



JIM DAVIES CIVIL ENGINEERING
CONSTRUCTION PHASE PLAN

Site Name & Address	Pwll Du Mountain, Blaenavon
Issue No.	001
Preparation Date:	20/09/2018
Construction Phase Start Date:	Thursday 27th September 2018

This Construction Phase Health & Safety Plan has been compiled in accordance with Regulation 23 of The Construction (Design & Management) Regulations 2015, using the topic headings detailed in Appendix 3 of the Regulations (L153 Guidance).

Company Proprietary Information

The electronic version of this document is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision.

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Approvals

The signatures below certify that this management system manual has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Martin Parry		Contracts Manager	20.09.18
Reviewed by				
Approved by				

Amendment Record

This management system manual is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date

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1. Description of Project

1.1 Project Description

The work involves forming a concrete plug to an illegal cave entry that has been opened up immediately adjacent to an old tramway that is used by the general public.

The work will involve the placing of steel bars to support a plywood soffit that will receive concrete mixed on site to form a plug. Reinstatement with topsoil either from a location agreed on site or with imported topsoil.

The tramway will require a temporary closure during the work which will last no longer than 2 weeks.

1.2 Programmed Details

1.2.1 The construction project is programmed to last 2 weeks.

1.3 Key Dates

Milestone	Date

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1.4 Key Duty Holders

Role	Company Name & Address	Contact Details	
Client	The Coal Authority	Name: Tel: E-Mail: Mobile	Andy Hoskins 01623 637385 07803 833249
Principal Designer	Andy Hoskins	Name: Tel: E-Mail: Mobile	Andy Hoskins 01623 637385 07803 833249
Principal Contractor	Jim Davies Civil engineering	Name: Tel: E-Mail: Mobile	Martin Parry 07795 443059 Martin@jdcivils.co.uk
Contractor	N/A	Name: Tel: E-Mail: Mobile	N/A

1.5 Existing Records & Plans

Records	Date Received	Provided by
Drawings	N/A	
Fire Risk Assessment, if applicable	N/A	
Site Investigation Reports, if applicable	N/A	
Existing services information, if applicable		

2. Management of the Work

2.1 Management Structure and Responsibilities

Company	Activity	Name	Role	Phone
Jim Davies civil engineering	Construction	Dean Davies	Director	07771743451
Jim Davies civil engineering	Construction	Martin Parry	Contract Manager	07795443059
Jim Davies civil engineering	Construction	Michael Powell	Site Foreman	07925245781

The Contracts Manager will be responsible that all works carried out by JD Civils are carried out safely according to this safety plan, relevant Health & Safety legislation, the company health and safety policy and other accepted safe systems of work.

2.2 Health and Safety Goals

This project will be managed and controlled in such a way as to minimise risks to employees and contractors and members of the public and any other person who may be affected by our acts or omissions. We will also take all reasonable measures to minimise the effects our activities (and those of our contractors) will have on the environment.

- Zero accidents
- Zero complaints from neighbours
- Zero Enforcement Notices
- 100% reporting of “near misses” to ensure lessons are learned and the likelihood of accidents reduced.
- Risks, where possible, to be eliminated by design or where there is not possible controlled using the safe system of work and best practise.
- Recording of near misses and site incidents to be carried out by any persons working on site and visitors.

2.3 Monitoring and Review

On-site activities will be monitored on a continuous basis by our Site Foreman. The Contracts Manager will record weekly safety checks and bi-weekly safety inspections. Particular attention will be paid to the changes

that occur as the project progresses and the measures necessary to ensure that health and safety is properly managed.

2.4 On-Site Liaison

If there is a requirement for contractors on site, the senior supervisor for each contractor will be nominated as the Liaison Officer for that contractor. The Contract Manager will act as the liaison between project organisations and personnel, and the client.

2.5 Consultation with the Workforce

The workforce will be encouraged to consult with site management at every opportunity (i.e. during inductions, briefings, toolbox talks and other site meetings). An 'open door' policy is in place. All site operatives are able (and encouraged) to approach site management with their queries and observations

2.9 Arrangements for Exchange of Health & Safety Information

The principal contractor (JD Civils) is responsible for ensuring that health and safety information is provided to all personnel on site. The Contract Manager will be responsible for coordinating the exchange of information.

2.10 Site Security

All machinery and materials other than sand and chippings will be locked away in the steel container during non-working hours and when not in use.

Any work area will be fenced off outside working hours ensure the safety of others.

2.11 Site Inductions

All site personnel will receive site inductions from the Contract Manager on the morning of their first day on site and before being permitted to commence work on site. The content of the site inductions will be as detailed on the induction form, but specific to this particular site. Site visitors will have to sign in.

2.12 On-Site Training

In addition to site inductions, we will provide personnel with on-site training. This will take the form of toolbox talks, method statement and risk assessment briefings, and any other training that may be necessary to ensure that they can carry out their tasks safely.

2.13 Welfare & Hygiene

We will provide suitable and sufficient welfare facilities, all of which will comply with the requirements of CDM 2015.

Welfare facilities will be located on site.

Operatives will be instructed to use the facilities in an appropriate manner and to assist in keeping them clean and tidy. Welfare, hygiene and first aid arrangements will be communicated to all personnel during site inductions.

2.14 Accident Reporting and Investigation (RIDDOR)

All injuries, diseases and dangerous occurrences must be reported immediately to the Contract Manager (or nominee). The Contract Manager will then be responsible for the reporting of these occurrences to the office within 2 hours.

The Contract Manager (or nominee) will record the relevant information relating to the injury, disease or dangerous occurrence on the RIDDOR Incident Report Form. The completed form will then be forwarded immediately to the HSE.

Where appropriate, the Site Foreman (or nominee) will also complete the Accident Book which is kept in the welfare facilities

Following an accident or dangerous occurrence a detailed investigation will be undertaken by the company health & safety officer and if appropriate corrective actions or modification to procedures will be implemented, revised training provided and procedures monitored for effectiveness.

The First Aiders for the site are: Michael Powell & Neil Hope

Emergency First Aider for the site is: Robert Griffiths

The site first aid post is located at: JD Civils welfare facility

2.15 Production & Approval of Safety Documentation

Risk assessments will be carried out for all activities. These will be provided to the Site Foreman before work starts on site. Once they have been checked, then work may proceed, subject to all identified control measures being in place. Where the risk assessment identifies the need for a written method statement to be prepared, this will also be handed to the Site Foreman in good time to allow it to be reviewed before site operations commence. All personnel identified as exposed to the identified risks will receive information and training, to allow them to carry out their work safely. Records of this will be kept by the employer (e.g. method statement and risk assessment sign-off sections). Where reference is made to existing procedures, arrangements and systems of work, they will be available on site for reference.

2.16 Site Rules

The site rules are displayed on the "Site Rules" poster in the site welfare facilities. These will be adhered to at all times. All personnel will also be informed of the site rules during their site induction training.

Anyone working on site MUST have attended a Project Specific Induction;

All accidents, incidents, near misses, unsafe practices or working conditions must be reported immediately

First aider details are posted on the Site Notice Board in the welfare facility.

Minimum PPE requirements, these are: Hard Hats, Safety Footwear, Hi-Vis Vest / Jacket.

Good housekeeping is essential on a safe site. Keep your own work area tidy, do not allow waste to accumulate, place all waste in suitable containers and where segregation is completed, use the correct bins;

Always use the designated safe route and walkways to access your workplace.

Mobile phones may ONLY be used when you are in a position of safety, they MUST NOT be used while operating any plant or any vehicle.

ONLY carry out tasks only for which you have been trained, instructed and authorised to do. If you are not competent to complete a task, do not attempt to complete it – you are not helping us out if you do! Do not carry out tasks that may be a risk to yours or others health and safety;

COSHH Assessments are readily available for all hazardous materials on site. Ensure that you have been briefed on and understand the relevant assessment prior to using any hazardous materials;

Manual handling should be avoided where possible with the use of mechanical aids. Where this is not possible, personnel should be trained in safe lifting techniques and should not lift beyond their capabilities;

Never attempt to operate mobile plant or lifting equipment unless you have a valid CPCS/NPORS Certificate and are prepared to operate it according to your training.

Never leave any plant or equipment in a condition where it could be a danger to others. Don't leave keys in plant or equipment when not operating or unattended;

Prior to use, all operated plant must have a recorded plant inspection completed to ensure the equipment is fit for use and operation. Never use any plant or equipment that is unsafe;

Never reverse without a Vehicle Marshall or Banksman, unless in a designated vehicle ONLY operating area. All mirrors, reversing cameras and aids must be adjusted to provide 360o vision and any defective equipment replaced;

Always approach plant from the driver's side. Do NOT walk around the back or down the blindside of a vehicle.

Re-fuelling must take place in designated areas, away from any watercourse or drain. If re-fuelling by hand use a funnel or container with a spout to prevent spillage. Use drip trays under non-operated plant;

Never interfere with anything that is provided for your or others safety e.g. fire extinguishers / guards on equipment;

All enclosed spaces including offices, welfare facilities and vehicles including plant are designated 'No Smoking';

Failure to comply with the above will result in you / your company being notified and you being prohibited from returning to site.

2.18 Fire and Emergency Procedure

The Emergency Procedures Poster that includes key contact telephone numbers will be displayed on the notice board and in the site file. Fire Action Notices will be displayed at locations on the site as determined by the fire risk assessment.

Nearest Hospital / A&E

Neville Hall Hospital

Brecon Road

Abergavenny NP7 7EG

Tel: 01873 732732

Action in event of a fire:

In the event of a fire the Site supervisor will follow the following procedure:

- Ensure that all personnel have evacuated the site and made their way to the designated Assembly Point and carry out a roll-call.
- Establish the precise location and extent of the fire
- If necessary, call the Fire and Rescue Service, giving the following information as appropriate:
 - Full address of site – Tramway leading off the B4246 approximately 4m south of Govilon towards Blaenavon.
 - Extent of fire
 - if any persons are not accounted for
 - Presence and location of hazardous, flammable or explosive substances
- The person who telephones the emergency services will remain on the line until the operator specifically instructs that all necessary information has been received and understood
- Contact head office

3. Controlling Significant Site Safety Risks

3.1 Delivery and Removal of Materials and Work Equipment

Deliveries of materials and plant for use on site will be controlled according to the nature of items to be delivered, the type of delivery vehicle and the restricted access to the site. A banksman will be used at all times where loading or unloading of vehicles takes place in areas near public footpaths.

3.2 Waste Management

Materials will be removed from site as and when required. During induction, personnel will be reminded of the need to dispose of waste safely and in an environmentally aware manner. Waste will be collected and placed into suitable receptacles within the welfare facilities. The Site Manager will ensure regular collections of waste materials.

3.3 General Arrangements for Dealing with Services

We will ensure that at the commencement of the construction phase, all information has been gathered about existing services. Services **must not** be presumed to be isolated. The following control measures will be adopted: -

- Obtain information from the principle designer
- Consult any available drawings to obtain information as to the approximate location of services and the feasibility of disconnecting them.
- Use cable detection tools to obtain accurate information (CAT scanning)
- Mark service locations.
- Isolate where practicable.

Important - All services will be considered to be live unless written confirmation to the contrary is available.

3.4 Accommodating Adjacent Land Use

The tramway will be temporarily closed during the work.

Access will remain for pedestrians to the information boards and to walk around the area of the site surrounding the information boards and to the disused farm house building below the site. If any landowners have vehicular right of way to any of the adjacent land then we will ensure that access is not restricted.

Agreed Working hours:

Monday – Friday 7.30am – 4.00pm

3.5 Use and Maintenance of Plant and Equipment

No person will be permitted to operate any plant or machinery unless trained and authorised to do so. Where appropriate, the Site Foreman will require proof of training. All plant and operator certs will be kept in the site file. Plant and machinery will be carefully selected so as to be safe and suitable for its intended purpose. The Site Foreman will request copies of current thorough inspection certificates for hired-in plant from either contractors or hire companies. Plant and equipment is subject to company and statutory maintenance, inspection and test requirements.

3.6 Traffic Management & Segregation of Vehicles and Pedestrians

There is only one point of vehicular access into and out of the site.

Signs will be erected which warn all non-construction personnel of the works in progress. The signage will make clear that there is no access along the tramway to unauthorised personnel.

3.7 COSHH & Storage of Materials

All materials will be stored in an orderly manner and will not obstruct any pedestrian routes or rights of way.

COSHH Assessments for substances commonly used in construction will be available on site. These will be detailed in our COSHH schedule which will be available at the site office

Where required additional COSHH assessments will be compiled using information provided by the Manufacturer. Subcontractors will be required to provide their own COSHH assessments to the site manager

3.8 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE)

Everyone must wear the appropriate Personal Protective Equipment (PPE) at all times.

Jim Davies Civil Engineering will provide appropriate protective clothing and equipment to its employees. If utilised on site, Subcontractors will be responsible for providing appropriate PPE to their own employees.

In the event of a failure by a subcontractor to provide or use the necessary protective clothing or equipment, the subcontractor's work activity will be stopped until corrective action is taken or the necessary items are supplied. If doing so, the items supplied must be appropriate and suitable for the risks identified. In either case the cost is to be borne by the subcontractor. The issue of all PPE will be recorded on PPE Issue Register

3.9 Fire Safety

Where necessary we will prepare a fire risk assessment of the construction work and implement fire safety policies, procedures and records to demonstrate compliance with our duties under the Construction (Design and Management) Regulations 2015 and the Regulatory Reform (Fire Safety) Order 2005. The significant findings of the construction fire risk assessment will be made known to the Client and sub-contractors.

No Hot Works will be permitted on site, unless a specific risk assessment has been carried out

3.9 Demolition

N/A

3.10 Falls from height and sudden ground collapse

Work is being carried out directly over an open cave system. An exclusion zone will be erected with Orange Netlon fencing around the working area. Operatives will not be permitted to enter in to the exclusion zone without wearing a safety harness and fall arrestor that is secured to a suitable anchor point.

During the work the rockface immediately adjacent to the working area will be carefully monitored to ensure that there are no loose rocks that have the potential to fall onto site personnel.

3.12 Mine Gases

N/A

3.13 Other Significant Safety Risks

Where these are identified as the project progresses, risk assessments will be carried out to determine all necessary control measures.

4. Controlling Significant Site Health Risks

4.1 Manual Handling

Wherever reasonably practicable, manual handling will be avoided and mechanical methods used. Any remaining manual handling operations will be assessed by the Site Manager. Full procedures for assessing manual handling tasks and ensuring safety during manual handling operations are contained within company safety documentation. These will be adhered to at all times by the employees and sub-contractors.

As, where reasonably practicable, mechanical devices will be used for handling heavy loads, the Site Manager will ensure that sufficient mechanical equipment is available at all times (e.g. trolleys, wheel barrows, etc.), with particular consideration of movement of materials from delivery to point of use.

4.2 Use of Hazardous Substances and Arrangements for Health Surveillance

Where possible, the use of hazardous materials will be avoided. A COSHH risk assessment and COSHH assessments will be made available on site and these contains arrangements for minimising the use and controlling exposure to hazardous substances. There are no activities being undertaken which require health monitoring.

Concrete will be used on site to form the slab over the culvert. A COSHH assessment will be carried out and communicated to the operatives in the site induction.

4.3 Noise & Vibration

Noise will be controlled by using modern machinery, maintained in good condition and where practicable fitted with sound deadening devices. Personal protective equipment will also be used where necessary.

The works will be planned to avoid the risk of exposure of operatives to levels of vibration above the daily exposure limit or action values (ELV or EAV), a separate and specific assessment will be carried out. Work activities which could result in site operatives' high levels of vibration include use of power tools. Persons will not be exposed to levels of vibration above the daily maximum recommended level. Work methods will be planned and equipment selected to minimise risks associated with hand and whole-body vibration. The Contract Manager will monitor all work involving exposure to noise and vibration and, where necessary seek assistance and guidance from the H&S officer.

4.4 Asbestos Containing Materials (ACMs)

If any suspected Asbestos containing materials, work will cease immediately and the Client contacted.

Asbestos containing materials will then either be removed by a specialist contractor before any employee is permitted to resume work in the affected area, or where permissible, suitably trained employees will remove the substance strictly in accordance with measures laid down in the Control of Asbestos Regulations 2012.

The Site Foreman will ensure proof of competence, risk assessments and plan of work prior to commencing. All site personnel will have received an appropriate level of asbestos training.

4.5 Leptospirosis

There is no standing water present in or around the working area. Good hygiene must be maintained at all times as there is livestock roaming around the hillside and there may be a possibility of rodent's present.

4.6 Other Significant Health Risks

We are not aware of any significant health risks (other than those usually connected with construction work) which may be encountered during this project.

5. The Health and Safety File

- The Project Team will arrange provision of information for the health and Safety File [H&S File] by:
- Discussing and agreeing the content of the H&S File with the Principal Designer at an early stage so that the required information and records are identified;
- Informing all subcontractors and suppliers of the information and records required;
- Obtaining and compiling the required information;
- Issuing the information to the Principal Designer at the agreed time;

When putting together the health and safety file, consideration should be given with regards to including information about each of the following where they are relevant to the health and safety of any future construction work. The level of detail should allow the likely risks to be identified and addressed by those carrying out the work:

- A brief description of the work carried out;
- Any residual hazards which remain and how they have been dealt with [for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc];
- Key structural principles [for example, bracing, sources of substantial stored energy - including pre- or post-tensioned members] and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- Hazardous materials used [for example lead paint; pesticides; special coatings which should not be burnt off etc];
- Information regarding the removal or dismantling of installed plant and equipment [for example any special arrangements for lifting, order or other special instructions for dismantling etc];
- Health and safety information about equipment provided for cleaning or maintaining the structure;
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- Information and as-built drawings of the structure, its plant and equipment [for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc];
- The above should not be considered as exhaustive. Information is to be supplied where there are health and safety implications for future alterations, maintenance, decommissioning and demolition.

6. ADDITIONAL SAFETY DOCUMENTATION:

The Site Foreman will ensure that the following documentation (if appropriate) is available on site.

- A. Site Inductions
- B. Site Rules
- C. Risk Assessment and Method Statements.
Job Specific Risk Assessments and Method Statements
- D. Traffic Management Plan & Site Constraints Drawings
- E. Safety Inspection Reports
- F. Records of Statutory Inspections
(Excavation/Lifting & Plant/Other)
- G. Blank / Completed Toolbox Talks
- H. Training Certificates / Plant Operators Licences
- I. Accident & Incident Report Form
- J. Insurances
- K. Construction Phase Health & Safety Plan.
- L. Client Information