpham Way at National Grid reference 4994414 099634. This is immediately east of the current University Campus. The northern extent of the proposed site is marked by Ladybrook Community Orchard. The maximum level of the site is in the west (approximately 4.0m above Ordnance Datum) and the site slopes down to the minimum level in the south east corner of the site (approximately 1.0 m above Ordnance Datum)

The properties immediately surrounding the University Campus comprise semi-detached houses. The main University buildings are situated to the west of the proposed site, with halls of residence beyond the western boundary. There are recreational sports fields covering the northern section of the proposed site and a derelict field (Donkey field) in the south region of the site.

1.3 Timing of the Works

Contract Award Date	TBA
Contract Commencement Date	26th September 2016
Contract Period	TBA
Site Start Date	7th November 2016
Planned Contract Completion	May 2018
Form F10 (Rev) Date Submitted (copy of F10 filed in Appendix 5)	19th August 2016

- (a) A construction programme specific to the project will be maintained by the project team this will be updated / reviewed throughout the works and copies provided to the client or others requesting this information
- (b) The normal hours of work are as follows:
- Monday to Friday: 08.00 – 18.00
 Saturday: 08.00 – 13.00
 Sunday: N/A
- (c) The site will be continually monitored by the site project team and in addition advice, support and monitoring will be provided by one of the Galliford Try independent Health, Safety and Sustainability Advisors.

The HS&S Advisor that has been appointed for this project is:

Name: Andy Turrell

Qualifications: NVQ4 Occupational Health & Safety / NEBOSH Diploma

Telephone No: 07484 041602

Frequency of Visits: frequency of visits as agreed with Regional HS&E Manager

1.4 Client Brief – Pre-construction Information

- (a) A copy of the detailed information received from the Client and pre construction surveys and design risks are located electronically in the site filing system and hard copy in the site office All relevant information will be communicated during pre-start meetings to contractors.
- (b) The Client has advised of the following hazards and risks:
- Live Services – foul rising main/ existing electricity/existing drainage/existing gas/existing telecom
 - Asbestos not identified in reports definitely not present – however if discovered or unsure of potential material report immediately to GT management
 - Unstable buildings – Grade II listed wall to south west boundary of site
 - Contaminated land – N/A
 - Rail lines in the vicinity of site N/A
 - Overhead cables / underground services / as first item
 - Vulnerable neighbours i.e. Neighbouring bungalows to north west of site and the student halls of residence
 - Highways and access to site works /access to be formed with left in left out only
 - Mine shafts and previous use of land etc. N/A
 - Site is in a flood zone
 - UXO desk top study has been carried, out watching brief required
 - Risk of Leptospirosis weil's disease from water course
 - Risk of contaminating water course
 - Risk of culvert collapse during construction phase if used for access to south of site from the north
 - Records of Japanese knot weed in close proximity to the site
 - Risk of falling into water course during the construction phase
 - Risk of falls from height
 - Manual handling
 - Risk from injury from automatic doors 9 (check BS 7036 RA for protection / guards required)
 - Existing rising pump main to eastern boundary
 - Existing storm / foul drain running across site
 - Existing fibre optic to western boundary
 - Unstable existing boundary wall to eastern boundary
- (c) A project specific risk assessment covering how all hazards and risks will be managed / planned by the site team has been produced and the detailed specific control measures and safe systems of work will be covered in the work related risk assessments and method statements provided by those undertaking the works. The project specific risk assessment can be found in the Appendix 6 to this document – the risk assessments provided to us by contractors are located in the site file in the site offices
- (d) Section 3 of this CPP identifies the specific significant hazards and risks in accordance with schedule 3 of the CDM regulations

1.5 Site Security for this Project

- (a) . The site will be totally enclosed with a mixture of Site hoarding 2.4m high, anti- climb Herras fence panels and tree protection fencing. The entrance will be controlled by a traffic marshal there will also be in place finger print identification access system. The tower crane will be within a lockable hoarding the mast will be fitted with an anti-climb fan and lockable gate across the access ladder the entrance will be locked when the site is closed. The existing entrance to the north west of site will be closed prior to the main works commencing. Anti-vandal and modular site offices are both being considered at present.

SECTION 2

2 MANAGEMENT OF THE WORK

2.1 Management Structure and Responsibilities

- (a) The general health and safety responsibilities are as laid out in the Company's Health and Safety Policy and all persons shall be made aware of their site specific health and safety responsibilities. The project specific health and safety roles are detailed on form [HS&E-FRM-C01-03](#) which is found in the appendix section to this CPP.
- (b) All site managers on this project have received the CITB SMSTS training and hold relevant CSCS cards and have been formally appointed by a senior director who has checked that they have the relevant level of knowledge and competency as identified on the Company's competency matrix ([HS&E-BPG-T03-101](#)). Copies of letters of appointment and individual's certificates of training etc are located and are available on request.
- (c) Temporary works coordinator /experience in line with company policy and sufficient time available to carry out the role TBC
- Temporary works supervisors / (sub-contractors) experience in line with company policy and sufficient time to carry out the role TBC
- Utility services coordinator/experience in line with company policy and sufficient time available to carry out the role James Green for the enabling works, TBC for the main contract
- Traffic Marshalls TBC
- Fire Warden TBC
- Fire Marshalls (sub-contractors and GT Staff) TBC
- (d) An organisation chart of the management team for this project will be located in the appendix section. The organisation chart identifies the persons who have been appointed for overall management of this project these persons have all been appointed following checks on their competency and experience for the type of works covered on this project.

2.2 Selection of Contractors / Designers

- (a) All contractors appointed to work on this project will have been evaluated using a system based on PAS 91 to ensure those selected have relevant competency and experience of the type of works.
- (b) Project specific information has been provided to all contractors and designers and project specific risk assessments and method statements requested and these will be reviewed by the site team prior to contractors being permitted to commence work.
- (c) Pre-start meetings will be held with contractors prior to works commencing.
- (d) A log of all contractors and their contact details to be used on this project can be found in the Appendix section of this CPP.
- (e) Contractors will provide supervision and trained first aider's specific to the type of works they will be undertaking.
- (f) Whilst working on this project their works will be monitored and they will be inducted into the Galliford Try 'Challenging Beliefs, Affecting Behaviour' safety culture programme which empowers them to challenge unsafe acts and to contribute to the health and safety objectives specific for this project.

2.3 Health and Safety Aims for this Project

The project shall be managed in accordance with the requirements laid out in the CDM Regulations 2015 to support our vision which is 'to ensure everyone returns home in the same condition they arrived'.

- (a) To have zero reportable accidents or reportable dangerous occurrences
- (b) To ensure no members of the public or others are affected by our undertakings.
- (c) Zero enforcement action by enforcing authorities.
- (d) To work to the principals of the Considerate Constructor Scheme and achieve 35 plus in each audit
- (e) To set up a NAB Team from representatives of the contractors on site
- (f) Zero accidents

2.4 Site Rules

- (a) All persons will be asked to comply with the legal requirements regarding the wearing of personal protection equipment, smoking policy, drugs and alcohol policy and also be advised of the site specific rules during the site induction. See Appendix 16 which are the specific site rules but as work progress these may be adapted to suit the works.
- (b) In addition site specific rules and policies concerning these areas will be posted in the welfare facilities provided for the employees as reminders. The site rules specific for this project are in the appendix section.

2.5 Arrangements to ensure co-operation between project team members

- (a) Exchanging Design Information between the Client, Principal Designer and Designers

Site specific arrangements include a schedule of meetings agreed with Client, Principal Designers and Designers either include here or reference its location Minutes of these meetings will be made and uploaded onto 4P

Schedule will be filed electronically using the site filing system Minute taker will be the person chairing each meeting

- (b) Handling Design Changes
Correspondence regarding design changes will be communicated through 21. Client discussions on 4 Projects, Contractually using early warning notices and recording the change on the contract programme

- (c) The exchange of health and safety information between contractors:

Pre-start meetings – In a meeting held pre-contract on site in the site offices

Open door policy records – using SBD form which can be anonymous, GT management are always available to discuss H & S issues as and when they arise

Site Induction attended by all working on site prior to commencing work

Weekly NAB meeting

2.6 Management of Change

The client will be kept informed of use of unspecified materials via an approval process, delays will be recorded using early warning notices under the conditions of the contract

2.7 Arrangements for involving workers

- (a) This project has a health and safety notice board located adjacent the Canteen which will be kept up-to-date and contain relevant information for the workers to refer to as necessary. The project specific methods of effective communication are recorded on [HS&S-FRM-C03-05](#) found in the appendix to this document and a copy of this form is displayed on the health and safety notice board and all persons advised during site induction

At this project we will do the following to ensure workers are involved:

- Site Inductions
- Risk assessment briefings
- First 10 minute briefings
- Toolbox Talks
- NAB Committees
- Near Miss reporting
- Safe behaviour discussions
- Appointment of safety coaches from contractors team

2.8 Site Induction

- (a) There will be two levels of inductions, one for persons who will be working on the project and a less detailed one for visitors who will be accompanied whilst on the project.
- (b) The site specific induction that will be used at this project appendix 9 location electronically in the site file and in the induction room
- (c) Every person will be inducted and a record of the induction will be retained on site using [HS&S-FRM-T03-02](#) or [T03-05](#) (visitors). The induction will explain the project, the hazards and risks of the site in general, site rules and explain the provisions made for their health, safety and welfare whilst working on this project.
- (d) We are also committed to achieving a fully qualified workforce (CSCS); this is in addition to ensuring the competency levels for persons on this project are in line with the Competency Training Matrix provided in the Company HS&S Standards. Therefore, during the induction process evidence of competency will be requested for each person, copied and kept on site.
- (e) Checks will also be made to ensure they have the relevant PPE for the work they are involved in, including face fit testing requirements where RPE is required.
- (f) General details on medical problems we may need to be aware of and next of kin details in event of illness or accident will also be requested – any details will be held confidentially under the Data Protection Act.
- (g) If non-English speaking persons to be employed on site, inductions and site instructions will be communicated to these persons via an English speaking supervisor who is able to translate all instructions and site rules translated into their native language.

2.9 Welfare Arrangements

- (a) Suitable and sufficient welfare facilities will be provided from day one of the works commencing in connection with this project. The welfare facilities provided will address the project specific requirements due to the environment being worked in and location

- (b) The welfare facilities provided on this site will be shared by the subcontractors, a copy of the shared welfare certificate can be found in the site canteen project
- (c) The project specific welfare facilities provided for this project either **complete the list below deleting if not applicable or refer to where the project specific welfare equipment can be located.**

Maximum No. of persons on site:	*	120
No. and type of toilets:	*	TBC Modular or anti vandal
No. of Mess Rooms:	*	TBC Modular or anti vandal
No. of Drying Rooms	*	TBC Modular or anti-vandal
No. of Shower Rooms:	*	TBC Modular or anti vandal
Type of Water Supply:	*	Mains water and Water bottles
Equipment for heating food:	*	Microwave oven
Equipment for drinks:	*	Water coolers Kettles and fridges
Method of heating:	*	Electric radiators
Type of lighting:	*	Florescent
Housekeeping Arrangements:	*	Local cleaning company
Provision of catering facilities:	*	Canteen with microwave and kettle
Others	*	Tumble dryers in the drying rooms

2.10 Fire and Emergency Procedures

- (a) Members of the team have been nominated to take responsibility in the event of fire, accident or any other emergency and these are identified on the emergency notice form H04-01 found on the notice board and available in the appendix section of this CPP.
- (b) A Construction Site Fire Safety Plan ([HS&E-FRM-F01-02](#)) specific for this project has been produced in conjunction with the project's HS&S Advisor appendix 2.9(a). This plan includes a fire risk assessment and identifies the access for emergency vehicles to site, fire assembly point, persons appointed as fire wardens, firefighting equipment requirements, means of raising the alarm, the position of highly flammable material stores areas etc and details the specific risks and controls appropriate to this project. This plan will be reviewed at regular intervals throughout the project's duration or following any incident to ensure it is still suitable and sufficient.
- (c) An Emergency Notice ([HS&E-FRM-H04-01](#)) for this Project will be displayed on the site notice board and the details communicated to all personnel during their site induction.
- (d) Task specific emergency rescue plans will be produced prior to the following works being commenced:
- Working at height using Harness, Safety Nets, rope climbing etc
 - Deep excavations
 - Working adjacent to/ over water
 - Working on "Live" electrical systems
 - Tower Cranes being used
 - Work on carriageways / motorways
 - Working adjacent to railways N/A
 - Working adjacent live rising main
 - Temporary Works

- (e) The emergency rescue plans will be held by the contractor's supervisors and our project team; the site will ensure a 'practice' of the emergency rescue is undertaken by the contractor at intervals advised in the risk assessment for the works. These plans will be reviewed with the HS&S advisor as necessary during the four week planning.
- (f) The number of appointed first aiders / appointed persons for this project is 2, as the works progress more 1st aiders will be appointed through our supply chain and site management. The names of first aiders and location of first aid equipment is included on the Emergency Notice for the project [HS&E-FRM-H04-01](#) that is displayed on the project's health and safety notice board.
- (g) The first aid requirements for this project have been specifically risk assessed for the type of work and numbers of persons and the following will be provided based on these works:

There will be initially 1 box for 50 personnel to be added to as required during site works

Location of first aid boxes – site managers office

Stretchers: None

Blankets: None

Other as applicable

- (h) The first aid boxes and equipment will be re-filled after each use, visibly checked each week during the weekly inspections and monthly checks carried out and recorded by the person identified on the site responsibility checklist [HS&E-FRM-F02-01](#).

2.11 Accident Reporting, Recording and Investigation

- (a) The accident reporting, recording and investigation will be in line with the requirements outlined in the Company's [HS&E-STD-A01](#). All incidents, including environmental incidents, will be recorded as appropriate and held confidentially.
- (b) All incidents will be investigated, the person undertaking the investigation and the type of investigation will depend upon the severity or potential severity. The operations management team will report any potential RIDDOR injuries immediately to the project's HS&S Advisor who will provide the level of support and assistance as appropriate to the incident.
- (c) The requirement to report all incidents, method of recording will be communicated to persons working on the project during the site induction.
- (d) Where any accident is reportable to the Health and Safety Executive the employer of the injured person will be responsible for ensuring it is reported, a copy of the F2508 will be filed (confidentially) on the site. Where a contractor does not provide evidence of reporting to the Health and Safety Executive the project's operations management team will report it directly to the Health and Safety Executive on behalf of the contractor.
- (e) Investigations will be carried out and risk assessment reviews undertaken following the investigation. Where lessons can be learnt Safety Alerts, Toolbox Talks, Information Sheets or other appropriate media will be used to communicate the information across the Company.
- (f) Significant near misses will be treated in the same manner as an accident with appropriate investigations undertaken.
- (g) The specific method of near miss reporting for this project will be as the situation dictates, location of near miss cards are in the canteen and induction room, near misses and subsequent actions will be discussed in the weekly NAB meetings.

- (h) Incident information and records filed securely for data protection of any individuals who may be named. Incident report forms and incident investigations shall not be released to any third party without formal permission from the Company's senior management team.

2.12 Traffic Management

We will ensure that traffic is routed away from work areas wherever possible with pedestrian and vehicle segregation in areas where this is not possible. This plan will include for the re-fuelling of plant on site, deliveries to site and access for emergency vehicles.

A project specific traffic management plan and a traffic management risk assessment have been provided for this project and these documents will be updated and briefed to site operatives as necessary throughout the project's life-time.

The traffic management risk assessment identifies the site specific controls for this project and this is located in the site file

SECTION 3

ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

All works carried out will be in accordance with the relevant health and safety legislation, primarily the requirements set out in the CDM Regulations, giving particular regard to providing safe places of work, safe plant and equipment, the provision of competent persons, provision of information, instruction and training and The Management of Health and Safety at Work Regulations which requires risk assessments to be carried out in order that significant risks are identified and suitable and sufficient control measures are utilised.

Schedule 3 of CDM Regulations 2015

Work which puts workers at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site;

Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring;

Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999;

Work near high voltage power lines;

Work exposing workers to the risk of drowning;

Work on wells, underground earthworks and tunnels;

Work carried out by divers having a system of air supply;

Work carried out by workers in caissons with a compressed air atmosphere;

Work involving the use of explosives;

Work involving the assembly or dismantling of heavy prefabricated components.

The general control measures and forms to be utilised for controlling significant risks are those identified in the Company's HS&S Management Systems i.e. planning and implementing management systems. The specific work risk assessments to reduce the likelihood of incidents occurring will be provided by the competent contractors employed. They will provide risk assessments and method statements specific to the environment and type of work to be carried out. These will be reviewed by our site team in conjunction with the project's HS&S Advisors to ensure suitable and sufficient control

measures are included in the work risk assessment and that the significant risk assessments and safe systems of work are briefed to all those who will be involved in the works.

In addition to risk assessments and method statements permits to work will be issued for the following activities which will be carried out on this project:

Project specific list

- Excavations – any breaking of ground activity
- Work in confined spaces
- Loading or dismantling temporary works
- Diving operations N/A
- Electrical works on distribution systems
- Hot works
- Working at height using Harness, Safety Nets, rope climbing etc
- Working adjacent live foul rising main
- Temporary Works
- OtherTBC.....

Those authorised to issue permits are identified on site responsibilities matrix in the appendix.

- Site access and egress points
 - o The site will have 1 main access point for the duration of the construction phase of the project which will be inboard off Felpham Way for both foot and road traffic with separate gates for both situated on the Eastern boundary of the site, the traffic gates will be inboard from Felpham Way to allow a lorry to access up to the site gates without blocking the main road. Due to the site being divided across the centre by a narrow stream which prevents access to the south of site initially a second access road will be required to the same design as the main access point, this will be approximately 50m north of the roundabout at the junction of Felpham Way and Upper Bognor Road ,plan attached in Appendix 15, entry and access to both entrances will be by left turn only .The culvert located at the centre of site will be constructed early in the construction process to give access to the south of site, this will enable access to the whole site from the north entrance at which point the south entrance will be closed.
 - o Pedestrian routes will be provided for access to and from the work faces with clear crossing points as required.
 - o Traffic will be restricted to the haul roads with a maximum speed limited of 5mph.
- University's access to site and interface with contractors

GT management will control access onto site for the site works and also Visitors at the main gates:

- o Access to the University's grounds to undertake the works for the road amendments will be undertaken outside of busy periods and in conjunction with the University, access will be by the University's grounds.
- o Access for contractors to undertake the works to the stone wall will be from the GT site where possible although some deliveries may have to be via the University grounds in conjunction with the University.
- o Access for contractors and materials for undertaking the works to the pedestrian walkway will be via GT site and the University grounds in conjunction with the University.
- Interface between contractors' plant and local traffic

There will be parking on site which we anticipate forming as part of the enabling works and where possible we will encourage car sharing to restrict the cars on site, all deliveries will be met by our

gateman at the site entrance and directed accordingly onto site minimising interface with the local traffic.

- Delivery, unloading and storage areas for materials, removal of waste materials – consider vehicle / pedestrian conflict.
- o There will be 2 way sets of lights set up at both entrances to site off Felpham Way to control traffic entering and exiting site due to the pedestrian / cycle path in front of the site entrance gates, these will only be operational during site hours and removed at end of each day to allow free flow of pedestrian / cyclist's.
- o Deliveries will be via main access gate off Felpham Way, all deliveries will be met by our gateman and directed accordingly.
- o Unloading and storage will be in the relevant area according to the type of delivery
- o All vehicles will be marshalled by a trained banksman
- Existing services –

There are numerous existing services indicated on the services survey drawing for the site.

- o Prior to any excavation works commencing a permit to break ground will be issued by our dedicated utility's site manager with all relevant safety actions to be followed and undertaken.
- Foul pumping main-
- o There is a live foul pumping main running south to north within the site parameters, the foul main will be identified by GT during the enabling / survey stage of the works and prior to the main works commencing on site and a **"no dig"** exclusion zone will be set up over and 3m each side of the main. **Prior** to any works being undertaken within this zone the Snr Project Manager will counter sign the permit to dig, failure to comply will result in instant dismissal.
- Reptile relocation –

UOC will employ a specialist contactor to undertake all survey and removal of reptiles and amphibians from the site as required.

- Archaeology works –
- o UOC will employ a specialist contactor to undertake all necessary duties as required by the archaeology team.
- Partial or full demolition of existing flint wall –

A specialist will be employed to undertake the works and their method statement and risk assessment will be viewed prior to works commencing, although the removal and stacking method statements have been previously issued to the planning department. Whilst undertaking the works the area will be fenced off by means of heras panels from the UOC and access will predominantly via GT site.

- Erection and dismantling of tower crane –
- o A site specific method statement will be issued prior to the erection and dismantling of the tower crane which will cover the works including all exclusion zones and traffic marshalling required to enable the works to be undertaken safely.
- Culvert works
- o Prior to works commencing site specific RAMS will be issued detailing works and also interface with watercourse including any over pumping that will be required, timing of the works will also be looked at to ensure optimum time is utilised i.e. when the stream is at its lowest flow.
- Highway works
- o Full RAMS will be issued prior to works commencing which will include but not limited to; all street works accreditation required for works to be undertaken in the highways, all tracing of services, interface with the pedestrians and also cycle path, deep drainage, traffic management

- Temporary works / back propping
 - o A full temporary works scheme will be developed in the preconstruction stage of the works in conjunction with GT supply chain.

3.1 Delivery and Removal of Materials (including Waste).

HS&E- STD- W01

All deliveries will stop at the main gate and once the destination of the delivery has been established the relevant supervisor / site manager will be contacted to take delivery of their materials and offload into their designated area. Any deliveries where materials are stored on the back of a lorry ie a flat bed, fall protection bags or similar will be used. Any deliveries involving craneage or Hi-Ab will have the appropriate lifting plan. All pedestrians and deliveries will follow the traffic management plan.

3.2 Services and Overhead and Underground Services

HS&E-STD-U01

There are 3 permits to break ground they should be used as follows:

- **E02-03** – Core standard
- **E02-03(BP)** – Building and Partnerships
- **E02-03(I)** – Infrastructure

The purpose of a permit is to ensure:

- all known services have been located;
- sufficient trial holes have been dug to identify the route(s) taken by each service;
- there is sufficient clearance between the proposed excavation and the existing services (remembering that cables do not run in straight lines) to ensure safety;
- all operatives and supervisors involved are competent, aware of the risks associated with excavations (including underground services) and the need to comply with any conditions set out on the permit.
- Where appropriate sufficient arrangements have been made to provide support and /or traffic management at an excavation.

Only once ALL of the above conditions can be met, a “Permit to Break Ground” should be issued. The Permit should identify:

- a set period of time during which it is valid;
- a specific excavation, or section of excavation to which it applies and be accompanied by a drawing (or other documentation) giving clear information on where and at what depth existing services will be found as well as details of the trial holes;
- details of the precautions to be taken;
- the level of supervision required;
- the type of machinery that can be used during the work including any restrictions on its use;
- actions to be taken in an emergency;
- a requirement to stop work and seek advice if either additional services are found or services are not found to be in the positions identified on the permit

NOTE :

- Prior to any works being undertaken in the foul pumping main vicinity the Snr Project manager will need to countersign the permit to break ground provided for the works to commence after viewing the site specific Rams for the works being undertaken. No works to commence until the permit has been counter signed by the Snr Project manager, failure to comply will result in instant dismissal.

UXO's - As part of a Desk Study prior to the ground investigation works the site was identified by Zetica as an area at risk of unexploded ordnance (UXO). This concluded that the site lies within an area considered to be at moderate risk of UXO due to Bognor Regis being targeted for bombing during the Second World War. The report suggested that mitigation measures should be required during development works and that an unexploded ordnance engineer should be present during intrusive works. All permit to digs will make reference to UXO's for intrusive works and the relevant RAMS will be checked to ensure that they make specific reference to UXO's.

The competent persons for both issuing the permits and any disconnections will be added once known.

All relevant risk assessments and method statements will be produced and reviewed prior to the works commencing.

3.3 Accommodating Adjacent Land Use

The University's parking and ground will remain uninterrupted as our works proceed, although there will be some interfaces due to the

- o Flint wall
- o Road works within the University
- o Highway works

3.4 Temporary Structures / Unstable Structures identified

HS&E-STD-T01

All temporary works will be designed by the appropriate personnel and checked and signed off by a separate party prior to the works commencing.

In the temporary state the structure may require temporary propping which will be reviewed as the design progresses.

3.5 Preventing Falls / Working with or near Fragile Materials

HS&E-STD-W03 / E02

Prior to works commencing risk and method statements will be reviewed to cover both high level works and also excavations.

3.6 Control of Lifting Operations

HS&E-STD-L02

All lifting operations will be controlled by an appointed person, where reasonably practicable the provision of lifting eyes will be used to assist in the safe lifting of the equipment.

The siting of the tower crane will be agreed with the crane providers and competent engineers will design the foundations as appropriate.

The mobile cranes will be cited in conjunction with the relevant contractors and all foundations and load requirements checked prior to use.

The weights of all lifts are to be known and an appropriate lifting team will be appointed and briefed on the lift(s).

3.7 Maintenance of Plant and Equipment

HS&E-STD- P01

All mobile plant will be checked as it arrives on site to ensure minimum standards are being met.

All mobile plant and equipment will be fully certificated, have evidence of a current thorough examination, as applicable, and should only be operated by persons aged 18 years or over, who holds a relevant CPCS card.

All mobile plant and equipment should be checked daily by the operator, records of the daily pre-use checks for the mobile plant should be recorded on [HS&E-FRM-P01-03](#), and the daily mobile plant peruse check sheet handed into the operations management team on a weekly basis.

Checks should also be made during weekly inspections that electrically powered equipment seen in use have been PAT tested within a 3 month period.

Where equipment e.g. gas monitors, requires regular calibration, the calibration date should be checked before the equipment is used for the first time and at regular intervals if the equipment is for long term

hire.

3.8 Excavations / Poor Ground Condition Management / Wells / Underground Earthwork / Tunnels

[HS&E-STD-E02](#)

The key hazards are listed below.

Collapse of excavation sides – the correct earth work support will be utilised based upon the bore hole logs and ground conditions and or battered back / stepped.

Underground cables and services – see section 3.2

Plant / Equipment falling into or contact with – appropriate wheel stops to be utilised and or keep the machinery back from the edge of the works as appropriate to the ground conditions or works activity.

Access and egress from excavation – as determined by earth work support being utilised.

Lifting operations – see section 3.6

Falls from height – see section 3.5

Spoil and material storage – all material and or spoil to be kept far enough away from excavation to avoid imposed loads, as determined by ground conditions.

Inflow of ground and surface water – over pumping / local dewatering to be utilised.

Drainage – excavations will be deep within the project and the correct earthwork support will need to be utilised including all dewatering.

Foul pumping main – location of the foul pumping main will be a key factor on the project and once found an exclusion zone requiring a permit to break ground will be set up for any works within this area.

Location of the pumping main will require site specific RAMS and also temporary works associated with the earthwork support.

3.9 Work on or Near Water / Diving Operations / Caissons etc – other risks of drowning

[HS&E-STD-W04](#) / [HS&E-STD-D02](#) / [HS&E-STD-H04](#)

Running through the centre of the site there is a ditch which may become flooded due to the heavy rain, the area will be made safe by the erection of a fence 2m away from the edge. Site specific RAMS and safety precautions will be undertaken as the works progress and also the timing of the works.

3.10 Traffic Routes / Segregation

[HS&E-STD-T02](#) –

As shown in appendix 17

3.12 Storage Materials and Management

[HS&E-STD-H01](#) / [H02](#) –

Materials will be segregated externally between each contractor and placed on solid / stable ground.

3.11 Health Risks Including:

The removal of asbestos; - [HS&E-STD-A02](#)

Only licensed asbestos contractors will be employed to remove asbestos.

Dealing with contaminated land;

Based on geotechnical report and data received date, it is considered that contamination risks to the proposed development are low. Whilst localised marginal contaminant exceedances were observed in soil leachate and groundwater samples collected during this assessment, they are not considered to represent a potential significant risk to human health or controlled water receptors. However should any contamination or potential contamination be discovered whilst undertaking the works, all works are to cease in this area and the findings reported to a GT member of staff where the appropriate action will be taken.

Manual handling; - [HS&E-STD-M01](#)

Manual handling will be covered in general risk assessments

COSHH / handling of hazardous materials – [HS&E-STD-H02](#)

A Material Data Sheet (MDS) will be available on site with all COSHH assessments, including those produced using the Sygol system, for all proprietary hazardous materials.

Noise and vibration – [HS&E-STD-N01](#) / [V01](#)

Concreting - There will be minimal noise / vibration although due to the nature of concreting works and obtaining a clean face for the next concrete works there will be some disruption.

Driven Piling – During these operations these works will cause some noise and disruptions due to the nature of the works, mitigation measures have been identified by means of an acoustic fence running parallel to the eastern boundary.

Working with Ionisation radiation – [HS&E-STD-R01](#)

N/A

Exposure to UV radiation (the sun) –

Sunscreen will be provided to the work force, and where reasonably practicable possible working during the heat of the day will try and be avoided.

3.13 Health Risks Including:

The removal of asbestos; - [HS&E-STD-A02](#) N/A

Dealing with contaminated land; N/A

Manual handling; - [HS&E-STD-M01](#)

COSHH / handling of hazardous materials – [HS&E-STD-H02](#)

Noise and vibration –[HS&E-STD-N01](#) / [V01](#)

Working with Ionisation radiation – [HS&E-STD-R01](#) N/A

Exposure to UV radiation (the sun)

Leptospirosis (weil's disease)

Dust

Insert Other Significant Risks and Arrangements (specific to this location) to control them.

3.14 Pipe jacking

TBA for drainage works

SECTION 4

4 ARRANGEMENTS FOR COMPILING THE HEALTH AND SAFETY FILE

Regular meetings are being held through the pre-construction and construction phase of the project to ensure all necessary information is recorded within the Health and safety file which will be stored on 4P.

APPENDIX SECTION

1. HS&S STANDARDS APPLICABLE TO THIS PROJECT
2. SITE SPECIFIC HS&S RESPONSIBILITIES
3. DESIGNERS & CONSULTANTS
4. CONTRACTORS
5. SITE SPECIFIC RULES
6. FORM F10 (NOTIFICATION TO HSE)
7. PROJECT RISK ASSESSMENT (SET UP TO COMPLETION)
8. METHODS OF COMMUNICATION
9. SITE SPECIFIC INDUCTION
10. EMERGENCY NOTICE
11. HOSPITAL LOCATION
12. SITE LOCATION
13. HIGHWAY WORKS
14. MANAGEMENT OF NOISE POLLUTION
15. SITE TRAFFIC MANAGEMENT PLAN
16. ADD SITE SPECIFIC INFORMATION AS NECESSARY

APPENDIX 1 – HS&S STANDARDS APPLICABLE TO THIS PROJECT

Tick all Standards which will be applicable to this project

HS&S STANDARD	Ref	Tick Standard If it Applies	HS&S STANDARD	Ref	Tick Standard If it Applies
Accident & Incident Investigation	A01	✓	Training	T03	✓
Asbestos Management	A02	X	Underground and Overhead Services	U01	✓
Construction Design & Management	C01	✓	Vibration	V01	✓
Confined Space Management	C02	✓	Waste Management	W01	✓
Communication and Consultation	C03	✓	Welfare	W02	✓
Cultural Heritage Management	C04	X	Work at Height	W03	✓
Demolition Management	D01	X	Working Over or Adjacent to Water	W04	✓
Diving Management	D02	X	Water Management	W05	✓
Electrical Safety	E01	✓	Young Persons	Y01	✓
Excavations	E02	✓			
Ecological Management	E03	✓	Other:		
Environmental Emergency	E04	✓			
Project Environmental Design	E05	✓			
Fire Prevention	F01	✓			
First Aid	F02	✓			
Housekeeping	H01	✓			
Hazardous Materials	H02	✓			
Health & Safety Risk Management	H03	✓			
Health and Safety Emergency	H04	✓			
Lone Working	L01	X			
Lifting Operations	L02	✓			
Land Use Management	L03	✓			
Manual Handling	M01	✓			
Monitoring Performance	M02	✓			
Mobile Devices	M03	✓			
Noise	N01	✓			
Nuisance Management	N02	✓			
Occupational Health	O01	✓			
Plant Tools & Equipment	P01	✓			
PPE	P02	✓			
Environmental Management	P04	✓			
Radio Freq. Non Ionising Radiation	R01	X			
Resource Management	R02	✓			
Security	S01	✓			
Temporary Works	T01	✓			
Traffic Management	T02	✓			

APPENDIX 2

SITE SPECIFIC RESPONSIBILITIES

Form C01-03 (*Excel Sheet to be added to file*)

APPENDIX 3 – DESIGNERS AND CONSULTANTS

Company	Works	Contact	Telephone
Stride Treglown 1 Wessex Way Colden Common Winchester SO1 2RZ	Architect	Tony Russell	02380671991
WSP Regus House Southampton international Business Park George Curl Way Southampton S018 2RZ	Structural Engineer	Michael Spoor	02380302559
Hoare Lea Enterprise House Old School Cl Ferndown Bournemouth BH22 9UW	M&E Consultant	James	01202654600
Lizard Landscape The Old Bank 34 South Street Tarring Worthing West Sussex BN14 7LH	Landscape Architect	Suzanne Leiber	01903216033
Hoare Lea Enterprise House Old School Cl Ferndown Bournemouth BH22 9UW	Acoustic Consultant	TBC	01202654600
BSRIA Ltd Old Bracknell Lane West Bracknell Berkshire RG12 7AH	Air tightness Consultant	TBC	01344 465600

APPENDIX 4 –CONTRACTORS

CONTRACTOR	WORKS	START DATE	PRE-START MEETING	RAMS CHECKED
	Ground Works			
	Piling			
	Temporary site services			
	Metsec / frame installation			
	Steel frame			
	Pre-cast concrete frame			
	In-situ concrete supply and installation			
	M & E contractor			
	Scaffold			
	Masonry			
	Window installation			
	Screed			
	Plastering / Dry lining			
	Decorations			
	IPS			

CONTRACTOR	WORKS	START DATE	PRE-START MEETING	RAMS CHECKED

APPENDIX– 5

SITE SPECIFIC RULES FOR THIS PROJECT:

- Adhere to the site signing in and out procedure
- Use the pedestrian walkways provided for your safety
- If operating plant drive at the site specified speed limits
- Those operating plant must not leave plant running and unattended or leave keys in the ignition when not in use
- Wear relevant PPE as identified in risk assessments at all times
- Where an incident or accident occurs you must report it immediately to the Site Management Team
- Report any unsafe acts or conditions to the site management team immediately
- Smoking / including the use of E-cigarettes only permitted in signed designated areas
- Galliford Try undertake random drugs and alcohol tests all persons requested to provide a sample but refusing will be deemed to be a 'positive' test.
- Employees involved in significant incidents or accidents may be requested to take a drugs and alcohol test – refusing will be deemed to be a 'positive' test.
- Employees using prescribed drugs which may affect them must notify the site team.
- No use of mobile phones in general work areas or whilst walking on site – use in designated / safe areas only; those using plant or machinery must not answer or make calls whilst the machine is being operated or ignition is turned on.
- Where toolbox talks / first 10 minute briefings are held your attendance is mandatory
- Follow the controls outlined in your risk assessments and method statements if changes occur contact your supervisor do not continue until risks have been reviewed
- Do not operate any equipment you do not own or are not authorised or trained to use
- Materials and rubbish must be stored so as not to affect the safety of other persons
- If you make a mess – you must clean up immediately
- Waste materials must be put into correct waste skip and not left to build-up in work areas
- Any spillage of materials likely to contaminate or pollute must be reported to your Supervisor immediately
- Do not adapt or move any equipment without prior authorisation
- No horseplay or antics likely to cause harm to self or others

APPENDIX 6

Health and Safety
Executive

Notification of construction project

Notification No	6B428DA7AA	Date Submitted	19/08/2016 17:10:04
Notification type	This is a NEW notification		

About the location of the site

Address of the construction site	University of Chichester Bognor Regis Campus Upper Bognor Road BOGNOR REGIS PO21 1HR
In which local authority is the site address (Country, Geographical Area and Local Authority)?	England, West Sussex, Arun District Council

About the project

Description of project	New Build - Other		
Time Allowed by Client (In weeks)	125		
Start date	31/10/2016	Duration (in weeks)	75
No of people on site	120	No of contractors on site	30
Description of the construction work	Construction of a new engineering and digital technology building (academic building) and associated student accommodation. All associated external works, landscaping, services and drainage. Construction of new road junction onto Felpham Way.		

About those involved in the project

Role	Principal Designer	Name	Stride Treglown Management
Email	johnwrightson@stridetreglown.com	Phone no	
Address	Promenade House The Promenade Clifton Down BRISTOL BS8 3NE England		

Role	Principal Contractor	Name	Galliford Try Building Southern
Email	john.hunt@gallifordtry.co.uk	Phone no	
Address	Wonersh House The Guildway Old Portsmouth Road GUILDFORD GU3 1LR England		

APPENDIX 11 Hospital location

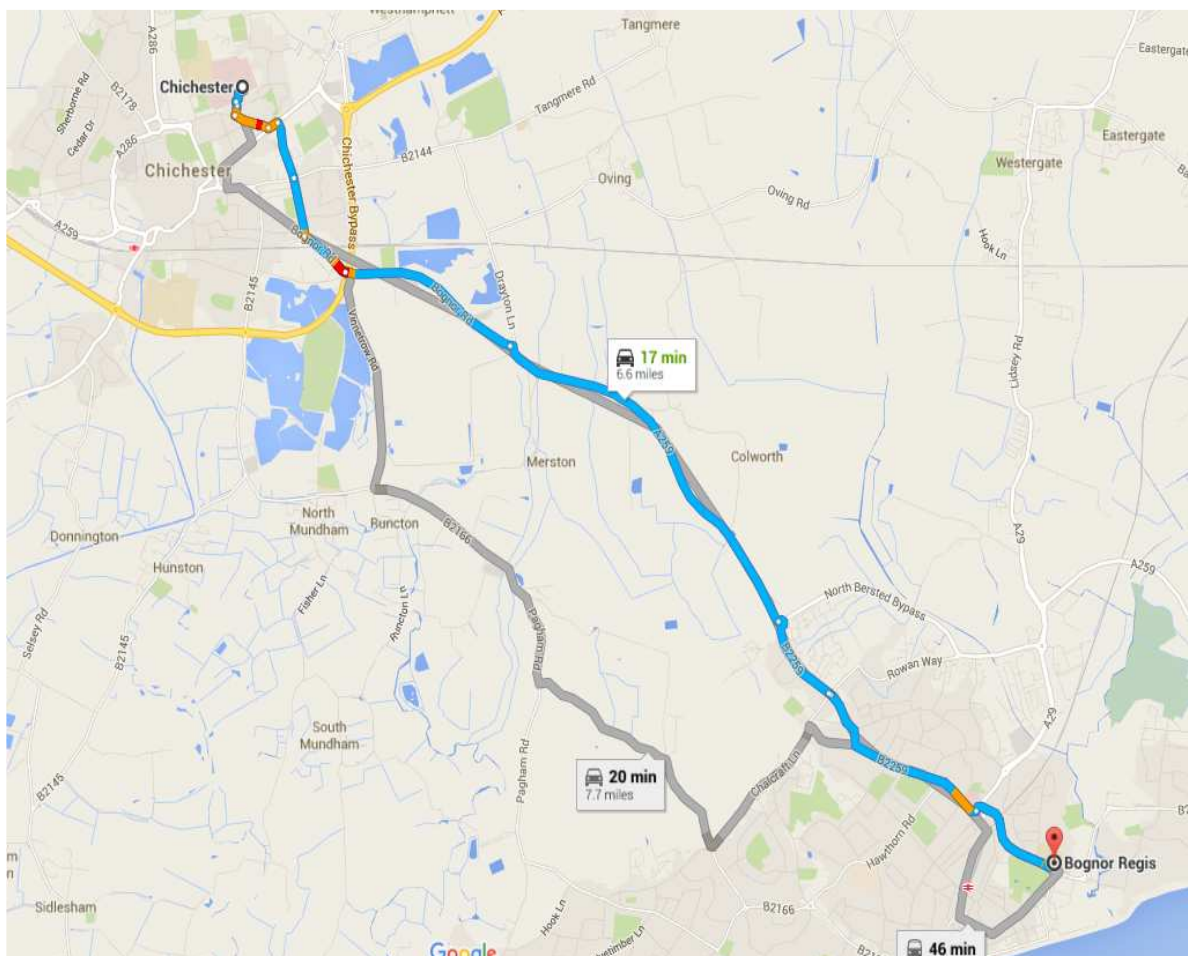
A&E - St Richard's Hospital

Spitalfield Ln,

Chichester

PO19 6SE

Phone: 01243 788122

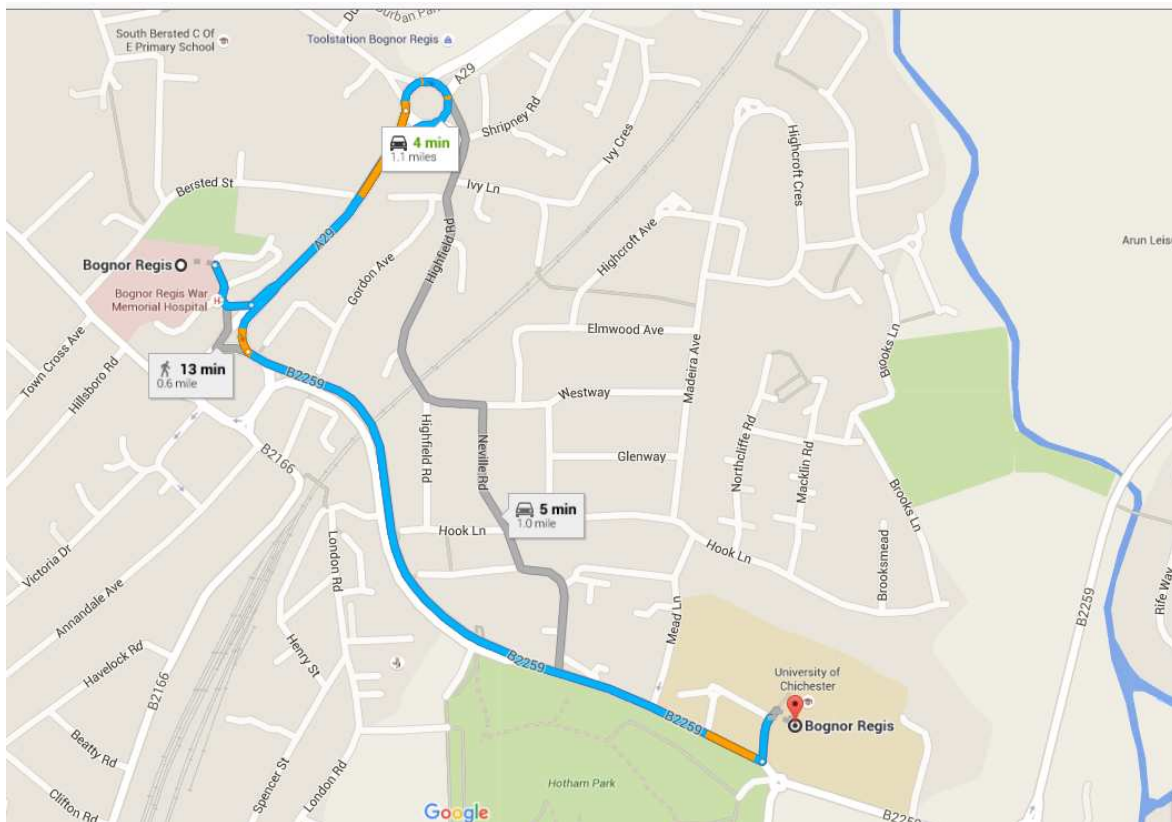


Hospital location

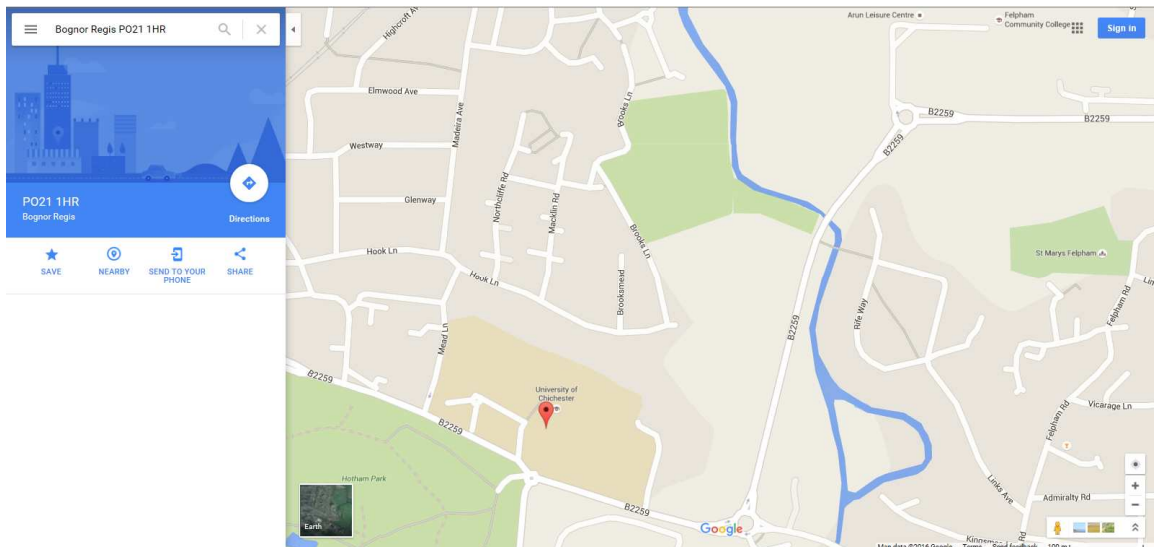
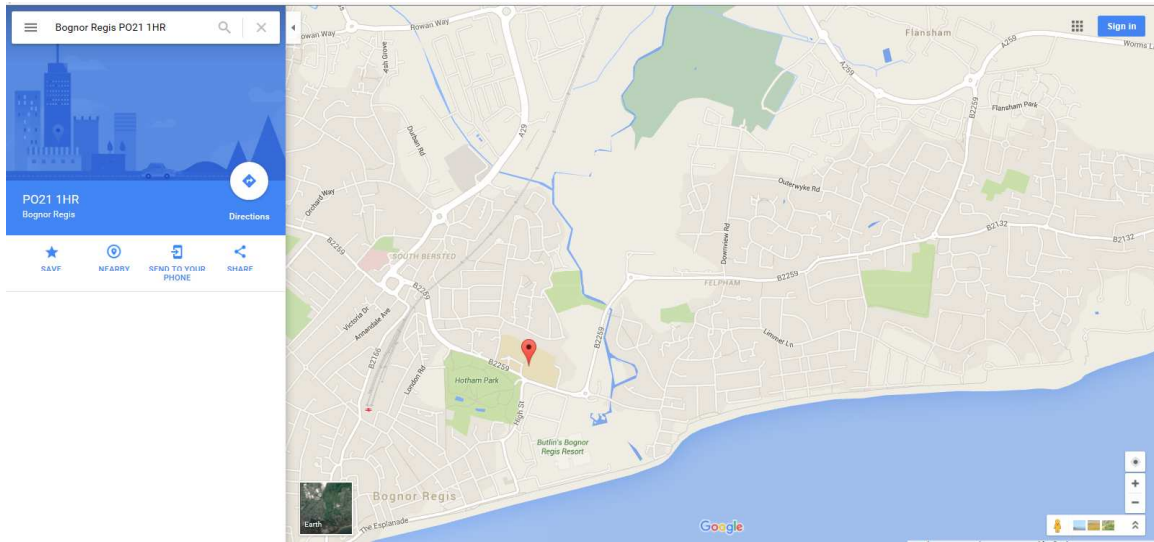
Minor injuries – mon – fri (9.00- 17.00)

Bognor Regis War Memorial Hospital,
Address: Shripney Rd, Bognor Regis
PO22 9PP

Phone: 01243 865418

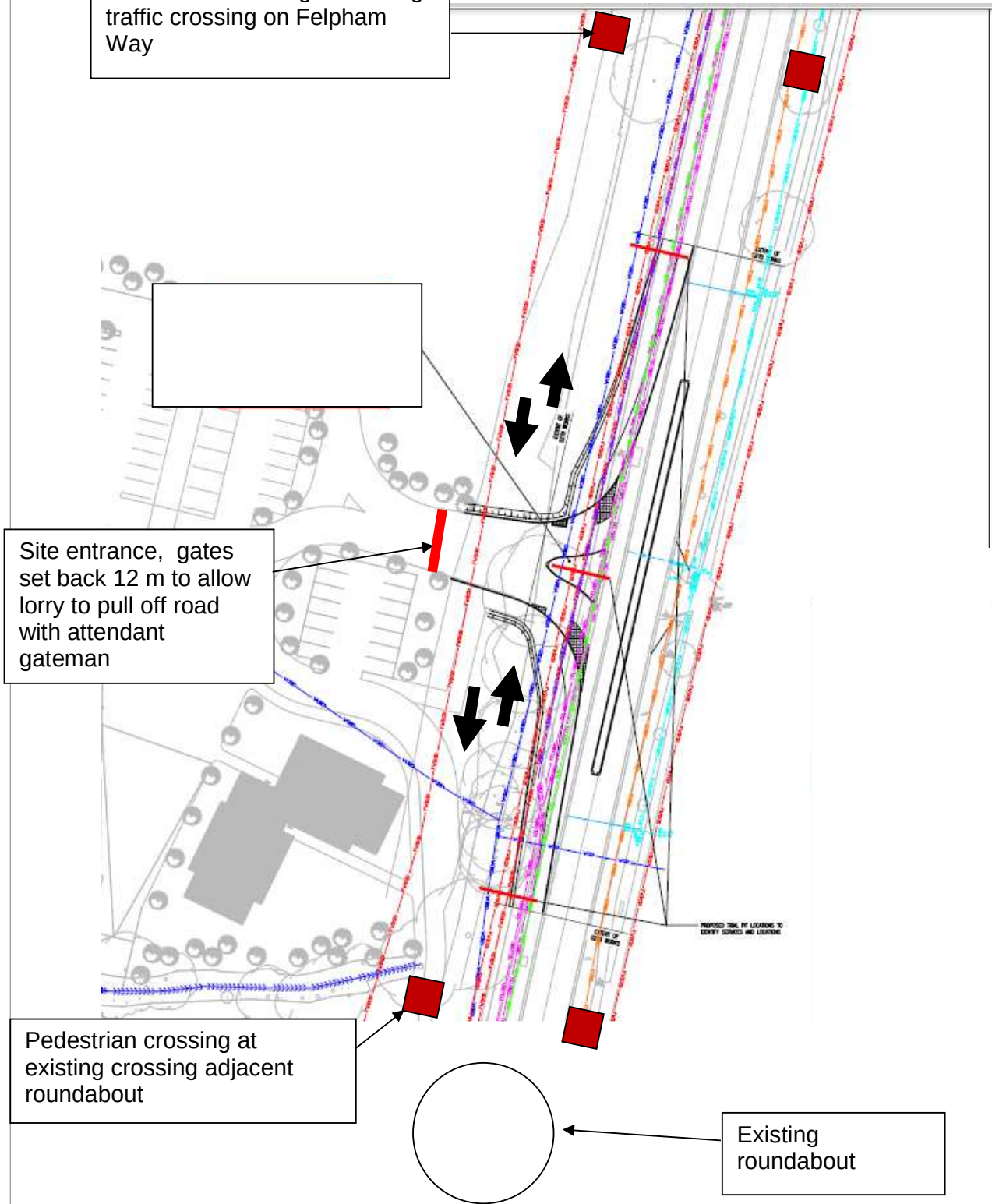


APPENDIX 12 Site location



APPENDIX 13 Highway works

Pedestrian crossing at existing traffic crossing on Felpham Way



APPENDIX 14 MANAGEMENT OF NOISE POLLUTION

The operations on site which are expected to generate noise are the installation of driven piles and steel frame erection. To minimise the effect this has on the general public and our neighbours site working hours will be as follows;

Steel works:

Monday to Friday 08.00 to 18.00

Saturdays 08.00 to 13.00

Bank Holidays no working

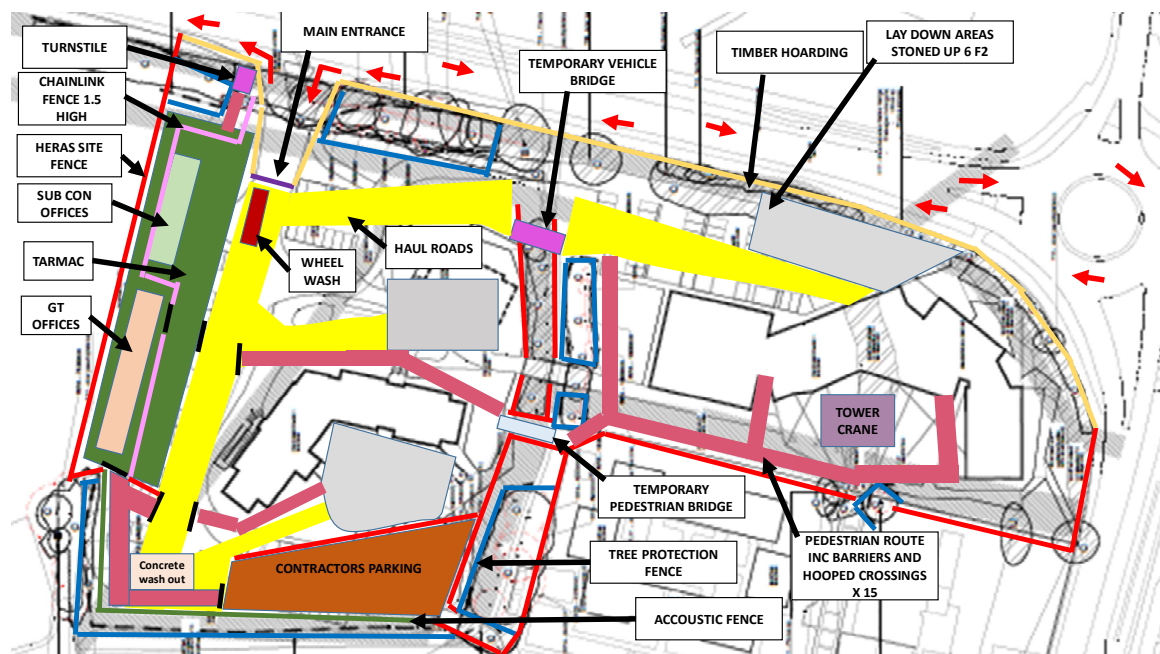
Driven Piling:

Monday to Friday 10.00 to 16.00

Saturdays no working

Bank Holidays no working

To further reduce impact on our neighbours we will be erecting an acoustic fence along the west boundary of the site as sketch below.

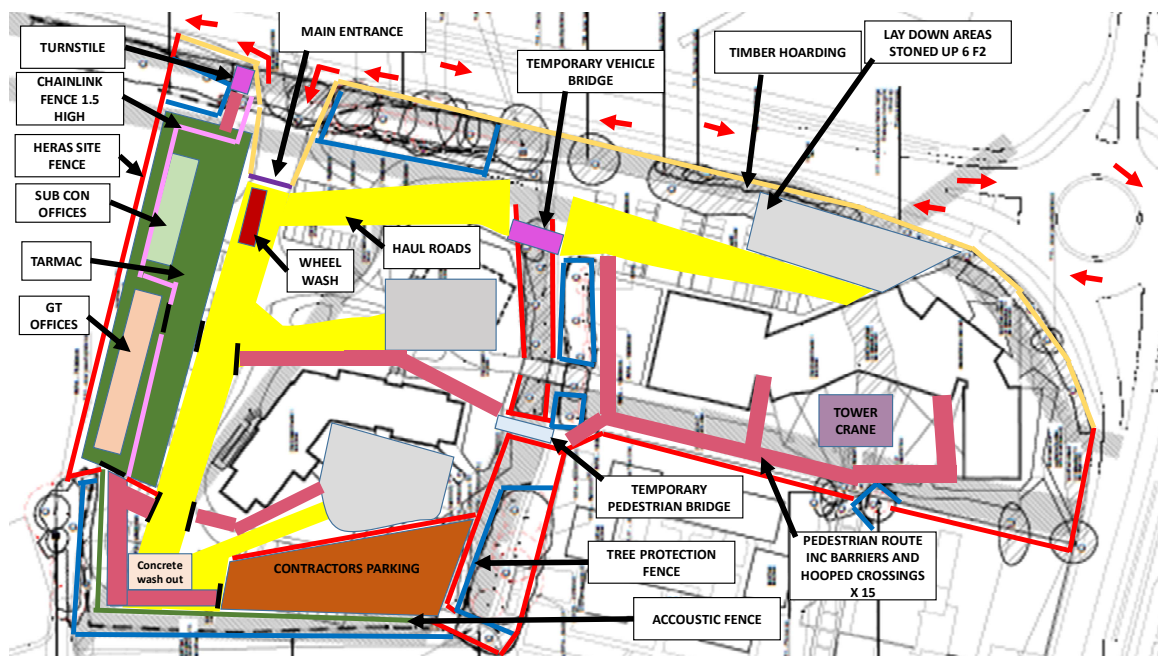


Reversing of vehicles will be avoided where possible noise pollution will be considered when choosing the right piece of equipment for all tasks on site. Below is a table with average db rating for the plant we expect to use in the construction process.

Equipment	Equipment size/Model
Mobile Crane	100 T
Tower Crane	Comansa 10 LC
Vibrating Road roller	10 T
Tracked Hydraulic excavator	37 T
Tracked Hydraulic excavator	19 T
Lorry	32- 36 T
Hydraulic breakers	JCB 25 KG
Pile Driver	Junttan PM20

APPENDIX 15 SITE TRAFFIC MANAGEMENT PLAN

- 1/ All traffic entering and leaving the site will turn left in and left out to minimise disruption of passing traffic
- 2/ No site deliveries will be received before 08.00 and after 18.00.
- 3/ All site operatives will park on site see plan attached
- 4/ Road sweeper will on call off for use as required
- 5/ A wheel wash will be on site for the construction phase of the project
- 6/ Entrance gates will be set back from Felpham way to avoid traffic disruption
- 7/ All plant, delivery and waste loading and offloading will be at designated areas on site
- 8/ Site hoarding will be erected around the site perimeter
- 9/ The public will be kept informed of all works ongoing through the construction phase in the form of news letters from GT and personal interaction from UoC-BRC
- 10/ At peak we will be expecting 40 material deliveries a day and will have approximately 30 spaces for onsite parking, delivery vehicles will be both rigid and articulated, mobile cranes will be in use as well as concrete wagons and pumps



Date	Information	Ref. No.	Comments
26/08	Updated F10, traffic plans		
20/09	Updated traffic plan,		
22/09	Site rules added, asbestos statement added, traffic management added.		

APPENDIX 16

GALLIFORD TRY CONSTRUCTION - UOC TECH PARK PROJECT SPECIFIC SITE RULES

WELCOME TO GALLIFORD TRY CONSTRUCTION

Management Team

John Hunt (1st Aider) / Jim Green(1st Aider)

Name PRINT	
CSCS number and expiry	
CPCS number and expiry	
Medical history	
Next of kin and tel	

1. You are to work within your site / task specific method statement / risk assessment. Should anything change then you are to stop work immediately ensure task / area is safe until your method statement and or risk assessment are amended and approved by GT. **Failure to comply may result in you being excluded from site.**
2. A work briefing **will** be carried out by your supervisor at the start of each day or shift dependent upon the task being undertaken and signed attendance copies will be provided to GT management daily.
3. **If you are a supervisor you will need to attend a daily work briefing at 7.30 am each morning.**
4. Parking on site is limited and parking is limited to the compound area and at the bottom of the site only. Parking is **not allowed** within the surrounding areas.
5. You are carrying out work adjacent a residential area and within an environmentally sensitive area, therefore, you are to work within the site area and do not trespass outside it unless you have been authorized. Should you need to carry out works outside the site perimeter, a permit to work must be obtained from the site manager
6. A speed restriction is applicable on all site roads. This is 5 mph.
7. The site is a **no smoking** site; however, smoking will be permitted in designated areas.
8. Working Hours: 8.00hrs – 18.00 hrs Mon – Fri
9. By arrangement: 8.00hrs – 13.00 hrs Sat.
10. **Notification of all deliveries is important** to ensure deliveries are not turned away, all deliveries to be escorted / supervised by contractor's relevant supervisor.

11. **Hot working permits will be required prior to commencing hot works.**
12. All hot work **must** cease 1 hour before site closes and a fire watch must be maintained.
13. Any cutting / sawing / chasing etc which has the potential to cause heat / ignition **must have a hot works permit**. If unsure ask a member of GT site management.
14. Asbestos – There is no reported asbestos, however should you discover asbestos or what you may feel is asbestos then all works are to cease in this area and GT management made aware.
15. All works **must** be carried out within the site boundaries. **Do not** move any fencing during works unless instructed to do so by GT management.
16. PPE suitable for the works being carried out **must be worn** at all times.
17. Hard hats, HI Viz jackets, safety boots and correct gloves **must be worn** at all times.
18. **Always** look after PPE issued to you for **your health & safety**.
19. **Do not** operate any item of plant or equipment unless you have the relevant plant operator's ticket. Copies of your certificates are to be given to the site management at the induction point.
20. The use of cherry pickers and elevated platforms is restricted to personnel who are certificated to do so. **A harness is to be worn at all times within the basket**. It is your responsibility to ensure that no one is working below you whilst the MEWP is in use, and the correct barriers are to be erected prior to use.
21. **Report** all items of plant which are or have become faulty or defective. **Stop** using them immediately.
22. A permit to dig **must be** issued prior to any muck shift or excavations are carried out.
23. Do not enter any excavation which is deeper than 1.0m, unless it is supported or battered back.
24. No persons must enter a confirmed space unless specific instruction on safety procedures have been issued and followed.
25. To protect the environment, **all fuel spillages must be** dealt with immediately and reported to GT.
26. Wash out concrete mixers and other work materials in designated areas and contain run off.
27. Only competent persons, who have been authorised to do so, may erect, alter, or dismantle scaffolding, falsework or excavation support structures.
28. All timbers struck must be de-nailed immediately.
29. Ensure that your work area is tidy and store materials in a safe manner. The site operates a Clean up Scheme.
30. Report any damaged ladders and do not attempt to climb one unless it is tied at the top or footed.
31. Do not work at an edge from which you could fall and injure yourself, unless a guard rail and toeboard is in place or you are wearing a harness attached to a secured line.
32. If you are using a substance as part of your work, make sure you have seen the COSHH assessment and take the appropriate precautions.
33. Eat food in the designated area and place any waste food in the bins provided.

34. Use the site toilets. Anyone not using the toilet facilities provided will be removed from site.
35. Report to GT any accident or incident that has or could have resulted in injury immediately when found.
36. Always securely cover openings/holes.
37. Only 110 volt or cordless tools and equipment are to be used. All electrical equipment must be certificated to prove it has been tested by an electrician.
38. Do not store petrol and other flammable materials in the building or in locked containers. All fuel to be stored a minimum of 10m away from the building.
39. Report to the Project Manager if any approach is made to you by a Safety Officer or Local Inspector.
40. Should you require to work on existing services you must be in possession of a permit to work.
41. Only competent persons to sling and bank loads.
42. Keep the welfare facilities clean and tidy
43. Be aware of safety notices displayed in the mess room and at other locations.
44. A full list of names must be supplied by each Sub Contractor on a daily basis. Please ensure that you sign in and out at the Security cabin, and use the Turnstile when in operation.
45. Shirts and T-shirts must be worn at all times. No shorts – long trousers only.
46. Anyone using foul or abusive language will be excluded from site.
47. No fires are permitted on site.
48. No cutting and chasing to be done without first receiving a permit from GT site management.
49. A strict no drugs/alcohol policy applies to this contract
50. Temporary works or protection is to be removed only upon the express instruction from the site temporary works co-ordinator.
51. In the event of an unknown hazard being identified cease work immediately, warn others that may be affected and inform the management promptly. Do not return to the hazard until instructed to do so.
52. Be aware that children / public pass the site.
53. Consideration is to be given to the neighbours, and this project is registered under the considerate contractors scheme.
54. Should a complaint be made to you by the general public, you must report this to the site management immediately.
55. Individuals will read and understand the implications of the method statements and risk assessments that have been drawn up for their individual trades.

I have read and understood these site rules

Sign and date

APPENDIX 17
TRAFFIC MANAGEMENT PLAN