

Project No: CRMMS 020

Project Name: East Rhyl Coastal Defence Scheme

# BALFOUR BEATTY UK

## APPENDIX A

### CONSTRUCTION PHASE PLAN

### (PRM-TF-0001b)

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### Description of Project

#### Project Description and Programme Details including any Important Dates

The full project description is contained within Section B Project Description of the Project Management Plan.

#### Details of the Project Team

Details of the Project Team are contained within Section C2 of the Project Management Plan, with full contact details and locations detailed in section E4 of the Project Management Plan.

#### Extent and Location of Existing Records and Plans

Detail below any relevant existing records or plans which contain health and safety information.

Description	Extent	Location	Reference Number
Works information	Project	Common data environment- Project	ER-JBA-01-00-SP-C-0003-A4-C01
Specification for works	Project	Common data environment- Project	ER-JBA-01-00-SP-C-0004-A4-C01
Geotechnical information	Project	Common data environment- Project	ER-JBA-04-00-RP-GT-0002-S4-P02-GIR ER-JBA-04-00-RP-GT-0002-S4-P02-GIR Addendum Report ER-JBA-04-00-RP-GT-0004-S8-P04-GDR
Services information	Project	Common data environment- Project	Groundwise utility report 20138JS Data Source folder – various service information
Detailed UXO survey	Project	Common data environment- Project	ER-JBA-00-00-SU-GT-0001-S2 Rev P01
Topo survey	Project	Common data environment- Project	ER-JBA-01-00-SU-C-0002-S2-P01
Basin threshold survey	Project	Common data environment- Project	ER-JBA-01-04-SU-C-0001-S2-P01
Designers risk assessment	Project	Common data environment- Project	ER-JBA-01-00-RA-C-0001-S8-P04
Outline construction methodology	Project	Common data environment- Project	ER-BB-00-00-PL-W-0001-A6-P04
DCC Coastal inspection report 2017 V0	Project	Common data environment- Project	ER-DCC-00-00-RP-C-0001-A6-P01
Planning decision notice	Project	Common data environment- Project	ER-DCC-00-00-PT-EN-0001-A6-P01
Planning- Statement of decision on EIA development	Project	Common data environment- Project	ER-DCC-00-00-PT-EN-0002-A6-P01
Marine license	Project	Common data environment- Project	ER-XX-00-00-PT-EN-0001-A6-P01

Marine license- Statement of decision on EIA development	Project	Common data environment- Project	ER-XX-00-00-PT-EN-0002-A6- P01
Environmental statement appendices	Project	Common data environment- Project	ER-JBA-00-00-EN-EN-0001-A6- P01

### Pre-Construction Health and Safety Information

Detail below any Pre-Construction Health and Safety Information provided by the Client.

Description	Reference Number
No existing as-built information provided for the scheme	

## Management of the Work

### Management Structure and Responsibilities

The Management Structure and Responsibilities of the project are detailed within Sections E1 and E2 of the Project Management Plan.

### Health and Safety Goals for the Project

Full details of all the project objectives and success criteria are detailed within Section C5 of the Project Management Plan. Detailed below are the specific Health and Safety Goals for the Project:

Health and Safety Goal	Success Criteria
The Golden rules below shall be adhered to by all on site. This is a commitment to achieving Zero Harm and setting the highest personal standards.	
Be fit for work	I will advise my supervisor prior starting work if I have any health issues (mind and body) which mean I am unfit to work
Always receive a briefing before starting work	I will only start work once I have been briefed and fully understand the task, associated risks, controls and rules I will follow all of these rules
Report all unsafe events and conditions	I will take care of myself and others at all times, positively intervening when something is not safe or correct I will ensure that I maintain equipment issued to me in a satisfactory condition and report any defects immediately to my supervisor
Stop work if anything changes	I will ensure that work stops, and the supervisor is informed when there are changes to the planned safe system of work or I am concerned that the activities are unsafe I will only restart work once I have been re-briefed on the new risks, controls and rules.

### Arrangements for Monitoring and Review of Health and Safety Performance

The following arrangements will be undertaken on this project to monitor and review health and safety performance:

Project Monitoring Arrangements	By Who	Frequency	Verification Documents
HSES Advisor Visits	Regional HSE Adviser	Weekly during project start-up reviewed to fortnightly thereafter	Inspection report on ProjectPortal
Executive Site Visits	Regional Director and above	Every 3 months	Site Visit report on ProjectPortal
Senior Managers Tours	Project Director	One per month	Senior Management Tour – Reporting Sheet
Site managers Tours	Senior Site management	Weekly	Site safety tour document and dissemination in weekly meetings

Formal planned audits of the project will be carried out by the Audit Function in accordance with the UK Operational Audit procedure (AUD-PR-0001).

The Site Lead or designated deputy will review and evaluate the outputs from monitoring activities in order to maximise learning and ensure that appropriate action is taken to improve the controls of specific risks, to improve overall health and safety performance and to further develop the project specific processes.

## Health and Safety Arrangements for the Construction Phase

### Site Rules

Site rules will be communicated to all employees, subcontractors, visitors and relevant third parties.

### Project Arrangements

#### *Co-operation between the Project Teams on Site and Co-ordination of their Work*

Employees, and subcontractors on site will attend regular Project Health, Safety and Environment Planning/Committee meetings to review current activities, accidents and incidents, disciplinary action, visits by enforcing authorities such as the HSE, and staff resourcing to ensure that roles and responsibilities are updated to accommodate holidays and changes of personnel, thus ensuring full consultation, co-operation, co-ordination and participation by all parties.

#### *Consultation with the Workforce*

A number of effective methods of workplace communication and consultation channels will be implemented, including:

- The appointment of Employees Safety Representatives
- Health, Safety and Environmental Site Inductions
- Health, Safety and Environmental Toolbox Talks
- Safe System of Work briefings
- Change of shifts briefings and handovers

- Open Door Policy
- Written Health and Safety Concerns Reporting
- Confidential Reporting
- HSE Notice Boards
- Health, Safety and Environment Committee Meetings
- Health and Safety Stand-down's

In addition, the site will encourage all personnel to take corrective actions when observing unsafe acts and conditions by means of immediate intervention and reporting.

Our Zero Harm campaign will be introduced at site induction, with update to the campaign being delivered through briefings, posters and workshops.

Information related to the project will be communicated to the Construction team through (but not limited to) the following:

- Project specific Site Inductions
- Project specific (and where appropriate task specific) Toolbox Talks
- Task specific task briefings
- Daily/Nightly Activity Briefings
- Periodic stand down events

### Third Parties Affected by the Works

Where works are being undertaken on site by third parties, not directly employed by the Principal Contractor, or where there are Occupants, regular liaison and committee meetings will be held and letter drops undertaken as necessary.

### Communication Arrangements

The proposed locations of the main compound and satellite compound and site extent is likely to have good coverage across the 4 main UK mobile providers, EE, O2, Vodafone and Three (based on an Ofcom coverage check, 26.02.2020). Broadband availability range between Standard and Superfast.

Contact between work locations will be maintained by means of mobile communications. Hands-free two-way radios will be in use where identified as part of the safe systems of work for lifting operations and other safety critical operations. Hand radios and mobile phones must be used in accordance with Company policies.

### *Exchange of Design Information between the Client, Designers, Principal Contractor, Principal Designers and Contractors and Handling Design Changes during the Project*

The following Project Exchange of Design Chart identifies the channels of exchange of design information and handling changes that will exist on the project:

#### Notes:

If the Client is unaware of its duties under the CDM Regulations, we will not start preparation of a design until we have formally made the Client aware of its duties by issue of the Company's Standard Notification proforma and until the Client confirms that either a Principal Designer has been appointed or that the Client will undertake the duty itself.

If a number of Designers are involved on a project, they will coordinate their work through the Principal Designer to see how the different aspects of their designs interact with each other and affect health and safety.

A design start-up meeting and regular design progress meetings are to be held to review progress, assess performance and agree actions. A schedule of dates for the progress meetings will be established and minutes/notes will be prepared following each meeting identifying the actions required by whom and by when.

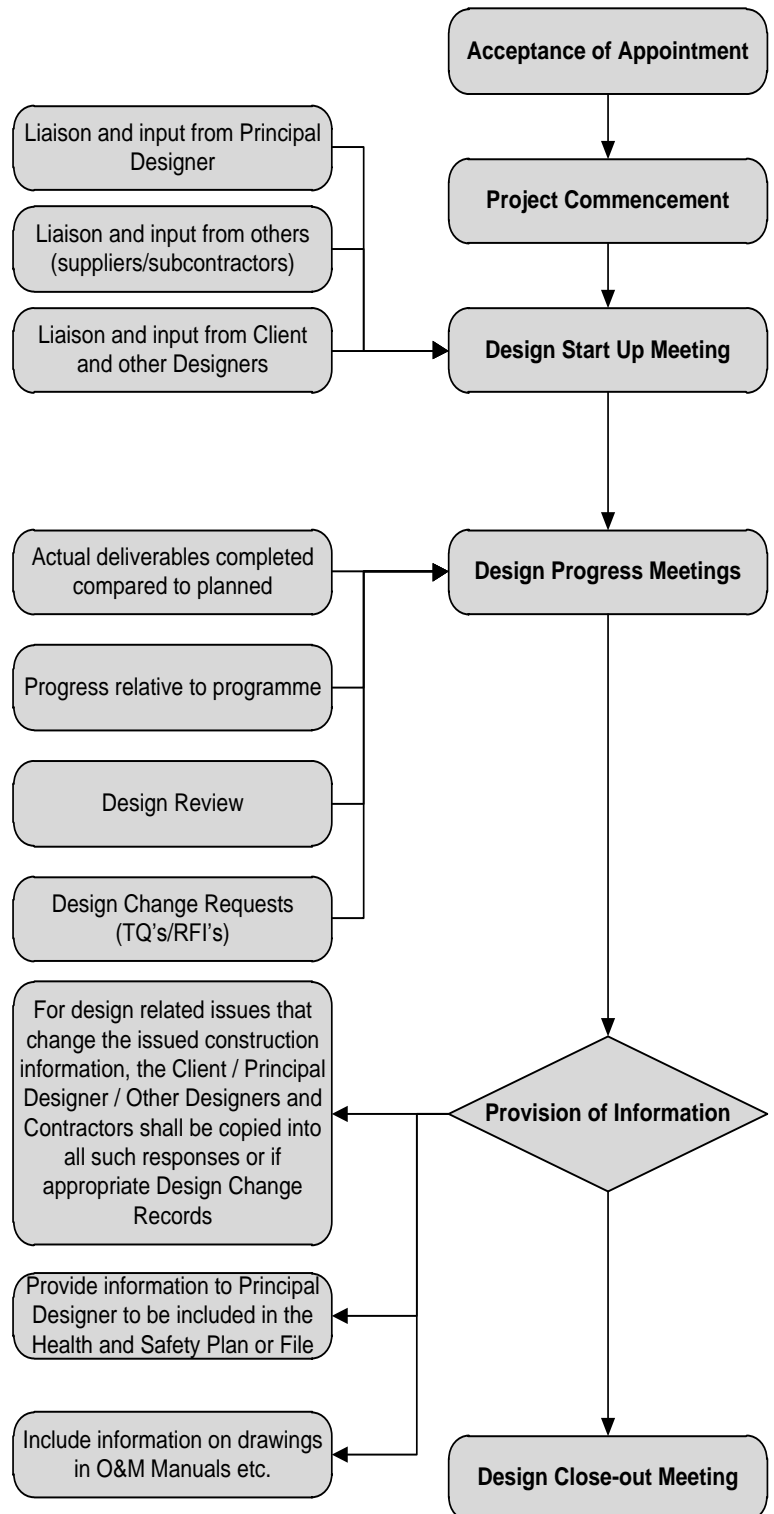
The design change control process will ensure that all changes to the agreed scope of a Designer's design services are properly evaluated and:

- Only made with the correct authority.
- Properly coordinated between the various parties.
- Executed to an agreed programme and monitored.
- Recorded and managed using a formal design change procedure

Requests For Information (RFIs)/Technical Queries (TQs), design change requests and other design related issues raised by the Designer or Project Team the Design Manager will:

- Ensure RFIs/TQs and change requests are logged by Project Management and included on a register.
- Liaise between Project Management and the Designer to ensure the requests or queries are properly directed to relevant staff and/or suppliers and subcontractors for evaluation.
- Monitor responses.
- Ensure RFIs/TQs are formally closed out expeditiously.

After the completion of the project, the Design Manager will convene and chair a close out meeting to review the design and construction teams' performance, both good and bad. Key Members of the construction and design teams' will be invited to attend this meeting. On completion of the meeting key actions will be summarised and distributed to the appropriate parties to promote improved performance by both design and construction teams.





### *Selection and Control of Contractors*

The Site Lead is responsible for ensuring that only competent subcontractors are appointed

Subcontractors will be appointed from the Company's Approved List, or by pre-qualification and a demonstration of competence will be conducted prior to final sub-contractor award.

The Site Lead will convene a pre-start meeting with each subcontractor to allocate duties and responsibilities, detail what health and safety information is required, record common facilities and identify high risk activities and associated controls.

The Subcontractors Health, Safety, Environmental and Quality Conditions will be issued to every Sub-contractor and are applicable to this project.

Subcontractors will be monitored throughout the contract on their compliance with the conditions specified in the Suppliers Health, Safety, Environmental, Sustainability and Quality Conditions and the Site Rules and attendance at any training or instruction provided by the Company.

During and at the completion of the contract, the Site Lead will ensure the subcontractors' performance is appraised. Any subcontractor who has repeatedly poor HSE performance may be removed from the Approved List.

Subcontractors will be issued with relevant HSE information, including relevant information from this Plan if required, to allow them to resource and plan their works accordingly.

Subcontractors are prohibited from further sub-contracting work without the written authority of the Site Lead and only then to contractors who meet the pre-qualification criteria.

### *Exchange of Health and Safety Information between Contractors*

*Contractors are required to co-ordinate their work with those of other contractors and the Principal Contractor. Contractors' management are obliged to attend regular health and safety committee meetings to discuss the planning, management, monitoring and co-ordination of the works.*

### *Site Security*

Only authorised people are allowed on site. Authorised people are those who have received a full induction in the project rules for the purpose of working there or those who have received a visitor's induction and are subsequently escorted around the site by a member of staff.

All staff will monitor that only 'Authorised' people are on site.

Security arrangements for this project will include:

#### **Minimum Requirements**

2.4m high solid timber hoarding around compound areas.

Heras fencing on timber posts to site boundary along Promenade

Gate man to control access into the site.

CCTV to compound areas

Out of hours security contact numbers are as follows:

Name	Position	Telephone Number
To be confirmed once available		

Name	Position	Telephone Number

Suitable arrangements will be in place to ensure that out-of-hours contacts have the ability and authority to dispatch resources to respond to a breach of security.

### *Site Induction*

**All operatives and visitors must be inducted to site without exception in accordance with the Company Induction procedure (HSES-PR-0008).**

### *On-Site Training*

The Site Lead will ensure an adequate allocation of suitably trained and competent staff/operatives to the project and ensure the management of their on-going training requirements to maintain currency/prepare for their role in forthcoming aspects of the project is undertaken.

Training needs of operatives will be identified, both collectively and individually, by the Site Lead and Supervisors, assisted, where appropriate, by the Resourcing Team and HSES Function.

Individual training needs of subcontractors will be identified by the Site Lead and Supervision through the subcontractor selection process and Pre-start Meetings.

Where shortfalls in personnel training have been identified, appropriate health and safety training, delivered by either internal or external training providers, will be carried out to ensure that the identified personnel carry out their duties in a safe and competent manner.

The HSES Function will support, at the Site Lead's request, and lead, where appropriate, health and safety training sessions for identified personnel on the project e.g. Making Safety Personal, COSHH Coordinator, HAVS, RPE (face piece fit testing), Plant and Vehicle Marshal training. These training sessions involve films, slides, lectures and will be hosted on site wherever possible, or a local venue to address multiple local sites.

In addition, the Site Lead and Supervision will regularly deliver relevant Toolbox Talks using our Toolbox Talk library and/or manufacturer's health and safety instructions / operators' manuals.

### *Welfare Facilities and First Aid*

It is planned to have approximately 50 people on site, for approximately 113 weeks. The maximum travel time to welfare facilities from the work area is under 5 minutes. The project is a local transient site intended to be in place for a maximum period of 2.5 years until completion. The Site Lead will ensure provision of the under noted welfare facilities

Type of Welfare Unit	Number required	Details
<b>Mess room(s)</b>	1 at Marine Drive for 35 people (Main Compound) 1 at Garford Road for 35 people.	Sufficient seating with back supports will be provided (capable of meeting the demands of the maximum number of persons who may be required to use them at any one time); Sufficient means of heating food and boiling water will be provided; Storage of materials and clothing will be prohibited in Mess rooms; Smoking will be prohibited within all cabins.

Type of Welfare Unit	Number required	Details
<b>Drying room(s)</b>	1 at Marine Drive (Main Compound)  1 at Garford Road for use during breaks	Facilities will be of sufficient size and of appropriate type for the changing and storage of clothing (capable of meeting the demands of the maximum number of persons who may be required to use them at any one time);  Facilities will provide seating and a means of hanging clothing; A suitable number of lockers for personal belongings and for separating dirty and clean clothing will be provided. Lockers will be fixed to prevent overturning; Facilities will incorporate heating, either a fan type or other suitably guarded heater for drying clothes; Facilities will be adequately ventilated to prevent overheating;
<b>Toilets</b>		Facilities will include suitable and sufficient number of sanitary conveniences and washbasins (capable of meeting the demands of the maximum number of people who may be required to use them at any one time); Facilities will be clean, heated, well-lit, easily accessible and well-ventilated; Facilities will include provision of hot/warm and cold running water and soap and a means for drying hands and forearms; Facilities will be regularly stocked with supplies of toilet paper and toilet consumables.
<b>Drinking Water</b>		An adequate supply of clearly marked "Drinking Water" will be provided and will be supplemented by the provision of a suitable number of cups

Arrangements will be put in place to ensure that these facilities are cleaned, maintained and their condition monitored on a regular basis.

Where subcontractors provide their own welfare facilities, they will be to at least the same standards as described above.

First Aid personnel will be trained to a standard which will be in line with Health and Safety Executive standards and in accordance with the First Aid procedure (HSF-PR-0008). The Assessment of First Aid Needs (HSF-SF-0008a) will determine the first aid provision requirements.

Name	Job Title	Contact Number	Qualification
Deter Goliath	Project Manager	07783 149378	First aid at work
Richard Gratton	Works Manager	07729 618869	First aid at work
Andrew Chipchase	Snr General Foreman	07970 125340	First aid at work

Note: Employees named on this register will may receive payment in recognition of the extra duties and responsibilities he or she is required to undertake in connection with first aid.

The following first aid equipment will be required on the project:

<b>No and type of first aid kits required for the project:</b>	Small (less than 5 person)	4
	Medium (5 – 25 person)	1
	Large (more than 25 persons)	1
<b>Other first aid equipment required for the project:</b>	Automated External Defibrillator	
<b>Location of first aid kit(s) and equipment:</b>	<u>Main compound</u> <ul style="list-style-type: none"> <li>Large first aid kit</li> <li>Automated external defibrillator</li> </ul> <u>Satellite Compound</u> <ul style="list-style-type: none"> <li>Medium first aid kit</li> </ul> <u>Security and gate access to main compound</u> <ul style="list-style-type: none"> <li>Small first aid kit</li> </ul> <u>Beach Marshall vehicle</u> <ul style="list-style-type: none"> <li>Small first aid kit</li> </ul>	

The Site Lead will ensure that regular checks are being carried out to ensure that first aid provisions are maintained and replenished when necessary.

The names of nominated first aid personnel and location of first aid equipment will be included within the project induction.

### *Reporting of Investigation of Accidents and Incidents Including Near Misses*

All accidents, incidents, near misses, property damage and cases of work-related ill health must be reported as soon as possible in accordance with the Incident Investigation and Reporting procedure (HSES-PR-0005).

All information will be captured and entered onto the Company incident database iSMS. Investigations will be undertaken by project management; however, the Company HSES Advisors and Senior Line Management will assist if required and will always participate in investigating and reporting on all serious incidents. The investigation will determine the root causes and lessons learned will be identified and acted upon, with learnings shared as appropriate.

Subcontractors are responsible for investigating and reporting accidents/incidents under their control, however the Company will assist where required. They will submit a copy of all RIDDOR Reportable Accidents (F2508 and a full report if requested) to the Site Lead.

Subcontractors will notify the Site Lead immediately of any major injury, dangerous occurrence or accident to a third party and they will also inform the Health and Safety Executive.

All persons onsite will be informed of the processes for accident/incident reporting through attendance at Induction, Pre-Start Meetings and/or by issue of the Subcontractors Health, Safety, Environment and Quality Conditions.

### *Production and Approval of Risk Assessments and Safe Systems of Work*

Safe Systems of Work, including Method Statements (Work Package Plans) and Risk Assessments, will be produced in accordance with the Company procedure Setting People to Work Safely (HSES-PR-0011). The Site Lead will ensure a list of required Risk Assessments/Method Statements (Work Package Plans)

for the project is produced and included within Annexe 1 of this Construction Phase Plan. This list will be used to identify whether the process is of a low risk nature, or if a formal Risk Assessment is required.

The list of required Risk Assessments/Method Statements will also identify those key tasks which have specific safety requirements and will specify dates by which adequate planning and written procedures are produced in the form of Risk Assessments, Procedures, Method Statements and Work Package Plans prior to the activity commencing.

The Site Lead will ensure, using the list of required Risk Assessments/Method Statements, information received from Designers, pre-construction information and existing records and plans, that Risk Assessments for direct works are produced and ensure Risk Assessments/Method Statements (WPP) from Subcontractors are received.

The Site Lead will ensure that Risk Assessments and Safe Systems of Work are produced and appraised in a timely manner to ensure a suitable timescale for review is given prior to the work commencing (or following an addendum), routinely reviewed and are amended as necessary as site conditions change.

The Site Lead will ensure that all relevant parties are consulted on interfaced activities.

### *Fire and Emergency Procedures*

The Site Lead will ensure that the identification of potential accidents and emergencies (via completion of the Emergency Response and Notification Matrix (HSES-TF-0003a)) is undertaken and included within Annexe 2 of this Plan.

A Fire Safety Plan and Fire Risk Assessment will be produced for the project in accordance with the Fire Prevention, Control and Hot Works procedure (HSF-PR-0009).

In the event of a Fire the following sequence will be implemented to ensure the Emergency Services are called and to enable the Site Team to co-ordinate the management of the incident:

- Raise the Site Fire Alarm
- Evacuate to the Muster Point
- The Section Manager/ Foreman will call the emergency services
- The emergency services will be called to the marine drive compound and directed to the incident from there.

Details of the duties and responsibilities for the Responsible Person for Fire and Fire Marshals are included within Annexe 4 – Project Specific Duties and Responsibilities.

A Site Plan, included within Annexe 5 of this Plan will detail as a minimum:

- Evacuation Routes
- Fire Muster Point
- Location of fire alarm call points, smoke detectors, sirens and firefighting equipment
- Location of hazardous materials
- Identification of environmentally sensitive receptors such as water courses, drains etc.

Detailed below are the hazardous materials expected to be used/encountered along with details of action to be taken in an emergency:

Hazardous Material	Action to be Taken in An Emergency
Gas oil/diesel	Call emergency services – 999 Contain any spillage if/when it is safe to do so. Report spillage to NRW
Oil	Call emergency services – 999 Contain any spillage if/when it is safe to do so. Move out of danger if safe to do so. Report spillage to NRW

Hazardous Material	Action to be Taken in An Emergency

An emergency pack will be made available on site that will include the necessary information during the emergency, for example, keys, data sheets, work instructions, contacts telephone numbers, building layouts.

The contact information for local emergency services are detailed below:

Emergency Service	Location and Contact Details
Hospital	Glan Clwyd Hospital, Rhuddlan Road, Bodelwyddan, Denbighshire, LL18 5UJ- phone 999 or 112, Non- emergency health issues phone 111
Police	Rhyl Police Station, 25 Wellington Road, Rhyl LL18 1BA, Phone 999 or 112 Non- emergency police phone 101
Fire and Rescue Services	North Wales Fire and Rescue Service, Fire Station Rhyl Coast Road, Rhyl LL18 3PL, Phone 999 or 112
Health and Safety Executive	Regent House, Regent Street, Wrexham, LL11 1PR
Life Boat Station	Rhyl Lifeboat Station, Marine Parade, Rhyl, LL18 3YP, Phone 999 or 112

Emergency arrangements will be brought to the attention of all persons at induction training.

## Arrangements for Controlling Significant Site Risks

### Safety Risks

#### *Delivery and Removal of Materials and Work Equipment including Public Interface*

Control measures for the delivery and removal of materials and work equipment is covered in the Company procedures for Plant (HSF-PR-0046) and People, Vehicle and Plant Interface (HSF-PR-0047). Project specific control measures are incorporated in the Project People, Vehicle and Plant Management Plan (HSF-SF-0047a/b), contained within Annexe 6 of this plan.

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk
Members of the public on the beach	Working areas on the beach to be demarcated and signed. Beach marshal to patrol working area boundary to inform the public of the danger and prevent them entering.
People plant interface travelling from main compound to work face	Pedestrian traffic will not be permitted on the top promenade area between main compound and the work face.

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk
People plant interface lower promenade area at splashpoint and temporary slipway	Pedestrian traffic will not be permitted on the lower promenade area and temporary slipway at splashpoint
Site traffic along narrow promenade	Daily coordination briefing between Contractos to ensure that work activities are planned accordingly and all parties are aware of planned traffic movement during the each daily work pattern
Unauthorised access	Beach patrol to be in place during tidal operation Site hoarding to be in place at compounds Access routes will have hoarding in place- including top promenade leading to works area Site security to be in place
Tidal working	Risk assessments I place for all tidal working activity All operatives informed at the start of each shift about safe times on and off the beach for tidal work activity planned for that particular shift Shift handover briefings
Noise and vibration	Continuous noise and vibration monitoring throughout the project to ensure compliance
Dust	Dust management to be in place for all operations and written into each risk assessment

### *Dealing with Services (Underground, Overhead and Temporary) including Work Near High-Voltage Cables*

Specific controls for dealing with services are detailed in the Company procedure Avoiding Danger from Services (HSF-PR-0015) and SBU specific procedure

Organisation	Apparatus in vicinity of works	Asset Drawings Available/Obtained
National Grid Gas	<del>Yes</del> /No*	Yes/ <del>No</del> *
British Telecom	<del>Yes</del> /No*	Yes/ <del>No</del> *
Water	<del>Yes</del> /No*	Yes/ <del>No</del> *
Sewers	<del>Yes</del> /No*	Yes/ <del>No</del> *
Electricity	<del>Yes</del> /No*	Yes/ <del>No</del> *
Cable TV	<del>Yes</del> /No*	Yes/ <del>No</del> *
Fibre Optic	<del>Yes</del> /No*	Yes/ <del>No</del> *
Major Accident Hazard Pipelines (MAHP)	<del>Yes</del> /No*	Yes/No*
Other	Yes/No*	Yes/No*
	Yes/No*	Yes/No*
	Yes/No*	Yes/No*
	Yes/No*	Yes/No*

\*delete as appropriate

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk

### *Accommodating Adjacent Land Use*

All adjacent land users will be considered in regard to project interface and hazard control e.g. deprived areas, schools, hospitals, farms, industrial activity.

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk

### *Stability of Structures (including Temporary Works)*

Temporary works on this project are dealt with through [ENG-PR-0101](#) Management of Temporary Works procedure:

Existing Structures			
Organisation	Interest in Vicinity of Works	Details Available	Drawing Number/ Location
Network Rail (railway bridges etc.)	Yes/No*	Yes/No*	
Utility Company Dwr Cymru/Welsh Water United Utilities	Yes/No*	Yes/No*	
Denbighshire County Council/ Sea Wall and Promenade	Yes/No*	Yes/No*	N/A
Highways England (motorway bridges etc.)	Yes/No*	Yes/No*	
NRW (river outlets etc.)	Yes/No*	Yes/No*	
	Yes/No*	Yes/No*	
	Yes/No*	Yes/No*	
	Yes/No*	Yes/No*	

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk
Unexploded ordnance	UXO survey and report carried out. Final survey and UXO plan to be carried out and finding incorporated in site method statements



Site Specific Risk	Additional Site-Specific Requirements to Control the Risk

### *Working at Height including Preventing Falls and Working with or Near Fragile Materials*

Working at Height controls are detailed in the Company Work at Height procedure (HSF-PR-0063).

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk

### *Work Involving the Assembly or Dismantling of Heavy, Prefabricated Components*

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk
Pre-cast placement	Lift plan must be in place and accepted before work commence
Rock armour placement	Safe system of works must be reviewed and accepted before work commence

### *Working on Excavations and Work where there are Poor Ground Conditions*

The Company procedure for Excavations (HSF-PR-0016) contains the controls measures for working with Excavations and any associated ground conditions.

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk
Beach access step construction	Temporary works design must be accepted before work commence Safe system of work must be approved before work commence Permit to load system in place at all times Permit to unload must be operated where required

### *Work on Wells, Underground Earthworks and Tunnels*

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk
n/a	

### *Works Exposing Workers to the Risk of Drowning*

The Company procedure for Working Near Water (HSF-PR-0065) contains the control measures for works which may expose workers to the risk of drowning.

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk
Tidal working	All operatives must be briefed on tidal working times at the start of each shift. They will be informed of the safe time on the beach and the safe time off the beach. A 4 week forecast shall be produced, informing the workforce of the upcoming tidal working pattern to ensure advance work planning.

### *Traffic Routes and Segregation of Vehicles and Pedestrians*

Control measures for traffic routes and segregation of vehicles and pedestrian are covered in the Company procedure People, Vehicle and Plant Interface (HSF-PR-0047). Project specific control measures are incorporated in the Project People, Vehicle and Plant Management Plan (HSF-SF-0047a/b), contained within Annexe 6 of this plan.

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk
People plant interface	Traffic route between main office compound and workface shall only be accessible by vehicle traffic. This will be off limits to pedestrian traffic.

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk
High utilization and Collison risk	Site speed limit to be enforced Passing places to be constructed Site communication strategy and transport coordination to take place daily

### *Storage of Materials (particularly hazardous materials) and Work Equipment*

Storage of Materials is covered in the Company procedure for COSHH (HSF-PR-0021), Storage of Work Equipment is dealt with in the Plant procedure (HSF-PR-0046) and Tools and Equipment (HSF-PR-0049).

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk
Refueling of plant- working near watercourse	Fuel shall not be stored with a 10m radius of any watercourse or receptor. Dedicated fuel storage and refueling shall be set up. Environmental response plan must be in place

### *Work which puts Workers at Risk from Chemical and Biological Substances*

The Company procedures for COSHH (HSF-PR-0021) and Biological Hazards (HSF-PR-0067) detail the control measures for risks associated with Chemical and Biological substances.

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk

### Work with Lifting Equipment

The Company procedure for Lifting Operations (HSF-PR-0009) details the control measures for risks associated with Lifting Operations.

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk
Site deliveries	All site deliveries involving lifting operations must be planned in advance. Lift plans must be in place for any operation classed as lifting.
Unplanned lifts	No work will take place without safe system of work agreed.

### Work with Electricity

The Company procedure for working with electricity (HSF-PR-0068) details the control measures for risks associated with Electrical Safety.

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk

### Health Risks

*Use of Hazardous Substances, detailing Health Monitoring (if required)*

The Company procedure for COSHH (HSF-PR-0021) and the Health Surveillance (HSF-PR-0035) procedure detail with Health Monitoring and use of Hazardous Substances.

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk

### Manual Handling

The Company procedure for Manual Handling (HSF-PR-0041) details the controls associated with Manual Handling. The duties and responsibilities for the Manual Handling – Competent Person are detailed in Annexe 4: Project Specific Duties and Responsibilities.

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk

### Reducing Noise and/or Vibration

The Company procedures for Noise (HSF-PR-0044) and Hand Arm Vibration (HSF-PR-0060) detail the control measures for noise and vibration. The procedure for Health Surveillance (HSF-PR-0035) deals with the health risks associated with these risks.

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk
Noise and vibration for all operations- due to proximity of East Rhyl Residents	Noise and Vibration monitoring will take place throughout the project duration

### *Exposure to UV Radiation (from the sun)*

The Company procedure for working in Heat and Cold (including inclement weather) (HSF-PR-0063) details the control measures for exposure to UV Radiation.

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk

### *Mental Health risks*

The Company considers mental health as equally important as other health risks and operates the following programmes to support this:

- [Mates in Mind](#)
- [Employee assistance programme](#)

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk
Unsociable hours of works	To be assessed regularly as the projects progress. Advanced shift planning to allow staff to plan their routine accordingly

### *Any Other Significant Health Risks*

Detailed below are additional project specific risks and the associated additional control measures:

Site Specific Risk	Additional Site-Specific Requirements to Control the Risk

## **The Health and Safety File**

### Layout and Format

The Site Lead will liaise with the Principal Designer at project commencement on the layout, format and information that is required. However contractual requirements must be complied with.

### Arrangements for the Collection and Gathering of Information

The Site Lead will ensure the arrangements for the collection, gathering and storage of the information are established as agreed with the Principal Designer. The Site Lead will co-ordinate the compilation of the Health and Safety File information and will pass on the relevant information to the Principal Designer. If the role of Principal Designer ceases and Balfour Beatty is acting as Principal Contractor, the Site Lead will be responsible for compiling the Health and Safety File.

The file must contain information about the project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

- a brief description of the work carried out;
- any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
- hazardous materials used (e.g. lead paints and special coatings);
- information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- health and safety information about equipment provided for cleaning or maintaining the structure;
- the nature, location and markings of significant services, including underground cables; ducts, pipes, ancillary structures, gas supply equipment; fire-fighting services etc.;
- information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

### Storage of Information

The Health and Safety File information will be securely stored until handover is completed. It is the responsibility of the Site Lead to ensure that this happens.

## **Significant Design and Construction Hazards**

Where either temporary or permanent design is a part of the Project, separate Design Management Plan (DES-TF-0026d) or Temporary Work Plans will be produced detailing all requirements. See Section D4 of the Project Management Plan for further details of project specific risks.

## Client Requirements

Detail below any Client Requirements that differ from Company requirements, which have received approved derogations.

## Strategic Business Unit Approved Derogations

Detail below any Strategic Business Unit approved derogations that differ from standard Company requirements.



## Project Specific Requirements

Detail below any Project Specific Requirements that exceed or diverge from standard Company requirements including details of any project approved derogations.

## Annexe 1: List of Required Risk Assessments/Method Statements (Work Package Plans)

### Direct Works Schedule of Construction Processes

This list identifies and controls the issue of all Method Statements (Work Package Plans) and Risk Assessments for key construction processes that are to be undertaken on this project.

Task		Documentation Requirements					Date Approved		
		RA*	MS *	TBS*	Author	Date Req'd.	RA	MS *	TBS*
Key Construction Processes									
1.0	Section 184 works into main compound	Y	Y	Y					
2.0	Main compound set-up (Marine Drive)	Y	Y	Y					
3.0	Satellite compound set-up (Garford Road)	Y	Y	Y					
4.0	Top promenade protection works	Y	Y	Y					
5.0	Temporary beach access ramp	Y	Y	Y					
6.0	Concrete buttress and existing step infill	Y	Y	Y					
7.0	Removal of existing groyne sections	Y	Y	Y					
8.0	Beach access steps	Y	Y	Y					
9.0	Rock filter and rock armour	Y	Y	Y					
10	Removal of temporary beach access ramp	Y	Y	Y					
11	Verge/ditch access as required	Y	Y	Y					
12	Core holes- existing pavement	Y	Y	Y					

13	Demolish existing wall	Y	Y	Y					
14	Place new pre-cast wall	Y	Y	Y					
15	In-situ concrete wall base	Y	Y	Y					
16	Pavement	Y	Y	Y					
17	Embankment works	Y	Y	Y					
18	Footpath tie-in works	Y	Y	Y					
19	Flood gates	Y	Y	Y					
20	Golf course catchment- Wall, including foundation	Y	Y	Y					
21	Golf course- bund works	Y	Y	Y					
22	Demobilisation and site rehabilitation	Y	Y	Y					

\*RA - Risk Assessment MS Method Statement (Work Package Plan), TBS – Task Briefing Sheet

## Subcontract Works Schedule of Construction Processes

This list identifies and controls the issue of all Method Statements (Work Package Plans) and Risk Assessments for key construction processes that are to be undertaken by Sub-Contractors.

Task		Assessment Criteria		Documentation Requirements					Date Approved			
		Suitable evidence provided?	Date received?	S/C Pre-Start	RA*	MS/WPP*	TBS*	Date Required	S/C Pre-Start	RA*	MS/WPP*	TBS*
1.0	As noted above											
2.0												
3.0												
4.0												
5.0												
6.0												
7.0												
8.0												
9.0												
10.0												
11.0												
12.0												

\*RA - Risk Assessment MS Method Statement (Work Package Plan), TBS – Task Briefing Sheet.

## Annexe 2: Emergency Response ([HSES-TF-0003a](#)) and Notification Matrix

## Annexe 3: Project Organisation and Emergency Arrangements Chart

**Annexe 4: Project Specific Duties and Responsibilities**

First Aid Personnel	
Name(s)	Deter Goliath, Andrew Chipchase, Richards Gratton
Deputy Name(s)	
Contact Number	07783 149378, 07970 125340, 077 618869
Area of Designated Responsibility	
<ul style="list-style-type: none"><li>• Familiarise themselves with relevant Company First Aid procedures contained within the BMS.</li><li>• Administering First Aid on site as required.</li><li>• Carrying out regular checks on site first aid provisions and replenishing when necessary</li><li>• Reporting incidents, near misses and unsafe conditions.</li><li>• Liaising with emergency services (as required).</li></ul>	
I confirm that I understand and accept the designated duties and responsibilities	
Designated Signature:	
I confirm that I understand and accept the designated duties and responsibilities	
Deputy(s) Signature(s):	

Responsible Person for Fire Safety	
Name(s)	TBC
Deputy Name(s)	
Contact Number	
Area of Designated Responsibility	
<ul style="list-style-type: none"> <li>Familiarising themselves with relevant Fire Safety procedures contained within the BMS.</li> <li>Formulating and regularly updating the Fire Safety Plan.</li> <li>Promoting a "Fire Safe" working environment at all times.</li> <li>Arranging for personnel training in the use of firefighting equipment (where required).</li> <li>Ensuring all evacuation procedures, precautionary measures and safety standards, in the Fire Safety Plan, are clearly understood and complied with by all.</li> <li>Where required by the Fire Safety Plan, ensuring that a system using Hot Work Permits is established and monitored for compliance.</li> <li>Carrying out weekly checks of firefighting equipment and testing all alarm and detection devices.</li> <li>Implementing 6 monthly fire drills and maintaining written records making the appropriate comments.</li> <li>Where required, liaising with the local fire brigade including arranging, where necessary, site inspections and familiarisation tours.</li> <li>Liaising with site security personnel where they are employed.</li> <li>Regularly monitoring and checking the detailed arrangements and actual procedures for calling the fire brigade.</li> <li>During an alarm, executing those duties required for the safe evacuation of the site, and ensuring that all staff and visitors report to the assembly points.</li> <li>Liaising with the Site Lead on the appointment of Fire Marshal(s) to assist with the above duties for sections of the site or office as necessary.</li> </ul>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Designated Signature:</b>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Deputy(s) Signature(s):</b>	



Confined Space Co-Ordinator	
Name(s)	TBC
Deputy Name(s)	
Contact Number	
Area of Designated Responsibility	
<ul style="list-style-type: none"> <li>Familiarising themselves with relevant Company Confined Spaces procedures contained within the BMS.</li> <li>Preparing, or reviewing if prepared by the supply chain, the safe system of work</li> <li>Ensuring requirements for entry have been completed before entry is authorised and that the entry and rescue teams are fit and capable to perform their duties</li> <li>Ensuring Confined Space periodic atmospheric monitoring is performed by personnel qualified and trained in Confined Space entry procedures and whose calibration/test certification is valid and in date</li> <li>Knowing the hazards that may be faced during entry, including the signs, symptoms and consequences of exposure</li> <li>Completing the permit, including: determining the entry requirements; reviewing the permit, and briefing its requirements with the entry team, renewing/re-issuing permits as required</li> <li>Ensuring the correct level of resources is engaged to perform the works</li> <li>Arranging for any barriers and signs required</li> <li>Ensuring the permit is cancelled when the work is done</li> <li>Ensure the Confined Space is safely closed, and all workers are cleared from the area</li> <li>Testing the emergency arrangements.</li> </ul>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Designated Signature:</b>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Deputy(s) Signature(s):</b>	

Asbestos Co-Ordinator	
Name(s)	TBC
Deputy Name(s)	
Contact Number	
Area of Designated Responsibility	
<ul style="list-style-type: none"> <li>Familiarising themselves with relevant Company Asbestos procedures contained within the BMS.</li> <li>Monitoring and controlling work involving asbestos from site set up through to waste disposal.</li> <li>Reviewing the Pre-Construction Information, Client's Refurbishment and Demolition Asbestos Survey and the Register.</li> <li>Conducting a site tour to locate and physically identifying any asbestos containing materials.</li> <li>Completing a Construction Phase Asbestos Management Plan.</li> <li>Confirming that Licenced Notifiable asbestos removal works and Notifiable Non Licenced asbestos removal works have been notified to the HSE.</li> <li>Reviewing the supply chain Plan of Work and agreeing the method of working with all parties.</li> <li>Ensuring asbestos waste is treated as Special/Hazardous waste and disposed of accordingly.</li> <li>Co-ordinating the provision of information on known asbestos for other site activities in order that known asbestos is not unintentionally disturbed.</li> </ul>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Designated Signature:</b>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Deputy(s) Signature(s):</b>	

CoSHH Co-Ordinator	
Name(s)	Chris Roberts, Andrew Chipchase
Deputy Name(s)	Michael Heyes, Richard Gratton
Contact Number	
Area of Designated Responsibility	
<ul style="list-style-type: none"> <li>Familiarising themselves with relevant Company CoSHH procedures contained within the BMS</li> <li>Identifying opportunities for reducing risk through substitution, replacement or protection</li> <li>Identifying materials and processes that require CoSHH Assessments, including imported materials and materials already in offices.</li> <li>Obtaining correct CoSHH Assessments including correct activities</li> <li>Maintaining CoSHH File</li> <li>Ensuring that relevant personnel are briefed on COSHH Assessments and that these briefings are clearly understood and complied with by all, with records of the briefings being maintained within the site files.</li> <li>Arranging face fit testing for personnel requiring to use/wear RPE.</li> <li>Requesting CoSHH Assessments from sub-contractors (where required) and review for adequacy.</li> </ul>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Designated Signature:</b>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Deputy(s) Signature(s):</b>	

Manual Handling Competent Person	
Name(s)	Richard Gratton, Andrew Chipchase
Deputy Name(s)	
Contact Number:	
Area of Designated Responsibility	
<ul style="list-style-type: none"> <li>Identifying materials and equipment which could create manual handling difficulties.</li> <li>Providing information and support to minimise exposure to manual handling.</li> <li>Instructing relevant personnel in manual handling techniques.</li> <li>Ensuring Manual Handling Assessments are carried out, briefed to relevant personnel and records maintained.</li> <li>Investigating all manual handling injuries.</li> <li>Liaising with HSE Advisors for high risk activities.</li> </ul>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Designated Signature:</b>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Deputy(s) Signature(s):</b>	

Electrical Safe Systems of Work Authorised Person	
Name(s)	Richard Gratton, Andrew Chipchase
Deputy Name(s)	
Contact Number	
Area of Designated Responsibility	
<p>Implementation of ESSW including:</p> <ul style="list-style-type: none"> <li>• Issue of all types of electrical permits and complete isolations (or checking of isolations) of electrical systems prior to issue of a permit to work</li> <li>• Applying padlocks, fences, barriers and notices to prevent unauthorised operation of switchgear and re-connection of supplies after work detailed on permits is complete</li> <li>• Ensuring persons are competent to receive and comply with permits issued to them</li> <li>• Identification electrical boundaries and activities which will require a permit:</li> <li>• Ensuring all personnel are aware of the ESSW and monitoring compliance with ESSW</li> <li>• Review of method statements for activities that involve or may affect electrical systems</li> <li>• Investigation of electrical incidents (help is available via the SAE)</li> <li>• Authorising third parties to connect to power supplies</li> <li>• Maintaining records of all permits, switching of power, competence checks etc.</li> </ul>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Designated Signature:</b>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Deputy(s) Signature(s):</b>	

Mechanical Safe Systems of Work Authorised Person	
Name(s)	TBC
Deputy Name(s)	
Contact Number	
Area of Designated Responsibility	
<p>Implementation of MSSW including:</p> <ul style="list-style-type: none"> <li>• Issue of all types of Mechanical permits and complete isolations (or checking of isolations) of mechanical systems prior to issue of a permit to work</li> <li>• Applying padlocks, fences, barriers and notices to prevent unauthorised operation of control valves and re-opening of control valves after work detailed on permits is complete</li> <li>• Ensuring persons are competent to receive and comply with permits issued to them</li> <li>• Identification mechanical boundaries and activities which will require a permit:</li> <li>• Ensuring all personnel are aware of the MSSW and monitoring compliance with MSSW</li> <li>• Review of method statements for activities that involve or may affect mechanical systems</li> <li>• Investigation of mechanical incidents (help is available via the AE)</li> <li>• Maintaining records of all permits, operation of systems, competence checks etc.</li> </ul>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Designated Signature:</b>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Deputy(s) Signature(s):</b>	

People, Vehicle and Plant Co-Ordinator	
Name(s)	Andrew Chipchase, Richard Gratton
Deputy Name(s)	
Contact Number	
Area of Designated Responsibility	
<ul style="list-style-type: none"> <li>• Have the responsibility for the development, maintenance, review and updating of the PVPMP</li> <li>• Ensure that effective controls associated with the interface between People, Vehicle and Plant movements have been developed</li> <li>• Consult with operational staff when deciding what arrangements are required</li> <li>• In conjunction with operational management ensure there are a suitable number of trained Plant and Vehicle Marshalls (PVM)</li> <li>• Ensure where more than one PVM is required or nominated, clear arrangements and handover of plant and vehicle control between PVMs is agreed and communicated. This may require radio contact between PVMs</li> <li>• Ensure that the requirements of the PVPMP are communicated to all stakeholders</li> <li>• Ensure that any model PVPMP is suitable and sufficient for the activity they are intended for</li> <li>• Identify and co-ordinate the people, vehicle and plant routes on site and should ensure these are established at the start of the activity</li> </ul>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Designated Signature:</b>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Deputy(s) Signature(s):</b>	

MEWP (Mobile Elevated Work Platform) Co-Ordinator	
Name(s)	TBC
Deputy Name(s)	
Contact Number	
Area of Designated Responsibility	
<ul style="list-style-type: none"> <li>Familiarising themselves with relevant Company Work at Height procedure contained within the BMS.</li> <li>Ensuring all risk assessments and safe systems of work are suitably reviewed and communicated to all relevant parties</li> <li>Ensuring records of familiarisation training, operator qualifications and driving licences or CPC training, where applicable, are maintained</li> <li>Ensuring MEWP movements from one work area or exclusion zone to another are coordinated with the Plant and Vehicle Marshal and other planned activities.</li> <li>Ensuring the Plant Specification checklist – MEWP (relevant to the type of MEWP in use) (HSF-CL-0046al, am, an, ao or ap) is completed prior to first use and daily checks of MEWPs are carried out thereafter (HSF-SF-0063c)</li> <li>Ensuring when working in proximity to live electricity, that the Additional Option 'Dedicated Earthing Point for MEWP's working in proximity to overhead power lines and Sub-Station' is specified at the time of ordering. On delivery of the MEWP ensure that the dedicated earth is connected and is electrically continuous from the chassis to the basket</li> <li>Ensuring there are appropriate numbers of nominated persons on site within verbal or visual proximity to MEWPs in operation who have demonstrated they can implement the emergency lowering procedure</li> <li>Ensuring any reported defects are rectified before a MEWP is put back into operation</li> <li>Ensuring a safe loading and unloading area has been provided for the delivery and later collection of the MEWP(s)</li> <li>Ensuring safety harnesses, with a suitable restraint lanyard, are provided as identified in Risk Assessment/Method Statement (Work Package Plan) and relevant personnel are specifically trained in their use and inspection</li> <li>Ensuring a safety harness and lanyard inspection register is maintained</li> <li>Ensuring safety harnesses and lanyards have been examined and certificated</li> </ul>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Designated Signature:</b>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Deputy(s) Signature(s):</b>	

MCWP (Mast Climbing Work Platform) Co-Ordinator	
Name(s)	
Deputy Name(s)	
Contact Number	
Area of Designated Responsibility	
<ul style="list-style-type: none"> <li>Familiarising themselves with relevant Company Work at Height procedure contained within the BMS.</li> <li>Ensuring all risk assessments and safe systems of work are suitably reviewed and communicated to all relevant parties</li> <li>Ensuring records of familiarisation training and operator qualifications are maintained</li> <li>Ensuring MCWP movements from one work area or exclusion zone to another are coordinated with the Plant and Vehicle Marshal and other planned activities.</li> <li>Ensuring the Plant Specification Checklist – Mast Climber (HSF-CL-0046cq), pre-use, daily and weekly checklists are completed</li> <li>Ensuring there are appropriate numbers of nominated persons on site within verbal or visual proximity to MCWP in operation who have demonstrated they can implement the emergency lowering procedure</li> <li>Ensuring any reported defects are rectified before a MCWP is put back into operation</li> <li>Ensuring that a safe loading and unloading area has been provided for the delivery or later collection of the MCWP(s)</li> </ul>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Designated Signature:</b>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Deputy(s) Signature(s):</b>	



Utility Co-Ordinator or Pre-Construction Lead/Authorising Person (AWNES)*	
Name(s)	Chris Hull, Chris Roberts
Deputy Name(s)	
Contact Number	
Area of Designated Responsibility	
<ul style="list-style-type: none"> <li>Ensuring the Design/Pre-Construction hierarchy is followed to reduce risk to the lowest practicable level in accordance with Avoiding Danger from Services (HSF-PR-0015) {Utility Co-Ordinator or Pre-Construction Lead}</li> <li>Ensure pre-construction information, surveys and contact is programmed to allow adequate time to complete the activities {Utility Co-Ordinator or Pre-Construction Lead}</li> <li>Ensuring all options for redesign to avoid utilities is communicated to the Site Lead during handover and ensure that it is included within the Design Risk Assessment {Utility Co-Ordinator or Pre-Construction Lead}</li> <li>Ensuring all residual risks are communicated to the Site Lead where the risk of working in close proximity to existing utilities cannot be avoided {Utility Co-Ordinator or Pre-Construction Lead}</li> <li>Ensure Utility Detection Surveys are carried out. {Utility Co-Ordinator or Pre-Construction Lead}</li> <li>Formally hand over all pre-construction information to the Site Lead at the Pre-Start meeting. {Utility Co-Ordinator or Pre-Construction Lead}</li> <li>Undertaking a visual survey of the site and surrounding area prior to commencing works {Utility Co-Ordinator or Authorising Person (AWNES)}</li> <li>Ensuring CAT and Genny survey is undertaken prior to works commencing {Utility Co-Ordinator or Authorising Person (AWNES)}</li> <li>Ensuring CAT and Genny are within calibration dates and ensure pre-use check is undertaken.</li> <li>Ensuring ground surface is marked with utility locations {Utility Co-Ordinator or Authorising Person (AWNES)}</li> <li>Ensuring authority to break ground or authorisation to work in the proximity of an existing utility is given for all appropriate options via the Authorisation to Work Near Existing Services form {Utility Co-Ordinator or Authorising Person (AWNES)}</li> <li>Brief the works supervisor and all operatives involved in the work on the scope of the authorised work and control measures. {Utility Co-Ordinator or Authorising Person (AWNES)}</li> <li>Maintain AWNES register (where required) {Utility Co-Ordinator or Authorising Person (AWNES)}</li> <li>Update Authorisation to Work Near Existing Services form where required (such as removal/disconnection) and re-issue where required {Utility Co-Ordinator or Authorising Person (AWNES)}</li> </ul> <p>{Update these designated duties to ensure that all SBU specific duties are included}</p>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Designated Signature:</b>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Deputy(s) Signature(s):</b>	

{\*Ensure these duties are combined into a single Utility Co-Ordinator Duty or split between Pre-Construction Lead and Authorising Person (AWNES)}

Temporary Works Supervisor (Excavations) (TWS(EX))/Temporary Works Co-Ordinator*	
Name(s)	Richard Gratton/ Michael Heyes
Deputy Name(s)	
Contact Number	
Area of Designated Responsibility	
<ul style="list-style-type: none"> <li>• Have the responsibility for engaging with the Site Team to identify temporary works activities specifically for CAT 1 excavations</li> <li>• Ensure that effective controls associated with the safe management of excavations have been developed</li> <li>• Consult with operational staff when deciding what engineered solution is required</li> <li>• Provide a site briefing to the Excavations Supervisor/Site Lead with the engineered solution</li> <li>• Issue Excavation Authorisation for CAT 1 Excavations</li> </ul> <p>{Update these designated duties to ensure that all SBU specific duties are included}</p>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Designated Signature:</b>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Deputy(s) Signature(s):</b>	

{\*Delete as appropriate to your SBU}

Lifting Operations Appointed Person	
Name(s)	Deter Goliath, Chris Roberts
Deputy Name(s)	
Contact Number	
Area of Designated Responsibility	
<ul style="list-style-type: none"> <li>• Determining the complexity of the lift using BS7121.</li> <li>• Ensuring that lift plans have been prepared and approved, and all relevant personnel have been briefed prior to commencement of any lifting operation.</li> <li>• Ensuring all key personnel involved in lifting operations are correctly certificated.</li> <li>• Ensuring relevant checklists are completed prior to commencement of lifting operation.</li> <li>• Ensuring Lifting Appliances and Lifting Accessories Registers are maintained where required.</li> <li>• Ensuring statutory thorough examinations on lifting appliances are recorded every 6/12 months (as appropriate).</li> <li>• Ensuring all lifting accessories have been examined, tested, certificated and correctly stored.</li> <li>• Arranging for 6 monthly examinations of Company owned lifting accessories (June and December) and all accessories are colour coded accordingly.</li> <li>• Ensuring correct selection and usage of lifting accessories</li> <li>• Liaising with Temporary Works Function and HSES Function where required</li> </ul>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Designated Signature:</b>	
I confirm that I understand and accept the designated duties and responsibilities	
<b>Deputy(s) Signature(s):</b>	

## Annexe 5: Site Plan

## Annexe 6: People, Vehicle and Plant Management Plan