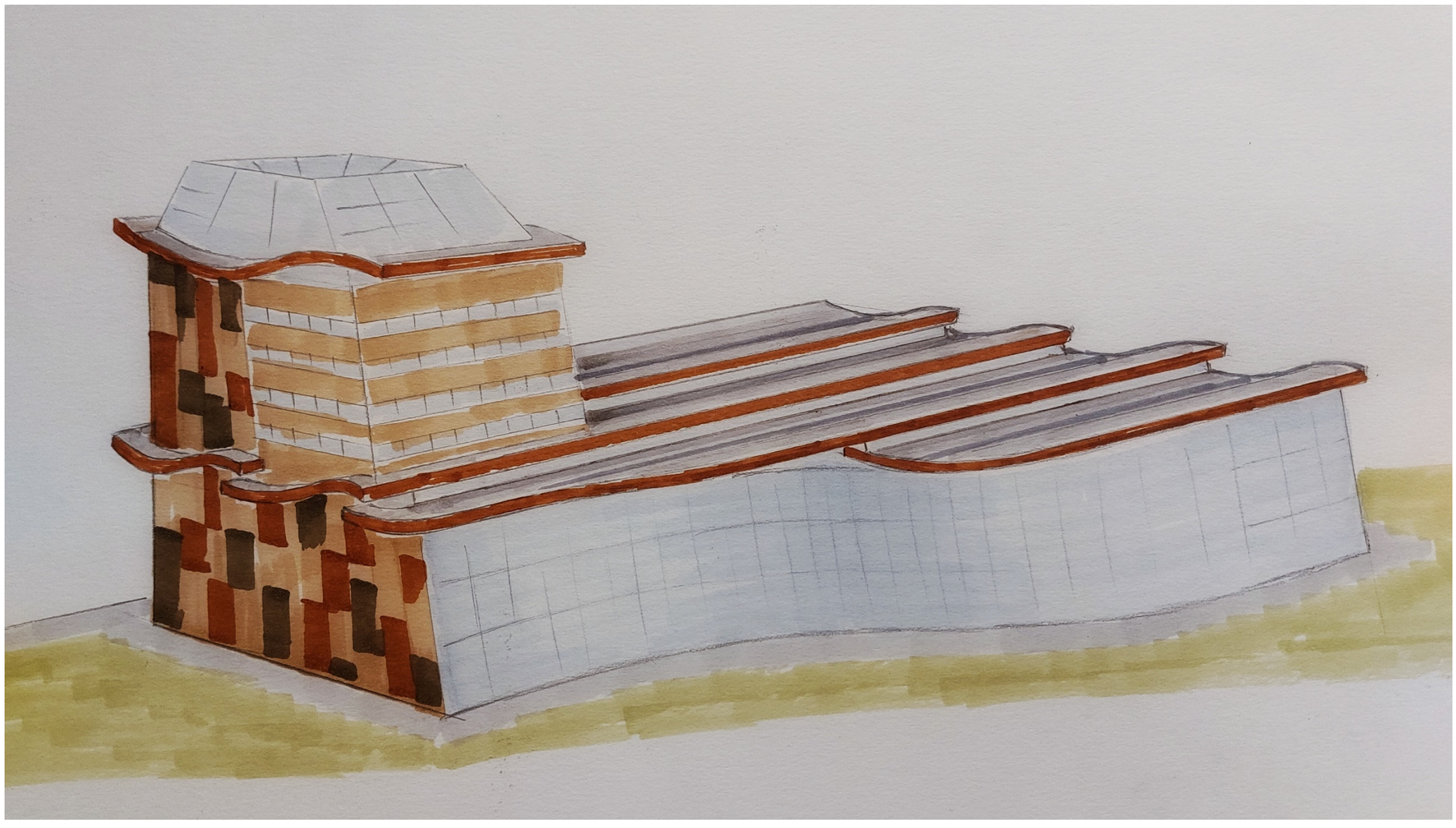
SA1 LEISURE CENTRE,

SWANSEA PROJECT

H&S (E)

INDUCTION

Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Project Information

Project Name	*Sa1 Leisure Centre, Swansea*
Scope of work	*Construction of a new 2 storey building housing an Olympic sized swimming pool, diving platform, café and gym. The outside perimeter will house tennis courts and a full sized rugby pitch.*
Project Start Date	*23rd May 2022*
Project Finish Date	*27th May 2024*

Project Information

Parking	*No parking on site. A number of pay and display car parks are surrounding the site.*
Access / Security	*All Signing in to be carried out via the Site Office or turnstile* *24hr CCTV and Security are on site* *All deliveries are to be booked in with the Copperstone team Delivering holding areas* *KEEP EMERGENCY ROUTES CLEAR*
Hours of work	*07:00 – 18:00 Mon – Fri* *07:00 – 13:00 Sat (Only if Required)*
Vehicle / Pedestrian Segregation	*Observe walkways at all times* *No reversing without a banks man*

Organisational Structure

Design Director– David Whitecross

Project Manager Joseff Williams

Commercial – Dan Rowlands

Building Manager James Cullen

SHEQ - Rhys







Emergency Procedures

Inform Copperstone Site Management if you discover any of the following emergency situations:

- Fire
- Injury/Ill health
- Environmental Spills
- Strike with underground services
- Theft, vandalism and breakage

Emergencies will be co-ordinated by BECT Appointed Persons

Emergency Co-ordinator *Joseff Williams 07354061510.*

If there is a fire or other emergency sound the emergency alarm on the fire stands and contact the Copperstone Team (if safe to do so)

Procedures are displayed on the site safety board.

Fire Evacuation Procedure

- On discovering a FIRE
  - Sound the nearest alarm.
  - Use extinguishers only if you are trained to do so and do not put yourself at risk.
- Advise the Fire Co-ordinator of the fire, or dial 999 if unattainable, and give the operator the site address.
- On hearing the Fire alarm:
  - EVACUATE building(s).
  - Turn off all powered & heat producing equipment
  - Shut off cylinder valves.
  - Leave the work area by following the Fire exit signage to the nearest EMERGENCY EXIT and assemble at the EMERGENCY ASSEMBLY POINT *insert location(s).*
  - Do not return to work until told it is safe to do so

Hospital Location

- 999 Emergency services – fire, ambulance, police
- Hospital – map
- All displayed on the notice boards

- Nearest Emergency Hospital :

Heol Maes Eglwys, Morriston, Cwmrhydyceirw, Swansea SA6 6NL

Site Installation Plan

Welfare & First Aid

- The welfare facilities are located *in the site cabins*
  - No smoking on site. Smoking is only permitted in the designated area
  - No eating or drinking and no urinating on site. Please use the welfare facilities provided
  - Take care of the welfare facilities – keep them clean
- There is a FIRST AID point in the site office plus *there are 1st aid boxes placed on the fire stands – all accidents must be reported.*

Incidents & First Aid

- If you have an accident or near miss, however trivial, you MUST report this to your Black Hat & Copperstone site management.
- All incidents/accidents and near misses must be reported.
- The names and locations of the first aiders are listed on the site safety board and can easily identified by the Green Cross stickers on their hard hats.
- If you are taking any medication or drugs, or have a medical condition that may affect your safety or the safety of others, we ask you to report this to your Black Hat .

Site Rules

- ❑ *You must have a site induction **BEFORE** starting work.*
- ❑ *While on this site you will wear a hard hat, high visibility vest and safety footwear as a minimum.*
- ❑ *Shorts are not allowed on this site.*
- ❑ *You must be briefed on your Method Statement before starting a new task.*
- ❑ *Reporting for work while under the influence of alcohol or drugs and the consumption of the same while on site is prohibited. This project may be subject to a series of random alcohol and drugs testing.*
- ❑ *Smoking is prohibited from areas designated as a non-smoking area by your supervisor.*
- ❑ *Any Hot Work or Excavation or entry to a Confined Space or access to a riser shaft, must only be undertaken with an authorised permit.*







- ❑ *Keep to the designated walkways and watch out for vehicle and plant movements. Observe the site speed limit and obey all mandatory signs.*
- ❑ *Inform your foreman of any unsafe conditions, near miss, pollution or accidental spillage.*
- ❑ *Report any accident to your Foreman on the day it happens .Do not operate any plant unless you have been trained in its use, hold a valid certificate and are authorised to do so by your foreman.*
- ❑ *Only use fire fighting equipment and spill kits for its intended use.*
- ❑ *Use the welfare facilities provided and keep them clean.*
- ❑ *Defective or damaged plant and equipment must not be used.*
- ❑ *Ladders must only be used for short duration work and must be secured/footed. Check its condition before use and report defects to your foreman.*
- ❑ *Only trained and authorised personnel must make any electrical connection.*
- ❑ *Do not erect or alter any scaffolding or mobile towers unless competent and authorised by your foreman.*









Your Commitment

- *CO-OPERATE* at all times.
- Work safely – protect yourself and others.
- DO NOT WALK BY ANYTHING UNSAFE – REPORT IT
- Behave in a safe and courteous manner.
- Know and do not exceed the scope of your risk assessments.
- STOP and report all unsafe behaviours and/or situations to your Black Hat.

PPE



Safety hard hats, footwear, high visibility, gloves and eye protection must be worn at all time on this site

Safe/Unsafe Act/Condition

- Interventions will be undertaken on site by Copperstone Management and Black Hats.
- The interventions will be formally recorded and agreed between you and the person (above) issuing.
- The interventions will be as:
  - Green – Best Pratice
  - Yellow – Warning
  - Red - Dismissal

Unsafe Act / Condition (Penalty)

- Copperstone have a Zero Tolerance Policy with regard to poor HSE attitude & performance.
- If you are found to be working in an unsafe manner, you will be issued with RED/YELLOW card notices. This may affect your company's ability to win work in the future.
- £100 per infringement (RED or YELLOW)

1st – Yellow Card = re-induction for you & your supervisor, plus a potential punitive charge.

2nd – 2nd Yellow = letter to employer & re-induction for you & your supervisor, plus a potential punitive charge.

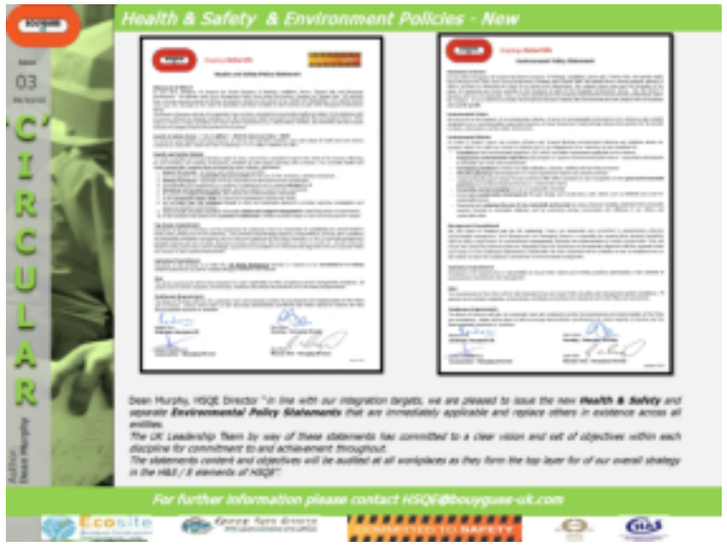
3rd – Red Card = leave site with immediate effect, plus a potential punitive charge.

Consultation / Co-ordination

- Health & Safety Meetings:
  - Weekly Project H&S meetings – Black Hats
  - Monthly “Trades” H&S meetings (Trades only no Management/Supervisor)
  - “A”, “B”, “C” – “A”lerts/ “B”ulletin/ “C”ircular
  - Campaigns – Project & Corporate
  - Tool Box Talks on “A”, “B”, “C”s & Campaigns







Consultation / Co-ordination

- Black Hats Meetings:
  - Every Subcontractor will appoint a senior person to fullfill the role of the Black Hat.
  - The Black Hats will undergo an extra element of induction and will be formally appointed.
  - They will be SMSTS/ SSSTS trained as a minimum and will represent you.
  - They are required to attend daily Black Hat Briefing to review / manage daily hazards co-ordination activities.

Managing the Environment

- At Copperstone we are committed to continually improving our environmental performance
- Our environment effects us all –

be part of the team

Ecosite

GREEN SITE OFFICE
BYBI environmental site offices

‘Managing our today for a better environment tomorrow’

Site Specific Environmental Issu

- The following significant environmental issues have been identified on this site:
  - Watercourse (river) adjacent to site boundary
  - Live sewers on site
  - Waste management
- If you have any concerns contact the copperstone Environmental Champion: *Jon Pugh*

Your Site Set Up

Please make yourself aware of the following environmental management arrangements on this project and the locations on site:

- Spill response kits and materials
- Designated Fuel / oil storage, and refuelling area(s)
- Waste management (hazardous and non-hazardous)
- COSHH storage facilities
- Concrete wash out facilities

Materials & Waste

What can you do?

- Clear waste from your work areas as you create it and at the end of each day
- Segregate waste correctly into skips/bins provided
- Place any hazardous waste (e.g. aerosol cans, mastic tubes) in designated storage bins
- Handle materials appropriately to avoid damage
- Store materials correctly to protect them from the weather





Hazardous Products

What can you do?



- Make sure you understand and know where the MSDS & COSHH assessments are for the products you are using
- When not in use, place COSHH products in the COSHH store provided



- Ensure all your COSHH products are clearly labelled
- Store fuel correctly on site, know where the spill kits are and how to use them
- Always use the designated refuelling area on site
- When dispensing liquids or refuelling plant always use a drip tray / plant nappy





Energy Management

Copperstone is committed to continuous improvement of resource use and carbon reduction.



What can you do?

- Switch off equipment, engines and lighting when not in use
- Do not leave plant engines idling
- Preserve heat by closing doors/windows
- Ensure all your powered equipment is inspected regularly and maintained correctly

Water Management

What can you do?

- Do not discharge any wastewater or liquids to drains or sewers unless authorised by Copperstone
- Locate potentially polluting material (e.g. oils, fuels, chemicals) at least 10m from any watercourse or drains
- Place drip trays or plant nappies beneath relevant plant
- Report water leaks to the Environmental Champion
- Turn off any hoses and/or taps when not in use





Nuisance: Noise, Dust & Odours

What can you do?

- Keep noise to a minimum at all times
- Adhere to the set working hours for the site
- Turn off plant and vehicle engines when not in use
- Minimise dust generation where possible e.g. damping down, use of vacuum extractors on cutting tools etc.
- Dispose of canteen waste in the designated bins





Ecology & Archaeology

What can you do?

- Notify Project Management if you find or suspect in your working area:
    - protected species, vermin or non native invasive weeds (e.g. Japanese knotweed)
    - archaeological / buried remains

Emergency Spill Response

STOP – CONTAIN – NOTIFY

STOP

- Safety First!
- Wear appropriate PPE
- Identify source and stop it leaking/spilling

Contain

- Contain spilt material e.g. using spill kit or sand
- Ensure no liquid enters any drainage or watercourse

Notify

- Ensure you report the spill/leak to your supervisor/BECT Project Lead immediately
- If possible send someone to the BECT site office whilst you deal with the spill/leak



- Report **ALL** environmental incidents (including spillages, unexpected discoveries of contaminated land, protected species or invasive species) to Copperstone Management <u>immediately</u>

Thank You

- Thank you for attending this site induction.
- With your help, this site will be a safe & healthy place to work.
- Are there any questions you have?

You are now inducted
work safely – Act!

General Site Rules

- ❑ *You must have a site induction BEFORE starting work.*
- ❑ *While on this site you will wear a hard hat, high visibility vest and safety footwear as a minimum.*
- ❑ *Shorts are not allowed on this site.*
- ❑ *You must be briefed on your Method Statement before starting a new task.*
- ❑ *Reporting for work while under the influence of alcohol or drugs and the consumption of the same while on site is prohibited. This project may be subject to a series of random alcohol and drugs testing.*
- ❑ *Smoking is prohibited from areas designated as a non-smoking area by your supervisor.*
- ❑ *Any Hot Work or Excavation or entry to a Confined Space or access to a riser shaft, must only be undertaken with an authorised permit.*
- ❑ *Keep to the designated walkways and watch out for vehicle and plant movements. Observe the site speed limit and obey all mandatory signs.*
- ❑ *Inform your foreman of any unsafe conditions, near miss, pollution or accidental spillage.*
- ❑ *Report any accident to your Foreman on the day it happens .Do not operate any plant unless you have been trained in its use, hold a valid certificate and are authorised to do so by your foreman.*
- ❑ *Only use fire fighting equipment and spill kits for its intended use.*
- ❑ *Use the welfare facilities provided and keep them clean.*
- ❑ *Defective or damaged plant and equipment must not be used.*
- ❑ *Ladders must only be used for short duration work and must be secured/footed. Check its condition before use and report defects to your foreman.*
- ❑ *Only trained and authorised personnel must make any electrical connection.*
- ❑ *Do not erect or alter any scaffolding or mobile towers unless competent and authorised by your foreman.*









Project Major Incident Plan

Project Name	**SA1 Leisure Centre, Swansea**
Project No	**1087**
Issue / Revision	**1**
Date	**13/1/2022**

Content

1.0	Introduction
2.0	Application
3.0	Organisation
4.0	Emergency Response To The Incident
5.0	Incident Out Of Normal Working Hours
6.0	Security Arrangements
7.0	Recovery
8.0	Announcement Of A Major Incident
9.0	Practice And Review

Appendices

Appendix 1	List Of Fire Wardens / Area Of Control
Appendix 2	Major Incident Control Structure
Appendix 3	Response To A Telephone Bomb Threat
Appendix 4	Environmental Incident Report Form
Appendix 5	Muster Location Point And Local Hospital Location
Appendix 6	Emergency Contact Numbers – Project Team
Appendix 7	Emergency Contact Numbers – Subcontractor And Utility Companies
Appendix 8	Emergency Contact Numbers – BECT Construction Head Office

Project Major Incident Plan

Review Schedule		
Revision	**Date**	**Amendments**
1	11/01/2022	First Draft

Project Major Incident Plan

1. 0 Introduction

'A major incident is an unplanned event occurring at a moment in time, arising out of or in connection with work, which causes or might have caused injury to people or damage to plant, equipment, material or the environment'.

Many of our projects are in high profile areas and the majority of our clients are large corporate organisations, and therefore the potential for a major incident to occur cannot be taken lightly. Major incidents are rare, but their potential for harm to people and the environment demands that we have procedures in place to help us minimise any impact and to cope with the consequences.

This plan shall be prepared and developed by all COPPERSTONE construction projects that are notifiable to the HSE under the construction (design and management) regulations 2007 (i.e. projects of over 30 days duration, or of more than 500 person days work)

This major incident plan is for the works being under taken at the SA1 Leisure center, Swansea, For Our Client, UWTSD..

The following measures have been developed in response to an assessment of the risks that could give rise to a major incident. It explains the following:

- Types Of Emergencies / Incidents
- Roles And Responsibilities
- Response To A Major Incident And What To Do In The Event Of Each Different Incident
- How We Can Reduce The Threat Of A Major Incident
- Out Of Hours Procedure
- Security Arrangements
- Recovery
- Announcement

The Following Are Considered As Major Incidents, And **Shall** Require This Plan To Be Actioned:

2.0 Application

- Fire (Minor And Reportable)
- Explosion
- Extensive Flooding
- Fatality
- Major Injury, Such As A Fracture Or Loss Of Limb
- Reportable Dangerous Occurrence
- Vehicle Incident
- Significant Building Damage / Collapse Of Structure / Damage To Equipment
- Loss Of Total Building Power
- Hazardous Chemical Spillage
- Chemical / Biological Attack
- Civil Action E.G. Riot
- A Bomb Threat By:-
- Letter / Telephone / Discovery Of A Suspect Package And / Or Specific Advice Given By The Police
- Individuals working at height – Crane Driver

3.0 Organisation and Arrangements

3.1 Key Staff – Roles and Responsibilities

At the start of the project, the project manager or nominated manager will identify key roles for major incidents. These are listed below and those individuals who are based full time on site, will form the **Emergency Response Team**

Role	Name	Mobile Number
Project Manager	Joseff Williams	07854061510
Major Incident Co-ordinator / Project / Nominated Manager	James Cullen	
Safety Co-ordinator / Construction Manager	Rhys Mathias	
Fire Warden	David Whitecross	
Fire Warden	Daniel Rowlands	
Fire Warden		
Health & Safety Advisor	South wales fire safety	
Director Of Health & Safety		

3.1.1 Major Incident Co-ordinator (Project Manager / Nominated Manager)

The major incident co-ordinator is responsible for the implementation of this plan, and **shall** ensure that those involved in this procedure are fully aware and clearly understand all of its contents and their responsibilities.

Duties **Shall** Include:

- To provide accurate and detailed information to **the client, design team** and to the **project director** and the director of health & safety.
- To take, overall control of the situation, handing over to the control of the **project director** or to the head of health & safety, at an appropriate time.
- Ensure that the relevant emergency services are contacted, and undertake an operational liaison role between the police, emergency services and those on the ground
- Taking advice to assess the residual risk to others on the site or in the adjacent area, where there is potential danger, and to ensure that the evacuation procedures are in place and make the decision to evacuate.
- To ensure that other members of the team are aware and understand their responsibilities and the full details of the incident.
- To execute a thorough investigation or assist in the preparation of an investigation following the occurrence.
- If appropriate, ensure that records of the incident are taken at an appropriate time. Those records to include photographs, sketches, notes, witness statements etc
- To manage the process of remedial action in the event of a reportable occurrence, serious accident, fatality etc.
- To be the focal point of liaison between COPPERSTONE Construction, **and the client** and the emergency services
- To review the contractual situation following the incident and advise the client and professional team in a reasonable period of time.
- To assist **project director** and director of health & safety in any reasonable request.

3.1.2 Safety Co-ordinator (Construction Manager)

The Construction Manager / Safety Co-ordinator is responsible for assisting the project manager / nominated manager in implementing the major incident plan.

Duties **Shall** Include:

- To take operational control in the absence of **project manager** handing over to the project director at an appropriate time.
- To make the initial contact with the emergency services, statutory authorities and utility companies
- To meet the emergency services and / or statutory authorities / utilities companies.
- To liaise with the health and safety advisor and establish the extent to which the incident area should be sterilised and take action accordingly
- To take records of the incident at an appropriate time. Those records to include photographs, sketches, notes, witness statements etc.
- To ensure that the major incident equipment is maintained and distributed appropriately.
- To maintain up to date laminated floor plans of the building, marked up to indicate access and egress points. Also ensure that these are displayed on site.
- Ensure that the muster location is displayed on site and communicated to the subcontractors.
- Ensure that the major incident plan is communicated to the subcontractors.
- To see that the site welfare facilities are available whenever practicable and that they are clearly identified.
- To liaise regularly with the emergency services, statutory authorities, and utility services and update **project manager** accordingly.
- Notify other building tenants (if the project is in a multi tenanted building) and neighbours, as required, e.g. when there is a fire.

3.1.3 Fire Wardens

The Fire Wardens Form The Rest Of The Project Team And They Assist The Construction Manager.

Duties **Shall** Include:

- Evacuating the areas they have been allocated (see **appendix 1**)
- Ensuring everyone reaches the muster point location, if the site is evacuated.
- If a qualified first aider, administrate first aid if necessary.
- Assisting the major incident co-ordinator and the safety co-ordinator as required and directed.

3.1.4 Project Director

The Operations Director / Divisional Director responsible for the project **shall**

- Make executive decisions in close liaison with **The Client** taking into account information provided by **PROJECT MANAGER**
- Undertake actions usually assigned to **PROJECT MANAGER** when taking over domestic control.

3.1.5 Head of Health and Safety

The Head Of Health And Safety **Shall**:

- Attend site if there has been a fatality, serious accident or dangerous occurrence
- Provide guidance to the major incident co-ordinator on the health and safety aspects to be considered at that time.
- Undertake actions usually assigned to **PROJECT MANAGER** when taking over domestic control.

Health and Safety Manager / Advisor

- Health and safety manager / advisor **shall**:
- Attend site and provide assistance and guidance on health and safety issues that have to be considered
- Take responsibility for the administration of first aid to any causalities, and if necessary delegate to other, certified first aiders.
- To assist in the liaison with the emergency services and / or HSE
- Advise on the process of the remedial action in the event of a fatality, major accident or dangerous occurrence.

An organisational chart showing the major incident command structure can be found in **appendix 2**

3.1.7 Communication

It is vital that efficient / effective communication is in place when dealing with a major incident. Planned co-ordination with the emergency services and statutory and local authorities is critical. It is proposed that contact is made with the various emergency services to see that this incident plan and their requirements align. **PROJECT MANAGER** must undertake this in close liaison with **THE CLIENT AND DESIGN TEAM**

This plan is to be issued to all parties involved in the project, and is referred to in the site inductions.

All parties involved with the implementation of this plan shall be made aware of their roles and responsibilities at the project pre-start meeting and further updates will be communicated to all members of the team during the monthly health, safety and environmental review meetings.

3.2 Preparation and Initial Reaction to A Major Incident

3.2.1 Major Incident Equipment

In preparation of a major incident, a locked cabinet of equipment shall be kept within the Copperstone construction project office, and an inventory kept. The equipment shall include:

- 2 No. Of Torches With Charged Batteries
- 1X No. Pair of 2 Way Radios
- 1 No Of First Aid Kits
- 1 No Simple Tool Kit
- 1 No Copy Of This Procedure
- 1 No Laminated List Of Contact Telephone Numbers And E-Mail Addresses
- 1 No Laminated A3 Copy Of Each Floor Plan And Site Layout
- 1 No Chemical Spill Kit

Any Additional Equipment Provided and Available Should Be Detailed Below

3.2.2 Contact with The Emergency Services

This Is Done In 3 Stages:

- ☐ Initial Contact
- ☐ Meeting the Emergency Services At The Scene Of The Incident
- ☐ On Going Communication / Liaison

Initial Contact

This is undertaken by Brian Amos**,** or health and safety advisor, if based on site at the time of the incident. In their absence the project manager shall be responsible in contacting the relevant services.

Service	Telephone Number
South Wales Fire and Rescue Service	999
Bomb Squad	999
Welsh Ambulance Services NHS Trust	999
South Wales Police	Emergency 999 Non emergency 101
British Transport Police	0800 405040
Local Hospital	Morriston Hospital 01792 702222
Local Hospital Address; Map Is Included In Appendix 6	Morriston Hospital, Heol Maes Eglwys, Cwmrhydyceirw, Morriston SA6 6NL
Natural Solutions (environmental clean)	O1656 741 799

Meeting the Emergency Services

The person who made the call **shall** be responsible for meeting the emergency services, fully briefing them on the incident and site conditions and directing them to the incident

If the person who made the call is unable to meet the emergency services, then an appropriate person will be instructed to do so.

Where necessary the following information shall be relayed to the emergency services:etails of Incident – What Happened, How Many Causalities Etc.

- ☐ Location
- ☐ Location And Type Of Hazardous Substances On Site
- ☐ Provide Information Outlining The Coshh Details On Hazardous Materials.
- ☐ Details Of Fixed Active Fire Protection Installations, E.G. Sprinklers, Fire Shutters, Automatic Fire Doors Etc.
- ☐ Location Of Fire Hose Reels Etc And Isolation Switches Etc
- ☐ Location Of Water Mains
- ☐ Laminated Site Location Plans Showing Access Points
- ☐ Number Of Employees On The Site
- ☐ Advise If Any PPE Should Be Warn
- ☐ List Of Main Contacts

On Going Liaison

Having Fully Been Briefed By The Person Detailed Above, The Project Manager / Nominated Manager, Or A Senior Member Of Staff, **Shall** Undertake The Role Of Ongoing Liaison With The Emergency Services. It Is Vital That Consistent Information And Communication Is Through One Focal Point, So Mixed Messages And Conflicting Information Is Avoided.

3.2.3 Contacting the Utilities Companies And Statutory Bodies

The Utilities Companies Should Be Contacted If A Bomb Is Known To Be A Threat, Or When An Incident Has Occurred That Has Already Damaged Services.

Service	Telephone Number
Water- Dwr Cymru	08000 853968
Gas- Wales and West Utilities	0800 111999
Electricity- Western Power	08000 520400
Telecom- Open reach	0800 393 6000
Environmental Agency	0800 807060
Local Authority	0292 0872087

The Procedure For Dealing With The Utilities Companies Will Follow The Same Route As That For The Emergency Services.

3.2.3 Contacting the Utilities Companies And Statutory Bodies (Cont)

If a fatality or major accident has occurred, the head of health and safety **shall** be immediately contacted. Then the project manager / nominated manager will then contact the HSE.

If a chemical spillage has occurred, procedures in the COPPERSTONE company management system should be followed and the environmental agency should be contacted on their emergency hot line 0800 807060, or our environmental response team environmental applications ltd (01277 363626)

3.2.4 Communication with Other Building Tenants

If the building where our works are being carried out is in a multi tenanted building the following procedures shall be taken:

If the building is to be evacuated, by the following:

- ☐ A Bomb Threat
- ☐ The Discovery Of A Suspect Package
- ☐ The Threat Of A Terrorist Attack
- ☐ A Major Flood
- ☐ A Fire

The other building tenants will need to be informed immediately. Contact names and numbers for the other building tenants will be kept on a laminated sheet, and held by the construction manager. They are also detailed below

The construction manager will liaise with the building manager and if necessary will contact each tenant, or nominate a person(s) to do so. Each tenant **shall** be told to evacuate the building; using the emergency escape routes it will be the responsibility of each tenant's nominated person to ensure, that they fully evacuate the building, and to also liaise with the emergency services.

When Informing Other Tenants The Construction Manager Or Nominated Person **Shall**:

- ☐ Inform The Reason Behind The Evacuation, Making It Quite Clear That It Is Not A Practice
- ☐ Communicate Clearly That The Emergency Services Have Been Contacted And On Their Way (To Avoid Further Calls Being Made)
- ☐ Make Arrangements For On Going Liaison.

3.2.5 Communication with Neighbours (Adjoining Buildings)

If the building that we are working on or in, adjoins other buildings that are or will be, affected by a major incident, then the same procedures as above will apply. A contact list for the neighbouring companies is below:

Company	Location	Contact Name	Contact Number (Office & Mobile)

3.2.6 Communication with CLIENT and Professional Team

The project manager / nominated manager **shall** inform the following at the time of the incident, as they may have a part to play in some incidents. This will be done by either by phone or e-mail, depending on the type and severity of the incident.

Company	Location	Contact Name	Contact Number (Office & Mobile)
University Wales Trinity Saint Davids	1 Kings Rd, Swansea SA1 8PH	Alan Nantel	T-
Copperstone Construction	Copperstone Way Swansea SA10 6EA	Joseff Williams	T-07854061510

4.0 Emergency Response to the Incident

The nature of the response required will need to be adapted to suit the circumstances, site conditions and type of incident.

When an evacuation is required, it will be signalled through the use of the fire alarms, if these are not active then the alarm will be sounded via the use of claxon's, located on each fire point. The emergency response team **shall** then ensure that the site is vacated as quickly and safely as possible, and all site staff are evacuated to the muster point, or to an area of safety*

The emergency response team **shall** identify themselves by wearing yellow safety helmets, and high visibility vests. The entire emergency response team will carry two way radios, or mobile phones. Where radios are used, they will be used for the sole purpose of communication between the emergency response team only.

They Are Not Be Used For Any Other Purpose.

***Important:** there is a significant difference in evacuation procedures between **fire** and **security** [bombs, terrorist threats]. This **shall** be communicated clearly to all operatives at induction.

Fire - leave everything and get out of the building as quickly as possible and go to the agreed muster point. Do not fight the fire, use extinguishers only to aid the evacuation.

Security - do not leave, stay where you are in the building, gather your belongings, and wait for directions from the police as to what to do next or which exits to use and where to muster.

4.1 Fire

The Fire Alarms Will Have Been Triggered, The Emergency Services Contacted, Other Building Tenants Contacted, And Site Personnel **Shall** Be Evacuated To the **Fire Assembly point, located outside the front of the Justice Access Road at the Bus Stop on Westgate Street**, Security Signing In Records **Shall** Be Taken To The Muster Point, To Enable Checks To Be Carried Out To Ensure All Site Staff Have Safely Evacuated The Building And Arrived At The Muster Point.

The Person Who Discovered The Fire Will Be Asked To Brief The Facts To The Project Manager / Nominated Manager And Construction Manager.

Once The Fire Brigade Have Arrived The Construction Manager Or A Nominated Person Will Then Brief The Fire Brigade Officer, The Following Will Need To Be Discussed:-

- Has The Building Been Cleared Of All Occupants?
- Has The Emergency Services Been Made Aware Of Any Highly Flammable Materials Stored On Site And Their Location? (E.G. Gas Bottles Etc)
- Have All The Appropriate Emergency Services Been Contacted?
- Have The Adjacent Building Users Been Notified?
- Is It Necessary To Call First Aiders To Attend Minor Injuries?
- Are Procedures In Place To Stop People From Re – Entering The Building?
- Is It Necessary To Move Personnel From The Muster Point To A Place Of Greater Safety
- Location Of The Fire Hose Reels / Water Mains
- Active Sprinkler System / Existing Fire Protection

4.2 Bomb Threat

A bomb threat can be made via e-mail, a letter or a phone call. The most common type of bomb threat is made over the telephone. If it is via a telephone call, then it is likely to be intercepted by the site secretary, as they are the most likely to answer the phone.

If a bomb threat is received via a phone call, then the person answering the phone should complete the response to a telephone bomb threat form. All site staff are briefed in the use of this form in case any member of the site team takes the call.

This form can be found in **appendix 3**, and its purpose is to record as much information as possible to enable the construction manager to advise the police, so a decision can be made on the best course of action. Evacuation of the site must be considered, but it is not an automatic choice. A likely location for a planted bomb is in the vicinity of the main entrance, in which case evacuation would concentrate people in the area of the greatest danger.

Where the position of any bomb is uncertain, and evacuation is not considered advisable, by the police the construction manager will advise the project manager, who will direct the safety response team, to advise all site personnel to move away from external windows to places of relative safety.

If the police advise that evacuation is appropriate, the construction manager shall inform the project manager and arrangements for the site to be evacuated should be taken, and other building tenants informed.

Measures should be put in place to stop people from re-entering the site, doors and windows should whenever possible be left open, especially in the location of the bomb (if known). Lights should be left on to assist in any subsequent search, and any plant or machinery should be turned off / shut down where possible. Personal baggage must be removed if this is possible without significant delay to the evacuation; this is to simplify any subsequent search for suspect packages.

Where a search for a suspect package is required, the emergency response team will assist the police where necessary and only with permission of the police, assist in the search. It is advisable that the police should only be the ones carrying out any search, and the site team's involvement should be kept to a minimum. The construction manager will provide the police with laminated floor plans and any other information about the building the police request.

If evacuated, the building should only be re-occupied on say so from the police. The construction manager must ensure that measures are in place to prevent staff and operatives from re-entering the building until it is safe to do so.

4.3 Explosion

An explosion inside or outside site, shall be immediately reported to the police by the construction manager,

The police will then decide whether or not to evacuate, an internal explosion depending on the severity may mean an evacuation is unavoidable.

Further to an external explosion the police may decide it is safer to remain within the building.

If the building is evacuated then the procedures detailed in 4.2 will apply, however the intended muster point may not be accessible and an alternative assembly area may be required.

4.4 Letter Bomb

The site security guards and the site document controller and secretary **shall be** made aware on how to recognise and cope with a suspect package. All suspicions must be reported to the construction manager, or senior member of staff. The construction manager or nominated person will then notify the police immediately and initiate the evacuation procedure if necessary.

Search Procedure

In order to assist the police, the construction manager will provide them with a set of a3 laminated floor plans, and a site layout. If required to do so by the police, the emergency response team will assist the police in their search. The fire wardens will be responsible for assisting the police search their designated areas. All areas must be searched, including plant rooms, risers, staircases, car parks and the roof.

A bomb can be disguised in many ways. The essential thing is to look out for the unusual or anything out of place, which might indicate the presence of a device. The emergency response team should look for any unusual lights (including led's which are often used in a terrorist bomb). They should also listen for any unusual noises, particularly whirring or ticking sounds. The police will lead the search, and it is best done in three sweeps around the site. The first sweep should deal with the edges, the second sweep should concentrate on the floor and any furniture installed, the final sweep should cover the ceiling void.

The search should start in the areas that visitors have the most access to, and to which an intending bomber would have the easiest access.

If a suspicious object or package is found, that cannot be accounted for, it should not be touched or moved in any way, the immediate area should be vacated and a senior member of management informed.

The construction manager **shall** inform the police and make the arrangements for any evacuation.

4.6 Advise On Chemical or Biological Attacks

4.6.1 Contaminated Letters and Parcels

Terrorists favour posting contaminated packages and letter bombs, as they can attack their target from distance, without putting themselves at high risk.

The following procedures are in place to reduce the risk:

Incoming mail, dispatch, lorry, van and motorcycle courier deliveries and hand delivered items are delivered to site office

Mail is then processed by the site personnel present on site.

Mail shall then be checked for suspicious signs, these include:

- Point Of Origin – If From An Unusual Point Or Sender, The Postmark, Name Of Sender, If Given, Should Be Checked.
- Manuscript Of Sender – If This Indicates A Foreign Style Of Writing, And If Such Is Not Usually Received.
- Flap Of Envelope – Usually There Is An Un-Gummed Gap Of About 3 – 5mm; If The Flap Of The Envelope Is Stuck Down Completely.
- Grease Marks on the Envelope or Wrapping.
- An Odour of Marzipan or Machine Oil.
- Visible Wiring or Tinfoil, Especially If the Envelope Or Package Is Damaged.
- The Envelope or Package Maybe Heavy for Its Size.
- There May Be Too Many Stamps Or Excessive Wrapping.
- It May Have Been Delivered By Hand From An Unknown Source.
- The Weight Distribution May Be Uneven, the Contents Maybe Rigid In A Flexible Envelope.
- Strange Sound.

If the above is found and deemed to be suspicious, the package will not be opened and / or passed but shall be placed in a clear sealable plastic bag, or similar

The construction manager or a senior member of staff shall then contact the police, stating clearly that we have received a suspicious package and it is believed that there is a chemical or biological material involved.

Whilst this is being done, the project manager / nominated manager shall instruct the remainder of the emergency response team to evacuate the site, directing all staff and operatives to the muster location (In front of the BBC HQ).

If possible, when evacuating the building the fire wardens will try and ensure that all the doors and windows within the building are closed, whilst not putting themselves at risk.

The project manager / nominated manager shall ensure that the site security and all site based subcontractor are aware of these procedures and that if they suspect any packages they should report them immediately to a senior member of staff.

4.6.2 Device outside the Site

If a device is found outside the site, then the following procedures shall be implemented:-

- The site entrances will be closed, to prevent anyone from entering or leaving the building
- All doors and windows will be closed, and where possible openings sealed.
- Site operatives will be moved away from the perimeter of the building, and from the ground floor and basements to the upper levels and to an area of safety,
- If the air conditioning systems are live at the time, these will be switched off, to prevent any harmful gases and fumes being circulated into the building.
- If a member of staff finds the device, then the construction manager or a nominated person will contact the police immediately. Clearly stating that they believe the device may contain chemical or biological elements.

4.6.3 Contaminated Persons

The following action shall be taken by an Copperstone construction qualified first aider for any person suspected of being in contact with a suspected chemical or biological device, prior to the arrival of the emergency services:

All suspected contaminated people shall be kept separate from the other site personnel and their hands should be washed in a weak bleach solution (one teaspoonful of domestic bleach to one litre of water), then rinsed with soap and water.

The emergency response team will try and ascertain how many other people may have been exposed to the material. A record will be made and details of the affected person(s) will be recorded to given to the emergency services when they arrive

See **appendix 4** for a list of qualified first aiders

4.7 Flooding

Flooding Can Occur Due To:

- Adverse Weather Conditions
- Failure Of A Mechanical System (For Example A Burst Pressurised Pipe)

If a flood occurs, the services in the area will be isolated by **Principal Contractor or Mechanical subcontractor on site** in conjunction with the technical services manager or construction manager and the area will be evacuated operatives will be taken to a place of safety.

If the flooding is severe the site will be closed, and re opened when it is safe to do so.

If the flood is caused, by a burst water main, then the construction manager must notify the water authority.

4.8 Fatality

Close Site: in the unfortunate event of a fatality on site, the site shall be closed and all operatives sent home, except for those who witnessed what happened.

Close Off Area: the emergency response team shall immediately close off the area and make the surrounding area safe. The construction manager or a senior member of staff shall contact the head of health and safety. The construction manager shall also contact the emergency services.

Notify HSE: the head of health and safety or project manager shall notify the HSE.

Notify DMD: The Project Manager Shall Notify Their DMD

Witnesses: witnesses that saw the event leading up to the fatality shall be asked to complete the witness statement form (fm-6.3.21-2). They shall be retained on site until the head of safety / HSE has questioned them, / divisional safety advisor, police, and possibly the HSE, if they attend site.

Reopen Site: the site will be reopened once the area has been made safe and all investigation work has been completed. The site will then be re-opened when the HSE investigation is complete.

4.9 Major Injury

In the event of a major injury, the construction manager **shall** immediately contact the emergency services. A first aider will be requested to attend the scene to give what assistance they can. The area will be made safe, and a safe access route will be created for the arrival of the emergency services.

Once the emergency / incident has been dealt with, the construction manager **shall** then contact the health and safety manager / advisor, who shall attend site.

The surrounding area of the incident shall be closed off, and the operatives will not be allowed back into the area until the area has been deemed safe, and area cleaned.

Witnesses to the incident **shall** be required to complete the witness statement form, and **shall** be required to be available for questioning by the divisional health and safety advisor.

The construction manager or senior member of staff **shall** then ensure the HSE, are notified by the relevant subcontractor concerned, using the **f2508** form. A copy of this completed form shall be issued to the safety department. The construction manager **shall** ensure that the HSE will be notified within 24hours.

4.10 A Dangerous Occurrence

If a dangerous occurrence occurs, the area surrounding the event **shall** be cordoned off immediately and the operatives in close proximity shall be vacated to an area of safety. The construction manager will notify the HSE using form F2508, and shall inform the health & safety manager / advisor.

Operatives will be allowed to return to the area once the area has been made safe.

4.11 A Chemical Spillage

Chemicals Cause Harm To People And The Environment. If A Chemical Spillage Occurs, The Following Action **Shall** Be Taken By The Emergency Response Team:-

The Surrounding Area **Shall** Be Evacuated, And No Site Personnel Will Be Allowed Into The Area. Any Surface Water Drains And Outlets Will Be Blocked, Using The Spill Kit. Sand Or A Similar Material Will Be Placed On The Spill, To Absorb The Chemical. Under No Circumstances Shall The Spillage Be Washed Down With Water, As This Will Spread The Chemicals.

If Necessary The Construction Manager Will Call The Emergency Services, And Will Contact The Environmental Emergency Response Team: Natural Solutions (01656 741799) and/or The Environment Agency On Their Emergency Hot Line (0800) 807060.

The Construction Manager Shall Also Report The Incident To The Head Of Systems Using The Environmental Incident Report Form.

4.12 A Loss of Total Building Power

A Total Loss Of Building Power Puts Operatives And Site Staff Safety At Risk, Lighting Levels Become Inadequate And The Environment Becomes Un-Safe To Work In. The Construction Manager Will Organise The Emergency Response Team To Safely Evacuate The Site To The Muster Location outside of the BBC HQ.

Site Operatives Will Not Be Allowed To Return To Site Until The Power Has Been Restored.

4.13 A Civil Action

If a civil action occurs such as a riot, then the site shall be secured, all staff must remain within the building and away from the windows.

4.14 Crane Driver Falls ill and Needs to be rescued

The Crane Driver
Whilst the driver's workplace is difficult to access, the workplace itself is essentially a "safe" environment – within a fully glazed cab or a machine deck fully equipped with double handrails and toe boards. At no time should the driver be in a location that would require the use of a safety harness to access.

The driver of the crane will be working alone, with his means of communication being a two-way radio. Should he become incapacitated, the first person to become aware of the situation is likely to be his banksman / slinger / signaller. The first priority should be determining the driver's condition and administering first aid as appropriate. As such, a first aider should be available who would be able to investigate the driver's condition. It should be emphasised that this individual would not be expected to carry out a "rescue", and would only access areas that would pose little or no risk of falling from height.

If the first aider – Gavin Thomas and jo Williams decides that the driver requires medical attention, then access for the ambulance crew is via the mast ladder.

If the driver requires recovery, this needs to be carried out by the local fire service (Rope and Rescue).
The best method of reducing the risk of the driver becoming incapacitated is to carry out regular medical checks on the driver (BS7121-1: 2006 – 'Safe use of cranes' states that evidence that the driver is medically fit to drive a crane should be obtained at not more than 5 yearly intervals).

Crane Erection / Maintenance Crew

The crane supplier will supply sufficient resources, equipment, and trained personnel to carry out rescue at height required for the erection, alteration and/or dismantling of the crane, making use of the 'Gotcha' rescue method. A copy of the crane supplier's (Selects) risk assessment and method statement is included in the appendices.

Operatives Working at Height

All employing organisations that employ operatives on work at height activities have a legal duty to assess the risks involved and provide sufficient resources to ensure the operative is not exposed to risks that could cause harm to the individual operatives working at height.

However, should an operative working at height become injured or incapacitated and require rescue (including operatives using, maintaining or inspecting the tower crane), it is the Principle Contractors responsibility to instigate the rescue procedure.

Emergency within the site:
In the event of a fire within the site, the driver may not have a clear escape route from the cab. It may be necessary for the driver to stay at the top of the crane. The structure of the crane is metal, and would need to be exposed to heat for a very long period before it became unstable and at risk of collapse. Similarly, the cab and machine deck are at an elevation above the top of the building being constructed.
As such, the driver should be instructed to wait in his machine and not to attempt to leave unless instructed otherwise. The emergency services should be notified of the situation, and be informed at the time that the driver is still in the cab of his machine.

Emergency action sequence:

For all emergency situations relating to the crane driver requiring rescue at height the available First Aider is to make way immediately to base of tower crane where they will meet Gavin Thomas / Jeff Thomas who will coordinate activities. First aiders who are capable will make their way to the cab of the crane to medically asses the operator.

Once medical information is established, the Emergency Coordinator will contact the emergency services, inform of the situation, provide crane heights, and request the fire service line rescue team and associated personnel and an ambulance. First aiders will remain with operator providing medical care

The Emergency coordinator will then arrange for a suitable person to meet emergency services at the site entrance and guide them to the tower crane by the designated emergency access route. Whilst waiting the coordinator will ensure route is clear and will communicate with the personnel in the crane via radio.

Once the emergency services have arrived, it is the responsibility of the Emergency Coordinator to liaise with them and provide any assistance that they may require without endangering others.

For the rescue of other operatives who are engaged in work at height, there is the option of using the 'Man-Basket' if deemed appropriate for the particular situation. The Man-Basket is to be stored in a position whereby it is always attachable to the hook of the Tower Crane so that it can be used when needed at the earliest opportunity. The Man-Basket should be certified and be of a size that allows up to 2 persons, with 1 of those persons being able to lie down.

Upon completion of a rescue those involved are to record an account of what happened in their own words for future investigation.

Of paramount importance is to make the local emergency services aware of the site, of the associated hazards and various access situations within the site, local Rope and rescue have been contacted in Swansea by Joseff Williams to discuss the geography of the site and the current site operations.

Project Major Incident Plan

Examples of rope and rescue drill in progress from a tower crane of similar specification.





5.0 Incident Out Of Normal Working Hours

The Site Is Covered By Security 24 hours A Day via a laser security system and CCTV, if an incident occurs out of hours then the below can be contacted via security / if necessary will attend site out of hours, to deal with the incident.

This list also includes emergency numbers for key trades, and it has been issued to UWTSD**.**

Contact Name	Out Of Hours Contact Number
Joe Williams	07585609748

6.0 Security Arrangements

6.1 Site Security

Site will be secured for enabling works with solid timber hoarding with lockable gates

6.2 Subcontractor Recruitment / Operatives

Many of our subcontractors use the same labour gangs, however on occasion they do employ agency labour and foreign labour, whose background is unknown.

When foreign labour is employed, it is important that we know their background and do as much as reasonably practical to find out as much about them as we can.

At a minimum, the construction manager **shall** ensure that all foreign operatives produce a current working permit / visa, and a national insurance number and adequate identification, such as a passport, driving license etc. Copies of which shall remain on site.

On high profile projects and in particularly high profile clients the project team shall carry out a risk assessment at the project start up meeting to review any other procedures that should be in place that will prevent terrorists gaining access to our site.

6.3 Project Inductions

All Site Personnel Involved In The Project Shall Attend A Site Induction, At The Induction They Are Briefed On The Security Arrangements And Are Encouraged To Play An Active Role In Site Security. They Are Requested To:

Challenge Strangers Who Are Not Displaying A Visitors Pass

Report Any Suspicious Packages to A Senior Member Of Staff

Ensure safe systems of works are always being followed

6.4 House Keeping

All operatives are advised to keep their work areas tidy so that any object that is suspect / out of place can be readily identified. The Project Team carries out, regular house keeping inspections within the site and along the site boundaries. All rubbish is removed daily.

7.0 Recovery

In the aftermath of any major incident it is important that normality is restored as soon as possible. The project manager in liaison with the rest of the project team, professional team and Rightacres will organise any emergency repairs and if necessary secure the site.

Upon confirmation that no immediate danger is apparent further investigation can be carried out to provide full information regarding the nature of the occurrence. Areas of danger will then be made safe, and the site if evacuated, will only re-open if it is safe to do so.

Professional counselling will be sought for staff and operatives if required. Hr will arrange this.

8.0 Announcement Of A Major Incident

8.1 Timing

A Major Incident **Shall** Be Announced As Soon As Reasonably Practicable, But No Later Than 24hrs After The Incident Has Occurred.

8.2 Method

If available, e-mail is to be used to an agreed distribution list, plus any other person(s) appropriate to the incident. The most senior member of the construction staff on site, at the time of the incident will issue the notification. **The Major Incident Announcement Form** Will Be Completed And Issued To The Relevant Parties. **(Ref: 304.36.002)**

The E-Mail Will Be Distributed To The Following:

Name	Company	E-Mail Address
Jo Williams	Copperstone	

E-mails shall be given a high delivery priority, and a very high importance status, they shall be headed major incident announcement. At the beginning of the project a major incident user group will be set up so an email can be sent to all the parties without any delay.

8.2 Method (Cont)

In addition, in the event of a serious incident, the head of health and safety and health and safety advisor shall be contacted immediately by phone, and requested to attend site.

8.3 Announcement to the Press / Media

It is proposed that all communication with the media is via Rightacres press office. The Copperstone construction Managing director James Coombs will be our point of contact and all contact with the media, including the announcement of a major incident shall be conducted by James Coombs.

It is vitally important that individual members of the project team do not speak to the media, simply because they may not have an accurate picture of events, and any misleading information could have serious repercussions, especially for relatives of any of the involved.

9.0 Practice and Review

This plan is a live document and **shall** be updated and reviewed regularly and as site conditions change.

It is vital that those involved in this procedure are fully aware and clearly understands all of its contents, and that they are fully briefed and understand their responsibilities.

It is the responsibility of **Joseff Williams** to ensure that the team is fully briefed in their responsibilities.

To ensure that this plan is successful, it will be a requirement that a practice exercise is undertaken on site, and if possible in close liaison with the emergency services. This is to see that the procedures are practical, and to learn where we can improve on the way the procedures within this document are carried out, so if this plan has to ever be implemented then it will work as smoothly as possible.

Appendix 1 Fire Wardens

The Nominated Fire Wardens for This Project Are;

Name	Location Responsible For Evacuating / Checking
Joe Williams	Assembly Point with Signing In/Out book

Appendix 2 Major Incident Control Structure

Appendix 3 Response to a Telephone Bomb Threat

What to do if you receive a bomb threat over the telephone?

Site shut down. Evacuate all personnel. Contact emergency services

It is important to remain calm and do not interrupt the caller. The following details must be noted:

Caller: whether male, female, young or old. Did they seem nervous, or under the influence of alcohol or drugs?

Speech: Did The Caller Have A Regional Or Foreign Accent? How Was The Message Conveyed? Did It Appear To Be Read, Or Was It Spoken In Conversational Style?

Key Points:

When Is The Device Timed To Go Off?

Where Is It Located In Or Outside The Building?

What Does It Look Like?

What Is It In?

Who Is Claiming Responsibility?

Was A Code Word Or Phrase Used?

What Was The Time And Duration Of The Call?

Background Noises

Could Anything Bee Heard In The Background That Might Indicate Where The Call Was Being Made From? (Trains, Traffic, Music Etc.)

Notes:

During the call try and attract the attention of a colleague who will be able to use another telephone to alert the relevant authority. After the message has been given, repeat the key points back to the caller and ask for these to be confirmed. Once the caller has hung up, and if not already done so be a colleague, the appropriate members of staff need to be alerted in order that a decision can be made whether to:

- Continue To Work As Normal But Carry Out A Controlled Search Of The Building And / Or Contact The Emergency Services.
- Evacuate The Building And Contact The Emergency Services

Appendix 4 Environmental Incident Report Form

Appendix 5 Muster Location Point for Fire Evacuation and Local Hospital Location Map

*The Muster point for the **enabling works** is located outside of the Justice court access road at the bus Stop on Westgate Street. This has been communicated to all operatives within the induction. This is regularly reviewed and any changes are communicated to all operatives via a Tool Box Talk.*

Appendix 6 Emergency Contact Numbers – Project Team

Name	Title	Telephone Number
Jo Williams		07585609748

Appendix 7 Emergency Numbers – Subcontractors & Utility Companies

Internal Emergency Contacts	Name	Office Hours	Out of Hours
Operations Director			
Project Manager			
Senior Site Manager			
HS Advisor			

External Emergency Contacts	Name	Office Hours	Out of Hours
Emergency Services (Fire/Police/Ambulance)	Emergency Services	999	999
Local Police	Central Police Station	029 2022 2111	029 2022 2111
Local Hospital	Morriston	029 2074 7747	029 2074 7747
Environmental Regulator Incident Hotline	National Incident Hotline (24 hours)	0800 80 70 60	0800 80 70 60
Water	Dwr Cymru	08000 853968	08000 853968
Gas	Wales and West Utilities	0800 111999	0800 111999
Power	Western Power	08000 520400	08000 520400
Telecom	Open reach	0800 393 6000	0800 393 6000
Environmental	Environmental Agency	0800 807060	0800 807060
Environmental spills	Natural Solutions	01656 741949	01656 741949

Control of service penetrations SNO region

1.0 Background

The Company are concerned that falling objects and falls from height of persons engaged on our projects seem to be on the increase – despite numerous toolbox talks, daily briefings and method statement reviews.

Service riser holes through floor slabs and door penetrations into lift shafts and stair cores are inevitable on all modern day construction projects. For this reason, these areas have been investigated as a priority.

2.0 Horizontal Service Riser Penetrations

Coordinated design solutions has to be the first line of defence. Risers are often sized with a degree of redundancy and we must look to take this to the next stage early in the design process. Procurement restraints often mean a coordinated solution is not available – we tend to leave this to the supply chain so perhaps a partnering approach has to be the way forward so we can get coordinated riser solutions while the superstructure is being built.

Generally there are 3 main types of floor which present different risks during construction i.e. metal composite on steel, precast concrete hollowcore on steel or concrete and full in-situ concrete.

2.1 For large riser holes:

Metal composite slabs – design the decking to span the riser opening so this can be cut out at the appropriate time to suit the installation of the MEP. Then provide a safe system of work when removing the decking prior to the installation of the MEP services. Adequate edge support protection must always be installed as an additional measure.

Precast hollowcore slabs – for larger openings, fit an underslung boarded scaffold deck beneath the service riser hole prior to landing the units. A double handrail should still be fitted around the "void" as the temporary deck below may be considerably lower than the top of slab.

Cast insitu slabs – run the soffit formwork across the opening and infill from upper level before striking or moving the table forms.

Once the riser hole is formed, infill the void with GRP open grate flooring such as the Dura Composites system described below:

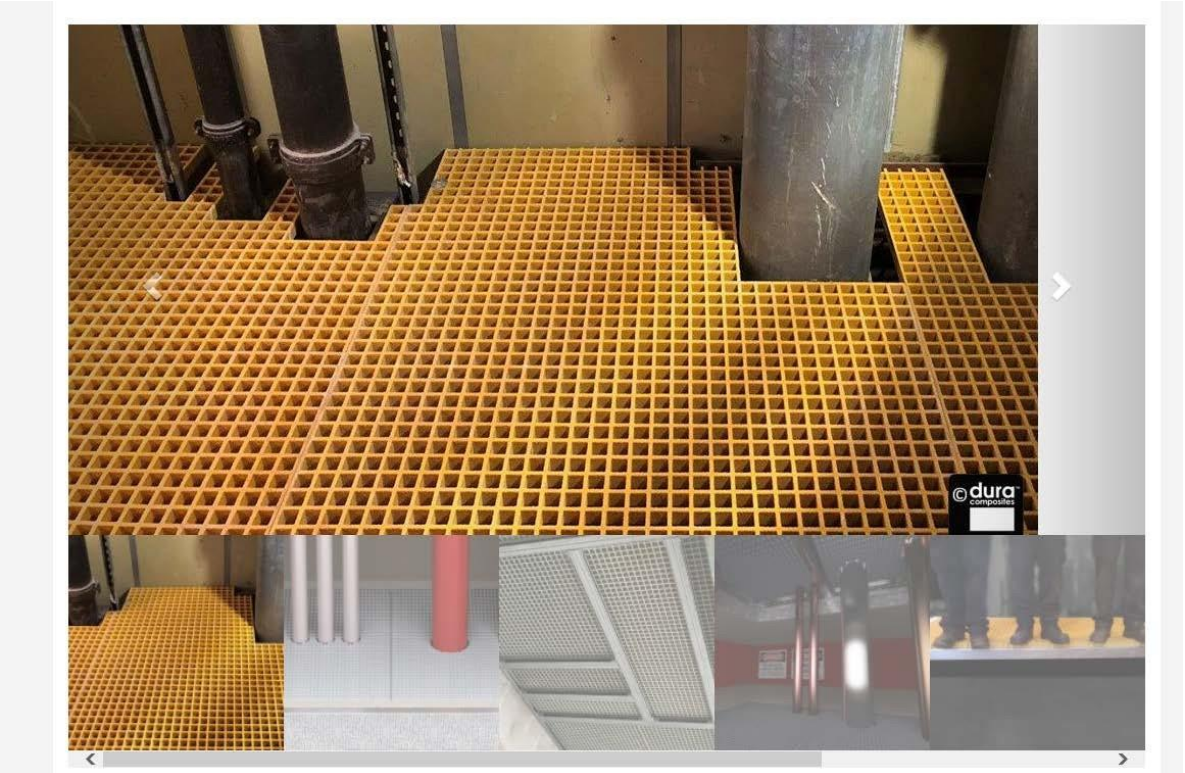
Noted, although on some instances the chemgrid and support will be integral with the slab, to reduce the risk of harness works.

https://www.duracomposites.com/construction/riser-installation/

The flooring can be installed to various widths and uses a support frame that is fixed into the edge of the slab. Wider spans can be accommodated with a lattice of supports below hence the need to have a coordinated riser layout.

Floors can be open mesh or solid GRP to varying thickness and a design service is available to suit various load cases and clear spans.

Noted



Grip Clad offer a similar service although they aim their product towards the service ducts and trench covers: https://gripclad.co.uk/products/grp-gratings/

Uses

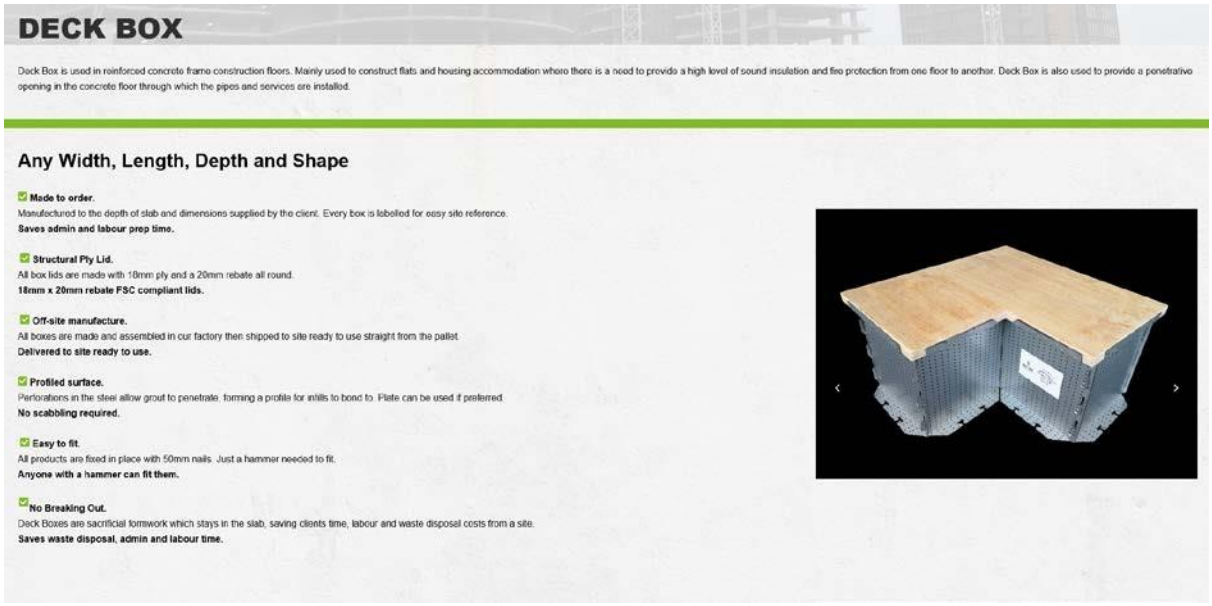
GripClad GRP gratings are versatile and reliable, making them suitable in a variety of situations including:

- Anti-Slip footbridges
- Non-slip stair grating
- Swimming pool overflow grates
- Anti-slip fibreglass Decking
- Non-slip catwalks & footbridges
- Removeable Grid Flooring
- Anti-Slip Drain Covers
- Grid walkway mesh
- Drainage Channel Grates



2.2 For smaller holes (such as RWP penetrations etc)

Proprietary formers should be used. Deck Joint offer a permanent formwork system called Deck Box that is made to order to any size, depth or shape. The timber cover caps are cast flush with the floor and remain in place until the service is ready; thus reducing trips and preventing smaller objects from passing through. https://www.deckjoint.co.uk/products/deck-box/



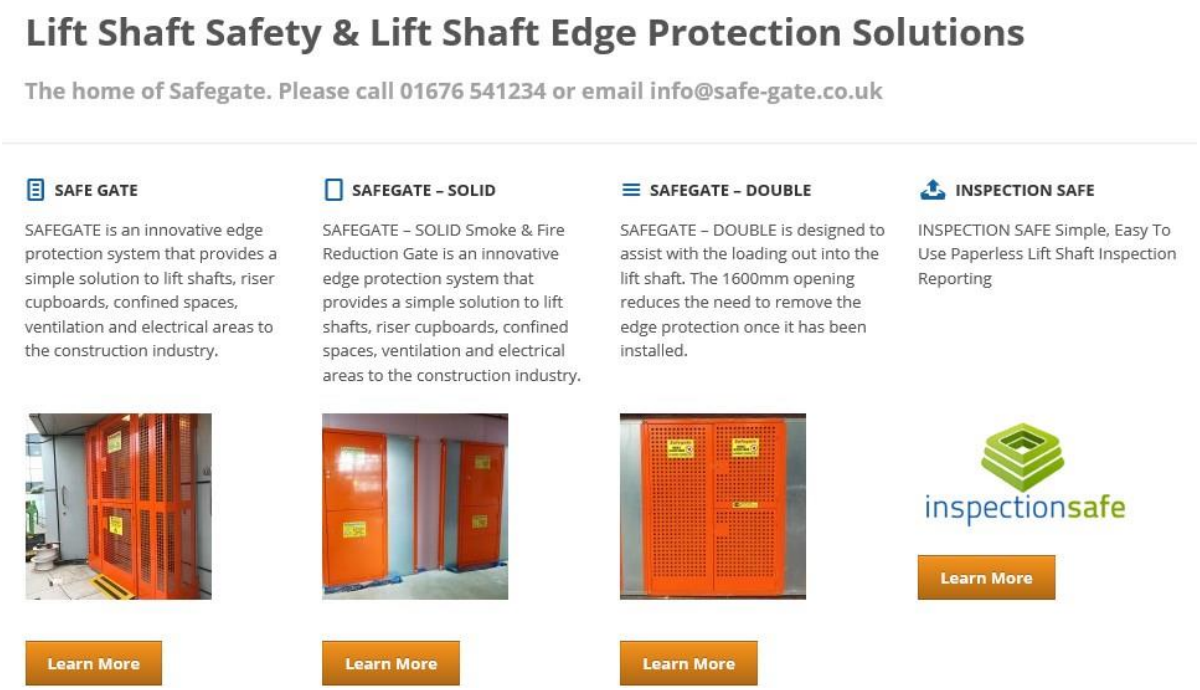
3.0 Wall penetrations into stair cores

Stair and lift cores, whether formed in concrete or blockwork pose hazardous conditions and must be given careful consideration during the planning stage.

Slip forming operations are becoming more and more common, but the same principles of safety apply for common jump form systems. As a minimum, we should apply the following precautions.

1. Formwork to door and large penetration openings should remain in place after the concrete is cast. Do not remove and re-use elsewhere in the core.
   Will be made from metal and reusable floor to floor. There will be no plywood and timber used to form door opening.
2. Ensure the forms are flush with the inside face of the core to allow unimpeded clearance for the stairs and landings.
3. Fix oversized plywood sheets to the formwork on the outer face of the core (200mm edge overlap) to prevent the formwork being pushed into the void.
   No plywood will be placed across door openings when using a slipform. As this could result in plywood falling from a height due to pressure exerted by the wind. Temporary works design for all formwork temporary protection

4. Control access into the core by permit at the base of the core through a temporary doorway and remove the formwork progressively to give access to the floor plates. All doors at ground floor level, in particular lift shaft doors will be locked and BECT site management will hold the keys to these doors, with permit to work access process in place.
5. Consider the use of pre-formed temporary gates – these can be hired or purchased from various suppliers such as Safegate. http://www.safe-gate.co.uk/safegate –Temp lift shaft protection doors will be installed during the forming of the lobbies.



4.0 Wall penetrations into lift cores

Follow a similar procedure to that used for stairs but erect an internal scaffold with platforms set 100mm below the doorways. Remove the plywood linings and sheathing boards across the door opening as the lift installer fits the temporary access doors.

To reduce work at height within lift shaft and risk of falling objects. No scaffold will be installed to lift shafts, Fire rated screen/doors to be fitted during frame install. These will then be used by lift contractor to progressively install lifts from ground floor up. Replacing screens with final lift doors progressively. In line with lift contractor's method statements and risk assessments.

Once the temporary doors are fixed, strip the scaffold to allow the lift installer clear access.

Note – for high rise cores, as an alternative to erecting an internal scaffold, the formwork should be removed under permit and scaffold tubes fixed within the door reveals 1500mm in height - with brick guards and toe boards across the opening. (this will allow the temporary lift doors to be fitted to the outside face of the core).

5.0 Other points of note

The biggest risk of falling is when the larger ductwork services are being installed within the riser.

Always look into MMC off site fabrication for the MEP in risers.

A safe system of work must be prepared which as a minimum should include the wearing of body harnesses, secured to a local anchor point while cutting away the flooring and installing the service.

Make use of the federated model to accurately understand the location of the coordinated services and make this available to any proprietary system supplier.

Ensure the fire strategy for the riser is understood before selecting any product or material.

Fit temporary doors to the riser spaces to limit unauthorised access until the area is safe. Recover and re-use once the open penetrations are filled.

Noted

6.0 Useful contacts

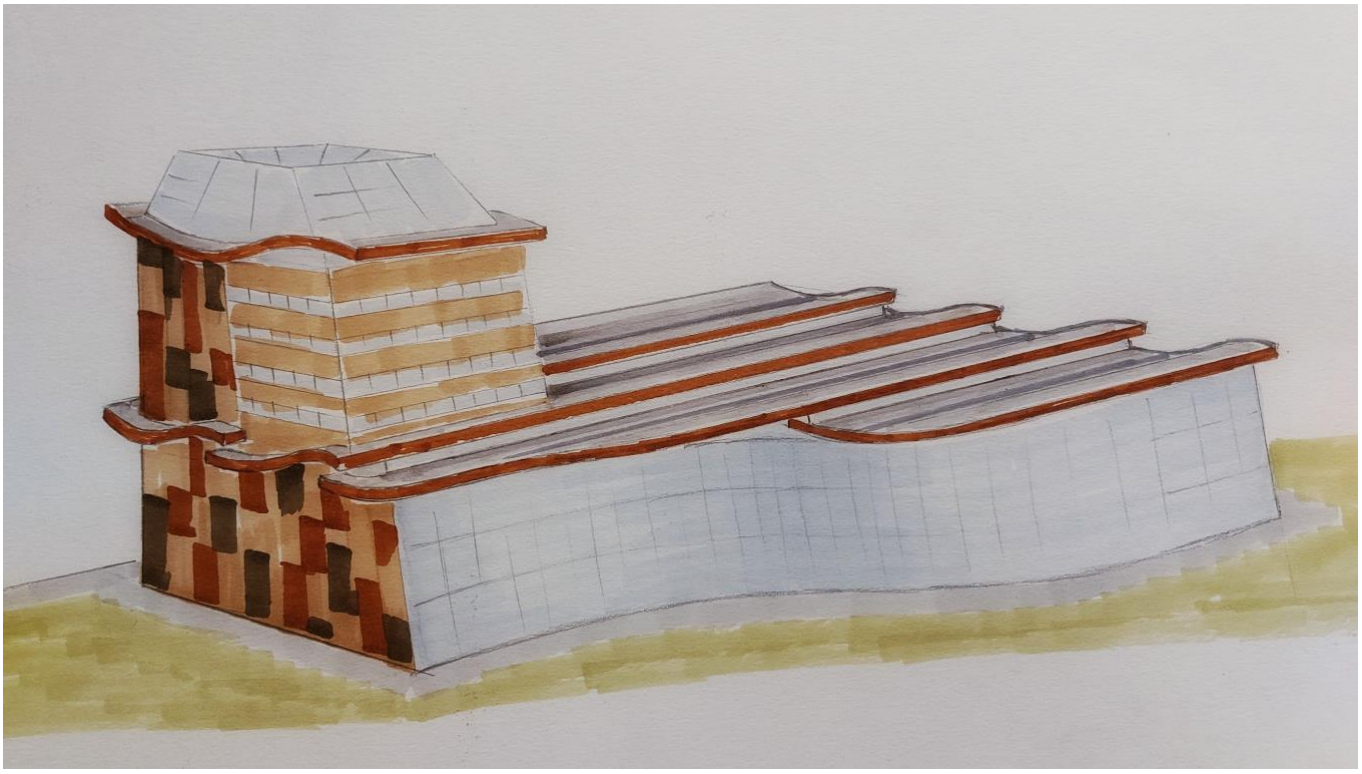
http://www.grpsafety.co.uk/grp-service-riser-grating-and-supports

https://www.core-6.co.uk/grp-grating/

https://www.captrad.com/GRP+Grating

SA1 Leisure Centre, Swansea

University Wales Trinity Saint Davids, 1 Kings Road, Swansea. SA1 8PH



ORIGINATOR

COPPERSTONE CONSTRUCTION

TITLE

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

	Name	Signature	Date
PREPARED	Joseff Williams	J. Williams	01 01 22
REVIEWED			
ENDORSED			
APPROVED			

NTS	**USE**
SCALE & FORMAT	PROPOSED STATUS
01 01 22	
DATE OF 1ST ISSUE	FILE NAME

Swansea	**CPHSP**	**MC**	**SITE**	**CPPR**	**SHEA**	**000001**	**V1**
AREA	LEVEL	TRADE	SITE/PHASE	ISSUER	TYPE	NUMBER	REV.

RECORD OF REVISIONS OR ADDITIONS

Rev.	Date	Prepared	Reviewed	Approved	Details
1	01/01/22	JW			First Creation
2					
3					
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4.6 Cleaning or maintaining the structure,
4.7 Nature, location and markings of significant services,
4.8 Fire strategy (inc. fire doors, compartmentalisation etc),
4.9 As-built drawings of the structure, its plant and equipment

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17 Signing in Arrangements
18 Method Statement & Risk Assessment Registers
19 Metering, monitoring and targeting strategy
20 Temporary Works register

1. DESCRIPTION OF PROJECT

1.1 Project description, programme details and key dates

Enabling Works

7th June 21 Copperstone Construction will be deploying a small crew of groundworkers to start the enabling works of the site to ensure the safety of the site – Works include the installation of perimeter site hoarding, concrete foundations for temporary offices and gateman huts and the installation of temp services to power all units. Following this the ongoing enabling works will be carried out as below:

1. Mains incoming water installation,
2. Disconnections of STATS,
3. High Voltage Amendments,
4. SUMO Survey,
5. Trail Holes – to ascertain Ground Conditions,

Main Scope of Works

Design and construction of a new high end Leisure complex comprising of an Olympic sized swimming pool, 10m diving board and pool, gym complex and café in the Swansea docks are of SA1.

The site is located on the eastern side of the prince of Wales docks and is currently a vacant plot of land.

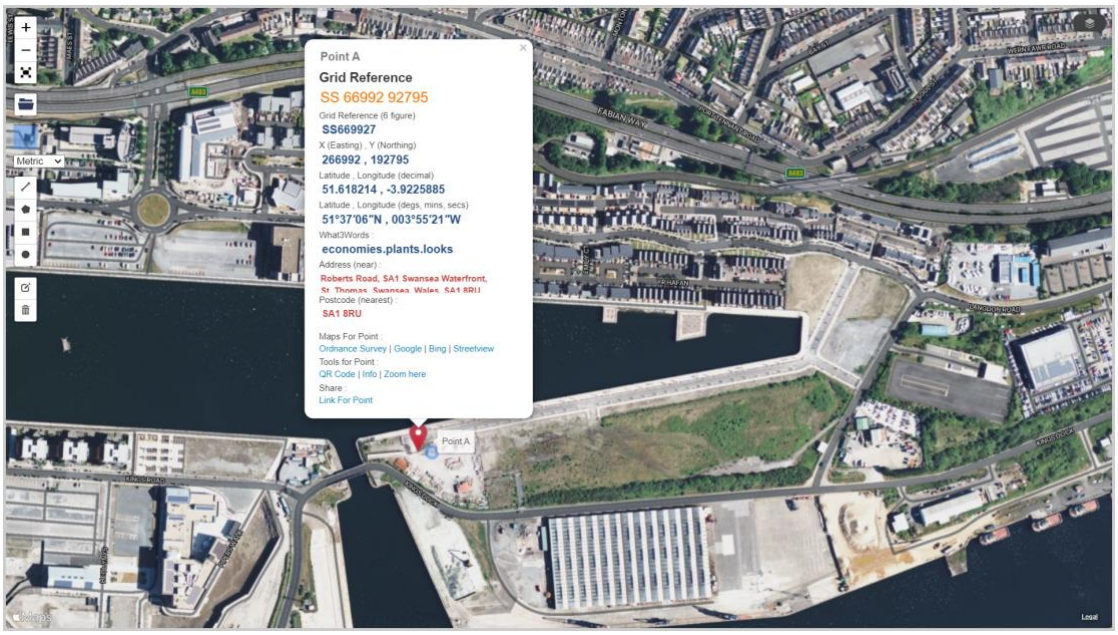
Refer to the Architect's Design and Access Statement, Architect's and Engineer's drawings for further details of the proposed works. The full planning application was submitted in w/c 20 May 2019.

The proposed commencement date for initial enabling works 28th May 2022, with groundworks anticipated to commence (subject to planning in September 2022 and the main construction phase scheduled to start in May 2022 be completed by March 2023.

The minimum time allowed between appointment of the principal contractor and instruction to commence work on site is – n/a (principal contractor already appointed).

An initial notification of project form F10 was issued to HSE on 26th May 2022 – refer to Appendix 4. The initial F10 covers the enabling and further exploratory site investigation works only – an updated notification to cover the groundworks and main build will be submitted once planning consent has been obtained and the construction programme confirmed.

1.1.1 The site address is as follows; **SA1 Waterside, SWANSEA /** (National Grid Reference: 266992 , 192795)



1.1.2 Program & key dates:

An outline Construction Program for the works is included in Appendix 8 of this document

Key milestone dates are as follows:

- **Contract Award – 19-08-2021 (Planning Award Date)**
- **Commencement date (week 1) – 29-09-2022**
- **Demolition Completion - 8-11-22**
- **Sub Structure Completion – 31-08-23**
- **Superstructure Completion – 18-12-23**
- **Envelope Completion – 12-06-23**
- **Completion date – 26-09-24**

1.2 Project Directory.

Client
University Wales Trinity Saint David - Swansea
Located in:
Address: 1 Kings Rd, Swansea SA1 8PH
Phone: 01792 481000
Contact: Alan Nantel

Principal Designer
HTB Consult Limited
Plas Derwen, Beacons View, Trefecca, Powys, LD3 0PW
Contact: Phillip k

Architect and Lead Designer
Gaunt Francis Architects 23 Womanby Street
Cardiff CF10 1BR

Telephone: 029 2023 3993 Fax: 0 Mobile: 0 E-mail:

Planning Consultants and Heritage Impact Assessors
Lichfields Planning and Development Consultancy Helmont House Churchill Way
Cardiff CF10 2HE
Contact:

Telephone: 029 2043 5880 Fax: 0
Mobile: 07475 481674 (Owain Nedin)
07949 054876 (John Cottrell)
Email:

Heritage/Conservation Officer CADW Welsh Government
Plas Carew Unit 5/7 Cefn Coed Parc Nantgarw Cardiff CF15 7QQ
Contact: Gwilym Alfrey
Telephone: 03000 256033 E-mail:

Planning Officer
Swansea Council
Contact: Lawrence Cannon

Client's Representative/Project Manager
Jaylae Consulting LLP 8 Vicarage Gardens Marshfield Cardiff CF3 2PS
Contact: John Evans - Partner
Mobile: 07803 456803 Email:

Mechanical and Electrical Engineers
McCann and Partners Faraday House Terra Nova Way
Penarth Marina Cardiff CF64 1SA
Contact: Matthew Williams – Director
Graham Carr Chris Morgan – Associate
Telephone: 029 2035 2450 Fax: 029 2035 2451
Email:

Air Quality Assessor
Hydrock Consultants Limited Over Court Barns Over Lane Almondsbury
Bristol BS32 4DF
Contact: Adam Dawson Blaise Kelly
Telephone: 01454 619533 Fax: 01454 614125
Email:

Structural and Civil Engineer
Bingham Hall Partnership Ltd 5 Ty-Nant Court Morganstown
Cardiff CF15 8LW
Contact: David Hopkins – Director Peter Hammond
Telephone: 029 2048 8588

Flood Consequence Assessor
Marsden Associates 6 Cwrt Cefn Lisvane Cardiff CF14 0US
Contact: Philip Marsden
Telephone: 029 2076 4310 Fax: 0 Mobile: 07748 252794 Email:
prmarsden@btinternet.com

Employer's Agent and Contract Administrator
(EA/CA) Chandler KBS Chandlers House Terra Nova Way
Penarth Marina Cardiff CF64 1SA
Contact: Paul Meyers - Partner
Telephone: 029 2035 2367 Fax: 029 2035 2400 Mobile: 07971 887093 Email:

Ecologist
The Environmental Dimension Partnership Ltd (EDP) First Floor The Bonded Warehouse Atlantic Wharf Cardiff CF10 4HF
Contact: Emily Bennett – Consultant Ecologist
Telephone: 029 2167 1900 Fax: 0 Mobile: 07922 847291 Email:

Geotechnical Engineer
Integral Geotechnique (Wales) Limited Integral House 7 Beddau Way Castlegate Business Park, Caerphilly CF83 2AX
Contact: Lowri Williams – Geotechnical Engineer Rebecca Hitt
Telephone: 029 2080 7991 Fax: 029 2086 2176 Mobile: 07595 068182 Email:

Acoustic Engineer
Sharps Redmore 16 Trinity Square Llandudno Conwy LL30 2RB
Contact: Nick Durup Gary King
Telephone: 01492 203040 Email:

Transport Consultant
Vectos Ground Floor Helmont House Churchill Way Cardiff CF10 2HE
Contact: Phil Belcher – Principal Transport Planner James Hiscocks
Telephone: 029 2072 0860 Fax: 0 Mobile: 07866 923029 (Matt Thomas) Email:

Fire Engineer
HNLA Fire Engineering Ltd 3 Meiros Close Llanharan Pontyclun Mid Glamorgan CF71 9UX
Contact: John Harding - Chartered Fire Engineer
Telephone: 01443 806189 Email:

Interior Designer
Goddard Littlefair the Fifth Floor 32 – 38 Saffron Hill London EC1N 8FH
Contact: Martin Goddard John Beattie
Email:

Archaeologist
CgMs Limited Burlington House Lypiatt Road Cheltenham GL50 2SY
Contact: Philip Bethell – Senior Associate Director
Telephone: 01242 259294 Fax: 01242 259299 Mobile: 07525 803343 Email:

Health and Safety Executive
Local Area Office Health and Safety Executive Wales and South West Division Cardiff Office Government Buildings Phase 1 Ty Glas Llanishen Cardiff CF14 5SH
Telephone: 0845 345 0055 Fax: 029 2026 3120

1.3 Extent and location of existing records

Description	Location
Pre – Construction Information Report – HTB Consult Ltd Job Nr. 218028	\\EgnyteDrive\Copperstone\Shared\Projects\Current Projects\ SA1
Ground investigation - Refer to the Desk Study Report ref. 12404/RAH/19/DS/RevA dated April 2019 and the Site Investigation Report ref. 12404/RAH/19/SI dated May 2021 prepared by Integral Geotechnique (Wales) Ltd	\\EgnyteDrive\Copperstone\Shared\Projects\Current Projects\ SA1
Asbestos – None Present. Report Available At.	\\EgnyteDrive\Copperstone\Shared\Projects\Current Projects\ SA1
Noise (environmental/traffic) - Refer to the Environmental Noise Report ref.1918698 dated 16th April 2019 prepared by Sharps Redmore Acoustic Consultants, which includes details of the environmental noise survey undertaken on 2nd and 3rd April 2019	\\EgnyteDrive\Copperstone\Shared\Projects\Current Projects\ SA1
Air Quality Assessment - Refer to the Air Quality Assessment ref. PAR-HYDXX-XX-Y-RP-2001-P02 prepared by Hydrock Consultants Limited dated 17 April 2019	\\EgnyteDrive\Copperstone\Shared\Projects\Current Projects\ SA1
Ecological (protected species) - Refer to the Update Bat and Nesting Bird Survey Report ref. edp5564_r002a dated May 2019 prepared by The Environmental Design Partnership Ltd.	\\EgnyteDrive\Copperstone\Shared\Projects\Current Projects\ SA1
Drainage - Refer to the Bingham Hall Partnership Limited Drainage Strategy Report ref. 6663 dated April 2019 and associated record drawings for details of the existing and proposed drainage works.	\\EgnyteDrive\Copperstone\Shared\Projects\Current Projects\ SA1
Services - Refer to the Apparatus Plans and Guidance information received to date from the Statutory service authorities and incorporated within the McCann and Partners Outline Strategy and	\\EgnyteDrive\Copperstone\Shared\Projects\Current Projects\ SA1

Plant Space Requirements ref. 6576-MCP-V1-ZZ-RP-ME2009 dated April 2019	
Topographical - Refer to the Hywel John Surveys Ltd topographical survey plan	\\EgnyteDrive\Copperstone\Shared\Projects\Current Projects\ SA1
Flood Risk Potential - Refer to the Drainage Strategy Report and to the Marsden Associates' Flood Consequences Assessment ref. FCAr1 dated April 2019.	\\EgnyteDrive\Copperstone\Shared\Projects\Current Projects\ SA1
Design and Access Statement - Refer to the Design and Access Statement prepared by Gaunt Francis Architects, which includes discussion on the various constraints and opportunities presented by the site and the proposed development.	\\EgnyteDrive\Copperstone\Shared\Projects\Current Projects\ SA1
Parking & Access Arrangements - Refer to comments within the Vectos Transport Assessment ref. 194642 dated March 2019 in respect of the parking and access arrangements relating to the proposed development	\\EgnyteDrive\Copperstone\Shared\Projects\Current Projects\ SA1
Regeneration Statement - Refer to comments within Lichfields Planning Statement and Heritage Impact Statement.	\\EgnyteDrive\Copperstone\Shared\Projects\Current Projects\ SA1

2. MANAGEMENT OF THE WORK

2.1 Management structure and responsibilities

The management structure and details of duties and responsibilities in respect of health and safety are detailed within ***Copperstone Health & Safety Policy*.**

A project specific organisation chart is also attached in Appendix 6 of this document.

2.2 Health and safety goals and arrangements for monitoring and review of health and safety performance

Audit/Inspection	Frequency	Method	Conducted by
Site team HSE inspection	Weekly	Site walk and inspection report	*J.Willimas*
HS Advisor HSE inspection	Monthly	Site walk and inspection report	*John Jones*
Director / Senior Manager HSE inspection	As required	Site walk and inspection report	
Environmental Inspections	Quarterly	Site walk and inspection report	
SmartWaste	At 20%	Site Walk & Audit report	Environment Team
Internal Audit	As required	ISO14001 compliance audit	BECT SHEA Department

No.	Key Performance Indicator	Target	Current Project Performance Against Target
1	Zero RIDDOR incidents	0	***0***
2	Client Satisfaction	9 out of 10 or above	**Jan 2020**
3	Zero Defects at Handover	0	**Sept 2021**
4	SMART Waste Recording	100%	**Start 1st Nov 19**
5	SHEA inspections above 80%	85%	**92%**
6	Zero Environmental Incidents	0	**0**
7	Drug & Alcohol Testing (Random) 0%	0%	**0%**

2.3 Arrangements for:

2.3.1 Regular liaison between parties on site

The Copperstone Construction Induction will be undertaken prior to any operatives start on site, furthermore the following meeting/audits will be undertaken as a minimum.

Daily:
'Black hat' briefings – minutes.
Whiteboard meetings – Photo record.
SHE walks with rotating stakeholders – to do list.

Weekly:
Sub-contractor co-ordination meeting – minutes.
Work Package progress meeting – minutes.
Internal Operations meeting – minutes.

Bi-Weekly:
Subcontractor SHE tour and meeting – minutes.

Monthly:
Project review meeting – minutes.
Director safety tour and meeting – minutes.

Toolbox talks, hazard information boards will be undertaken and updated as necessary.

2.3.2 Consultation with the workforce

Copperstone will consult with their workforce as per Copperstone Policy and Copperstone H&S Consultation with Employees Procedure.

In addition, site Toolbox Talk sessions will be utilised to discuss specific issues raised on site including HSE or Director Alerts, bulletins and correspondence.

2.3.3 Exchange of design information between duty holders

Regular meetings are held with the PD, Architect, Structural consultant and the Client. All relevant documents are exchanged through Copperstone document control exchange platform procore.

2.3.4 Handling design changes during the project

Any design change during the project shall be formally requested through the document control system via a Site Design Amendment. Any change will have to be approved by the relevant design parties (Architect and/or Structural Consultant, Fire Strategy Consultant) and project management (Design Manager and Site Manager).

2.3.5 Selection and control of contractors

All contractors will be selected in accordance with Copperstone Sub Contractor Pre-Qualification Management Procedure. Copperstone will only procure sub-contractors through Constructionline unless otherwise authorised in line with BECT policy.

2.3.6 Exchange of health and safety information between contractors

Tendering contractors will be provided with a copy of the Project Health and Safety Plan. The Subcontractors Safety Co-Ordination meetings will be the on-going forum for transferring information and guidance between Contractors on site.

2.3.7 Site security

Initially hoarding will be erected around the site to ensure that unwanted Copperstone cannot enter the site. All hoarding will be installed and maintained as per Copperstone Temporary Work Procedure and are detailed on the Copperstone Site Installation Drawing (Appendix 9) the temporary works design and specification. Access will be controlled via digi locks to the main entrance door off the street and or the gateman/logistics team if entering down the access road. A gateman/gatemen will monitor access and control vehicle & Personnel entry between 7am and 6pm while a security guard will both monitor and patrol the site from 6am to 7pm. Predominately the CCTV will be via neighbouring building and Swansea council. All sub-Contractor teams have been inducted to ensure access is only given to fellow trade personnel and residents off the street are directed to the Copperstone Site offices. Copperstone Logistic manager located inside the building will ensure only inducted persons enter the building via the digi locked site entrance door, it is important that this duty is swapped between logistics managers controlling this area on break times and then handed over to the gatemen at the end of the working day for the lock down procedures.

2.3.8 Site induction

Site Inductions will be undertaken in accordance with Copperstone HS&E Induction procedure. The induction will comprise of the Copperstone PowerPoint presentation and or video using Copperstone Induction template and/or Copperstone induction video. The induction will include site specific details and be a compulsory requirement for all workforce before being allowed to commence works on site.

2.3.9 On-site training

Continual on-site training will be achieved by Toolbox Talks and specialist Skills training as appropriate and required in order to comply with the commitment of Copperstone *Training Matrix* (Appendix 7). Familiarisation of plant/equipment will be undertaken and recorded.

2.3.10 Welfare facilities and first aid

Copperstone will ensure that all welfare facilities comply in full with the CDM 2015 Schedule 2 of guidance document L153 Managing Health & Safety in Construction. A copy of the proposed site layout is detailed within the Site Welfare Drawing Attached

(see Appendix 10). Adequate first aid resources and equipment will be provided in line with HSE Guidelines, numbers on site and activities associated with risks.
As a general principle, all members of the site management team production staff will hold first aid training. In addition, a minimum of one first aider will be provided for each of the key trades on site. First aid facilities will be held in the site office and the main gate security cabin. During the COVID pandemic BECT are not to give First aid treatment to any of the sub-contractors on site and these duties should be placed onto the sub-contractors appointed first aider.

First aider's allocation based on site from outset of the works as follows;

- Joseff Williams
- James Cullen

2.3.11 Reporting and investigation of accidents and incidents, including near misses

All accidents and incidents will be investigated and reported in accordance with Copperstone Incident/Accident Notification Matrix. Investigations will be carried out as per Copperstone Manage Accident-Incident Procedure. All accidents, incidents and near misses will also be notified to the clients PM and PD adviser at earliest opportunity after the incident occurring.

2.3.12 Production and approval of risk assessments and written systems of work.

Risk Assessments and written systems of work (Method Statements) are produced and approved in accordance with the following Management Procedures: -

- Carry out Risk Assessment and Method Statement Procedure.
- Each project will produce and maintain a RAMS planner (appendix 3) for planning and tracking purposes.
- As Risk Assessments and written systems of work (Method Statements) are reviewed the requirements to control via work permits will also be considered - permits will be required for all instances of the following activities.
    - All Hot works
    - Ladder access (inc' use of step ladders)
    - Access onto roof areas
    - Excavations (permit to dig)
    - Working on live electrical equipment
    - Entering a confined space
    - Banksman for Vehicle movements
    - Temporary works

2.3.13 Site rules

A comprehensive set of rules are defined and set out in the site induction and Appendix 15.

2.3.14 Fire and emergency procedures.

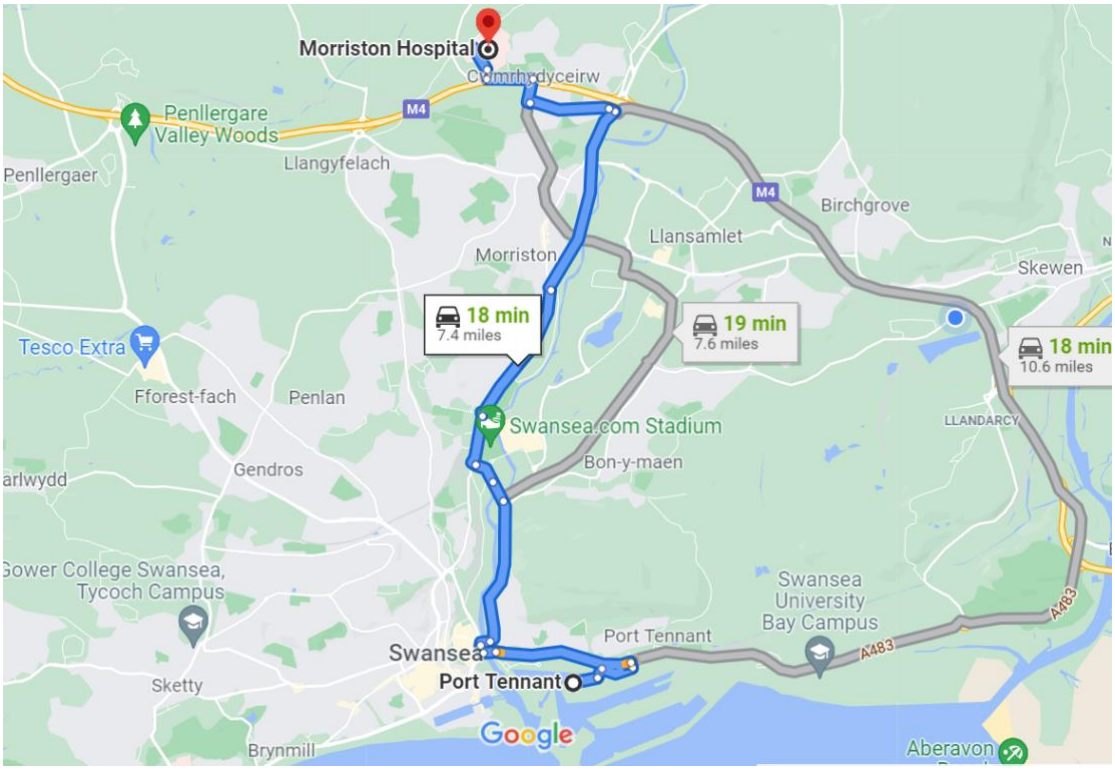
Fire and Emergency procedures will be carried out as per Copperstone Fire Management Plan (See appendix 12) and the Fire Risk Assessment which are detailed in Appendix 18.

The contact details of the nearest A&E hospital are as follows:

Morriston Hospital, Swansea
Heol Maes Eglwys, Morriston, Cwmrhydyceirw, Swansea
SA6 6NL

Tel: 01792 702222

Major A&E - Open 24 hours
See route map below;



2.3.15 Site Logistics – Vehicle and pedestrian Management

A detailed site logistics plan will be developed called "The Construction Logistics Plan or CLP" to plan and control vehicle and pedestrian routes along with other logistics issues such as accommodation layouts, delivery arrangements, crane operating zones, exclusion zones, etc. This will be developed and updated at strategic stages to suit the progress of the works as the nature of the site develops.

3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

3.1 Project Risk Profile

Copperstone will at tender stage assess the potential significant site risks (as detailed within Appendix 3 Construction L153 Guidance document) and record these on the Project Risk Profile (Appendix 2).

3.2 Risk Assessment Method Statement (RAMS)

3.2.1 An outline project specific risk assessment will be developed by the team at the commencement of the project. The Tender Risk Schedule and PD information will be used for this activity. Where a significant risk has been identified by the PD or the Copperstone project management team, the Copperstone Risk Assessment and Method Statement procedure will be adhered to. All potential significant site risks are managed and recorded as per the Copperstone RAMS procedure.

3.2.2 Task specific risks will be identified by separating the tasks as identified on the contract programme and will be assessed and detailed within the RAMS planner (Appendix 3). This will be updated throughout the lifespan of the project ensuring that specific control measures are applied to significant risks in accordance with BECT management procedures.

3.3 Health risks, including:

3.3.1 Asbestos

Any works involving asbestos will be undertaken in accordance with Copperstone Identify Asbestos Risk & Work with asbestos procedures.

3.3.2 Dealing with contaminated land

Copperstone will carry out a survey prior to undertaking works and will manage any activities accordingly. Celtic Technologies have been appointed as our Remediation Management Contractor, who will oversee, monitor, analyse samples and control the entire remediation process – refer to the remediation strategy document for specific details.

3.3.3 Manual handling

All activities which are likely to include manual handling will be managed in accordance with Copperstone Manage Manual Handling procedure and assessed and recorded using the Manual Handling Assessment Template.

3.3.4 Use of hazardous substances

The use of potentially hazardous substances that cannot be avoided by design will be managed by following control procedures as identified and instructed by information provided by the manufacturers/suppliers and subsequent task specific COSHH Assessments. Procedures and instructions will be incorporated within activity method

statements, and will be relayed to personnel via Toolbox Talks and Method Statement briefings.

3.3.5 Reducing noise and vibration

Where possible noise and vibration produced by work activities will be reduced or removed by design. When this is not possible controls will be introduced to reduce exposure so as to avoid harm or injury to persons on site or others within the vicinity of the site works. Controls will be detailed within activity method statements and compliance monitored as necessary throughout the work process. Records of controls and exposures of persons/environments will be kept in accordance with statutory requirements and Company Procedures.

3.3.6 Any other significant health risks

- **Working at Height –** Please refer to APPENDIX 22 Copperstone working at height Standard – the following site specific items have been identified
  1) Scaffold works
  2) Working off Scaffold
  3) MEWPs
  4) Safety Netting
  5) Tower Crane
  6) Excavations

  All identified items will be explored for removal or reduction of the requirement to work at height as much as possible and will be developed further in the project once sub-contractors have been appointed with Method statements and Risk Assessments reviewed and accepted. Once this task has been carried out the Project risk profile will be update accordingly.

- **Plant & Equipment Maintenance –** All subcontractors and Copperstone site staff will be required to populate a Plant & Equipment Maintenance schedule as detailed within the subcontract orders and are contained within the Site SHE folder 5.

4. THE HEALTH AND SAFETY FILE

BECT shall provide information for the project Health & Safety File in accordance with CDM requirements for its contracted scope of work.

Site Currently adhering to CLC SoP Version 7 issued 7th Jan 21 back to back with Copperstone COVID-19 Management Strategy Document dated 14th Jan 21 issued by Jon Pugh. BECT COVID-19 Management Strategy Document can be found in: *Z:\Shared\Projects\Current Projects\SA1*

Content shall be in accordance with appendix 4 of L153. The format for the file will be compiled in accordance with Copperstone procedure or alternatively the client's specific format can be adopted if this required. Number of copies, distribution details, etc. will be agreed during the planning for handover process to ensure that files are sufficiently detailed and developed in advance of PC.

4.10 Brief description of the work carried out,
4.11 Any residual hazards,
4.12 Key structural principles,
4.13 Hazardous materials used,
4.14 Removal or dismantling of installed plant and equipment,
4.15 Cleaning or maintaining the structure,
4.16 Nature, location and markings of significant services (below drawings can be sent if requested)

Services emergency contact details

Dwr Cymru

Water emergencies

If you have an emergency - please don't wait

0800 052 0130

24hrs a day, 7 days a week

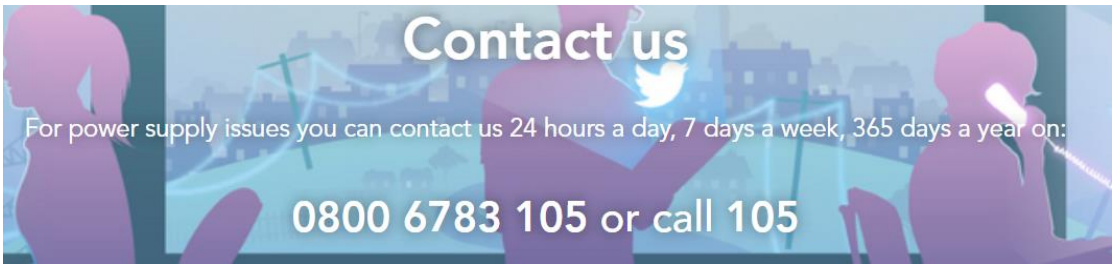
Sewer flooding & sewerage emergencies

If you have an emergency - please don't wait

0800 085 3968

24hrs a day, 7 days a week

WPD



BT

Our **BT** Shop customer services **number** is 0800 917 0510.

Vodafone

You can **call** us on 033 33 041 524. (Calls to this **number** will count towards inclusive minutes bundles from mobiles, BT or other fixed lines. If charges apply, the **call** will be charged at a national **call** rate.)



Wales and West



4.17 Fire strategy (inc. fire doors, compartmentalisation etc),
4.18 As-built drawings of the structure, its plant and equipment

APPENDIX 1

INFORMATION PROVIDED BY THE PD

This information can be provided at request.

Pre-construction Information held on Copperstone IT Server

APPENDIX 2

Project Risk Profile

Updates stored on Copperstone IT Sever and within H&S site Folder 1.

BECT

PROJECT RISK PROFILE - SUMMARY SHEET

Project : Westgate Hotel, Cardiff, CF10 1DD
Value : £21,000,000

	Work Stage - [BSF Non Sample]	Dept. Ownership	Overall Responsibility [Project/ Site Manager]	Date Assessed	Notes	Signed
1	Stage 0 / Launch	Commercial	Project Team	03.05.19		JP
2	Stage 1 pre-Wrap Up / ITT	Commercial	Project Team	27.05.19		JP
3	Stage 2 pre-Wrap Up / PB	Commercial	Project Team	23.06.19		JP
4	Pre-Financial Close	Commercial	Project Team			
5	Transfer	Commercial	Project Team			
6	Objective	Production	Project Manager			

RISK IDENTIFICATION	
N. Not applicable at this stage	1. Low (requires monitoring for change only - no specific mitigation required)
X - Item None Existing	2. Medium (requires mitigation measures/s)
0. No risk	3. High (Requires a thorough financial, technical, legal analisis)

MOST IMPORTANT RISKS & OPPORTUNITIES

Summary Risk Table	Severity	Summary Risk Table	Severity
1 - Listed Building	2	13 - Utilities diversion - WPD	1
2 - Roof Works	2	14 - Temp works - Piling Platform and support	3
3 - Demolition	3	15 - Delivery constraints	3
4 - Strip out Works	1	16 - Programme delivery	3
5 - Plant installations (Tower Crane / Mast Climbers)	2	17 - Dewatering	2
6 - Working near or on electrical items	2	18 - Historic features	2
7 - Underpinning	3	19 - Asbestos	1
8 - Right of way access required	2	20	
9 - Street works Bus bay suspension	1	21	
10 - Nuisances (noxious fumes, noise, dust, .. Neighbour relation)	1	22	
11 - Substructures - Basement build	2	23	
12 - Superstructure - Confined site	2	24	

APPENDIX 3

RAMS PLANNER

Updates stored on Copperstone IT Sever and within H&S site Folder 2.

H&S (E) RISK ASSESSMENT & METHOD STATEMENT PLANNER

BECT

Site Name:	WEST GATE HOTEL	Project:		Sheet No:	
Prepared By:	GAVIN THOMAS	Date:	04/06/2018		
KEY ACTIVITY :					

ACTIVITIES (refer to Programme)	*RISK ASSESSED High / Med / Low			Activity Anticipated Start Date	BYUK OR S/C	METHOD STATEMENT						SHE Team Input If High Risk	
	High	Med	Low			Required (High/Med)	OR COTYMS	Required by DATE	Received DATE	DOC REVISION	Signed off DATE	Y	N
SITE INSTALLATION (examples detailed below)													
Hoarding Installation													
Site installation and associated works													
Site temp electricity													
Welfare cabins installation													
Lifting with excavator													
Lifting with lorry mounted crane													
Access control													
CCTV													
Crane founadtion													
Trailer pal installation													
Diesel Refueling													
Tree pruning													
DEMOLITION													
Demolition Works & Asbestos Removal&platform													

APPENDIX 4

Updates stored on Copperstone IT Sever and within H&S site Folder 1.

F10

HSE — Health and Safety Executive

Notification of construction project

Notification No	182A42FDCD	**Date Submitted**	26/05/2019 15:02:55

Notification type	**This is a NEW notification**

About the location of the site

Address of the construction site	The Westgate Hotel (formerly Parkgate & County Court) Westgate Street CARDIFF CF10 1NS
In which local authority is the site address (Country, Geographical Area and Local Authority)?	Wales, Wales, Cardiff Unitary Authority

About the project

Description of project	Other (not otherwise stated)		
Time Allowed by Client (in weeks)	43		
Start date	28/05/2019	**Duration (in weeks)**	18
No of people on site	25	**No of contractors on site**	11
Description of the construction work	Design and construction of The Westgate Hotel on the site of the former Parkgate and County Court buildings on Westgate Street in the centre of Cardiff. The overall works include partial demolition, piling and foundation excavations, alteration/refurbishment and new construction from 4 to 6 storeys in height to unite the 2 historic listed buildings with the vacant former car park adjacent to provide a new 175-bed, 4* Hotel. This initial notification covers enabling works comprising exploratory site investigation, asbestos removal and soft strip, installation of a new water rising main. A separate ASB5 notification has been submitted in respect of removal of licencable asbestos. The main works including demolition will be subject to further notification in due course.		

About those involved in the project

Role	Principal Designer	**Name**	HTB Consult Limited
Email	phillipbeck@talktalkbusiness.net	**Phone no**	01874 713133
Address	Plas Derwen Beacons View Trefecca BRECON Powys LD3 0PW Wales		

Role	Principal Contractor	**Name**	BECT Building Contractors Ltd
Email	jpugh@bect.co.uk	**Phone no**	029 2037 1137

Address	Ground Floor, 8 Cleeve House Cardiff Business Park Llanishen CARDIFF CF14 5GP Wales

Role	Client	**Name**	Rightacres Property Company Ltd
Email	jason@rightacresproperty.com	**Phone no**	029 2022 0767
Address	8th Floor One Central Square CARDIFF CF10 1FS Wales		

Role	Designer	**Name**	Gaunt Francis Architects - Architect & Lead Designer
Email	stephen.quin@gauntfrancis.co.uk	**Phone no**	029 2023 3993
Address	23 Womanby Street CARDIFF CF10 1BR Wales		

Role	Designer	**Name**	Jaylae Consulting LLP - Client's Representative/Project Manager
Email	jae@jaylae.co.uk	**Phone no**	07803 456803
Address	8 Vicarage Gardens Marshfield CARDIFF CF3 2PS Wales		

Role	Designer	**Name**	McCann and Partners - M&E Engineers
Email	mw@mccannp.com	**Phone no**	029 2035 2450
Address	Faraday House Terra Nova Way Penarth Marina CARDIFF CF64 1SA Wales		

Role	Designer	**Name**	Bingham Hall Partnership Ltd - Structural & Civil Engineer
Email	dth@bhpl.co.uk	**Phone no**	029 2048 8588
Address	5 Ty-Nant Court		

	Morganstown CARDIFF CF15 8LW Wales

Role	Designer	**Name**	Chandler KBS - Employer's Agent & Contract Administrator
Email	progers@chandlerkbs.com	**Phone no**	029 2035 2367
Address	Chandlers House Terra Nova Way Penarth Marina CARDIFF CF64 1SA Wales		

Role	Designer	**Name**	Goddard Littlefair - Interior Designer
Email	martin@goddardlittlefair.com	**Phone no**	020 7042 6140
Address	The Fifth Floor 32 - 38 Saffron Hill LONDON EC1N 8FH England		

Role	Contractor	**Name**	Aberdare Demolition - Demolition Contractor
Email	info@aberdaredemo.com	**Phone no**	01685 884274
Address	Prospect House Canal Road Cwmbach ABERDARE CF44 0AG Wales		

Role	Contractor	**Name**	City Environmental Services (UK) Ltd - LARC
Email	Julia@ces-asbestos.com	**Phone no**	0800 048 4303
Address	Glencoe Yard Walford Heath SHREWSBURY Shropshire SY4 3AZ England		

Declaration details

Declaration	
As client for this project, I hereby declare that I am either the client for this project and am aware of my duties under the Construction (Design and Management) Regulations 2015 (S.I. 2015.51), or have been asked by the client to notify on their behalf and they have confirmed they are aware of their duties.	
Name	Phillip Beck, HTB Consult Limited

Date	26/05/2019	**Role**	CDM Principal Designer
Confirmation Email	phillipbeck@talktalkbusiness.net		

Client Signature (Can be used for your own records, ONLY if required)

Declaration (as stated above)

Name:

Declaration Signature:

Date:

APPENDIX 5

APPOINTED PERSON REGISTER

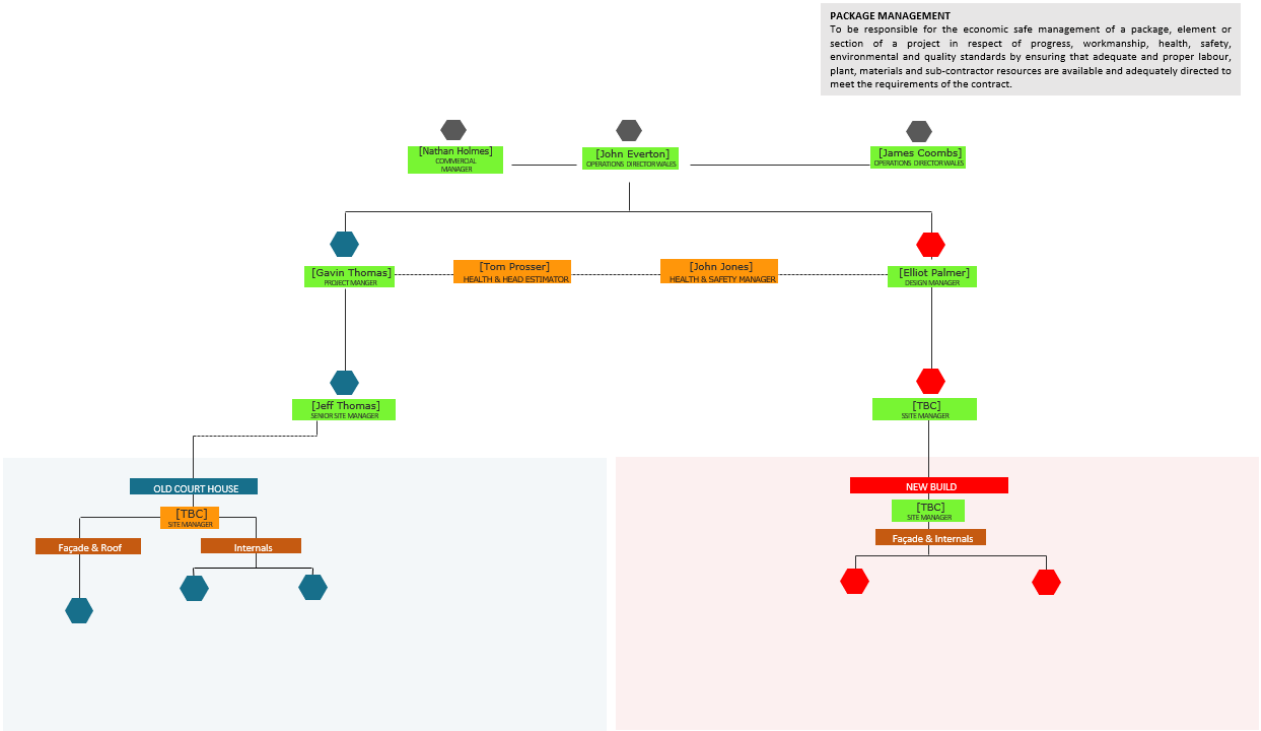
Updates stored on Copperstone IT Sever and within H&S site Folder 5.

Copperstone will use contract lifts until the main scheme of works start.

APPENDIX 6

Updates stored on Copperstone IT Sever and within H&S site Folder 1.

PROJECT ORGANISATION CHART



APPENDIX 7

SHE TRAINING MATRIX - Updates stored on Copperstone IT Sever.

APPENDIX 8

OUTLINE CONSTRUCTION PROGRAMME - Updates stored on Copperstone IT Sever.

APPENDIX 9

SITE INSTALLATION PLAN - Updates stored on Copperstone IT Sever and within H&S site Folder 1.

APPENDIX 10

WELFARE LAYOUT - Updates stored on Copperstone IT Sever and within H&S site Folder

APPENDIX 11

TRAFFIC MANAGEMENT PLAN - Updates stored on Copperstone IT Sever and within H&S site Folder 1.

RISK ASSESSMENT and MINIMUM PERFORMANCE STANDARD

Activity:	*TRAFFIC MANAGEMENT PLAN*	**RAMPS 046**

Hazard	Risk	Consequence
1. Site operatives hit by road traffic. 2. Pedestrians entering site. 3. Disabled pedestrians. 4. Road traffic colliding with site works. 5. Road traffic colliding into each other. 6. Works causing traffic congestion.	Injury to persons, damage to property, vehicles/plant and lost time on site. Injury and damage by traffic. Injury and damage by traffic escaping congested area.	Minor, severe or fatal accident to site personnel and general public. Lost time, prosecution and insurance claims. Damage to works and property

HOW TO CONTROL THE HAZARD

Section 1 MANAGERIAL/SUPERVISORY PLANNING

- ❑ Appoint person as traffic management co-ordinator [Andy Gateman – 07583037960]
- ❑ Prepare traffic management plan showing layout and location of signing/lighting/barriers. [Reviewed weekly]
- ❑ Review particular contract conditions/specification and include in traffic management plan. [offloading]
- ❑ Ensure traffic management plan signing complies to Chapter 8 of the Traffic Signs Manual. [N/A to WGH]
- ❑ Check traffic management plan against physical hazards at proposed site. [Reviewed weekly]
- ❑ Include lighting requirements on traffic management plan. [Reviewed weekly]
- ❑ Make notifications to appropriate authority for closures. [Reviewed weekly]
- ❑ Maintain records of appropriate authority and police communications. [Reviewed Quarterly]
- ❑ Have programme in place for checking daily and cleaning traffic signs etc. [forms part of Gateman's duties]
- ❑ Have system to record daily checks and cleaning. [forms part of Logistics Teams duties]
- ❑ Make notifications to local residents and businesses. [Reviewed weekly GT with Sam Paige of Cardiff Council]
- ❑ Ensure accesses to properties are maintained and safe. [forms part of Gateman's duties]
- ❑ Have emergency procedure in place and call-out system. [forms part of Gateman's & Logistics Teams duties via wireless Fire alarm & 1st aid station alarm]
- ❑ Have extra protection system in place around excavations to stop vehicles. [Reviewed daily]

Section 2 TRAINING AND COMPETENCE REQUIREMENTS

- ❑ Evidence of competency to be available and CSCS/CTA where applicable
- ❑ Staff supervising and carry out traffic management installation and removal are trained.
- ❑ Training is specific to type of works, NRSWA or highways construction/maintenance.
- ❑ Traffic management co-ordinator to brief supervisor of work.

Section 3 OPERATIONAL CONTROL

- ❑ Signs are correct size for speed limit.
- ❑ Signs are placed at correct positions as traffic management plan.
- ❑ Cones are in good condition & reflective strips in place.
- ❑ Power supply for lighting is appropriate for long night-time periods (fuel and noise).[installed on Tower Crane]
- ❑ Signs are inspected.
- ❑ Signs are cleaned.
- ❑ Signs/lights/barriers are secure from being overturned by passing traffic or wind.
- ❑ Supports for signs/lights/barriers are not dangerous if hit by traffic.

❑

APPENDIX 12

Updates stored on Copperstone IT Sever and within H&S site Folder 1.

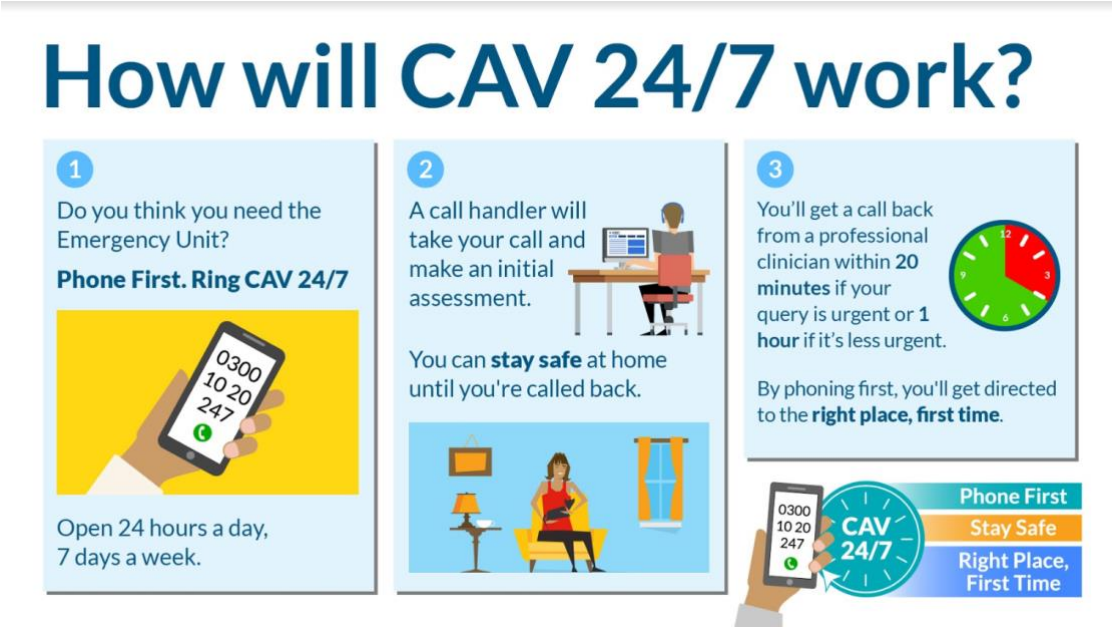
FIRE MANAGEMENT PLAN

APPENDIX 13

Updates stored on Copperstone IT Sever and within H&S site Folder 1.

CRISIS MANAGEMENT PLAN

Due to COVID 19 pandemic you now have to ring A&E via 0300 10 20 247 to record that you are on the way to A&E if you have an emergency that does not require an Ambulance.



APPENDIX 14

Updates stored on Copperstone IT Sever and within H&S site Folder 2.

PROJECT INDUCTION PLAN

APPENDIX 15

Updates stored on Copperstone IT Sever and within H&S site Folder 1.

SITE RULES

- A yellow/red disciplinary code of practice will be enforced on all Copperstone
- As a minimum, PPE on all projects shall be head protection, eye protection, safety footwear, hi viz clothing and gloves. Other PPE/RPE will be as hazards dictate. Sikhs will be exempt from the wearing of head protection.
- On all projects 5@11 will be employed.

- No persons under the age of 18 will be permitted to work at any workplace unless specifically risk assessed and supervised at all times. This shall also include the prohibited use of tools and equipment without supervision.
- No drugs and alcohol, other than those prescribed, are to be consumed during work hours. Copperstone withhold the right for random substance testing at any workplace without notice.
- Ensure visitors to workplaces are accompanied at all times and they undertake a visitor's induction.
- No smoking is permitted at any time in the workplace unless in designated areas.
- All persons involved with mechanical lifting will be suitably qualified to the latest CPCS guidelines.
- At no time are shorts and bare torsos allowed at Copperstone workplaces.
- CSCS certification is required for all direct workers and sub-contractors.
- All Site Management/Supervision will as a minimum have up to date SSSTS or SMSTS qualifications, including sub contractors.
- No task will commence without a task specific risk assessment and method statement as required. Setting to Works will also be required.
- You must have the appropriate training certification with you to prove that you are competent
- If your task changes, and requires a change to the approved planned method of work, you must stop and report to your supervisor
- Permits to work will be operated on this project 'as a minimum' for hot works, excavation (penetrating the ground) and confined spaces and on electrical systems.
- 110v tools on construction projects unless risk assessed and authorised by the Project Health & Safety Manager/Advisor.
- All non-English speaking workers will be represented by a resident English speaking Supervisor at all times.
- Sub contract Supervisors will be subject to a separate site induction and they will be designated by the wearing of Black Hard Hats once the induction has been passed.
- All hot works will be under the control of a hot works permit, you must provide your own extinguisher for all hot works,
- Temporary coverings to meet the Loss Prevention Standards.
- Waste must be cleared as you create it, ensuring you leave a clean tidy area at the end of the day.
- Electrical cable management will be employed on every project to ensure we minimise as much as possible trip, slip hazards in this area.
- Chemicals, including fuels must be stored in bunded and double skinned containers, with spill kits in close proximity. Containers must be stored on a designated, protected/waterproof area.
- Turn off plant and vehicles when not in use and avoid unnecessary revving.
- Under NO circumstances will there be any burning of waste or materials on site.
- Do NOT discharge water on site without a consent/licence from the relevant authority.
- No ladders on our projects unless specifically risk assessed and working under a permit to work issued by Copperstone Project Management.

- All equipment used for working at height will be inspected as statutory requirements/procedure. Inspections will be recorded on register and the equipment tagged with suitable ladder and scafftags.
- All leading edges to have edge protection and measures to prevent objects falling
- Unauthorised access to unguarded areas is to be signed and prevented by use of physical barriers.
- All holes are to be suitably signed, guarded or covered at all times – NEVER unprotected.
- All traffic movements, in particular reversing will be under the control of a Banksman.
- The site speed limit is to be observed at all times.
- Materials will be offloaded at the designated area, and only moved by a competent plant operator.
- People are to be provided with a signed, maintained safe route of access, this must be segregated from site traffic and other work activities.
- All incidents are to be reported to your supervisor and Copperstone immediately.
- All incidents will be investigated and lessons learned to prevent a reoccurrence
- Updated Site Safety Information Centre Board to be observed
- All employees are authorised to stop any works where there is a health & safety risk.
- Report all uncontrolled hazards or unsafe behaviours and stop any unsafe act or situation

APPENDIX 16

STATS Plans - Updates stored on Copperstone IT Sever and within H&S site Folder 9.

APPENDIX 17

Signing in Arrangements - - Updates stored on Copperstone IT Sever

APPENDIX 18

Method Statement & Risk Assessment Registers - Updates stored on Copperstone IT Sever and within H&S site Folder 2.

APPENDIX 19

Metering, monitoring and targeting strategy - Updates stored on Copperstone IT Sever, within H&S site Folder 1 and the CEMP.

APPENDIX 20

Temporary Works register - Updates stored on Copperstone IT Sever and within H&S site Folder 4.

Temporary Works – Contacts

Class 1 – RVW consultants – Barney Proctor – Temp Work Designer – 07870434100 - Barney Procter Barney.Procter@rvwconsulting.co.uk

Class 2 - RVW consultants – Temp Work Designer – Simon Walrond - Simon Walrond Simon.Walrond@rvwconsulting.co.uk

Class 3 – Bingham Hall Partnership – David Hopkins – Temp Work Designer – David Hopkins dth@bhpl.co.uk

Temporary Works Co-ordinator's – Joseff Williams - Copperstone

APPENDIX 21

Construction Energy and Management plan – CEMP - Updates stored on Copperstone IT Sever and within H&S site Folder 1.

APPENDIX 22

Working at height Standard - Updates stored on Copperstone IT Sever and within H&S site Folder 6.

APPENDIX 23

Excavations and Earthworks Standard - Updates stored on Copperstone IT Sever and within H&S site Folder 8.

APPENDIX 24

COSHH & Material Storage Standard & Project Delivery Plan - Updates stored on Copperstone IT Sever and within H&S site Folder 3.