

Construction Phase Plan

Incorporating Environmental Plan

In accordance with the Construction (Design and Management) Regulations 2015



Lowestoft

Fibre network build for the town of Lowestoft on behalf of Virgin Media, incorporating construction methods and PIA build.

Plan Prepared By

Print: Aaron Williams

Position: Build Delivery Manager

Sign:

Date: 16/03/2023

Plan Reviewed and Approved by

Print:

Position:

Sign:

Date:

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1.0 DESCRIPTION OF THE PROJECT

1.1. Scope of Works

The below outlines the full scope of works to be delivered under this project:

Full turnkey project to build a fibre network to 3,468 premises (FTTP).

Works Start Date 20-03-2023

Proposed Completion date 06-10-2023

This will be via designing the network being constructed also incorporating the following activities:

Minor Construction works - the construction of chambers, associated duct, multiduct and micro duct laying together with full and final reinstatement of all surfaces unless directed otherwise by the Project Manager. This work will generally be undertaken in the public maintainable highway, and as such will be near other Utilities underground apparatus. Some works may also involve entry and work within third party sites. The excavation work will be done using narrow trenching methods, as the preferred method of excavation which has considerable advantages over traditional methods of open excavation.

PIA (Physical Infrastructure Access) – Installation of fibre network utilising existing assets owned by BT Openreach. This can involve using existing ducts and chambers for underground installations as well as existing overhead poling. Working on PIA requires authorisation and constant communication with Openreach (OR) and an agreed Notice of Intent (NOI). NOPS cards are required with the correct modules created.

Cabling and Activation works – the installation and maintenance of all necessary, blown fibre cables, including, as necessary terminations and splicing. This will generally take place on the public maintainable highway, but may also involve entry and work within private property or other third party sites.

1.2. Objectives of this Document

This document has been produced in accordance with the Construction (Design and Management) Regulations 2015 and environmental legislation on behalf of the Client and describes how Avonline Network Services (ANSL) as Principal Contractor will execute its duties under the regulations and in particular how it will manage health, safety and environmental performance on this project. It also embodies the principles detailed in the Morrison Telecom Division Safety, Health, Environment and Quality (SHEQ) Plan and in addition, draws attention to particular matters specific to this project.

The management of Health and Safety on this project will be positive, proactive and systematic and embody a principle of continuous improvement. The identification of hazards and the avoidance, elimination or reduction and control of risks, with the objective of achieving a safe working environment, will be a priority.

1.3. Description of the Site and Environment

We will be undertaking an essential network upgrade which will involve various Civils & Cabling activities. We will be building a network throughout the area and working with Utility prints, area specific design documents tailored to the build covering traffic, management and any other sensitive areas that will need consideration. We will be liaising directly with any emergency services, businesses and residents directly affected by our works.

Health, Safety and Environmental risks associated with the Lowestoft builds are identified in risk assessments and mitigated, with any additional hazards identified.

Where available, the Client will provide an outline programme in order that Avonline Network Services (ANSL) can schedule the works with due regard to health and safety matters and produce a programme of works.

Key dates for the project are as per the programme of works.

1.4. Project Directory including the Duty Holders

Client: Virgin Media
500 Brook Drive
Green Park
Reading
RG2 6UU

Designer : Accenture
Europe
Address
Via Maurizio Quadrio 17,
Milano, Italy, 20154

Principal Designer: Virgin Media
500 Brook Drive
Green Park
Reading
RG2 6UU

Principal Contractor: Avonline Network Services Limited
42-44 Ashton Vale Road,
Ashton Vale,
Bristol
BS3 2AX

Sub-Contractor: Morrison Telecom Services
Abel Smith House,
Gunnels Wood Road,

Stevenage,
Hertfordshire,
SG1 2ST

Local Authority: East Suffolk Council
Riverside 4 Canning Road
Lowestoft
NR33 0EQ

Area HSE Office: **Norwich**
Rosebery Court
2nd Floor
St Andrew's Business Park
Norwich
Norfolk
NR7 0HS

The site supervisor is responsible for the day to day operation of the project. However, in some cases a project manager or a site agent /supervisor will be responsible and will undertake the duties accorded to the site manager herewith. A site person in charge may also be responsible for certain elements of the site in the absence of a manager.

2.0 MANAGEMENT OF HEALTH AND SAFETY

2.1 Health and Safety Goals for the Project

The goal is to complete the project on time, efficiently and effectively with no accidents, injuries, incidents or damage to surrounding structures or underground / overhead apparatus. Such events, if they occur, will be reported to the M Group Telecom Division Incident Reporting Line. Any accident, injury, environmental incident or damage will be fully investigated and the outcomes and actions briefed to the relevant personnel.

2.2 Management Structure and Responsibilities

The detailed schedule of responsibilities is laid out in the Company Health and Safety Policy and Environmental arrangements.

2.3 Site Safety and Health Management

Day to day responsibility for monitoring health, safety and environment on site is that of the Site Supervisor.

Visiting managers also have a responsibility to monitor health, safety and environment issues and will provide support to the Site Supervisor as and when required.

During site visits, managers will highlight any observations to the Site Manager and other site personnel as required and comments will be recorded on a Site Observation Record Card (see section 3.5).

2.4 Selection and Control of Sub-Contractors

The Client or Avonline Network Services (ANSL) will employ sub-contractors on the project. All will have been approved to work on the Client's network and those employed by ANSL will have successfully undergone an evaluation. Sub-contractors will be selected based on their expertise, competency and previous work. Sub-contractors will not be allowed to work until they have submitted relevant risk assessments and method statements that ANSL has approved. ANSL will monitor the work of sub-contractors and authorised competent personnel will undertake inspections of activities as and when required.

Sub-contractors subletting any part of their work will have a robust assessment process for evaluating sub-contractors they engage. If they do not have a process in place, they will adopt the ANSL process to evaluate them. No work will commence until ANSL has reviewed and agreed the evaluation file and authorised the sublet.

Sub-contractors will be issued with a copy of this Construction Phase Plan or relevant sections to allow them to prepare and implement their own safe systems of work as well as environmental mitigation measures.

2.5 Site Security

The project will be guarded in accordance with 'Safety at Street Works and Road Works' A Code of Practice. Where necessary, additional measures will be taken e.g. Heras fencing. The welfare unit will be locked when not in use and any plant not in use will be located at a safe position with the keys removed. Plant and work equipment will be secured if left on site overnight. Additional security measures will be implemented where required.

Vehicles will be locked and keys removed from plant when not in use.

2.6 Delivery and Storage of Materials

Materials will be delivered to site as and when required with non-essential personnel kept clear of the delivery area. All deliveries will be signed for and an appropriate method of unloading will be employed.

Materials will be stored on site in accordance with the manufacturers' instructions and will be sited in a suitable, safe and secure position.

Hazardous materials will be brought to site as required and will be maintained in accordance with the manufacturers' instructions and environmental guidance.

Sub-contractors will notify Avonline Network Services of materials they will bring to site and supply Control of Substances Hazardous to Health (COSHH) assessments.

Where a requirement is deemed at site level, a COSHH box will be utilised to store hazardous substances.

2.7 Contaminated Land

Works in any land suspected of being contaminated will be suspended and reported by the site manager to the Client project manager and Principal Designer, for rectification and the M Group Telecom Division Incident reporting line. Works in areas not suspected of being contaminated may continue. Details of the suspected contamination and location will be issued to sub-contractors working on the project.

Where existing health and safety file information is not available then geotechnical / ground investigation surveys will be commissioned if required prior to works commencing on site and reports provided to site personnel.

2.8 Manual Handling

Due to the nature of the work undertaken, safe manual handling techniques will be employed. However, alternate measures will be investigated and implemented where possible e.g. mechanical aids, two-person lift etc. Manual handling will be undertaken based on a risk assessment.

2.9 Traffic Management

Where traffic management involving the employment of a third party is required to control the movement of vehicles, a documented traffic management plan that has been drafted by an approved traffic management provider.

There will be specific arrangements for each area specific to risk, need and the permit. This will be transient and will be controlled by competent people.

3.0 Asbestos

Where the presence of asbestos is identified prior to the construction stage, the Client / Principal Designer will provide an Asbestos Register, with the type and condition of any known asbestos and the actions to take to remove or treat the material.

If any asbestos-containing material is subsequently found or suspected, work will be suspended immediately, the area vacated and isolated and the Site Manager notified. The Site Manager will notify the incident reporting line, the Client's Project Manager and the Principal Designer. Refer to the M Group Telecom Division Asbestos procedure on the BMS.

3.1 Working Hours

Working hours will be as per the site or contract requirements.

We may require out of hours working.

3.2 Coordination with other Site Works

Any other sub-contractor works being undertaken within the same site or close proximity are to be considered and co-ordination of the separate works is to be included in the project programme and ongoing liaison between different Principal Contractors will take place.

3.3 Working Around Underground Utility Apparatus

Due to the nature of the works, a significant level of excavating around underground apparatus will be required. The risks involved will be mitigated through the Site Wide and Site Specific Risk Assessments and Method Statements.

3.4 Protection of the Public

The public will be protected from the site by the use of appropriate barrier systems, fencing and guarding. Works in the highway will be set out in accordance with the 'Safety at Streetworks and Road Works' Code of Practice and site-specific method statement.

3.5 Lifting Operations

Any lifting operation will be undertaken in accordance with a safe system of work including risk assessment, method statement and / or separate documented lifting plan where required. The risk assessment, method statement and / or lifting plan will be maintained in the project file. Refer also to section 6.6 Plant and Equipment.

Working at Height

Working at height will be undertaken based on a documented method statement and risk assessment including emergency arrangements and held in the project file.

3.6 Exposure to UV Radiation

Due to working outside, those working on the project may be exposed to UV radiation. A M Group Telecom Division Safety Talk or toolbox talk will be delivered to remind of the risk and the control measures.

At all times, the appropriate Personal Protective Equipment and Respiratory Protective Equipment will be worn but in such cases, regular breaks will be taken in the shade.

3.7 Confined Spaces

Any area with the potential to be a confined space will be risk assessed to determine if it is a confined space and if so, the control measures required allowing safe working. This risk assessment will be held in the project file.

Any work to be undertaken within a confined space will be in accordance with a documented safe system of work including method statement, risk assessment and emergency arrangements. This states the requirements for Personal Protective Equipment, competence, number of personnel, individual duties etc.

3.8 Supervision

Works will be appropriately supervised at all times. Works with a particular risk or deemed to be more than low risk will have a greater degree of immediate supervision. This is particularly the case with work undertaken by sub-contractors.

Greater supervision will be applied to work undertaken by sub-contractors working on site for the first time and those used infrequently to ensure that they are compliant with the requirements of this Plan.

4.0 COMMUNICATION

4.1 Safety and Environmental Induction

- A record of induction training shall be maintained in project file.

The Site Manager is responsible for controlling visitors to site. However, the nominated Site Person in Charge can undertake this responsibility in the absence of the Site Manager. The induction training given to the Nominated Site Person in Charge will include the document 'Responsibilities of a Nominated Site Person in Charge'. This states their duties as the site controller, in the absence of the Site Manager. The Nominated Site Person in Charge will deliver a visitor's induction to all site visitors and will supervise their visit. The site visitor induction will be given every time the visitor attends site.

Everyone on site will be requested to enter their details in the Visitor Book on arrival including signing in and to sign out on leaving the site.

At the start of each day, a Daily Risk Assessment of the site will be undertaken. Everyone on site that day will be briefed on this and will sign as received and understood.

4.2 Liaison Between Parties / Design Review

Site meetings between the Client, Designer, Principal Designer, Avonline Network Services and Sub-contractors will occur during the planning stage of the project, culminating in a pre-start meeting before project commencement.

During the construction phase, further meetings will take place as required but at a minimum of one per month. Pertinent health and safety information that arises during the progress of the project will be communicated to relevant sub-contractors and vice-versa, to allow sufficient planning and hazard identification to take place.

At the end of the project, a post contract review will take place to identify any learning points.

The content of these meetings and actions will be recorded and kept in the Project File.

Information on the risks of health and safety arising from working on the project are passed to sub-contractors as part of the tendering process to select and appoint them. Sub-contractors will ensure that all of their employees are provided with information on the risks to health and safety and any subsequent training carried out. Avonline Network Services will monitor compliance with these requirements.

Avonline Network Services as Principal Contractor will generally report on:

- The implementation of the Construction Phase Plan.
- Active monitoring.
- Accidents, near misses, incident investigations and resulting corrective actions.
- Performance of supply chain partners and any resulting corrective actions.
- Recommendations of safety meetings.
- Identification of requirements for pre-planning of upcoming work (any necessary risk assessments etc.).
- Project review (as appropriate).

On completion and handover of the project, a documented review meeting will be held to identify any learning points.

Toolbox Talks

The Site Manager using either the M Group Telecom Division suite of toolbox on site.

As a minimum, Toolbox Talks will be undertaken with site personnel on a weekly basis. They will also be undertaken on an ad-hoc basis as and when required, based on issues identified on site or due to site conditions.

It is appropriate for refresher briefings to be included in toolbox talks if relevant to operations. Sub-contractor employees are also to be included in toolbox talks if relevant to their operations.

Personnel will also attend Team Briefs.

All Toolbox Talks given must be recorded on a Training Register and stored in the Project File.

In accordance with M Group Telecom Division Services' policy, where there is a reoccurrence of unsafe acts, the matter will be fully investigated and concluded with a report. The contents of the recommendations from the report will be included in future Toolbox Talks.

4.3 Site Observation Records (SOR)

In the first instance, any near misses or unsafe acts should be reported to the site manager for rectification and recorded via SOR for trending and reporting.

4.4 Information Relating to Design Work

4.4.1 During the Development of Design for Permanent Works in the Construction Phase

Hazards and risks will have been considered at the development stage of the project before commencement of works on site. The severity of risks on this project will be confirmed following issue of Designers' information including Designers' risk assessments and / or the Hazard Elimination and Management List provided by the Principal Designer. As the Principal Contractor, Avonline Network Services will assess the information and take appropriate action with respect to risk assessment and the transfer of relevant information to other affected sub-contractors.

Any design changes that have health and safety implications are to be brought to the attention of the Principal Designer. Procedures will be established with the design team in order that the Principal Designer has opportunity to review design risk assessments and co-ordinate with the Principal Contractor.

As the project develops, any items that create significant hazards will be highlighted to the relevant parties of the design team and project team members including the Principal Designer, for mitigation.

4.4.2 Temporary Works Design

Any temporary works design requirements will have originated from design work and the pre-construction information. This will have identified some of the risks and will follow the same process as for permanent design. Temporary works will be subject to risk assessments and method statements which will be held in the project file.

Any proposed changes to design identified during the construction of the project will be communicated to the Principal Designer / Client / Designer(s) as appropriate.

4.5 Utility Drawings, Existing Drawings and Surveys

Prior to the commencement of each stage of the project, all existing plans and utility drawings will be available and relevant for the area of the works.

Construction drawings detailing the work to be undertaken will be held the project file, available on site or reference made to their location.

Additional tender drawings will be held in the project file. Drawings provided by the client will be maintained.

Avonline Network Services staff or nominated sub-contractors will produce as laid and / or constructed drawings for the permanent works. Where these are held on site, they will be in the project file. Alternatively, they will be issued direct to the client.

4.6 Notification to the Health and Safety Executive

A signed copy of the F10 will be displayed in the site office / welfare area and in the project file.

4.7 Consultation with Working Parties

Consultation and feedback from working parties including employees and sub-contractors will be undertaken on matters pertinent to their health, safety and welfare and environmental issues. This can be carried out during safety briefings, method statement briefings, Safe Plans of Action, Safety Talks and Toolbox Talk briefings.

5.0 QUALIFICATIONS / COMPETENCY

4.1 Qualifications and Competency of Personnel

All personnel employed to work on the project will have their competence verified prior to being put to work. Summaries of qualifications of all parties employed on the project, including approved sub-contractors will be kept in the Project File.

6.0 SUPPLY CHAIN

5.1 Contract Awards

Any contract awarded on the project will include:

- Site rules and procedures.
- Rules for further sub-contracting work.
- Monitoring arrangements.
- Arrangements for health and safety and environmental management of the project.
- A schedule of identified risks and environmental impacts.

- If not operating under M Group Telecom Division' systems, sub-contractors must provide suitable method statements and risk assessments and will not commence work until these are received, reviewed and approved by a competent person.

5.2 Sub-Contractor Appraisal

Selection of suitably and appropriately competent sub-contractors will include:

- Arrangements for managing health, safety and environment.
- Procedures to adopt for developing information for this Plan.
- Approach to be taken to deal with identified high-risk areas (risk assessment and method statements).
- Arrangements for monitoring compliance with Health, Safety and Environmental Legislation.
- Adequately trained personnel, labour and management (both safety and skill).
- Timescales for mobilisation.
- Adequate time and resources to deliver the work.

Should the work of one sub-contractor impinge on that of another or M Group Telecom Division, the details of hazards, environmental impacts and risks must be notified to all affected parties.

Records of individual sub-contractor evaluations are maintained centrally (Sub-Contractor Control).

6.0 MONITORING OF HEALTH AND SAFETY

6.1 Monitoring Process

Overall safety standards for all sites are established within the Avonline Network Services Contract SHEQ Plan.

Constant monitoring of health, safety and environment will be undertaken as part of the project management. In addition, site-specific safety and environment recording will apply as per the following table; the form to be used will be dependent upon the work activity at the time:

ACTIVITY	FREQUENCY
Site Manager - Safety and Environmental Inspections (Recorded).	1 per week
SHEQ Department - Safety and Environmental Inspection (Recorded).	Not more than 4 weeks

Copies of inspections undertaken will be held in the project file.

6.2 Site Rules

Site rules will detail specific controls on site; these will be displayed in the welfare area and will be briefed to all relevant personnel. A copy of these will be held in the project file.

The site rules will be reviewed monthly as a minimum or otherwise as circumstances dictate and where required, a revised set will be issued. Review of the site rules is recorded on the Site Rules Review Record form and is located in the Project File. Records of briefings will be stored in the Project File.

6.3 Requirements of the Employer (Client)

In addition to the foregoing, the employer has scheme specific requirements, which are scheduled below:

- Maintain access to existing operational works.
- No pets on site.
- No alcohol or drugs on site.
- Noise levels to be minimised.
- Personal Protective Equipment to be worn – Flame retardant overalls, safety boots, high visibility jacket and hard hat are minimum requirements. Other Personal Protective Equipment e.g. gloves, safety eyewear and Respiratory Protective Equipment to be determined by risk assessment.

- No explosives (except for cartridges for tools and equipment e.g. spiking guns).
- No fires.

6.4 Permits

The Project / Site Manager will issue Civil Safety documentation such as a Permit to Dig, Hot Works Permit, Permit to Enter.

In most cases, permits will be issued on a risk-assessed basis. Copies of these permits will be kept in the project file.

6.5 Authorised Personnel

Only authorised personnel are allowed on site, including:

- Client / Representative.
- Designer / Representative.
- Architects, engineers and representatives of the employer.
- Principal Designer (PD).
- Direct employees and approved sub-contractors working on site.
- Local Authority Representatives, entering the site for purposes connected with the work.
- Individuals who have a statutory right to enter the site.

No one will be permitted to enter the working area unless they are wearing the appropriate personal protective equipment and any other item deemed necessary by the Site Manager following a site induction.

On arrival at site, everyone must report to the responsible person e.g. Site Manager or in his absence, the Site Person in Charge. There will be signage informing of this at every work location and on the outside of the welfare / office area.

Measures will be instigated to prevent entry into working areas / site by unauthorised persons, which will include barriers and signage where appropriate.

6.6 Plant and Equipment

Before using any item of plant a suitable and sufficient risk assessment will have been completed and the equipment will be examined to ensure it is 'fit for purpose' – making safety the main consideration in the selection process.

The following rules will be adhered to regarding plant and equipment:

- Consideration should be given to the environment where plant is to be used.
- Overhead lines / conductors – No mechanical plant to be used unless clearances can be maintained
- No mechanical plant to be used within 500mm of underground apparatus. Unless suitable risk assessment and controls are in place and agreed by the SHEQ department.
- Uneven ground conditions – choose dumper / excavators carefully due to stability risk.

NOTE: The use of 1 tonne forward tipping elevating dumpers is prohibited unless a specific evaluation is undertaken and agreed.

Where for example specialist plant is not known to be required until later in the project, a method statement and risk assessment will be produced covering the use of that item of plant.

The statutory inspections of plant and machinery will be carried out daily / weekly and recorded on the appropriate inspection form and maintained in the project file e.g. Plant Monitor Form, PUWER / LOLER Inspection Form, Weekly Plant Sheet.

6.7 Plant, Equipment and Electrical Testing Certificates

Test certificates of plant or equipment that are not inspected in line with PUWER are maintained within the project file. This will include for example electrical tests of welfare units for long-term projects.

6.8 Excavation Register

If an excavation is open overnight it must be inspected prior to work re-commencing or if any of the following have occurred:

- After an accidental fall of rock, earth or any other material.
- Slight distortion in the timbering or support.
- Ground conditions may dry out and shrink timber supports.
- Bad weather conditions.
- Heavy plant / vehicles near the edges of the excavation.

A trained competent person will carry out the inspection of the open excavation daily, recording the findings on the Excavation Register at least once every seven days, where the excavation is open for this period. These will be held in [Section 2.08](#) of the Project File.

6.9 Scaffold Inspections

Recorded inspections of scaffolding will be undertaken when it has been erected, when a change in conditions may have affected its safety and at a frequency of no more than 7 days. The inspections will be recorded on the Scaffold Inspection form and maintained within [section 2.07](#) of the project file.

Erection, dismantle and alteration of mobile tower scaffolds will only be undertaken by Prefabricated Access Suppliers' and Manufacturers' Association (PASMA) trained personnel

6.10 Review

Review of this document will take place monthly or as site events or conditions dictate. The review will cover:

- Requirements as described within this Construction Phase Plan.
- Monitoring of safety and environmental performance, including results of both active and reactive monitoring.

- How to improve safety and environmental performance.

Results of reviews will be included in reporting at regular site progress meetings held between the Client, Principal Designer (PD), Designers and Principal Contractor.

Reviews will be recorded on the Construction Phase Plan Review Record and held in the Project File.

6.11 M Group Telecom Division Insurances

Copies of relevant insurance certificates will be kept in the Project File.

7.0 METHOD STATEMENTS

7.1 Schedule of Method Statements / Risk Assessments

A register of M Group Telecom Division Method Statements and Risk Assessments and those of approved sub-contractors is included in the project file.

Method Statements will be prepared in accordance with hazards identified in the Hazard Elimination and Management List (HEML) and risk assessments. Refer to Hazard Elimination and Management List (HEML) / Risk Assessment for further information.

7.2 Briefing Registers

Records of method statement briefings are found at the back of the relevant method statement

8.0 RISK ASSESSMENTS

8.1 Existing Hazards and Risks

The Pre-construction information identifies existing hazards, which will be assessed and mitigated.

Significant risks requiring safety and environmental method statements will be identified prior to commencement of operations.

Records of risk assessments will be filed with their appropriate method statements.

8.2 Schedule of Identified Hazards and Aspects

- Underground cables and pipes. Ensure that record drawings and cable-locating devices are used prior to excavation proceeding.
- Protection of other road users and pedestrians at access to site and at temporary access ways.
- Concrete placement.
- Potential of contaminants in the ground particularly oil or oil residue from electrical plant.
- Accidental contact with LIVE electrical equipment and conductors due to the use of concrete pumps, cranes or excavators.
- Unauthorised access by the public.

- Erection and dismantling of temporary fencing.
- Emissions to air.
- Releases to Water.
- Potential Spillages.

This schedule will be checked as the project progresses to ensure that these and other risks that become apparent are assessed and removed or mitigated.

8.3 Hazard Elimination and Management List (HEML) / Risk Assessment

Prior to commencement of the project, a HEML will be undertaken and the control measures identified and documented. This will cover the risks highlighted in the Pre-construction information and any others that are identified and will be held in the Project File.

The HEML will then be used as the basis for Risk Assessments. This will refer to the documented Safe Systems of Work including method statements and risk assessments for the project.

Risk assessments will be undertaken and briefed to relevant personnel before undertaking works.

If appropriate, a set of the model risk assessments will be contained within the Project File and will be used to support the risk assessments.

8.4 On Site Risk Assessment:

A documented on site risk assessment will be undertaken and reviewed daily. This is based on a series of safe methods of working and demonstrates how a task will be undertaken as well as documenting the hazards, risks and environmental impacts involved. These will be in the Project File.

8.5 Excavation Risk Assessments / Permits

Excavations will be undertaken in accordance with the appropriate permit to dig system or M Group Telecom Division deep excavation risk assessment

8.6 Fire Risk Assessments

A Fire Risk Assessment has been undertaken in line with current legislation and forms part of the Fire Plan, which is included in the project file.

8.7 Risk Briefings

The appropriate Risk Assessments will be briefed to personnel as part of the site induction and daily risk assessment. Any amendments to the risk assessment will be briefed to those undertaking works and recorded.

8.8 Dust, Noise and Vibration Assessments

Significant dust, noise and vibration will occur during some work activities. To minimise the impact of dust, cutting works will be undertaken with the use of water fed dust suppression equipment.

Mechanical methods will be used wherever practicable to minimise the exposure of personnel to the effects of vibration. Noise and vibration emitting equipment will be turned off when not in use.

Direct employees will have been briefed on noise and vibration control and management at their contract induction. Direct employees and sub-contractors will be briefed as and when required by method statement / risk assessment briefings or toolbox talks, with records held in the Project File as appropriate.

Appropriate Personal Protective Equipment for all work activities will be issued to protect personnel involved e.g. gloves, hearing protection, eye protection Dust masks (Minimum FFP3 filter) and a face fit test must have taken place prior to using this type of RPE. Personal Protective Equipment Issue Record Forms where utilised will be maintained in the Project File.

Wherever possible, the use of hand held vibrating tools will be designed out. If this is not possible, the following control measures will be adopted:

- High vibration tools to be replaced by those of low vibration.
- Time spent using hand held tools will be limited, with short frequent rest breaks taken.
- Job rotation will be utilised to limit the time spent using hand held vibrating tools.
- Tools and attachments will be well maintained and any faulty items will be quarantined and reported to the Site Manager for rectification.
- Gloves will be worn in cold weather to keep operators hands warm, encouraging the flow of blood.
- Compliance with contract / company HAVS procedure.

8.9 COSHH

All materials used on the contract will be assessed for their suitability and safe use.

All materials used will have an appropriate COSHH assessment and be held within the M Group Telecom Division Team SHEQ Pack and / or the project file.

9.0 WELFARE

9.1 Facilities

Where required welfare facilities will be in accordance with the 'Guidance for the Provision of Welfare Facilities on Fixed and Transient Sites' and as required under CDM Regulations 2015 schedule 2.

Remote sites or sites covering a large distance (such as roadworks) it may not be possible for workers to access a convenience without transport. However, in those instances that transport should always be available, and the journey time should be equitable to the time taken to walk 150m

There will be a mobile welfare unit in situ for these works which will move around the location to be close to the active teams.

To meet the requirements of schedule 2, Avonline has selected to provide a mobile welfare unit for rest breaks which will be relocated to the locations suitable for the works.

Cleaning will be required weekly as a minimum and maintained in accordance with the guidance from MGroup Plant and Fleet where the units have been procured from.

Welfare Registration Number – YH19UCL

Welfare Vehicle Photographs:





Comfort breaks will be considered and managed (staggered breaks between members) to comply with current COVID Guidance notes in relation to social distancing.

EMERGENCY PROCEDURES

10.0 Emergency Action Plan

The Emergency Action Plan covers procedures and contact numbers to be followed in case of:

- Incidents – Including address and contact details of the nearest Accident and Emergency Hospital
- Fire
- Dangerous Occurrence
- Cable Strike
- Theft
- Environmental
-

The nearest Hospital to the project that provides an A&E service is:

James Paget University Hospital, Lowestoft Rd, Gorleston-on-Sea, Great Yarmouth NR31 6LA

The Emergency Action Plan is displayed in the site office and a copy retained in the project file.

10.1 Site information

The Emergency Action Plan will detail the location of first aid kits, eye wash stations, fire extinguishers, toilet, smoking area, spill kits, fire assembly point and rest area. A copy of the Emergency Action Plan will also be displayed in the welfare area / site office and will be briefed to personnel on induction. This will be located in the Project File.

10.2 Accident and First Aid

First aid provision will be in accordance with the documented risk assessment which will be located in the Project File.

The names of first aid personnel and the location of first aid facilities will be displayed at prominent positions within the site, including the welfare area, documented in the Emergency Action Plan.

Details of the nearest Hospital with an Accident and Emergency Department and a map and directions from the site are contained within the Emergency Action Plan contained in the project file. A copy will also be displayed in the welfare area and / or the site office.

Any plant, tool or equipment which is suspected of being the cause or connected with an accident / incident will not be interfered with or moved until permission is granted by the SHEQ Department.

10.3 Incident / Accident / Near Miss / Hazard Reporting

Any incident / near miss / hazard must be reported as follows (except for accidents below):

- Notify the Site Manager, responsible Contract Manager and Area Manager where applicable.
- Notify the M Group Telecom Division Incident Reporting Line - Tel: 03301231092 The incident coordinator where applicable will notify the Client's incident reporting system.
- Any electrical emergency should be reported to <Enter the client's reporting details>.
- Inform the Client Project Manager / Principal Designer where requested.

The following are the communication channels for accidents:

- Notify the Site Manager, responsible Contract Manager and Area Manager where applicable.
- Notify the M Group Telecom Division Incident Reporting Line - Tel: 03301231092
- The incident coordinator where applicable will notify the Client's incident reporting system.

Then as follows:

- ANSL Project Manager - Client Project Manager and Principal Designer.
- ANSL Area / Construction Manager - Client Senior Project Manager / Area Manager.
- ANSL SHEQ Manager / Advisor – Client Health and Safety Manager / Advisor.

Any RIDDOR reportable over 7-day absence will be reported to the local Health and Safety Executive on-line within 15 days. The Contract Manager in conjunction with the SHEQ Department will undertake this.

The responsible manager with support and assistance from the SHEQ team will carry out investigations and prepare incident reports.

All incidents will be reviewed and discussed during regular on site meetings at which any necessary action or improvement will be discussed and decided upon.

These requirements also apply to approved sub-contractors. Details of these arrangements have been communicated to them as part of their induction.

11.0 ENVIRONMENTAL

11.1 Environmental Management System

An understanding of the environmental issues associated with the works is essential to ensure legal compliance and the adoption of environmentally sound working practices. The site induction will cover the basic principles involved and the measures to be implemented.

The identification and assessment of the environmental impacts are vital to enable the establishment of appropriate management measures. The conducting of a risk assessment prior to the commencement of operations will facilitate the environmental management process.

Most pollution incidents are avoidable and careful planning can reduce the risk of pollution. Preventative measures included at the planning stage will generally be more cost effective than cleaning up after a pollution incident. Pollution prevention measures may offer benefits such as fewer site accidents.

11.2 Environmental Risk Assessments

Company Environmental Risk Assessments are contained within the Team SHEQ Pack held by the personnel on site. Specific Risk Assessments will be produced where required and will be kept in the Project File.

The specific risk assessment where required will take into the account the following:

- a) Identification of the activities relating to the project scope of work.
- b) Assessment of all the activities relating to the project against the following aspects:
 - Emissions to air
 - Releases to Water
 - Land Contamination
 - Ecological issues
- c) Assessment should consider activities within the normal and abnormal situation on the basis of "what is the worst thing that can happen".
- d) Control measures shall be identified within the site specific risk assessment to mitigate the impacts and shall generally include:
 - Dust and noise suppression from the works
 - Management of groundwater disposal and any trade effluent identified
 - Any specific ecological control measures

Project specific control measures may include specialised requirements that may require expert advice. This will generally apply to:

- Noise assessments for background noise. Levels above 10db(A) of existing levels are generally considered a nuisance and may require screening, controlled hours of work and liaison with local residents.
- Discharge of groundwater and trade effluent may require a licence under the Water Industry Act (1991). Dialogue may be required with the local Environment Agency Office. Generally non-contaminated groundwater may be filtered prior to disposal to a watercourse; however, activities such as well-point dewatering may certainly require a licence and compliance with the necessary conditions.
- Management and storage of waste on site may not be exempt and may require a licence from the Environment Agency.
- Ecological issues such as Sites of Special Scientific Interest, habitats such as badger setts, invasive plants such as Japanese knotweed, and so on may require the use of an appropriately competent specialist to identify further control measures to ensure compliance with legislation.
- Work near trees requires the control measures identified within the current National Joint Utilities Group (NJUG) requirements.

11.3 Environmental Aspects

11.3.1 Noise

During the pre-construction phase, the means of mitigating the environmental impact for noise will be assessed and reflected in the design of the project. If required, a Section 61 application will reflect this and demonstrate to the consenting body the commitment to use best practicable means. The Section 61 consent will therefore provide assurance through advanced agreement with the Local Authority that best practicable means is being implemented.

Where necessary, Section 61 consent will be in place before work starts on site. Any predetermined measures or imposed conditions identified at the outset of the project by an environmental assessment or Section 61 application will be implemented to reduce the impact of noise within the worksite and to the surrounding area.

Regardless of application requirements, M Group Telecom Division will carry out noise assessments wherever there is a potential problem. Noise levels must be reduced to an acceptable limit by means other than hearing protection. However, this must be issued as a “short term” measure in order to ensure that noise exposure is reduced to the exposure limit values.

11.3.2 Air Quality and Dust

Environmental assessments will be undertaken to minimise the impact of dust and consideration will be given to the use of specialist equipment and changes in work practices. To minimise the impact of dust, cutting works will be undertaken with the use of dust suppression equipment.

Sub-contractors will carry out risk assessments to identify whether existing air quality and dust will impact on their works. The risk assessment must include control measures to eliminate or reduce the risks associated with air quality and dust. If poor air quality or dust is encountered, the Site Manager will assess the risk. Should the risk be unacceptable, that element of the work(s) will cease until measures have been implemented to reduce the risk to an acceptable level.

11.4 Compliance with Environmental Legislation

Methods to comply with environmental legislation for the project are outlined within this plan and shall include:

- The control measures identified within the risk assessment
- The person responsible for the particular compliance method
- Details of the compliance methods
- Inspections \ checks \ audit requirement and frequency to ensure compliance

The compliance methods shall be included within the relevant method statements produced for the project.

11.5 Site Waste Management Plan

A Site Waste Management Plan (SWMP) will be developed where applicable and ensure that we:

- Eliminate waste where possible
- Reduce the waste we create
- Reuse materials
- Recycle waste
- Dispose of the resultant waste to a licensed facility that can accept the type of waste being disposed

The SWMP is included in the project file.

The SWMP shall outline the proposed targets for waste reduction and consider corporate waste targets set by both the client and M Group Telecom Division.

Waste destinations will either be recorded via a Waste Stream Matrix, detailing landfill sites, waste recycling points and transfer stations or an on-line system. Waste documentation / licences will be kept in the project file or via an on-line system. Where the on-line system is used, this will be viewable from site.

If hazardous waste is to be produced, a Premises Code shall be obtained from the Environment Agency.

A responsible person identified within this plan shall maintain waste transfer and consignment notes. These shall be fully completed and the focus is on ensuring the correct type of waste is identified with the correct EWC Code and confirmation of whether the waste has been pre-treated.

11.6 Environmental Action Plan (Response Plan)

The environmental emergency contact numbers are included in the Emergency Action Plan and emergency contact numbers are displayed on the site notice board. Significant pollution incidents will also be reported to the Environment Agency and assistance provided to stop and clear up the pollution.

11.7 Spillage

All practical steps will be taken to contain a fuel or chemical spill as per the emergency response spillage procedure. Spillages are to be reported immediately to the M Group Telecom Division Incident Reporting Line who will report it to all other relevant parties.

Reference will be made to the relevant COSHH assessments for measures to be implemented in the event of a spillage. Advice on Personal Protective Equipment and procedures will be adhered to before commencing the clean-up operation. COSHH Assessments are located within the Team SHEQ Pack, on the company intranet or in the site file.

An appropriate spill kit will be available on site or in a vehicle and will comprise of:

- Absorbent Pads
- Oil spill granules
- Boom
- Sand
- Containers for contaminated liquids
- Disposable Personal Protective Equipment

Attention shall be given to the storage of liquids such as gas-oil with the provision of bunds and drip trays etc.

11.8 Archaeological Issues

Where it is identified during the design stage that archaeological issues may impact upon the works, the necessary surveys will have been undertaken and relevant information included within the Pre-Construction Information. The results of these surveys will be taken into account when formulating systems of work.

Any archaeological discoveries will result in the work being stopped and contact will be made with the Principal Designer and / or client project manager regarding the appropriate course of action to follow.

There has been no archaeological risk highlighted to Avonline by the Client.

12 HEALTH & SAFETY FILE

12.0 Information to be Included

The Health and Safety file for the project will be strictly in accordance with the requirements of the client. The contents will be as requested by the Client via the Principal Designer.

The responsible supervisor is responsible for compiling the information for the Health and Safety File. Estimated date for handover of the file to the Principal Designer 2023

Information for the file is held at site with a copy in the office.