

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.2.0

Issued By: Operations

First Issue Date: Jun 13

Review Date: Jun 16

Page 1 of 28

3.5 MW SOLAR FARM

**Brookbarn Farm
Courtwick Lane, Wick,
Little Hampton,
BN17 7PE**

PRINCIPAL CONTRACTOR

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN

Director of Operations	Gary Hales	
Issue number:	00	Date: 29 th May 2015
Produced by:	Carl Sykes	
Approved by:	Lily Coles	
Issued to:	Alex Kebby-Jones	

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.2.0

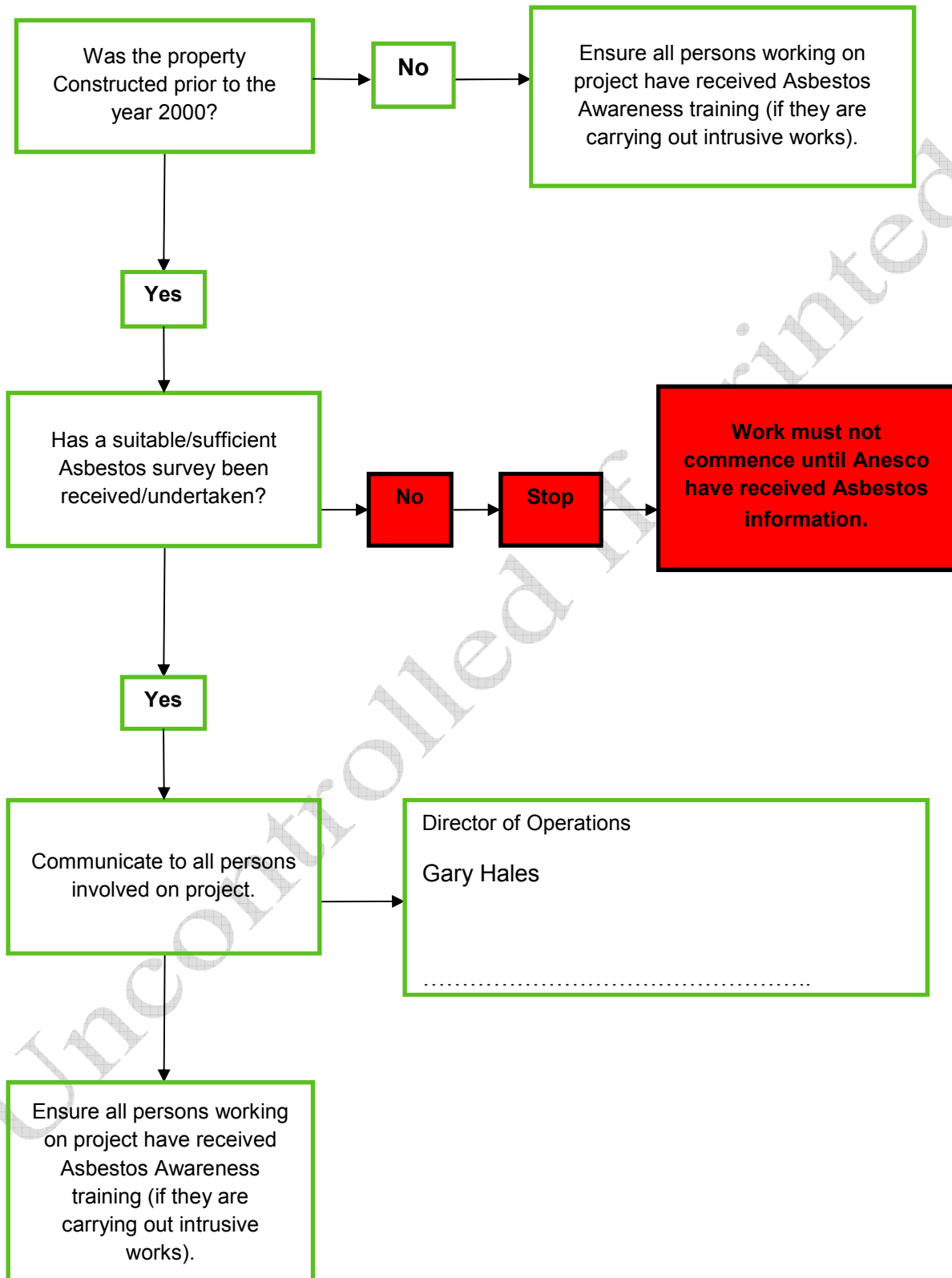
Issued By: Operations

First Issue Date: Jun 13

Review Date: Jun 16

Page 2 of 28

Has a suitable/sufficient Asbestos Survey been undertaken?



CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.2.0

Issued By: Operations

First Issue Date: Jun 13

Review Date: Jun 16

Page 3 of 28

Review record

This plan will be reviewed against the construction works and at least monthly to ensure its relevance.

Date	Revision / section	Signature
29.05.15	Initial Plan	Carl Sykes

Contents

- 1 F10 notification
- 2 Brief description of timing and duration of the project
- 3 Scope of works
- 4 Summary of project specific constraints and restrictions affecting the works at various phases
- 5 Contact List
- 6 Location map
- 7 Description of existing environment
- 8 Existing buildings, structures and plant
 - 8.1 Use of surrounding land
 - 8.2 Overlap with clients undertaking
 - 8.3 Existing services
 - 8.4 Existing ground conditions
 - 8.5 Existing traffic systems
 - 8.6 Planning restrictions
- 9 Outline site plans, elevations and layout drawings for descriptive purposes
- 10 Sequence of works and programmes
- 11 Further information and sources of information available
- 12 Health safety and welfare management structure
- 13 Global assessment of risks to project
- 14 Register of subcontractors risk assessments and any required method statements, COSHH assessments etc.
- 15 Subcontractor risk assessments and any required method statements, COSHH assessments etc
- 16 Project task specific risk assessments and any method statements, COSHH assessments etc
- 17 SHEQ responsibilities on site
- 18 Security and protection of the public
- 19 Welfare arrangements and site set up
- 20 Storage of materials (including hazardous) and removal of debris
- 21 Emergency procedures – (fire, first aid, flood, power outage, environmental incident)
- 22 The notifications and investigation of reportable accidents and dangerous occurrences
- 23 Site rules
- 24 Induction
- 25 Consultation with people on site
- 26 Evaluation of subcontractors and discipline procedures
- 27 Communication and coordination
- 28 Toolbox talks
- 29 SHEQ monitoring
- 30 Records of inspection and registers
- 31 Permits
- 32 Temporary works
- 33 Assessment of environmental risks
- 34 Site waste management plan
- 35 Working in the sun UV Radiation

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106	Rev.2.0	Issued By: Operations	First Issue Date: Jun 13	Review Date: Jun 16	Page 5 of 28
------------	---------	-----------------------	--------------------------	---------------------	--------------

1. F10 notification

F10 is in place and will be displayed on site in the site office unit.

The F10 is set to run until the 03.10.14 at which point a revision if necessary will be applied for.

2. Brief description of timing and duration of the project

The project is for the installation of a 3.5 - mega watt ballasted ground mounted photovoltaic solar farm that is due to start 27.07.2015 and will comprise of 13,200 PV modules, 33 sub collectors, 100 invertors associated frame work as well as GRP houses and two transformer bases.

It is sited on an existing field that has been used for grazing purposes and animal feed production. The field is situated on top of a disused landfill site and therefore no ground penetration is allowed in this area.

Old Mead Road will be conditioned surveyed prior to the site going live to ascertain its condition; this will be compared to another taken at the end of the works with remedial works being undertaken as necessary though the site team will monitor this throughout the job.

There will be enabling works to ensure that construction can be undertaken safely and with minimal effect on the surrounding environment and infrastructure.

This will include some stabilisation of the ground for the track way and welfare/car parking/turning areas.

These stabilised areas are created by using terra firma like ground mats which will not disturb the ground.

Trench work outside going south where the 11kv cable will run for 3.2km where it will be connected to a sub station in Littlehampton.

Drainage and landscaping along with the 2.0 metre high deer fencing and beam security will also be installed with extra fencing to protect the trees as well as secure the site.

The site will be sewn in March, which is the next available sewing season for grass after the construction install. This will be undertaken by a tractor and power harrow when no other personnel are present. This will be set to a shallow depth where only the top soil is disturbed.

The site covers an area of approximately 12 acres of fields and is approximately 1.75 miles by road to the north of Littlehampton.

All works will be undertaken between the hours Monday-Friday: 08.00hrs-18.00hrs - Saturday: 08.00hrs 13.00hrs - Sundays and Bank Holidays: no work permitted unless otherwise approved in writing by the local planning authority. There will be no working on Bank Holidays.

3. Scope of works

Installing the site units and other logistics/infrastructure to comply with the local planning.

Plotting the coordinates for the piles and ballast and perimeter for a 3.5- mega watt ground mounted photovoltaic system.

Installation of a 2m high deer fence.

Delivery and the installation of the ground mount system ballast, piles, frame, the modules (PV panels) and their associated wiring as well as fibre optic cable and associated ductwork.

The work will be phased with sub station bases, ballast, piles, frames and modules in place prior to laying cables in trays.

Inverters will be erected at set positions along the arrays where they will follow the below:

1. Wired to a sub collector panel, that is
2. Wired to the main collector switch panel, that is
3. Wired a step down transformer of 11,000 volts, that is
4. Wired to the 11kv main intake sub station
5. Finally via an external excavation process to the sub station before being exported to the grid

There will be no ground penetration on site though there will be extensive trench works externally that consists of HV.

A beam detection security system will also be installed within the security fencing.

4. Summary of project specific constraints and restrictions affecting the works at various phases

No works are to commence until the parking, hard standing access, tree and hedgerow protection, ecological survey and landscaping have been submitted and approved.

There is to be no ground penetration within the areas where the former landfill site was. The site is to be ballasted and have surface mounted cabling.

The conditions of the field may deteriorate with wet weather and heavy vehicles tracking it.

Lighting and dust/mud must be controlled and kept to as low a level as possible.

The following traffic planning conditions apply to this project and have been stipulated by Arun District Council
Application Ref: LU/385/14/PL

Condition 7: Works of construction or demolition, including the use of plant and machinery, necessary for implementation of this consent shall be limited to the following times: - Monday-Friday: 08.00hrs-18.00hrs
- Saturday: 08.00hrs-13.00hrs - Sundays and Bank Holidays: no work permitted.

Reason: To safeguard the amenities of nearby residents and to accord with policies GEN7 and GEN32 of the Arun District Local Plan.

Condition 10: Access to the site shall be from Old Mead Road only, in accordance with detailed plans to be submitted to and approved by the Local Planning Authority after consultation with the Highway Authority. Thereafter, it shall be retained for its intended purpose.

Reason - To ensure fit-for-purpose access constructed to appropriate design and safety standards and to control traffic movements in and out of the development site in accordance with policy GEN7 of the Arun District Local Plan.

Condition 11: No development, hereby approved, shall be occupied until provision for parking, turning, loading and unloading of vehicles associated with the development clear of Old Mead Road and any adopted highway has been provided in accordance with plans to be submitted to and approved by the LPA after consultation with the CHA. Provision should thereafter be maintained solely for the purpose of the parking and turning of vehicles clear

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.2.0

Issued By: Operations

First Issue Date: Jun 13

Review Date: Jun 16

Page 7 of 28

of any adopted highway and Old Mead Road.

Reason - To ensure that adequate provision for the parking and turning of vehicles is provided for the development in accordance with policy GEN7 of the Arun District Local Plan.

Condition 12: Prior to development commencing, a Construction Management Plan shall be submitted to and be approved in writing by the Local Planning Authority after consultation with the Highway Authority. This shall require the applicant and contractors to minimise disturbance during both the construction and demolition phases of the development and will include (but not be limited to) details of the following information for approval:

- the phased programme of construction works;
 - the means of access and road routing for all construction traffic associated with the development;
 - provision of wheel washing facilities and details of their operation and location;
 - Details of street sweeping;
 - construction working times including delivery times;
 - details of a means of suppressing dust arising from the development;
 - details of all proposed external lighting to be used during construction;
 - details of areas for the loading, unloading, parking and turning of vehicles associated with the construction of the development;
 - details of areas to be used for the storage of plant and materials associated with the development;
 - details of the temporary construction site enclosure to be used throughout the course of construction (including access gates).
 - Contact details for the site contractor, site foreman and CDM co-ordinator (including out-of-hours contact details).
 - Evidence of consultation with neighbours prior to works commencing.
 - Details of any temporary traffic management that may be required to facilitate the development including Chapter 8 traffic signage.
 - Commitment by the applicant to any road repairs (as may be identified) at junction of Old Mead Lane with A284 Lyminster Road and to Old Mead Road itself (will require before and after survey of said roads). A Section 59 Agreement may be necessary for parts of the adopted highway network - WSCC can advise on request.
- Details of how measures will be put in place to address any environmental problems arising from any of the above shall be provided. A named person shall be appointed by the applicant to deal with complaints, shall be available on site and their availability made known to all relevant parties.

Reason - To ensure safe and neighbourly construction in the interests of amenity/road safety in accordance with policy GEN7 of the Arun District Local Plan.

5. Contacts List

(i)	Client : Brookbarn Farm Solar Limited The Green, Easter Park Benyon Road, Reading Berkshire RG7 2PQ	Tel: 0845 894 444 Fax: Email: tim.payne@anesco.co.uk Contact: Tim Payne
(ii)	Principal Contractor: Anesco The Green, Easter Park Benyon Rd, Reading RG7 2PQ	Tel: 0845 894 4444 Fax: 01189 702583 Email: gary.hales@anesco.co.uk Contact: Gary Hales
(iii)	Quantity Surveyor: N/A	Tel: Fax: Email:

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.2.0

Issued By: Operations

First Issue Date: Jun 13

Review Date: Jun 16

Page 8 of 28

		Contact:
(iv)	Principal Designer: Anesco The Green, Easter Park Benyon Rd , Reading RG7 2PQ	Tel: 0845 894 4444 Fax: 01189 702583 Email: lilly.coles@anesco.co.uk Contact: Lilly Coles
(v)	Architect: N/A	Tel: Fax: Email: Contact:
(vi)	Structural Engineer N/A	Tel: Fax: Email: Contact:
(vii)	Other: Designer Anesco The Green, Easter Park Benyon Rd , Reading RG7 2PQ	Tel: 0845 894 4444 Fax: 01189 702583 Email: sarah.hitchcox@anesco.co.uk Contact: Sarah Hitchcox

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.2.0

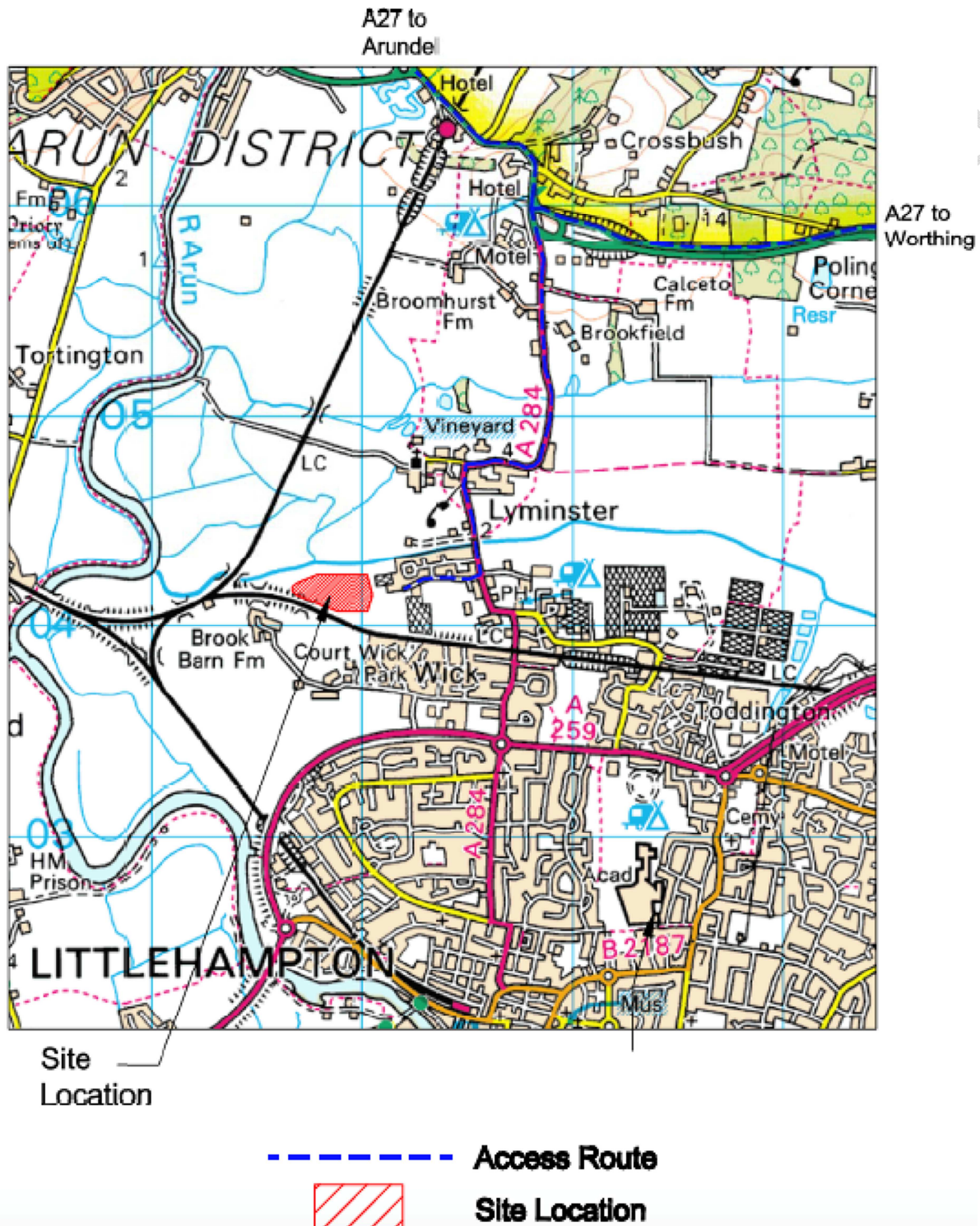
Issued By: Operations

First Issue Date: Jun 13

Review Date: Jun 16

Page 9 of 28

6. Location map – BN17 7PE



CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106	Rev.2.0	Issued By: Operations	First Issue Date: Jun 13	Review Date: Jun 16	Page 10 of 28
------------	---------	-----------------------	--------------------------	---------------------	---------------

7. Description of existing environment

The area to be worked upon is a field that has been used for grazing purposes and animal feed production. It is situated on top of a disused landfill site and therefore no ground penetration is allowed in this area.

8. Existing buildings, structures and plant

There are no existing structures within the fields.

8.1 Use of surrounding land

The surrounding land consists fields to the north and west that are used for grazing purposes that have some hedgerows with small trees. To the east are some residential housing and industrial units, whilst West Coastway railway line runs along the southern and westerly borders.

8.2 Overlap with clients undertaking

The field will not be used during the build stage and therefore there will be no overlap with them.

Where possible deliveries will be timed so as to cause as little disruption as possible to the local operations. There is sufficient room on site so that more than one arctic lorry can come to site. It is not envisioned that any overlap will occur with any neighbours though the site team will liaise with them throughout the operation.

8.3 Existing services

None

8.4 Existing ground conditions

The field has grass growing on it and appears to have fair drainage qualities.

The top soil and grass has been placed over an now disused landfill site and as such no ground penetration is permitted.

8.5 Existing traffic systems

The site is accessed from Old Mead Road this is a two-way system single highway.

See separate Brookbarn Traffic Management Plan.

8.6 Planning restrictions

See section 4 for specific planning conditions.

No other track or way to site is to be used other than the sole entrance via the Old Mead road.

Trees and hedgerows are to be protected from construction damage through the use of fencing and signage.

Lighting must be controlled and kept to as low a level as possible.

Dust and mud are to be controlled through wetting down, traffic management and if necessary wheel washing/road cleaning.

No work to commence until a traffic management and construction environmental management plans are in place with agreement on drainage and planting.

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.2.0

Issued By: Operations

First Issue Date: Jun 13

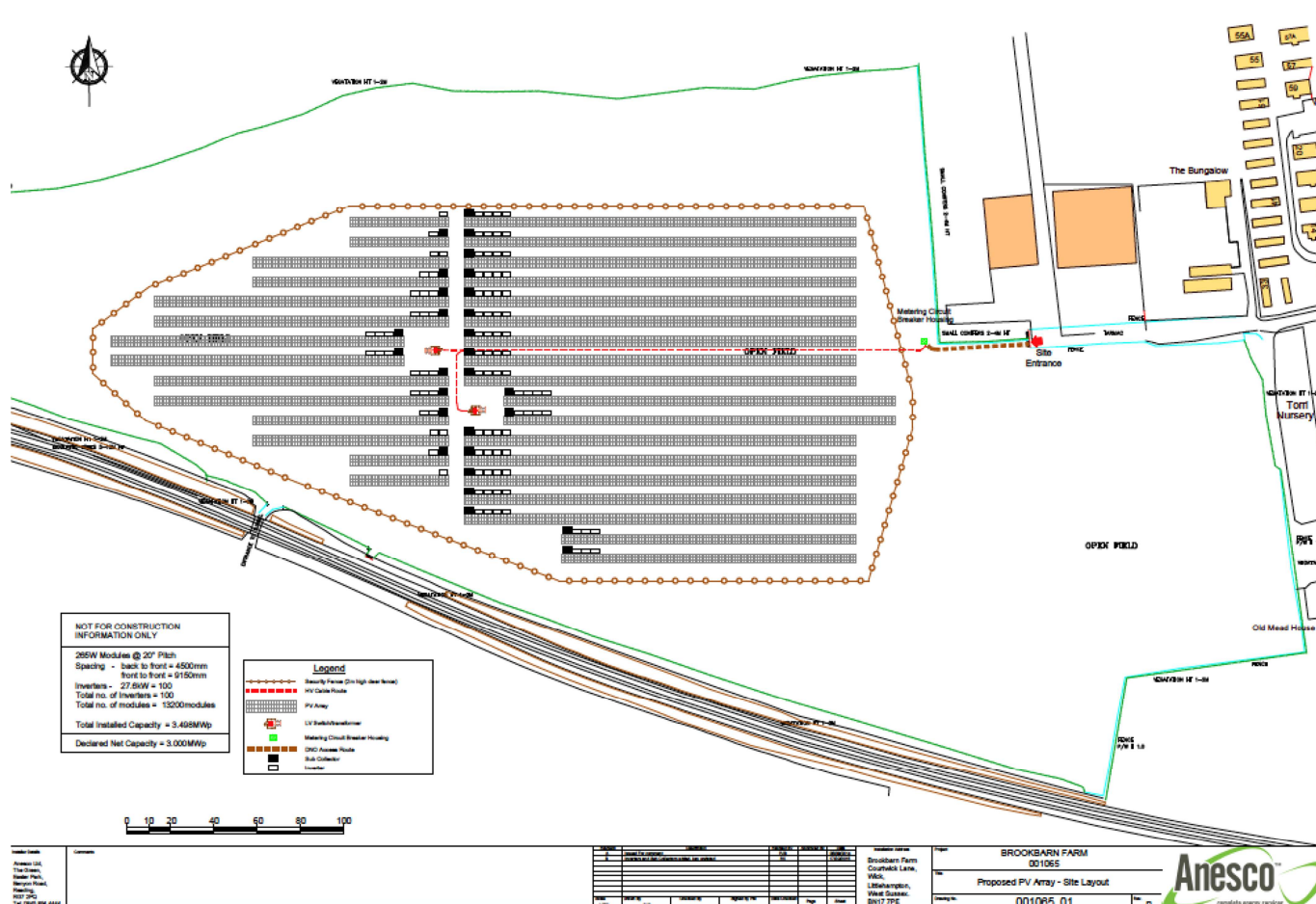
Review Date: Jun 16

Page 11 of 28

Working hours will be Monday-Friday: 08.00hrs-18.00hrs - Saturday: 08.00hrs 13.00hrs - Sundays and Bank Holidays: no work permitted unless otherwise approved in writing by the local planning authority. There will be no working on Bank Holidays.

9. Outline site plans, elevations and layout drawings for descriptive purposes

All of the latest revision drawings for the project will be located at Anesco Ltd, The Green, Easter Park, Benyon Rd, Reading, RG7 2PQ and in the site office under the control of the site manager.



10. Sequence of works and programmes

Entrance and access track clearance and welfare area stabilisation.
The majority of the security fencing will also be put in place barring the welfare/put down areas.
Site offices, cabins, storage, skips, utilities, fencing, markings and signage will then be installed and connected.

Fencing will be in place to ensure the site security though the areas are already well bounded with fences and hedgerows.

The Project manager TBA and supervisor TBA will oversee all works and induct all operatives and contractors to site prior to them working.

They will ensure that they are in possession of all the necessary plant, tools, paperwork (been briefed on it) and safety equipment required to undertake their work. All plant and equipment is to be fit for purpose with statutory checks in place and continually undertaken.

All vehicles are to be parked in a safe manner in the designated car parking area, which is in front of the welfare area.

Before entering the working area operatives are to familiarise themselves with any hazards and emergency access routes and create/amend any safety paperwork such as risk assessments for their work.

Materials on site will be maneuvered from the delivery vehicles via the tele handlers and 360's with fork attachments to the waiting tractor and trailers, put down area or to the stores, smaller manageable items may be moved by hand.

Any items moved by bodily force will be done so using safe manual handling techniques.

Suitable gloves are to be worn for handling throughout the process as is other standard Anesco PPE requirements.

360 excavators with fork attachments will off load the trailers within the field.

An all terrain-tracked vehicle will be used to move smaller items around the site via the alternative vehicular routes (arrays).

Tools and materials are to be laid out adjacent to the work area ready for use, stacked neatly and methodically ensuring that items do not cause an obstruction.

Waste material is to be removed at the end of each shift to the skip area.

The following will then commence:

The following will then commence:

1. CSolar contractors to GPS plot and flag the co ordinates for the ground mount piles.
2. CSolar operatives will install the ballast, piles, frames and fix the modules
3. The invertors and sub collectors will then be fixed to the frames by the electrical contractor
4. Electrical contractor will string the arrays up to the inverters and sub collectors
5. LV/HV cabling within the completed zones as well as form the bases the for the transformers will be surface lain
6. The electrical contractor will site the main collector panels and transformers for each zone
7. The electrical contractor will lay cables in surface ducts back to the transformers.
8. The electrical contractor will lay the LV cables within the surface trays from the sub collector back to the main feeder pillar
9. HV cables will be laid within the surface tray from a T.Boot position to the site transformer
10. Earthing to perimeter to be installed following the earthing design
11. DNO will connect the cables to the P.O.C. after the contestable works have been completed.
12. Warefence will then complete the perimeter security fence.
13. Beam security will be erected around the site and will be undertaken by specialist contractors.
14. Test and commissioning will be undertaken by the parties relevant to the work areas and shall be done using calibrated test equipment. Power will only be turned on once successful testing and commissioning has taken place.
15. When all work has been undertaken operatives will ensure that the work areas are left clean with all waste removed and any remedial work undertaken including the final swales.

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106	Rev.2.0	Issued By: Operations	First Issue Date: Jun 13	Review Date: Jun 16	Page 13 of 28
------------	---------	-----------------------	--------------------------	---------------------	---------------

16. Only when the site team is satisfied will the site be handed over to the client with all relevant paperwork in good order.

Suitable PPE, fire-fighting and first aid equipment will be on hand at all times.

11. Further information and sources of information available

Note: This list is by no means exhaustive and is designed as a guide

		Yes/No	Where
11.1	Pre-tender information	Yes	Anesco
11.2	Design information	Yes	Anesco
11.3	Asbestos survey. <i>If we find any substance that is suspected to be asbestos when carrying out works that have not been documented on the report then works will stop immediately until tests have been carried out to identify what the substance is. If it is found to be asbestos, a licensed removal company will need to be appointed to remove or make safe the asbestos. Work will only commence when the all clear is given in writing. All our installers will have completed an asbestos awareness course</i>	No	N/A
11.4	Stats drawings	Yes	Anesco
11.5	Structural survey	N/A	
11.6	M&E survey	Yes	Anesco
11.7	Soil survey	Yes	Anesco
11.8	Layout drawings and elevations schedule	Yes	Anesco
11.9	Anesco SHEQ toolkit and policies	Yes	Anesco

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.2.0

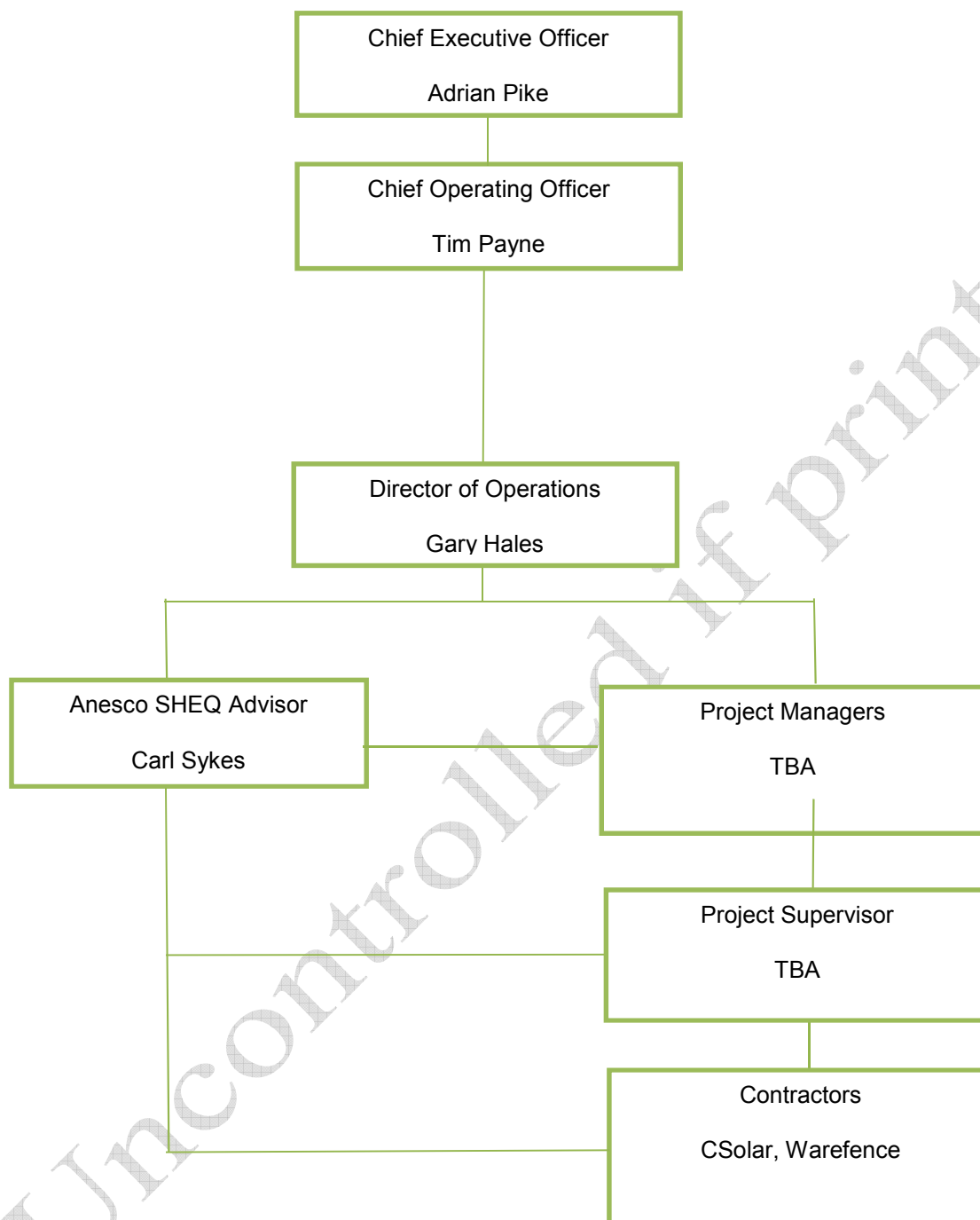
Issued By: Operations

First Issue Date: Jun 13

Review Date: Jun 16

Page 14 of 28

12. Health safety and welfare management structure



Note: Responsibilities are as described in the company SHE Arrangements OA-SHE-101

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.1.0

Issued By: Operations

First Issue Date: Jun 13

Review Date: Jun 16

Page 15 of 28

13. Global assessment of risks to project

To be completed by Anesco management before the start of the contract; significant risks will be identified and where necessary suitable risk assessments (RA) and method statements (MS) will be produced and/or control measures to be adopted outlined. Those that are not applicable should be removed.

Identified hazard	(a) Applicable (✓)	(b) Significant risks (✓)	(c) Identified in pre-tender Information pack (Y/N)	(d) R A required (Y/N)	(e) M S required (Y/N)	(f) Solution / control measure to be adopted
Existing environment:						
Topography	✓	✓	✓	✓	✓	No ground penetration
Access to site	✓	✓	✓	✓	X	Risk assessment and traffic management plan
Ground conditions / unstable ground	✓	✓	✓	✓	✓	Risk assessment, method statement and no ground penetration
Ground water	✓	✓	✓	✓	✓	Ground waters may contain pollutants
Traffic restrictions	✓	✓	✓	✓	X	Risk assessment and traffic management plan
Concreting	✓	✓	✓	✓	✓	Risk assessment and method statement. Shallow large pads as no ground penetration allowed.
Work on or adjacent to live services	✓	✓	✓	✓	✓	Risk assessments, method statements

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.1.0

Issued By: Operations

First Issue Date: Jun 13

Review Date: Jun 16

Page 16 of 28

Identified hazard	(a) Applicable (✓)	(b) Significant risks (✓)	(c) Identified in pre-tender Information pack (Y/N)	(d) R A required (Y/N)	(e) M S required (Y/N)	(f) Solution / control measure to be adopted
						and permits to work
Work adjacent to the public	✓	✓	✓	✓	X	Risk assessment and method statement with signage

Identified hazard	(a) Applicable (✓)	(b) Significant risks (✓)	(c) Identified in pre- tender safety plan (Y/N)	(d) R A required (Y/N)	(e) M S required (Y/N)	(f) Solution / control measure to be adopted
Contract requirements:						
Working at height	✓	✓	✓	✓	X	Risk assessment
M & E	✓	✓	✓	✓	✓	Risk assessment and method statement
Site fencing	✓	✓	✓	✓	✓	Risk assessment and method statement
Work on or adjacent to railways	✓	✓	✓	✓	✓	Risk assessment and method statement
Site traffic management	✓	✓	✓	✓	✓	Risk assessment, method statement and traffic management plan
Lifting:	✓	✓	✓	✓	✓	Risk assessment, method statement and

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.1.0

Issued By: Operations

First Issue Date: Jun 13

Review Date: Jun 16

Page 17 of 28

Identified hazard	(a) Applicable (✓)	(b) Significant risks (✓)	(c) Identified in pre-tender safety plan (Y/N)	(d) R A required (Y/N)	(e) M S required (Y/N)	(f) Solution / control measure to be adopted
MEWPS FLT Hoists						traffic management plan (telehandlers)
Craneage	✓	✓	✓	✓	✓	Risk assessment and method statement for lifting of Transformers etc.
Waste disposal	✓	✓	✓	✓	✓	Risk assessment, method statement and traffic management plan
Site security	✓	✓	✓	✓	✓	Risk assessment and method statement
Cutting/burning	✓	✓	✓	✓	X	Risk assessment and hot works permit for possible cutting of the unistrut and tray
Welfare	✓	✓	✓	✓	✓	Risk Assessment and method statement
Parking	✓	✓	✓	✓	✓	Risk assessment, method statement and traffic management plan
Storage of materials	✓	✓	✓	✓	✓	Risk assessment, method statement and traffic management plan
Health risks						
Weils disease	✓	✓	✓	X	X	Risk assessment
COSHH	✓	✓	✓	✓	✓	Risk assessment
Manual handling	✓	✓	✓	✓	✓	Risk Assessment
Vibration	✓	✓	✓	✓	✓	Risk assessment

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.1.0

Issued By: Operations

First Issue Date: Jun 13

Review Date: Jun 16

Page 18 of 28

Identified hazard	(a) Applicable (✓)	(b) Significant risks (✓)	(c) Identified in pre-tender safety plan (Y/N)	(d) R A required (Y/N)	(e) M S required (Y/N)	(f) Solution / control measure to be adopted
Noise	✓	✓	✓	✓	✓	Risk Assessment
Temporary accommodation						
Office installation	✓	✓	✓	✓	✓	Risk assessment, method statement and traffic management plan
Electrical installation	✓	✓	✓	✓	✓	Risk assessment and method statement
Fire	✓	✓	✓	X	X	No Smoking unless in designated area
Signage	✓	✓	✓	✓	✓	Risk assessment, method statement and traffic management plan
Cleaning	✓	✓	✓	✓	X	Risk assessment and traffic management plan
Fencing	✓	✓	✓	✓	X	Risk assessment
Security	✓	✓	✓	✓	X	Risk Assessment
Materials storage	✓	✓	✓	✓	X	Risk Assessment

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106	Rev.1.0	Issued By: Operations	First Issue Date: Jun 13	Review Date: Jun 16	Page 19 of 28
------------	---------	-----------------------	--------------------------	---------------------	---------------

14. Register of subcontractors risk assessments and any required method statements, COSHH assessments etc.

The following subcontractor/supplier risk assessment register will be maintained for risk assessments that are undertaken by our subcontractors/suppliers.

Subcontractor/supplier risk assessment register					
Contractor/supplier name	Task/operation	R/A	M/S	COSHH assess	Date completed
CSolar	Ground mount and modules fixing	Yes	Yes		
TBA	HV connections	Yes	Yes		
TBA	LV connections	Yes	Yes		
Warefence	Fencing	Yes	Yes		
TBA	Beam security	Yes	Yes		
Mini Mobile	Delivery of welfare units	Yes	Yes		
Martin Downes	Ground works	Yes	Yes		
TBA	Security	Yes	Yes		

15. Subcontractor risk assessments and any required method statements, COSHH assessments etc.

Subcontractors' risk assessments, method statements, COSHH assessments etc. can be found in the site contractors folder

16. Project task specific risk assessments and any method statements, COSHH assessments etc.

The following assessment register will be maintained for assessments etc. that are undertaken by Anesco staff.

Project specific risk assessments, method statements, COSHH assessments etc. can be found in site folder

Note: standard risk assessment, method statement template and COSHH information can be found on the Anesco office system.

Anesco risk assessment register				
Task/operation	R/A	M/S	COSHH assess	Date completed
General labourers duties	Yes			
Use of All terrain vehicle	Yes			
Ground mount Method Statement		Yes		

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.1.0

Issued By: Operations

First Issue Date: Jun 13

Review Date: Jun 16

Page 20 of 28

17. SHEQ responsibilities on site

The senior manager on site has the overall responsibility for health, safety, welfare and environment and shall assume the role of management safety representative (MSR).

Where appropriate the following roles may be devolved to other members of the site team.

Note: this list is by no means exhaustive and is designed as guide.

	NAME (Print)	APPOINTED BY (Print name)	DATE APPOINTED	SIGNED (To confirm Appointment and understanding of responsibility)
Site Safety Manager	Carl Sykes	Gary Hales	TBA	
	TBA	Gary Hales	TBA	
Site Safety Manager (Deputy)				
First Aider	TBA	Gary Hales	TBA	
Statutory Inspections – Excavations	Ground worker foreman TBA	Gary Hales	TBA	
Weekly Inspections – Lifting Appliances/Operated Plant	TBA	Gary Hales	TBA	
Weekly Safety, Health & Environmental Inspections	TBA	Gary Hales	TBA	
Monthly Risk Management Report	TBA	Gary Hales	TBA	
Site Safety Inductions	TBA	Gary Hales	TBA	
	TBA			

Method Statement	Carl Sykes TBA	Gary Hales	TBA	
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CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106	Rev.1.0	Issued By: Operations	First Issue Date: Jun 13	Review Date: Jun 16	Page 21 of 28
------------	---------	-----------------------	--------------------------	---------------------	---------------

Risk Assessments	Carl Sykes TBA	Gary Hales	TBA	
Risk Assessments / Method Statements (subcontractors)				
Method Statements Checklists / Approvals	Carl Sykes TBA	Gary Hales Gary Hales	TBA TBA	
Method Statement Briefings	TBA TBA	Gary Hales	TBA	
Accident Reporting Procedure	TBA Gary Hales	Gary Hales Tim Payne	TBA TBA	
Work Permits (if applicable)	TBA TBA	Gary Hales	TBA	
Authorised Plant Operators sheet				
Work Equipment Register	TBA TBA	Gary Hales	TBA	
Fire /Traffic Plan	TBA and Carl Sykes	Gary Hales	TBA	

18. Security and protection of the public

All vehicles to be parked in designated parking area, which is in the site compound.

Personnel are to use the designated walkways and ensure paths are clear/safe to walk on prior to doing so.

All materials to be stored in the designated cabins for smaller items, at point of use or upon the put down area until taken to the specific site area.

As the site has a major road outside of it suitable signs directing the public and noting the hazards are to be installed as well as highlighting this fact on induction.

There will be a gate man present throughout the build to help with traffic at the entrance.

Security of the property is to be maintained at all times with a security man patrolling the site out of hours.

A 2m deer fence fence is to be erected along with an infrared beam fence at the earliest convenience.

19. Welfare arrangements and site set up

The toilets, drying rooms, canteens, offices, generator, fuel bowser and stores are all situated along the site welfare area in line with the site set up drawing.

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complete energy services

FO-SHE-106	Rev.1.0	Issued By: Operations	First Issue Date: Jun 13	Review Date: Jun 16	Page 22 of 28
------------	---------	-----------------------	--------------------------	---------------------	---------------

A smoking point will be positioned here with smoking being prohibited elsewhere on site.

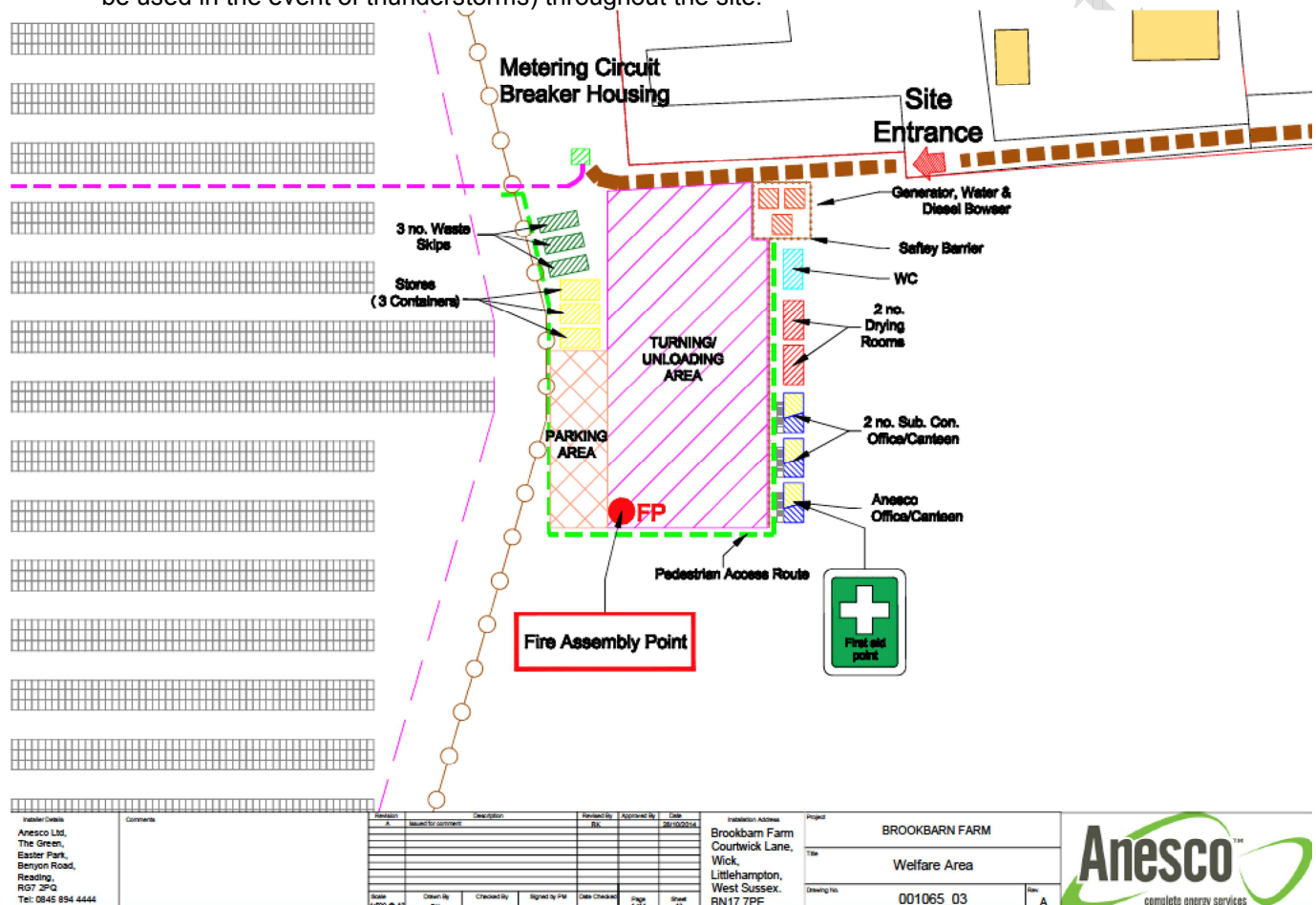
A generator will be used to power the offices, stores and welfare units with water being brought in for the toilets whilst potable water will be by water coolers and bottles.

The diesel will be stored in a double skinned bowser away from sources of ignition or the possibility of being struck by plant or equipment next to the generator area.

The delivery vehicles are to unload along in the put down area. A banksman will be used where reversing is to be undertaken.

Three skips will also be adjacent to the drop off turning area for ease of accessibility.

There is to be adequate spill kits, fire extinguishers and means of raising the alarm (air horns these will also be used in the event of thunderstorms) throughout the site.



20. Storage of materials (including hazardous) and removal of debris

All materials are to be taken directly to their point of use or within the stores until required, where they will then be taken to the work area.

All rubbish and excess materials will be cleared from the work areas at the end of each shift and disposed of in the correct skip.

21. Emergency procedures – (fire, first aid, flood, power outage, environmental incident)

Suitable emergency procedures will be prepared and posted in a prominent position in the site office. All foreseeable emergencies will be identified via risk assessments and the arrangements must be communicated to all site personnel through regular briefings and inductions. Nominated individuals with specific duties that need to be carried out as part of the emergency incident prevention or control will be formally appointed and their names will be displayed.

All notices will be displayed in the Anesco site office and will be relayed to all personnel at induction. All such notices must be regularly reviewed and kept up to date by the person in control of the site with any changes communicated to the site team via toolbox talks and SHE meetings.

The following items must (as a minimum) be included in any emergency plan that is prepared for the site. Please note that additional information must be provided where specific high-risk operations are being carried out. (i.e. confined space entry, crane operations and electrical work)

Also that the site office will be covered and work in line with any current arrangements

1. A fully completed Fire Action Notice
2. A fully completed First Aid Action Notice
3. A site layout plan that shows the following
 - Fire points
 - Fire alarm points and call points
 - Assembly points - Due to the distance between the welfare and the field to be worked in. The first is within the overflow car park by the welfare area the second is to the entrance to the field.
 - Emergency access routes (if applicable)
 - Access arrangements for emergency services
 - Location of first aid equipment
 - Location of the emergency spill response kit
 - Site accommodation layout
 - Site storage areas
 - Waste disposal locations
 - Site perimeters and boundaries
 - Specific hazard areas (i.e. tanks, chemical stores)
4. A comprehensive site induction that covers the above points, the site rules in place on the site and any restrictions that are in place on the site.

The Site Manager must endeavor to discuss the arrangements of the emergency planning with the SHE Consultant prior to the commencement of the site operations and where this is not possible, it should be reviewed as soon after the start of the site operations as possible.

The following contact numbers should also be obtained and held in the Safety, Health and Environmental Plan for future reference.

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106	Rev.1.0	Issued By: Operations	First Issue Date: Jun 13	Review Date: Jun 16	Page 24 of 28
------------	---------	-----------------------	--------------------------	---------------------	---------------

Services	
Fire	999
Police	Littlehampton Police Station, County Buildings, East St, Littlehampton, East Sussex BN17 6AR 101 or 999 01273 475432 not for reporting crimes and incidents
Ambulance	999
Hospital A&E	Worthing Hospital, Lyndhurst Road, Worthing, West Sussex, BN11 2DH Tel: 01903 205111
Statutory authorities	
Electricity	UK Power Networks 0800 316 3105
Telecom	BT 0800 800150
Water	Portsmouth Water 023 9247 7999
Gas	National Gas Emergency service 0800 111 999
Emergency Response Spill Control	Acorn Waste Management Ltd Coniston A-C, Upton Magna Business Park, Upton Magna, Shrewsbury Shropshire SY4 4TT
Enforcing authorities	
HSE Contact	Report an incident Tel. No. 08453 009923
EA / SEPA Contact	Report an accident Tel. No.0800 807060
ANESCO	
Out of hours contact	TBA
Anesco SHE Consultant	Carl Sykes 07903 460066

22. The notifications and investigation of reportable accidents and dangerous occurrences

Details of all accidents are recorded in the site accident book.

The work instruction WI-SHE-104 is to be followed in all cases.

23. Site rules

Site rules will be communicated to all site personnel and visitors at induction and posted on the site notice board.

Site rules (not definitive)

The following rules apply to all persons entering the site.

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.1.0

Issued By: Operations

First Issue Date: Jun 13

Review Date: Jun 16

Page 25 of 28

1. No unauthorised persons are allowed on into the work areas.
2. All operatives entering the property for the first time must introduce themselves to the site manager.
3. All operatives to have a fully charged phone to hand for regular contact and emergency purposes
4. All visitors are to report to the site supervisor and/or operatives.
5. All those entering the work areas shall wear a hardhat, hi-vis, gloves and eye protection and safety boots at all times. Other appropriate personal protective equipment may also be necessary. Zoning is solely at the discretion of site management.
6. No unauthorised vehicles shall be allowed on site. Parking in designated areas only.
7. All accidents and near misses must be reported to the site manager immediately.
8. The consumption of alcohol or use of drugs on site is prohibited. Any person suspected on being under the influence of alcohol or drugs will be ordered to leave the site immediately.
9. Temporary signs shall not be removed or covered over.
10. No mains powered radios or similar equipment shall be played on site.
11. No temporary or permanent part of the works shall be damaged or defaced.
12. No plant, materials or material waste shall be removed from the site without the authorisation of the site manager.
13. Plant and equipment must be operated by authorised and trained persons only.
14. Relevant test certificates/certificates of thorough examination for plant and equipment shall be submitted to the site manager before use.
15. All instructions and directions of the site manager must be complied with.
16. Risk assessments and method statements to be strictly complied with.
17. No smoking on site, except in designated areas.
18. Precautions for the prevention of fire must be complied with.
21. Disciplinary procedure for safety or environmental related breaches on this contract consists of verbal and written warnings. Serious breaches will be treated as gross misconduct and liable to instant removal from site.

NB – Any other site-specific rules are to be added by the Projects team

24. Induction

All persons prior to commencing operations on this contract shall receive induction training from the site manager or their representative.

Records of all inductions will be maintained on site.

Visitors to the contract office, after signing in, will receive a visitor's induction unless accompanied at all times by a previously inducted person who will take responsibility for their SHE.

25. Consultation with people on site

Any SHE matters that arise can be discussed with the project team at any time. As a company there is an open door policy for anyone with concerns/issues regarding SHE matters. Any member of the team can be approached including our SHE Consultant and directors. This is stated and actively promoted at site induction.

The formal situations on site for consultation include site induction, SHE committee meetings, coordination meetings and toolbox talks.

26. Evaluation of subcontractors and discipline procedures

Prior to the appointment of any subcontractor Anesco will ensure that the contractor is competent and will make adequate provision for SHEQ.

All sub-contractors used on the project will be assessed on previous performance on contracts.

Only sub - contractors on Anesco approved list and have completed the Anesco approved sub- contractors form will be appointed to work on the contract.

A pre start meeting will be convened with the subcontractors prior to starting on site at which time all risk assessments and method statements should be provided for approval.

Subcontractors will be required to agree to and comply with the conditions set down in Anesco SHEQ policy documents.

At the completion of the contract the project manager will appraise the contractors' performance and any contractor who has not met the required standard will be removed from the approved list.

Any breaches of SHEQ conduct or performance will be dealt with in line with the company disciplinary procedures.

27. Communication and coordination

Communications with the project team and subcontractors shall be carried out through regular site meetings.

Site meetings are to be held weekly and any relevant information to be relayed to the site staff.

Any design changes to be agreed with the client and project management team.

Any changes to risk assessments will be carried out and relayed to all parties concerned.

All risk assessment and method statements will be kept on site and in the health and safety folder

28. Toolbox talks

These will be undertaken as appropriate to the needs of the site.

A register of toolbox talks undertaken will be maintained on site

All toolbox talks will take place on site and/or at the office depot and will be recorded

30 SHEQ monitoring

The on going monitoring of SHEQ on this contract is a line management and supervisory responsibility. In addition SHE consultants will carry out safety inspections and audits on a regular basis with written reports being submitted to relevant levels of management for review and action.

Site management and supervision will be responsible for carrying out regular site SHEQ inspections including a formal documented weekly inspection.

All associated inspections carried out will be recorded and a copy kept in the office depot

31. Records of inspection and registers

All relevant forms and statutory registers will be completed as required by the specific nature of the contract and will form part of this plan and kept available for inspection.

All associated forms and registers will be kept in the office depot

32. Permits

Wherever there is a need to coordinate work in hazardous areas consideration will be given to using an appropriate permit to work system.

Anesco site management will determine the most appropriate permit to work system having taken into account the risks and nature of the work to be undertaken.

The site supervisor or project manager will issue permits on site on a daily basis

33. Temporary works

Where temporary works have been identified the Anesco SHEQ procedures will be adhered to and should be covered by risk assessments and method statements.

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.1.0

Issued By: Operations

First Issue Date: May 11

Review Date: May 13

Page 27 of 28

34. Assessment of environmental risks

To be completed by Anesco management before the start of the contract; significant risks will be identified and where necessary control measures to be adopted outlined those that are non applicable should be removed. For specific site information also refer to the Construction Environmental Management Plan

Environmental issue identified	(a) Applicable	(b) Significant Risk	(c) Solution / control measure to be adopted (Detail site specific controls)
General			
Environment Agency/ SEPA/ English Nature/ Scottish Natural Heritage restrictions	N	N	Advice sought from regulatory agencies regarding specific site environmental issues e.g. working near river, protected species on site etc.
Water			
Spillages of hazardous substances (use and storage)	Y	N	Spill kits available on site and staff trained in their use
Contaminated land			
Physical disturbance of contaminated land	Y	Y	- No ground penetration - Stop work should any be found and ecologist consulted
Nuisance			
Mud on road	Y	N	Wheelwash and/or road cleaning organised to clean public roads adjacent to site should mud become an issue
Dust	Y	N	Wet down areas
Waste			
Waste production and disposal	Y	N	Site Waste Management Plan in place, updated and targets monitored
	Y	N	Waste segregated (as required by Landfill Regulations) where appropriate
	Y	N	Skip/ bin signage in place
	Y	N	Regular site housekeeping inspections/ tidy-ups undertaken
	Y	N	Waste carriers licences and waste transfer notes filed on site
	Y	N	Hazardous (Special in Scotland) wastes stored and disposed of separately to non-hazardous and other hazardous wastes
Creation of litter	Y	N	Waste controlled on site, in skips/ bins etc., kept secure and bins available for mess waste
	Y	N	Skip/ bin signage in place
	Y	N	Regular site housekeeping inspections/ tidy-ups undertaken
Demolition (to be discussed with demolition contractor)			
Tanks/ storage vessels on site	Y	N	Tanks etc. appropriately labelled as to their contents/ capacity and action agreed with appropriate person for storage/ disposal
Resources			
Use of electricity –	Y	N	Campaign posters etc.

CONSTRUCTION PHASE

SAFETY, HEALTH, ENVIRONMENT & QUALITY PLAN



FO-SHE-106

Rev.1.0

Issued By: Operations

First Issue Date: May 11

Review Date: May 13

Page 28 of 28

Environmental issue identified	(a) Applicable	(b) Significant Risk	(c) Solution / control measure to be adopted (Detail site specific controls)
lighting, appliances etc.			
Use of water	Y	N	• Campaign posters etc.

35. Site waste management plan

The aim of the site waste management plan (SWMP) is to have a user-friendly practical tool for use on site. The SWMP has many roles, including:

- Waste identification on site
- Ensuring the correct identification and recording of legal information on site waste
- Recording waste quantities produced
- Monitoring waste produced
- Monitoring cost of waste produced

Overview of SWMP

The setup of the SWMP is divided into 6 workbooks:

- Guidelines
- Project Details and Waste Targets
- Waste contractors
- Project Data Recording
- Monitoring Progress
- EWC Codes

The SWMP shall be prepared prior to site start-up and kept, maintained and updated throughout the work on site by Project manager (the site waste management coordinator). It will be in the form of a Standard Spread sheet.

Upon project completion the fully completed SWMP archived for a minimum of 5 years.

36. Working in the sun UV Radiation

All engineers and site staff to keep bare skin covered wherever possible.

All engineers will wear Anesco uniform. No bare tops or shorts to be worn on site at any time.

All site staff to be advised to wear sun block / cream on parts of the body that are unavoidably exposed to the sun

Toolbox talk to be given to all site operatives on sun exposure and also included at site induction.