



Construction Environmental Management Plan (CEMP)

**At
Castle Farm
Bishton
NP18 2DZ**

For

Mr M Webber

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
AND SITE SAFETY FILE

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1.1 – Project Description	
Phase 1 (2025) Excavate to required levels using bulldozer Lay aggregate and compact in layers using bulldozer and ride on vibrating roll Other Phases – timescales to be confirmed by the client Steel erection and cladding (contractor to be appointed) Concrete Floor laid using laserscreed and powerfloats Drainage of storm water tbc	
1.2 – Programme Details – Construction Phase	
Anticipated Duration	12 months – staggered stage
Start Date	01/09/2025
Anticipated Completion	01/09/2026
F10 Notifiable	Not at present
Working hours	
If works are delayed or extended, the timelines will be amended accordingly and F10 notification will be updated as required under the provisions of CDM regulations.	
Pre-construction works	PCI to be returned to shelley@connopandson.com
Existing Services	No OHPL on entrance, LV cables shown on plan and given to employees on induction. Footpath is noted along the farm drive and all employees are informed on induction. During construction phase the site will be secured from the public.
On-site restrictions	None noted
Week 1-10	Excavate to required level, lay stone and compact in layers
Week 11 – 20 Approx. dates	TBC

Week 21 – 25 Approx. dates	TBC
Week 26 – 35 Approx. dates	TBC
Week 36 – 45 Approx. dates	TBC
Week 46 – 55 Approx. dates	TBC

1.3 – Key Duty Holders – Roles & Responsibilities		
Client	Mr Martin Webber	Castle Farm Bishton Rd Bishton Newport NP18 2DZ
Consultant Project Management & Client Liaison	Client Martin Webber	
Principal Designer		
Designer		
Principal Contractor		Connop & Son Ltd during groundwork and concrete works. Mr Martin Webber as all other times or his appointed person.
Contractor(s)		Connop & Son Ltd
Structural Engineer		
Building Control		
Local Authority		Newport, Gwent

1.4 – Principal Contractor & Site Manager/Supervisor Responsibilities

Project and general site management including:

- Regular site attendance and always being contactable when not on site.
- Confirmation that all operatives on site have the required competency training.
- Ensuring an appropriate level of supervision is always on site.
- Ensuring suitable and sufficient welfare arrangements are in place and maintained.
- Ensuring an appropriate forum for communication and consultation is in place.
- Ensuring the F10 notification for the project is clearly displayed where applicable.
- Ensuring the construction phase plan is updated as necessary as the project progresses.
- Regular monitoring of fire safety equipment to ensure they are in place and readily accessible
- Ensuring that workers and subcontractors are fully understanding of the contents of the risk assessments and method statements. And work is carried out in line with them.
- Collation of information for project H&S file.
- Monitoring the project and working practices through regular inspections, briefing out any significant findings to workers and creating an action plan to address any significant issues observed. Ensuring any notifiable/reportable injury, disease or dangerous occurrence are reported as necessary under the provision of RIDDOR.
- Co-ordination of material deliveries and ensuring that dedicated 'put down' and storage areas are in place.
- Power tools and electrical supplies inspected regularly.

2 – Management of the work

2.1 – Health and Safety Monitoring

Formal Site Inspections	Every 4 weeks as a minimum – all comments to be noted and actioned
Monitoring and ensuring H&S is managed	To be monitored and reviewed daily including visual inspections
Reporting of H&S concerns	Upon any incident of concern – to be reported to Martin Webber.
Review meetings with all contractors and site personnel	Regular meetings

2.2 – Selection and control of Contractors

Contractors and sub-contractors appointed by the Principal Contractor will have been carefully approved to establish their competency to carry out the work required safely and efficiently. Sub-

Contractors to Connop & Son Ltd will have provided evidence of insurance and answered the questionnaire.

They will have a proven track record within the field(s) of work engaged for and be able to demonstrate that they will have the correct competencies to undertake the required works and audit trail maintained

They will be required to provide/produce risk assessments and method statements that are appropriate to the work being undertaken

2.3 – Communication, consultation and site induction

The Principal Contractor will ensure co-operation, co-ordination and communication between all parties involved in the project by, direct dialogue with groups or individuals as appropriate, e.g., the use of toolbox talks, scheduled site meetings and the use of notice boards. This may be supported by memos and record of meetings being distributed and/or displayed.

The principal contractor shall ensure that all contractors and visitors are properly inducted and provided with instruction/information relating to the current site status and condition.

Connop & Son will comply with Regulation 13(4a) of CDM 2015 and ensure all new personnel working on site receive induction training. Information provided during induction shall be as follows. Information as regards to the management structure within the site so all operatives know who to report to and who takes responsibility for what on site.

Information as regards to any unusual site-specific risks that may not form part of their appointed works that they should be aware of.

In order to comply with our site safety standards all personnel shall be provided with information as regards to our site rules.

Information as regards to signing in, security measures, permits, accident reporting, PPE, hearing protection zones, housekeeping to aid understanding and compliance with our on-site safety management arrangements and procedures.

Information as regards to the location of welfare facilities, canteen, first aid provisions, traffic and pedestrian routes, fire/emergency procedures.

Information as regards to the when toolbox talks, planned training, safety and other site meetings will be held will be consulted to staff on site.

2.4 – Design issues during the project & hold points

Design changes and the exchange of design information	The principal contractor will ensure that all parties are aware that they will be taking on a designers responsibility if design changes are introduced during a project by that party. Any design changes will be recorded/documented. The principal contractor should identify any such design changes both directly or by information received from the person effecting the change; and record such changes that may be relevant to the H&S file. All design changes during the construction phase will be communicated to the principal designer for CDM review.
Hold points – Approvals, checks, inspections, installation/dismantling of temporary structures	

2.5 - Site set up checklist

Name of Site / Location:	Castle Farm, Bishton Rd, Bishton, Newport, NP18 2DZ		
Date: 10/09/2025		Inspected By:	CC

Site Set Up- Do you have the following:	YES/NO	Welfare- Do you have the following:	YES/NO
F10 site notification	no	Drinking water	no
Employee Liability Certificate and Insurance Schedule	yes	Hot running water	Yes
Map and directions to the local hospital (site specific)	yes	Soap	yes
First aid notice (to be made site specific)	no	Hand drying facilities	no
Fire notice (to be made site specific)	no	Microwave	no
Accident book	yes	Elbow wash sink	no
Signing in and out book	yes	Cups	no
Site Traffic Management Plan	no	Washing up liquid	no
Site entrance board	no	Tables and chairs	no
Air horn	no	Clothes drying facilities	no
Visitors PPE	no	Toilet facilities	no
Electrical connection certificate	no	Heating in welfare	no
1No water and 1No powder fire extinguishers	no	Lighting in welfare/compound as required	no
1No spill kit	no		
Additional Comments: Connop and Son Vehicles will carry the following: First Aid kits, fire extinguishers and spill kits when required.			

3 – General Arrangements

3.1 – Site Rules
As an employee/self-employed person or subcontractor you are expected by Connop and Son Ltd to follow these site rules:- * Comply with the Health and Safety Policy laid down by the business, a copy of which is available in the office. * Be on the look-out for hazardous conditions which could lead to an accident and report them to your supervisor or the office immediately (01544 388489). * Wear safety footwear at all times. * Wear safety glasses, Hi-Vis clothing, gloves, hard hats and ear defenders when necessary. * Always follow safety notices when on site. * Be tidy in your work and always tidy up after you. * Do not climb or stand on unsuitable equipment or material.

- * Make sure you have the right tools and equipment for the job.
- * Do not abuse, misuse or interfere with any safety equipment.
- * Report all injuries and dangerous occurrences or near misses to the supervisor or to our office.
- * Do not endanger others by indulging in horse play or practical jokes.
- * Do not leave site during working hours without informing your supervisor.
- * Do not consume alcohol or illegal substances before or during site hours.
- * Obey all site speed limits and controls.
- * Do not overload electrical suppliers and appliances.
- * Do not refuel machinery near naked flames, do not smoke when refuelling.
- * Respect shared welfare facilities provided for our use.
- * Do not drive any plant that you are not qualified to drive, unless under instruction from a supervisor.
- * Do not drive any plant that is not owned, hire or leased to Connop and Son Ltd, unless you have been given approval to do so by your supervisor or by the office.
- * Drivers to ensure that their travel routes are safe and free from hazards as far as are practicable.
- * All plant must be inspected each day before use to ensure the machine is in a safe working order. Report all machine faults to the office as soon as possible.
- * All employees MUST ensure that when entering into the machines working area that they have attracted the attention of the driver. Do not assume they know you are there.
- * Do not approach working machinery from the drivers' blind spot.
- * Ensure that vehicles are kept as clean as possible; ensure the vehicle that you are driving is in a safe working order as far as reasonably practicable. Report all defects to the office.
- * Do not enter any confined space, or unsafe excavations if in doubt ask.
- * If fire extinguishers are used this must be reported to the office immediately.
- * Leave sites clean and tidy.
- * IF IN DOUBT ASK!

3.2 - Training	
Induction	All persons employed to work onsite will undergo induction training and will sign to acknowledge they have received the training and will abide by the site rules. Each person working onsite will sign in and out each day in the site register. The induction will be undertaken by the site manager and will include details of site-specific issue and the site rules applicable to this site. No persons shall be allowed to commence work on the project until they have undergone and understood a project specific induction. This will advise on site-specific hazards and arrangements relevant to the project at the time of induction.

On-Site training	All personnel (including contractors) are required to demonstrate their competency prior to commencement of work on site. In addition they are required to demonstrate to the Site Manager they are maintaining all statutory records and/or registers relevant to their activities on site, this requirement refers particularly to work in excavations (excavation inspection records), works at height (scaffold inspection records) and lifting operations (test records for lifting equipment and appliances and proof of competence of operatives).
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3.3 – Fire and Emergency Procedures
The arrangements for fire procedures will be clearly communicated during the induction to site. The Site Manager will continually ensure the fire plan is maintained at all times and that the fire escape routes are not compromised. Through the induction and displayed fire action notices the information regarding the arrangements for evacuation and assembly will be disseminated. In the event of a fire or emergency evacuation on site all personnel must report to the designated assembly point and the emergency services contacted in accordance with this procedure. If, in the event of a small fire occurring on site, attempts should be made to extinguish the fire using the fire extinguishers provided on site. However people should never put themselves at risk. In addition fire extinguishers will be provided in the site office. Connop & Son Ltd will also carry fire extinguishers in the company vans. No hot works will be carried out on site without a hot work permit being issued and no smoking will be permitted on site unless in the designated area. 

3.4 – Fire drill and alarm activations

EMERGENCY ACTION

FIRST AID

1. A FIRST AID BOX IS LOCATED



In the site office

2. THE FIRST AIDER IS

TOM BATES

3. PERSONS AUTHORISED TO CALL AMBULANCE

TOM BATES

4. DIAL 999, ASK FOR AMBULANCE

Inform operator ambulance is required at the

Ripple Farm, Station Road, Ripple, Tewkesbury, Gloucestershire, GL20 6EY

5. GIVE DETAILS OF INJURY and whether victim is conscious, breathing, has heart beat, severe bleeding, burns

6. NEAREST HOSPITAL with Accident Department

Tewkesbury Hospital
Barton Road, Tewkesbury, Gloucestershire,
GL20 5QN

Telephone Number

0300 421 6100

FIRE

1. RAISE THE ALARM

e.g. Shout FIRE! FIRE!

AIR HORN

2. ON HEARING THE FIRE ALARM

- > Turn off all machines, heaters etc and shut cylinder valves if this can be done without endangering yourself.
- > If safe to do so, tackle fire with correct extinguisher.
- > Leave affected building by shortest available route, closing all doors behind you.
- > Do not stop to collect personal belongings.

3. DIAL 999, ASK FOR FIRE

Inform operator fire brigade is required at the

4. ASSEMBLE AT

Front Gate

5. All supervisors to check that all persons they are responsible for are present or known to have left the site.

6. DO NOT RE-ENTER THE BUILDING until told it is safe to do so by the site manager or his agent.

A Klaxon air horn or similar audible device will be located in an appropriate position on site at all times in order to signal an emergency evacuation of the site and for persons to report immediately to the designated assembly point.

Please refer to the emergency action poster attached that will be displayed in the site office and referred to within the site induction process.

All of this information will be communicated to site personnel during induction and be detailed on the site fire plan which is displayed within the site accommodation.

The nearest accident and emergency

Immediate actions to take on discovering a fire or on hearing the fire alarm sound

On discovering a fire

VERBAL ALARM

FIRE FIRE FIRE

On hearing the fire alarm

MAKE WAY TO ENTRANCE OF SITE

Fire training requirements	None – May require fire marshall when employee numbers increase
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Site Specific Fire & Emergency Procedures	
Site plan & fire call points	
Fire assembly point	By site entrance
Evacuation Controller – Responsible for taking overall control of any emergency evacuation of the building/site and communicating with emergency services and local authority as required	Site Manager
Fire Marshal – Responsible for assisting in the safe evacuation of the building/site with identified areas to check/sweep prior to leaving the site when safe to do so	Site manager

3.5 – Welfare facilities
Principal contractor is to ensure that welfare facilities are provided in accordance with Schedule 6 The Construction (Design & Management) Regulations 2007 The contractor, who has undertaken to provide the facilities, shall be deemed responsible for maintaining the facilities to the required standard for the number of persons employed by the contractor with whom the arrangements have been made. Schedule 6 includes for the provision of; • Sanitary conveniences- 1 toilet for every 20 persons working on site at a given time • Washing facilities- 1 bowl for every 20 persons working on site at a given time with warm water and soap • Drinking water • Accommodation for clothing • Facilities for changing clothing • Facilities for rest

3.6 – Traffic Management

The site is located at Castle Farm next to existing farm buildings

No access to the existing farm building are required during the excavation phase. Stone lorries will be directed on a designated route.

Signage will be erected at entrance to warning the public of construction activities. Only whilst work is in progress – due to increase in theft of diesel from sites. During site induction all personnel will be informed of the dangers of the proximity of public footpath and to ensure they are vigilant at all times. Flashing amber beacons are operational on all plant to make public aware of moving machinery.

Any large vehicles leaving the site will be under the control of a banksman.

The area around the site entrance and access roads will remain clear of construction traffic at all times.

Access routes and pedestrian walkways on site will be clearly defined and signed as necessary as per the site traffic management plan.

The Site Manager will ensure that access/egress routes remain clean and barriers/ fencing remains in place throughout the duration of the works.

3.7 – Materials and equipment management (deliveries and storage)

Deliveries

Where appropriate and deemed reasonably practical, arrangements will be made with the primary materials suppliers for lorry mounted crane offload of materials at a point as close as possible to point of use

Delivery drivers shall not off load any goods/materials unless authorised to do so by the site manager.

Aggregate deliveries will be tipped away from hazards, and levelled. No spoil will leave site.

Drivers shall not leave the area around their vehicle unless a safety area is denoted for them to retire to. Drivers must stand in a place that will not expose them to movement of any other vehicles or any mechanical handling equipment being used.

Storage of materials and work equipment

All materials and work equipment shall be carefully stored in a manner and in a area that can be maintained and secured.

Particular care will be taken to ensure that stacked materials cannot fall/collapse onto any person entering the site in an authorised or unauthorised capacity.

Materials will not be stored or piled up by exposed perimeters where there is a risk of them being accessed by third parties.

The principal contractor will ensure that the storage of materials and equipment will not be overloaded or compromise the structural integrity of any access equipment.

All portable equipment will be securely stored at the end of the day or removed from site.

3.8 – Risk assessments, Method Statements and other written systems of work

The risk assessments and method statements Connop & Son has provided within your health and safety manual are Site specific.

Each of the RAMS is to be read and signed by all staff members working on site.

3.9 – Site security – Arrangements for the security and exclusion of unauthorised people

Where applicable the external perimeter of the construction site will be secured by 2m high heras security fencing.

All access gates will be secured by padlock when not in use.

H&S signage will be visible.

Security fencing to be checked at start and end of day.

Visitors should always be accompanied.

3.10 – First aid provision

While acting as Principal Contractor the company will ensure there is a person trained in first aid on site, together with a first aid kit. This will be stocked in accordance with the First Aid at Work Code of Practice, appropriate to the number of personnel on site. Facilities and a notice of personnel will be displayed in the site cabin.

If any contractors are working on site outside of the site hours they must arrange for this level of cover to be provided for their personnel, and in any event meet their statutory requirements as an employer.

As Principal Contractor, we will always maintain a presence on site whilst the site is occupied, and ensure a competent supervisor is in place, including holding relevant training and certification to ensure competence in the supervisory role.

Accident Report Form

Frequency: This accident report form is to be fully completed after an accident has occurred by a competent person.

Report must include: All sections to be completed as fully and with as much detail as possible following the accident.

Injured Party (IP) Details			
Full Name:		Age:	
Address:			
Postcode:			
Tel No:			
Employer:		Occupation:	

Accident Date:		Time of Accident:	
Name of Site/Location:		Contract Number:	

Exact location of accident:	
What was IP doing:	
Did IP cease work:	
Treatment details:	
Nature of injury:	
Part of body injured:	

Description of accident (include drawings and photographs if possible):	
Work equipment involved:	
PPE used:	
Witness name:	

Witness statement taken:	Yes / No:
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Contributory factors (Please circle & explain below)
Unsafe system of work / Lack of supervision / Lack of Training / Environmental conditions /
Unsafe work equipment / Poor housekeeping / Other

Explanation (give as many details as possible):

Preventative action taken or proposed

Please attach the following documents	Attached Y / N	Comments- H&S Dept
Signed induction form for site		
Risk assessment signed by IP		
Method statement signed by IP		

Person completing accident form:			
Date:			
Full name:			
Address:			
Postcode:		Occupation	
Signature			

Particulars of accident (Head office to complete)

Contract Manager:		Site Manager:	
Date of 1 st absence:		Total time lost:	
HSE Reportable:	Yes / No	Date report to HSE:	

A COPY OF THIS COMPLETED FORM MUST BE RETURNED IMMEDIATELY TO HEAD OFFICE

Accident witness statement

Frequency: This witness statement must be completed by a witness following an accident.

Report must include: All sections to be completed as fully and with as much detail as possible.

Accident to:		Age:	
Address:			
Injury type:			
Accident location:			
Plant/ equipment in use:			
What witness was doing:			
Location of witness:			

Events leading up to the accident:

Accident details:
Use continuation sheets where necessary

I, the undersigned, hereby declare that the statement given above is, to the best of my knowledge, an honest and true account of the accident in question.

Print Name:			
Address:			
Signed:		Date:	

3.11 – Use of hire plant/equipment

No plant or equipment will be operated on site without first having satisfied all relevant test/certification/inspections being adequate. No plant or equipment will be operated on site without all relevant certification being held by the operator as appropriate

3.12 – Fuel & Chemical Storage

Connop and Son will provide bunded fuel bowsers for siteworks
Diesel bowsers will be sited in a designated area on flat level ground and away from water courses and any drainage works
Plant operators to carry spill kits in vehicle and Connop and Son internal procedure on how to deal with a spillage will be followed.

4 – Arrangements for controlling significant site risks

4.1 - Excavations

REG. 29(1) Every part of any excavation, shaft, earthwork or tunnel where persons are employed shall be inspected by a competent person at the start of every shift.

A competent person must make an inspection of every part of an excavation, shaft, earthwork cofferdam, caisson or tunnel at the start of the shift

The competent person must also make an inspection:-

- a) after any event likely to have affected the strength or stability of the excavation or any part thereof
- b) where any timbering or other support may have been damaged; and
- c) where there has been an unexpected fall of rock or other material.

The daily inspections must include:

- safe means of access to and egress from the place of work
- adequate fencing of excavations etc
- material, plant or equipment is not stacked or placed near the edge of an excavation so as to endanger persons employed
- adequate ventilation is available to maintain a healthy atmosphere in any excavation, shaft, tunnel, cofferdam or caisson.

4.2 – Hazadous substances

The storage of materials which constitute a COSHH hazard will be stored in accordance with the requirements of the COSHH Regulations and in the minimum quantities required.

Materials with potential to cause a physical hazard will be stored within secured containers and adequate PPE worn and all other control measures adhered to as directed by the manufacturers Health and Safety Data Sheet.

4.3 – Health hazards

Independent ground surveys to be carried out by the client where applicable.

Although it is not anticipated that workers will be exposed to significant amounts of substances with hazardous properties or biological hazards during normal activities, due consideration shall be given to the protection of workers health when work may involve exposure to cement and aggregate dusts, wet cement in concrete, anchoring grouts and resins, sealants and adhesives, solvents/cleaning chemicals, wood dusts.

Control measures shall also be put in place for potential exposure to biological hazards that may be encountered. These may include:

- Moulds & fungus that can cause respiratory problems and infections
- Droppings from pigeons, mice and rats that may contain many virulent diseases
- Vermin that carry ticks, lice & fleas
- Watercourses that may carry Weil's disease
- Used needles that present a significant HIV and hepatitis risk
- Animal faeces
- Asbestos

4.4 – Overhead powerlines

The following is to be used as a reference guide and contains protection measures for when working under or near OHPL.

These control measure and reference to proximity of the overhead cables will be made during site inductions.

1. Overhead Power Cables

The electricity company's advice will be sought concerning the precautions to be taken. If work must start before this advice is obtained or implemented no person (including anything he is carrying), machine (or any part of it) or structure will be permitted closer than 9 metres to cables carried on wooden poles or 15 metres in the case of cables carried on steel towers. Barriers will be erected before work starts to enforce these distances.

Whenever possible the cables will be re-routed around the site or made dead for the duration of the time when close approach to the cables is necessary, which may be under the control of a permit to work procedure, especially if short term or daily shutdowns are arranged.

ALL THE CONDITIONS OF THE PERMIT ISSUED BY THE ELECTRICITY COMPANY ENGINEER WILL BE FOLLOWED EXACTLY. WORK IN THE VICINITY OF THE CABLES MUST NOT CONTINUE BEYOND THE EXPIRY TIME OF THE NOTICE.

Where the cables remain live and no work or passage beneath the cables is required, then a barrier will be erected to prevent any approach closer than 9 metres, or 1½ times the length of the longest job or boom of any machine on site, whichever is the greater distance, unless the electricity company advises otherwise. Barriers may be banks of earth, rows of concrete or water-filled oil drums, conventional fencing, or other similar positive barrier and will be surmounted by colouring bunting. Signs warning of the presence of the cables will be placed at 10 metre intervals along the length of the barrier.

Barriers will be provided only on the sides from which access is possible.

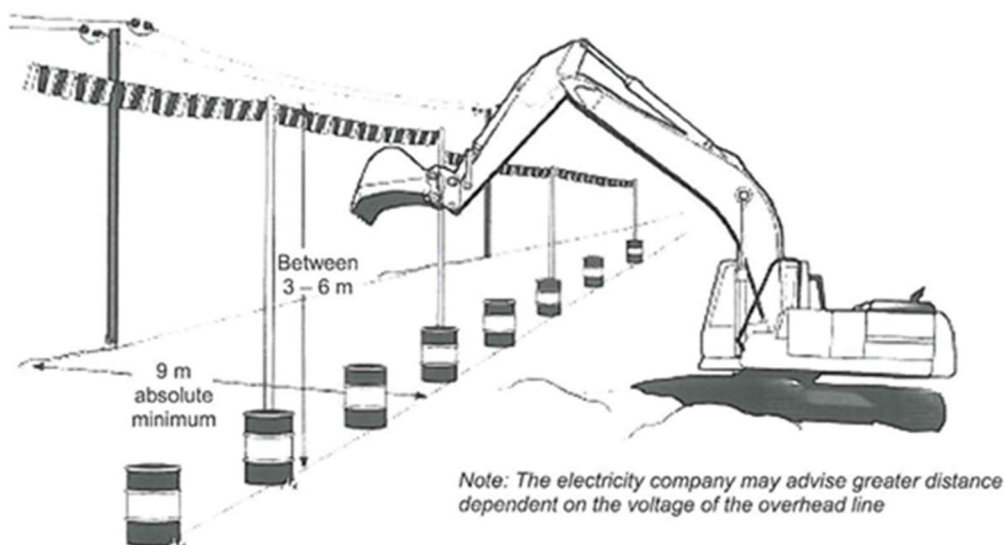
Where the passage beneath the cables is required then the minimum necessary number of gaps in the barrier will be provided. These gaps will be as small as possible and protected by 'goalposts' of timber uprights painted red and white, with crossbars of similar rigid non conducting materials at a height to be specified by the electricity company. 'Goalposts' (see Annex A) will be provided on both sides of the cables and barriers provided on both sides of the passageway beneath the cables to prevent plant straying from the direct route. Warning notices (SP 20) – will be posted on all 'goalposts'.

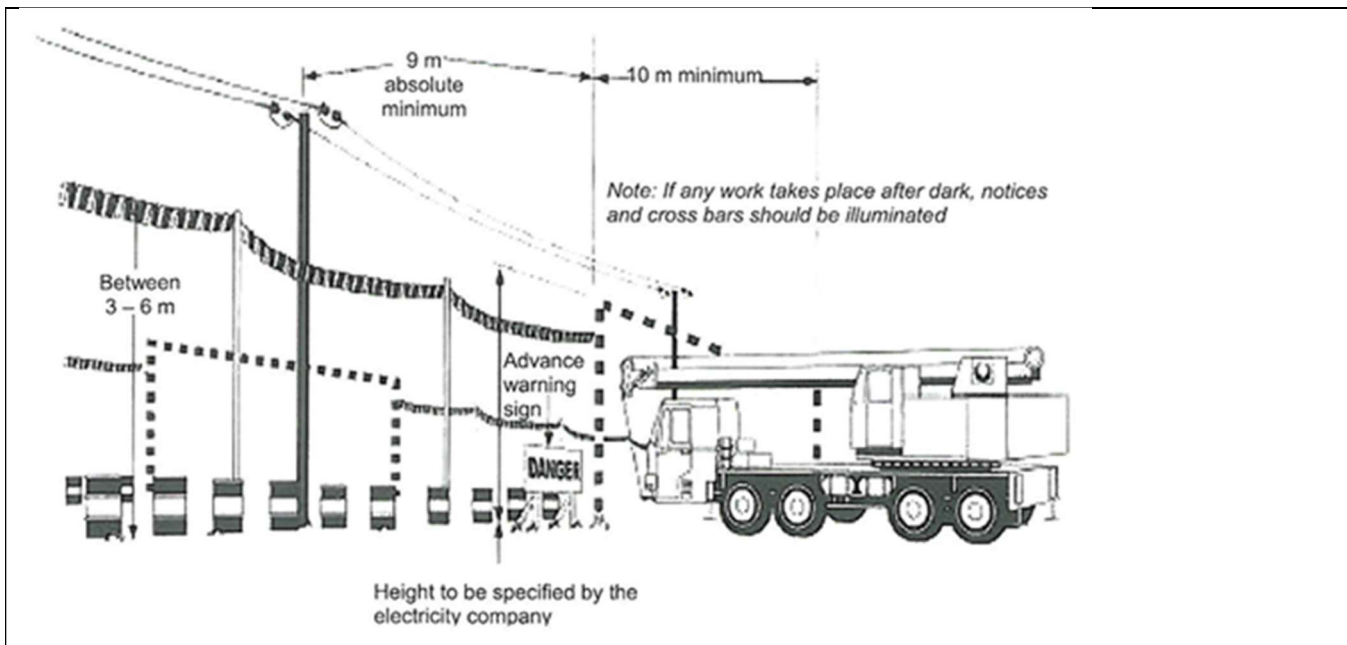
Where work must be carried out beneath or close to the overhead cables then the advice of the Electricity Company must be sought and followed. The work will be carried out by plant which will not reach high enough or which has been fitted with height restrictions valves or switches so that they cannot reach beyond the safe clearance limit. All access into the working area and the work beneath the cables will be under the direct supervision of an appointed person.

2. Emergency Action

If an electricity cable, either overhead or underground, is struck by an item of plant the driver should stay in the cab until the cable is made dead by the owner. If the driver must leave the cab he should jump clear and not make simultaneous contact with both the metal of the machine and earth. Everyone must be kept clear of both machine and damaged cable until the cable is made dead.

If mobile cranes or excavators are used, the minimum distance from the ground level barrier to the line should be 9m if on wood or metal poles, 15m if on pylons PLUS the length of the job or boom.





4.5 - Electricity



4.6 – Underground services

There are LV cable as shown on attached plan. Connop and Son employees will be made aware on site inductions.

Basic linesearch has been undertaken – in Connop file for information

4.7 – Manual handling

Manual Handling Risk Assessment

Assessment: The assessment must be completed before the lift/lifts take place.

Notes: Any deliberate or significant manual handling operations must have a special risk assessment completed, to ensure the hazards are identified and the lift or manual-handling task is planned safely.

Name of site / location:		Name of assessor:	
Date:		Time:	
Item(s) to be handled?		Can the load be split?	
Why can task not be mechanised?		Person(s) received manual handling Training	
Person handling physically fit?	YES / NO		

Select one category for the number of persons carry out the lift/lifting task

Weight/risk per person		Weight/risk two persons		Weight/risk three persons		Weight/risk four persons	
0 – 20kg	L	0 – 35kg	L	0 – 40kg	L	0 – 60kg	L
20- 35kg	M	35-50kg	M	40- 75kg	M	40-100kg	M
35 – 50kg	H	50-85kg	H	75-125kg	H	100-170kg	H

Select High/Medium or Low from each category below

Number of items to be handled		Distance the load has to be handled		Grip on load		Hand Distance From Lower Back	
1	L	0m- 5m	L	Comfortable grip	L	Close: Upper arm vertical, trunk upright	L
2-10	M	5m-10m	M	Fingers 90 under the load	M	Moderate: Upper arm angled or trunk bent forward	M
11+	H	10m or More	H	Poor grip/unpredictable Load	H	Far: Upper arm angled and trunk bent forward	H
Vertical Lift		Trunk twisting & sideways bending		Condition of ground or surface		Access & egress arrangements	
Above knee& below elbow height	L	Little or no twisting / little or no sideways bending	L	Firm, dry and level ground	L	Clear passage	L
Below knee and/or above elbow height	M	Trunk twisting <u>or</u> sideways bending	M	Uneven ground	M	Obstructions/ restrictions	M
Floor level or at above head height	H	Trunk twisting <u>and</u> sideways bending	H	Slip & trip hazards are present	H	One level to another	H

Now do all that is practicable to reduce each category to the lowest possible risk level and detail actions you have taken to achieve this: i.e. **Personal Protective Equipment used** (if you feel this task remains high risk contact a Safety Manager/Supervisor)

The following personnel have thoroughly read, understand and agree to follow all the procedures of the work detailed in the completed manual handling assessment overleaf:

Print Name	Signature	Date

4.8 – Noise and vibration

The table overleaf is a 'ready reckoner' for calculating daily vibration exposures. All you need is the vibration magnitude (level) and exposure time. The ready-reckoner covers a range of vibration magnitudes up to 40 m/s² and a range of exposure times up to 10 hours.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in m/s² A(8). You may find the exposure points easier to work with than the A(8) values:

- exposure points change simply with time: twice the exposure time, twice the number of points;
- exposure points can be added together, for example if you are exposed to two or more different sources of vibration in a day;
- the exposure action value (2.5 m/s² A(8)) is equal to 100 points;
- the exposure limit value (5 m/s² A(8)) is equal to 400 points;

Using the Ready-Reckoner

1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.
2. Find the exposure time (or the nearest value) on the grey scale across the bottom of the table.
3. Find the value in the table that lines up with the magnitude and time. A magnitude of 5 m/s² and an exposure time of 3 hours: in this case the exposure corresponds to 150 points.
4. Compare the points value with the exposure action and limit values (100 and 400 points respectively). In this example the score of 150 points lies above the exposure action value.
5. If a worker is exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).

The colour of the square containing the exposure points value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

	Above limit value
	Likely to be above limit value
	Above action value
	Likely to be above action value
	Below action value

Your work will have been planned to avoid vibration exposure where possible. However, to ensure you do not exceed vibration exposure action and limit values please use this Ready-Reckoner along with the chart on the following page which lists the equipment you use.

Vibration magnitude m/s ²	40	800									
	30	450	900								
	25	315	625	1250							
	20	200	400	800							
	19	180	360	720	1450						
	18	160	325	650	1300						
	17	145	290	580	1150						
	16	130	255	510	1000						
	15	115	225	450	900	1350					
	14	98	195	390	785	1200					
	13	85	170	340	675	1000	1350				
	12	72	145	290	575	865	1150	1450			
	11	61	120	240	485	725	970	1200	1450		
	10	50	100	200	400	600	800	1000	1200		
	9	41	81	160	325	485	650	810	970	1300	
	8	32	64	130	255	385	510	640	770	1000	1200
	7	25	49	98	195	295	390	490	590	785	865
	6	18	36	72	145	215	290	360	430	575	720
	5.5	15	30	61	120	180	240	305	365	485	605
	5	13	25	50	100	150	200	250	300	400	500
	4.5	10	20	41	81	120	160	205	245	325	405
	4	8	16	32	64	96	130	160	190	255	320
	3.5	6	12	25	49	74	98	125	145	195	245
	3	5	9	18	36	54	72	90	110	145	180
	2.5	3	6	13	25	38	50	63	75	100	125
	2	2	4	8	16	24	32	40	48	64	80
	1.5	1	2	5	9	14	18	23	27	36	45
	1	1	1	2	4	6	8	10	12	16	20
		15 m	30 m	1 h	2 h	3 h	4 h	5 h	6 h	8 h	10 h
		Daily exposure time									

4.9 – Environmental management

It is essential that all site areas must be kept in a clean and tidy condition at all times in order to prevent an increased risk fire and trip hazards on site.

All waste produced on site will be disposed of to a licensed facility as appropriate in accordance with the requirements of the Local Authority.

Discharge of solvents, oils etc must be disposed of in accordance with the manufacturer's instructions and in accordance with the Hazardous Waste Regulations 2005 and not to be allowed to enter any drains or water course.

No bonfires on site

Should an environmental incident occur which presents a risk of significant harm to the environment, the principal contractor will notify the environment agency and fire service immediately.

COSHH for all substances used on file containing risks to the environment.

4.10 – Inclement weather

Where inclement weather is predicted or has occurred, a point of work risk assessment is to be completed by the on-site supervisor to enable the correct precautions and measure to be put in place.

Where extreme bad weather has occurred – lightning storms, high winds, excessive rain. Works are to cease on site and employees to remain within the safety of the welfare facilities until it is safe to continue.

4.11 - Asbestos

If asbestos suspected please report to office immediately for samples to be taken and disposed of by approved company

4.12 – Site Preparation

Site is greenfield site upon arrival and is assumed free from waste.

Welfare facilities will be on site prior to any commencement of work

Initial site survey will take place by contracts manager and whole site will be scanned with CAT detector.

4.13 – Laying Concrete

Concrete to be sourced from an approved ready-mix supplier
Concrete to be delivered in standard 8m3 lorries
Designated lorry routes will be given to the concrete plant if required
Lorries will be discharged directly onto prepared area
Lorries will wash out in designated place, away from any water courses and drainage sources
Competent operatives to drive plant to lay concrete
Concrete laid following relevant Method Statements
All relevant PPE to be worn

5 – Health & Safety File

5.1 – Arrangements for the collection and gathering of information

Information for the use in the Health & Safety file will be collated, and regularly updated by the principal contractor, this includes collecting information from contractors as appropriate. The updated information will be shared with principal designer.

5.2 – Management and retention of the Health & Safety File

Upon completion of the project the Health & Safety file becomes the property of the client.

The client will retain the file, making it available to anyone who may need it in the future.

The client is then responsible for updating any changes.

Should the client dispose of their interest in the structure (i.e sell) they shall be required to pass the file on to those acquiring it

COSHH Assessments

6

Permits to work

7

Contractor Company Name		
Name of Person Signing	Signature;	Print;
Date		

Construction Phase Plan Sign Off Record		
Contractor Company Name		
Name of Person Signing	Signature;	Print;
Date		