

**Ferrier   
Pumps Limited**



**Construction Design and Management 2015**

**Construction Phase Plan**

Client:

aBV (Amey/Black & Veatch)

Project Name:

HV Programme Stevenston Point WwTW

FPL Project Reference:

P1064

Client Project Reference:

SW Auto Code 502269

Revision:

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1. This Health & Safety Plan

It is Ferrier Pumps policy that work on this project will be carried out in accordance with the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, The Construction (Design and Management) Regulations 2015, and in accordance with the Company’s Policy for Health and Safety.

This Construction Phase Plan has been developed from the Pre-construction Information provided by the client and will be further developed as the Project progresses through the construction phase. This Health and Safety Plan is a dynamic document that will change and develop throughout the project. All persons working on or visiting the site will be made aware of the availability of this plan and its contents.

**This document will be clearly displayed and available to all persons working on or visiting the site.**

1.1 Principal Contractor

Ferrier Pumps will ensure the following obligations identified by the Construction (Design & Management) Regulations 2015 and other applicable legislation are complied with:-

1. To develop the Construction Phase Health and Safety Plan into a working project document, ensuring that it contains all the necessary information.
2. Make clear to all contractors and operatives on the site (through site inductions) both the Clients requirements and Ferrier Pumps site specific rules. Project Safety information will be disseminated through site inductions and weekly briefs/talks with operatives and contractors representatives.
3. Take reasonable steps to ensure that all contractors [including the self-employed] co-operate as far as is necessary to enable each of them to comply with relevant statutory provisions.
4. Restrict site access to allow only authorised persons in.
5. Obtain from other contractors engaged to work on the project method statements and risk assessments pertaining to their own operations **particularly where they may impact on others.**
6. Maintain the Safety Notice Board and the display of all Statutory Notices.
7. Advise the Principal Designer of any discoveries or proposals regarding design matters.
8. Procure the appointment of competent designers or contractors as far as is reasonably practicable through the use of the supply chain management process.
9. Monitor the health and safety performance of persons and companies working on the Project.
10. Secure all information that will be required for inclusion in the handover of CD and Health and Safety file so that the asset owners / users can safely use and maintain the works/asset.
11. Maintain the provision of training and safety information to all those on site that may suffer risk to their own health, safety and welfare whilst working on the Project.
12. Encourage an open door policy and blame free safety culture in the reporting of hazards and useful work practices. The statutory requirement of all operatives to look after their own safety and not engage in activities which will put others at risk /cause them harm will be underlined.

The Health & Safety Executive has been advised of this project on Notification of Project Form 10 as it is a requirement as detailed in Regulation 6.

1.2 CDM Standards and Objectives for the Project

It is the intention of Ferrier Pumps that:

• Activities shall be carried out in accordance with relevant statutory provisions to include the Construction Design & Management Regulations 2015;

• Facilities will be provided for both employer/employee and project team consultations on CDM matters, and information arising which has a health and safety/risk implication will be disseminated to those who may be so affected;

• Management of the Project shall include the encouragement and maintenance of the co-operation between all employees and individual project parties working on the Project;

• Expert advice and assistance will be obtained where necessary to discharge obligations and duties identified within the CDM Regulations

• The works shall be completed in accordance with the quality standards specified, to programme and budget as per Client instruction

1.3 Safety Standards and Objectives for the Project

Ferrier Pumps will, in undertaking the works, (briefly outlined in 2.3, and as detailed within the specification of works), aspire to:

• Achieve zero fatalities, zero permanent disabilities and improve safety performance year on year;

• Comply with all current Health and Safety Legislation and Approved Codes of Practice;

• Ensure compliance with **CLIENT** safety requirements and publish these as part of the Project requirements;

• Work with and advise the Client in his aspiration to provide a ‘better’ environment for his employees;

• Maintain safe and unimpeded access and egress from the site, particularly for emergencies, and minimise the disruption to neighbours, (both vehicular and pedestrian);

• Identify and address all risks arising from both our, and our contractors activities to include fire;

• Police and co-ordinate, through our Site Health & Safety Co-ordinator the use of safe procedures, tools, plant, equipment and the appropriate use of Personal Protective Equipment (PPE);

• Work with the Clients direct contractors to maintain safety and site co-operation;

• Employ a Safety Manager/Advisor to carry out safety audits and inspections;

• Maintain adequate levels of welfare facilities for the work force, including contractors;

• Assess the impact of site activities on the environment and manage to minimise it;

• Identify and provide health and safety training to promote awareness of safety of self and others where necessary.

1.4 Site Safety Policy Statement

Ferrier Pumps regards the provision of a safe and healthy working environment on construction sites as a principal objective. This objective can only be achieved by the co-operation of the Company, employees, subcontractors, the client and his representatives. Co-operation must be at all levels within these different organisations through the structures established under the Construction Design and Management Regulations (CDM).

Ferrier Pumps will collaborate with all parties to provide the organisation, advice and resources to meet this commitment so far as is reasonably practicable. Authority to implement this policy is defined for all those who have a responsibility for health and safety.

Ferrier Pumps has established a series of management procedures to ensure that health and safety issues retain a high profile during all stages of the Company’s activities. Such procedures are devised to conform to the requirements of CDM.

It is the responsibility of Ferrier Pumps to:

1. Sustain and carry out this policy by all means at their disposal;
2. Provide adequate safety and job training for all employees with particular attention to special safety training where appropriate;
3. Comply with the requirements of the relevant legislation, to undertake risk assessments of all activities and to ensure that safe systems of work and a safe working environment are put in place.
4. Ensure that the operations of the Company are carried out without risk to the health and safety of third parties.

Ferrier Pumps will seek to maintain a constant interest in all aspects of safety by effective consultation with all parties concerning hazards and incidents which affect health and safety at work and to prevent any adjustment or damage to plant and equipment which may create a hazard.

All managers and supervisors are responsible for the safety of employees, subcontractors and visitors in their charge and must ensure that policies and procedures are made known and are observed. It is their responsibility to ensure the effective delegation of these duties during their absence.

Employees, subcontractors and visitors to site are responsible for observing Company policies and procedures and for ensuring that at all times they work in a manner consistent with the safety of themselves and others.

The effectiveness of health and safety measures will be monitored continuously in order to ensure that both policy and practice are appropriate at all times to the activities of the Company.

All those involved in the construction phase have a statutory duty to comply with this Construction Phase Plan and to provide Ferrier Pumps with any information which they have, which is needed to keep the Plan up to date. Anyone wishing to seek advice on compliance should contact Ferrier Pumps.

1. Summary of Project Information

|  |  |
| --- | --- |
| 2.1 Project Name: | HV Asset Replacement Programme – Stevenston Point WwTW |
| 2.2 Project Address: | Stevenston Point WwTW  Lundholm Road  Stevenston  Ayrshire  KA20 3JY |
| 2.3 Description and  Scope of Works: | * Supply and installation of 2no. 1000kVA transformers (Transformer no. 1 and 2). * Supply and installation of 2no. 2000kVA transformers (Transformer no. 3 and 4). * Supply and installation of the transformer protection and monitoring, relays oil temperature, visual gauges, CTs, etc. * Replacement of the High Voltage cables from the Scottish Water Main 11kV Substation to each transformer. * Replacement of Low Voltage power, protection and monitoring cables back to the cable origin. * Provide Protection study, HV design, HV cable calculations, HV cable testing and commissioning, etc. * Removal and disposal of the existing transformers and existing metal cages to no.1, 2, 3 and 4. * Provide design and installation of new earth system for the new transformers no.1, 2, 3 and 4. * Construct 4 no. new precast transformer buildings(4no. transformers) complete with harled finish to side walls as per GA Dwg 5000005630-WW-DRA-04171101-0A-NEW SITE LAYOUT; * Lifting of pre-cast structures and transformers into position. CBR test required to assess suitability of ground conditions. * Remove 2no. existing staircase structures to rear of Inlet PS & and Outfall PS control buildings to allow HV/LV cable install and reinstate as new, complete with cable trench and 3no.change of direction draw pit, access covers, 8no. ducts to new transformer locations. * Monobloc road and rear staircase/walkway reinstatement to suit new cable duct routes from main buildings to Precast transformer buildings * Reseeding required to suit new cable route between Transformer 3 and 4 and HV switch room duct chambers. * Excavation and removal of soil from site, including temporary works design(cofferdam if required) * 4no. LPCB Security rated 3 metal doors to suit precast buildings * Building Services (heating, localised lighting, fire alarm and intruder alarm circuit extension and forced ventilation) to all transformer buildings. The building electrical circuits shall be powered from the Low Voltage Switchboard spare feeder switch. * Tier 1 contractor will carry out an investigation and replacement where required of the existing cabling ducts between the transformer pens and the HV Switchroom. * The loose stone within the existing transformer pens shall be removed and remedial works undertaken to form transformer bunds, once completed the loose stone shall be replaced with new monobloc. * Transfer all LV cables from the new transformers no. 1, 2, 3 and 4 without loss of supply to the Low-Level switchboard MCC1 and MCC3. * The Tier 1 Alliance Contractor is considered to have gained a full understanding of the existing processes that might be affected by the works. Any temporary treatments or interventions and intrusions that are necessary for the works are deemed temporary works. The Tier 1 Alliance Contractor is responsible for the design, construction, operation, commission and maintenance of temporary works during construction phase. * The transformers shall be replaced one at a time to minimise risk and disruption to the works operation, while each transformer is being replaced a temporary standby generator shall be provided (on standby on site). * Tier 1 Contractor to advise allowance for temporary works as per programme, for example fuel allowance for the Generators and over pumping (not required) as per Framework quotation(if required). * Tier 1 to provide breakdown of costs for staff on standby cover for durations of during transformer changeover. * Provision of HV Senior Authorised Person working to aBV HV rules to ensure safe system of work; isolations, permits and ensure installation to required WIMES quality/standard. * The Tier 1 Contractor shall be responsible for providing the foregoing and shall be responsible for verifying that the proposed scheme meets these Project Objectives. * The Tier 1 Contractor shall be required to liaise with Scottish Water’s third party team for utilities, planning, land, environmental and communication requirements to ensure any permissions or approvals required in order to complete the project are achieved. * The Tier 1 Contractor should note design responsibility in section WI 315 |
| 2.4 Client Details: | Scottish Water  Castle House  6 Castle Drive  Dunfermline  KY11 8GG |
| 2.5 Principal Contractor Details: | aBV  Pavilion 2,  Buchanan Gate Business Park,  Stepps,  Glasgow,  G33 6FB |
| 2.6 Principal Designer Details: | aBV  Pavilion 2,  Buchanan Gate Business Park,  Stepps,  Glasgow,  G33 6FB |
| 2.7 Existing Environment: | The Stevenston catchment is situated to the north west of Irvine. The catchment is comprised of the residential areas of Beith, Kilbirnie, Dalry, Kilwinning, Stevenston, West Kilbride, Adrossan and Saltcoats.  The Stevenston catchment drains a population of approximately 90,0000 people with all foul flows and combined flows discharged to the Stevenston WWTW, preliminary treatment is managed by Scottish Water with final treatment by a PFI. All treatment under CAR Licence Number: CAR/L/1003264 |
| 2.8 Surrounding Area: | Stevenston Point WwTW is located off Lundholm Road, Stevenston, KA20 3LJ |
| 2.9 Existing Services: | The site has a 3 phase 11,000 volt electricity supply.  The site has a PSTN BT line  There is no mains gas supply on site.  There is potable drinking water and waste water facilities on site. |
| 2.10 Existing Structures: | Stevenston Point WwTW has three main control buildings, a large below ground inlet pumping station and associated processes, there is also a small building housing HV incoming supply, storage and welfare.  All the brick structures are in a poor state of repair, brick degradation due to weathering has left some structures not water tight.  The treatment works is surrounded by a fence. Fence type – plastic coated chain linked wire mesh on concrete posts with inward cranked tops with three strands of barbed wire along top.  Gate type – double, metal, framed with chain link wire mesh and three strands of barbed wire along top on metal posts |
| 2.11 Ground Conditions: | |  | | --- | | Ground Investigations has been carried out by aBV, please refer to 502269-SN-DOC-99151104 – Geotechnical Design Report. If scope changes are encountered further survey works may be required to confirm the exact location of utilities, pipe routes etc and it will be the responsibility of the Tier 1 Contractor to ensure additional surveys are identified and completed.  The Tier 1 Contractor shall be responsible for identifying and specifying all site based survey works required in order to progress the design of the Works. This shall include all survey work required to confirm the information contained within the Site Information including site record drawings and manuals. The Tier 1 Contractor shall be responsible for preparing all Briefs, Drawings and Sketches and associated Health & Safety information to enable the Survey works to be carried out on site.  It is envisaged that the survey works may include, but will not be limited to the following:   * Survey work required to confirm the dimensions shown on or missing from the Site Information. * Further Ground Investigations. * Survey work to confirm the position of existing services. | |
| 2.12 Existing Traffic Systems: | None in place |
| 2.13 Programme: | *Timescales*  Contract Start Date: 13th May 2019  Contract Completion Date: 10th April 2019  Site Start Date: 10th June 2019  Site Completion Date: 10th April 2020  Normal working hours: 7:30am – 4.30pm  Work on site outside these times is prohibited unless arrangements have been made with the Site Manager for competent supervision to be on site. Lone working will not be permitted.  A copy of the Construction programme is located in Appendix 4 |

1. Management Team Organisation & Responsibilities

3.1 Management Team Function

The Ferrier Pumps delivery team have a wealth of experience with this type of project covering all disciplines which will be deployed in order to achieve the Project goals.

The team function will:-

• Work as one with the Client's Management Team to achieve the objectives and safety goals embraced by the Client and published within this document.

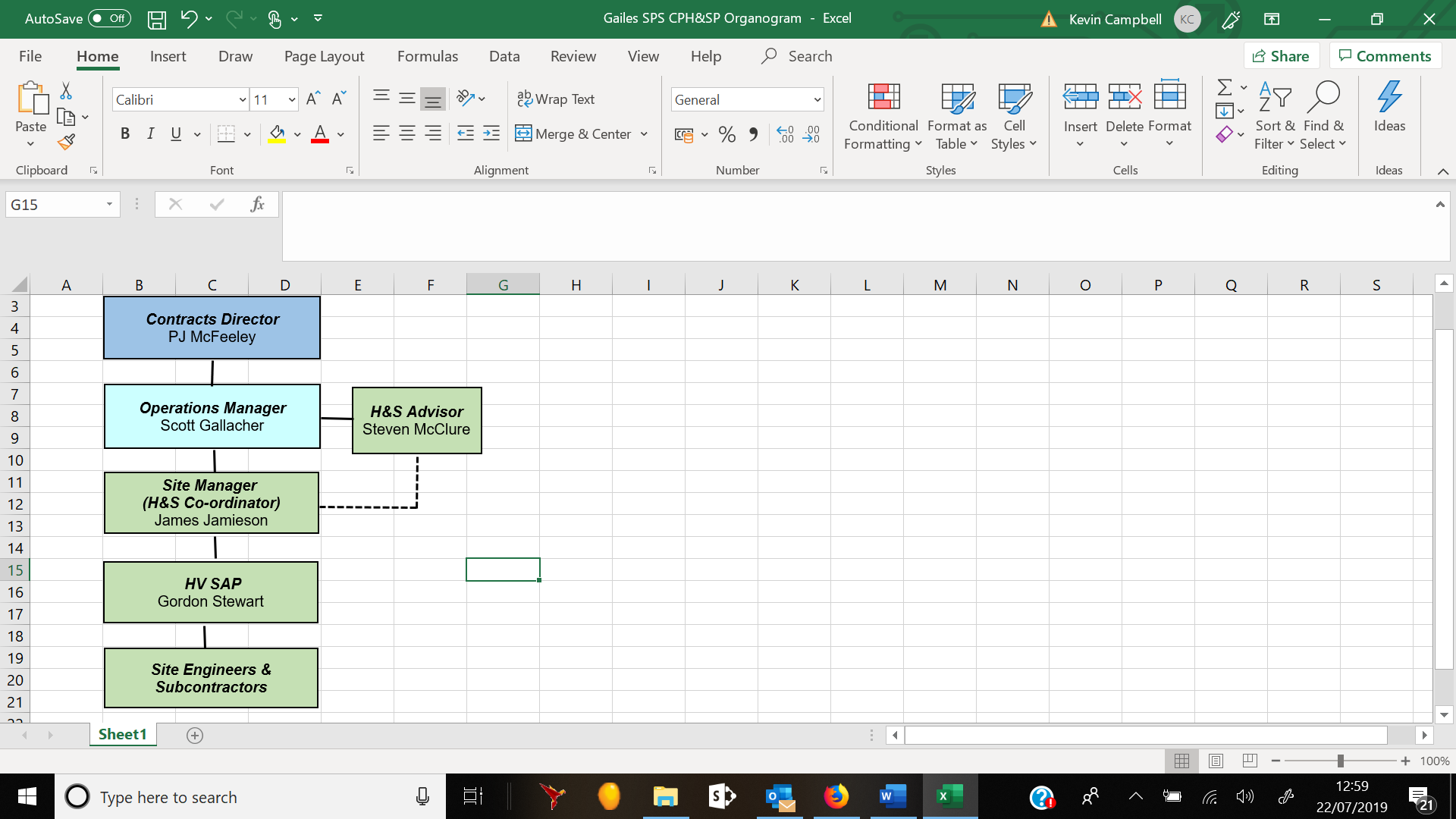
• Develop a team philosophy with Contractors so that there is a mutual understanding as to what must be achieved to meet the Client's expectations.

• Employ our depth of management knowledge and previous experiences of undertaking similar projects to achieve the best outcome for the Client.

• Bring the Project in on time, and budget, to meet the Clients aspirations.

3.2 Project Organisation and Personnel

The Ferrier Pumps management structure for this project is as follows:-



3.3 Responsibilities

Contracts Director

a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).

b) Implement the Company health and safety policies and procedures.

c) Administer the health and safety policies throughout the Company by appointing a director to be responsible for health and safety.

d) Ensure the policy is reviewed regularly with the health and safety director and updated, as necessary.

e) Make adequate financial provision for implementing the health and safety policies.

Operations Manager

a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).

b) Be aware of the appropriate statutory health and safety requirements affecting the operations of the Company.

c) Ensure appropriate health and safety training is given to all employees as necessary.

d) Ensure health and safety factors are considered at all stages in the work process and sufficient resource is made available to maintain safe working methods and equipment.

e) Ensure an Office Health and Safety Co-ordinator is appointed for each office.

f) Ensure compliance with the Company policies and procedures and reprimand any managers and employees for failure to satisfactorily discharge their responsibilities for health and safety.

g) Allocate sufficient resources (including financial) to enable the Health and Safety policies and procedures to function effectively.

Site Manager

a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).

b) Ensure the Site Health & Safety Co-ordinator undertakes his duties and support him.

c) Ensure everyone on site is aware of their responsibilities with regard to health and safety.

d) Ensure compliance with the Company policies and procedures and reprimand any employees for failure to satisfactorily discharge their responsibilities for health and safety.

e) Co-operate with the Safety Director and Health and Safety Advisor.

f) Ensure that inspections and audits are carried out as required.

g) Ensure that a risk assessment has been carried out for any equipment, work activity or substance hazardous to employees’ health and safety, ensure appropriate control measures, training, instruction, protective clothing etc, have been provided and that there is supporting documentation.

h) Ensure that all plant/equipment/machinery (including office equipment) is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the

Manufacturer (including testing for electrical safety as required by the relevant Regulations).

i) Ensure that sites/ offices are laid out and maintained to secure site safety, clear access/egress/emergency routes and that suitable welfare facilities are provided and maintained.

j) Ensure there are sufficient first aiders on site; that there are suitable first aid facilities on site; and that notices giving the location of the nearest hospital with accident and emergency facilities are clearly displayed in appropriate locations.

k) Ensure all reportable accidents/incidents are immediately notified to the appropriate persons.

Site Health & Safety Co-ordinator

a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).

b) Assist the Site Manager in the safe running of the site and ensure that the site is organized so that work is carried out with minimal risk to employees, contractors and all others affected.

c) Ensure the adequacy of contractor’s risk assessments and method statements for all activities and oversee any high-risk activities or temporary works. Act as a point of contact for contractors whose activities will impact on others operating on/using the site.

d) Ensure permits to work are issued, recorded and signed off for all appropriate works.

e) Ensure that induction procedures are in place and implemented for everyone who works on site or visits the site, and ensure that emergency arrangements are included within the induction and displayed on the site notice boards.

f) Carry out a minimum daily walkover of the site and ensure that all hazards and risks are being addressed.

g) Keep all registers/records/reports as detailed within the Company Health and Health and Safety Manual, up to date and within a safe place.

h) Ensure that all statutory notices are displayed on site notice boards, and that first aid facilities, and firefighting equipment are maintained.

i) Ensure safety information is provided for everyone who works on site or visits the site; obtain feedback of any health and safety issues and inform the Health and Safety Manager/Advisor.

Health & Safety Advisor

a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).

b) Assist in the review of all Company Health and Safety documentation and procedures.

c) Ensure compliance with the Company Health and Safety policies and procedures.

d) Disseminate health and safety information, to include any changes to the procedures.

e) Attend Health and Safety Committee Meetings and take an active part in obtaining safety information and or assist in safety processes.

f) Carry out site and office inspections/audits as and when required.

g) Investigate and issue detailed reports on incidents and accidents when required.

h) Provide adequate advice to employees on all health and safety issues.

i) Promote and encourage the planning and implementation of effective measures to minimize risk and reduction of accidents.

j) Ensure all reportable accidents/incidents are notified to the Health and Safety Executive.

k) Ensure suitable and sufficient welfare facilities are provided and maintained on sites and in offices.

l) Attend any meetings held with Health and Safety Executive as required.

Contractors

All contractors will operate in accordance with the Company’s procedures, site specific rules and Clients requirements, as explained within the site induction.

All contractors shall co-operate with each other to facilitate the safe operation of site activity

All contractors either failing to meet those site rules that are governed by zero tolerance, or those failing to comply with safe practices/provision of safe tools and equipment will be asked to remove themselves and their equipment from the site.

4.0 Information about restrictions which may affect the work

Reference is made to the items given below, these sections are to be continually reviewed and developed as project progresses, information being supplemented as appropriate.

Section 5.0 of this document also details Risk Registers for the existing environment and the design, this information will be used as a basis for developing method statements.

The following points should be noted at all times:

4.1 Access/Egress

• Access to the site is via Gailes Road.Although the project is unlikely to have high volumes of traffic it is likely to have light traffic to and from the site.

4.2 Deliveries

• All deliveries will be met on site by a competent banksman.

• Deliveries will be managed to run with the progress of works so that storage is not required or at least kept to a minimum.

• Deliveries will not be unloaded adjacent to working areas without prior agreement from the Site Manager/Site Health & Safety Co-ordinator

4.3 Traffic/Pedestrian Routes

• Traffic and pedestrian routes are detailed on the site drawing in Appendix 3.

4.4 Accidents, Fire and Emergency Services

• Clear access for emergency personnel shall be kept at all times

• All accidents will be reported and details entered into the Site Accident Log; details will be forwarded in accordance with the Company Accident Reporting Procedure to the Health & Safety Advisor

• Site specific emergency arrangements will be explained as part of the site specific induction and emergency contacts and details will be posted on the Safety Notice board

• A designated Site Fire Warden will be responsible for carrying out a fire risk management assessment and make recommendations; he/she shall monitor the site for compliance on an ongoing basis.

4.5 Any other restrictions noted in the Pre-construction Information

• These observances are to be continually reviewed and developed as the Project progresses. The dissemination of changes to Safety information shall be through the Site Manager to all site operatives/contractors.

5.0 SAFETY RISK REGISTERS

5.1 The Existing Environment

This Section highlights the significant hazards that will be inherited as a result of the existing environment.

|  |  |  |  |
| --- | --- | --- | --- |
| **HAZARD/RISK** | **DESCRIPTION** | **CONTROL** | **OWNER** |
| **PUBLIC SAFETY** | | | |
| **Unauthorised**  **Access** | Unauthorised persons entering site. | Install site signage at both access gates and ensure gates are kept closed. | FPL |
| **Vehicular**  **Movement** | Deliveries to site. | Oversee all  deliveries and unloading | FPL |
| **Street works** | N/A | N/A | N/A |
| **ENVIRONMENTAL** | | | |
| **Noise** | Diesel driven temporary generator | Only generators with silencers will be used | FPL |
| **Dust and mud** | Excess Dust & Mud from piling | Use water to keep at bay + supply masks | APL |
| **Contaminated**  **Water** | N/A | N/A |  |
| **Waste Disposal** | Existing transformers | In accordance with the WEEE Regulations | FPL |
| **BURIED SERVICES** | | | |
| **Gas** | N/A | N/A | N/A |
| **Electricity** | 3 Phase 400 Volt supply within the works | Use of Genny & CAT prior to any excavation works. | FPL |
| **Electricity** | 3 Phase 11,000 Volt supply to the works | Use of Genny & CAT prior to any excavation works. | FPL |
| **Telephone** | PSTN supply to site RTU | Identify route of existing cable and mark during works. | FPL |
| **Water** | Potable water supply | Identify route of existing water supply and mark during works. | FPL |
| **Sewers** | 1 No. gravity inlet sewer | Identify route of existing sewer from GIS drawing and mark during works. | FPL |
| **EMERGENCY SERVICES** | | | |
| **Fire Risk on Site** | Combustion during construction works | Ensure there is a fire evacuation plan and trained fire marshals on site | FPL |
| **Fire Risk to**  **Adjacent Buildings** | N/A | N/A | N/A |
| **Fire Escape**  **Blockage** | Materials blocking escape route | No materials to be stored | FPL |
| **Access routes**  **obstructed** | Materials blocking escape route | No materials to be stored | FPL |

5.2 The Design

This section highlights the significant hazards identified by Ferrier Pumps and the design team as a result of the design. Ferrier Pumps will manage these hazards during the construction process and will ensure that this Section is kept up to date at all times.

|  |  |  |  |
| --- | --- | --- | --- |
| **CONSTRUCTION RISK** | **HAZARD** | **CONTROL** | **OWNER** |
| Lifting heavy  plant,  equipment, and  materials | Falling materials  / plant | FPL is to ensure that competent operators using adequate lifting equipment in accordance with an approved RAMS to carry out all lifting. FPL will be responsible for ensuring that copies of operator and plant certification are provided with the RAMS. | FPL |
| Persons  tripping/slipping | Fall of persons  causing injury | Constant monitoring of housekeeping. Maintaining good access/egress routes at all times. | FPL |
| Manual  handling | Dropping  material,  Crushing, Injury | FPL to control the delivery and movement of materials to ensure that the loads being carried by individuals do not exceed those that can be safely lifted / moved. | FPL |
| Prevention of  unauthorised  access | Unauthorised  access into the  work area | FPL will ensure that the site is clearly delineated and only authorised persons allowed to enter the work area. | FPL |
| Electricity | 3 Phase 400V low voltage supply | FPL to ensure that all electrical works are carried out in accordance with FPL Electrical Safety Instructions. | FPL |
| Electricity | 3 Phase 11,000V medium voltage supply | FPL to ensure that all works are carried out in accordance with the Black & Veatch Electrical Safety Rules. | FPL |

6.0 Identification and Effective Management of Activities with Risks to Health and Safety

6.1 Risk Assessments

For site wide elements these will be developed by Ferrier Pumps prior to commencement of any works as part of the establishment process to include:

(a) Working within a live operational pumping station

(b) Access to the works

(c) Working in the HV electrical switch room and transformer PEN

(d) Control and disposal of waste

(e) The provision and use of temporary services e.g. Electricity

(f) Commissioning, including use of permit to work systems e.g. limitation of access, hot works etc.

(g) Exclusion of unauthorised people.

(h) Open excavations

All Contractors will be required to submit an overall project method statement and details of high risk activities which will impact on others working on site.

All method statements and risk assessments will be accepted by ourselves prior to contractors etc being allowed to commence works on the site.

Additional periodic risk assessments will need to be made as required by Regulation 3 of the Management of Health & Safety at Work Regulations 1999 as ‘risk’ activities arise. Where these activities affect others, the relevant assessment and information shall be made known to them.

Risk assessments will be used to identify operations or areas where permits to work are required as part of our control procedures. The Site Manager shall be responsible for the issue of permits to work to include the following activities:

(a) Electrical adaptations to existing live supplies

(b) Working in confined spaces

**6.2 Safety Method Statements**

The Safety Method Statement should contain the following details as a guide:

• Description of the works

• Where the activity is to be carried out on site. This is important if work is being carried out in an occupied asset.

• Supervisors: The identity of person(s) with special responsibilities.

• The identity of hazards and specific precautions to be taken.

• The personal protective equipment to be used.

• Services: position of existing and whether they are live.

• Environmental controls.

• Emergency procedures and telephone numbers including means of communication.

The Method Statement should be short and concise. It should be kept in mind that it should inform the operative how he can carry out his work task safely and what to look out for before he commences work.

Each Contractor will prepare and issue a Method Statement and Risk Assessment for their element of the work address items (a)-(i), which will be retained on site for information within the site safety filing system. Method statements and risk assessments for each contractor’s works will be reviewed before their works commence.

Contractors will provide Risk Assessments/Method Statements that accurately detail how they propose to carry out their works. Risk Assessments /Method Statements will be issued to Ferrier Pumps prior to works being undertaken. Ferrier Pumps will check the adequacy of the Risk Assessment/Method Statement against their Standard Safety Procedure checklists.

Only when a Risk Assessment/Method Statement has been agreed by Ferrier Pumps will the

Contractor start the works. Notwithstanding the contents of a Risk Assessment/Method Statement, should Ferrier Pumps judge a Contractors method of work to be unsafe, then Ferrier Pumps will instruct the Contractor to suspend operations until an improved method can be arranged. Contractors are responsible for their safe systems of work.

The following method statements will be produced with specific documents being produced for high-risk activities, (this list will be expanded as the Project progresses as part of the Project Risk Register):

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **NAME OF CONTRACTOR** | **APPROXIMATE DURATION**  **& START DATE** |
| Site set up | Ferrier Pumps | July 2019 (1 week) |
| Excavate trench for earthing system | APL Construction Ltd | July 2019 (8 weeks) |
| Drill 19 No. holes for earthing system | SOCOTEC | Aug 2019 (8 weeks) |
| Install new earthing system | Ferrier Pumps | Aug 2019 (8 weeks) |
| Construct/erect precast building 3 & 4 | APL Construction Ltd | Aug 2019 (15 weeks) |
| Replace HV Transformers 3 & 4 | Schneider Electric Ltd | Nov 2019 ( 15 weeks) |
| Construct/erect precast building 1 & 2 | APL Construction Ltd | Sept 2019 (15 weeks) |
| Replace HV Transformers 1 & 2 | Schneider Electric Ltd | Jan 2019 ( 15 weeks) |

7.0 Arrangements to give directions and to co-ordinate other contractors

7.1 Safety Training

All Ferrier Pumps personnel will undergo a site specific induction before being allowed to work on site.

All Ferrier Pumps personnel visiting site must undergo a site specific induction on site safety procedures and be escorted around the site.

Contractors will undergo a site specific induction before being allowed to work on site, and must take responsibility for the safety and task specific training of their own personnel.

All visitors to the site will be escorted. Visitors who are not wearing appropriate PPE will be refused entry; to include delivery personnel etc.

7.2 Safety Inspections

Ferrier PumpsHealth & Safety Advisor will carry out random site inspections and audits and produce a report. Action on all non-conformances will be agreed with the Site Manager as part of the visit and shall be closed out by the Health & Safety Advisor.

Both the Health & Safety Advisor and the Site Manager will monitor the activity of Contractors; non-conformances identified by the latter will result in the issuing of a notice requiring immediate action.

Anyone found not to be working safely will be removed from site.

7.3 Safety Meetings

Safety matters will be on the agenda of the following meetings:

• At Tender meetings, safety aspects of the project will be discussed and contractors proposals taken into account.

• Pre-start meetings held with the Contractors prior to their commencement on site. Safety representatives will be identified and contractor’s proposals for monitoring safety will be agreed.

• Site based daily meetings (between appropriate parties) will also cover any urgent safety issues as these meetings are held to ensure everyone on site knows what is going on that day. Specific hazards will be highlighted here as a reminder.

• Toolbox talks will be encouraged to allow specialist Contractors to go through their method statements with their own Team and other interested parties on site.

• Site based, Contractors weekly or bi-weekly co-ordination meetings where actions on safety are covered. These meetings will also be used to co-ordinate the works between interfacing contractors to ensure all safety issues are covered.

• Toolbox talks will be given to site operatives/Contractors on an ad-hoc basis by Ferrier Pumps staff where it is deemed necessary to hold a talk on a particular aspect of safety.

8.0 Arrangements for Vetting Contractors, Suppliers of Materials, Machinery and Plant with Regard to Health & Safety

If we need to use a contractor who is not on our Selected Contractors list then arrangements need to be made to issue them with a supplier pre-qualification questionnaire so that we can assure ourselves that they are a competent contractor, prior to their start on site.

8.1 Contractors

Competency checks will include the provision of the following information, as a minimum:

(Regulations 4 CDM 2015 Competency)

(a) Health and Safety Policy.

(b) Insurance details.

(c) Management structure.

(d) Risk and COSHH assessments and Site Specific Method Statements.

(e) Confirmation that they will comply with Ferrier Pumps Health & Safety Plan.

(f) Up-to-date product literature as appropriate and as will be required for the CDM Health and Safety handover file.

(g) Confirmation that plant to be used is properly selected and maintained.

(h) Confirmation that plant/equipment operators are properly trained.

(i) Evidence of CSCS accreditation

(j) Training details

(k) Accident/incident/enforcement notices and court action details.

These documents will be filed within the Safety Filing System in files designated to individual contractors.

8.2 Plant

Only qualified operatives will be allowed to operate plant and machinery. Training certificates are required and must be handed to the Site Manager prior to commencement on site.

All operation certification for plant equipment, scaffold and lifting appliances must be evidenced prior to that activity being allowed to commence on site. Hired equipment must be tagged and inspected.

8.3 Machinery

All plant involved in lifting operations on site must have current valid lifting certification as detailed in the Lifting Operations + Lifting Regulations 1998, copies of the certification and current weekly inspections will be held in the Site Safety Records folder.

8.4 Noise

Operations shall be subject to noise assessment if required and control measures implemented. All Trade contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements. Where necessary Trade-contractors will include within their proposed method statement a noise assessment that states how they will mitigate noise emissions. The Site Manager will instruct the stoppage of any operation they deem to be unreasonably noisy.

All Contractors will ensure that Personal Protective Equipment to comply with Noise at Work Regulations 2005 is issued to their own operatives. Cognisance is to be taken of local authority noise restrictions on permissible working hours.

8.5 COSHH Arrangements

Any Contractor bringing onto site any hazardous substance must notify the Operations Manager and be in possession of a suitable COSHH assessment and material data sheet.

COSHH assessments will be filed within individual contractor files, which can be made available in the event of an emergency, and listed on the COSHH Site Register.

All substances are to be stored as detailed by manufacturers’ health and safety data sheets.

All containers on site must be labelled.

9.0 Management Meetings and Initiatives

The Site Manager is the point of contact for discussing and taking views on Health and Safety for all persons working on site.

Contractors coming on to site for the first time will meet with the Site Manager to discuss emergency arrangements and procedures, the provision and use of plant and equipment to be used by the contractor, and discuss how the contractors works will be carried out to avoid risks to others.

Various meetings will be held throughout the course of the contract; as detailed below, minutes from which will be circulated to the appropriate parties, including the Clients Representative/Principal Designer:-

**Type Frequency**

Contract pre start meetings 1 per Contractor prior to start on site

Contract Meetings Monthly

Progress Meetings Weekly

Client Meetings Snagging meeting and post launch meeting.

Management Review As necessary

Design Team As necessary

10.0 Design Work Carried Out During the Construction Phase

Prior to commencement on site, all hazard identification elements raised as part of the Design process shall be highlighted to the appropriate persons involved in construction, where it is felt there may be an impact; particularly where residual risks/hazards are expected to be *designed out* as part of the construction process.

All construction works, which involve design proposals/changes, will be related to the Client and Principal Designer as required by the *Construction Design and Management Regulations 2015*.

11.0 Emergency Arrangements

(a) The emergency arrangements for this site will be explained to inductees as part of the site induction, and details posted on the Site Safety Notice board.

(b) This site will have a dedicated Site Health & Safety Co-ordinator, First Aider and Fire Warden.

(c) A site Emergency can be one or more of the following: fire, accident or any other incident deemed an emergency by management.

(d) In the event of a fire emergency all operatives are required to proceed immediately to the Fire Assembly Point and remain there until they have been accounted for and given permission to leave. No one is allowed to stop to gather tools or leave the site without notice. Any visitors to site will be accompanied at all times and informed of the emergency procedure.

(e) As fire arrangements are subject to change as construction progresses, either the Site Fire Warden or the Site Health & Safety Co-ordinator have a duty to bring this to the attention of site operatives and Contractors.

(f) In the event of any of the emergency services being required to attend site, the Site Health & Safety Coordinator must make available the layout of the site with current fire escape routes and details of any flammable chemicals stored on site.

(g) Where fire evacuation tests are carried out and persons are found not to be co-operating in evacuating the site, this will be viewed seriously and raised with individual Contractors to prevent re-occurrence. One of the regular failures in this practice, is where commissioning is taking place and the alarms are continually triggered and the reaction is complacent – the need to continue to evacuate even where the alarm is suspected to be false will be reinforced by Site Management.

(h) Site-specific Emergency arrangements are appended as Appendix 5.

11.1 Accident Procedure including reporting as required by RIDDOR

(a) **All** accidents on site must be reported even if no medical attention is given; to include visitors to the site and delivery drivers etc. The Site Manager shall use the Accident Reporting Procedure accordingly, advising the Company Health & Safety Advisor where appropriate so that we are compliant with RIDDOR 2013. The Site Manager will oversee all entries made in the Site Accident book which will be kept in the site office.

(b) The person discovering the accident will raise the alarm verbally.

(c) In the event of an incident/accident, all personnel will assemble at their designated assembly point, if a warning signal is given.

(e) Ferrier Pumps Site Health & Safety Co-ordinator will then determine the nature of the situation and any possible casualties and telephone the emergency services as required (999) i.e. fire/ambulance to attend site.

(f) Ferrier Pumps Site Health & Safety Co-ordinator shall arrange a safe access and egress for emergency vehicles to the scene of the accident. He will then inform the appropriate Personnel as detailed in the Accident Reporting Procedure together with the Principal Designer and the Client.

(g) Following an accident or dangerous occurrence a complete investigation will then be carried out by the specialist contractor along with Ferrier Pumps which would be conducted in accordance with the procedures highlighted in RIDDOR 2013. The HSE will be informed using the appropriate F2508 form and using the Incident Contact Centre Website.

11.2 Fire Action Plan

The site-specific plan is appended as Appendix 3

11.3 Evacuation Procedure

Site-specific procedures will be explained to site personnel through the site-specific safety induction and updates will be raised at the weekly meetings.

Evacuation Procedures and the Current Fire Plan will be posted on the Notice board.

11.4 Fire Prevention

It is our policy to carry out works so as to eliminate risk from fire and, to this end, have adopted the Code of Practice laid down in HSE guidance *“Fire Prevention on Construction Sites”*.

(a) Fire extinguishers, fire notices, fire detection, alarm systems and fire exit signs will be provided for all working areas.

(b) Materials and rubbish stored on site will be kept to a minimum.

(c) Rubbish will be cleared from the site on a regular basis and site working and access areas kept clean.

(d) Where flammable material or LPG must be kept on site, they will be stored in fireproof cages/containers away from fire exit routes and potential fire hazards.

(e) Site accommodation will be of a half-hour fire resisting construction and Class 1 spread of flame, and protection materials shall generally meet *‘Class 1 spread of flame standard’*.

(f) A “No Smoking” rule will be imposed in all working areas, storage areas or wherever there are fire hazards.

(g) We will operate a “Hot Works Permit system” particularly where the works involve a naked flame. In the event of a fire the person discovering the fire shall raise the alarm and immediately report the situation to the Site Manager.

(h) A person may attack the fire with the appliances provided only if they are trained to do so and as long as there is no risk to themselves or others.

(i) If the fire cannot be safely tackled then all persons shall immediately leave the site by the nearest egress and report to the person in charge of the assembly point; normally the Site Health & Safety Co-ordinator.

(j) The person in charge shall make a record of all those who have vacated the site and ensure that the emergency services have been called.

**These procedures will be developed as necessary and identified during site inductions.**

11.5 Emergency Contact Telephone Numbers

A list of emergency contact telephone numbers is included in Appendix 5 of this Plan. These details will be displayed in a prominent position in the site office adjacent to the telephone.

12.0 Maintenance of Welfare Facilities

Welfare arrangements will be provided in compliance with the *CDM Regulations 2015.*

The following facilities will be available on site, and cleaned daily:-

(a) Toilet and wash hand basins with hot and cold water.

(b) Canteen facilities.

(c) Mess room/area. Seating with back support

(d) A source of clean drinking water

(e) A first aid box (which will be kept in the site office).

(f) Sufficient and suitable firefighting equipment.

(g) A heated drying room, where appropriate.

Under a shared welfare agreement as set out in the Health and Safety (First Aid) regulations 1981, and where required by contract, the contractor will be responsible for providing their own qualified First Aider/Appointed Person and their own first aid box; all accidents/incidents must also be reported to Ferrier Pumps Site Health & Safety Co-ordinator.

Site-specific arrangements are described in the Site Specific safety Induction appended as Appendix 1.

13.0 Provision of Information

13.1 Information for contractors & co-ordination & co-operation of contractors

Contractors will be informed in writing at tender stage of:

• Risks to their health and safety arising from the environment in which the project is to be carried out.

• Copies of any relevant existing method statements/risk assessments for activities which impact/have a possibility of impact on individual Contractors will be issued to them and all risks highlighted for discussion during their tender visit to site, to include the developed Construction Phase Health & Safety Plan.

• Initial site induction training will also be carried out. The relevant induction forms will be completed and signed by the person receiving the induction and details will be recorded on site.

• Contractors employed directly by the Client will come under Ferrier Pumps jurisdiction and be subject to our site rules and observances.

• Maintenance person’s etc visiting site for a short duration will receive a short induction and be escorted on/off site and accompanied during their ‘visit’. These persons will only be allowed onto site if they are dressed appropriately for the prevailing site conditions.

• Representatives will attend regular site meetings from all Contractors on site, so that co-operation and communication are encouraged.

• All Contractors will be issued with the developed Construction Phase Health & Safety Plan, as well as being inducted.

13.2 Training

Toolbox talks will be provided for general health and safety matters on a weekly basis as and when requested.

Specialist training in the use of abrasive wheels, working in confined spaces etc. will be provided by a recognised organisation such as the CITB or similar.

All Contractors will provide information on the suitability and the training undertaken by their operatives as part of their Health and Safety documentation prior to commencing any works.

All Contractors are to carry out toolbox or task health and safety talks with their operatives on key points of Health and Safety. Where the need arises, specific toolbox or task talks will be carried with the operatives concerned.

All Toolbox talks and site briefs will be recorded on the appropriate form. (FPL-008-TBTAR Rev.1)

13.3 Health & Safety Information

All persons visiting or working on the Project will sign in/out of site before proceeding to their work area. In an operational environment, operatives may also be required to sign in/out of the Clients premises – this is an additional requirement and not an alternative.

Operatives who operate plant or machinery must have documented evidence that they are qualified to do so prior to commencing their work.

As part of the site induction, Contractors are asked if they have read and understood their OWN method statement/risk assessment and sign to say that they have. If they have not, the Contractor will be asked to carry out a Toolbox talk with his own operatives prior to commencement of works on site.

13.4 Display of Statutory Notices

Statutory notices will be displayed on site in accordance with current legislation and include:

(a) Health & Safety at Work law Poster (which include the Safety Representative details for Ferrier Pumps)

(b) Employers Liability Insurance

(c) Revised F10

(d) Emergency arrangements (First Aider(s), Fire Assembly Point, Fire Warden, Contact numbers for Hospital/Police/Fire Brigade)

(e) Fire Evacuation Arrangements and Site Plan detailing fire points etc

(f) Hazard reporting cards (which can be filled in by operatives anonymously)

(g) Weekly activity hazard list

(h) Snatch route to Hospital

(i) Commissioning certificates for Emergency connection of services etc

13.5 Site Registers and Documentation

The following will be available on site (If applicable):

(a) Accident Log

(b) Record of inspections required under the Lifting Operations & Lifting Equipment Regulations 1998. (LOLER)

(c) Record of scaffold inspections as required by the Work at height Regulations 2005.

(d) Waste transfer notes.

(e) COSHH hazard data sheets, risk assessment.

(f) Electrical equipment register. Maintenance checks and records.

(g) Plant inspection records.

(h) Risk assessments.

(i) Method Statements.

(j) Health surveillance.

(k) Emergency procedures.

(l) Manual handling assessments.

(m) Record of toolbox talks.

(n) Record of Site Inductions.

14.0 Consulting and Co-ordinating the Views of People

Contractors will carry out their statutory duties to consult with their workforce: results of these consultations will be passed to the Ferrier Pumps Site Manager, and where deemed necessary minutes will be issued to the appropriate parties.

The Safety Plan and other health and safety related matters will be formally reviewed at regular meetings which will be held on site. Attendance at these meetings will be obligatory for Contractors. Representatives of the Project Manager and the Client will be invited to attend.

Ferrier Pumps operate a policy of active safety management involving contractors and operatives in brief, recorded daily site safety meetings. The purposes is to focus on safety issues concerning the day’s planned activities and discuss any lessons to be learned from the previous days.

Site safety issues will be co-ordinated by Ferrier Pumps Site Manager, with the support of the Site Health & Safety Co-ordinator.

A team approach to safety will be encouraged with suggestions from all site personnel welcome.

The results of risk assessments and investigations of accidents and dangerous occurrences will be reported to the whole workforce by site briefing to maintain the level of safety awareness.

Temporary Works design and construction will be co-ordinated by a TWC (Temporary Works Co-ordinator) appointed in writing by Ferrier Pumps.

For elements of work designed by Ferrier Pumps a Design Co-ordinator (DC) will be appointed to coordinate the design process and liaise between the parties. Approval of these designs will be by the Project Manager’s designated representative.

15.0 Site Rules

The site rules will be notified through the Construction Phase Health and Safety Plan, reinforced through site inductions and clearly displayed at all times.

Site Rules can be found in Appendix 1 of this document.

16.0 The Health and Safety File

16.1 Arrangements will be made for relevant Contractors and consultants to pass on all relevant information for inclusion in the Handover CD - O&M Health & Safety File to Ferrier Pumps.

16.2 Ferrier Pumps will collect and collate the requisite information from each Contractor/Supplier and issue it to the Principal Designer two weeks prior to practical completion.

17.0 Monitoring of Health and Safety Performance

17.1 Monitoring

The Site Health & Safety Co-ordinator will actively monitor health and safety performance on site.

He will carry out daily inspections of the works and will highlight to the Contractor concerned, any breaches of the regulations or bad practice that may be a danger to themselves or others working in the area.

Ferrier PumpsHealth & Safety Advisor will make regular visits to the site and written reports will be issued to the Site, requisite Managers and Ferrier Pumps Director. All non-conformances will be closed out by a re-visit or completion of the follow up form.

Ferrier Pumps Directors make periodic safety tours and advise the Site Management of any corrective action needed.

Monitoring of site Health and Safety will also be discussed at the weekly Contractors Liaison Meetings where related subjects will be raised, discussed and actioned.

All Contractors, Consultants and visitors have a responsibility to comply with the Site Specific rules and statutory regulations. Ignorance is no defence.

17.2 Project Review

On completion of the Project an internal review will take place to assess how the standards set compare with those actually achieved in order that any shortcomings can be addressed in future projects.

Throughout the Project and again upon completion each Contractor is assessed to determine not only the quality of the work produced but also the cooperation and attention actually given to safety compared to standards set out within this Plan.

Appendix 1: Site Specific Safety Induction (including Site Rules)

*(To be inserted)*

Appendix 2: Notification of Project

This form is to be clearly displayed in a suitable locations around the site i.e. within office, on H&S notice board, within welfare facilities.

Appendix 3: Site Layouts and Fire Plan

SITE FIRE SAFETY PLAN FOR STEVENSTON POINT WWTW

1.1 Fire Plan Principles

1.1.1 Site specific fire arrangements will be briefed to all site operatives through the initial site specific induction.

1.1.2 The site shall have a designated Site Fire Warden.

1.2 Fire Prevention Procedures

• The overall responsibility for the prevention of fire rests with Ferrier Pumps.

• All Ferrier Pump sites are no-smoking sites, except for the designated area and no burning is allowed.

• The Design Team and Client will, where possible, specify materials of a non-flammable nature.

• Ferrier Pumpsis responsible for ensuring adherence to the Project fire plan and procedure, and will:

* Provide and maintain in good working order, suitable and sufficient firefighting equipment and establish safe and adequate fire assembly points.
* Maintain means of safe access and egress in all areas at all times.
* Liaise with the Design Team and Client to secure permanent firefighting equipment to be brought into service as soon as possible.
* Include fire patrols as part of the site safety inspections.
* Update the fire plans as the Project progresses and inform site operatives accordingly.
* Provide secure storage for flammable/highly flammable liquid and compressed gas.

• The Contractor is responsible for:

* + Complying with all relevant statutory requirements and directives relating to fire prevention as laid down by Ferrier Pumps.
  + Using, where possible, materials of a non-flammable nature for temporary works, packaging etc.
  + Ensuring that safe systems of work are carried out on site.
  + Advising Ferrier Pumps of all COSHH materials brought onto site, to include data sheets.

In addition, all Contractors will:

1. Liaise with, and obtain written approval from Ferrier Pumps for all use and storage requirements of flammable liquids and gases.

2. Obtain Permits to Work for all hot work.

3. Examine at short intervals all hot work involving naked flames and sparks both during the work and after the work has finished.

4. Petrol/diesel powered equipment should be so located that their exhausts are well away from combustible materials. Engines should be shut off during refuelling operations. Only electrically driven or air operated equipment should be used unless absolutely necessary, - written permission is to be obtained from the Site Manager before any petrol or diesel plant is brought to the site.

5. Comply fully with Ferrier Pumps procedures relating to fire safety at all times.

The guidance note "Fire Prevention on Construction Sites" has been considered in the writing of these procedures and all parties shall co-operate to ensure that all statutory requirements are met.

Housekeeping will be maintained to a high standard to ensure that combustible materials do not build up and cause a fire hazard.

Ferrier Pumps and all Contractors will:

1. Target a zero loss rate due to fire.

2. Comply with all statutory requirements relating to fire safety including e.g. flammable substances, fire detection and alarm, means of escape etc.

1. Ensure a fire certificate for all temporary accommodation has been obtained prior to occupation of such premises.
2. Ensure that open fires are not started for any reason whatsoever.

1.3 Means of Escape

1.3.1 All works must be designed and erected so that a safe route is always available to a final exit

(Place of safety). These routes must be clearly identified, with a maximum travel distance in accordance with the relevant standards.

1.3.2 All walls including windows and doors which form part of an escape route or staircase enclosure must have a minimum fire resistances of not less than half an hour.

1.3.3 Doors to protected staircases and escape passageways must be provided with self-closing devices and must be kept closed when not in use.

1.3.4 Buildings in which flammable and highly flammable liquids are stored or used must be provided with at least one segregated and fire protected means of escape.

1.3.5 Standards must be agreed by the local enforcing authorities after a basic proposal has been accepted by Ferrier Pumps.

1.3.6 Fire escape routes are to be kept unobstructed and, if necessary, illuminated at all times.

When work necessitates the use of naked flames, for example in service voids and other similar locations having a high probability of fire, a portable fire extinguisher is to be readily available, and must only commence once a Permit to Work has been authorised by Ferrier Pumps.

1.4 Fire Fighting

1.4.1 Ferrier Pumps will establish a site procedure for dealing with a fire emergency that takes into account the hazards involved and any special features in the area. The procedure includes the following points:

i) Sounding a warning alarm.

ii) Dealing with a fire.

iii) Closing down of operations.

iv) Evacuation of the area.

v) Assembly at marshalling points and carrying out of roll calls.

vi) Locating missing persons.

1.4.2 The Contractor's Fire Warden will instruct and train all personnel under his control in fire precautions and the actions to be taken in the event of fire.

1.4.3 Ferrier Pumps will arrange for adequate numbers of hand extinguishers of a suitable type to be available and maintained.

1.4.4 All firefighting equipment will be properly maintained, examined and tested in accordance with the manufacturer's instructions, and shall conform to the requisite British Standard.

1.5 Fire Emergency Protocol

• In the event of the discovery of any fire, the alarm will be raised by a verbal alarm shouting “FIRE FIRE”.

• All personnel within audible distance of the verbal alarm will immediately evacuate the area and report to the assembly/muster point.

• Ferrier Pumps site office must be notified immediately by the quickest practical means by the discoverer of the fire.

• Ferrier Pumps site office personnel will establish where possible:-

i) The exact location of the fire.

ii) The extent and nature of the fire.

iii) Whether there are any casualties.

iv) The evacuation status.

• Ferrier Pumps site office will immediately:-

i) Activate the fire Alarm (if not already activated)

ii) Contact the appropriate emergency services requesting assistance.

iii) Advise the CLIENT.

iv) Ensure all areas are quickly evacuated and site personnel are at assembly points.

• WITHOUT TAKING ANY PERSONAL RISKS, and if reasonably safe to do so, an attempt may be made to extinguish the fire by using the nearest appropriate extinguishers.

• All Contractors' Supervisors will report to Ferrier Pumps representative at the assembly point and verify that all personnel under his control are accounted for as a result of the evacuation.

• Ferrier Pumps will arrange for the Emergency Services to be met at the Main

Gate, give them copies of the Fire Plans and guide them to the incident.

Upon arrival of the Emergency Services, Ferrier Pumps Site Manager will brief the Officer in Charge, and provide such assistance as may be requested.

If, after an assessment of the situation, a total evacuation of the construction site is warranted, this will be authorised by the Ferrier Pumps Site Manager and the warning system for evacuation activated.

• Upon hearing the evacuation siren:-

i) All hot work will be stopped and all flames extinguished.

ii) All machinery, vehicles etc will be switched off.

iii) Any machinery blocking access routes will be moved to facilitate access by the emergency services.

iv) ALL personnel will proceed to the appropriate fire assembly points, where each supervisor will confirm the attendance of their operatives to Ferrier Pumps Site Manager/Site Fire Warden.

• The results will be relayed to Ferrier Pumps Operations Manager, who will liaise with the Client, in deciding upon any action in the event of personnel being missing.

• No personnel will return to work until the "all clear" has been relayed from Ferrier Pumps Site Manager/Site Fire Warden to all relevant personnel.

1.6 What to do in the event of a Fire

**WHAT TO DO IN THE EVENT OF A FIRE**

**A - IF YOU DISCOVER A FIRE OR SMOKE**

**(i) OPERATE THE FIRE ALARM IMMEDIATELY BY CALLING FIRE, FIRE, FIRE**

**(ii) LEAVE THE BUILDING/SITE BY THE NEAREST AVAILABLE FIRE EXIT AND PROCEED TO THE ASSEMBLY AREA AT THE ENTRANCE GATE TO THE SITE.**

**FIRE FIGHTING EQUIPMENT MAY BE USED ONLY IF YOU**

**HAVE BEEN TRAINED AND IT IS SAFE TO DO.**

**B - FIRE EVACUATION PROCEDURE**

**(i) THE ALERT SIGNAL IS FIRE, FIRE, FIRE**

**(iii) ON HEARING THIS, LEAVE THE SITE BY THE NEAREST AVAILABLE EXIT AND PROCEED TO THE ASSEMBLY POINT, WHICH IS AT THE ENTRANCE GATE TO THE SITE.**

**C - NOTE:**

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

**DO NOT RE-ENTER THE SITE UNTIL ADVISED BY THE FERRIER PUMPS SITE MANAGER THAT IT IS SAFE TO DO SO**

Appendix 4: Construction Programme

*(To be inserted)*

Appendix 5: Emergency Procedures

**EMERGENCY PROCEDURE**

**CLIENT:** Scottish Water

**SITE ADDRESS:**

Stevenston Point WwTW

Gailes Road

Irvine

KA11 5AE

**TELEPHONE NUMBERS:**

**SITE MANAGER:** James Jamieson

**SITE MANAGERS CONTACT No.:** 07712168720

**SITE ENGINEER**: Hubert Kiepas

**SITE ENGINEERS CONTACT No**: 07428338828

**HV SAP**: Gordon Stewart

**HV SAP CONTACT No:** 07956255045

**APPOINTED PERSONS (FIRST AID):** James Jamieson – 07712168720

BACK UP FIRST AIDER: Gordon Stewart – 07956255045

**EMERGENCY SERVICES:** Dial 999 or 112

* Fire (if people are trapped)
* Ambulance
* Police (If there is a fatality)

Ask for service needed, give YOUR name, give site address, be clear, and give directions if required and KEEP CALM

**AMBULANCE (Local Number):** 999

**NEAREST DEFIBRILLATOR (Morrisons):** 01294465099

Kilwinning Road, Stevenston, KA20 3DE (2 miles / 6 minutes)

**FIRE BRIGADE (Local Number):** 01294461581

**POLICE (Local Number):** 01294606323

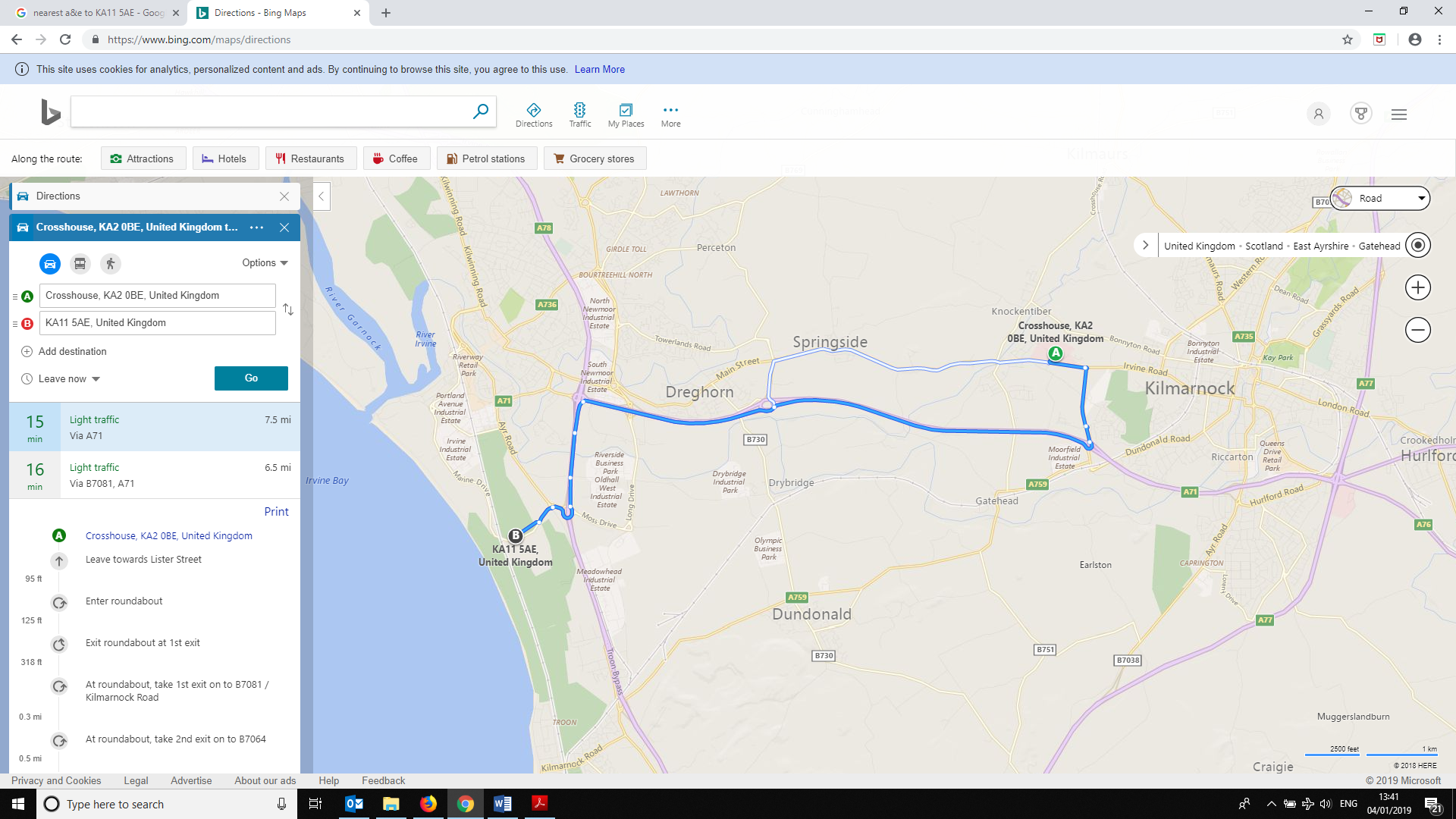
**LOCAL HOSPITAL (With A+E Facilities):** University Hospital Crosshouse (6.5 miles / 16 minutes)

**Address:** Kilmarnock Rd,

Crosshouse,

Kilmarnock

KA2 0BE



**H.S.E. Tel:** 0141 275 3000

**Address:** 53 Bothwell Street, Glasgow, G2 6TS

**FERRIER PUMPS SAFETY ADVISOR:** Steven McClure

Tel: 0141 554 3454

Mobile: 07990 807692

**SITE HEALTH & SAFETY CO-ORDINATOR:** Gordon Stewart

**MOBILE TELEPHONE NUMBER:** 07956 255045

**UTILITY SERVICES**

**ELECTRICITY No.: 0800 092 9290**

**GAS No.: 0800 111 999**

**WATER No.: 0800 0778 778**