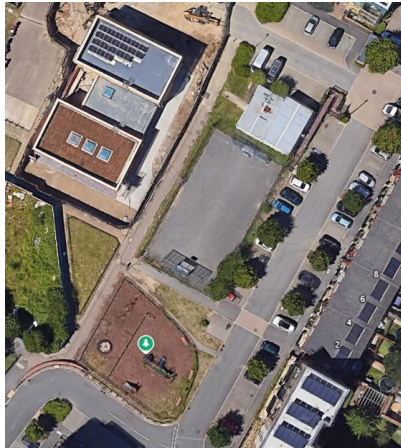


Construction Design and Management **Construction Management Plan**

**Prepared
For
Reading Borough Council**

**Project:
Dee Park Open Space**



Prepared By: Gordon Rickards (SHEQ Manager)

**FROSTS LANDSCAPE CONSTRUCTION
LISCOMBE CENTRAL
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**Construction Management Plan
Dee Park Open Space (DPOS)
(FROSTS-CMS-DPOS-001-REV B - DATED 26/06/2026)**

Document Control Sheet

**DEE PARK OPEN SPACE: FROSTS LANDSCAPE CONSTRUCTION - CONSTRUCTION
MANAGEMENT PLAN**

DOCUMENT REFERENCE NUMBER – FROSTS-CMS-DPOS-001-REV A

Revision	Issue	Frosts Prepared By	Frosts Checked By	Principal Designer Accepted	Client Accepted
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1.0 CONSTRUCTION MANAGEMENT PLAN

This Construction Management Plan has been developed from the Pre-construction Information provided by the client and Frosts Landscape Construction and will be further developed as the Project progresses through the construction phase. All persons working on or visiting the site will be made aware of the availability of this plan and its contents. In addition to the Construction Method Statement, Staff on site shall also abide by Frosts Health, Safety, Quality and Environmental Policies and Procedures

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

1.1 Project Overview

The project is part of the Dee Park Open Space development in Reading. The aim is to deliver a number of multi-use Public Realm spaces to enhance the community and for residents to enjoy.

Works are scheduled to begin in October 2026, with a scope that includes:

- Demolition and clearance of existing MUGA and play area
- Groundworks, Excavation and Drainage
- Hard landscaping
- Construction of a MUGA
- Installation of play equipment and furniture
- Soft Landscaping

1.2 Principal Contractor

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

- (a) To develop the Construction Method Statement into a working project document, ensuring that it contains all the necessary information.
- (b) Make clear to all contractors and operatives on the site (through site inductions) both the Clients requirements and The Principal Contractor's site-specific rules. Project Safety information will be disseminated through site inductions and briefs/talks with operatives and contractor's representatives.
- (c) Take reasonable steps to ensure that all contractors [including the self-employed] co-operate as far as is necessary to enable each of them to comply with relevant statutory provisions.
- (d) Restrict site access to allow only authorised persons in by use of site security.
- (e) Obtain from other contractors engaged to work on the project method statements and risk assessments pertaining to their own operations **particularly where they may impact on others.**
- (f) Maintain the Safety Notice Board and the display of all Statutory Notices.
- (g) Advise the Principal Designer of any discoveries or proposals regarding design matters.



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- (h) Procure the appointment of competent contractors as far as is reasonably practicable through the use of the supply chain management process.
- (i) Monitor the health and safety performance of persons and companies working on the Project.
- (j) Secure all information that will be required for inclusion in the handover of the Health and Safety file so that the landscape owners / users can safely use and maintain the landscape.
- (k) Maintain the provision of training and safety information to all those on site that may suffer risk to their own health, safety and welfare whilst working on the Project.
- (l) Encourage an open-door policy and blame free safety culture in the reporting of hazards and useful work practices. The statutory requirement of all operatives to look after their own safety and not engage in activities which will put others at risk /cause them harm.
- (m) The Health & Safety Executive has been advised of this project on Notification of Project Form 10. A copy of this form is annexed at Appendix 3 for record purposes

1.3 CDM Standards and Objectives for the Project

It is the intention of Frosts Landscape Construction that:

- Activities shall be carried out in accordance with relevant statutory provisions to include the Construction Design & Management Regulations 2015;
- Facilities will be provided for both employer/employee and project team consultations on CDM matters, and information arising which has a health and safety/risk implication will be disseminated to those who may be so affected
- Management of the Project shall include the encouragement and maintenance of the co-operation between all employees and individual project parties (i.e., consultants, contractors, and sub-contractors) working on the Project
- Expert advice and assistance will be obtained where necessary to discharge obligations and duties identified within the CDM Regulations
- The works shall be completed in accordance with the quality standards specified, to programme and budget as per Client instruction

1.4 Safety Standards and Objectives for the Project

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

- Achieve zero fatalities, zero permanent disabilities and improve safety performance year on year
- Comply with all current Health and Safety Legislation and Approved Codes of Practice
- Ensure compliance with the Clients safety requirements
- Work with and advise the Client in his aspiration to provide a 'better' environment for his employees
- Maintain safe and unimpeded access and egress from the site, particularly for emergencies, and minimise the disruption to neighbours, (both vehicular and pedestrian)
- Identify and address all risks arising from both our, and our contractors' activities to include fire
- Police and co-ordinate, through our Site Health & Safety Co-ordinator the use of safe procedures, tools, plant, equipment, and the appropriate use of Personal Protective Equipment (PPE)
- Work with the Clients direct contractors to maintain safety and site co-operation
- Employ a Safety Manager/Advisor to carry out safety audits and inspections
- Maintain adequate levels of welfare facilities for the work force, including contractors
- Assess the impact of site activities on the environment and manage to minimise it
- Identify and provide health and safety training to promote awareness of safety of self and others where necessary.

1.5 The Principal Contractor Site Safety Policy Statement

The Company regards the provision of a safe and healthy working environment on construction sites as a principal objective. This objective can only be achieved by the co-operation of the Company, employees, subcontractors, the client and his representatives and the main contractor. Co-operation must be at all levels within these different organisations through the structures established under the Construction Design and Management Regulations 2015 (CDM).

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

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

It is the responsibility of the Company to:

1. Sustain and carry out this policy by all means at their disposal
2. Provide adequate safety and job training for all employees with particular attention to special safety training where appropriate
3. Comply with the requirements of the relevant legislation, to undertake risk assessments of all activities and to ensure that safe systems of work and a safe working environment are put in place.
4. Ensure that the operations of the Company are carried out without risk to the health and safety of third parties.
 - The Company will seek to maintain a constant interest in all aspects of safety by effective consultation with all parties concerning hazards and incidents which affect health and safety at work and to prevent any adjustment or damage to plant and equipment which may create a hazard.
 - All Managers and Supervisors are responsible for the safety of employees, subcontractors and visitors in their charge and must ensure that policies and procedures are made known and are observed. It is their responsibility to ensure the effective delegation of these duties during their absence.
 - Employees, subcontractors, and visitors to site are responsible for observing Company policies and procedures and for ensuring that at all times they work in a manner consistent with the safety of themselves and others.
 - The effectiveness of health and safety measures will be monitored continuously in order to ensure that both policy and practice are appropriate at all times to the activities of the Company.
 - All those involved in the construction phase have a statutory duty to comply with this Construction Phase Plan and to provide the Principal Contractor with any information which they have, which is needed to keep the Plan up to date. Anyone wishing to seek advice on compliance should contact the Principal Contractor.

2.0 SUMMARY – PROJECT INFORMATION

2.1 Project Name	Dee Park Open Space
2.2 Project Address	Eddleston Way, Reading, RG30 4EP
2.3 Description and Scope of Works	The Dee Park and associated works consist of: • Site set up ○ Temporary signage ○ Heras fencing set up ○ Site welfare set up ○ Site Storage set up • Removal/ demolition of existing play area and MUGA • Installation of new play area and MUGA consisting of ○ Block paving ○ Multicolour tarmac ○ Precast concrete retaining wall and steps ○ Timber sleeper retaining walls ○ Play equipment ○ New MUGA ○ Wet pour surfacing ○ Basic drainage to create soakaway ○ Street furniture, ○ Move existing light column ○ Tree root cells for one tree ○ Soils and planting
2.4 Outline Method Statement	• Site establishment including welfare facilities, fencing, signage and traffic management controls. • Demolition and removal of the existing MUGA, play equipment and associated surfacing. • Service investigations, CAT scanning, permit-to-dig implementation and excavation works. • Installation of drainage and soakaway infrastructure. • Construction of retaining walls, steps and structural elements. • Installation of sub-base and hard landscaping works. • Construction of MUGA and surfacing installations. • Installation of play equipment and street furniture. • Soft landscaping, tree planting and establishment works. • Final inspections, snagging and handover.
2.5 Form of Contract	JCT 2016 Intermediate Building Contract With Contractor's Design (ICD)
2.6 Existing Environment	The availability of existing drawings and information has been extensively researched by the client, design team and all relevant information is included in the preconstruction information and design drawings/employers requirements.

2.7 Previous Land Use 2.7.1 Soil Investigation	• The site currently comprises an existing MUGA, play area, hard surfaced areas and associated public open space. Historical use has been recreational public open space. No known historical industrial uses have been identified from information provided within the pre-construction information. • Should any unexpected contamination be encountered, works shall cease and the Client shall be notified immediately.
2.8 Surrounding Area	• The site is located within a residential area of Dee Park, Reading and is surrounded by residential properties, community facilities and public pedestrian routes. • Sensitive receptors include: • Dee Space Community Hall • Ranikhet Academy • Rainbows Pre-School • Ranikhet Children's Centre • Strathy Close Day Centre • Particular consideration shall therefore be given to: • Public safety. • Vehicle movements. • Noise management. • Dust suppression. • Community liaison. • Protection of vulnerable users.
2.9 Existing Services	All services found on site are to be classed as live unless stated otherwise. The exact location of these services is briefly detailed on drawings but will be investigated and confirmed by Frosts prior to the commencement of any works on site, and in co-ordination with utilities providers for the site and relevant local authority statutory provisions.
2.10 Existing Structures 2.10.1 Asbestos Report	Asbestos Containing Material (ACMs) have not been identified in areas where works are to be carried out. However, prior to any cutting, drilling or opening up of any part of the structure or ground, Frosts will carry out a visual inspection to positively rule out the presence of ACMs or contaminated ground. Should any suspect material be discovered, Frosts shall cease work in the area, cordon it off and immediately get soil tests carried out. Frosts will also inform the client.

2.11 Ground Conditions	• Ground conditions are anticipated to comprise existing made ground associated with previous public realm construction and landscaping works. • Excavations shall be undertaken in accordance with permit-to-dig procedures. • Any unexpected obstructions, contamination, buried structures or services shall be reported immediately and works suspended until assessed.
2.12 Existing Traffic Systems	Site Access and Egress The site will be accessed via Dee Road, Tay Road, Spey Road and Eddleston Way, with vehicles exiting via Eddleston Way and Spey Road returning to Dee Road. These routes have been selected to minimise disruption within the surrounding residential area. Glenmore Place Vehicle Movements All vehicle movements on Glenmore Place will be controlled by a trained banksman at all times. Vehicles will reverse into the site under banksman supervision Vehicles will exit the site in a forward gear only This arrangement removes the need for vehicles to reverse onto the public highway and ensures safe interaction with pedestrians and other road users. Sensitive Receptors The access routes pass close to the following community and educational facilities: • Dee Space Community Hall • Ranikhet Children's Centre • Strathy Close Day Centre • Ranikhet Academy • Rainbows Pre-School Vehicle movements will be managed to minimise risk, with reduced speeds, heightened driver awareness, and delivery timings planned to avoid peak drop-off and pick-up periods. It is anticipated footpath and road closures will not be required during construction. Delivery Management All deliveries will be pre-booked and coordinated No queuing or waiting on the public highway will be permitted Smaller vehicles and consolidated deliveries will be used where practicable Site Access Arrangements Vehicles will use existing site access points only Summary The proposed access strategy provides a controlled and safe approach to vehicle movements within a sensitive residential environment, ensuring community safety while maintaining efficient site operations.
2.13 Programme	The works programme is to be completed and circulated to the client and will be available on request.

3.0 MANAGEMENT TEAM ORGANISATION & RESPONSIBILITIES

3.1 Management Team Function

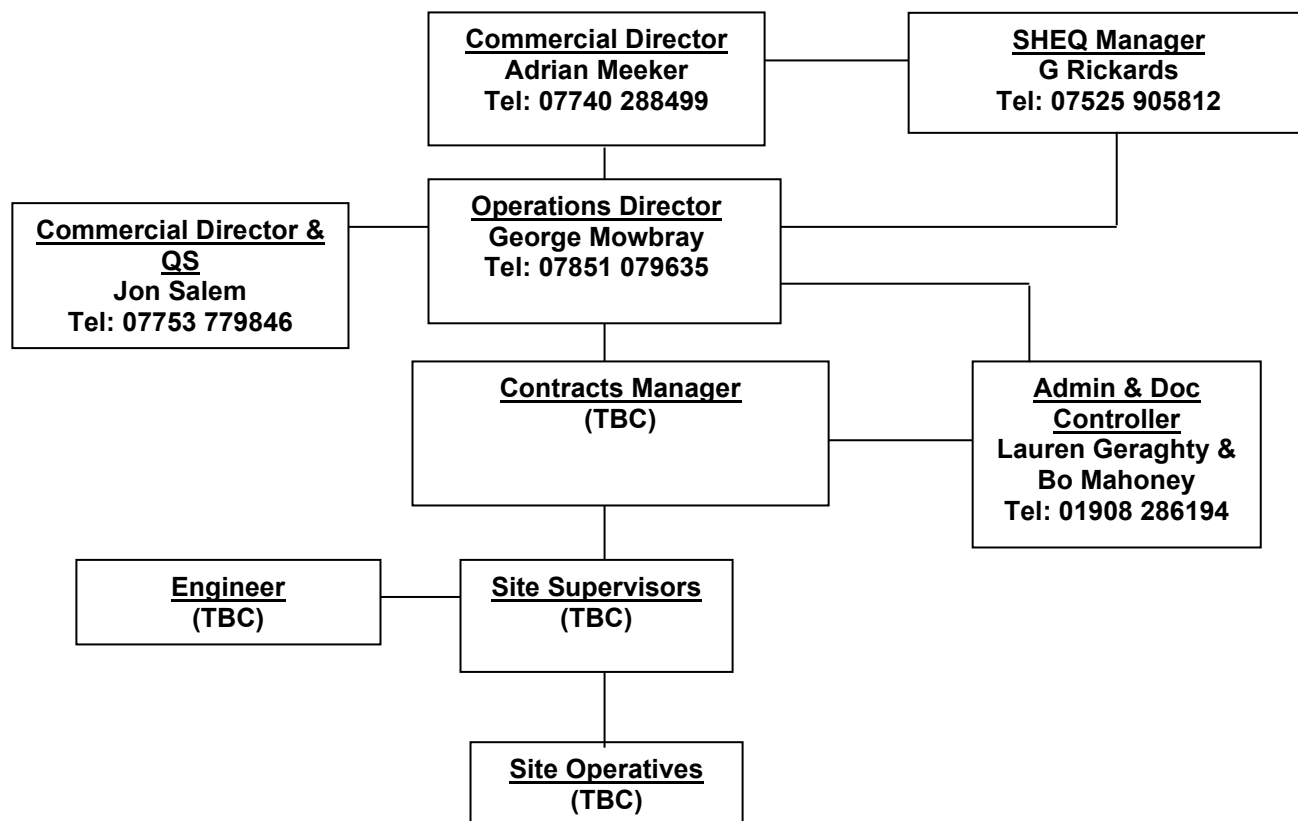
The Principal Contractor has selected a team who have a wealth of experience with this type of project covering all disciplines which will be deployed in order to achieve the Project goals.

The team function will: -

- Integrate with the Consultants to achieve the best solutions for the Project.
- Work as one with the Professional Team and the Client's Management Team to achieve the objectives and safety goals embraced by the Client and published within this document.
- Develop a team philosophy with Contractors so that there is a mutual understanding as to what must be achieved to meet the Client's expectations.
- Employ our depth of management knowledge and previous experiences of undertaking similar projects to achieve the best outcome for the Client.
- Bring the Project in on time, and budget, to meet the Clients aspirations.

3.2 Frosts Project Organisation and Personnel

The Principal Contractor (Frosts Landscape Construction Ltd) has adopted the following management structure for this project: -



3.3 Responsibilities

Managing Director

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Implement the Company health and safety policies and procedures.
- c) Administer the health and safety policies throughout the Company by appointing a director to be responsible for health and safety.
- d) Ensure the policy is reviewed regularly with the health and safety director and updated, as necessary.
- e) Make adequate financial provision for implementing the health and safety policies.

Construction Director

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Be aware of the appropriate statutory health and safety requirements affecting the operations of the Company.
- c) Ensure appropriate health and safety training is given to all employees as necessary.
- d) Ensure health and safety factors are considered at all stages in the work process and sufficient resource is made available to maintain safe working methods and equipment.
- e) Ensure a Health and Safety Co-ordinator is appointed
- f) Ensure compliance with the Company policies and procedures and reprimand any managers and employees for failure to satisfactorily discharge their responsibilities for health and safety.
- g) Allocate sufficient resources (including financial) to enable the Health and Safety policies and procedures to function effectively.

Contracts Manager

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Support Frosts SHEQ team as required during audits and inspections
- c) Ensure everyone on site is aware of their responsibilities with regard to health and safety.
- d) Ensure compliance with the Company policies and procedures and reprimand any employees for failure to satisfactorily discharge their responsibilities for health and safety.
- e) Co-operate with the SHEQ Health and Safety Manager.
- f) Raise Method Statements for the works and ensure staff are aware of the safe systems of work. Supervise work to ensure that safe systems of work are implemented
- g) Ensure that a site-specific risk assessment has been carried out for any equipment, work activity or substance hazardous to employees' health and safety, ensure appropriate control measures, training, instruction, protective clothing etc, have been provided and that there is supporting documentation.
- h) Ensure that all plant/equipment/machinery (including office equipment) is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer (including testing for electrical safety as required by the relevant Regulations).
- i) Ensure that sites/ offices are maintained to secure site safety, clear access/egress /emergency routes and that suitable welfare facilities are provided and maintained.
- j) Ensure there are sufficient first aiders on site; that there are suitable first aid facilities on site; and that notices giving the location of the nearest hospital with accident and emergency facilities are clearly displayed in appropriate locations.
- k) Ensure all reportable accidents/incidents are immediately reported
- l) Ensure permits to work are issued, recorded, and signed off for all appropriate works.
- m) Ensure that induction procedures are in place and implemented for everyone who works on site or visits the site and ensure that emergency arrangements are included within the induction and displayed on the site notice boards.

SHEQ Manager

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Assist in the review of all Company Health and Safety documentation and procedures.
- c) Ensure compliance with the Company Health and Safety policies and procedures.
- d) Ensure that health and safety information is disseminated, to include any changes to the procedures.
- e) Establish & attend Health and Safety Committee Meetings and take an active part in obtaining safety information and or assist in safety processes.
- f) Carry out site and office inspections/audits as and when required.
- g) Investigate and issue detailed reports on incidents and accidents when required.
- h) Provide adequate advice to employees on all health and safety issues.
- i) Promote and encourage the planning and implementation of effective measures to minimize risk and reduction of accidents.
- j) Ensure all reportable accidents/incidents are notified to the Health and Safety Executive.
- k) Ensure suitable and sufficient welfare facilities are provided and maintained on sites and in offices.
- l) Attend any meetings held with Health and Safety Executive as required.
- m) Carry out site SHEQ Audits and Inspections, produce reports and ensure that all remedial actions are closed out.
- n) Ensure that Safety Alerts are raised to inform staff and sub contractors of any relevant safety issues.

Site Supervisor

- a) Ensure site operatives are adequately trained to carry out the tasks.
- b) Adequate Supervision of all Site Operatives and Sub Contractors.
- c) Checking staff are wearing the correct PPE for the Task.
- d) Carrying out Daily Activity Briefings.
- e) Ensuring Plant Operators carry out and record all machinery checks.
- f) Ensuring all permits (Dig, hot works, excavate, confined space etc) are raised.
- g) Stopping works when there is a problem or a unacceptable risk.
- h) Promote and encourage the planning of the works to minimize risk and ensure the reduction of accidents.
- i) Ensuring method statements, risk assessments are briefed to operatives.
- k) Ensuring suitable Tool Box Talks are carried out on a weekly basis and recorded.

Contractors

- All contractors will operate in accordance with the Company's procedures, site specific rules and Client's requirements, as explained both within the site induction process and in the contract documentation.
- All contractors shall co-operate with each other to facilitate the safe operation of site activity.
- All contractors either failing to meet those site rules that are governed by zero tolerance, or those failing to comply with safe methods of working, safe practices/provision of safe tools and equipment will be asked to remove themselves and their equipment from the site.
- Will need to be approved by the SHEQ department and Contract Manager acquiring them to carry out the works

4.0 INFORMATION ABOUT RESTRICTIONS WHICH MAY AFFECT THE WORK

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

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

The following points should be noted at all times:

4.1 Access/Egress

- The site will be accessed via Dee Road, Tay Road, Spey Road and Eddleston Way, with vehicles exiting via Eddleston Way and Spey Road returning to Dee Road. These routes have been selected to minimise disruption within the surrounding residential area.

4.2 Deliveries

- All deliveries will be pre-booked and coordinated
- No queuing or waiting on the public highway will be permitted
- Smaller vehicles and consolidated deliveries will be used where practicable

4.3 Traffic/Pedestrian Routes

- All vehicle movements on Glenmore Place will be controlled by a trained banksman at all times.
- Vehicles will reverse into the site under banksman supervision
- Vehicles will exit the site in a forward gear only
- This arrangement removes the need for vehicles to reverse onto the Glenmore Place
- Initial traffic and pedestrian routes are detailed on the site drawing at Appendix 4A. As the works progress a Traffic Management Plan will be raised that covers traffic and pedestrian routes in more detail. The Traffic Management Plan shall be amended as the works progress and traffic and pedestrian routes change.

4.4 Accidents, Fire and Emergency Services

- Clear access for emergency personnel shall be kept at all times.
- All accidents will be reported, and details entered into Frosts Accident Log Book. Details of all accidents shall be investigated by the Project Manager, Contracts Manager and an accident investigation form completed and forwarded to Frosts SHEQ Department. All RIDDOR Accidents shall be investigated by Frosts SHEQ Department.
- Site specific emergency arrangements will be explained as part of the site-specific induction and emergency contacts and details will be posted on the Safety Notice board.
- Frosts SHEQ Department will be responsible for carrying out a fire risk management assessment and make recommendations. The Site Supervisor shall monitor the site for Fire Procedure and Risk Assessment compliance on an ongoing basis.

4.5 Any other restrictions noted in the Pre-construction Information

- These observations are to be continually reviewed and developed as the Project progresses. The dissemination of changes to Safety information shall be through the Contract Manager and SHEQ Department to all site operatives/contractors.

5.0 SAFETY RISK REGISTERS

5.1 The Existing Environment

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

Hazard/Risk	Description	Control	Owner i.e. PC or Contractor
PUBLIC SAFETY			
Unauthorised Access	Members of the public, particularly children and vulnerable persons, entering the construction area resulting in injury from plant, excavations, materials or construction activities.	2.0m Heras fencing shall be installed around all work areas, with lockable gates and appropriate warning signage in place. Fencing shall be inspected daily, the site shall be secured outside working hours, and visitors shall be escorted at all times.	Principal Contractor
Vehicular Movement	Construction traffic interacting with pedestrians, residents, school users and community facility visitors.	All vehicle movements controlled by trained banksmen. Delivery booking system. Reduced vehicle speeds. Designated access routes. Reversing only under banksman control. Segregated pedestrian routes maintained.	Principal Contractor
Street Works	Interaction with public highways, footpaths and crossing points creating collision risk.	Traffic Management Plan implemented. Warning signage. Pedestrian diversions where required. Banksman supervision. Local authority requirements complied with.	Principal Contractor
Schools and Community Facilities	Site located adjacent to educational and community facilities with significant pedestrian activity at peak periods.	Deliveries scheduled outside school drop-off and collection times wherever possible. Increased supervision during peak periods. Communication with stakeholders. Additional signage and monitoring.	Principal Contractor
ENVIRONMENTAL			
Noise	Noise from	Permitted working hours	Principal

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	demolition, plant, deliveries and construction activities causing nuisance to nearby residents, schools and community facilities.	shall be complied with at all times. Plant shall be well maintained, and engines shall be switched off when not in use. Noisy activities shall be monitored, and quieter equipment shall be used where reasonably practicable.	Contractor
Vibration	Vibration generated by demolition, compaction and excavation activities affecting neighbouring properties or users.	Suitable construction methods selected. Plant maintained. Activities monitored. Duration of vibration-generating works minimised.	Principal Contractor
Dust and Mud	Airborne dust and mud affecting neighbours, pedestrians, vehicles and nearby buildings.	Water suppression shall be used during dry conditions, and stockpiles shall be damped down as necessary. Loads shall be covered, road sweeping undertaken where required, and wheel cleaning carried out as necessary. Dust levels shall be monitored during demolition and excavation works.	Principal Contractor
Contaminated Water	Pollution of surface water drainage systems through silt, fuel, cement washout or contaminated runoff.	Fuel and chemicals stored within bunded areas. Spill kits available. Concrete washout areas designated. Drain protection installed where required. Environmental incidents reported immediately.	Principal Contractor
Waste Disposal	Poor waste management leading to pollution, nuisance, trip hazards and environmental breaches.	Waste segregated by stream. Licensed waste carriers used. Waste transfer notes retained. Recycling maximised. Regular removal of waste from site.	Principal Contractor
Trees and Existing Landscaping	Damage to retained trees and vegetation from construction activities.	Tree Protection Areas established in accordance with approved drawings. No storage or excavation within protection zones. Site personnel briefed.	Principal Contractor



**Construction Method Statement
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Flooding / Severe Weather	Heavy rainfall causing flooding, unstable excavations and unsafe working conditions.	Weather monitored. Excavations inspected after heavy rain. Pumping arrangements available. Works suspended if conditions become unsafe.	Principal Contractor
ADDITIONAL RISKS			
Anti-Social Behaviour	Public open space may attract vandalism, trespass or interference with site operations outside working hours.	Secure fencing. Lockable compounds. CCTV where required. Daily inspections. Prompt reporting of incidents.	Principal Contractor
Existing Play Area Users	Public familiarity with existing facilities may result in attempts to access closed areas.	Clear signage. Physical barriers. Community notifications. Secure fencing.	Principal Contractor
Adjacent Residents	Nuisance arising from noise, dust, parking or deliveries.	Considerate Constructor principles adopted. Communication with residents. Complaints procedure established.	Principal Contractor
Existing Lighting Columns and Services	Existing electrical infrastructure creating risk during excavation and relocation works.	Service drawings obtained. CAT scan and permit-to-dig procedures. Hand digging around identified services. Competent contractors only.	Principal Contractor

Hazard/Risk	Description	Control	Owner
BURIED SERVICES			
Gas	Potential damage to buried gas mains or service connections during excavation resulting in fire, explosion, serious injury, service disruption or evacuation of the surrounding area.	Utility drawings obtained and reviewed prior to works. Full CAT and Genny survey undertaken before excavation and repeated as works progress. Services marked on site using paint and marker pegs. Permit to Dig implemented. Trial holes undertaken where required. Hand excavation only within 500mm of identified services. No mechanical excavation permitted within exclusion zones. Emergency procedures briefed to all operatives. Immediate cessation of works and evacuation if gas is suspected.	Principal Contractor and Contractors
Electricity	Potential contact with buried electrical cables causing electrocution, burns, arc flash injuries, service outages and fire.	Utility records obtained and reviewed. CAT and Genny survey completed prior to excavation. Permit to Dig system implemented. Services physically marked and verified where practicable. Hand excavation within 500mm of identified cables. Insulated tools used where appropriate. Excavation supervised by competent personnel. Emergency procedures briefed. Damaged cables to be treated as live and works stopped immediately pending utility attendance.	Principal Contractor and Contractors

Telecommunications	Damage to communication and fibre optic services causing loss of communications to residents, businesses and emergency services.	Utility drawings reviewed. CAT and Genny survey undertaken. Services marked on site. Permit to Dig implemented. Trial holes undertaken as required. Hand excavation within proximity of identified assets. Service routes verified before mechanical excavation commences. Any damage immediately reported to the service provider and Client.	Principal Contractor and Contractors
Water	Damage to potable water mains or service connections causing flooding, ground instability, service interruption and potential contamination.	Utility records obtained and reviewed. CAT and Genny survey completed. Permit to Dig system implemented. Services marked and protected. Hand excavation around known services. Excavations monitored for evidence of leakage. Emergency contact details available on site. Immediate isolation procedures implemented where damage occurs.	Principal Contractor and Contractors

Sewers	Damage to foul or surface water drainage infrastructure causing flooding, pollution, contamination and environmental incidents.	Drainage records reviewed prior to excavation. CAT and Genny survey undertaken. Trial holes excavated where necessary. Permit to Dig system implemented. Hand excavation near known drainage runs. Excavations monitored for unexpected voids or chambers. Environmental spill procedures in place. Any damage reported immediately to the Client and relevant authority.	Principal Contractor and Contractors
Wells / Underground Structures	Potential encounter with unknown wells, chambers, culverts, basements or buried structures creating collapse, engulfment or confined space risks.	Existing records reviewed prior to commencement. Ground conditions monitored continuously during excavation. Excavations inspected daily by competent persons. Unexpected voids or structures immediately reported and made safe. Exclusion zones established. Structural advice sought before further excavation proceeds.	Principal Contractor and Contractors
Uncharted / Unrecorded Services	Unknown buried services not identified on utility records creating	All services treated as live until proven otherwise. CAT and Genny surveys	Principal Contractor and Contractors

	risk of service strike, injury, service interruption or asset damage.	undertaken throughout excavation works. Permit to Dig system implemented. Trial holes used to verify service locations. Hand excavation adopted where uncertainty exists. Operatives briefed on signs of unidentified services. Works stopped immediately if unidentified services are encountered until investigated and made safe.	
Competence of Operatives Working Near Services	Inadequately trained operatives may fail to identify hazards or follow safe excavation procedures, increasing the risk of service strikes, injury and damage to infrastructure.	Only trained, competent and authorised personnel permitted to undertake excavation works. Relevant CPCS, NPORS and CSCS certification verified during induction. Permit to Dig training provided. Daily Activity Briefings undertaken. Supervisory monitoring of all excavation activities. Specialist contractors utilised where work involves direct interaction with utility assets.	Principal Contractor
EMERGENCY SERVICES			
(a)Fire Risk on Site	Possible risk of fire due to hot works or cigarette smoking.	Hot works permit to be issued prior to any hot works commencing. Fire extinguishers in place next to work. 30 min cool down period required at the end of all hot works.	PC



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		Smoking only to take place in designated areas.	
(b) Fire Risk to Adjacent Buildings	N/A	N/A	N/A
(c)Fire Escape Blockage	Existing fire escapes to be kept in use.	All fire escapes to be kept clear at all times. Site Fire Assembly point to be identified during induction training	PC and Contractor's
(d)Access routes obstructed	Materials blocking escapes.	No materials to be stored in access routes or fire escape routes	PC and Contractor's

5.2 The Design and Construction of the Works

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

5.2.1 Significant Construction Risks	Hazard	Control	Owner PC/ Contractor
Site set up	Unauthorised access into the work area	PC to ensure that the site is clearly delineated and only authorised personnel to enter the work area. PC to organise Heras fencing, Security lighting, Site Security Guards, CCTV and Operatives passes	PC
Working at height	Fall of materials or Personnel	Safe access will be provided to all work faces. Competent personnel working in accordance with approved risk assessments and method statements will erect access plant and platforms. All access plant and materials will be both maintained and checked as required. Fall restraint on flat bed delivery lorries or fall arrest bags shall be positioned around lorries being unloaded	PC
Overhead Work (Clash of trades)	Fall of materials or personnel	PC to ensure that adequate protection is provided from works being undertaken overhead (Netting). Coordinate work packages to avoid conflicting tasks in work areas	PC
Lifting heavy plant, equipment, and materials	Falling materials / plant	PC is to ensure that competent operators using adequate lifting equipment in accordance with an approved RA/MS carry out all lifting. PC will be responsible for ensuring that copies of operator and plant certification are provided with the RA/MS. Lift plans raised by an appointed person for all mechanical Lifts. Lift plans briefed to all staff before the lift commences. All lifting tackle 6 monthly tested – LT certs held on site. SWL not exceeded, lift area cordoned. Slinger and signallers must be used, all lifts supervised by a competent person	PC
Persons falling down Holes	Service holes and shafts	Secure barriers to be fixed around all openings or plates/timber fixed over service holes. Plates to be marked	PC



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		"Warning Void Below" in red paint	
Person's tripping/ slipping	Fall of persons causing injury	Constant monitoring of housekeeping. Maintaining of access/egress and pedestrian routes at all times. Lighting on pedestrian walkways	PC
5.2.2 Significant Construction Risks	Hazard	Control	Owner PC/ Contractor
Manual handling	Dropping material, Crushing, Injury	PC to control the delivery and movement of materials to ensure that the loads being carried by individuals do not exceed those that can be safely lifted / moved and that distances carried are minimised. Mechanical Handling Equipment supplied (Telehandler, sack trucks, wheelbarrows, kerb lifters, stone lifters, etc). Manual handling assessments raised. Manual handling Tool Box Talks	PC/ Contractor
Working on live services	Live services	PC to ensure that all areas are surveyed prior to any works being executed. All works will be undertaken by a competent contractor working to an approved RA/MS. Permits to work as detailed within Frosts H & S Manual to be used.	PC/ Contractor
Demolition	Demolition, Pest Control	PC to ensure that demolition is carried out in a controlled way by competent contractors working in accordance with an approved RA/MS. Demolition areas are to be clearly cordoned off from all others. Prior to and following demolition of the existing infrastructure, the work area shall be inspected for signs of pest activity, including rodents, nesting material, droppings or burrows. Waste, food sources and standing water shall be removed promptly, and demolition debris shall be cleared from site in a controlled manner. If evidence of pest activity is identified, works shall be paused in the affected area and a competent pest-control contractor shall be contacted to assess and treat the issue before works continue.	PC/ Contractor
Control of noise	Excessive noise	All noisy operations shall be carried out between 10:00 and 17:00. Excessively noisy activities will be subject to noise assessments, and noise attenuation screens or lagging shall be used where necessary.	PC/ Contractor

Control of dust	Dust	This activity is subject to the Control of Substances Hazardous to Health Regulations 2002 (COSHH), with particular regard to respirable crystalline silica (RCS). Dust-generating activities (including cutting, grinding, drilling, mixing and sweeping) shall be controlled in accordance with COSHH and the hierarchy of control. Exposure to respirable crystalline silica (RCS) can cause serious long-term health effects including silicosis, COPD and lung cancer. General Requirements • Dust management shall be considered and controlled for all tasks. • Activities shall be planned to eliminate or minimise dust generation at source wherever practicable. • Dry sweeping is not permitted. Cleaning shall be undertaken using: - o Water suppression methods, or - o M-class/H-class vacuum extraction equipment Primary Control Measures (Mandatory) Primary controls MUST be in place before any dust-generating activity commences. These include: • Water suppression • On-tool extraction or local exhaust ventilation (LEV) where applicable Secondary Control Measures (RPE) Respiratory Protective Equipment (RPE) is secondary protection only and must not be used as a substitute for primary controls. • Where face fit testing is in place and operatives are clean shaven: Tight-fitting RPE (e.g. JSP Force 8 or equivalent) shall be worn • Where face fit testing is not suitable (e.g. operatives not clean shaven): Powered RPE (e.g. JSP Infinity PowerCap or equivalent) shall be used All RPE must be: • Face fit tested (where applicable)	PC/ Contractor
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		• Maintained and used in accordance with manufacturer's guidance Supervision, DABs and Verification: • Daily Activity Briefings (DABs) must reflect the actual activities being undertaken, including any dust-generating tasks. • Prior to commencing work, the Supervisor shall use the DAB process to verify that: - o The RAMS is aligned with the task and location - o Appropriate dust control measures are identified and understood - o Required equipment is available and set up - o Primary control measures are in place and operational No dust-generating activity shall commence without this verification being completed and communicated via the DAB. • Any change to the planned activity requires the DAB to be updated and the controls re-verified before work proceeds. Environmental Dust Control • Work areas shall be regularly damped down in dry or windy conditions to prevent dust becoming airborne. • Dust build-up shall be controlled at source and not allowed to accumulate. • Dust migration beyond the work area shall be prevented where reasonably practicable. Where dust cannot be adequately controlled using primary measures, the activity shall be reviewed and alternative methods implemented.	
Disposal of waste	Waste	The site is kept in a clean and tidy manner. All waste is put into skips which will be changed as and when required. Waste streams to be segregated and labelled with EWC Codes. Site Waste Management Plan to be implemented.	PC/ Contractor
Protection of existing structures	Works	PC will ensure suitable protection in accordance with the specification of any existing structures that may be affected by the works. (Particularly trees, statue,	PC/ Contractor



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		plaque and time capsule).	
Prevention of unauthorised access	Unauthorised access into the work area	PC will ensure that the site is clearly delineated, and only authorised persons allowed to enter the work area. Security guards will be deployed at all entrances. Hoarding, CCTV and lighting. Operative passes. Booking in of all deliveries	PC/ Contractor
5.2.3 Significant Construction Risks	Hazard	Control	Owner PC/ Contractor
Working with or near fragile materials	Fall of persons causing injury	Fragile materials to be identified. Depending on location the use of guardrails, toe boards, barriers, suitable personal suspension and fall arrest equipment will be provided. Method statements & Risk assessments to be provided.	PC/ Contractor
Storage of hazardous materials	Inhalation, burns, risk of fire	Recommendations as detailed on manufacturer's health & safety data sheets on storage to be complied with. All hazardous substances stored in a 110% bunded store, fuel to be stored in a 110% bunded bowser. Spill kits positioned adjacent to the stores. Plant nappies placed under plant. TBT for emergency spill procedures delivered to all staff	PC/ Contractor
Fire	Fire	PC to produce a fire plan and will ensure that the works are executed in accordance with the procedures set out in the document Fire extinguishers, alarms, assembly points	PC/ Contractor
Excavations	Falling in by people, collapse, machinery tipping over	All open excavations protected by barriers and fencing. Signs placed on all excavations Berms placed around excavations. Spoil removed from edges of excavation. Edges cut back to 1:1 batter or edge protection. Agreement of temporary works design for trench boxes etc. Daily and weekly checks on excavations by Frosts Engineer. Checks on excavation after any activity that could undermine its safety. Permits to dig, cat scan.	PC/ Contractor
Contaminated Ground	Occupational Health Issues	Where staff suspect the ground is contaminated (Strange smell, change in colour, etc) they are to stop work, notify	PC/ Contractor



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		Frosts. Frosts shall get ESGE to test the ground and Sygol to write a COSHH Assessment. Staff to wear coveralls and respiratory protection. Decontamination cabin to be supplied by Frosts. MS written and all staff briefed	
Asbestos	Occupational Health Issues	Should staff find any asbestos they are to stop work and cordon off the area and notify Frosts Project Manager. Frosts PNM shall select a suitable and competent sub-contractor specialist to deal with the asbestos	PC/ Contractor
5.2.4 Significant Hazardous Materials	Risk	Control	Owner
Anchor adhesives	Inhalation of dangerous fumes.	PC will ensure that all such adhesives are installed by competent personnel working to an approved RA/MS, which has been compiled following a thorough investigation of the adhesives COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site.	PC/ Contractor
Sealants	Inhalation of dangerous fume, Skin irritation etc.	PC will ensure that all sealants are installed by competent personnel working to an approved RA/MS which has been compiled following a thorough investigation of the COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site	PC/ Contractor
Silicones	Fumes & Skin irritation etc.	PC will ensure that all silicone is installed by competent personnel working to an approved RA/MS which has been compiled following a thorough investigation of the COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site.	PC/ Contractor
Adhesives, Solvent, and Isocyanate based products	Fumes, Skin irritation etc.	PC will ensure that all adhesives, solvent, and isocyanate based products are installed by competent personnel working to an approved RA/MS which has been compiled following a thorough investigation of the COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site.	PC/ Contractor
Grout and mastics	Fumes, Skin irritation etc.	PC will ensure that all grout and mastic are installed by competent personnel	PC/ Contractor



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		working to an approved RA/MS which has been compiled following a thorough investigation of the COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site.	
Paint and Paint sprays	Fumes, Skin irritation etc.	PC will ensure that all paint and paint sprays are applied by competent personnel working to an approved RA/MS which has been compiled following a thorough investigation of the COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site in the H&S plan.	PC/ Contractor
5.2.5 Significant Hazardous Materials	Risk	Control	Owner
Cement & Concrete	Skin irritation, inhalation of hazardous dust.	PC will ensure that all concrete and cement works are carried out by competent personnel working to an approved RA/MS which has been compiled following a thorough investigation of the COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site.	PC/ Contractor
Diesel & Petrol Fuels, oils and grease	Skin irritation, inhalation of hazardous fumes, fire.	PC will ensure that all refuels or maintenance activities are carried out by competent personnel working to an approved RA/MS which has been compiled following a thorough investigation of the COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site.	PC/ Contractor
5.2.6 Project Specific Risks	Risk	Control	Owner
Public Interface with Children	The works are adjacent to Ranikhet Academy, Rainbows Pre-School and other community facilities. There is a risk of children entering the work area, coming into contact with plant, materials, excavations or moving vehicles, resulting in serious injury.	Secure Heras fencing and lockable access gates installed throughout the works. Warning signage displayed at all access points. Deliveries planned outside school arrival and departure times where practicable. Dedicated banksman for all vehicle movements. Segregated pedestrian routes maintained. Daily inspections of fencing and site security. All operatives briefed on public interface risks during induction and DABS.	Principal Contractor and Contractors



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Existing Trees	Construction activities may damage retained trees through root disturbance, compaction, material storage, vehicle movements or changes in ground levels, resulting in loss of tree health or failure.	Tree Protection Areas established in accordance with approved Arboricultural Method Statement and Tree Protection Plan. Protective fencing erected before commencement and maintained throughout. No storage of materials, plant or spoil within Root Protection Areas. No excavation within protected zones unless specifically approved. Toolbox talks provided regarding tree protection requirements.	Principal Contractor and Contractors
Play Equipment Installation	Installation of large play equipment components involves lifting operations, assembly activities, working at height and use of power tools, creating risks of crush injuries, falling objects and manual handling injuries.	All lifting operations planned and undertaken by competent personnel using suitable lifting equipment. Lift plans produced where required. Exclusion zones established during lifting activities. Mechanical handling equipment utilised wherever possible. Manufacturer's installation instructions followed. Operatives trained and briefed on assembly procedures. PPE worn at all times.	Principal Contractor and Specialist Contractor
Wet-Pour Surfacing Works	Wet-pour surfacing materials may contain hazardous substances including resins, binders and solvents. Risks include skin irritation, inhalation of fumes, manual handling injuries and public access before curing is complete.	COSHH assessments and manufacturer's safety data sheets reviewed and briefed prior to commencement. Suitable PPE including gloves, eye protection and respiratory protection provided where required. Materials stored in accordance with COSHH requirements. Exclusion zones maintained during installation and curing periods. Area not opened to public until manufacturer's curing period has been achieved. Spill kits available on site.	Principal Contractor and Specialist Contractor
Working Adjacent to Residents	Construction activities may generate noise, dust, vibration, vehicle movements and general nuisance affecting nearby residents and community users.	Working hours controlled in accordance with planning and client requirements. Deliveries coordinated to minimise disruption. Dust suppression measures implemented during dry conditions. Plant maintained to minimise noise emissions. Engines not left idling. Site kept clean and tidy. Complaints and community liaison procedures established. Considerate Constructor principles adopted throughout the project.	Principal Contractor and Contractors
Anti-Social Behaviour	The site is located within a public open space and may attract trespassers, vandalism, theft, arson or unauthorised access	Site secured with Heras fencing and lockable gates. Plant immobilised outside working hours. Fuel and hazardous substances stored in secure locked facilities. Security lighting and	Principal Contractor



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	outside working hours.	CCTV utilised where appropriate. Daily inspections undertaken. Any incidents reported immediately and recorded within the site security log.	
Existing Lighting Column Relocation	Relocation of existing lighting infrastructure presents risks associated with buried electrical services, live electrical equipment, excavation works and lifting operations. Damage may result in electrocution, service interruption or fire.	Utility drawings reviewed prior to commencement. CAT and Genny survey undertaken. Permit to Dig implemented. Electrical isolation confirmed prior to works commencing. Works undertaken only by competent and authorised electrical contractors. Hand excavation around identified services. Exclusion zones established during lifting and installation activities. Testing and commissioning completed prior to energisation.	Principal Contractor and Electrical Contractor

6.0 IDENTIFICATION & EFFECTIVE MANAGEMENT OF ACTIVITIES WITH RISKS TO HEALTH & SAFETY

6.1 Risk Assessments

All Frosts staff and Subcontractors shall abide by Frosts Health & Safety Policy and Procedures to ensure that all construction risks on this project are reduced to acceptable levels

Site wide elements Risk Assessments will be developed by Frosts prior to commencement of any works, to include:

- (a) The storage and distribution of materials
- (b) Access to the works
- (c) Working at height
- (d) Control and disposal of waste
- (e) The provision and use of temporary services e.g. Electricity
- (f) Commissioning, including use of permit to work systems e.g. limitation of access, hot works etc.
- (g) Exclusion of unauthorised people.

All Sub Contractors will be required to submit Risk Assessments and Method Statement to the Principal Contractor for approval 1 week before the works commence. Risk Assessments must detail all mitigation for reducing the risks and also include the details of risks and activities which will impact on others working on site.

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

Additional periodic risk assessments will need to be made as required by Regulation 3 of the Management of Health & Safety at Work Regulations 1999 as 'risk' activities arise. Where these activities affect others, the relevant assessment and information shall be made known to them by daily activity briefings, safety alerts, toolbox talks and by reading and signing Risk Assessments.

Risk assessments will also be used to identify operations or areas where permits to work are required as part of our control procedures. The Project Manager and Site Health & Safety Co-ordinator shall be responsible for the issue of permits to work to include the following activities:

- Permits to dig (Buried Services)
- Hot Works
- Electrical adaptations to existing live supplies
- Adaptations to existing surfaces under conservation orders.
- Access to plant rooms and to all roof levels
- Drilling/coring into the structure
- Working in confined spaces
- Alterations to fire protection or sprinklers
- Working within an area where openings in floors exist

Frosts Landscape Construction shall maintain a register of all Permits to Work

6.2 Method Statements

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

- Description of the works
- Supervisors: The identity of person(s) with special responsibilities.
- The identity of hazards and specific precautions to be taken.
- The personal protective equipment to be used.
- Safety of the Public and Occupiers.
- Services: position of existing and whether they are live.
- Environmental controls.
- Emergency procedures and telephone numbers including means of communication.
- A complete detail of the Safe Method of Working
- Training required by operatives carrying out the task
- Details of any lifting tackle
- Details of any machinery

The Method Statement should be concise but must contain all relevant information to ensure that staff have a suitable and safe system of work that takes in to account all risks and puts systems in place to reduce the risks to acceptable levels before the task commences.

Each Contractor will prepare and submit to the Principal Contractor a Method Statement and Risk Assessment for their element of the work. This document shall address the safe system of work, risks and control measures to reduce the risks to acceptable levels

Method statements and risk assessments for each contractor's works will be reviewed by the Principal Contractor before their works commence.

Only when a Risk Assessment/Method Statement has been agreed by the Principal Contractor will the Contractor start the works. Notwithstanding the contents of a Risk Assessment/Method Statement, should The Principal Contractor judge a Contractor's method of work to be unsafe, then the Principal Contractor will instruct the Contractor to suspend operations until an improved method can be arranged.

Notwithstanding the above arrangements Contractors are responsible for their safe systems of work.

Method Statements and Risk Assessments will be retained on site for information within the site safety filing system.

The following method statements complete with risk assessments will be produced for the project, (this list may be expanded as the Project progresses as part of the Project Method Statement & Risk Assessment Register):

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7.0 ARRANGEMENTS TO GIVE DIRECTIONS & TO CO-ORDINATE OTHER CONTRACTORS

7.1 Safety Training

- All the Principal Contractor personnel will undergo a site-specific induction before being allowed to work on site.
- All the Principal Contractor personnel visiting site must undergo a site-specific induction before being allowed to work on site.
- Contractors will undergo a site-specific induction by the Principal Contractor before being allowed to work on site, and must take responsibility for the safety and task specific training of their own personnel.
- All visitors to the site will be escorted by a member of Frosts Landscape Construction site staff. Visitors who are not wearing appropriate PPE will be refused entry; to include delivery personnel etc.
- No staff shall be allowed to work on site unless they have a suitable CSCS Card or CPCS Card. Cards shall be checked by Frosts during induction and routinely throughout the works

7.2 Safety Inspections

- The Principal Contractor's Project Manager, Contracts Manager or Health & Safety Director/Advisor will carry out random site inspections and audits and produce a report. Actions on all non-conformances or safety issues will be agreed with the Project/Contracts Manager and any Sub Contractors and shall be closed out in the time periods agreed during the inspection.
- Frosts SHEQ Managers and the Site Project/Contracts Manager will continually monitor the activity of Contractors; non-conformances or safety issues identified will result in the issuing of a notice requiring immediate action.
- Anyone found not to be working safely during audits and inspections will be removed from site.

7.3 Safety Meetings

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

- At Tender meetings, safety aspects of the project will be discussed and contractors proposals taken into account. Meeting to be documented by the PC.
- Pre-start meetings held with the Contractors prior to their commencement on site. Safety representatives will be identified and contractor's proposals for monitoring safety will be agreed. Meeting to be documented by the PC
- Site based daily briefings (commonly known as Daily Activity Briefings or Start of Shift Briefings) will be undertaken by the Principal Contractor and Sub Contractor. These briefings shall cover the daily plan of works, safe methods of working and any routine or urgent safety issues. These briefings are designed to ensure everyone on site knows what is going on that day. DABS or SOS to be documented and all person present to sign the form
- Toolbox talks will be encouraged to allow the Principal Contractor and Contractors to go through their safe methods of working with their own Teams and other interested parties on site. Toolbox talks will also be given to site operatives/contractors on an ad-hoc basis by the Principal Contractor staff where it is deemed necessary to hold a talk on a particular aspect of safety, environmental or quality issue. TBT to be documented and all person present to sign the form.
- Project/Contracts Managers site based weekly or bi-weekly co-ordination meetings with all contractors where actions on co-ordination of the works, planning the works, scheduling, work related problems, safety issues, quality issues and environmental issues shall be covered. Meeting to be documented by the PC

7.4 Don't Walk By (DWB) Cards

- To promote a positive SHEQ culture on site Frosts shall supply Don't Walk By Cards at various points on the site
- All staff including Sub-Contractors and visitors shall be accurately encouraged to complete DWB observations for any SHEQ issues they observe on site
- A regular reward scheme shall be implemented for staff that complete worthwhile DWB cards

8.0 ARRANGEMENTS FOR VETTING CONTRACTORS, SUPPLIERS OF MATERIALS, MACHINERY & PLANT WITH REGARDS TO HEALTH & SAFETY

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

8.1 Contractors

Competency checks will include the provision of the following information, as a minimum:
(Regulations CDM 2015 Competency)

- (a) Health and Safety Policy.
- (b) Insurance details.
- (c) Management structure.
- (d) Risk and COSHH assessments and Site-Specific Method Statements.
- (e) Confirmation that they will comply with The Principal Contractor Health & Safety Requirements.
- (f) Up-to-date product literature as appropriate and as will be required for the CDM Health and Safety handover file.
- (g) Confirmation that plant to be used is properly selected and maintained.
- (h) Confirmation that plant/equipment operators are properly trained.
- (i) Evidence of CSCS and CPCS cards
- (j) Training details
- (k) Accident/incident details and details of any enforcement notices and court action details.

Once approved these contractors documents will be filed within the Frosts SHEQ Filing System at Head Office for approved Contractors.

8.2 Plant

Only qualified operatives will be allowed to operate plant and machinery. Training certificates (CPCS Cards) are required and must be handed to the Site Manager prior to commencement on site at Induction Training. All certification for plant equipment, scaffold and lifting appliances shall be obtained by Frosts, checked and filed prior to that activity being allowed to commence on site. Hired equipment must also be certified, tagged and inspected. Frosts shall maintain a register on site of all plant on site and all POWER/LOLER Certs

8.3 Lifting Machinery

All plant involved in lifting operations on site must have current valid lifting certification as detailed in the Lifting Operations + Lifting Regulations. Copies of the certification will be required by Frosts for all lifting tackle and machinery and shall be held in the Site Safety Records folder. Lift plans shall be raised by an appointed person and approved by the Principal Contractor before any lifts can be carried out. Frosts shall maintain a register on site of all lifting tackle on site and all LOLER Certs. Frosts shall also maintain a main register at Head Office of all Lift Plans

8.4 Noise

Operations shall be subject to noise assessment if required and control measures implemented. Noise assessments shall be carried out on Frosts behalf by Sypol. All Trade-contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements. Where operations will be excessively noisy Contractors will include within their proposed method statement a noise assessment that states how they will mitigate noise emissions. The Site Manager will instruct the stoppage of any operation they deem to be unreasonably noisy. All Contractors will ensure that Personal Protective Equipment to comply with Noise at Work Regulations is issued to their own operatives. Recognisance is to be taken of local authority noise restrictions on permissible working hours (Section 61 consent).

8.5 COSHH Arrangements

Any Contractor bringing onto site any hazardous substance must notify Frosts Project/Contracts Manager and be in possession of a suitable COSHH Assessment and Material Data Sheet. Frosts shall also ensure that their extensive COSHH Assessment Library (Sypol) is available on site. Any contractor requiring assistance with COSHH Assessments is to contact Frosts SHEQ Advisor.

COSHH assessments will be filed on site and these assessments shall be made available to the emergency services in the event of an emergency.

All substances are to be stored as detailed by manufacturer's health and safety data sheets. Frosts shall provide a lockable 110% bunded store for Hazardous Substances Frosts shall provide suitable spill kit adjacent to the hazardous substance store

All substance containers, fuel cans, etc on site must always be suitably labelled.

9.0 MANAGEMENT MEETINGS & INITIATIVES

The Site Project/Contracts Manager is the point of contact for discussing and taking views on Health and Safety issues on site. In addition, each site will have access to Frosts SHEQ Team who shall visit the site on a regular basis and attend all site H&S meetings. On large projects one member of the SHEQ Team will normally be present on site every day.

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

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

Meeting Type	Frequency
Contract prestart meetings	1 per Contractor prior to start on site
Contract / Progress Meetings	Weekly or Bi-Weekly
Client Meetings	Snagging meeting and post launch meeting. As necessary
Management Review	As necessary
Design Team	As necessary

10.0 DESIGN WORK CARRIED OUT DURING THE CONSTRUCTION PHASE

10.1 Changes to design

- Prior to commencement on site, all hazard identification elements raised as part of the Design process shall be highlighted to the appropriate persons involved in construction, where it is felt there may be an impact; particularly where residual risks/hazards are expected to be *designed out* as part of the construction process.
- The Project Manager shall ensure that all construction works, which involve design proposals/changes, will be related to the Client and Principle Designer as required by the *Construction Design and Management Regulations 2015*.
- Notification of Design Changes and accompanying drawings shall be forwarded to the Client and the Principal Designer on Frosts Form FR1136 (C18) Contract Correspondence Form
- A register of all Design Changes and proposals shall be maintained by Frosts Document Controller.
- Changes shall not be implemented by Frosts or any Sub-Contractor until approval has been granted by the Client & the Principal Designer.

10.2 Temporary works

- Temporary works are an engineered solution used:
 - to support or [protect an existing structure, or
 - to support an item of plant or equipment, or
 - to support the vertical sides or side slopes of an excavation, or
 - to provide access to the works
- All Temporary Works shall be coordinated by the Contracts Manager who will act as the Temporary Works Coordinator.
- All Temporary Works shall be registered by Frosts Document Controller
- Once approved by Frosts, all Temporary Works shall be submitted to the Principal Designer for approval prior to the works commencing
- Frosts shall out-source the approval of complex temporary work design to a suitable Chartered, Civil or Structural Engineer

11.0 EMERGENCY ARRANGEMENTS

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

- (a) This site will have a dedicated SHEQ representative from our SHEQ Department (SHEQ Manager), First Aider(s) and Fire Warden.
- (b) A site Emergency can be one or more of the following: fire, accident, spill, buried service strike, bomb threat or any other incident deemed an emergency by management.
- (c) In the event of a fire emergency all operatives are required to proceed immediately to the Fire Assembly Point where a role call shall be carried out. No one is to stop to gather tools or leave the site without notice. Any visitors to site will be accompanied at all times by a Frosts representative and informed of the arrangements in the event of an emergency.
- (d) Fire arrangements are subject to change as construction progresses, either the Site Project/Contracts Manager or the Site Health & Safety representative will bring any changes to the attention of site operatives and Contractors.
- (e) In the event of any of the emergency services being required to attend site, the Project/Contracts Manager or Site SHEQ representative will make available the layout of the site, building with current fire escape routes and details of any flammable chemicals stored on site.
- (f) Where fire evacuation tests are carried out and persons are found not to be co-operating in evacuating the building/site, this will be viewed seriously and raised with individual Contractors to prevent re-occurrence.
- (g) Site-specific Emergency arrangements are appended at Appendix 6.

11.1 Accident Procedure including reporting as required by RIDDOR

- (a) **All** accidents on site must be reported even if no medical attention is given; to include contractors, visitors to the site and delivery drivers etc. The Site Project/Contracts Manager shall use Frosts Accident Reporting Procedure accordingly, advising the Company Health & Safety Manager where appropriate so that we are compliant with RIDDOR Regs. The SHEQ Team will oversee all entries made in Frosts Accident Book which will be kept in the Site Office or for small works at Head Office.
- (b) The person discovering the accident will summon a First Aider and inform the office by use of mobile telephones or by verbally informing staff in the site office.
- (c) The Principal Contractor Site Project/Contracts Manager or SHEQ representative will then determine the nature of the situation and any possible casualties and telephone the emergency services as required (999) i.e. fire/ambulance to attend site.
- (d) The Principal Contractor Site Project/Contract Manager or SHEQ representative shall arrange a safe access and egress for emergency vehicles to the scene of the accident. He/she will then inform pertinent Personnel as detailed in the Accident Reporting Procedure together with the Client.
- (e) Following an accident or dangerous occurrence a complete investigation will then be carried out by the Principal Contractor which would be conducted in accordance with the procedures highlighted in RIDDOR Regs. The HSE will be informed using the appropriate F2508 form and using the Incident Contact Centre Website
- (f) Results of accident investigations and any "Safety Alerts shall be published on the site notice board.
- (g) In the event of a Major incident/accident, all personnel will be told to assemble at the site office. The Principal Contractor Project/Contracts Manager will check the total headcount and if necessary, mobilise the emergency services to look for unaccounted persons. This will only be brought into operation once the risks of further accidents have been assessed and it is considered safe for the emergency services to enter the working zone.

11.2 Fire Action Plan

The site-specific Fire Plan is appended as Appendix 4

11.3 Evacuation Procedure

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

Evacuation Procedures and the Current Fire Plan will be posted in the site office and displayed on the Notice boards.

11.4 Fire Prevention

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

- (a) Fire extinguishers, fire notices, fire alarm systems and fire exit signs will be provided for all working areas.
- (b) Materials and rubbish stored on site will be kept to a minimum.
- (c) Rubbish will be cleared from the site on a regular basis and site working and access areas kept clean.
- (d) Where flammable material or LPG must be kept on site, they will be stored in fireproof cages/containers away from fire exit routes and potential fire hazards.
- (e) Site accommodation will be of a half-hour fire resisting construction and Class 1 spread of flame, and protection materials shall generally meet '*Class 1 spread of flame standard*'.
- (f) A "No Smoking" rule will be imposed in all buildings, storage areas or wherever there are fire hazards.
- (g) We will operate a "Hot Works Permit system" particularly where the works involve a naked flame.
- (h) In the event of a fire the person discovering the fire shall raise the alarm and immediately report the situation to the Site Manager. A person may try to extinguish the fire with the appliances provided as long as there is no risk to themselves or others.
- (i) If the fire cannot be safely tackled then all persons shall immediately leave the site by the nearest egress and report to the person in charge of the assembly point; normally the Site Project/Contracts Manager.
- (j) The person in charge shall make a record of all those at the assembly point and ensure that the emergency services have been called.

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

11.5 Emergency Contact Telephone Numbers

A list of emergency contact telephone numbers is included in Appendix 6 of this Plan. These details will be displayed in a prominent position in the site office adjacent to the telephone and on-site notice boards.

12.0 MAINTENANCE OF WELFARE FACILITIES

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

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

- (a) Toilet and wash hand basins with hot and cold water.
- (b) Canteen with hot food facilities (very large projects only).
- (c) Mess room/area. Seating with back support
- (d) A source of clean drinking water
- (e) A first aid box (which will be kept in the site office).
- (f) Sufficient and suitable fire fighting equipment.
- (g) A heated drying room, where appropriate.

Under a shared welfare agreement as set out in the Health and Safety (First Aid) Regulations, and where required by contract, the contractor will also be responsible for providing their own qualified First Aiders and First Aid Boxes; however, all accidents/incidents must still be reported to Frosts Site Project/Contracts Manager or SHEQ representative.

Site-specific arrangements for Welfare Facilities are described in the Site Specific Induction attached as Appendix A.

13.0 PROVISION OF INFORMATION

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

Contractors will be informed in writing at tender stage of:

- Risks to their health and safety arising from the environment in which the project is to be carried out.
- Copies of any relevant existing method statements/risk assessments for activities which impact/have a possibility of impact on individual Contractors will be issued to them and all risks highlighted for discussion during their tender visit to site, to include the developed Construction Phase Plan.
- Initial site induction training will also be carried out. The relevant induction forms will be completed and signed by the person receiving the induction and details will be recorded on site.
- Contractors employed directly by the Client will come under the Principal Contractor jurisdiction and be subject to our site rules and observances.
- Maintenance person's etc. visiting site for a short duration will receive a short induction and be escorted on/off site and accompanied during their 'visit'. These persons will only be allowed onto site if they are dressed appropriately for the prevailing site conditions e.g. correct PPE.
- Representatives from all Contractors on site will attend weekly/bi-weekly site meetings, so that co-operation and communication regarding planning, scheduling organization of the work takes place and information is shared and discussed regarding Health & Safety issues.

13.2 Training

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

Toolbox talks will be provided for general health and safety matters on a weekly basis by the Principal Contractor

All Contractors are to carry out toolbox or task health and safety talks with their operatives on key points of Health and Safety on a weekly basis.

Daily Activity Briefings (DABS) or Start of Shift (SOS) briefings shall be given on a daily basis

All Toolbox talks and site briefs will be recorded on the appropriate form.

13.3 Health & Safety Information

All persons visiting or working on the Project will sign in/out of site before proceeding to their work area.

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

As part of the site induction, Contractors are asked if they have read, understood and signed their OWN method statement/risk assessment. If they have not, the Contractor will be asked to ensure this happens and prove this has happened prior to commencement of works on site.

13.4 Display of Statutory Notices

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

- (a) Health & Safety at Work law Poster (which include the Safety Representative details for The Principal Contractor)
- (b) Employers Liability Insurance
- (c) Revised F10
- (d) Emergency arrangements (First Aider(s), Fire Assembly Point, Fire Warden, Contact numbers for Hospital/Police/Fire Brigade)
- (e) Fire Evacuation Arrangements and Site Plan detailing fire points etc
- (f) Don't Walk By Hazard reporting cards (which can be filled in by operatives anonymously)
- (g) The Site Health and Safety Committee
- (h) Snatch route to Hospital

13.5 Site Registers and Documentation

The following will be available on site:

- (a) Accident Log
- (b) Certificates of Plant inspections required under the Provision of Work Equipment Regs & Lifting Operations & Lifting Equipment Regulations.
- (c) Record of scaffold inspections as required by the Work at Height Regulations.
- (d) Waste Transfer Notes.
- (e) COSHH hazard data sheets, risk assessment.
- (f) Portable Appliance Maintenance checks and records.
- (g) Plant daily inspection records.
- (h) Risk Assessments & Method Statements.
- (i) Inspection & Test Plan Register
- (j) Records of any on site health surveillance.
- (i) Emergency procedures.
- (j) Manual handling assessments.
- (k) Record of toolbox talks.
- (l) Record of Site Inductions
- (m) Drawing Register
- (n) Lifting Plan and Lifting Tackle Register
- (o) Commercial Register for C 01, C 02, C 05, C 18 and C 25 (See Quality Forms Appendix 10)

14.0 CONSULTING & CO-ORDINATING THE VIEWS OF PEOPLE

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

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

The Principal Contractor operates a policy of active safety management involving contractors and operatives using Daily Activity Briefings (DABS) or Start of Shift (SOS) briefings. The purpose of DABS or SOS is to focus on safety issues concerning the day's planned activities and discuss any lessons to be learned from the previous days.

Site safety issues will be co-ordinated by Frosts Project/Contracts Manager, with the support of the SHEQ Department.

A team approach to safety will be encouraged with suggestions from all site personnel welcome using either the Don't Walk By Cards or by verbal suggestion.

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

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

For elements of work designed by the Principal Contractor the Principal Designer will be appointed to co-ordinate the design process and liaise between the parties. Approval of these designs will be by the Clients designated representative.

Frosts shall actively encourage Director's Tours, Contract Managers and Site Supervisors from Frosts working teams and Contractors working teams, to take part in routine SHEQ Audits and Inspections

15.0 SITE RULES

The site rules will be notified through the Construction Phase Plan, reinforced through site inductions and clearly displayed at all times on site notice boards. Site Rules can be found in Appendix 2 of this document.

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

16.0 THE SITE HEALTH & SAFETY FILE

16.1 Arrangements will be made by Frosts for all Contractors and Consultants to pass on all relevant information to The Principal Contractor for inclusion in the H&S information that they will then pass to the Principal Designer to help build and keep up to date the Health & Safety File. The Principal Contractor will assist the Principal Designer collect and collate the requisite following information:

- Identification of any residual hazards that remain once the landscape has been constructed
- Surveys of any contaminated ground or asbestos
- As built drawing of any buried services
- Information on all hazardous materials used during the construction phase (lead, pain, pesticides, sealants and special coatings)
- Information on any maintenance required in the future (Grounds maintenance, irrigation and pumping station maintenance)
- As built drawings of any structures

17.0 MONITORING HEALTH & SAFETY PERFORMANCE

17.1 Monitoring

Frosts Project/Contracts Manager and SHEQ Representative will actively monitor health and safety performance on site. He/she will carry out regular inspections of the works, produce reports and will highlight to the Sub Contractor or workers concerned any breaches of the regulations or bad practice that may be a danger to themselves or others working in the area.

The following Key Performance Indicators shall be checked on a regular basis:

- Weekly TBT – Target 100%
- Daily DABS or SOS – Target 100%
- Daily Machinery Checks – Target 100%
- Reported Accidents or Near Miss – Target 0
- Don't Walk By Cards
- % of staff on site with CPCS or CSCS Cards – Target 100%
- % of H&S observations from inspections closed out – Target 100%

Frosts SHEQ Manager will make regular visits to the site, carry out audits and inspections, written reports will be issued to the Site requisite Managers etc. All non-conformances will be closed out by the agreed action date.

Frosts Construction Directors shall also make periodic safety tours and advise the Site Management of any corrective action needed.

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

17.2 Project Review

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

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

18 SITE SECURITY

18.1 Control of Entry

Access to site shall be controlled via a single designated entrance point. All visitors, operatives and subcontractors must sign in and complete a site induction before being permitted access.

18.2 Vehicle Entry & Exit

Vehicles shall enter and leave site only via designated access routes shown on the Traffic Management Plan. Vehicle movements shall be controlled by trained banksmen.

18.3 Operative Site Pass

Inducted operatives will receive site authorisation and may be requested to display site identification.

18.4 Operatives entry and exit to site

Operatives shall enter and leave via designated access points and sign in and out daily.

18.5 Visitors entry and exit

Visitors must report to the site office, sign in, receive an induction and remain escorted.

18.6 Night time and weekend security

Site gates shall be locked outside working hours. Plant shall be immobilised and fuel secured within locked facilities.

18.7 CCTV

CCTV may be deployed to monitor site security and deter unauthorised access.

18.8 Lighting

Controlled security lighting shall be installed where **strictly necessary** to maintain safe access and deter trespass.

18.9 Suspicious Occurrences Log

All incidents of trespass, vandalism or suspicious behaviour shall be recorded and reported to management.

19. WASTE MANAGEMENT

19.1 Site Waste Manage Plan (SWMP) and Waste Transfer Notes

- Frosts shall raise and maintain a SWMP (if requested), for the works in the form of an XL spread sheet.
- Waste Transfer Notes (WTN) shall be produced / obtained for all waste movement off site
- Only EA approved Waste Carriers and Waste Disposal Sites shall be used
- Copies of all licences for Waste Carriers and Waste Disposal Sites shall be obtained by the Project Manager/Contracts Manager and filed on site.

19.2 Segregation of Waste Streams

- All major waste streams shall be segregated and labelled with European Waste Code (EWC) signs

19.3 Anticipated Waste

- Frosts anticipate very little waste from these landscaping works. The following are typical Waste Streams solutions:
 - **Soil and subsoil.** Soil and subsoil that can not be used on site shall be placed in temporary stockpiles. Stockpiles shall not be more than 5m high, they shall be labelled and have the sides smoothed over by an excavator. Waste shall be sent to a recycling centre wherever possible or as a last result sent to land fill.
 - **Stone off-cuts.** Stone off cuts that can not be used on site shall be placed in temporary stockpiles. Stockpiles shall be labelled. Waste stone shall be sent to a recycling centre wherever possible or as a last result sent to land fill.
 - **Concrete & hardcore.**
 - A temporary concrete wash out area (Sleepers and DPMC sheeting) shall be set out on site.
 - All waste concrete, concrete washings and hardcore / bricks from demolition works shall be stock piled and sent to a recycling centre wherever possible or as a last result sent to land fill.
 - **Timber.** Wherever possible timber pallets shall be returned to the supplier. If this is not possible, they shall be returned to Frosts Yard for reuse. Damaged plats shall be placed in the timber skips on site and sent for recycling
 - **General Waste & Plastic.** General waste and plastic shall be placed in the general waste skip for removal by a licensed waste company
 - **Office Paper.** Office Paper Recycle Boxes shall be set up in the site offices. Paper shall be returned to Frosts Yard for recycling with Frosts Office Paper

20.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

20.1 “Five- Point PPE”

- As the Principal Contractor, Frosts take our responsibility in reducing Risk and Accidents seriously. Dee Park has been declared a five- point PPE site by Frosts
- All staff on site shall wear the following PPE
 - Safety Helmet
 - Safety Glasses
 - Gloves
 - Hi Vis Vest (With the company name on the back)
 - Safety boots
- Operatives that are caught not wearing the standard five- point PPE shall be asked to leave the site.

20.2 Addition PPE

- Where additional PPE is identified in the Risk or COSHH Assessments staff shall wear the additional PPE identified
- Supervisors shall ensure staff are wearing any additional PPE before the works progress

20.3 Issuing of PPE

- Frosts shall issue PPE to all our staff
- Site visitors shall be provided with a loan of PPE other than safety boots which they must provide for themselves.
- Subcontractors are responsible for ensuring that their staff have been provided with appropriate PPE

20.4 Respiratory Protection

- Where staff are required to wear Respiratory Protection, Frosts will require proof that staff have been “Face Fit Tested for the Respiratory Protection
- Frosts shall assist in any Face Fit testing required on site.



**Construction Management Plan
Dee Park Open Space (DPOS)
(FROSTS-CMS-DPOS-001-REVB - DATED 26/06/2026)**

APPENDIX 1: PROJECT DIRECTORY

Name	Position/Job	Telephone Numbers	Email Address



**Construction Management Plan
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APPENDIX 1: PROJECT DIRECTORY Cont'd

Name	Position/Job	Telephone Numbers	Email Address



APPENDIX 2A: SITE INDUCTION POWERPOINT PRESENTATION

To be completed.

APPENDIX 2B: SITE RULES

The **Principal Contractor** is Frosts Landscape Construction

The **SITE MANAGER** is TBC

The **Client** Reading Borough Council

The **Principle Designer** is TBC

Five Point PPE at all times (Safety Helmet, Safety Glasses, Hi Vis, Gloves and Safety Boots).
Additional PPE will be worn when required in Risk or COSHH Assessments

The **Local HSE** is at TBC

Smoking is only permitted in designated areas on site and is not permitted in any vehicles, buildings or storage areas

Mobile phones are not to be used whilst operating machinery and are only to be used in safe areas away from all machinery movements

ALL personnel arriving/leaving site must report into the Site Security Office sign in/out.

All staff and visitors on site must be inducted

The **Hours of Work** are 08:00-18:00 Monday to Friday and 09:00 – 13:00 Saturday

Canteen/Toilet facilities are located in the site compound area

Parking on site for staff and visitors is limited to the designated parking area. Parking may be available on surrounding streets; however, visitors are encouraged to use public transport wherever possible. Under no circumstances should vehicles be left outside adjacent premises.

ALL ACCIDENTS/DANGEROUS OCCURRENCES/NEAR MISSES must be reported to the Project Manager

The Principal Contractor operates a **zero-tolerance** stance on **many safety related issues**.

If you have not signed in, **you are not here** for FIRE, FIRST AID or FINANCIAL PAYMENT.

All inductees will be issued with an **induction sticker** valid for this site only.



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All inductees shall complete the attached next of kin / medical history form after induction

Persons suspected of being under the influence of **Drugs/Alcohol** WILL be asked to leave site.

Persons displaying **racist, sexist, violent or threatening behaviour** WILL be asked to leave site and not return.

You must **not trespass** upon adjoining areas except where permission has been granted, to facilitate the execution of your work.

Site operatives shall comply with **safety signs** at all times

You must comply with **method statements/risk assessments** written for your activity and comply with the arrangements described therein. Unless you state otherwise, it will be assumed that you have read and understood this.

Eating and drinking is only permitted in the designated areas. Currently the only designated area is the canteen.

This site operates on **110V supply** only and **no radios, personal stereos or MP3 players are permitted on site.**

You may only **operate plant and equipment** that you are **trained and authorised** to use and carry out **tasks** for which you are **authorised and competent.**

If you suspect that **plant/equipment/scaffold is unsafe**, please notify the Site Manager immediately. **Do not use unsafe plant, equipment or scaffolds**

If you see any **hazards on site, either real or potential**, inform the Site Manager immediately: there are hazard identification Don't Walk By cards on site attached to the Safety Notice board for this purpose – you may remain anonymous if you choose to, but no feedback on actions taken will be provided in this case.

Do not block routes for **access/egress/escape or fire exits** on the site.

Maintain a safe place of work by being tidy and removing your rubbish as the work progresses.

No person may **work from height** other than from a secure platform where suitable fall restraint or arrest systems are in place.

All mobile work platforms must be locked down when not in use.

You should **not** erect a mobile tower unless you are either competent to do so /are supervised by a competent person.



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At induction you will be requested to declare to the Site Manager, details of any **physical condition** and or the **taking of medication**, if you feel that this would have an effect on your work. Information given will be kept in the strictest confidence and only used in an emergency. The information shall be destroyed when you leave site.

No deliveries permitted between 08:00–09:00 and 15:00–16:00 Monday to Friday to avoid school arrival and departure periods unless otherwise agreed.

Engines shall not be left idling when vehicles are stationary.

Radios and amplified music are prohibited.

Respect shall be shown to neighbouring residents and facility users at all times.



APPENDIX 2B: SITE RULES

Frosts Induction and Medical Notification Form

1. Induction Information

NAME:

Date

COMPANY:

CSCS/CPCS Card No and
details

CSCS/CPCS Expiry
Date

My Next of Kin (NOK) name
is

Relationship

Their contact details are (These details shall only be used in the event of an emergency)

NOK

Address

NOK Telephone

Number

2. Medical Information

MEDICATION (and dosage if applicable):

REASON FOR MEDICATION:



Construction Method Statement
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TIMING/DURATION OF MEDICATION:.....

Was this prescribed by a Doctor? YES / NO

SIDE EFFECTS:
.....
.....

ALLERGIES:
.....
.....

DATE OF LAST TETNUS:.....
.....

I have been inducted on the above date and agree to abide by the site rules and work to the safe systems detailed within Method Statements and Risk Assessments for this site. I have given the details of any medication or allergies that I have

SIGNED:.....
.....

	SITE INDUCTION CHECK-LIST		
CONTRACT NAME:		CONTRACT No:	
INDUCTION BY:		DATE:	
INDUCTION ITEM	Confirm Receipt		
	YES	NO	
RECIPT OF RISK ASSESSMENTS & METHOD STATEMENTS			
BOOKING IN AND OUT PROCEDURES			
FIRE & EMERGENCY EVACUATION PROCEDURES			
SMOKING (NO SMOKING)			
SECURITY OF GOODS, PLANT, EQUIPMENT & PERSONNEL			
ACCESS / EGRESS			
HAZARDOUS MATERIALS – COSHH PROCEDURE			
FIRST AID & ACCIDENT/NEAR MISS REPORTING PROCEDURES			
SITE RULES (INCLUDING SITE SPECIFIC)			
SITE LAYOUT			



**Construction Method Statement
Dee Park Open Space(DPOS)
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PARKING & DELIVERIES (PLANT & MATERIALS)		
WELFARE FACILITIES (TOILETS, CANTEEN, ETC)		
PERSONAL PROTECTIVE EQUIPMENT		
WORKING HOURS		
PERMITS TO WORK		
OTHERS <i>(please specify)</i>		

DECLARATION

I *(print name)* confirm that I have received

Induction training in the subjects as marked above from the Frosts Landscape Construction Ltd Site Management and agree that I will comply with all restrictions imposed.

Signature of recipient Date

Company:



Construction Management Plan
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Contractors / Visitors Site Visit

NO ACCESS TO SITE WITHOUT A DOCUMENTED SITE INDUCTION

Date	Time In	Name of Visitor/Operative	Company Name	Vehicle Registration	Work Location (detail work area on site)	Details of Work (Delivery, Visitor, Contractor?)	Permit to Work Required ? Yes/No	Time Out



**Construction Method Statement
Dee Park Open Space(DPOS)
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APPENDIX 3: NOTIFICATION OF PROJECT

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

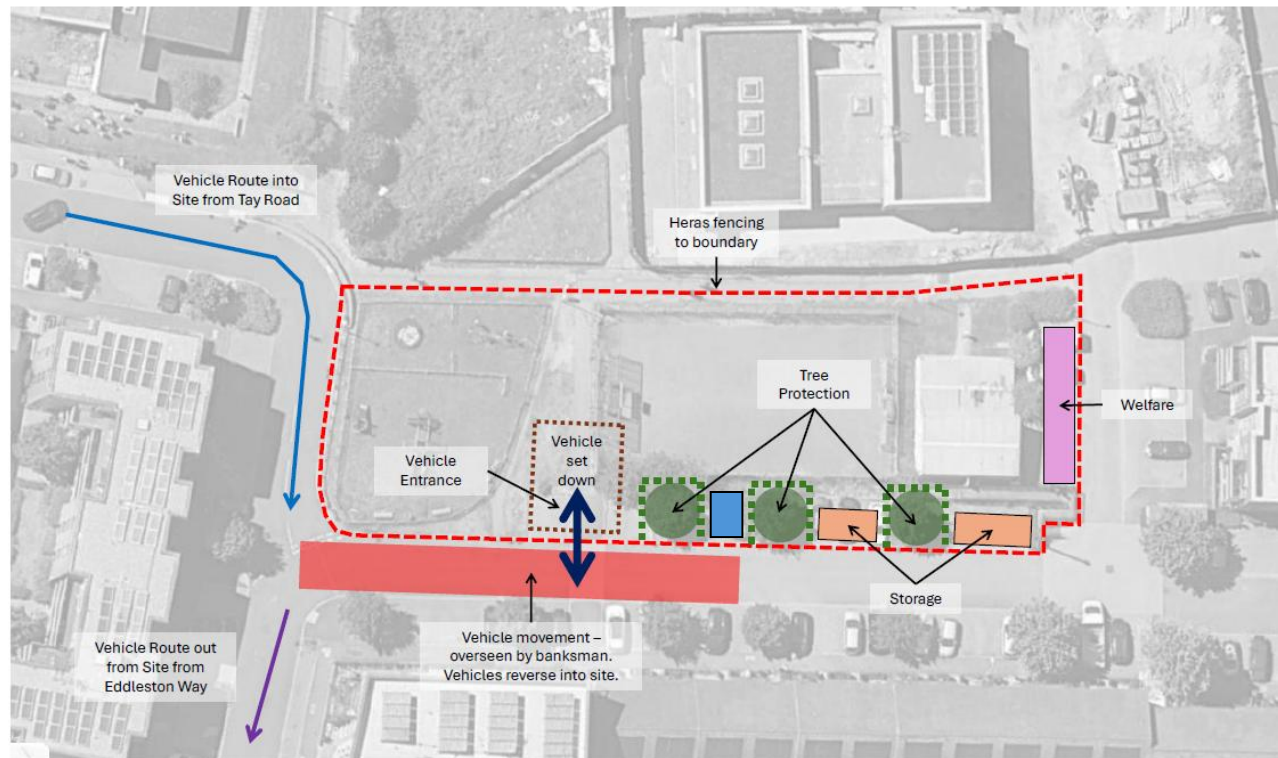
F10 to be attached .



Construction Management Plan
Dee Park Open Space (DPOS)
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APPENDIX 4: SITE LAYOUT

Frosts Landscape Construction Ltd
Dee Park
Site Establishment Plan



Parking for Site Operatives

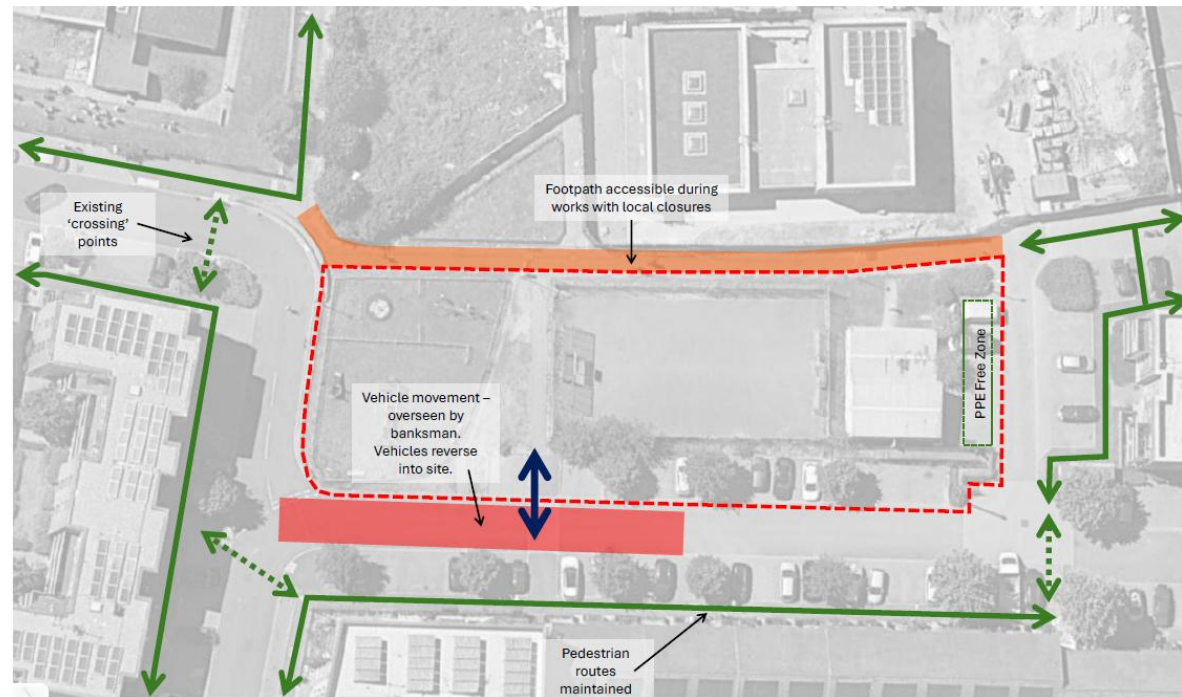
APPENDIX 4A: TRAFFIC MANAGEMENT PLAN



APPENDIX 4B: PEDESTRIAN MANAGEMENT PLAN

Frosts Landscape Construction Ltd
Dee Park

Site Logistics Plan – Pedestrian Management



APPENDIX 4C: FIRE SAFETY PLAN

1.1 Fire Plan Principles

- 1.1.1 **Site-specific fire arrangements will be briefed to all site operatives through the initial site-specific induction**
- 1.1.2 **The site shall have a designated The Principal Contractor Site Fire Warden**
- 1.1.3 **Fire alarms and extinguishers must be maintained.**

1.2 Fire Prevention Procedures

- The overall responsibility for the prevention of fire rests with The Principal Contractor.
- All The Principal Contractor sites are no-smoking sites, except for smoking in the designated areas. No burning is allowed on any Frost Site.
- The Design Team and Client will, where possible, specify materials of a non-flammable nature.
- **The Principal Contractor** is responsible for ensuring adherence to the Project fire plan and procedure, and will:
 - Provide and maintain in good working order, suitable and sufficient fire fighting Equipment and establish safe and adequate fire assembly points.
 - Maintain means of safe access and egress in all areas at all times.
 - Where applicable, liaise with the Design Team and Client to secure permanent fire fighting Equipment to be brought into service as soon as possible.
 - Include fire checks as part of the site safety inspections.
 - Conduct fire evacuation tests regularly.
 - Update the fire plans as the Project progresses and inform site operatives accordingly.
 - Provide secure storage for flammable/highly flammable liquid and compressed gas.
 - The 'Temporary Electric's' Sub-contractor appointed by the Principal Contractor will carry out regular inspections and tests on all electrical equipment and fittings.
- **Contractor are responsible for:**
 - Complying with all relevant statutory requirements and directives relating to fire prevention as laid down by the Principal Contractor.
 - Using, where possible, materials of a non-flammable nature for temporary works, packaging etc.
 - Ensuring that safe systems of work are carried out on site.
 - Advising the Principal Contractor of all COSHH materials brought onto site, to include data sheets.
 - Obtain approval from the Principal Contractor before erection/alteration/adaptation or extension of any temporary facilities.
 - Liaise with the Principal Contractor for all use and storage requirements of flammable liquids and gases

APPENDIX 4C: FIRE SAFETY PLAN CONT'D

- **Contractor are responsible for (Cont'd):**

- Obtain Permits to Work for all hot work
- Examine at short intervals all hot work involving naked flames and sparks both during the work and after the work has finished.
- Petrol/diesel powered equipment should be so located that their exhausts are well away from combustible materials.
- Engines should be shut off during refuelling operations.
- Oxygen cylinders should be stored well away from readily combustible materials and acetylene or other fuel gas cylinders. It is preferable that the storage of oxygen cylinders should be separated from other stores by fire resistant materials. Storage areas should be well ventilated.
- Liquid petroleum gas cylinders containing propane or butane should be stored in the open, well away from any heat source, in a secure well-ventilated and suitably labelled storage areas.
- All oxy/acetylene welding/cutting sets must be fitted with a spanner/key for emergency isolation. Flash back arresters are also obligatory.
- It is essential that all cylinders not in use should be returned to the storage areas immediately after use and not left within the buildings under construction or within temporary huts. Correct bottle trolleys are to be used for transporting cylinders. Wherever possible, all compressed gas cylinders in use will be returned to the appropriate storage area at the end of the working day. In exceptional circumstances, the Contractor will seek the written approval from The Principal Contractor for the establishment of an area on site for the temporary storage of cylinders. Such an area will be clearly identified as such.
- Portable cylinders supplying installations should be located out of doors where possible. If this is not possible, a written method statement must detail all precautions to be taken. When two or more are used together they should be suitably manifolded using properly designed fittings.
- Comply fully with the Principal Contractor's procedures relating to fire safety at all times.
- Housekeeping will be maintained to a high standard to ensure that combustible materials do not build up and cause a fire hazard.

- The Principal Contractor and all Contractors will:

- (a) Target a zero-loss rate due to fire.
- (b) Comply with all statutory requirements relating to fire safety including e.g., flammable substances, fire detection and alarm, means of escape etc.
- (c) Ensure that open fires are not started for any reason whatsoever.

1.3 Means of Escape

- 1.3.1 All works must be designed and erected so that a safe route is always available to a final exit (place of safety). These routes must be clearly identified, with a maximum travel distance in accordance with the relevant standards.

APPENDIX 4C: FIRE SAFETY PLAN CONT'D

- 1.3.2 Any walls including windows and doors which form part of an escape route or staircase enclosure must have minimum fire resistances of not less than half an hour.
- 1.3.3 All doors leading to protected staircases and escape passageways must be provided with self-closing devices and must be kept closed when not in use.
- 1.3.4 Fire escape routes are to be kept unobstructed and, if necessary, illuminated at all times. When work necessitates the use of naked flames, for example in service voids and other similar locations having a high probability of fire, a portable fire extinguisher is to be readily available, and must only commence once a Permit to Work has been authorised by The Principal Contractor.

1.4 Fire Fighting

- 1.4.1 The Principal Contractor will establish a site procedure for dealing with a fire emergency that takes into account the hazards involved and any special features in the area. The procedure includes the following points:
- i) Sounding a warning alarm.
 - ii) Dealing with a fire.
 - iii) Closing down of operations.
 - iv) Evacuation of the area.
 - v) Assembly points and carrying out of roll calls.
 - vi) Locating missing persons.
- 1.4.2 The Principal Contractor will instruct all site operatives during induction in fire precautions and the actions to be taken in the event of fire.
- 1.4.3 The Principal Contractor will arrange for adequate numbers of hand extinguishers of a suitable type to be available and maintained within the works as they develop until such time as permanent provisions are secured.
- 1.4.4 All fire fighting equipment will be properly maintained, examined and tested in accordance with the manufacturer's instructions, and shall conform to the requisite British Standard.

Fire Emergency Protocol

- In the event of the discovery of any fire, the nearest local fire alarm will be activated by the discoverer of the fire.
- All personnel within audible distance of the alarm will immediately evacuate the area and report to the assembly/muster point.
- The Principal Contractor's site office must be notified immediately by the quickest practical means by the discoverer of the fire.

APPENDIX 4C: FIRE SAFETY PLAN CONT'D

- The Principal Contractor's site office personnel will establish where possible: -
 - i) The exact location of the fire.
 - ii) The extent and nature of the fire.
 - iii) Whether there are any casualties.
 - iv) The evacuation status.
- The Principal Contractor's site office will immediately: -
 - i) Activate the fire Alarm (if not already activated)
 - ii) Contact the appropriate emergency services requesting assistance. Advise CLIENT.
 - iii) Ensure all areas are quickly evacuated and site personnel are at assembly points.
- WITHOUT TAKING ANY PERSONAL RISKS, and if reasonably safe to do so, an attempt may be made to extinguish the fire by using the nearest appropriate extinguishers.
- All Contractors' Supervisors will report to the Principal Contractor's representative at the assembly point and verify that all personnel under his control are accounted for as a result of the evacuation.
- The Principal Contractor will arrange for the Emergency Services to be met at the Main Gate, give them copies of the Floor Fire Plans and guide them to the incident.
- Upon arrival of the Emergency Services, the Principal Contractor's Contracts Manager will brief the Officer in Charge and provide such assistance as may be requested. If, after an assessment of the situation, a total evacuation of the construction site is warranted, this will be controlled by the Principal Contractor who will ensure all operatives evacuate the site
- Prior to evacuating the site: -
 - i) All hot work will be stopped, and all flames extinguished.
 - ii) All machinery, vehicles etc will be switched off.
 - iii) Any machinery blocking access routes will be moved to facilitate access by the emergency services.
- The Principal Contractor's Contracts Manager will liaise with the Client, in deciding upon any action in the event of personnel being missing.
- No personnel will return to work until the "all clear" has been relayed from the Principal Contractor.

APPENDIX 4C: FIRE SAFETY PLAN CONT'D

1.4 What to Do in Case of Fire

WHAT TO DO IN CASE OF FIRE

A IF YOU DISCOVER A FIRE OR SMOKE

- (i) OPERATE THE FIRE ALARM IMMEDIATELY BY CALLING FIRE, FIRE, FIRE OR ACTIVATING A RED FIRE ALARM CALL POINT**
- (ii) LEAVE THE BUILDING/SITE BY THE NEAREST AVAILABLE FIRE EXIT AND PROCEED TO THE ASSEMBLY AREA.**

FIRE FIGHTING EQUIPMENT MAY BE USED ONLY IF YOU HAVE BEEN TRAINED AND IT IS SAFE TO DO

B FIRE EVACUATION PROCEDURE

- (i) THE ALERT SIGNAL IS THE RINGING OF A METAL BELL. GO TO THE FIRE ASSEMBLY POINT. AWAIT FURTHER INSTRUCTIONS, FROM THE PRINCIPAL CONTRACTOR.**
- (ii) INFORM THE PRINCIPAL CONTRACTOR DURING ROLL CALL OF ANY MISSING PERSONS:**
- (iii) IF THE SITE NEEDS TO BE EVACUATED YOU WILL BE INFORMED BY THE PRINCIPAL CONTRACTOR TO LEAVE THE SITE BY THE MAIN GATE.**

- C NOTE:**
DO NOT USE ANY LIFTS
DO NOT STOP TO COLLECT PERSONAL BELONGINGS
DO NOT RE-ENTER THE BUILDING UNTILL YOU ARE TOLD IT IS SAFE TO DO SO

Copies of Fire Plans to be prepared and displayed onsite, conveyed to contractors during induction.



Construction Management Plan
DEE PARK OPEN SPACE (DPOS)
(FROSTS-CMS-DPOS-001-REVB - DATED 26/06/2026)

APPENDIX 5: CONSTRUCTION PROGRAMME (A3 Copies are available from Frosts Project/Contracts Manager)

TBC

APPENDIX 6: SITE WASTE MANAGEMENT PLAN - Template

		PRE WORKS WASTE ESTIMATE - FROSTS WASTE MANAGEMENT PLAN														
		Waste Material Options										Removed By			Destination	
Material Type	EWC Code	Reused On Site	Reused Off site	Recycled for use on site	Recycled for use off site	Sent to waste transfer station	Sent to recycling facility	Sent to recovery facility	Sent to exempt site	Disposal to landfill	Costs/Ton	Waste Carrier	Waste Carrier Registration Number	Date of Expiry	Site Address	Site Licence No or Exemption
INERT																
Inert Spoil	17.05.04															
Bricks and Rubble	17.01.07															
Total Quantity (tonnes)																
NON HAZARDOUS																
Non-Hazardous Spoil	17.05.04															
Concrete	17.01.01															
Bricks and Rubble	17.01.07															
Wood	17.02.01															
Plastic	17.02.03															
Mixed Metal	17.04.07															
Paper and Cardboard	20.01.01															
Vegetation	02.01.03															
Total Quantity (tonnes)																
HAZARDOUS																
Contaminated soils	17.05.03															
Oily Rags	15.02.02															
Waste Fuel	13.07.01															
Hydraulic Oils	13.01.01															
Other (Specify)	Specify															
Other (Specify)	Specify															
Other (Specify)	Specify															
Total Construction (tonnes)																
Total Quantity (tonnes)																
Total Quantity Overall (Tonnes)																