



CONSTRUCTION PHASE PLAN



Client:	Alpine Racing Limited – Martin Cummings
Contract name:	ESO Building Extension

Contract address:	Whiteways Technical Centre, Enstone Oxfordshire
Postcode:	OX7 4EE
Date:	6 th October 2023

ACCREDITED WITH:



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CONSTRUCTION PHASE PLAN REVISION SHEET

REVISION NUMBER	DATE OF ISSUE	REASON FOR REVISION AND COMMENTS
0	30/10/2023	
1	01/11/2023	Updated with PD Comments Added
2	09/11/2023	Updated with PD and Client further comments

AUTHOR	Dave Kettle	CHECKED BY	Gareth Wood
DATE:	27 th October 2023 (Original date)	DATE:	27 th October 2023 (Original Date)

INTRODUCTION

This Construction Phase Plan has been produced to ensure our compliance with the Construction Design and Management (CDM) Regulations 2015, Building regulations and specific client requirements for the safe delivery of works withing the ARL facility & specifically to the ESO extension Project.

EPS will act as Principal Contractor for the delivery of these works managing various specialist trade subcontractors. (See [Appendix 1](#) for further detail on the responsibilities of Principal Contractor)

This Construction Health and Safety plan should also be read in conjunction with the Project Risk Register ([see Appendix 7](#) below) highlighting some of the key 'Project Risks', their likelihood, severity of their impact and means of mitigation.

LOCATION



ESO Building Extension
Whiteways Technical Centre
Enstone OX7 4EE

PROJECT OVERVIEW

The project will involve:

- Construction of a two storey extension to the east and south of the existing ESO Building.
- Demolition of the existing timber framed HPC (Human Performance Centre) Building and small shed.
- Removal of existing roof and wall cladding panels to provide connections between the existing building and the new extension.
- Alterations to the existing structural steel frame including installation of new structural members.
- Casting of new concrete pad and trench foundations.
- Ground improvement measures to facilitate the installation of an insulated ground bearing slab.
- Erection of a new structural steel frame.
- Installation of a new composite steel and concrete first floor structure.
- Installation of insulated composite wall and roof cladding.
- Installation of external roller shutter doors, personnel doors and windows.
- Installation of new external doors and windows into the existing structure.
- Installation of new rooflights and associated steel trimming members into the existing roof cladding and frame.
- Installation of new foul drainage and connection into the existing below ground foul drainage system located within the access road to the west of the existing building.
- Installation of new surface water drainage including the installation of below ground surface water attenuation crates.
- Diversion of a 450mm diameter below ground surface water drainage pipe.
- Alteration and extension of the existing gabion wall.
- Removal of 1No tree and an area of bushes.
- Excavation of the existing rock bank to form the area for the new extension.
- Removal and diversion of existing building services.
- Demolition of existing stud partition walls.
- Fire protection works to the new steel frame including intumescent painting and boarded protection.
- Installation of a new internal steel staircases and transition lift.
- Installation of a new external steel staircase.
- Installation of new internal stud partitions.
- Installation of a new raised access floor.
- Installation of a new gantry crane.
- Erection of a new steel maintenance platform.
- Installation of new Mechanical and Electrical services, including photovoltaic panels at roof level, roof mounted ventilation plant, external air source heat pumps, electricity substation

plant room, and new internal services.

- Installation of a new fall restraint system at roof level.
- Internal decorations and floor / ceiling finishes.

EPS is aware that the existing ESO Building is currently occupied and will ensure all works throughout the project will be segregated as reasonably practicable from staff members of the building and visitors.

EPS is also aware that the ARL Facility will be fully operational during the ESO Extension Construction works including the existing Simulator that will remain in use at times during works and that ARL normal operations MUST not, as far as is reasonably practicable to maintain the agreed project programme dates, be affected by the ESO Extension Project. All shutdowns are to be agreed in advance with ARL.

DETAILS OF PROJECT TEAM

Client:	Alpine Racing Limited
Contact:	Martin Cummings
Address:	Whiteways Technical Centre, Enstone, OX7 4EE
Tel:	01608 678000
Email:	Martin.Cummings@alpinef1.com

Principal designer:	WE Architecture
Contact:	Steve Owen
Address:	Suite B2A/C, Building B, Denbigh Business Park, MK1 1DX
Tel:	01908 889109
Email:	steve.owen@wearchitecture.co.uk

Principal contractor:	EPS Construction Management Limited
Contact:	Conor Porter
Address:	Unit 4, Model Farm Barns, Sonning, Berkshire, RG4 6TD
Tel:	01189 697317
Email:	conor.porter@epscom.co.uk

SUB-CONTRACTORS

(SUB-CONTRACTOR)	WE Architecture – Steve Owen
	Suite B2A/C, Building B, Denbigh Business Park, Bletchley, MK1 1DX
	01908 889109
	steve.owen@wearchitecture.co.uk
(SUB-CONTRACTOR)	JPP Consulting Ltd – Mark Turbutt
	Grand Union Works, Whilton Locks, Daventry, Northamptonshire, NN11 2NH
	01604 781811
	mark.turbutt@jppuk.net
(SUB-CONTRACTOR)	Constant Air Systems Ltd – Doug Newman
	Unit L Castle Estate, Turnpike Way, Cressex Business Park, High Wycombe HP12 3TF
	01494 469 529
	doug.newman@constantair.co.uk
(SUB-CONTRACTOR)	L Harvey & Son Ltd – Alan Kinehan
	Unit 4 Le Flaive Business Centre, Church Lane, Naphill, HP14 4US
	01494 868 456
	Alan@lharveyandson.com
(SUB-CONTRACTOR)	

PROGRAMME

Key milestone project dates are as follows:

MOBILISATION	6 weeks
CONSTRUCTION START DATE	13 November 2023
CONSTRUCTION PERIOD	52 weeks
TESTS / COMMISSION	October 24
HANDOVER & DEMOBILISE	November 24

EXISTING, RECORDS AND PLANS

The following documents are currently available and have been provided to EPScm Ltd. These will be provided to the Site Manager in advance of the work:

- [As-built drawings and PCI documentation](#)
- [Asbestos risk information documents including asbestos survey reports](#)
- [Access to the Fire Risk Assessments via the Shine system](#)
- [Site Survey and Utilities Information](#)
- [Geotechnical Surveys](#)

Any additional information will be added to the EPScm Ltd.'s Site Safety File to ensure it is available to the Site Manager, Principal Designer, client and sub-contractors.

DEALING WITH EXISTING SERVICES

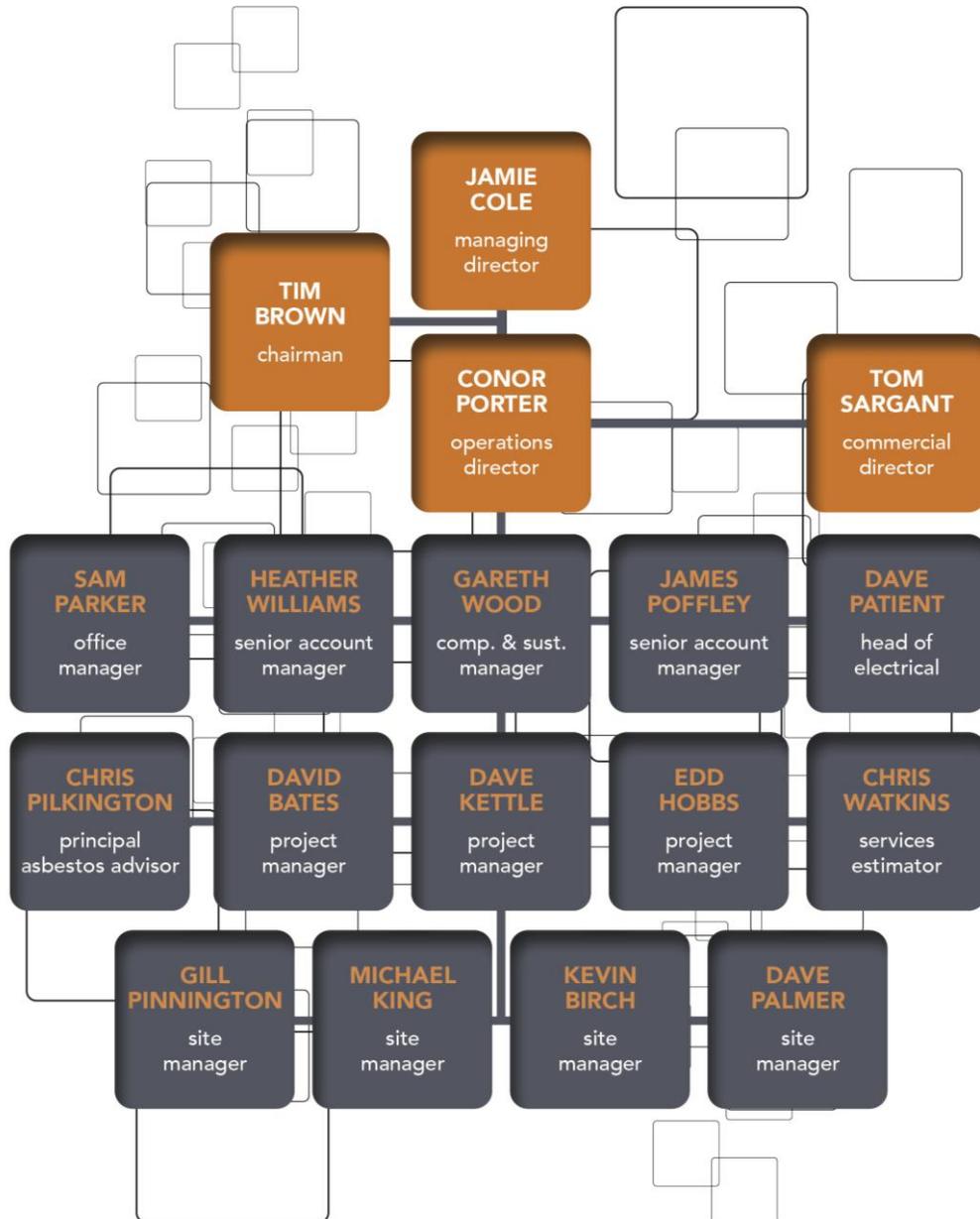
As part of the project, EPS CM has been tasked with upgrading and diversions to the existing fire and electrical services. New HV works also form par to the installations. Before working on services by our sub-contractors, they will be isolated after communication with ARL to avoid disruption as far as is Practicable.

Isolation permits detailing what has been isolated and the method of isolation will be issued by EPS site management and held in the site office until closed.

Any working on services are to be detailed within sub-contractor RAMS which will also be held within site office.

PRINCIPAL CONTRACTOR STRUCTURE

Company Organogram:



PROJECT TEAM STRUCTURE



MANAGEMENT RESPONSIBILITIES

DESCRIPTION	PERSON(S) RESPONSIBLE
MANAGING DIRECTOR OPERATIONS DIRECTOR	Jamie Cole Conor Porter Both available points of escalation at all times. Ultimately responsible for the safe and timely delivery of the project.
Contracts Manager	George Barnett <ul style="list-style-type: none"> • <u>Procurement of Subcontracts & Direct Labour</u> • <u>Commercial</u> • <u>Contractual</u> • <u>Holistic Account Management</u>
PROJECT MANAGER SITE MANAGER TRAINEE PM	Responsible for all elements of the project delivery : <ul style="list-style-type: none"> - <u>Health and Safety - with support from our H&S partners</u> - <u>Site set up and maintenance of welfare facilities</u> - <u>Site specific induction for all sub-contractors</u> - <u>Design and co-ordination\</u> - <u>Procurement of on-site elements</u> - <u>Programme – setting out the construction programme & tracking progress on site</u> - <u>Co-ordination and delivery of the project with safety</u> - <u>Safety, quality and programme to the forefront always.</u>
PRODUCE CONSTRUCTION PHASE PLAN	Dave Kettle
REVIEW AND UPDATE CPP	Dave Kettle / Gareth Wood
COLLATE HEALTH AND SAFETY FILE INFORMATION	George Barnett
CARRY OUT REGULAR SITE AUDITS AND	Gareth Wood Conor Porter
INSPECTION OF SITE PLANT AND EQUIPMENT	Mike King / Scott Brown
CONTRACT FIRE SAFETY CO-ORDINATOR	Mike King
PREPARATION AND REVIEW OF FIRE SAFETY PLAN & DRAWING	Mike King / Dave Kettle / Gareth Wood
SITE FIRST AIDER	Mike King / Dave Kettle

Everyone on this site will have a responsibility when it comes to Health & Safety

THE PROJECT SAFETY OBJECTIVES

Client's objective: EPS is to ensure the project remains compliant with HSE legislation and guidance at all times when working within Alpine Racing Limited Facility. EPS will ensure this by providing a safe, healthy environment for all personnel working on the Project.

Project team's objectives:

- To achieve, as far as is practicable, a site with zero harm to site operatives, those affected by our works or damage to property.
- Ensure, as far as reasonably practicable, that there is minimum disruption to Alpine Racing Limited by way of appropriate planning and informed communication with the project team. This will also include compliance with Alpine Racing Limited rules for Contractors.
- EPS will ensure all operatives receive a site-specific induction, including awareness of the clients objectives, and that all sub-contractors read, agree and sign on to their specific RAMS.
- To ensure safe access and egress to and from the site, that site security is always maintained and no tools or equipment are left within ESO Extension Project out of hours.
- Ensure all visitors and construction work force are inducted, understand the basic safety information on any hazards associated with the current phase of work and the site-specific rules.
- Appropriate means of safety communications is used throughout the contract e.g. signage, toolbox talks, daily briefings.
- Ensure site hours are strictly adhered to and agreed in advance with Alpine Racing Limited.

EPS will ensure as principal contractor:

1. Clear site boundary and demarcation providing safe designated walkways to and from the site.
2. To protect external pedestrians and internal occupants from any risks associated with the site.
3. To ensure visitors are always escorted by the site manager around the site.
4. Ensure operatives act in a safe manner, understand, assess all potential risks involved and implement all mitigating controls and adhere to site rules at all times e.g. wear personal protective equipment appropriate to the task in hand.
5. To investigate any accidents or incidents on site and take note of any recommendations coming from accident and incident investigations.
6. To use (where required) professional support for assisting in the safety of the site. Only certified trained asbestos personal will be working with asbestos.

These safety goals are monitored and discussed during site meetings and actions given to the appropriate personnel. Refer to also the below site rules.

ARRANGEMENTS FOR MONITORING AND REVIEW OF HEALTH & SAFETY PERFORMANCE

Onsite monitoring will be carried out by the Site management or nominated representative, who will maintain a constant presence on site. The Site Manager will carry out his own internal site checks on a daily and weekly basis. The Project manager or relevant person is to attend site once a week and ensure weekly checklist is counter signed.

Before any subcontractors undertake works onsite, they will have to submit their RAMs also to either the site manager or the contracts manager. These will need to be issued a week in advance of the planned works (where possible) to permit suitable time for review, comment and re-issue where necessary. EPS will issue a reply with all comments and/or acceptance on a RAMs acceptance sheet. No RAMs means no work.

The critical opportunity to ensure the safety message is clearly communicated to the delivery team is during the site specific induction. During this induction all persons accessing the site under ESP's management will be briefed on the scope, the potential hazards, Alpine Racing Limited particular requirements, sensitivities and the site rules.

Before any works commence onsite all contractors and their operatives will need to demonstrate that they have the required competencies and qualifications to undertake the works. All RAMs will be communicated to the appropriate operatives and they must fully understand the content before signing.

Copies of signed RAMs will be available in the site safety file for review whenever necessary. Those RAMs that are for repeat activities that will continue for prolonged durations will require re-communication of the RAMs with any necessary changes at regular intervals. Complacency must not set in on the site.

PERMITS

Once all RAMs have been accepted, permits will be issued for the following tasks in accordance with EPS and Alpine Racing Limited permit to work requirements:

General Works / Hot Works / Confined Space or Common Areas / Lifting and working in Raised access floor / Working in Comms Rooms / Electrical works and isolations / Delivery and/or removals of waste, goods, plant etc. / working on detection systems/ Asbestos

Inspections of the specialist plant and equipment for the safe delivery of this contract will be undertaken by our subcontract supervisors but the site manager will be ultimately responsible for ensuring these take place.

EPS's HSEQ manager will also make regular unannounced site visits ensuring the site is fully safe and compliant. Reports will be issued. We also be requesting that the various sub-contractors will also undertake safety audits of their works during the contract and issue copies of all reports to EPS. EPS's directorate will also make regular visits to site to assess progress and will undertake their own safety audits on various aspects of the contract as it progresses.

In order to communicate any changes on site and/or key safety messages, Toolbox Talks will be communicated to all involved in the works. This means of communications also attracts healthy safety conversations which we promote internally when it comes to H&S. Copies of signed toolbox talks will be available within the Health and Safety file for review whenever necessary.

REGULAR LIAISON BETWEEN CONTRACTORS ON SITE

A positive health and safety culture has effective co-operation and communication at its heart. EPS Ltd has the following liaison procedures in place.

SITE INDUCTION	Anyone attending site	All operatives will receive a site specific induction from the site manager, including the client's main safety objectives and project risks. Visitors are also to receive a condensed version of the regular induction and are to be escorted at all times.
SITE MEETINGS	Client, Design Team and Principal Contractor (Progress meetings & Trade meetings)	As requested with client but weekly between the P.C and trade sub-contractors
DAILY BRIEFINGS	Site Manager and on-site team	Daily – these will ensure there is always clear communication about daily risks, planned works and coordination between all contractors onsite. This will also include any other works being undertaken by the client.
TOOLBOX TALKS	Delivered by Supervisor to all site operatives	Weekly / post event where required
RAMS BRIEFINGS	Delivered by sub-contractor supervisor	Before starting work

Contractors working on the site will be expected to cooperate with the above table so that EPS can carry out the Principal Contractors duties effectively.

TRAINING

All site operatives, subcontractors and visitors will be site inducted to site which will result in the acceptance of the site rules. The site daily sign in sheet will be signed on arrival to site in addition to temperature checks and when leaving the site, this will be located in the site office. All operatives will be required to produce their SMSTS/ SSSTS/ CPCS/ CSCS Cards and other relevant qualifications. A photocopy of the cards held on file in the site office.

- Tool box talks will be undertaken bi-weekly or as required
- Daily briefings will be undertaken to discuss the days plan of works

COMMUNICATION

The methods of communication are;

- Thorough Site Induction prior to work
- Daily verbal briefing prior to commencement of the work
- Verbal discussions on method statements and risk assessments
- Toolbox talks
- Relevant and up to date signage and notice boards
- Weekly Site Progress Meeting with subcontractors

CONSULTATION WITH THE WORKFORCE

At the site induction it will be made clear that EPS want to actively engage with the workforce on the project for feedback on near misses, ideas to improve health and safety on the site, and to install a better attitude towards health & safety culture on the project.

EPS record weekly our labour statistics including hours worked, incidents and/or near misses.

ONSITE SAFETY NON-CONFORMANCES

Any onsite operative found undertaking works in an unsafe manner will be taken aside by the site manager and given a briefing on the unsafe act and understanding how the task should be undertaken safely. If deemed serious enough the operative maybe removed from site and the issue escalated either internally or with the offending subcontractor.

For repeat incidents, a site safety stand down maybe necessary and a tool box talk given to all operatives on site of which a copy will be issued to the Cub Contractor Directors and EPScm Directors.

For repeat incidents of a minor nature with the same particular individual a three-strike rule will apply onsite, with the operative being removed from site on the third strike.

SITE SAFETY INFORMATION

The following will be available within the onsite Construction Phase Plan, communicated to the site team during induction and also within the site office on the safety board for the attention of all:

- Certificate of Employers Liability Insurance.
- H&S policy statement.
- H&S law poster.
- Fire / First Aid contact information.
- Details of actions to be taken in the event of a fire.
- Details of the nearest A&E Department.
- Details of First Aid arrangements for the site.
- Site Rules

EXCHANGE OF DESIGN INFORMATION AND DESIGN CHANGES

EPS's design team is led by the contracts manager. The design will be fully co-ordinated and comply with the agreed tender design where possible. Any adjustments or minor modifications to this design will be discussed with the client management and design team for approval. These will be document on the change request form for completeness and record.

WE Architecture have been commissioned to undertake the principal designer role for this project.

Upon completion "as-installed/as built" drawings will be produced ensuring what's been installed is clearly captured and documented on paper and issued along with the O&M and Safety File to the client.

- Civil Engineering and Drainage – AH Willis and Sons Ltd
- Steelwork – DM Steels Ltd
- Roofing and Cladding – RLW Ltd
- Mechanical – CAS Ltd
- Electrical – Harveys Ltd

Management of design changes throughout the project and the exchange of information around the design team

- The means for communication will be direct verbal contact, emails, permits to work, notices, drawings, plans and meetings. Contact may also be via telephone or email.
- RFI Process – Complete RFI Form and date submitted which details the Query and a date to be answered by.
- PM instructions are to be directed from Alpine Racing Limited.
- Technical Queries will be issued to the design team and tracked on the TQ schedule.
- These will be submitted via email and raised in the fortnightly weekly meeting if needed.
- Meetings with the Clients, Client Project Manager, Design team and Principle Designer will be weekly or more frequent if necessary.

SELECTION AND CONTROL OF CONTRACTORS

EPS will only use suppliers who have been subject to contractor approval process using the Annual sub-contractor questionnaire 2021-2022.

For key packages, a tender process will be undertaken. The successful candidate will be appointed based on the following criteria in no particular order:

- Commercial
- Quality of tender return
- Demonstrate they fully understand the project scope and constraints
- Attitude to safety
- Appetite to operate and deliver in partnership with EPS embracing our culture and desire to deliver the highest standard with minimum disruption to the client.

Sub-Contractors will attend daily site briefings (informal meetings discussing the day's events and any site changes, new risks etc.). They will also attend a weekly trade's meeting where the project as a whole will be discussed.

SITE SET UP

SITE SECURITY:

The ESO Extension Project will be enclosed within a Heras Fenced compound with means of access via Heras Vehicle and pedestrian gates at either end of the site. All access gates will be kept closed during normal working hours and locked outside of normal working hours

Whilst on site, operatives are not to prop front / rear doors or gates open for convenience, this is to be reinforced on site induction between EPS site management and sub-contractors.

Advance notice will need to be given regarding all those looking to access the site for the undertaking visits, surveys and works.

All deliveries and collections must be planned, communicated and approved. 'Delivering safely' document is to be issued to contractors at the start of the project with a material delivery set down agree agreed by the client.

Parking area for Contractors is strictly within the lower field gravel park area with the spaces to be allocated and is identified on the site set up drawing but is also to be agreed with Alpine Racing Limited.

SITE COMPOUND:

The site will be fully enclosed by means of Heras Fencing, within the compound there will be sufficient Fire Extinguishers with means of raising the alarm, Spill kits will be available at either end of the compound. Vehicle and pedestrian access will be via gates installed within the Heras fencing.

WELFARE FACILITIES

EPS will provide the following located adjacent to the Lower Field Car Park:

- Canteen
- Toilets and washing facility
- Drying room

During our induction briefing it will be highlighted to all that we will be expected to treat the hired facilities with respect and report any defects to the Site Manager for correction immediately.

MOVEMENT OF PERSONS / PLANT / EQUIPMENT / MATERIALS AND WASTE

[Appendix 4 details our logistic plan](#) which highlights the routes.

EPS and sub-contractors are to use the 'Delivering Safely' document for deliveries to site. This document enables EPS / sub-contractors to give address, contact and approaching hazard information and any special instructions to the haulier such as roads to avoid, weight limits etc.

All attending site will be required to observe the strict rules and routes between the gatehouse and site compound.

Speed limit on site for ALL vehicles is not to exceed 10mph.

Deliveries are to follow the main arterial route to the ESO Extension Project Site.

All reversing of vehicles will be supervised by a fully trained Banks person.

FIRST AID

There will be at least one full time qualified first aider on site at all times. Sub-contractors will also be expected to have a qualified first aider onsite. The name(s) and contact number of the first aider will be clearly visible in the site compound and communicated to all during their site induction.

The first aid requirements for this project are as follows:

NO OF FIRST AID BOXES AND SIZE:	2 x 50 person
LOCATION OF FIRST AID BOXES:	Project Site Office. Sub Contractor Project Office.

Storage of Hazardous Materials

COSHH items will be declared in RAMS and stored in accordance with MSDS.

Sub Contractors will identify all COSHH materials within their RAMS and the control measures by means of COSHH Assessments.

REPORTING AND INVESTIGATION OF ACCIDENTS AND NEAR MISSES

In the event of an accident or incident on site, the priority will be to make the area safe and to ensure that any injuries are dealt with swiftly. Procedures outlined below that may follow such an incident are designed to enable EPS to determine the causes of the incident in order to be able to prevent a recurrence.

Following any near miss/accident/incident, the site first aider and Site Manager must be contacted immediately. The site manager must then contact the client's representative and EPS' SHEQ manager.

Depending on the severity and nature of the incident works onsite may need to stop. Works will not recommence until it is deemed safe to do so but a safety stand down will be undertaken before anyone returns to work.

Should the injured party require to be checked up at the local hospital, a site representative will drive the injured party to the John Radcliffe Hospital. In the event of a serious incident an ambulance should be called immediately.

The requirement to report all incidents, method of recording and location of blank incident reporting sheets will be communicated to persons working on the project during the site induction by EPS site management. All incidents, no matter how minor, are to be reported to EPS site management. It is not down to the operative to decide what to and not to report.

Immediately following an incident an incident investigation/report form must be undertaken by the site manager. The purpose of this is to gather information as early as possible in order for the appropriate procedures to be followed. EPS' SHEQ manager will then attend site for further investigation where necessary. Significant near misses will be treated in the same manner as an accident with appropriate investigations undertaken.

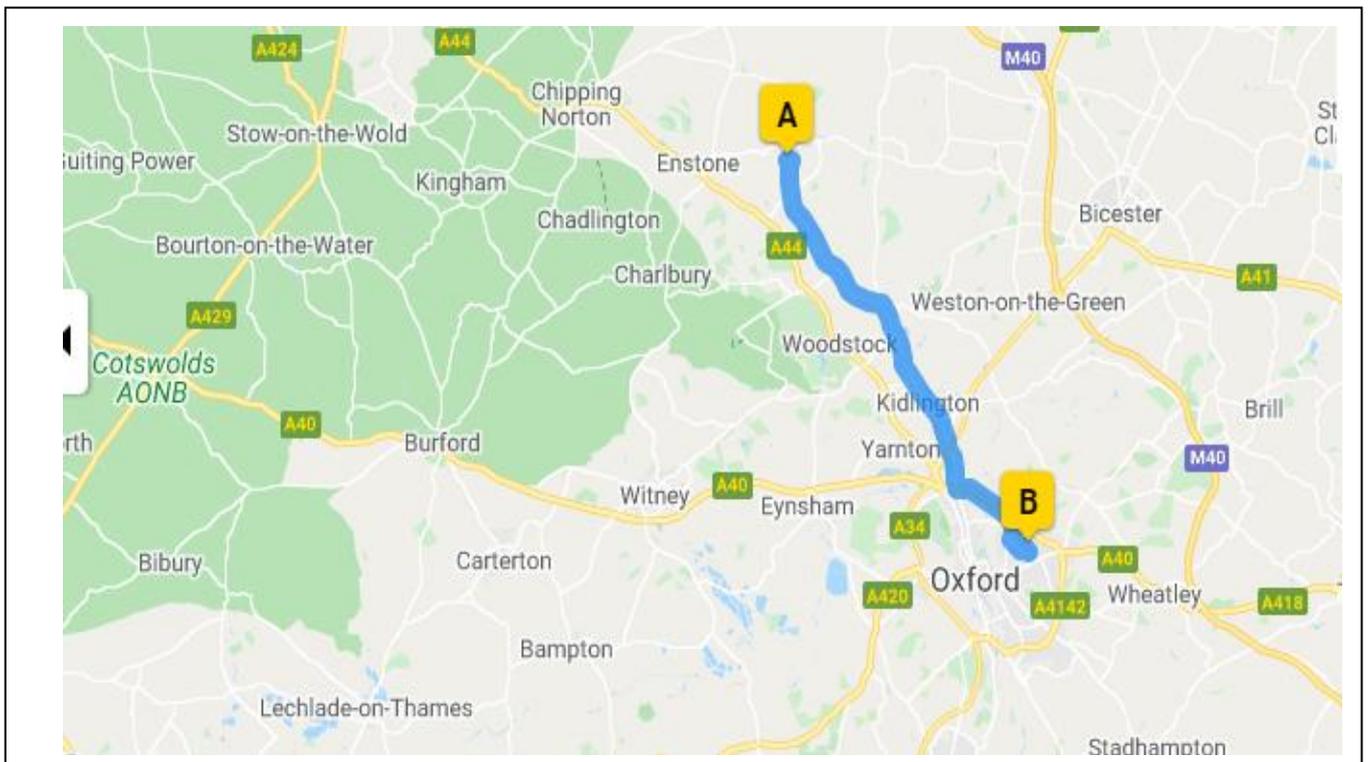
Where any accident is reportable to the Health and Safety Executive the employer of the injured person will be responsible for ensuring it is reported, a copy of the F2508 will be filed (confidentially) on the site.

Such procedures may include taking witness statements and photographs, calling in the Health and Safety Advisor or in the more serious cases, reporting the accident to the HSE under RIDDOR.

Where a contractor does not provide evidence of reporting to the Health and Safety Executive the project's contracts management team will report it directly to the Health and Safety Executive on behalf of the contractor.

Investigations will be carried out and risk assessment reviews undertaken following the investigation. Where lessons can be learnt Safety Alerts, Toolbox Talks, Information Sheets or other appropriate media will be used to communicate the information across the Company.

NEAREST HOSPITAL	JOHN RADCLIFFE HOSPITAL – OX3 9DU
HOSPITAL TELEPHONE NUMBER	0300 3047777
NUMBER OF MILES FROM SITE	15 MILES
TRAVEL TIME IN MINUTES	APPROXIMATELY 30 MINUTES



SITE RULES

SIGNING IN BOOK / DAILY ATTENDANCE

All parties including contractors, consultants, and visitors must report to the site manager and sign in on arrival.

INDUCTION / RAMS / PERMIT TO WORK

Before starting work, all personnel shall receive a site-specific induction on Health and Safety and specific hazards present on site from the site manager. Operatives are to then read, understand and sign on to relevant RAMS. Any permits to work are to be issued by EPS to sub-contractor.

HOUSE KEEPING / SITE TIDINESS

The site, working areas and access routes to be kept clean and tidy. All ladders, equipment and plant must be securely stored away and locked out of hours to prevent any trespassers gaining access to these. All rubbish is to be removed from working areas and placed in skips, which will be secured, as necessary to prevent nuisance.

MATERIAL STORAGE

Work in progress materials, tools, debris etc, must not block access/egress routes and ideally be situated in a dedicated, secure location that can be locked out of hours. Flammable material or items of COSHH are to be stored separately in a designated area.

WORKING AT HEIGHT / USE OF STEP LADDERS

All working at height is to have been planned in advance and risk assessed, with control measures identified and implemented. Step ladders are a last resort and only to be used as a means of access for the purposes of a short duration such as riser inspections and not a working platform. Step ladder usage is controlled via a permit and is to be justified and requested from EPS site manager.

FIRE PREVENTION

Extinguishers are to be provided to all areas of the working site. Dedicated extinguishers used for hot works are not to be taken from the general site inventory. Any isolation of fire prevention systems is to be agreed in advance between Client / EPS / Sub-contractor. Hot works permits are to be in place before any spark / flame producing activities are carried out.

SMOKING

All EPS sites are no-smoking sites. Smoking will only be permitted in designated external areas, this will be adjacent to the welfare cabins and advised of during the Induction.

WELFARE

Eating and drinking is to take place either in the welfare area or in company vans. Means of boiling water and heating food has been provided and all facilities are to be left in a condition you would expect to find them.

FIRST AID / EMERGENCY ARRANGEMENTS

One first aid box and eye wash station as a minimum is located in the site office. First aider information can be found on site notice board. The emergency plan and nearest hospital can also be found on site notice board. All injuries, no matter how minor, are to be reported to EPS site management. Emergency exits are not to be blocked with materials or waste.

CONTACT DETAILS EPS / SUB-CONTRACTORS

Management / supervisors for the project, including 'out of hours' contact numbers, where appropriate, will be included as part of The Construction Phase Health and Safety Plan and displayed on the site notice board.

NOTICE BOARD

A notice board displaying statutory information such as F10, H&S policy and insurance information is located at the site office. Other information such as daily hazards, first aider and fire marshal information can also be found here.

VISITORS

Due to COVID, all visitors to site are to be authorised by EPS in advance in advance. All visitors are to be escorted by management / supervisor unless they receive a full site induction. Visitors are to wear site PPE at all times.

The following additional items of PPE may be needed in the course of the works (non-exhaustive list and determined by task specific risk assessment):

- Eye protection.
- Ear defenders.
- RPE / Dust masks (FFP3 minimum, face fit tested to mask used)
- Gloves (minimum standard of 4343)

The type selected will be suitable for the protection needed and conforms to the relevant standard. Adherence to PPE should be monitored by all onsite but will be checked daily by the EPS management team.

- Ensure plant and tools are secure when left unattended preventing unauthorised use.
- Follow routes to and from the compound as set out in the logistics plan
- Do not use mobile phones or any other means of electronic communication device
- No photography permitted at any time.
- Do not use radios or personal music equipment on site.
- Do not consume food or drink on site other than in the canteen.
- Any operative suspected of being under the influence of drugs and/or alcohol will be removed from site and their respective employer will be informed. This will include testing to prove that an individual is not fit for work prior to being sent off site.
- Inform the Site Manager/ Supervisor if you have been prescribed medicines or have a medical condition that may be relevant for the work that you carry out.
- Do not interfere or misuse anything provided in the interests of health and safety.
- If you see any hazardous situations or work practises, tell the Site Manager immediately.
- Keep the site in a tidy condition – trips and slips cause the majority of site accidents.
- Store equipment in the designated areas only.
- Ensure all waste is dealt with as per the waste management plan and put in the appropriate areas of our compound (clearly marked with signage)
- Report all incidents, near misses and accidents to the Project Manager.
- Ensure safe working practices are followed as per individual RAMs
- Be familiar with the location of First Aid Equipment, Fire Extinguishers, Fire Exits and the Site Assembly Point.
- Smoking is permitted in the designated area only.
- The use of mobile phones onsite is forbidden for working operatives. Non-working supervision and managers may carry and use mobile phones onsite.

ANY PERSONNEL WHO BREACH HEALTH & SAFETY SITE RULES WILL BE SUBJECTED TO DISCIPLINARY PROCEDURES

HEALTH AND SAFETY REQUIREMENTS FOR SUB-CONTRACTORS

It is a condition of any sub-contract that the Sub-contractor will adhere to the requirements of the Health and Safety at Work etc. Act 1974 and all Regulations, Codes of Practice applicable to that Act and in accordance with the Health and Safety Policy of EPS. These standards are repeated in this CPP but have also been agreed to by our sub-contractors as part of the assessment process. Records of this can be provided to the client upon request.

Organization and Arrangements

All Sub-contractors must be able to provide EPS with:

- a) The name, qualifications and contact details of the person/organization providing Health and Safety advice to the Subcontractor.
- b) Name and contact details of their Director/Manager directly responsible for health and safety matters covered by the subcontract.
- c) Name of their Manager/Supervisor on site responsible for health and safety.
- d) A copy of the sub-contractor's Health and Safety Policy.

Risk Assessments, Safe Systems of Work & Method Statements

- a) Identify the hazards associated with their work, assess the risks arising from these hazards and advise how significant risks are to be controlled.
- b) Establish safe systems of work and document them as appropriate as identified by the sub-contractor.
- c) Provide Risk Assessments under the COSHH Regulations. These assessments must detail the risks to any persons who may come into contact with any hazardous substances the sub-contractor may be using and the measures to be taken by the Sub-contractor to control those risks.
- d) Provide RAMS in a timely manner (1 week+) prior to starting so that site management may
Review and request changes if necessary. Issuing RAMs the day before works are due to commence will be rejected.

Competence and Training

Provide evidence of competence and training for all managers, supervisors, trades and operatives under their control. This shall be in accordance with relevant registration schemes; which include CSCS, CPCS, GAS-Safe, CISRS, etc, unless otherwise approved, by the Company, in writing. Where project specific training and competencies are required, the sub-contractor shall provide appropriate evidence. On the occasion when a package of work is let to a Tier 2 Sub-Contractor, they must disclose every element of their work to ensure the Company Standards and Competencies (especially with regard to Health, Safety & Environment) will be met. Under circumstances where a Sub-Contractor intends to sub-let elements of work such as scaffolding for example, EPS must be informed and agree to this in advance. Sufficient time will need to be allowed for those who will be appointed by the Sub-Contractor to deliver the element of work, to undergo and meet EPS's standards of health and safety as detailed in our policy and this document.

Plant & Equipment

Ensure compliance with the following:

- a) All sub-contractor's plant/equipment (whether owned or hired) is to be thoroughly inspected before being put to work on site and relevant certification held.
- b) All electrically operated portable tools will be restricted to 110volts. 110volt portable equipment (including leads) shall be tested and evidence of testing made available on site.
- c) Sub-contractors shall take full note of their responsibility under the PUWER Regulations in respect of all plant and equipment brought on to site for their use.
- d) Scaffolding shall only be erected, altered or dismantled by competent CISRS scaffolders. Unless a scaffold is a basic configuration described in recognised guidance e.g. NASC Technical Guidance TG20 for tube and fitting scaffolds or manufacturers' guidance for system scaffolds, the scaffold should be designed by calculation, by a competent person, to ensure it will have adequate strength and stability. These designs will be subject to third party validation where appropriate.
- e) Proprietary access systems shall only be erected altered and dismantled by competent, trained personnel.
- f) Mobile towers shall only be erected, altered or dismantled by competent, trained personnel.
- g) Site specific Equipment, PPE and RPE requirements must be adhered to at all times.

EPS Health and Safety Requirements for Sub-Contractors

Co-operation, Co-ordination & Communication

- a) Comply with directions given by EPS with regard to co-ordination and communication.
- b) Ensure that operatives under their control are aware of all matters likely to cause danger to themselves or others through induction training and toolbox talks.
- c) Ensure that everyone under their control receives a site-specific safety induction from their own site management or supervisor.
- d) Ensure that they are aware of numbers of personnel under their control who are on site at any time.
- e) Provide adequate and appropriate information to those under their control in respect of health and safety.
- f) Ensure that all those under their control comply with EPS site rules.
- g) Co-operate with EPS to ensure appropriate consultation with the workforce at the levels of project and the individual.
- h) Immediately inform EPS site management of any death, injury, ill health, dangerous occurrence or incident affecting health and safety, including any near misses or learning events.
- i) Provide EPS with relevant information for inclusion in the Health and Safety File.
- j) Take the necessary disciplinary action against any operative who fails to comply with site safety requirements. This includes removal from site if directed by EPS.

Health and Welfare

- a) That adequate and suitable welfare facilities are provided for all those under their control. This includes (but is not
- b) limited to) toilets, drying, changing and messing facilities and first aid. Where the sub-contractor is expecting EPS to provide these facilities, the sub-contractor shall provide details of resource levels in adequate time for their provision.
- c) That any person under their control on site found to be consuming, or under the influence of drugs or alcohol is not permitted to remain on site.
- d) That any person under their control carrying out, promoting, encouraging or threatening an act of violence to other operatives or EPS management will be subject to immediate removal from site. This includes both physical and verbal violence.
- e) Take full account of the Statutory Requirements given in the Working Time Regulations.
- f) Treat any welfare facilities that EPS provides with the respect they deserve. If EPS management feel a certain sub-contractor refuses to co-operate with this point then we reserve the right to remove all facilities apart from those required under CDM.

Young Persons / Apprentices

- a) Obtain permission from EPS before allowing any "young person" onto site. The sub-contractor shall carry out a specific Risk
- b) Assessment for each "young person" and provide EPS with this before they attend site and ensure suitable and sufficient instruction and training has taken place.
- c) The subcontractor shall provide adequate supervision to ensure the Health and Safety of those individuals whilst at work.
- d) Ensure that no person under 16 years of age is allowed on site without the written permission of the Company/Principal Contractor.

EPS will not be responsible for the direct supervision of a sub-contractor's young person / apprentice

- a) Obtain permission from EPS for any work to be undertaken outside normal working hours, including weekends.
- b) Obtain permission from EPS if they intend to sublet any part of their work packages.
- c) Provide prior notice to EPS of any individual with communication difficulties that they intend to bring to the site.
- d) Permission to proceed will require evidence that the sub-contractor has adequately addressed all management issues regarding the Health & Safety of these individuals.

ANY PERSONNEL WHO BREACH HEALTH & SAFETY SITE RULES WILL BE SUBJECTED TO DISCIPLINARY PROCEDURES

FIRE PLAN AND EMERGENCY PROCEDURES

The fire and emergency procedures shall be reviewed at regular intervals throughout the project's duration or following any incident. Regular workplace fire inspections will be carried out by the Site Manager.

SEE APPENDIX 6 FOR EPS FIRE PLAN

Emergency action arrangements for raising the alarm in the event of a fire will be verbally or by use of a claxon, fire bell or equivalent.

Details will be communicated to all personnel during their site induction including the location of the Fire Assembly Point.

Important:

In the event of a serious accident, an ambulance must be called to transport the injured person to hospital. Please be aware that using private cars can be dangerous, particularly as there may be injuries that cannot be seen.

FIRE EMERGENCY	999
ELECTRICITY EMERGENCY	0845 770 80 90
GAS EMERGENCY	0800 111 999
WATER	0845 920 0800
HEALTH & SAFETY EXECUTIVE	0845 3450055

ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE SAFETY RISKS

The following significant risks are areas for EPS Ltd to be aware of. Suitable management arrangements will be put in place to control hazards and will be covered in the site-specific risk assessments and method statements for the works.

A brief summary of likely actions is provided below.

SIGNIFICANT SITE RISK	THOSE AFFECTED	BRIEF OUTLINE OF CONTROL MEASURES
Hazardous Materials – Asbestos / Biological Disease	All site operatives / ARL Staff	Qualified asbestos contractor to be used. Awareness of biological hazards.
Security	ARL Staff/ ARL Visitors	Site compound, tools and equipment to be secured out of hours.
Lone working	Site operatives	No lone working to take place.
Confined Spaces	Site operatives	Any confined spaces to be identified and communicated upon induction.
Work at height	All site workers	Permit to work at Height will be necessary.
Manual Handling	Site Operatives	Manual handling assessment to be in place with mechanical aids used when possible.
Services – Electric / Fire	Site operatives / ARL Staff / local buildings / client	Electrical Isolation permit issued. Fully qualified electrician to prove isolation as being dead prior to others working on the system.
Fire & Hot Works	Site operatives / ARL Staff	Hot works permit to be in place when required.

HAZARDOUS MATERIALS – ASBESTOS / BIOLOGICAL DISEASE

EPS will always treat any area of works to have the potential to contain ACM with asbestos confirmed within ESO or HPC. Survey Information can be located within the WEA PCI.

With any on-project discoveries works are to cease immediately. The site manager is then to notify ARL and EPS CM H&S of the discovery.

All asbestos removal works will be controlled under accepted RAMs. Only suitable trained and qualified asbestos containing removal contractors will undertake works and through the isolation permit system we can ensure that no works are undertaken on live systems within risers. ACM removal areas are to be staged and pre-agreed in advance with ARL.

Any ACM waste will be disposed of as hazardous waste in a separate waste skip. WTN will be retained by the ACM contractors and provided to EPS & client.

Due to the locations EPS will have to enter as part of the project, operatives are to be made aware of the risk of hazards such as Ornithosis (bird related disease), vermin faeces, Aspergillus and Weil's disease. Operatives are to practise the following at all times when on site:

- Wash hands and forearms before eating, drinking, smoking, using the telephone, taking medication, applying make-up, inserting contact lenses etc.
- Cover existing cuts and grazes with waterproof dressings and/or gloves before starting work. If cuts and grazes occur during work, wash immediately with soap and running water and apply a waterproof dressing.
- Take rest breaks and meal breaks away from the main work area.
- Avoid hand-mouth or hand-eye contact when in contaminated areas - for example, workers should not put pens/pencils in the mouth.
- Dispose of all contaminated waste safely.

For any works that are likely to produce dust on this project, the sub-contractor is to detail in RAMS how they will minimise the production of dust and also the use of PPE / RPE by their operatives. FFP3 masks as a minimum are to be used with face-fit testing provided to EPS and records held on site.

SECURITY

The site compound is to be surrounded by HERAS hoarding that is to be locked out of hours. The site offices are to be locked out of hours with no equipment left on view

LONE WORKING

Due to the risk of any discrepancy with tenants and with operatives more susceptible to arguments / violence, no lone working is to take place on the project. Operatives are to be able to maintain verbal communication at all times whilst working internally within the terrace.

EPS site manager is to regularly walk site throughout the working hours to ensure the safety of operatives on site. Visitors are to be escorted at all times whilst on site by EPS site manager or relevant sub-contractors supervisor.

CONFINED SPACES

Any confined spaces within the ARL ESO Project are to be identified before works commence.

If possible work within these areas is to be avoided. If this is not possible, confined space is to be assessed with a safe system of work in place before works commence.

If required an emergency plan will need to be put into place with further confined space training carried out by the relevant contractors for their operatives.

WORKING AT HEIGHT

All work at height will be undertaken in accordance with the Work at Height Regulations 2005, is to be justified and identified in all sub-contractor RAMS and is subject to the hierarchy of control for all tasks on this project:

- Eliminating the risk
- Substituting the risk
- Engineering controls – isolating the risk
- Administrative controls – Using towers instead of ladders
- PPE

Work at height equipment used must not impede access to ARL Buildings or impact the fire evacuation plan.

Ladders are only to be used on the project when it is not reasonably practicable to use other equipment. Use of ladders is to be controlled via permit.

Material deliveries that arrive via flatbed are to either have guard rails or a means of fall arrest.

MANUAL HANDLING

Sub-Contractors are to carry out manual handling assessments and include them within their RAMS. Mechanical aids are to be used if possible.

SERVICES – ELECTRIC / FIRE DETECTION

All existing service plans are to be provided to EPS CM from the client / PD before works commence. Copies of these are to be held on site for reference. They are to be consulted to ascertain any planned works potentially in close vicinity to any existing services.

Services isolation is to be communicated and agreed to in advance between ARL and EPS CM. With parts of this project remaining occupied, no services are to be isolated without approval from ARL. EPS CM isolation permit is to be filled out by EPS site management with a time frame and method of isolation approved by client in advance. All live isolation permits are to be displayed and held with EPS CM site office.

Fire Alarm isolations or any works to the Existing ARL Fire Alarm system must not commence without a valid ARL Fire Alarm permit in place.

All electrical works will be controlled under accepted RAMs and permit to work system. Only suitable trained and qualified electricians will undertake works and through the isolation permit system we can ensure that no works are undertaken on live systems

Any works on the existing fire system are to be planned and agreed in advance in the likelihood they may affect the detection systems of tenants.

FIRE & HOT WORKS

A fire safety plan will identify any existing risks with procedures and precautions to reduce said risks with an emergency plan.

The plan should consider the existing tenants and their emergency arrangements, especially any persons that would require assistance in the event of a fire for example those with a physical disability or something that may affect their ability to evacuate quickly. Fire exits are not to be blocked by works or equipment.

The designated fire marshal for this project will be the EPS CM site manager. They will have ultimate control over the operatives in the event of a fire and will have ultimate responsibility for sub-contractors activities on this project. They will be responsible for ensuring everyone knows what to do in the event of a fire, muster point location and taking the roll call if needed. They will be responsible for maintaining any fire detection and fire extinguishers relation to this project. They will be responsible for contacting the emergency services if needed.

Hot works permit is to be issued for any hot works taking place on this project. Any live permits are to be displayed and held within the EPS CM site office.

TEMPORARY WORKS

A Temporary Works Register will form part of the site folder.

The designated temporary works supervisor for this project will be the site manager who will manage and monitor the use of temporary works on site and carry out weekly inspections on temporary works.

Any changes to project temporary works are to be approved by EPS SHEQ manager, the designated temporary works co-ordinator.

MAINTENANCE OF PLANT AND EQUIPMENT

All plant will be inspected prior to use by the operator. A weekly PUWER report sheet will be required from each sub-contractor for the plant that they have on site. Certificates for any plant requiring thorough lifting examination on site will be presented to the Project Management prior to its use.

Small tools will be 110v or battery powered. Electrical handheld tools will undergo a Portable Appliance Test (PAT test) every 3 months.

TRAFFIC ROUTES; SEGREGATION OF VEHICLES AND PEDESTRIANS

The Traffic Management Plan outlined in our logistics plan is set out in [Appendix 4](#) and details the following:

- Traffic routes / turning areas
- Parking – at agreed locations within the Lower Field Car Park
- Vehicular/pedestrian access/egress from site
- Segregation of vehicles/plant and pedestrians/operatives
- Material unloading areas

COSHH

COSHH assessments will be produced by the employers of those affected for hazardous materials used during the construction phase. COSHH assessments will be presented and explained to operatives.

REDUCING NOISE AND VIBRATION

Noise Level shall be risk assessed and recorded and hearing protection of the correct attenuation level shall be issued to employees so that they can still hear instructions, and be aware of hazards around them such as moving plant or vehicles, and be able to hear the fire alarm and other warnings

Key risks to the Simulator usage as follows;

- Noise, Vibration, Dust

Vibration is the key factor due to the motion platform the driver sits on and the screens

Task identification and durations will be communicated through issuance of Construction Programme on the 17/11 followed up with weekly / fortnightly issues of EPScm 2 weekly works plans

ARL confirmed that the construction programme takes precedence at all times

Programme dates for any decanting required for the roof plant steel install to be issued by EPScm

Ben Morgan to provide the simulator use schedule dates organized for the remainder of this year. The use is 0900-1700 with driver 3 days a week and then 2 days of analytic usage. The analytic usage is not impacted by site activities.

Simulator shut down across August and September scheduled

Key tasks identified in discussion;

- HPC demolition and slab removal
- Dowel bar drilling in existing footings
- Underpass works for simulator entry
- Breaking through bedrock for footings
- Vibration of poker for concrete pour in footings and slabs

- Ramex vibrating roller for compaction of slab formation
- Shot firing of rib deck, stud partitioning etc.
- Mezz deck install
- L1 demolition

Further tasks will be raised upon construction programme review and on site activities

CONSTRUCTION AND DEMOLITION HAZARDS

- Temporary stability of the existing structure and envelope: The works involve the partial demolition and removal of sections of the existing cladding and structural frame. The Principal Contractor is to ensure that the existing building structure and envelope is adequately supported and propped during the demolition and construction works.

Steel frame erection: The works potentially involve the erection of new steel frame components within the confines of an existing building envelope to strengthen the existing frame. The Principal Contractor is to ensure that this work is completed in a safe manner, making allowance for the existing structure, building envelope, large machinery and operational areas.

- Site welding / cutting / hot works: Site welding / cutting of the existing frame may be required. The Principal Contractor is to ensure that hot works permits are in place during all welding / cutting operations and that all necessary monitoring and protection measures are in place.
- Limited space for the movement of construction materials and plant within and outside of the site areas: The Principal Contractor is to ensure that plant and material movements are undertaken at safe times with any movements between the site compound and work areas guided by a banksman. Allowance is to be made for the limited working space to the perimeter of the ESO and HPC Buildings particularly during the erection of the new steel frame and wall / roof cladding.
- Existing bank stability: The Principal Contractor is to ensure that the existing bank and gabion walls to the east and south of the works area remains stable and intact at all times throughout the works. Temporary shoring is required where excavations are taken into or adjacent to the banks.
- Live mains services: There are live services located above and below ground, within and around the ESO and HPC Buildings. The Principal Contractor is to ensure that the location of all services is verified before the commencement of any works and that any necessary shutdowns or relocation of services is agreed with Alpine Racing Ltd prior to the works being undertaken.

- Lifting operations: The erection of the steel frame and installation of cladding panels will require the use of a crane to lift the components into place. The Principal Contractor is to prepare and agree a lifting plan with Alpine Racing Ltd and locate cranes to minimise disruption.
- Discovery of asbestos (ESO Building): Alpine Racing Ltd have commissioned an Asbestos Management Survey of the ESO Building. No ACM's were discovered.
- Discovery of asbestos (HPC Building): Alpine Racing Ltd have commissioned an Asbestos Refurbishment and Demolition Survey of the HPC Building. The survey identified asbestos gaskets which are to be removed under controlled conditions prior to demolition of the HPC Building.
- Installation of roof mounted platform and services: The Contractor is to ensure that the capacity of the existing roof structure is verified and confirmed prior to the installation of the roof mounted platform and plant. All internal areas are to be decanted during works at roof level.
- Deep excavations: The construction of the surface water drainage diversion and attenuation crates requires deep excavations adjacent to the existing building and earth mounded areas. The Principal Contractor is to ensure that all excavations are safely shored as required to prevent collapse. The Principal Contractor is to review. Geotechnical Investigation Reports contained within the appendices.

ENVIRONMENTAL

EPS is registered under the ISO 14001 scheme. Site management is responsible for ensuring all necessary environmental control measures identified within the EMS are followed and implemented before the start of any construction activities.

COSHH assessments for substances will be produced by the sub-contractor and form part of their RAMS package. COSHH assessments will be explained to operatives by sub-contractor supervisor upon signing RAMS.

Site induction will include environmental controls in place or necessary actions required, such as the locations of spill kits and emergency actions. The site will maintain a suitable spillage kit at the following location(s) across the site:

1 at end of the Site and close to the access gates.

Site Office

Site offices will be provided as part of the EPS site welfare, this will be 1 Main Project Site Office and a secondary Site Office for Sub Contractor use. Please refer to Site Logistics Plan for locations.

Monitoring

Site management will undertake weekly recorded inspections to ensure relevant environmental control measures are appropriate, and controls are being complied with and recorded on the weekly management check sheet.

Site environmental performance will also be monitored by our health, safety and environment manager, Gareth Wood. The audit report will be discussed with site management and any recommendations will be actioned, as necessary.

types of environmental incidents

- Minor
- Major
- Emergency

Minor

A minor environmental incident is an occurrence which leads to or has the potential to lead to minor harm to the environment. This can include:

- a small spillage of a container of oil or petrol to hardstanding
- a complaint to the site from the public about noise, dust or dirt on the roads
- waste being segregated incorrectly on site

Major

A major environmental incident is a legal breach, an event or series of events, which leads to or has the potential to lead to significant harm to the environment. For example:

- Waste products being disposed of incorrectly (fly-tipping) on a large scale. Using unlicensed
- waste contractors or not using waste transfer notices for hazardous waste such as asbestos.
- A substantial complaint from the public in regards to noise, light or road conditions.
- Enforcement action served by a local regulator.

Emergencies

If an Environmental emergency occurs that has moved beyond the control of EPS, Site Management are to call the Environment Agency Emergency Hotline on **0800 80 70 60** straight away for further advice.

Step 1

- Stop work - immediately in or around the affected area to prevent the situation continuing. Advise site management and supervisory staff of action taken.

Step 2

- If appropriate eliminate any activities likely to cause an environmental risk

Step 3

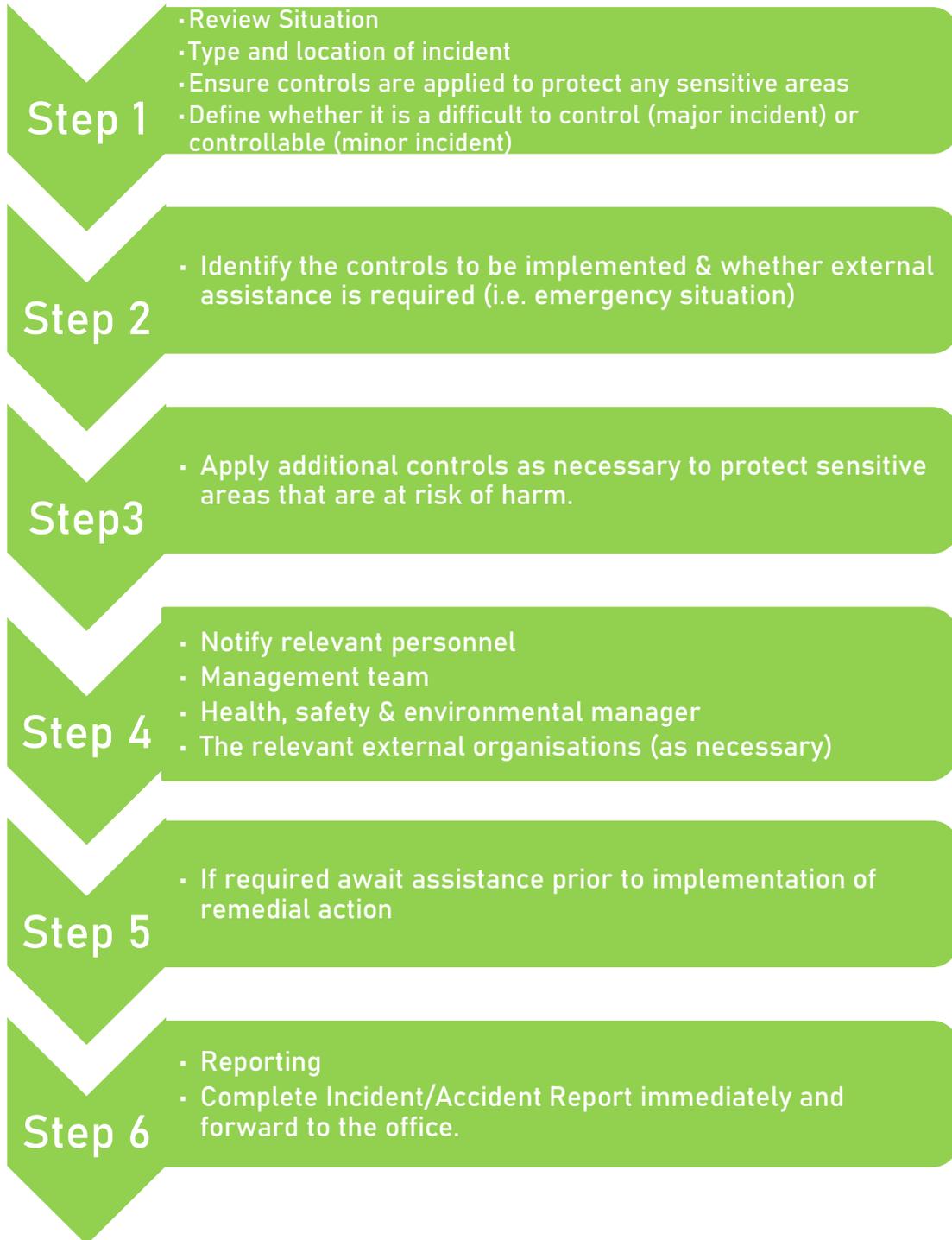
- Control the incident and make sure it will not affect sensitive locations
- i.e. water courses, drains,
- Neighbours and soakaways.

Step 4

- Review type of incident to avoid recurrence update RAMS

Step 5

- Inform your line manager
- Provide the following details, nature of the incident, location of the incident, time of the incident, source of incident and controls implemented.



Environmental requirements for EPS sub-contractors

It is a condition of any sub-contract that the Sub-contractor will adhere to the requirements of the Health and Safety at Work etc. Act 1974 and all Regulations, Codes of Practice applicable to that Act and in accordance with the environmental policy of EPS.

EPS is committed to ensure its impact on the environment is a positive one and the arrangements below are in place to minimise any negative impact that our activities may have.

Organization and Arrangements

All Sub-contractors must be able to provide EPS if requested:

- a) Name and contact details of any licensed waste contractor uses to dispose of waste if applicable, including any waste transfer notes.

Risk Assessments, Safe Systems of Work & Method Statements / COSHH

- a) If any works are likely to impact the environment, hazards are to be identified, risks to be assessed and preventative / control measures to be detailed in RAMS.
- b) Any COSHH assessments must detail the environmental risks with any hazardous substances the sub-contractor may be using and the measures to be taken by the sub-contractor to control those risks.

Competence

All Tier 1 sub-contractors will be subject to pre-assessment before working on EPS projects via the sub-contractor questionnaire.

On the occasion when a package of work is let to a Tier 2 Sub-Contractor, they must disclose every element of their work to ensure EPS Standards will be met.

Plant & Equipment

Ensure compliance with the following:

- a) All sub-contractors plant/equipment (whether owned or hired) is to be thoroughly inspected before being put to work on-site and relevant certification held. Any defects on inspection sheets are to be addressed before work commences on EPS projects. In the event that recorded inspection overlaps whilst on an EPS project, equipment or plant is not to be used until defects are rectified.
- b) Sub-contractors shall take full note of their responsibility under the PUWER Regulations in respect of all plant and equipment brought on to site for their use.
- c) Spill arrangements must be made by the sub-contractor in the event of an emergency.
- d) All spills are to be reported to EPS site management, no matter how small.

Co-operation, Co-ordination & Communication

- a) Ensure that all those under their control comply with EPS site rules and policies as per site induction.
- b) Immediately inform EPS site management of any event that may affect the local ecological system or environment.
- c) Take the necessary disciplinary action against any operative who fails to comply with site requirements. This includes removal from the site if directed by EPS.

Waste / Disposal

- a) The sub-contractor is to provide details of any waste-related matters to EPS on request.
- b) Waste is to be correctly disposed of by the sub-contractor using a licensed waste disposal company.
- c) Waste is to be disposed of in a timely manner, skips are not to overflow or be left in such a manner that damages the public perception of EPS as a company. This includes litter in addition to site waste generated by the project.
- d) Items of COSHH are to be disposed of as per COSHH assessment and MSDS recommendations. Any sub-contractor found to be incorrectly disposing of materials or in a manner that may affect the reputation of the EPS company image will be removed from the site.
- e) Liquids are not to be poured down water sources and spills are to be contained immediately.
- f) All reasonable steps are to be taken to:
 - g) Prevent/Minimise
 - Design SOW to suit standard product sizes, avoid site cutting and materials going off-site where possible.
 - Avoid over-ordering materials.
 - Use recycled materials where possible.
 - Pre-assemble components off-site or using pre-cast sections.
 - h) Reuse
 - Recycle office waste (e.g. paper, cans and plastics) using the facilities provided by EPS / the client.
 - Segregate waste materials to a separate area on site.
 - i) Recycling
 - Sending waste for composting or for energy recovery.
 - j) Recovery
 - k) Disposal
 - Disposal to a local landfill should be the last resort.

Material Storage

- a) The sub-contractor is to ensure material storage arrangements are agreed with EPS before delivery takes place.
- b) Any items of special consideration such as COSHH, need to be considered and communicated to EPS site management.
- c) Combustible materials are not to be stored near sources of ignition or in confined spaces, locations for storage of combustible materials will be discussed and agreed at the site induction

REGULAR LIAISON BETWEEN CONTRACTORS ON SITE

A positive health and safety culture has effective co-operation and communication at its heart. EPS Ltd has the following liaison procedures in place.

SITE INDUCTION	Anyone attending site	This meeting is crucial as it's an opportunity for EPS to sets is "stall out" with regarding communicating site rules and our safety objectives.
SITE MEETINGS	Client, Design Team and Principal Contractor (Progress meetings & Trade meetings)	Every two weeks with client but weekly between the P.C and trade sub-contractors
DAILY BRIEFINGS	Project Manager and on site team	Daily – these will ensure there is always clear communication about daily risks, planned works and coordination between all contractors onsite. This will also include any other works being undertaken by the client. These briefings will be particularly important as there is no mobile phone communication permitted onsite.
SITE SAFETY INDUCTION	Project Manager with Operatives	Prior to commencement on site
TOOLBOX TALKS	Delivered by Supervisor to all site operatives	Weekly
RAMS BRIEFINGS	Delivered by appropriate Supervisor	Before starting various site works

Contractors working on the site will be expected to cooperate with the above table so that EPS Ltd can carry out the Principal Contractors duties effectively.

Health And Safety File

As Principal designer on the project WE Architecture will be responsible for the creation of the health and safety file for the project, EPS CM shall record any or all information required by WE Architecture and submit within a timely manner before the end of the project.

APPENDICES;

- Appendix 1 Responsibilities of the Principal Contractor
- Appendix 2 Project Programme
- Appendix 3 Pre-construction Information
(Refer to the FHP pre-Construction information)
- Appendix 4 Logistics Plan
- Appendix 5 Project Environmental Plan
- Appendix 6 Fire Emergency Plan
- Appendix 7 Project Risk Register
- Appendix 8 COVID 19 CPP Insert

APPENDIX 1 – RESPONSIBILITIES OF THE PRINCIPAL CONTRACTOR:

- Plan, manage, monitor and coordinate the entire construction phase
- Take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed
- Prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- Have ongoing arrangements in place for managing health and safety throughout the construction phase
- Consult and engage with workers about their health, safety and welfare
- Ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- Check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- Ensure all workers have site-specific inductions, and any further information and training they need
- Take steps to prevent unauthorised access to the site
- Liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

APPENDIX 2 – PROJECT PROGRAMME

ENABLING WORKS COMMENCES 6th NOVEMBER 2023

MAIN WORKS PROGRAMME TO BE ADDED WHEN FINALISED.

The below Document is held on file and a copy is available within the site office

ALPINE



PRE-CONSTRUCTION INFORMATION

for

REFURBISHMENT AND EXTENSION OF THE ESO BUILDING

at

**ALPINE RACING LIMITED
WHITEWAYS TECHNICAL CENTRE,
ENSTONE, OXFORDSHIRE, OX7 4EE**

for

ALPINE RACING LIMITED



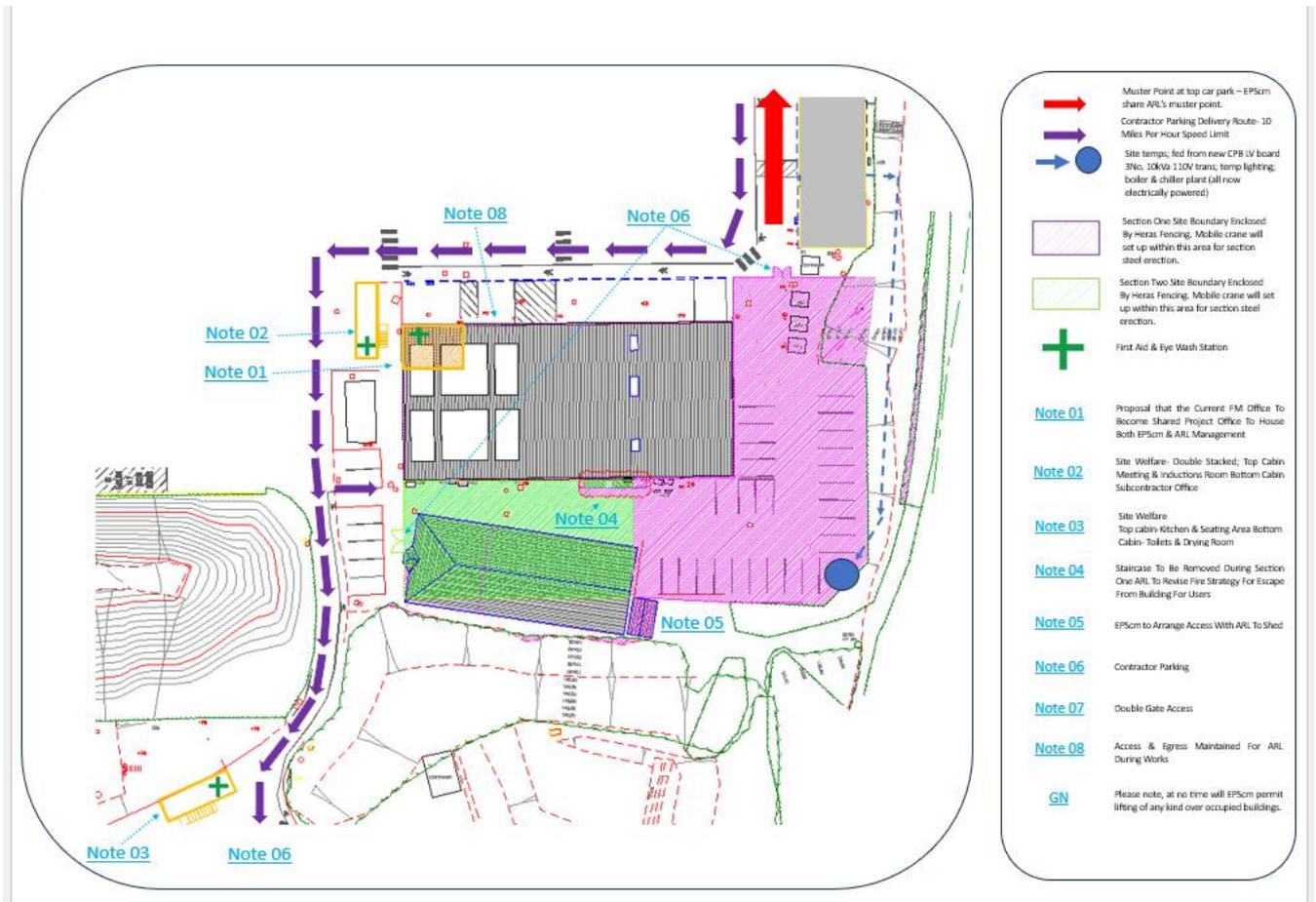
Client:
Alpine Racing Limited
Whiteways Technical Centre,
Enstone,
Oxfordshire,
OX7 4EE

Principal Designer:
WE Architecture
Suite B2A/C, Building B,
Denbigh Business Park,
First Avenue, Bletchley,
Milton Keynes,
MK1 1DX

July 2023

26099-PCI-00

APPENDIX 4 –LOGISTICS PLAN



APPENDIX 5: PROJECT ENVIRONMENTAL PLAN

1) PURPOSE OF THIS DOCUMENT;

The Environmental Plan must be specific to the project, consider any environmental impacts and consider all waste streams generated on the projects entire life cycle. To ensure compliance with 14001 within EPS CM IMS, the project team must:

1. Evaluate project waste - so we can handle the waste properly, EPS and our Suppliers need to determine whether the waste is hazardous or not, and whether handling of that particular waste is regulated by legislation which the project will need to adhere to.
2. Plan how waste will be stored on the project – different states of waste such as liquid or solid may require different storage conditions, this can always be found in supplier COSHH assessments that are based on material data safety sheets. All items of COSHH used by our suppliers must have a relevant COSHH assessment.
3. General waste does not have to be labelled in a specific way, however any hazardous waste generated by the project must be labelled and disposed of in accordance with the MSDS.
4. Dispose our waste properly – EPS must used licensed disposal companies.
5. Ensure emergency plans above, for minor and major emergencies, are communicated upon site-specific induction.
6. Ensure Waste Transfer Notes are retained and held within our site office. These may also be requested by our clients.
7. Ensure all project environmental impacts are considered, with control measures documented and communicated to suppliers.

2) ROLES & RESPONSIBILITIES;

ROLE	RESPONSIBILITY
DIRECTORS	Ensure suitable and sufficient resources are available to ensure that all Projects are able to manage, store, segregate and dispose of waste in compliance with legislation.
CONTRACT MANAGERS	Ensure that Site Supervisors / Foreman have suitable and sufficient information, training where necessary and resources to manage the generated waste on site correctly and ensure the necessary records are being maintained by EPS.
SITE SUPERVISORS/ FOREMAN	Ensure that all necessary on-site waste management arrangements are in place and comply with this procedure.
SITE OPERATIVES	Cooperate with supervisor in all aspects of this procedure and report/alert site supervisor of any non-compliance

3) POTENTIAL PROJECT IMPACTS

ITEM	IMPACT	CONTROL MEASURE
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Construction Dust	H&S issues – Silicosis	Extraction methods / PPE
Waste	Environmental	Licensed waste companies only
Water	Contamination	Follow correct COP near water
Local ecology systems	Damage	Consult ecology report and comply
Traffic	Facility disruption	Ensure TM is in place
Fuel storage	Spills	Bunds and Spil kits

4) SUPPLIERS

It is a condition of any sub-contract that the Supplier will adhere to the requirements of the Health and Safety at Work etc. Act 1974 and all Regulations, Codes of Practice applicable to that Act and in accordance with the environmental policy of EPS.

EPS is committed to ensure its impact on the environment is a positive one and the arrangements below are in place to minimise any negative impact that our activities may have.

Organization and Arrangements

All Sub-contractors must be able to provide EPS if requested:

- Name and contact details of any licensed waste contractor uses to dispose of waste if applicable, including any waste transfer notes.

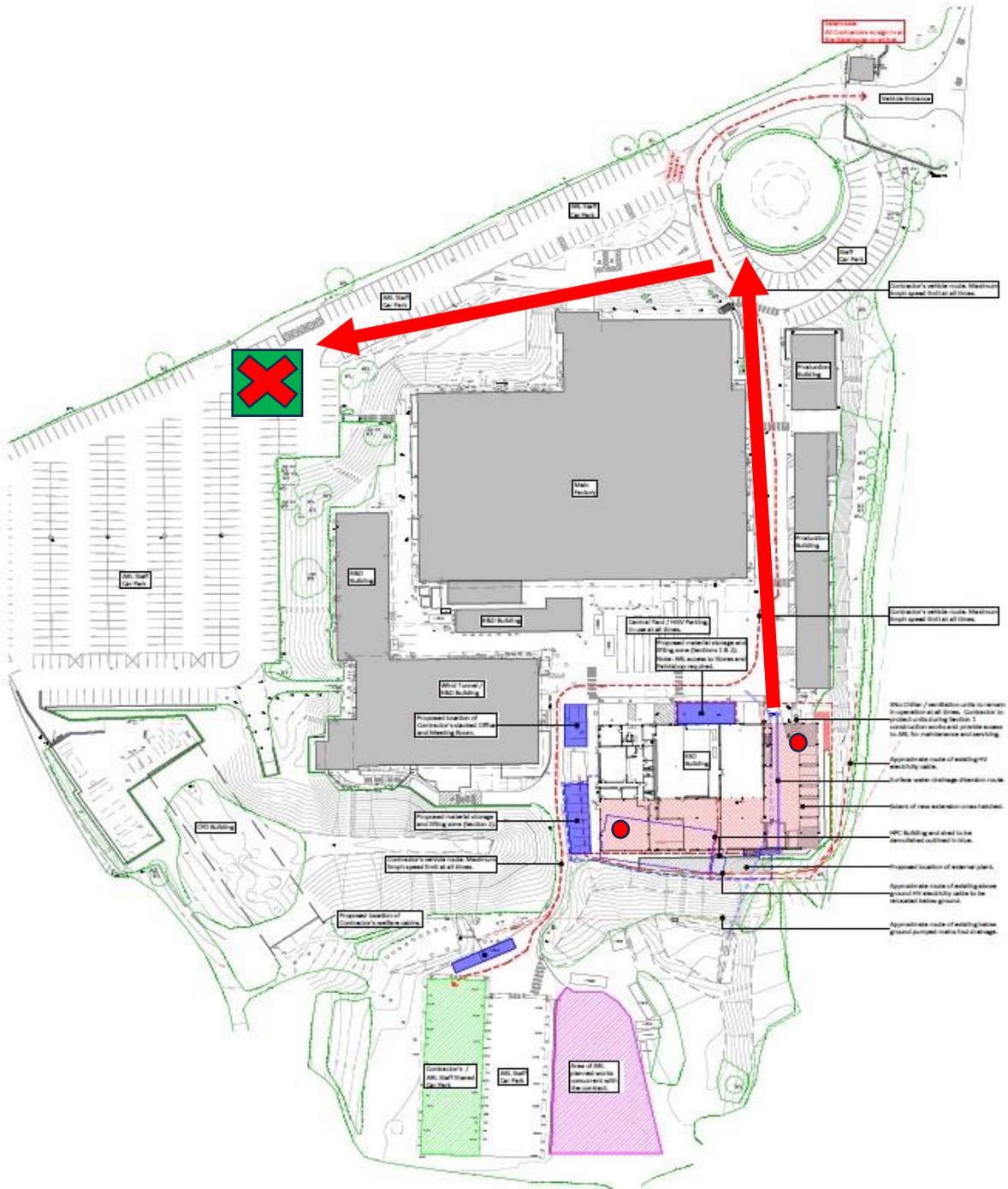
Risk Assessments, Safe Systems of Work & Method Statements / COSHH

- If any works are likely to impact the environment, hazards are to be identified, risks to be assessed and preventative / control measures to be detailed in RAMS.
- Any COSHH assessments must detail the environmental risks with any hazardous substances the sub-contractor may be using and the measures to be taken by the sub-contractor to control those risks.

Competence

All Tier 1 sub-contractors will be subject to pre-assessment before working on EPS projects via the sub-contractor questionnaire.

On the occasion when a package of work is let to a Tier 2 Sub-Contractor, they must disclose every element of their work to ensure EPS Standards will be met.



-  Suitable Fire Points with Extinguishers and Means of alarm.
-  Route to Muster Point
-  Muster Point

APPENDIX 7: PROJECT RISK REGISTER

Currently being developed

APPENDIX 8: COVID 19 – CPP insert