

Construction Phase Health and Safety Plan

Compiled for: Football Foundation

Project: AGP Construction Resurface
Top Park, Ramsbottom

Date of Issue	Issue N ^o	Issued By	Authorised By	Review Date	Contract Ref
21.06.24	2	J. Smithies	C. Stephenson	22.11.2024	15995 Top Park Ramsbottom

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All risk assessments and COSHH data sheets are included at the end of the Health and Safety plan.

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Record of revisions

Issue Number	Date	Reason for revision	What changed
1	11.06.24	First issue	
	21.06.24	Dilapidation AGP Position	Images showing the site condition 19.06.24 added at the end of the docu- ment. Position of AGP amended

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Section 1 – Contract Particulars

This Construction Phase Plan has been produced to comply with the Construction Design and Management (CDM) Regulations 2015, Regulation 12 (1) and (2) and is set out as appendix 3 in the HSE Guidance document, Managing Health and Safety in Construction, (L153).

As the Principal Contractor we will:

- Address the health and safety issues likely to be involved in the management of the construction phase.
- Plan, manage and monitor the construction phase, providing adequate resources and competent site management that is appropriate for the risks envisaged during the project.
- Provide contractors with the necessary information about the project that they need in order for them to carry out their work safely and without risk to health.
- Facilitate the co-ordination, co-operation and communication between contractors on the site.
- Provide information on any temporary works.
- Complete and submit an OMM file to the Client at the completion of the contract
- Only employee sub-contractors that complete and pass the CLS sub-contractors vetting questionnaire.
- Carry out works with information contained in Top Park, Ramsbottom PCSI 06-02-24 (a copy of which to be made available to all onsite)

Contract Name	AGP Construction Top Park, Ramsbottom
Site Address	Top Park, Ramsbottom, Bury. BL0 9PD
Client	Bury Council
Client Address	Knowsley Place, Knowsley Street, Bury. BL9 0SW
Contact	Neil Long - Assistant Director (Operations)
E-mail	n.s.long@bury.gov.uk
Contact Landline	
Contact Mobile	07810 818 809
	Ramsbottom United JFC
Contact	Gero Liotti - Chairman
E-mail	chairman@rammyutdjfc.co.uk
Contact Mobile	07789 076 310
Contact	Matthew Horne – Club Secretary
E-mail	secretary@rammyutdjfc.co.uk
Contact Mobile	07590 237 137
Employers Agent	MGAC
Employers Agent Address	7 th Floor, 1 Newhall Street, Birmingham, B3 3NH
Contact	Adrian Haden
E-mail	adrian.haden@mgac.com
Contact Landline	0121 456 1474
Mobile	07917 811351
Principal Designer	MGAC
Address	7 th Floor, 1 Newhall Street, Birmingham, B3 3NH
Contact	Paul Caesar
E-mail	paul.caesar@mgac.com
Landline	0121 456 1474
Mobile	
Key Stage Inspector	Sports Labs
Address	1 Adam Square, Brucefield Industry Park, Livingston. EH54 9DE
Landline	01506 444755
Framework Partner	Cleveland Land Services (Guisborough) Limited (hereafter referred to as CLS)
Address	Park Farm, Dunsdale, Guisborough. TS14 6RQ
Contact	Chris Stephenson - Contract Manager
E-mail	c.stephenson@cls-sports.co.uk

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Landline 01642 488328
 Mobile 07852 943239
Principal Contractor **Lano Sports**
 Address Queen Anne House, 25-27 Broadway, Maidenhead, Berkshire.
 SL6 1LY
 Contact Andy Lovell - Framework Manager
 E-mail andy.lovell@lanosports.com
 Landline 01628 639 320
 Mobile 07932 914027

Contract Start Date: TBC
 Practical Completion Date: 20 weeks from start date (Weather dependant)
 Document Prepared By: Jason Smithies – Support Services Manager



Signature

Date: 21st June 2024

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Section 2 – Emergency Services Contact Details and Traffic Management

NB: Display copy on site noticeboard/CLS vehicle

Nearest Hospital A&E: **Royal Bolton Hospital**
Minerva Road, Farnworth, Bolton, Lancashire, BL4 0JR
01204 390390

Nearest Police Station: **Greater Manchester Police**
Bury Police Station, Dunster Road, Bury. BL9 0RD

First Aid Kit Located in the Welfare Unit/CLS Vehicles

All Emergency Services: **999**

Electricity Emergency 0845 770 8090

Gas Emergency 0800 111 999

Mains Water / Sewer 0800 330 033

BT Cable 0800 800 151

Health and Safety Executive 0845 345 0055

Construction Site at:

Top Park, Ramsbottom, Bury. BL0 9PD



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First Aid Arrangements

First Aid arrangements shall comply with the requirements of the Health and Safety (First Aid) Regulations 1981.

Location of the site First Aid Box: Welfare Unit/CLS Vehicles, all company vehicles also carry first aid kits.

The Contract emergency arrangements will be in place for the start of the contract. The emergency procedures will be brought to the attention of all at the Site Induction.

Contract Emergency Contact Numbers

First Aider	Lewis Jones
CLS Head Office	01642 488328
Contract Manager Chris Stephenson	07715 677695
CLS Support Services Manager (Jason Smithies)	07968 994346
CLS Safety Committee Chair (Andy Willis)	07984 941700

HSE Construction Division (covers all HSE regions)

151 Buckingham Palace Road, London. SW1W 9SZ

Site Security, Access and Egress

The site setup shall be enclosed with an adequate security fence (by all contractors on site location specific) – in accordance with the recommendations of HSG 151; Protecting The Public: Your Next Move – and shall include for all necessary signage, illumination and safety notices to ensure all persons are aware of the hazards and safety measures to be followed. There will be clear and signposted access for the emergency services to the existing fire escape routes. The site hoarding construction will be robust to prevent access by unauthorised personnel.

All plant, equipment and vehicles will be locked and secured and stored within the confines of the secured site compound or perimeter fencing.

No vehicles will be left running unattended, and keys will be removed when not in use to prevent unauthorised access.

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Site Emergency Procedures

FIRE

- Sound the closest alarm (bell or air horn)
- Do not re-enter any building or plant until directed by emergency personnel.
- Alert other people as you evacuate and provide assistance to others if necessary
- Assemble at the designated site muster point

HAZARDOUS MATERIALS

- Notify affected personnel immediately and evacuate the contaminated area.
- Notify Site Supervisor.
- Advise others to stay clear of contaminated area.
- Wait for further instructions from site supervisor or emergency personnel.

MEDICAL EMERGENCY

- Avoid leaving injured person except to summon help.
- Summon help give location – name- type of injury
- Do not move the injured person.
- Render first aid or CPR if you are trained and feel comfortable doing so.
- Protect yourself before and after rendering assistance.
- Call 999.

SUSPICIOUS OBJECT

- Do not disturb, touch or use electrical devices near object.
- Move at least 100m from object.
- Notify your Supervisor

SUSPICIOUS PERSON

- Do not let a stranger into locked or secured areas for any reason.
- Do not confront or attempt to stop any person from leaving the area.
- Move to a safe location and call 999

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Traffic Management Plan – 15995 Top Park, Ramsbottom



All site deliveries must adhere to the Traffic Management Plan layout.

Deliveries must only take place during site working hours, which are:

Monday – Friday 07:00 and 19:00

Saturday 07:00 and 14:00

No working on Sundays or Public Holidays

**There must be NO deliveries
outside of these hours**

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A Competent banks man will be present to ensure the safety of all for the delivery of plant, equipment and materials.

Access for machinery, Materials and aggregates is from the NORTH via A676 Bolton Road West into the Top Park Site and then to the CLS Sports Site Entrance Gates, all deliveries should adhere to the access road signage which will be clearly visible on entrance.

All site traffic & deliveries must always be aware of club users & other site personnel as well as activities by other site users when accessing and leaving site. In instances where the delivery requires reversing either into or out of the site a banksman must be present. All deliveries/site personnel must report to the site office.

All deliveries/site personnel must report to CLS Site Manager upon arrival at site.

All visitors and staff must sign in and be wearing the minimum PPE requirements outlined through signage upon on entry.

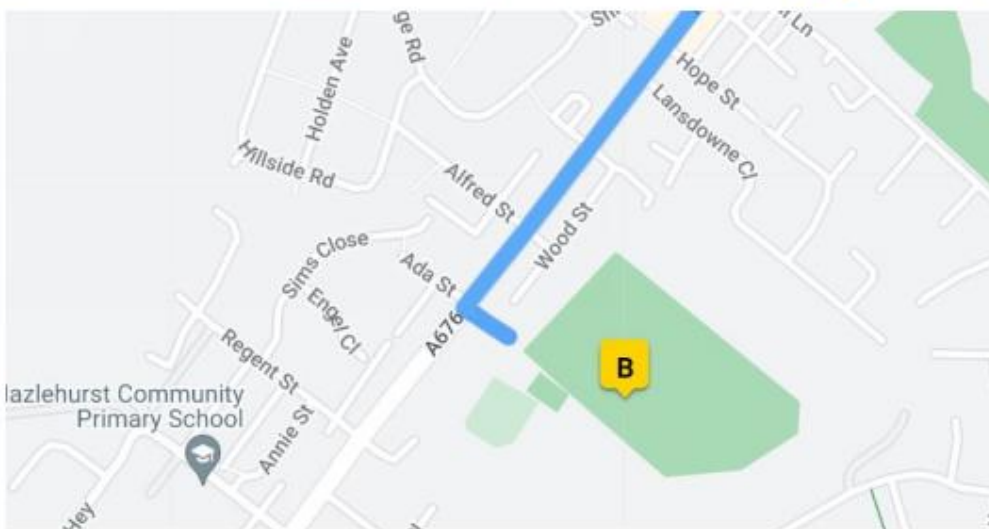
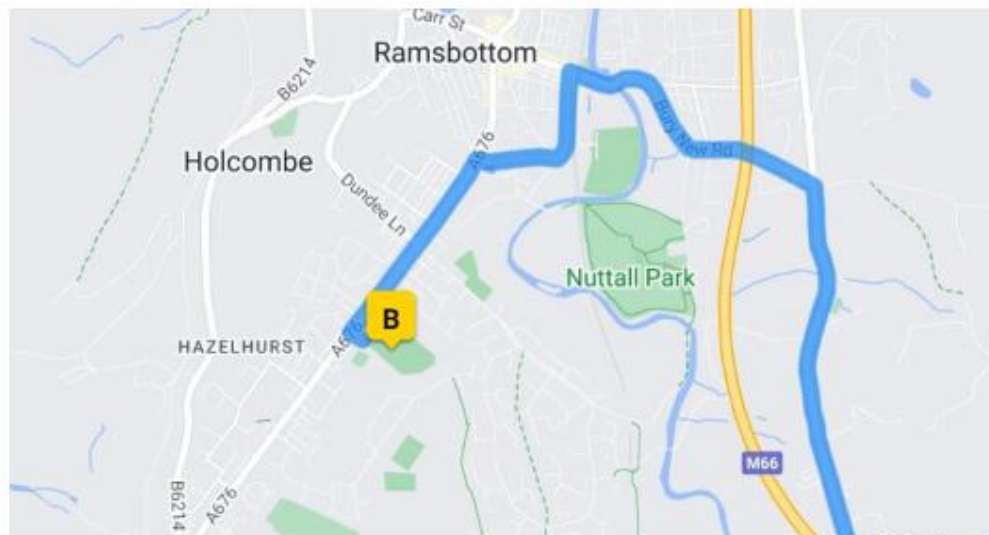
The areas designated for delivery and temporary storage will be signed and segregated from members of the public. Any misuse of these signs and segregation barriers (of all types) will be dealt with and reported to the client. The safety of all on site is paramount.

All deliveries MUST follow these instructions

**NO PARKING ON BOLTON ROAD WEST AT
ANY TIME**

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Route to Site



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CLS Sports Site & Compound Entrance



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Section 3 – General Health and Safety Policy Statement and Safety Goals

We recognise and accept our responsibility as an employer for providing a safe and healthy working environment for all employees and to avoid risks to the health and safety of others who may be affected by our activities.

We will take all reasonable steps within our power to meet this responsibility. We will identify significant hazards and plan for their elimination, reduction and control by conducting risk assessments at regular intervals, the results of which will be communicated to our employees.

Communication between all levels of employees within the Company is paramount and we will therefore ensure that there are adequate arrangements in place to permit the flow of information both to and from employees.

All our employees will be given adequate information, instruction and training as is necessary to ensure their and others safety, whilst carrying out their duties on behalf of the company.

We will plan and budget to address the issues identified from the assessments and those deficiencies identified through our regular monitoring exercises.

Our policy will be regularly monitored, reviewed and updated at least once per annum to reflect any changes in legislation or in light of any changes in our activities or procedures and any updates will be brought to the attention of our employees.

We are aware of the need to employ contractors to conduct certain works on our behalf and undertake only to employ contractors who are professionally competent and who are compliant with relevant health and safety legislation.

We all have a legal duty to co-operate in all safety related matters, not to endanger others or ourselves and not to misuse anything provided for safety. In particular, all persons are to ensure that appropriate safety rules are followed as failure to do so may result in disciplinary action being taken.



Signed: Mr JA Miller
Date: 6th January 2024
Position: Managing Director

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Health and Safety Goals

It is a paramount goal of all divisions of CLS, to ensure that safe and healthy working conditions, equipment and systems of work are provided for all persons involved in the contract. This extends to all visitors to the site including members of the public in the vicinity of the site.

To achieve this all employees have undergone in house and or externally accredited training.

- The Contract Manager for the project will hold the CITB 5 day 'Site Managers Safety Training Scheme' qualification.
- Mobile Plant Operators will hold the relevant CPC/SPORS category.
- 100% of our Site Operatives will have passed the CITB H&S touch screen test.

The company goal is to always improve by reducing the number of accidents occurring across all divisions and departments. To reach this goal the contracts Health and Safety performance will be continually monitored by the site management. The company Support Services Manager (SSM) will also undertake 'Unscheduled Safety Audits' on live contracts. Records of all audits and inspections will be made available to all relevant parties retained in the site contract file throughout the contract. Any concern noted by the SSM during the audit will be raised directly with the site management. Any lessons to be learnt will be conveyed to team members by means of a 'toolbox talk'.

All accidents and near misses will be reported to the company Support Services Manager using the company Accident/Incident reporting form. It is the responsibility of the SSM to investigate and report any incident that requires action under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The project team has set the following goals:

- To achieve, as far as is practicable, a site with zero harm.
- To ensure safe access and egress to and from the site.
- To protect pedestrians and adjacent occupiers from any risks associated with the site.
- To ensure all persons visiting the site have been given basic safety information on any hazards associated with the current phase of work.
- To ensure visitors are escorted around the site at all times.
- Ensure operatives act in a safe manner and where personal protective equipment appropriate to the task in hand.
- To investigate any accidents or incidents on site and take note of any recommendations coming from accident and incident investigations.
- To use (where required) professional support for assisting in the safety of the site.
- To provide regular toolbox talks throughout the project.

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

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Section 4 – Environmental

In a commitment to improving Environmental Standard across the company an Environmental Management System has been implemented which became accredited to ISO 14001:2015 in January 2021. Before work commences the site manager and any site operatives will check the area for any obvious issues which may generate environmental problems such as trees, drains or watercourses.

Environmental considerations will be continually assessed and monitored to ensure:

- Flora/Fauna/Archaeology are protected where applicable.
- Any visual intrusion is minimised.
- Dust, odour, smoke and noise will be minimised as far as possible in order to not cause a nuisance.
- The contamination or pollution of watercourses, ground waters, drains and land is prevented.
- The impacts from vehicle movements both on and off the site are minimised.
- Roads adjacent to the site are free from mud.
- Waste is disposed of in accordance with the 'Waste Management Duty of Care'.
- Any materials or fuels held on site are stored in a safe and appropriate manner and that facilities are in place to deal with any spillage which may occur.

Storage of Fuel, Oils and Chemicals

Fuel will be stored on site in a bunded fuel bowser and handled as per the COSHH data sheet and risk assessment.

All oils and chemicals will be handled with care as per COSHH data sheets and risk assessments, and when not in used will be stored in a safe and secure manner, ie locked in a vehicle or similar.

Spillages

In the event of an unforeseen spillage, a spill kit will be available at all time on site.

Carriage of Hazardous Materials

CLS hold a current waste carrier's license and operatives will ensure that the relevant steps are taken for the safe transportation, storage and return.

Waste must be put into the skips, bagged or withdrawn from site as soon as possible. Care must be taken not to allow dust, debris, packaging, etc to be blown around. Also ensure that all areas of the site are kept clean and tidy and trip hazards are removed. Hazardous chemicals will not be stored on site.

Dust

CLS will ensure that Best Practical Means in relation (ref: Institute of Air Quality Management - Guidance on the Assessment of Dust from demolition and construction) to dust control will be implemented during the project. Using the guidance set out in the above document the risks of Dust Impacts during the Earthworks would be Low Risk.

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Vehicle Cleaning - Maintaining Surrounding Infrastructure (Roads)

The layout of the site allows for a straightforward management for both deliveries and plant and equipment movements. On establishment a stone section will be segregated, this area will be utilised for vehicle parking for operational staff and visitors and will serve as the access to the storage area upon which delivered materials will be deposited. This will ensure that there is no contamination from earthworks that can be transferred to public highways. Services vehicles etc will not be permitted to leave the existing hard stand areas, any maintenance operations to plant and equipment will be undertaken adjacent to the hard stand areas to prevent contamination of the areas.

The site supervision will inspect all vehicle tyres before leaving site and entering the public highway to ensure they are free from dirt and debris. A suitable wheel cleaning facility will be incorporated should it be required. CLS plant and equipment will be cleared of any loose mud etc before being loaded onto low loaders for transporting off site.

Measures to Mitigate/Control the Emission of Dust and Dirt

Prior to works commencing we will communicate with the community through a letter drop and/or face to face in a community meeting. Through this engagement we will highlight what works will be undertaken during the contract.

The company contact details along with site safety information will be displayed on the site entrance. Each working site has a site diary to which a record of the daily weather including wind and local dust conditions will be recorded. All site complaints including complaints that are dust related will be recorded in the diary and the client made aware. Any complaints regarding dust will be communicated to the company support Services Manager for further investigation.

Regular onsite and offsite (within 100m of site) visual inspections to be undertaken and the results of dust levels to be recorded in the site diary and photographs of the recording point will be stored on the CLS contract specific data folder. The frequency of these inspections will be increased during periods of high winds.

In this scheme the position of stockpiles will be positioned away from any receptors where possible within the boundary of the site. The stockpiles will generally be of sub-soils, topsoil and quarried products. These stockpiles cannot be dampened as the materials need to be dry to work with when placing them back onto or into the 'built elements' being constructed.

All site vehicle movements will be kept to a minimum also no site vehicle will be left idling when not in use. All plant has exhaust systems that point up thus avoiding the ground blow experienced when operating equipment with underslung systems.

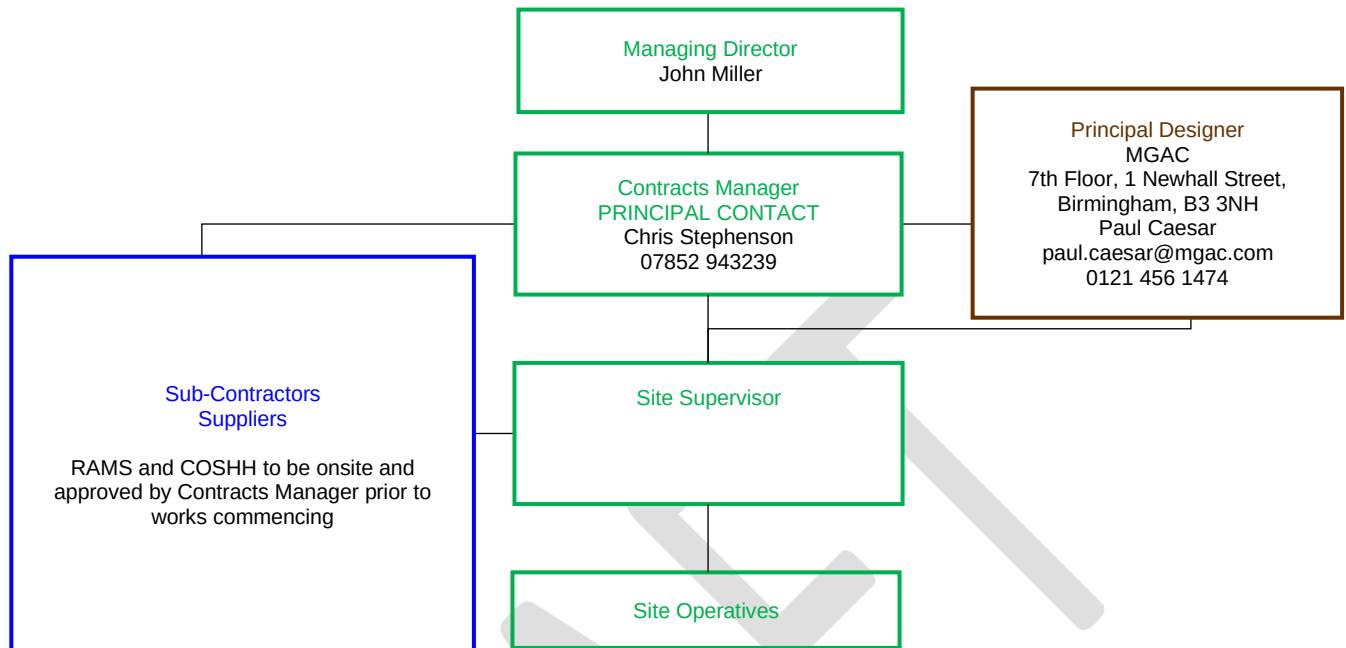
Whilst cutting concrete chambers or other PCC products on site CLS will ensure that the correct dust suppression water bottles are used at all times to protect our employees and the general public from harmful silica dust.

If at any given point during the contract excessive dust is recorded outside the site boundary or there are periods of excessive wind the works will cease until the conditions allow for the safe recommencement of activities.

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Section 5 – Communications

Management Structure - for co-ordinating site operations/sub-contractors and Suppliers.



Liaison and Communication with Key Interfaces

CLS recognises its duty to communicate all relevant information and variations to the contract between the Site Team, Design Team, Principal Designer and any Contractor.

In order to achieve this CLS will endeavour to:

- Inform all in the Contract Team of any revision to the Contract Health and Safety Plan.
- Submit a monthly Health and Safety report to all in the Contract Team regarding the site safety performance.
- Co-ordinate all activities between various operations on the site. This will be carried out during daily site briefings by the Site Management Team.
- The site Manager to speak to PC each morning to identify relevant issues daily.

Consultation with the Workforce

At the site induction it will be made clear that CLS 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 and safety culture on the project.

It is important that supervisors on the project convey all health and safety information to their team working on the site, and that they receive comments on the risk assessments and method statements that have been provided and explained to the workforce prior to the activity starting.

'We are all Safety Officers'

This statement outlines the view of CLS. It is the company policy that everyone is responsible for safety and that all views and concerns regarding safety are important. The company has an open door to all where site safety is concerned. Any employee, sub-contractor or visitor is encouraged to raise any suggestions or comments regarding safety to a member of the Site Management Team as soon as possible. Any site-specific lessons to be learnt will be conveyed through 'toolbox talks', any wider issues will be addressed by memos to all sites.

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Section 6 – General Rules and Contract Information

Prior to arriving on site all CLS Staff will attend a site-specific induction covering but not limited to the following areas and on completion will sign and date the register attached to the Health and Safety Plan.

- Site Location.
- All information included within the Health and Safety Plan.
- Minimum site PPE requirements
- Specific aspect of work being carried out
- Confirmation of site supervisor and Manager
- Perfect delivery statement
- Site details
- Site access and egress
- Traffic management procedures
- Site risks and preventative and protective procedures
- Relevant details of the Health and Safety Plan
- Site Rules
- Emergency procedures
- Means of escape in the event of an emergency
- Firefighting facilities and their use
- Welfare and first aid facilities
- Provision and use of Personal Protective Equipment

All relevant Contract Emergency Procedures and Fire Plan to be followed as highlighted in the site induction.

An open-door policy will be in place on site with respect to all aspects of the contract. Any party on site can liaise with any member in the management structure for the site with respect to Health and Safety and the contract details.

All employees will conduct themselves both in terms of safety and attitude accordingly and that any person acting in an unsafe manner or behaving in a manner likely to cause offence will be removed from the site. All employees should not enter any area outside of the working area or site compound unless given approval by site management.

Visitors must report to the CLS Supervisor on site.

A Competent banks man MUST be present to ensure the safety of local residents for the delivery of plant, equipment, aggregates and all other materials.

The following will be displayed in the site office/canteen or CLS Vehicles area on the site safety notice board.

- HSE Law Poster.
- F10 Notification of Project.
- Certificate of Employers Liability Insurance.
- 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.
- The Company Drug and Alcohol Policy.
- Site Rules.

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6.1 Mandatory Site Rules and Conditions

1. All visitors must report to the Site Office.
2. All site operatives to receive site induction before commencing work on site.
3. No Smoking at all on site only permitted in designated areas as highlighted in the site induction and at your supervisor's discretion.
4. High visibility and safety footwear must be worn at all times.
 - a. All other task specific PPE **must** be worn as required.
5. Obey marked speed limit and all other signs displayed.
6. All reversing Lorries must have a Banksman.
7. Before excavating, ensure there is a **Permit to Dig** in place for the area you are working.
8. Treat all services as live and dangerous until proved otherwise.
9. Report any unsafe conditions found, including unsafe actions by others.
10. Only trained and qualified persons to enter a confined space.
11. Operate plant/machinery only if qualified and authorised to do so.
12. No vehicles to be left running unattended and keys **must** be removed when not in use to prevent unauthorised access.
13. Radios/MP3 etc are not permitted to be used on site.
14. Seat belts must be worn, where fitted on dumpers, rollers etc
15. Be aware of Site Emergency/Fire procedures.
16. No person under the influence of alcohol or drugs will be allowed on the site. Any person found to be under the influence of either alcohol or drugs will be removed from site and if a CLS employee will be subject to disciplinary action.
17. No eating or drinking on site, only in the dedicated welfare facilities provided.
18. The social use of mobile phones on site is prohibited unless they are used inside the welfare facilities during segregated break times.
19. The business use of mobile phones is allowed on the designated contract areas only. Project related photographs may be taken, only when children and members of Public and clients staff are not in the vicinity of the works to ensure the 'Safeguarding' of the children and all.

The wilful disregard of these site safety rules and conditions will result in the offending individual being removed from site. If the individual is an employee of CLS, disciplinary action will follow.

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6.2 PPE Requirements

The following items of PPE will be used as appropriate during the contract:

- Hi-Viz jacket/waistcoat **must** only have the CLS logo any other will not be allowed on site. **BS EN 471 Class 2**
- Safety footwear **BS EN 20345:1**
- Eye protection **BS EN 166**
- Ear protection: Muffs – **BS EN 652-1**
Plugs – **BS EN 352-2**
- Head protection to **BS EN 397**
- Disposable coveralls to **EN 13034 (Type 6)**

Gloves supplied are as follows:

General purpose

Protection from mechanical hazards, conforms to **EN 420**

Re-fuelling plant

Ventilated back, Natural rubber coated palm, conforms to **EN3 88**

Kerbing

Protection from mechanical hazards must be resistant to abrasions type 4 Glove, conforms to **EN 388**

Cutting materials

Protection from sharp blades, cut resistant gloves, conforms to **EN 388:2003 and EN 407:2004**

All other personal protective equipment required for specific tasks as highlighted in the risk assessments will be issued by the site supervisor prior to starting the task.

The required PPE will be worn at all times failure to comply will result in the employee being removed off site. Depending on the severity of the incident if the employee is allowed back on site, they will need to have a full site induction accompanied by his site supervisor.

Site Supervisors will also be warned if this occurs and any reoccurrences could result in them being removed off site with the same consequences as above.

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6.3 Working Hours and Welfare Facilities

Site working hours: Mon to Sat 07:00 hrs – 19:00 hrs (TBC)

No plant to be started before 07:00 hrs or run after 19:00 hrs

Sunday or Bank Holidays by agreement

All welfare facilities provided will be in full compliance with the Construction Design and Management (CDM) Regulations 2015 and must be kept clean and tidy at all times. Staff must only eat in designated areas. Toilets provided must be used at all times, ensure that hands are washed, and barrier cream is used.

The Welfare Facilities will either display or be the place where the following are stored:

- All statutory registers and contract Health and Safety Paperwork
- Health and Safety posters to be on display eg H&S Policy, H&S Law Poster, Fire Action Notice, First Aid, Site Rules, Emergency Procedures, F10 Notification
- First Aid Boxes
- Fire Fighting Equipment
- PPE

6.4 Site Registers – Briefings – Toolbox Talks

A daily site register must be completed by all staff including sub-contractors and submitted to CLS management weekly

CLS management will carry out daily activity briefings with all staff at the start of each shift to discuss the daily activities been carried out on site including changes to design and any health and safety issues will also be raised/discussed at these meetings. All operatives will carry out the daily plant inspections and date and sign the inspection sheet, any defects must be recorded and reported to site supervisor and CLS workshop.

CLS operate weekly Toolbox Talks for all staff, the topic discussed, person carrying out the talk and register of staff attending are recorded and a copy kept at CLS main office.

6.5 Monitoring of Work

Site progress meetings with MGAC will be held as agreed to discuss the works and any other issues arising throughout the contract.

A written instruction from the client will be sought if any aspect of the contract needs to change from that set out in the BOQ or drawings.

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6.6 Health and Safety Information and Site Safety Audits

Information deemed necessary for inclusion in the Health and Safety Plan shall be promptly forward to the CDM Principal Designer as required by Construction (Design and Management) Regulations 2015. In a commitment to improving Health and Safety CLS implemented a Health and Safety System which became accredited to ISO 45001:2008 in January 2021.

Health and Safety inspections will be carried out randomly by Contract Manager/Site Supervisor during the Contract Period. Any issues highlighted will be dealt with immediately with copies of inspection submitted to the Support Services Manager.

All relevant safety information will be passed on to site operatives in either written or verbal form. Posters, manuals, etc will all be available for reference and any training necessary will be carried out as and when required.

6.7 Contract Inspections and Tests and Quality Management

All works will be inspected for specification and quality as per CLS Inspection and Test Plan and recorded on the relevant Installation Check Lists. Any items identified as not conforming to the required specification will be recorded on the installation check list and measures put in place to rectify the issue.

The development in recent years of quality management systems and their application in the landscape/ construction industry is seen by the Company as a means of providing confidence of the Company's abilities to customers. As a logical step in following the principles outlined above, CLS implemented a Quality System which became accredited to ISO 9001:2008 in March 2009 and subsequently accredited to ISO 9001:2015, last audited in January 2021.

All employees of the Company associated with these activities will be required to comply with the provisions of the Quality System and its implementing procedures as they apply to them on the various contracts on which they are engaged. Operational Managers at all levels in the Company will be responsible for ensuring their subordinate staff are instructed, understand, and comply with these requirements.

6.8 Training

All CLS employees will only carry out tasks for which they are trained. A complete 'Training Matrix' is available on request. This matrix contains all training and certificates passed and pending.

All CLS employees are trained and hold CSCS/CPCS cards. Plant operator certificates/training evidence will be produced by all operators at the site induction.

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6.9 Fire Prevention and Action Plan

All elements of this contract will be performed in the open air; therefore, the risk to life from a fire is reduced. However, measures must be taken to prevent fires.

These are but not limited to:

- Fire action notices shall be prominently displayed within the site accommodation.
- No fires are permitted on site.
- No Smoking is permitted on site
- Risk Assessments must be in place for all hot work activities.
- All waste skips to be positioned a minimum of 10 metres from any accommodation, plant, equipment or site the boundary.
- Housekeeping is to be of a high standard with domestic waste being bagged and stored in skips. This waste must be removed from site in a timely manner to reduce the risk of fire and also to reduce the risk of vermin attack.
- A dry powder fire extinguisher shall be located within the site accommodation.
- All excavators/dozers and large plant will have a dry powder fire extinguisher located within the cab.

What to do if you discover a fire?

In the unlikely event of a fire incident on site 3 long blasts of an Air Horn will be sounded to warn all onsite. CLS will utilise a fire assembly point close to the compound boundary.

A 'Fire Action Notice' notice must be displayed in the Welfare Cabin onsite or CLS Vehicles. If there is more than one cabin onsite it **must** be displayed in each cabin.

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6.10 General Requirements for all Elements of the Contract

All elements of this contract will be subject to risk assessment in accordance with the Management of Health and Safety at Work Regulations 1999.

All hazardous substances will be subject to assessment and control in accordance with the Control of Substances Hazardous to Health Regulations 2002.

All personnel present on site will be trained as appropriate to their work task(s), typically:

- a. In the use of plant and other work equipment.
- b. In the use of hazardous substances.
- c. In manual handling/kinetic lifting techniques.
- d. In the use of personal protective equipment.

All plant/tools/work equipment used on site will be subject to an appropriate regime of examination, inspection, testing and maintenance in accordance with *Provision and Use of Work Equipment Regulations 1998 (PUWER)* and *Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)*, the *Electricity at Work Regulations 1989* and other related health and safety legislation/approved codes/guidance.

Safety of all on the site is paramount and if the weather deteriorates to a point that work cannot be carried out safely ie freezing conditions, snow, ice, heavy rain, extreme heat, wind or fog work will be suspended. The decision to suspend works during adverse weather condition will be taken by the Contracts Manager for this project. The client will be notified when works have been suspended due to adverse weather conditions and the programme may need to be amended to allow for the days lost due to these suspensions.

The elements contained in this scheme have been structured to reduce the amount of manual handling to a minimum. If any element changes during the works that element will be assessed to reduce MH and mechanical means will be utilised. If as above the weather affects any element that involves manual handling that task will be reassessed to ensure the safety of site personnel. Repetitive tasks are always reduced utilising the rotation of site personnel.

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Section 7 – Accidents and Incidents

All accidents, incidents and near misses no matter how minor need to be reported to the site supervisor or first aider. As required entries must be made into CLS site accident book and the page entry must be returned to Support Services Manager at Park Farm. MGAC will also be informed of all accidents and near misses.

All accidents, incidents and near misses must be investigated. This must be carried out by the Site Supervisor, Contract Manager or Support Services Manager depending on the seriousness of the incident. In any event the Support Services Manager will conclude on the information gathered and report any changes to procedure if required. Any changes to company policy and procedures will be issued as a memo to all managers to cascade down in the form of 'Toolbox Talks'.

It is the responsibility of the Support Services Manager to inform the relevant authorities and the client in the event of a RIDDOR incident.

Incident Action Guide

Action Following Incident	Your Immediate Action			Company Action Within 24 Hours				Company Subsequent Action			
	Attend to injured safely	Make accident scene safe	Report to Supervisor/Line Manager	Supervisor/Manager reports to Director	Supervisor/Manager reports to Health and Safety Manager	Health and Safety Manager reports to HSE (if required)	Accident book completed	Supervisor/Manager/Health and Safety Manager carry out investigation and report to Directors	Health and Safety Manager send F2508 to HSE within 7 days (if required)	Director inform Insurance Company (if required)	Add incident to statistics
Serious Injury Requiring immediate professional attention	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Serious Incident, but No Injury Dangerous Occurrence, potential for major damage, fire, spillage or release		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Incident Causing Injury And absence from work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Minor Incident, Cuts and Bruises No absence from work	✓	✓					✓	✓			✓
Minor Incident, but No Injury Near miss		✓	✓				✓	✓			✓
Road Traffic Accident Where injury occurs	✓	✓	✓	✓	✓		✓	✓		✓	✓
Road Traffic Accident No injury to anyone		✓	✓					✓		✓	✓
Visit of Enforcing Authority/HSE Inspector/Police/EHO/NRA			✓	✓	✓						

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Section 8 – HAV Assessments and Construction Noise

Hand Arm Vibration Assessments

(Exposure points per day 400)

Tool	Points Per Hour	Total Per 8 Hour Shift (constant use)
Hydraulic Breaker Medium Duty Gun	32	256
Stihl Saw	42	336

Construction Noise

Under the **Control of Noise at Work Regulations 2005 (the Noise Regulations)** the level at which employers must provide hearing protection and hearing protection zones is 85 decibels (daily or weekly average exposure) and the level at which employers must assess the risk to workers' health and provide them with information and training is 80 decibels. There is also an exposure limit value of 87 decibels, taking account of any reduction in exposure provided by hearing protection, above which workers must not be exposed.

Exposure Levels

- Lower exposure action values:
 - Daily or weekly exposure of 80 dB
 - Peak sound pressure of 135 dB
- Upper exposure action values:
 - Daily or weekly exposure of 85 dB
 - Peak sound pressure of 137 dB

All employees to wear the appropriate hearing protection when working next to plant and equipment as required and identified above.

All plant and equipment will be regularly serviced, maintained and inspected on a daily basis to ensure noise pollution emitted is at a minimum whilst carrying out the works.

CLS utilise:

- Stihl TS 410-12 saws maximum use/day of 2.5 hours at 114dB
- Hydraulic breaker maximum use/day of 4 hours at 101dB

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Section 9 – Plant and Equipment Proposed Including Noise Levels

We are unable to determine the exact model of machine to be utilised on the site due to the wide range available, and the availability of the equipment at contract commencement. All plant will receive a daily check with records to be kept in the site file, a weekly plant audit will be completed by CLS site supervisor and submitted to MGAC if required.

All plant, equipment and vehicles are on a scheduled service routine which forms part of the CLS Quality Management System. Prior to operating plant and equipment on site we will supply copies of the last maintenance sheets and LOLER certificates if applicable.

Any lifting equipment ie chains, slings or shackles will have the relevant certificates and will also have a coloured band on them to identify that they have been inspected and are fit for use.

All tractors have LGP tyres fitted to avoid ground compaction.

All tractors are EU compliant with in cab noise reading at about 75dB and external reading 102dB dependant on operation

Tractors and Construction Equipment

Mini Tractor – ISEKI	102 dB	900 kg
Telehandler JCB 520.40	85 dB	4400 kg
8t Mini Excavators	95 dB	5366 kg
D6 Dozer	95 dB	
120 Roller		2750 kg
6T Dumper	84 LpA	6000 kg (full load)
6T Dumper	84 LpA	4200 kg (Unladen)
1t Dumper		2440 kg (full load)
1t Dumper		1440 kg (Unladen)
Wacker Plate		

Deliveries of materials will be with either bulk tipping lorries for aggregates or concrete.

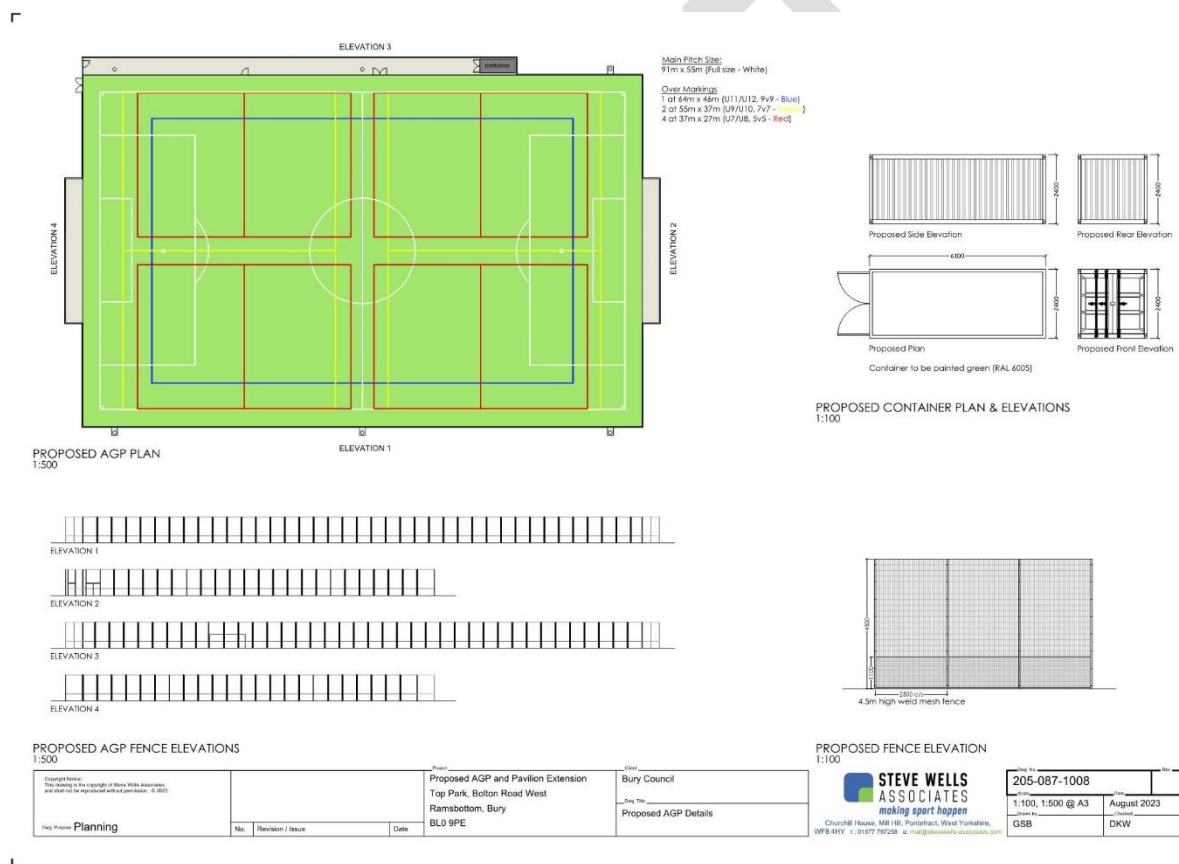
This list is not exhaustive; the client will be notified of any additional plant.

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Section 10 – Project Description

The works will include but not be limited to manufacture, supply and installation of:

- supply and installation of of 1nr 91m x 55m floodlit 3G AGP
- new rigid bar fencing enclosing the pitches
- new sports equipment
- LED Floodlights
- new maintenance equipment
- new hardstanding's area's for storage and spectators and hardstanding's for players / public to access the facility via a DDA compliant access / route.
- Removal of site infrastucture and site reinstatement.



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Section 11 – Safe Systems of Work and Risk Assessments

Risk Assessments will be provided for hazardous operations involved in the project. Method statements and permit to work systems will be introduced as applicable, and these will be mandatory for high risk activities.

CLS expects risk assessments from Subcontractors to follow the format advised in the HSE guidance: '5 Steps to Risk Assessment' and the CLS Contracts Manager will check risk assessments follow this procedure before allowing a subcontractor to start work.

Copies of all contractor's risk assessments/method statements required are held in the Site Safety File. This will be updated as contractors are appointed through the lifetime of the project. The project's contracts management team will ensure that all risk assessments and method statements have been briefed to all relevant personnel and keep records of briefings held on site.

Where contractors are used to undertake the works, the contracts management team will review the risk assessments and method statements (RAMS). Where the work is identified as high risk, additional support will be provided by the Support Services Manager. To allow the review to be carried out in sufficient time subcontractors will be expected to submit their documents two weeks prior to the commencement of works where appointment allows.

Contractors will not be allowed to work on this project until they have provided a suitable and sufficient Safe System of Works (RAMS) as appropriate and received a positive review back from the contracts management team.

All site plant/equipment operators will be either CPCS or CITB trained operators and will have all the information below briefed to them by a CLS Supervisor prior to commencement of works.

CLS supervisor is to obtain all service information and permits as required, carryout any trial hole excavations and alert all staff to the whereabouts of any services within the working area.

Delivery/Storage of Plant, Equipment and Materials

A Competent banks man will be present to ensure the safety of local residents for the delivery of plant, equipment, aggregates and all other materials. Deliveries must adhere to the Traffic Management Plan.

Access to the project area is down a new access road within the sports complex. Only CLS approved vehicles to gain access to the pitch. All bulk deliveries **do not** have direct pitch access. Bulk deliveries will be made to a designated area within the site.

All deliveries to follow the directions and instructions as set out in the contract Traffic Management Plan.

Where possible materials are to be delivered to the site on a 'Just in Time basis'. When this is not possible materials are to be stored safely in locations about the site, the exact positions to be as follows:

- Plant and equipment – will be delivered and removed from the low loaders directly onto the access road/car park avoiding any confrontation with local traffic using the adjacent roads and will be parked safely on the pitch, with doors locked and brakes applied within designated Heras panel compound located adjacent to the pitch.
- Bulk Deliveries/general building supplies – to be stored on the designated area.

The following statement applies in all circumstances.

'Materials dependant on nature to be stored on or off site or within secure accommodation, in suitable condition and position including protection as required so as to prevent tripping or other associated risks to both public and operatives.'

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Underground Services

Please refer to The Site Investigation Report STV6169-R01 Rev A before breaking ground.

Prior to starting works the site will be surveyed using a cable avoidance tool (CAT) to locate any underground services/power lines and mark position on ground using suitable line marker.

If services are revealed, hand dig slit trench to locate marker tape.

No work can commence on-site until confirmation has been received that all services, which are likely to be affected by the works, have been disconnected

Excavations

All excavations will be undertaken within a permit to work system. A cable avoidance tool will be used by a competent person as part of the permit to work system. Work will be undertaken in accordance with HSG 47 'Avoiding Danger from Underground Services' and HSG 185 'Health and Safety in Excavations'. Where a competent person deems it necessary to batter or shore an excavation a record will be kept of regular inspections in accordance with Regulation 22 of the Construction (Design and Management) Regulations 2015.

A Permit to Dig must be obtained prior to any excavation works.

Elements of the works will be carried out by a sub contractor and RAM's will be submitted for approval prior to commencement on site.

Pitch Earthworks

The proposed pitch footprint will be marked out by a CLS Engineer using laser guided equipment. The facility footprint will then be cultivated using a tractor mounted power harrow to break up any remaining sward prior to the stripping operation.

The topsoil will then be stripped to the required depth using an LGP dozer. Following the topsoil strip, a cut operation will be carried out as per the cut and fill design. The fill element will be installed and compacted in layers not exceeding 300mm.

The formation will then be rolled using a soil compactor prior to ensure the required formation level is achieved.

A specialist soil stabilisation contractor will stabilise the ground to ensure a CBR of 5% is achieved. prior to the surface trim utilising a laser controlled dozer.

Excavated material will then be loaded into LGP dump trucks using an excavator and transported to the agreed mound areas.

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STP

The STP areas will be marked out by a CLS site engineer.

CLS will mark out the location and alignment of the lateral/main drains and set laser to correct grades for the drainage.

Main drains will be excavated with a 150hp tractor with a laser controlled AFT 100 chain trencher, the excavated material will be moved using a tractor and trailer and tipped at an agreed location on site. 150mm perforated pipe will be laid at the bottom of the excavation and junctions installed at the appropriate distance for the lateral drainage scheme. The pipe will be cut using a hack saw to ensure smooth cut and good connection between pipes. The main will then be back filled with 10mm clean stone to the surface using 100hp tractors with a Dakota gravel kart conveyor directly conveying into the trench. The stone will be left 30-40mm and then rolled to ensure no settlement on the drain run.

Following the installation of the main drains, the lateral drainage scheme will be excavated using the same equipment mentioned above. 100mm pipe will be laid into the trench and connected into the installed junctions. CLS staff will ensure a good connection with the main drain junctions. The lateral drains will then be backfilled the same as the mains, a final roll of all formation will then be carried out.

Upon completion of the drainage, CLS engineer will mark out the exact line for the edging kerbs and set the desired levels. CLS operatives will set string lines and check all levels are correct. The kerb edging will be installed on ST2 concrete and the back floated off smooth. Fencing post locations will be marked out and the backing removed by hand to aid post excavation once the concrete has gone off.

The internal area will then be sprayed with Herbicide.

A terram geotextile will then be laid onto the formed surface with a minimum of 300mm overlap. Type 2 will be laid directly onto the geotextile in no more than 150mm layers to 200mm depth. The area will then be given a final trim and rolled over the entire area. CLS will then spread a 50mm layer of type 2 using a laser controlled grader, ensuring the grade is correct and compact over the entire area.



Open graded binder course will be spread using a laser-controlled macadam paver to a compacted thickness of 40mm this will be carried out by a CLS approved sub-contractor. The macadam will be loaded into the paver directly from rigid tippers and spread evenly across the site. The tippers will be banked back to the paver with an approved site banks man. The binder will then be rolled to ensure compaction and a smooth finish. The area will be left to cool before laying of the surface course commences.

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Installation of Fencing

A Permit to Dig must be obtained prior to any excavation works.

This element of the works will be carried out by a sub contractor and RAM's will be submitted for approval prior to commencement on site.

All foundations for gate posts to be excavated, firstly by mechanical breaker to break any compacted foundation, then with hand tools or auger to form a relevant sized foundation. Foundation holes approximately 350mm x 350mm x up to 1050mm deep. Surplus material will be placed in the designated stockpile. Plastic caps to be fitted to all posts where required. Neoprene rubber gaskets fitted to all fixing brackets at 400mm centres.

Panels will be manoeuvred into position following manual handling guidelines. Panels fixed to brackets using clamp bar 50mm M8 security bolt and washer (twin bar panel)*. Mobile access tower parts should be confirmed against the hire company delivery note to ensure all components required are present and in good order.

The tower shall be erected to manufacturers guidelines using all components, including all braces, platforms, side lifts, rails, brakes, stabilisers and toe boards by a suitably qualified person. Access and egress to the tower shall be using the side lift ladder from inside the structure, using a hatch where required. Brakes shall be applied when the tower is in use.

Panels are to be lifted onto the appropriate mobile platform in a safe and competent manner. Panels are to be installed between posts using tools appropriate to the task and shall follow the fence line one level at a time. Panels are to be then tightened accordingly.

*These apply as and where appropriate



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Installation of Floodlighting

A Permit to Dig must be obtained prior to any excavation works.

A new floodlighting system will be supplied and installed as per the tender specification.

This element of the works will be carried out by a specialist sub contractor and RAM's will be submitted for approval prior to commencement on site.

Laying the Synthetic Surface

The carpet will be delivered directly, the quantity and condition of rolls will be checked immediately. When called off, the materials will be booked out and distributed to the working areas by mechanical means.

Before the carpet is installed the laying team will consult the manufacturers laying plan, and ensure all applicable rolls and dimensions correspond to that of the new facility. CLS employ a daily laying log outlining all parameters that have a bearing on the laying of the surface. In the event of high winds or rain the synthetic surface cannot be installed. High gusts of wind can physically lift large sections of carpet, causing possible H&S issues as well as compromising the integrity of the new surface.



Rolls will be laid sequentially as per the manufacturers laying plan. Rolls with tufted lines will be aligned in relation to the facility as per the pre agreed line marking layout. String lines will be set out to ensure all tufted lines are in correct alignment and within the stipulated tolerances.

Each roll is positioned with a small overlap to allow for seaming. Before gluing any seam, all tufted lines will be re-measured by the site supervisor to ensure they are as per the design. When the carpet seams are glued there must be no rain and the temperature must be +5°C and rising. Again, before this operation CLS will consult the weather forecast and only conduct work when it is appropriate to do so. All gluing will be carried out in the late morning/afternoon when these temperatures can be guaranteed. This will ensure the best adhesion and longevity of the seams.

After confirming the measurements, the seams can be glued. All rolls must be lying totally flat, approximately 30/40cm of each carpet edge is to be rolled back in preparation for the 400mm wide carrier tape. Glue is applied to the carrier tape and pulled along the entire seam. The carpet is then closed over the carrier tape, whilst ensuring there a no fibres trapped under the adjoining carpet. A hand roller is then travelled along the seam to ensure a strong adhesion.

Playing lines are cut in by blowing the sand out of the carpet pile where lines are required. Playing lines are fixed using the same two part cold fix adhesive. Upon completion, newly installed areas will be inspected to ensure materials have been fitted correctly and in accordance with the relevant specification, finishes, schedule and/or drawing. Any discrepancies may be rectified prior to hand over to the client.



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Type 5 Gloves must be worn when using cutting tools. All blades will be disposed of in a sharps box offsite by CLS.

In preparation for the infill the synthetic turf will be brushed to ensure the fibres are upright to receive the infill. All infill materials will be delivered in bulk bags to mitigate contamination and micro plastic migration.

The sand will be compliant with the system certification. (0.4-0.8mm washed and dried silica sand). The sand infill will be applied using a SMG Sandmatic or similar. This machine ensures the infill is distributed evenly across the surface in line with the manufactures specified infill rate. The system guidelines and technical specification sheet will be consulted to ensure the correct amount of sand per square meter is installed.



The above process will then be repeated with the 0.8-2.5mm SBR rubber granular infill.

This above process is largely dependent on weather, if the carpet is wet, or rain is forecast CLS may decide to delay infill operations until dry weather is forecast.

Additional Lines

If additional painted lines are required, these will be applied with the aid of laser guided line marking machine specifically designed for sports pitch use.



Sports Equipment

All sports equipment proposed is as per the supplied specification and in line with BS EN 16579. All equipment will be supplied and assembled by a specialist approved sub-contractor.



Post Construction Inspection

Upon completion of the works the newly installed areas will be inspected to ensure that all the equipment and materials have been installed as per the client's specification, drawings and brief. Any issues with the installation will be rectified prior to the final hand over to the client.

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Section 12 – Arrangements for Controlling Site Risks

CLS recognises that the contract contains the hazards identified below, also its need to manage the onsite operations. A brief outline of the controls is detailed below. A systematic evaluation of all tasks has been undertaken to identify all hazards. Safe systems of work and risk assessments will be produced prior to work commencing on site and attached to this document.

Element of Construction	Outline Description of the Hazard	Outline Controls
Site Set-up and Security	Injury to operatives and public from site works	Site will be set up as per the Traffic Management Plan in Section 2. Pedestrians around the site will be minimal as heavy plant will be in operation. All plant operators will be notified if pedestrians are on site and visitors will be escorted by a member of site management.
Lifting Operations	Contact with falling equipment/loads	Any lifting on site will be done using a suitably specified item of plant rated for that purpose and possessing the relevant documentation. All lifting will be done in accordance with the relevant method statement and the control measures contained in RA 431.
Preventing Falls	Personal injury	Any working at height will be done in accordance with a task specific Risk Assessment. Where possible working at height will be eliminated. All deliveries, where possible, will be loaded so that they can be lifted from ground level.
Dealing with Services	Personal injury	All existing services will be identified from service drawing where available. All broken ground must have a CLS Permit to Dig in place before proceeding. If services are known to be on the site, prior to this work commencing we will verify locations of both live and disconnected services before undertaking any works.
Traffic and Vehicle Management	Contact with moving plant and machinery	All vehicle movements will be as per the Traffic Management Plan in Section 2. This will be reviewed as necessary by the Contracts Manager. Where necessary suitable crossing points will be identified to allow site plant and vehicles travelling along access roads to be controlled.
Accommodating Adjacent Land Use		CLS will make arrangements and safe lines of passage to accommodate the use of adjacent land, when required to do so, as outlined in the pre-contract particulars.
Poor Ground Conditions		Any areas of poor ground conditions will be identified on site and their locations made aware to all on site via briefings and site inductions.
Dealing with Contaminated Land		Any contamination removal will be subject to a specific Risk Assessment and Method Statement. All works will also be carried out under the direction of the Support Services Manager.
Removal of Asbestos	Industrial disease	CLS will instruct a suitable qualified specialist contractor to deal with any asbestos either found on the site or known to be on the site.
Protection of Public	Personal injury	Any works that may bring the general public into harm will be fenced off when practicable. Specific Risk Assessments will give instruction on the protection of the public and others.

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Risk Assessments

The risks of a task are rated before any control measures are put into place under two categories Likelihood and Severity. Once control measures have been put into place the risks are reassessed in line with the same parameters.

These categories are broken down as follows:

Likelihood

- Likely
- Probable
- Occasional
- Remote
- Improbable

Severity

- Fatality
- Major Injury/Occurrence
- Injury/Damage
- Minor Injury
- Negligible Effect

Severity	Fatality	5	10	15	20	25
	Major Injury/ Occurrence	4	8	12	16	20
	Injury/ Damage	3	6	9	12	15
	Minor Injury	2	4	6	8	10
	Negligible effect	1	2	3	4	5
		Improbable	Remote	Occasional	Probable	Likely
		Likelihood				

The risk numbers are coloured **Red** – **Amber** – **Green**.

Red

Strong likelihood of fatality/serious injury occurring.

The activity must not take place at all. You must identify further controls to reduce the risk rating.

Amber

Possibility of significant injury or over seven-day absence occurring.

If it is not possible to lower risk further, you will need to consider the risk against the benefit.

Green

Possibility of minor injury only.

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Contract Fire Assessment

Hazard Nr	Hazard Description	Existing Controls	Risk Rating			Additional Controls Required (to be enforced and monitored by site supervisor)	Residual Risk Rating		
			L	R	S		L	R	S
1	Smoking	None	3	5	15	Smoking to be restricted to designated areas.	1	5	5
2	Arson	None	2	5	10	Security fencing consisting of hoarding/'Heras' fencing and use of existing boundary fencing. Security to be improved by use of intruder alarms, linked to quick response control centre. Security lighting to be considered.	1	5	5
3	Waste	None	3	5	15	All waste to be stored in skips segregated from welfare units and plant, fire retardant tarpaulins to be used to cover any skips close to site boundary.	1	5	5
4	Electricity	None	2	5	10	All electrical connections to be made by qualified personnel, certification to be supplied. All 110v supply to site to be fitted by qualified personnel, certification to be supplied. All 110v equipment used on site to be PAT tested as per HSE guidance. 240v appliances only allowed within office/welfare area, ie microwave, printers, chargers, etc.	1	5	5
5	Hot Works	None	3	5	15	Consider with designers all possibilities for the building out of hot works. Where the above is not possible consider cold cut methods, eg reciprocating saw. Limit hot works to a controlled area away from buildings where possible. Ensure checks are made an hour after works have been completed. Keep area clear of combustible materials. Ensure a suitable extinguisher is available in cutting area.	1	5	5
6	Safe Storage of Materials, Including Flammables and LPG	Storage to be kept 15m away from all buildings	3	5	15	Any containers or drums must be kept more than 6m away from any wall or boundary fence.	1	5	5

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Office 113
Fast Track House
Thornaby
Stockton on Tees
TS17 6PT

Tel 01642 062810

Mr Jason Smithies
Cleveland Land Services (Guisborough) Ltd
Park Farm
Dunsdale
Guisborough
Cleveland
TS14 6RQ

Date: 29th June 2023
Our Ref: 24225699

Dear Jason,

We, Aon UK Limited, are insurance brokers acting on your behalf only in accordance with our terms of business agreement. We have agreed to provide this letter to confirm that the contract(s) of insurance described on the attached pages (the 'Insurances') are in force at the date of this letter.

All of the Insurances are subject to their specific policy terms, conditions and exceptions, not all of which may be summarised in this letter. Please refer to the actual policies if full terms and conditions are required.

We accept no obligation to inform any other person or entity should any of the Insurances be cancelled, assigned or changed in such manner as to affect the accuracy of this document. Unless we specifically agree otherwise in writing, and to the fullest extent permitted by law, we do not accept any liability to anyone other than you, our client (and any such liability to you will be subject to the limitations contained in our terms of business agreement, and/or any other agreement, with you) for the content of this letter and its attachments.

Please contact us if you require any further information.

Yours sincerely,



Kevin Smith | Client Service Adviser
T: 01642 062833 E: kevin.j.smith1@aon.co.uk

Aon UK Limited
Registered office | The Aon Centre | The Leadenhall Building | 122 Leadenhall Street | London | EC3V 4AN
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Employers Liability

Insurer:	Chubb European Group SE
Policy number:	UKCASC87134
Cover period:	2 nd July 2023 to 1 st July 2024
Indemnity limit:	£10,000,000

Public/Products Liability

Insurer:	Chubb European Group SE
Policy number:	UKCASC87134
Cover period:	2 nd July 2023 to 1 st July 2024
Indemnity limit:	£10,000,000

Hired Plant

Insurer:	Aviva Insurance Limited
Policy number:	100739849ENG
Cover period:	2 nd July 2023 to 1 st July 2024
Limit of indemnity (£):	£150,000

Contract Works

Insurer:	Aviva Insurance Limited
Policy number:	100739955CSI
Cover period:	2 nd July 2023 to 1 st July 2024
Limit of indemnity (£):	£3,000,000

Professional Indemnity

Insurer:	Hiscox Underwriting Limited
Policy number:	PL-PSC10001711896/00
Cover period:	2 nd July 2023 to 1 st July 2024
Indemnity limit:	£3,000,000 in the aggregate




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Chubb European Group SE
100 Leadenhall Street
London
EC3A 3BP

T: 020 7173 7000
F: 020 7173 7800
chubb.com/uk

CHUBB

Certificate of Employers' Liability Insurance

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 and subsequently amended by regulation 2 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy. This requirement will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form).

Policy Number: UKCASC87134	
1. Name of Policyholder:	Cleveland Land Services (Guisborough) Limited
2. Date of commencement of insurance policy:	02 July 2023 L.S.T.
3. Date of expiry of insurance policy:	01 July 2024 L.S.T.
Both days inclusive L.S.T. (Local Standard Time) means the time applicable on the relevant date at the Address of the Insured as shown on the Schedule to the Policy	

We hereby certify that:

- The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney; and
- The minimum amount of cover provided by this policy is no less than GBP5,000,000.

Signed on behalf of Chubb European Group SE



Sara Mitchell
Division President UK&I

Chubb European Group SE (CEG) is an undertaking governed by the provisions of the French insurance code with registration number 450 327 374 RCS Nanterre. Registered office: La Tour Carpe Diem, 31 Place des Corolles, Esplanade Nord, 92400 Courbevoie, France. CEG has fully paid share capital of C896,176,662.

UK business address: 100 Leadenhall Street, London EC3A 3BP. Supervised by the French Prudential Supervision and Resolution Authority (4, Place de Budapest, CS 92459, 75436 PARIS CEDEX 09) and authorised and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request. You can find details about the firm by searching 'Chubb European Group SE' online at <https://register.fca.org.uk/>.

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Health and Safety Law

What you need to know



This is a web-friendly version of the *Health and Safety Law* leaflet published 04/09

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre on **0345 300 9923**. Report other injuries, diseases and dangerous incidents online at **www.hse.gov.uk**.
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

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Health and Safety Executive

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: www.hse.gov.uk.

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights

Find out more about your employment rights at www.gov.uk.

Further information

This leaflet is available at www.hse.gov.uk/pubns/books/lawleaflet.htm.
The information in this leaflet is available in a number of formats.

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All Employees **must** date print and sign name to confirm they have read and understood the Contract Health and Safety plan, including method statements and risk assessments. A copy of this plan is available on site at all times.

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Site Images 19.06.24

These images were taken 19.06.24 and show the condition of the site on that day. Further dilapidation images will be taken when CLS take possession of the site before any works are undertaken.



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