

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN (CEMP)

This document has been prepared in compliance with
the
**Construction (Design and Management) Regulations
2015**

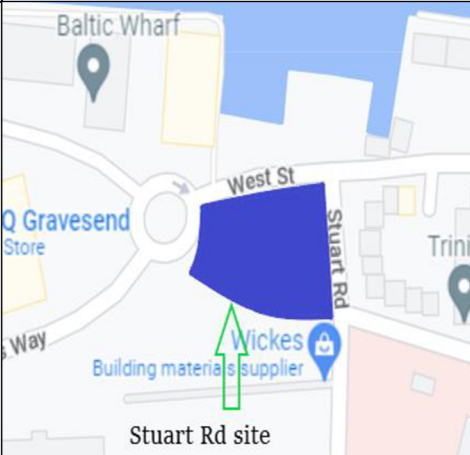
1.0 Project information/ introduction

Site address:

Clifton Slipways
West Street
Gravesend
Kent



- This document is an outline Methodology for the Project named as 'Clifton Slipways'. The Clifton Slipways application site comprises redundant, vacant Previously Developed Land straddling West Street in Gravesend, Kent, with one part laying to the north of the road and the other to the south. This document, will form part of the CEMP strategy condition as a pre-commencement condition on the existing permission at Clifton Slipways.
- Subcontractors will be required to compile their methodology to be compliant with this document.
- This General Methodology has been produced as part of the Keady Safety Management System to comply with the Construction (Design and Management) Regulations 2015 (CDM 2015). This document is supported by the Group Safety Policy and Procedures Manual which is located on the shared drive of the computer network and available on request.
- The project manager shall review this Methodology at least monthly and amend as necessary noting the amendments on the revision details sheet on page i. This shall ensure all statutory requirements, codes of practice, guidance notes and client specific requirements are met in addition to updating the arrangements in place to carry out the project with the lowest possible risk to anyone who may be affected by the works

S109	SITE – Construction Environmental Management Plan (CEMP)		
Summary of works to be completed:	Installation of Foul and Surface water drainage to Stuart Rd development as per the drawing below. 		
Project start date:	TBA	Expected practical completion date:	June 2023
PCI Pre-Construction Information		Date prepared:	
CPP Construction Phase Plan	Datum Groundworks Limited	Date prepared:	
Planning	Gravesham Borough Council	Application Ref	20191122
Note:	The Pre-construction information, Construction Phase Plan and any planning restrictions must be considered when preparing this construction phase plan.		
Site Plan:			

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Traffic Management Plan

- The below highlights Traffic Management on site and Off Site. An extensive Framework Travel Plan has been already created and some of the information below relies on the insights from that report.
- The site working hours are 8am to 6pm Mon- Friday and 8am to 1pm on Saturday. It is intended to have most deliveries to site between the 9am and 4.30pm to avoid the majority of rush hour traffic.
- The average number of deliveries to site will be 15 per day and will not exceed 20 deliveries per day.
- All deliveries on and off site will be controlled by a suitably trained traffic marshal.
- In times of inclement weather when the muck away operation is happening, or when otherwise required, a road sweeper will be in attendance.
- Traffic will be managed on site so that it can drive on to site and drive offsite. There will be no requirement for reversing of vehicles on or off site. Please see the site logistics plan in this methodology.
- Our current plan is for Construction traffic to access site via Thames way roundabout onto West Street, from there a right hand turn into Stuart road. Site is then on the right hand side. Construction traffic existing site will exit via Clifton road followed by a left turn onto West Street to rejoin Thames way.
- The fully agreed traffic management plan will be issued to all subcontractors and all suppliers. As an additional measure all delivery drivers will be given a short toolbox talk outlining the traffic management plan when they first come to site. Any drivers found to be in breach of the traffic management plan will not be permitted to return to site.
- Vehicles and pedestrians shall be segregated by means of crowd barriers. A schematic of this will be kept on the notice board and it will be updated as site conditions dictate. (minimum content for start of project: access to site, location of welfare, parking, safe pedestrian access to site and storage area)



2.0	Document approval
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On behalf of Client:	Quinn Estates Limited	Name (print):	Huw Evans	Date:	
On behalf of Principal Contractor:	Datum Groundworks Limited	Name (print):	Dave Bingham	Date:	

3.0	Document control
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Issue date	Amendment number	Date amended	Person amending	Remarks
27.02.23	001			1 st Issue

4.0	Document contents
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5.0	CDM 2015 Duty Holders
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Client:	Quinn Estates Limited	Address:	77 Bekesbourne Lane, Littlebourne, Canterbury, Kent CT3 1UZ
Primary contact:	Huw Evans	Phone:	[REDACTED]
Email:	[REDACTED]		

Principal Designer:		Address:	
Primary contact:		Phone:	
Email:			

Civil engineer:	ManHire Associates	Address:	
Primary contact:	Grant McCann	Phone:	
Email:	[REDACTED]		

Principal Contractor for Ground Work Phase:	Datum groundwork's ltd	Address:	Ovenden House, Wilcox close Aylesham CT3 3EP
Primary contact:	David Bingham	Phone:	[REDACTED]
Email:	[REDACTED]		

Street Works Supervisor:	Dave Bingham	Qualifications:	
Phone:	[REDACTED]	Email:	[REDACTED]

Health and safety support:	HSE advisor LTD	Qualifications:	
Phone:		Email:	[REDACTED]

6.0 Contractors working on the project			
Name:	Datum Groundworks Ltd	Role on site:	Principle contractor
Address:	Ovenden House, Wilcox close Aylesham CT3 3EP		
Name:		Role on site:	
Address:			

7.0 Emergency arrangements						
Principal Contractor first aiders:	Name:	David Bingham	Role:	Contracts Manager	Location:	Office/Site
	Name:	Scott Hook	Role:	Site manager	Location:	Site
	Name:		Role:		Location:	
	Name:		Role:		Location:	
Location of first aid equipment:	In site office and numerous locations across the site.					
Accident / incident initial response procedure:	1. Ensure that the area in which the incident occurs, paramedics etc. 2. Inform all colleagues that there is a potential 3. Summon first aid trained staff. 4. Direct them to the injured party. Provide assistance, i.e. first aid kit etc. 5. Secure the area and instruct others to make their way to a place of safety. 6. Contact the emergency services. Inform them of the location of the incident and provide details of what has happened. Follow instructions provided by the emergency services. 7. Contact the site manager. Inform them of the location of the incident and provide details of what has happened. Follow instructions provided by the site manager.					
Accident / incident additional actions:	1. Do 2. Once the injured party has received appropriate treatment and is in the care of the emergency services, take photographs of the scene of the incident. 3. Take note of who may have witnessed the in 4. Complete an accident/incident record. 5. Participate in the accident/incident investigation as required to do so.					
Fire response procedure:	1. Do 2. Immediately inform the site by Shouting 'Fire 3. Go to the designated fire point and await further instruction. 4. If appropriate to do so, contact the Fire and Rescue Service by dialing 999 a fire. 5. Give the operator your telephone number and ask for the Fire and Rescue Service. 6. When the Fire and Rescue Service replies give details: Fire at <u>Clifton Slipways, West Street, Gravesend, Kent</u> 7. Wait for address to be repeated by the call handler. 8. Give as much detail as you can about: the location of any fire details of anyone who may be missing or may not have left the building.					

Spill response procedure:	Ensure the site manager is made aware of the spill. To the extent that it can be done without putting anyone at risk, take immediate action to prevent the spillage from spreading and from entering drains and watercourses. Exclude unnecessary personnel from the area Check safety data sheet and COSHH assessment for details of hazard and safe spillage response Check safety data sheet/ COSHH assessment for safe disposal requirements
Complaint response procedure:	Report any complaints to the site manager Do not get involved in any debates/ arguments with members of the public or others.

8.0	Site setup arrangements
Working hours:	Normal site hours are from 08.00 until 18.00 hours Monday to Friday 08.00-13.00 Saturday. No works on Sundays or Bank Holidays.
Access:	Via Stuart Rd A single site entrance is to be created. This is to be identified with signage. Entrance is to be kept locked. Contact details for site staff to be posted so that they can be contacted whenever access is required. Emergency access and egress must be maintained at all times.
Security:	A secure timber hoarding will be erected to the entire perimeter of the site. This will include a set of gates at the site entrance and exits. Fence to have "warning construction site, keep out" notices displayed at regular intervals. Signage to be erected depicting a readily visible 24-hour contact number for queries or emergencies. This is to be checked daily by the site manager. Fencing to be inspected at regular intervals. Any damage or defects are to be reported and dealt with as soon as it is reasonably practicable to do so. Materials and equipment are to be removed from site at the end of the day or kept in secure areas. Plant shall be isolated during out of site hours All operatives working on the site are required to wear hi vis vests and appropriate PPE / weatherproof clothing and safety footwear at all times. The site will be left secure at the end of each day. Services shall not remain live whilst the site is unattended. Any openings must be boarded over / protected from falls.
Parking:	Parking spots are to be allocated by the site manager. <u>All parking to be within the site compound, not parking to be permitted outside of the site.</u> Vehicles are to be parked in designated areas only.
Delivery and collection:	Access to the site entrance is via Thames Way on to West Street. All deliveries will be made to the site entrance. All materials will be secured within the site compound All materials to be ordered as and when they are needed. Minimum of materials to be stored on site. No deliveries Sunday or Bank Holidays Deliveries are only to be made whilst the Principal Contractor Datum Groundworks Limited or their representative is available to accept them No deliveries to site or collections from site will be made without prior notification to the site manager. Unloading operations must only be undertaken with a banksman in operation. Precautions to protect members of the public to be implemented – eg barriers and signage Delivery vehicles will enter and leave the site forward facing. A banksman is to be in attendance for all deliveries entering and exiting the access road. All companies will be informed of the delivery arrangements and will be required to contact site before delivering materials.



8.0 Site setup arrangements	
Site Context	
Vehicular movements	No turning permitted outside of the site compound. All vehicles are to enter and leave the site facing forward. No reversing permitted. Vehicular movements to be timed and managed by the site manager. Deliveries shall be arranged to avoid conflict with busy traffic times. Where possible deliveries to be avoided between 7am and 4.30pm The average number of deliveries to site will be 15 per day and will not exceed 20 deliveries per day. Goal posts and signage to be erected where overhead cables cross the site. Maximum heights to be clearly marked and identifiable to all deliveries / vehicular movements. Site wheel wash will be set up at the site exit.
Machinery to be used	3 excavators up 14T, 3 dumpers up to 9T Twin drum rollers Rammex vibratory roller
To protect local residents from delivery and vehicle movements	Prior to commencement of works the contractor will serve Notice to the residents of neighboring properties who will be affected by the works and will advise them of the commencement date and the duration of the works along with contact details. Consideration will be given to early / late deliveries and collections to reduce any traffic congestion during peak periods. All vehicles will adhere to the relevant speed limits Dedicated banksman will be responsible to direct & monitor vehicular movements in proximity of the site Precautions to protect members of the public will be implemented with the erection of signage and barriers Dedicated banksman will assist in vehicles delivering and collecting from site. The driver will stay with their vehicle at all times and will be ready to move on request if required. Wheel wash facilities to be provided to prevent mud and debris being taken out onto the shared access / public highway. Water will be used on the road in dry months to suppress dust A road sweeper will be used to collect mud in poor weather should this spread onto shared access road.
Temporary traffic management signage	Vehicles will be banked on and off site and there will be sufficient room for the delivery vehicles to turn on site.

8.0 Site setup arrangements	
Existing Services	Precautions to be taken to identify and protect all existing services All contractors working on the site to be briefed on the existing services. Drawings cannot be guaranteed so all ground must be scanned prior to works commencing. Safe working practices must be adopted at all times. All ground must be CAT and Genny scanned prior to excavating. If an electricity cable, gas pipe, BT cable or high pressure water main suffers any damage however slight all works should be stopped and the owner (utility company) to be informed. Goal posts and signage to be erected where overhead cables cross the site. Maximum heights to be clearly marked and identifiable to all deliveries / vehicular movements.
Site Logistics Plan	
Welfare:	Welfare facilities can be used by all persons on site. Toilets and washing facilities will be provided. Canteen with tables and chairs, means of heating food and boiling water in accordance with Schedule 2 of the CDM 2015 will be provided. Welfare facilities will be cleaned and maintained regularly.
Training and project updates:	Project updates will be issued by the site manager. All persons are to be made aware of updates via a toolbox talk. Contractors are expected to complete a pre-start briefing at the start of each shift. Training records are to be maintained. Copies of training records are to be provided to the site manager. Additional training requirements are at the discretion of the site manager. All persons are expected to have details of competencies available on request. Expired competency cards etc. will not be accepted.
Environmental impact:	An ongoing maintenance program is in place to ensure that vehicles are operating at maximum efficiency and effectiveness. Oil used in vehicles to have low environmental impact. All fuel tanks to have a bund that has 110% capacity of fuel tanks. Spill kit to be available from the site office. Oil/fuel sorbent granules are to be placed in storage tanks, machines and Site Managers' vehicles. All staff are to be trained in dealing with a spillage. All spillages to be reported to Site Manager. There will be a wheel wash area set up at the site gate. This will take the form of a concrete hard standing and jet wash. The water will be drained from the hard standing into an underground chamber via an aco drain. The water will then be recycled via a pump.

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Dust / dirt emissions	Water suppression on the road to prevent dust during dry weather Using water for cutting equipment Handling spoil in such a way that it does not give rise to excessive dust In dry conditions subsoil muck to be dampened down to prevent excessive dust. Prohibition of waste disposal by burning No dry sweeping – dampening down and using a brush or shovel and bucket for small amounts. Water spray for dampening down.
Statutory nuisance arrangements:	Machinery to be operated within site working hours. The Site Manager, Banksman and Plant Operators to monitor dust levels. If dust levels are deemed to be a nuisance, water suppression system to be used to damp down and control dust. Site manager to liaise with members of the public as and when required to do so.
Noise	Noise and vibration assessments will be undertaken on an activity basis Noise and vibrations emissions will be reduced at source through careful equipment selection and protection through minimising exposure levels and duration. The site manager will monitor the arrangements on site.
Waste and recycling:	All waste to be disposed of as per the Site Waste Management License Waste will be recorded by collection tickets Subsoil muck to remain on site. We will segregate our waste at site level into 5 main categories : Timber, concrete, metal, plasterboard and general. These skips will then be sent to a licensed recycling centre who will further segregate and recycle the waste. They will provide weekly records for this, which, we will keep on site. There will be no burning on site. One of the biggest sources of waste on building contracts is plasterboard and we offer our subcontractors a financial incentive to minimize their waste. On some sites we are able to recycle the muck by putting it through a grading machine and reusing the resultant stone in the building of roads and around drainage and services.
Wheel wash facilities	Wheel wash facilities to be provided near the site entrance in a designated area of hard standing. This is to be at least 10m from any surface drain. This will take the form of a concrete hard standing and jet wash. The water will be drained from the hardstanding into an underground chamber via an aco drain. The water will then be recycled via a pump. Settled solids should be removed regularly.
Other	

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Temporary lighting and power:	To be confirmed		
Water supply and waste water:	Water supplied from mains		
Material and equipment storage:	Materials will predominantly be stored to the rear of the site on the northern and southern elevations. A 'just in time' delivery system will be operated whereby materials will not be stored on site for long periods of time. We will make available a holding yard in Kent just off the M25 where contractors can store materials free of charge should bulk deliveries from manufacturers be required. When booking in deliveries the contractor will have to specify the window in which the proposed delivery will be used. We will require this to be 2 weeks or less unless there are extenuating circumstances.		
Plant and vehicles:	To be stored on site and made safe at the end of each day. To be operated by trained and competent staff. To be managed as per risk assessment. Contract lift		
Other:			

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9.0	Site safety rules
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Warning. These site rules must be followed by all persons working on the project. These must be reflected in the safe systems of work identified by each contractor working on the job. Anyone not following the site rules, is liable to be removed from site.

- | | |
|-----|---|
| 1. | Safe systems of work must be documented, should reflect recognised industry standards and must be followed always. |
| 2. | A list of names of all persons working on site is to be provided before work starts. Any changes of personnel are to be notified before arrival for security reasons. |
| 3. | All persons on site must sign in at the beginning and out at the end of each working day. |
| 4. | All persons working on this project must be appropriately qualified and/or experienced in the type of work and appropriately supervised. Copies of competence cards should be available on request. |
| 5. | All persons must attend a site induction before starting work. |
| 6. | Vehicles must be parked in agreed areas. Agreed access routes must be used and any access restrictions adhered to. |
| 7. | Skips, materials and stores may only be located on the premises when agreed in advance. |
| 8. | Work must be restricted to agreed locations. |
| 9. | Smoking / vaping may take place only in the external designated smoking area(s). |
| 10. | The site must be left in a clean and tidy state at the end of each day. |
| 11. | The control measures included in the project risk assessment are to be followed at all times. |
| 12. | All accidents and incidents must be reported to the site manager as soon as it is practicable to so. |
| 13. | The standard site PPE is: |

Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	High visibility	RPE	Fall arrest
	Task specific	Yes	Task specific	Task specific	Task specific	Yes	Task specific	Task specific

Note.

If there are good reasons why any persons cannot wear any of the items of PPE, which are deemed to be mandatory, the justification for this must be detailed in your safe systems of work. Any dispensation will be formally agreed by the site manager and will only apply to those who are completing the tasks that are covered by the dispensation.

Typical Advice Notices displayed on site

Noise and dust. Why the fuss?



Over 500 construction workers are believed to die from exposure to silica dust every year.

Approximately 1.7 million workers are exposed to noise above levels considered safe.

We have a duty to care for not only ourselves but those around us. You may have the appropriate PPE (the last line of defence) and be protected, but are there others nearby without it?



Call 0800 178 2286 • Visit www.rvtgroup.co.uk for FREE advice on a solution to your needs.

RVTGROUP
Preventing unpleasant health on site



SITE MANAGERS.....

September 2015

....DO YOU.....

- Have SSSTS trained supervisors ?
- Have copies of CSCS and CPCs of all your operatives ?
- Ensure operatives have good quality minimum PPE ?
- Ensure all operatives are working to site specific RAMS ?
- Have records of PAT testing and weekly visual inspections ?
- Have records of daily / weekly plant and equipment checks ?
- Have certificates of thorough examination for lifting equipment ?
- Have records of weekly tool box talks ?
- Monitor use of vibration tools ?
- Use a temporary works procedure ?
- Inspect the work area at least weekly ?
- Take waste to a licensed waste site ?

...DO YOUR CONTRACTORS...

- ☒ Have SSSTS trained supervisors ?
- ☒ Have copies of CSCS and CPCs of all your operatives ?
- ☒ Ensure operatives have good quality minimum PPE ?
- ☒ Ensure all operatives are working to site specific RAMS ?
- ☒ Have records of PAT testing and weekly visual inspections ?
- ☒ Have records of daily / weekly plant and equipment checks ?
- ☒ Have certificates of thorough examination for lifting equipment ?
- ☒ Have records of weekly tool box talks ?
- ☒ Monitor use of vibration tools ?
- ☒ Use a temporary works procedure ?
- ☒ Inspect the work area at least weekly ?
- ☒ Take waste to a licensed waste site ?

ASK FOR RECORDS TO SHOW YOUR CONTRACTORS ARE DOING THE SAME AS YOU

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10.0		Project risk assessment										
		Key										
L: Likelihood	5	5	10	15	20	25	High-risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.				
	4	4	8	12	16	20						
	3	3	6	9	12	15	Medium-risk: 8-12	Medium-risks should only be tolerated for the short-term and only whilst further control measures to mitigate the risks are being planned and introduced.				
	2	2	4	6	8	10						
	1	1	2	3	4	5	Low-risk: 1-6	Low-risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.				
		1	2	3	4	5						
		S: Severity						DR: Degree of risk			RR: Residual risk	
Guidance.		1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR – assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)										

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Design of work	Site team, others on site	Ongoing H&S risks	3	5	15	Works must be planned so that any significant risks are managed out. Designers to consider hazards associated with ongoing premises maintenance. Top management to regularly review designs to identify where work methods could be made safer. Principal Designer to assist client with design review.	2	2	4
Planning the works	Site team, others on site	Risks associated with construction works	3	5	15	All parties developing methods of work for project to ensure that they have obtained and reviewed the pre-construction information made available by the client. Pre-construction information review to be completed. All information to be considered when planning and organising the works. If at any point, it is felt that insufficient information is available about the site, the nature of the works to be completed etc., the client is to be contacted to provide the required information. Safe systems of work are to be prepared, published, agreed and implemented for all works. Before works can start, the safe systems of work must be formally agreed by the site manager or anyone nominated by the site manager.	2	2	4
Responding to changes to the scope of the works	Site team, others on site	As above	3	5	15	Any amendments to planned works to be formally documented. Safe systems of work to be identified and implemented. Safe systems to be agreed by the site manager or anyone nominated by the site manager. No works to be completed that have not been formally agreed by the site manager or anyone nominated by the site manager.	2	2	4

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Management of contractors	Site team, others on site	Risks associated with construction works	3	5	15	All contractors to have completed an appropriate contractor assessment and have provided all information required, i.e. insurance certificates. Pre-construction information to be provided to contractors. Contractors to consider the pre-construction information when identifying the safe systems of work to be followed on site. Site management to maintain communication channels with all parties working on the site. Appropriate meetings, briefings etc. to be completed to ensure that all parties are aware of any significant risks, changes to programme etc. that may affect them. Contractors to formalise safe systems of work in method statements and risk assessments. These are to be agreed by the site management before work commences. Staff to be briefed on the safe systems of work. Records of briefings to be maintained. Contractors to complete COSHH assessments on the hazardous substances they use. These are to be included in the safe system of work documentation.	2	2	4
Site security	Site team, others on site	Risks associated with construction works	3	5	15	Arrangements detailed in section 8.0 site setup to be followed. Staff to monitor the effectiveness of arrangements and additional precautions to be implemented if it is deemed appropriate to do so.	1	5	5
Welfare	Site team, others on site	Poor hygiene, ill-health, sanitary issues	3	5	15	Arrangements detailed in section 8.0 site setup to be followed. Staff to monitor the effectiveness of arrangements and additional precautions to be implemented if it is deemed appropriate to do so.	1	5	5
Fire safety	Site team, others on site	Fire	3	5	15	Arrangements detailed in section 8.0 site setup to be followed. Staff to monitor the effectiveness of arrangements and additional precautions to be implemented if it is deemed appropriate to do so.	1	5	5
Tasks which create high noise levels	Site team, others on site	Potential to lose/diminish hearing	2	4	8	Take all reasonable steps to keep noise levels as low as possible. Steps should include: turning of machinery when it is not in use. Where this is possible, noisy machinery should be sited so that it has a minimal impact on staff and those walking past the site. When noise levels are assumed to be above 80dBa, i.e. a conversation cannot be held at normal speaking volume from one metre away, ear protection is to be worn.	1	4	4
Activities which create vibration	Staff	Ill health, including Hand Arm Vibration Syndrome (HAVS).	2	4	8	All reasonable steps to be taken to prevent the need for hand-held vibrating tools to be used. Where this is not avoidable, the vibration signature of the machinery used should be identified and appropriate usage times identified. Staff to adhere to times dictated by vibration signature.	1	4	4

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Exposure to dust	Site team, others on site	Exposure to high levels of dust that can cause respiratory illness.	3	4	12	The site manager, banksman and plant operators to monitor dust levels. If dust levels are deemed to be a nuisance, water suppression system to be used to damp down and control dust. Water suppression on the road to prevent dust during dry weather Using water for cutting equipment where possible Handling spoil in such a way that it does not give rise to excessive dust Prohibition of waste disposal by burning No dry sweeping – dampening down and using a brush or shovel and bucket for small amounts. Water spray for dampening down. High housekeeping standards to be maintained. Brooms are not to be used.	1	4	4
The use of potentially hazardous substances	Site team, others on site	Hazardous materials – asbestos, adhesives, cleaning agents and lubricants	3	4	12	Wherever it is practicable to do so, the use of high-risk substances must be avoided. For low risk substances, staff to follow any control measures identified on SDS. SDS to be made available to those using the substance. For high-risk substances, a COSHH risk assessment to be used to identify any significant hazards associated with chemicals. Staff to follow instructions on document.	1	4	4
Slips, trips and falls	Site team, others on site	Slips, trips and falls leading to physical injuries	3	4	12	Housekeeping standards to be maintained to a high level across the site. Suitable and sufficient resources to be allocated to housekeeping. Pedestrian and “safe” routes to be identified and maintained.	2	2	4
Use of plant hand tools and work equipment	Staff, others working in vicinity of operations	Personal injury, flying objects, noise, vibration, electric shock,	3	5	15	The correct type of work equipment to be used for the works. Staff must be trained and be deemed competent to use work equipment. All work equipment must be inspected prior to each use. Any damaged equipment must be taken out of use and reported. All work equipment must have appropriate guards in place. If guards are missing, the item may not be used. If applicable, equipment to have Local Exhaust Ventilation (LEV) system and capture system fitted and operational. Air flow to be adjusted as per materials being cut. All work equipment to be subject to statutory and best practice inspections i.e. Portable Appliance Tests at appropriate intervals. Excessive force should not be used at any time. Cordless battery pack tools to be used wherever possible. If not 110V tools should be used. Tools must be attached to the correct power source. Tools to be used for their designated purpose. Cables should not be stretched.	1	5	5

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Excavations and trenches	Staff, others working in vicinity of operations	Falls from height, ground collapse, underground services	3	5	15	Safe systems of work to be developed and followed for all tasks which involve excavations. Permit to work – excavations to be completed for all excavation works. This is to be issued and controlled by the site manager. All excavations to be protected by fencing, barriers, signage etc. Services shall not remain live whilst the site is unattended. Any openings must be boarded over / protected from falls.	1	5	5
Use of excavators / groundwork plant and machinery	Staff, others working in vicinity of operations	Overturning of vehicle, injury of falls, collision with vehicles, pedestrians	3	5	15	Machinery to be operated on firm and stable ground and at a gradient identified as safe for the machine. Pedestrians shall be excluded from the area of excavation. A clearance of at least 600mm shall be maintained between any part of the machine and the nearest obstruction. If appropriate, a trained signaller shall be posted to direct excavator operation and pedestrian movement. Whilst the machine is operating, if it is necessary for anyone to enter the machines working radius, permission must be granted by the machine operator. All operatives must have received appropriate training in the safe operation of the machine. They are to be formally authorised to operate the plant by their employer. The excavator to be operated as per any training received and in accordance with the manufacturer's operation manual. Seat belts to be worn. Passengers are prohibited.	1	5	5

11.0	Supporting document register		
Title		Produced by	Document manager