

WDP 5B - Works Health and Safety

1.0 Part 1: Health and Safety Plan

During the Works Period, the Contractor shall have overall responsibility for the management of health and safety at the Site. All Personnel will be accountable to the Contractor for health and safety under their contracts of employment. The Contractor shall require all Personnel to take responsibility for their own health and safety and to act in accordance with all relevant Legislation and Guidance and Contractor commitments and procedures. The day to day management of health and safety will be delegated to the Construction Sub-Contractor, who will put in place a fully documented safety management system on the Planned Works Commencement Date.

1.1 Legislative compliance

The Contractor will ensure that, as a minimum, the Construction Sub-Contractor meets all necessary Legislation and Guidance and other relevant standards. The Construction Sub-Contractor will be required to promote a zero harm culture and the Construction Sub-Contractor's Personnel, workforce, supply chain and partners will also be expected to promote a zero harm culture.

In accordance with paragraph 6.5.3 of Schedule 2 (Output Specification) of the Contract, the Contractor will ensure that the Construction Sub-Contractor puts into effect a Health and Safety Plan in accordance with the CDM Regulations. This will be included as part of the project management plan ("PMP") which will meet the requirements of paragraphs 6.5.3, 6.5.4, 6.5.5, 6.5.6, 17.4 and 17.6 of Schedule 2 (Output Specification) of the Contract.

1.2 Compliance with BS-OHSAS 18001

The Contractor will ensure that the health and safety management system forms part of the Integrated Management System for the Works Period (the Works Period IMS) and is in accordance with OHSAS 18001 for occupational health and safety, BS EN ISO 14001 for environmental management standards and BS EN 9001 for quality management standards. The Construction Sub-Contractor, on behalf of the Contractor, will ensure that this system will be in place at the Planned Works Commencement Date and that certification of this management system is achieved from a UKAS accredited body (or equivalent) in accordance with the scope of operations no later than three (3) months following the Planned Works Commencement Date.

The Health and Safety Plan shall include but shall not be limited to:

- **a transport plan for the Works Period.** This transport plan will be incorporated into all Construction Sub-Contractor contracts to ensure that it is implemented throughout the Works. The following list is an initial list of the types of measures that will be undertaken. A definitive list of measures to manage all transport health and safety issues during the Works Period will be developed using the risk assessments described in section 1.9 below:
 - 15mph speed limits will be enforced throughout the Site by way of reinforcement signage, road markings and matrix speed warning signs;
 - temporary construction internal Site roads will be installed;

- road sweeping (please refer to section 1.11 (Clean-up notices) of WDP 3 (Works) for further detail);
- routing of construction traffic - construction traffic will be confined to main highway routes and away from residential areas and the rural road network. This will be achieved by utilising Junction 12 of the M5 motorway, and not congesting the local existing road network to access the Site. All traffic will therefore approach the Site from the M5 and the A38, using a short stretch of the B4008 to afford access to the Site entrance. Signage will be erected to direct traffic along this route. Additional signage will be erected at the side roads to show "No Construction Traffic". All relevant procedures, for example, those in the Traffic Signs Regulations 2002, will be followed in developing this signage; and
- hours of use - at all times, construction vehicles will access and egress the Site using the designated route as instructed. Vehicles will be brought off the shared external Access Road and public highway and into the Site to avoid nuisance and congestion from stacking vehicles waiting to enter the Site. No vehicles will be allowed to queue on the shared external Access Road or the public highway. No deliveries will be accepted outside of the agreed times except where specifically agreed with the Contractor (please refer to section 1.9 of WDP3 (Works)); and
- **measures to protect Personnel and the local community against harm due to construction and demolition works.** The following list is an indicative list of the type of measures that will be undertaken. The final measures to successfully manage all health and safety issues will be dictated by the result of the risk assessment described in section 1.9 (below) of this document:
 - security related measures - please refer to section 1.5 of WDP3 (Works) for further details;
 - fire related measures - please refer to section 3.1 below;
 - lighting related measures - the Contractor will ensure that the Construction Sub-Contractor puts in place all the measures identified during the Works' risk assessment to ensure that lighting is adequate for the safety of manoeuvring vehicles and Personnel to avoid accidents; and
 - noise - the Contractor will ensure that noise nuisance to Personnel and the local community is minimised (paragraph 9.1 of Schedule 2 (Output Specification) of the Contract). Noise risk will be evaluated as part of the Works risk assessments. The measures put in place regarding noise protection will be obtained from the results of that risk assessment. The Contractor will ensure that the Construction Sub-Contractor will periodically measure the noise levels to which Personnel and the local community are exposed in order to ensure that these levels comply with current applicable Legislation and Guidance, and covenants in the 2009 Transfer.

The Contractor will ensure that the Construction Sub-Contractor will maintain a register of relevant health and safety Legislation and to keep this under review, incorporating any changes in Legislation and Guidance.

To ensure that this approach is fully implemented, the Contractor will ensure that the Construction Sub-Contractor will:

- appoint a director with specific responsibility for health and safety;
- appoint competent, qualified health and safety Personnel to advise and assist managers in discharging their health and safety responsibilities;
- ensure that managers, supervisors and Personnel are competent to carry out their duties safely and are provided with appropriate information, instruction and training; and
- make all Personnel aware of their health and safety rights and responsibilities through company and project inductions and on-going briefings.

To ensure that health and safety processes are systematically and regularly monitored and reviewed and reported at all levels, the Contractor will ensure that the Construction Sub-Contractor will:

- implement formal audit and reporting procedures;
- produce an annual safety action plan identifying objectives and priorities; and
- monitor progress against these requirements.

1.3 Health and safety policy

Prior to commencement of the Works Period, the Contractor will ensure that the Construction Sub-Contractor will produce and include in the PMP a specific site health and safety policy confirming the Construction Sub-Contractor's policies and procedures.

The PMP will be based upon the requirements of the CDM Regulations, which defines the Site organisation for dealing with health and safety, allocates responsibilities and defines the Site rules to be followed during the Works Period.

As an extension to the PMP, a site safety organisation and emergency arrangements chart will be completed and displayed at appropriate locations. This will be used to identify duty holders and other Personnel authorised to perform specific tasks.

The health and safety policy will be delivered taking into account, but will not be limited to, the areas set out in sections 1.3.1 to 1.3.10 below.

1.3.1 Responsibilities for health and safety management

This will detail who holds the responsibility for each aspect of health and safety management at the Facility.

1.3.2 Health and safety management system

This will detail the procedures to be put in place for regular and appropriate communication to all Personnel on matters of risk prevention and quality.

1.3.3 Arrangements for audits and inspections

This will include, as a minimum:

- the frequency and methodology related to the inspections of the Works and the Site;
- the frequency and associated procedures related to the health and safety audits that shall be undertaken independently of any routine inspection programme; and
- the frequency and associated procedures related to the external audits required to maintain an accredited system.

1.3.4 Health and safety resources

This will identify, as a minimum:

- Personnel responsible for health and safety in the Construction Sub-Contractor's management structure;
- Personnel responsible for health and safety at the Facility;
- the personal protective equipment (or PPE) resources to be provided to Personnel;
- the health and safety qualifications Personnel will be expected and/or encouraged to have; and
- how many qualified first aiders will be at the Site.

1.3.5 Personnel health and safety training

Prior to any person commencing work on Site, they will receive a Site induction. The Contractor will ensure that the Construction Sub-Contractor will ensure training for all Personnel and will maintain a record of such training on Site.

A comprehensive health and safety training policy will be compiled for all Personnel on the Project, in accordance with paragraphs 2.2.14 and 4.2.2 of Schedule 2 (Output Specification) of the Contract. This training regime will ensure that all Personnel on Site are suitably trained for the role and responsibilities allocated, and that the Project is run in accordance with all health and safety obligations under relevant regulations and Approved Codes of Practice (ACoPs). This includes both pre-construction design works, by dialoguing with suitable consultants and advisors, and during construction, where the Contractor's procedures will ensure that Personnel competency levels are maintained during the Contract Period.

All Personnel in roles covered by approved competency schemes will be trained to the appropriate standard and hold the current competency card, for instance the Construction Plant Competence Scheme (CPCS), the Construction Industry Scaffolders Record Scheme (CISRS) and the Construction Skills Certification Scheme (CSCS).

On a regular basis, the Contractor will ensure that the Construction Sub-Contractor will conduct a series of health and safety training sessions for all Personnel. These may involve films, slides and lectures and will be applicable to the Site activity. The sessions will be hosted on-Site. A record will be maintained of all such training.

1.3.6 First aid

The Contractor will ensure that the Construction Sub-Contractor will provide first aid arrangements in accordance with the Health and Safety (First Aid) Regulations 1981. An assessment will be carried out on the Site prior to mobilisation to ensure that adequate provision of competent first aid persons and sufficient first aid facilities are available.

The Contractor will ensure that the first aid information, the nominated first aid persons and the location of first aid facilities are referenced on the location safety notice board and Personnel briefed at induction.

The Contractor will ensure that the Construction Sub-Contractor's workplace on Site will be subject to a first aid assessment.

The number of qualified first aiders at the workplace location, the provision of first aid boxes and the signage indicating their location will be determined using the results of the first aid assessment.

1.3.7 Incident reporting

All incident reporting procedures will conform to RIDDOR.

1.3.8 Accident reporting

This will detail the system to be followed when handling and investigating work-related accidents with or without lost time and near misses (in which no harm has occurred or there has been no deterioration to Personnel's health).

1.3.9 Emergency notification procedures

Please refer to Part 2 (below).

1.3.10 Records and reporting procedures

This will include the arrangements for reporting on and reviewing health and safety records that will be identified in the Construction Sub-Contractor's health and safety management system.

1.4 Health and Safety Plan

The whole PMP (where the Health and Safety Plan is embedded) will be written by the project management team that will be responsible for the construction of the Project. The completed plan will be reviewed by the Construction Sub-Contractor before the Works start. The PMP will highlight specific risks at each stage of the Works Period and how such risks will be managed on Site. The PMP will be a live document which is reviewed by the Construction Sub-Contractor on a monthly basis and updated as the Works Period progresses.

The PMP will be available for review by the Authority at any time. It will incorporate the Health and Safety Plan and include key aspects of the Project including:

- risks and mitigations;
- environmental and sustainability plan;
- key team and stakeholder details;

- security, Site set-up and delivery strategy;
- logistics and sequencing; and
- the Construction Programme.

1.5 Audit and review of the health and safety management system

Internal audits and inspections will be conducted by the Construction Sub-Contractor to ensure that the health, safety, environmental and quality (HSEQ) policies and initiatives are appropriately deployed and where possible enhanced through progressive development and from lessons learnt.

External auditing will be conducted by recognised external bodies (UKAS accredited certification company, or equivalent) to maintain the appropriate ISO accreditation. These external audits will take place on a yearly basis for both the health and safety management system and for the full the Works Period IMS. In addition, the health and safety management system will be internally reviewed and audited on an annual basis as required by the Works Period IMS audit plan.

Internal auditors will be required to meet the requirements of section 7.0 of BS EN ISO 19011 (Guidelines for auditing management systems).

1.6 Records and reporting

The Construction Sub-Contractor will develop an on-line document system whereby appropriate employees of the Authority will be able to access directly any and all of the above documents. This will enable the Authority to assess the Contractor's performance in identifying and controlling risks. The Contractor will ensure that the Construction Sub-Contractor will put in place reporting and access arrangements that provide full reassurance to the Authority.

In addition, an open door policy will be operated and the Authority's Representative will have access upon request to the records, documents and any other items that may pertain to health and safety performance.

1.6.1 Accidents and RIDDOR

The following outlines the process for meeting the requirements of paragraphs 17.1 (a) and 17.2 of Schedule 2 (Output Specification) of the Contract:

- every accident and incident will be investigated and reported, if necessary, by the Construction Sub-Contractor. The level of investigation however will depend on the severity and/or potential for reoccurrence. Personnel will be encouraged to report all near misses;
- management safety representatives or supervisors will be nominated to carry out initial accident/incident investigations, complete accident/incident report forms and notify the safety department;
- reportable accidents, dangerous occurrences, or those with a serious potential to cause harm or injury will be investigated and reported by safety advisers and managers. The Contractor will be responsible for the notification of RIDDOR accidents to the HSE/EHO and the Authority; and

- reportable diseases will be investigated and reported by safety advisers and managers following confirmation of the disease by a Construction Sub-Contractor's medical adviser. The Contractor will be responsible for the notification of RIDDOR diseases to the HSE/EHO and the Authority.

1.7 Resourcing

1.7.1 Personnel training

The Contractor will ensure that all Personnel on Site are competent to carry out their job safely. The Contractor will ensure that the Construction Sub-Contractor will apply its policy linking general competence to the CSCS and affiliated schemes, plus specific competencies to defined job holders. It will be a condition for all Personnel working on the Project to hold CSCS (or equivalent) cards in accordance with paragraph 6.1.3 of Schedule 2 (Output Specification) of the Contract. Cards will be checked during the Site induction before new Personnel start working on Site.

1.7.2 First aid training

Training for appointed persons will be as follows:

- first aiders – will require at least a three (3) day training course with an examination assessment for certification; and
- appointed persons – will require appropriate training and certification.

Provision of first aid training will be conducted by a HSE approved training provider and shall be repeated within the defined time to retain competence.

First aid provision shall be periodically audited.

1.7.3 Sub-Contractors appointed by the Construction Sub-Contractor

The Contractor will ensure that the health and safety performance of Sub-Contractors appointed by the Construction Sub-Contractor are continuously monitored and recorded throughout the Contract Period. This review will encompass but will not be limited to:

- method statement/risk assessment production and compliance;
- PPE compliance;
- incident reporting;
- briefings attended; and
- ensuring a competent workforce.

Any deficiencies raised will be remedied to the satisfaction of the Contractor's Site management. All Sub-Contractors will comply with the conditions specified in the Contractor's health and safety management system.

1.7.4 Provision of Site rules and conditions

The Contractor will ensure that the Construction Sub-Contractor's Personnel will follow its health and safety policy and procedures. In addition, Personnel will be briefed on Site rules and it will be their responsibility to ensure that these are adhered to. Failure to follow Site rules will result in disciplinary action. All Personnel will be provided with

information on Site rules as part of their induction training and "Site rules" posters will be displayed throughout the Site.

1.8 Signage

The Contractor will ensure that the Construction Sub-Contractor will provide clear, visible and legible health and safety related signage at the Site in order to protect the health and safety of Personnel. This signage will be subject to modifications throughout the duration of the Works Period as required.

1.9 Hazard analysis and risk assessment

As part of the hazard analysis and risk assessment for the Works Period, part of the hazard and operability studies (HAZOP) will be undertaken during the Commissioning Period.

The development of the HAZOP will be the responsibility of the Contractor, who may assign the task to a qualified Sub-Contractor.

Hazard analyses and risk assessments will be completed and recorded on the Construction Sub-Contractor's risk assessment record, which will detail the significant findings of the hazards and risk to individuals, the control measures needed and identify any Personnel, individual or other groups especially at risk. Three different project management team members shall be involved with the analysis and assessment; an assessor, an engineer or supervisor (who is knowledgeable about the work activity) and a manager.

Risk assessments will be specifically applied to:

- all workplace operations;
- all premises;
- all machinery, work equipment and energy sources;
- all materials and substances;
- Sub-Contractors' work;
- work procedures;
- Legislation and its effects on the Works;
- product design and installation;
- environmental emissions and Waste disposal;
- levels of supervision determined by level of risk;
- Personnel working alone or flexible or shift hours;
- Personnel in safety critical posts;
- Personnel allocated to new work; and
- anyone not at work who may foreseeably be affected.

Where identified by hazard analysis and risk assessment, the Construction Sub-Contractor's standards and procedures will be produced or amended to control significant risks.

A detailed specific risk assessment shall be produced for any vulnerable Personnel and shall take into account:

- the fitting-out and layout of the workplace and the particular part of the Site where they work;
- the nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent;
- what types of work equipment will be used and how this will be handled; and
- how the work and processes involved will be organised.

Specific hazard analysis and risk assessments will be undertaken by project managers, project engineers and Site supervisors.

The Contractor will perform the risk assessment using a procedure as set out below (figure WDP 5B.1) or similar.

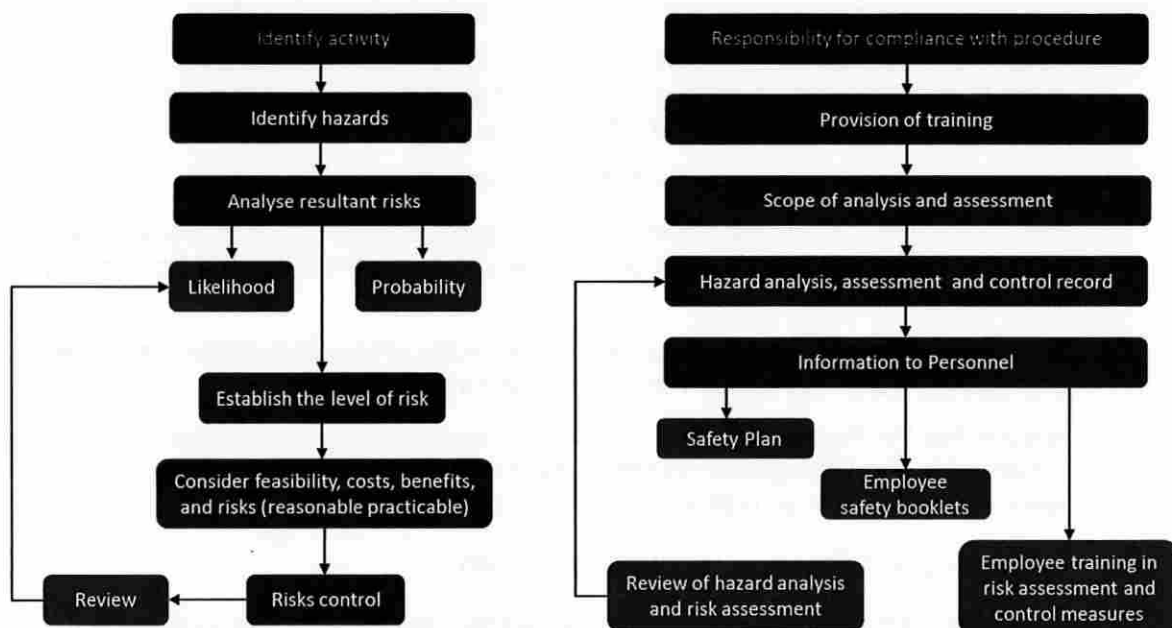


Figure WDP 5B.1 - Indicative approach to analysis and assessment

2.0 Part 2 - Emergency planning

2.1 Emergency procedure

The Emergency procedure will detail the events for managing an Emergency and will be subject to modifications prior to the Planned Works Commencement Date.

The purpose of the Emergency procedure will be to ensure that all Personnel on Site are aware of the action to be taken in the event of an Emergency, whether related to safety or environmental matters, and to minimise the effect of any such incident to the environment and the public.

2.2 Preparation

The Construction Sub-Contractor will take responsibility for the preparation of the Emergency procedure. It will then be approved as part of the PMP.

The preparation of the Emergency procedure will include the following steps:

- assess the emergency situations most likely to be encountered during the course of the Works Period by following the Site Emergencies assessment, response and notification matrix (see Table WDP5B.3 below);
- stipulate the actions to be taken for those events ticked on the matrix;
- identify the Personnel responsible for carrying out the actions in response to an Emergency, include their names on the Site safety organisation and Emergency arrangements chart;
- ensure all Personnel are made aware of their roles and responsibilities and are competent to undertake their roles and responsibilities; and
- ensure that the Personnel identified for carrying out actions in response to an Emergency, the Emergency response team and the deputy Emergency response team are aware of their duties in the event of an Emergency.

2.3 Monitoring and planning (control measures)

The principal control measures will be implemented through training, risk assessment, method statements and compliance with health and safety and environmental regulations.

Monitoring will be undertaken through the following measures:

- regular and ongoing inspection of the Site by Personnel;
- vigilance of all Site Personnel;
- Site security patrols and CCTV system; and
- fire detection systems and alarms.

All Personnel on Site will be briefed on the importance of maintaining vigilance for fire or Emergencies at all times. This will be reinforced through the induction training, method statement and risk assessment briefings and ongoing toolbox talks.

The Contractor will ensure that the Construction Sub-Contractor will undertake a regular review of health and safety Legislation and Guidance to update the system and ensure that these are appropriate to the Project and any potential Emergencies.

2.4 Operation of the procedure

The Site Emergencies assessment, response and notification matrix (Table WDP5B.3) will be provided to all the members of the Construction Sub-Contractor's Emergency response team and copies of the Site safety organisation and Emergency arrangements chart will be displayed in a location accessible to all Personnel on the Project.

The Emergency response team and their deputies shall be fully conversant with the potential Emergencies and the responses required should they occur. If greater detail is required to address specific local matters, this will be formalised.

2.5 Emergency procedure in the event of a dangerous occurrence or injury to persons

In the event of a dangerous occurrence or injury to persons the procedure shown below (table WDP 5B.1) (and displayed on Site) shall be followed.

Emergency procedure in the event of a dangerous occurrence or injury to persons

The following procedure is to be followed by senior management:

1. Contact the following:

Emergency services

Telephone the HSEQ Department on TBC (who will further report as necessary)

Telephone the safety adviser on: TBC

Notify the HSE as soon as possible by telephone 0845- 300 – 9923

- The area manager and the contracts manager
- The injured person's employer, if a Sub-Contractor

2. Post a person at the Site entrance to direct the emergency services to the accident.

3. Ensure the area is cleared of non-essential Personnel.

4. Seal off the area to prevent unauthorised access and the incident area from being disturbed.

5. Do not allow the removal of any plant, tools, or Equipment from the incident area.

6. Keep a record of the events and take photos of the incident area.

7. Ensure details of the injured person and injuries are kept and full details entered into the accident book.

8. Record where the injured person has been taken for treatment.

9. Take names and addresses of any witnesses.

11. On arrival at the Site, the management safety representatives or supervisors will take control of the investigation and implement Procedure HS/09/01 and report all findings to the HSEQ Dept.

12. Complete major incident response form HS/09/01 and send to the HSEQ Department and complete the reporting and notification procedures.

Display copy on noticeboards

Table WDP 5B.1 - Emergency procedure in the event of a dangerous occurrence or injury to persons

In the case of an Emergency, the contact details in Table WDP 5B.2 will be used.

Site safety organisation and emergency response chart			
Contract name	Gloucestershire Energy from Waste Facility	Number	TBC
Management duty holders	Holder	Deputy	Emergency response team
Asbestos co-ordinator	TBC	TBC	TBC
COSHH co-ordinator	TBC	TBC	
Confined spaces co-ordinator	TBC	TBC	
Environmental co-ordinator	TBC	TBC	
Electrical / Mechanical appointed person	TBC	TBC	
Fire safety co-ordinator	TBC	TBC	Deputy Emergency response team
Lifting appliances appointed person	TBC	TBC	
Management safety representative	TBC	TBC	
Manual handling co-ordinator	TBC	TBC	
MEWPS co-ordinator	TBC	TBC	TBC
Plant co-ordinator	TBC	TBC	
Temporary Works co-ordinator	TBC	TBC	
Traffic management co-ordinator	TBC	TBC	







Site safety organisation and emergency response chart			
Underground services co-ordinator	TBC	TBC	
First aider(s)	Safety adviser	Alternative safety contact	
TBC	TBC	TBC	
Key locations			
	First aid kit(s) Site office		COSHH register project office
	Fire fighting kit(s) See current fire plan		Evacuation signal claxon and or alarm bell
	Muster point See project management plan		Hospital
Registers/permit holders			
Scaffolding	TBC	Lifting appliances/plant	TBC
Excavations	TBC	Permit to dig	TBC
Electrical	TBC	Hot work permit	TBC
Confined space permit	TBC	CITB GE700	TBC
Plant certificates	TBC		
Key telephone numbers			
Emergencies services 999/112	Confidential reporting 0845 345 055	HSE local office 0845 345 055	Env. Health 01452 396 396
Gas 0800 111 999	Electricity 0800 328 1111	Highway traffic management and Street lighting 08000 514 514	Water 08007 834 444
Waste disposal contractor	Hazardous waste disposal	Environment Agency 08453 450 055	Spill clean up contractor

Table WDP 5B.2 - Site safety organisation and emergency response chart

2.6 Review

The Emergency procedure will be reviewed by the Contractor on each occasion that Site conditions change and not less frequently than monthly. Senior Personnel visiting the Site will also review the procedure at random intervals. All of the above reviews will be recorded in the review section of the PMP held by the Construction Sub-Contractor.

Emergency arrangements will be tested on a planned basis. The PMP will identify the nature and timing of Emergency arrangement tests and will cover the progressive changes of the Project during the Works Period and its implication on users of Adjoining Property and the public.

Following the occurrence of an Emergency, the effectiveness of the arrangements will be reviewed by the Project management team in conjunction with the health and safety and environmental department. The Site-specific and, where applicable, the company systems will be amended accordingly and dependent on the outcome of the review.

The procedure also falls within the scope of the regular inspections carried out by the Contractor's safety advisers. Any relevant comments will be noted in their reports and acted upon appropriately.

Finally, the procedure will be subject to audit. Audits will be carried out by an internal auditor, by third parties or by an external certification body. In every case, all relevant comments will be included in the auditor's report.

Planned Emergency tests will be identified at the start of the Project and records of completion and outcome will be kept by the Construction Sub-Contractor.

Site emergencies assessment, response and notification matrix

Emergency	Applicable to Contract	Assessed probability		Evacuate affected area	Isolate affected area	Access for Emergency Services	Re-route Public or Site Traffic	Deploy Spill Kits	Contact Waste Disposal Contractor	Safety Department	Contract Manager	Client's Representative	Emergency Services (999)	Local Authority	Utilities	Environmental Sustainability manager
		Low	High													
Contact with Live Services	✓		✓	✓	✓	0	0			✓	✓	✓	0		✓	
Fire	✓		✓	✓	✓	✓	0	0	0	✓	✓	✓	✓	0	0	0
Traffic Incident	✓	✓		0	0	0	0	0		✓	✓	✓	0	0		0
Flood	✓		✓	✓	0	0	0	0	0	✓	✓	✓	0	0	0	✓
Pollution of Watercourse	✓		✓	0	✓	0	0	✓	0	✓	✓	✓		✓		✓
Spillage of Fuel/Oil	✓		✓	0	✓	0	0	✓	0	✓	✓	✓	0	✓		✓
Excavation Collapse	✓	✓		✓	✓	0	0			✓	✓	✓	0		0	0
Confined Space	✓	✓		✓	✓	0	0			✓	✓	✓	0			
Scaffold Collapse	✓	✓		✓	✓	0	0			✓	✓	✓	0			✓
Structural Collapse	✓	✓		✓	✓	0	0			✓	✓	✓	0			✓
Spillage of Chemicals	✓	✓		✓	✓	0	0	✓	0	✓	✓	✓	0	✓		✓
Release of Gases/ Vapours	✓	✓		✓	✓	0	0		0	✓	✓	✓	0	✓		
Medical Emergency	✓	✓		0	0	0	0			✓	✓	✓	✓	0		0

Emergency	Applicable to Contract	Assessed probability		Evacuate affected area	Isolate affected area	Access for Emergency Services	Re-route Public or Site Traffic	Deploy Spill Kits	Contact Waste Disposal Contractor	Safety Department	Contract Manager	Client's Representative	Emergency Services (999)	Local Authority	Utilities	Environmental Sustainability manager
		Low	High													
Protestors	✓		✓	✓	0	0	0			✓	✓	✓	✓			
Bomb Threat	✓	✓		✓	✓	✓	✓			✓	✓	✓	✓			

✓ = always required.

0 = optional, dependent upon severity or location of incident.

Table WDP 5B.3 - Site Emergencies assessment, response and notification matrix

3.0 Part 3 - Emergency strategies

The following sections are indicative and will be subject to modifications prior to the Planned Works Commencement Date.

3.1 Fire strategy

The Contractor will ensure that the Construction Sub-Contractor puts in place a full fire strategy and plan which will be included in the Site PMP. Control measures will include the following:

- strictly no fires on Site;
- hot works permit system used to ensure that all hot works are controlled and undertaken safely;
- installation of fire detection and alarm systems;
- fire marshals to review the Site layout and fire risk on an on-going basis; and
- fire fighting equipment.

The Contractor will ensure that the Construction Sub-Contractor will ensure that operations as part of the Works are carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and the "Fire Prevention on Construction Sites: Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation".

The Contractor will ensure that the Construction Sub-Contractor assesses fire risks in line with the design features with consideration being given to the early installation of fire alarms and sprinkler systems. These will be commissioned as soon as practicable.

The Contractor will ensure that the Construction Sub-Contractor develops and implements a robust fire strategy that is in accordance with Good Industry Practice and which shall contain but not be limited to appropriate monitoring procedures and details of the steps to be taken in the event of a fire on Site, in accordance with paragraphs 6.6.1 and 6.6.2 of Schedule 2 (Output Specification) of the Contract.

3.1.1 Fire prevention

The Contractor will ensure that the Construction Sub-Contractor carries out an initial fire risk assessment of each area of the Site prior to the start of the Works and this assessment will be updated as the risks change over the course of the Works Period. In addition, the Contractor will ensure that the Construction Sub-Contractor will carry out weekly inspections of all areas and the findings recorded on a weekly inspection report.

The Contractor shall ensure that all areas are kept clean and tidy and stored materials are properly co-ordinated and controlled. A just in time (JIT) delivery system will limit the volume of materials on Site at any one time. This will be managed by the Construction Sub-Contractor.

3.1.2 Site precautions

The Contractor will ensure that the Construction Sub-Contractor ensures that only authorised Personnel are allowed to gain access onto the Site. All people entering the Site will receive a Site induction. Fire precautions will be taken extremely seriously at all stages of the construction Works, especially in the period when the building structure is

erected and escape routes are required. A second chance will not be given to anyone who breaches any fire rule on Site. All Method Statements for all Works will have to take cognisance of fire risks before being signed off by the Contractor.

3.1.3 Fire station points

The Contractor will ensure that the Construction Sub-Contractor locates fire station points throughout the Site in key strategic positions, for example stairwells, main corridors and open/communal areas. These key positions will change as construction progresses, therefore positioning will be reviewed monthly and locations moved accordingly.

The Contractor will ensure that the Construction Sub-Contractor ensures that the fire station points are checked by the appointed person daily and by the responsible person weekly. These persons will be appropriately competent to perform these roles.

The Contractor will ensure that the Construction Sub-Contractor ensures that evacuation signage is installed and maintained as the build process progresses.

3.1.4 Hot work permits

The Contractor will ensure that the Construction Sub-Contractor puts in place a system of hot work permits (HWP).

HWPs will only be issued for one shift of works. Hot works are to cease one (1) hour before the end of the shift and the area will be inspected one (1) hour later by the Construction Sub-Contractor to ensure that the area is free from any source of ignition left over from the hot works and the area is safe to be left. The individual that receives the HWP at the start of the shift must return the permit to the issuer. The Contractor will ensure that the Construction Sub-Contractor will sign to confirm that the area was inspected one (1) hour after the hot works ceased.

4.0 Part 4 - Construction (Design and Management) Regulations

4.1 Design management system in accordance with all relevant health and safety regulations

The following sections outline how the Contractor will ensure safe working in accordance with the CDM Regulations, in accordance with paragraph 6.5.1 of Schedule 2 (Output Specification) of the Contract. The design and planning for the Works will at all times be subject to systematic management, monitoring and review. This will be carried out by senior management visits, tours and reviews of progress, health and safety and quality.

The design management system will be prepared to ensure compliance by designers with the CDM Regulations and its systematic application, monitoring and review.

In addition to that, the development will achieve a "Secured by Design" certification or equivalent. The principles of this approach that will be considered can be found in section 3.3 of WDP 2A (Design and Design Management).

4.2 CDM co-ordinator/Principle Designer

For any part of the Project that forms a 'project' as defined in Regulation 2 of the CDM Regulations, the Contractor shall write to the Authority to elect in writing to be treated for the purposes of the CDM Regulations as the only client and the Authority shall agree to such election in writing, in accordance with CDM Regulation 5 and clause 17.2 of the Contract.

In accordance with paragraph 6.5.2 of Schedule 2 (Output Specification) of the Contract, the Contractor appointed Parsons Brinckerhoff Limited as the CDM co-ordinator in accordance with CDM Regulation 14(1) (CDM 2007). They satisfactorily demonstrated their competency in accordance with CDM Regulation 1 and the Approved Code of Practice (ACoP) L144. The following sections outline how the Contractor will ensure safe working in line with the CDM Regulations (paragraph 6.5.1 of Schedule 2 (Output Specification) of the Contract). Parsons Brinckerhoff submitted the necessary documentation to the Contractors Health and Safety Assessment Scheme (CHAS) on 27th May 2010.

Following the change in CDM Regulations which came into force April 2015, which removed the CDM co-ordinator role and replaced it with Principal Designer (CDM 2015), UBB Gloucestershire Construction Joint Venture will undertake the role of Principal Designer supported, where necessary, by the party who previously undertook the CDM Co-ordinator role or one of similar experience and competence.

The Contractor confirms that the design and design management process will be carried out in compliance with the CDM Regulations. The design management system is prepared to ensure compliance by designers with these Regulations.

4.2.1 CDM Principal Designer responsibilities

The Principal Designer will plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the Project is carried out without risks to health or safety.

The CDM Principal Designer will ensure that the following duties are complied with:

- liaise with the Principal Contractor and share information relevant to the planning, management and monitoring of the construction phase and the co-ordination of health and safety during the construction phase;
- ensure the client is aware of its duties under the CDM Regulations;
- ensure that notification is given to the appropriate office of the HSE by sending a copy of Form F10 and further notification details are sent to the HSE as necessary;
- take into account the general principles of prevention;
- identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person: carrying out construction work; maintaining or cleaning a structure; or using a structure designed as a workplace;
- ensure all designers comply with their duties under the CDM Regulations;
- ensure that all persons co-operate with the client, the principle designer and each other;
- Assist the client in the provision of the pre-construction information;
- Provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed;
- Review, update and complete the health and safety file and pass to the client upon completion;
- assist the Principal Contractor in preparing the construction phase plan by providing to the Principal Contractor all information the Principal Designer holds that is relevant to the construction phase and advise on the suitability of welfare arrangements; and
- complete the information pack, which is a document with the project-specific health and safety work information needed to identify hazards and risks associated with the design and construction work.

The Principal Designer will also review the design risk management process and the use of the design risk management schedule, ensuring that information on significant risks is passed to those who need such information.

The Principal Designer will liaise with the Contractor regarding information needed for completion of the Works, the information required for the health and safety file and the management arrangements for ongoing design and design changes. They will also ensure that a process is in place to ensure that As Built Drawings are completed and are accurate.