

Document Title	CPP	Prepared By	Jonathan McCusker	
Revision Number	01	Date	19/05/2025	

Construction Phase Plan as required under the Construction (Design and Management) Regulations 2015 (CDM)



High Point Village

The logo for ballymore., consisting of the word 'ballymore.' in a bold, black, sans-serif font inside a light gray rectangular box.

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Index of Amendments

Revision History					
Issue	Description	Prepared By	Signed	Approved By	Date
00	First Issue	J. McCusker		M. McGuinness	04/02/2025
01	Review following Fire Strategy submission	J. McCusker		M. McGuinness	19/05/2025

Distribution and Authorisation Records

Distribution and Authorisation			
Copy No	Recipient		Address
01	Client Name	Ballymore (Hayes) Limited	4th Floor, 161 Marsh Wall, London, England, E14 9SJ
	Contact Name	Martin Pritchard	
	Contact Number	07768232788	
02	Principal Designer	Errigal	Estra house, Station approach, Streatham, London, SW16 6HW
	Contact Name	Helena Cosgrove	
	Contact Number	02039616560	
03	Principal Contractor	Errigal	Estra house, Station approach, Streatham, London, SW16 6HW
	Contact Name	Brendan Treanor	
	Contact Number	02039616560	

Any amendment to this plan shall be completed by Errigal SHEQ Manager and approved by a director prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

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Foreword

Errigal have prepared this document based on the Construction (Design & Management) Regulations 2015. It should be read in association with the Pre-Construction Information produced by the Principal Designer.

Where Errigal have contract design responsibility, specific Health and Safety requirements raised by the Principal Designer & Designer(s), shall be included. Any other requirements raised by the Principal Designer shall also be included.

This Construction Phase Management Plan has been developed specifically to address the SHEQ requirements for this contract, including any information about restrictions which may affect the work such as neighbouring buildings, utility services, vehicular and pedestrian traffic flows and work activities of the client.

If all of the information relating to the project is not available to develop the plan fully before construction works commence amendments to the plan will be implemented within the appropriate section and subsequently recorded within the Index of Amendments contained above.

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Introduction

Errigal are committed to ensuring the health, safety and welfare of their employees, contractors and any other person affected by the activities being undertaken under their control. This plan will be developed and maintained as necessary as the project progresses with the input of the project management team and all contractors to allow employers to disseminate information and effectively manage their employees.

Preparation & Review of the Construction Phase Plan

The Construction Phase Plan will be prepared prior to the commencement of the project in conjunction with information from the Client and the Principal Designer in the form of the Pre-Construction Information and Client Brief.

Once prepared and authorised the Construction Phase Plan must be issued to the Client in accordance with CDM 2015.

Throughout the duration of the project the project management team, assisted by their contractors will review the plan at regular intervals, not to exceed two working months. These reviews will consider significant changes to the project such as but not restricted to:

- Planning restrictions.
- Specific phased completions.
- Changes to personnel appointments and responsibilities.
- Updates to emergency arrangements.
- Traffic management.
- Environmental aspects and impacts.

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Project Health & Safety Goals & Objectives

It is the intention of Errigal to ensure that health and safety is given due regard on this contract. To achieve this, the co-operation of all contractors is essential, together with good planning and a risk assessment approach to identify hazards and so eliminate risks.

Along with any client objectives issued and to assist the project team and contractors the following objectives have been agreed with the project team;

- To achieve zero Accidents
- To achieve zero Incidents
- To create a safer working environment for all
- To remove occupational health hazards
- To protect the public
- To be considerate to the neighbours of the project

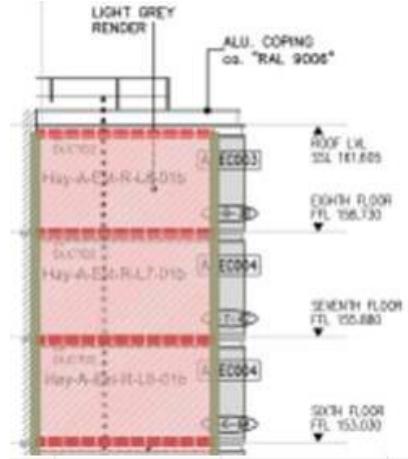
Errigal will act as co-ordinator for the various contractors working on the project. Contractors are expected to comply with current legal requirements, good working practices, and the site rules detailed in this Plan, which will be brought to the attention of employees, visitors and contractors working on the site.

Errigal will make available appropriate welfare arrangements and unless contract documents state otherwise these will be available to all contractors. However, contractors are expected to use these facilities in a sensible way.

With regards to accidents, incidents or near miss incidents, Errigal must be informed and if the incident is reportable to the Health and Safety Executive a copy of the report form must be given to Errigal.

We ask contractors and their employees to assist Errigal in implementing this Plan and so ensure a safe and healthy site for everyone. Errigal will have a visiting Health and Safety professional and site personnel will be able to voice their feelings with regards to health and safety to the safety professional or they should contact the Site Manager. In addition, if any person on site sees an unsafe situation or finds themselves in a position of danger they should stop work and report it immediately to their supervisor or to the Site Manager.

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Project Directory

The Project Directory will be expanded as necessary, but as a minimum shall be:

Project Specific

The Client	Contact Name	Martin Pritchard
Ballymore (Hayes) Limited 4th Floor, 161 Marsh Wall, London, England, E14 9SJ	Tel Number	07768232788
	Email	mpritchard@ballymoregroup.com
The Principal Designer	Contact Name	Helena Cosgrove
Errigal Estra house, Station approach, Streatham, London, SW16 6HW	Tel Number	02039616560
	Email	helenacosgrove@errigalcontracts.com
The Principal Contractor	Contact Name	Mark Skinnader
Errigal Estra house, Station approach, Streatham, London, SW16 6HW	Tel Number	07703808848
	Email	markskeinnader@errigalcontracts.com
Fire Engineer	Contact Name	Lee Kenny
Elev8 Fire Engineering 128 City Road, London, EC1V 2NX	Tel Number	07799 874832
	Email	info@elev8fireengineering.com

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Enforcing Authorities

Health and Safety Executive	Contact Name	N/A
HSE (Health and Safety Executive)	Telephone Number	0800 0320 121
	Email	mail@hseni.gov.uk
Local Council	Contact Name	Wayne Greenshields
Hillingdon Council High St, Uxbridge UB8 1UW	Telephone Number	01895277553
	Emergency Number	01895250111 (Out of Hours)
Canal and Rivers Trust	Contact Name	William Hardy
Canal and Rivers Trust The Toll House, Delamere Terrace, Little Venice, London W2 6ND	Telephone Number	07765136209
	Email	William.Hardy@canalrivertrust.org.uk
Hospital (Accident & Emergency)	Contact Name	N/A
Hillingdon Hospital Pield Heath Rd, Uxbridge UB8 3NN	Telephone Number	01895238282
	Opening Hours	Open 24 Hours
Fire Brigade	Contact Name	N/A
Hillingdon Fire Station Uxbridge Road, Town Centre	Telephone Number	020 8555 1200
	Opening Hours	Dial 999 Give name/ address of site.
Police	Station Contact	N/A
Hayes Police Station 755 Uxbridge Road, Hayes	Telephone Number	101 for Non Emergency
	Emergency Contact	999 for Emergency

Utilities

Electricity	Contact Name	N/A
National Grid Electrical Emergency	Telephone Number	105
	Additional Information	www.nationalgrid.com
Gas	Contact Name	N/A
National Gas Emergency	Telephone Number	0800 111 999
	Additional Information	www.nationalgrid.com

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Project Notification to HSE and Other Statutory Notices

On receipt of the (F10) from the Principal Designer; a copy will be displayed on the main site notice board.

The following information is also to be displayed on the main site notice board:

- Health & Safety Law Poster
- A copy of the signed company Health and Safety Policy Statement
- A copy of Errigal insurance verification
- Latest site inspection report for the project
- Emergency contact details
- Route to hospital
- Fire action notice

Project Dates

Date of Site Possession	17/02/2025
Enabling Work Duration in Weeks	12 weeks
Contract Duration in Weeks	86 weeks
Contract Completion Date	20/10/2026

Hours of Work

Days	Times Worked
Monday - Friday	8:00 am - 6:00 pm
Saturday	8:00 am - 3:00 pm
Sunday	N/A unless pre-agreed

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Existing Records, Drawings and Information

Please see existing records, drawings and information contained within the Health and Safety File.

Existing Use

The building is an existing occupied residential apartment.

Existing Services

Service	Comment
Gas	Yes
Water	Yes
Electric	Yes
Telecommunications	Yes
Other Pipelines	Yes (Sewage)

Existing Ground Conditions and Ground Survey Reports

- N/A

Current Use of Adjacent Sites

Existing buildings adjacent to the Site shall remain occupied fully operational during the progress of the works.

Surrounding roads, pavements, etc. which are used or accessed by vehicles or pedestrians must be adequately protected and kept completely free from all obstructions, debris or whatsoever in order to maintain safe and clear access at all times.

Errigal shall be taken and held to admit that they have visited and carefully inspected the site, adjacent buildings, adjacent foot and roadways, the Drawings, Conditions of Contract, Specification and any other document issued for tender purposes or listed as being available for inspection and are fully aware of the extent to which these matters place restrictions upon execution of the Works.

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Road and Traffic Systems Adjacent to the Site

We will encourage operatives to car share to avoid unnecessary parking of vehicles close to the site and also to reduce the carbon footprint of ours and our sub-contractor's activities.

Planning and Other Restrictions Applicable to the Site

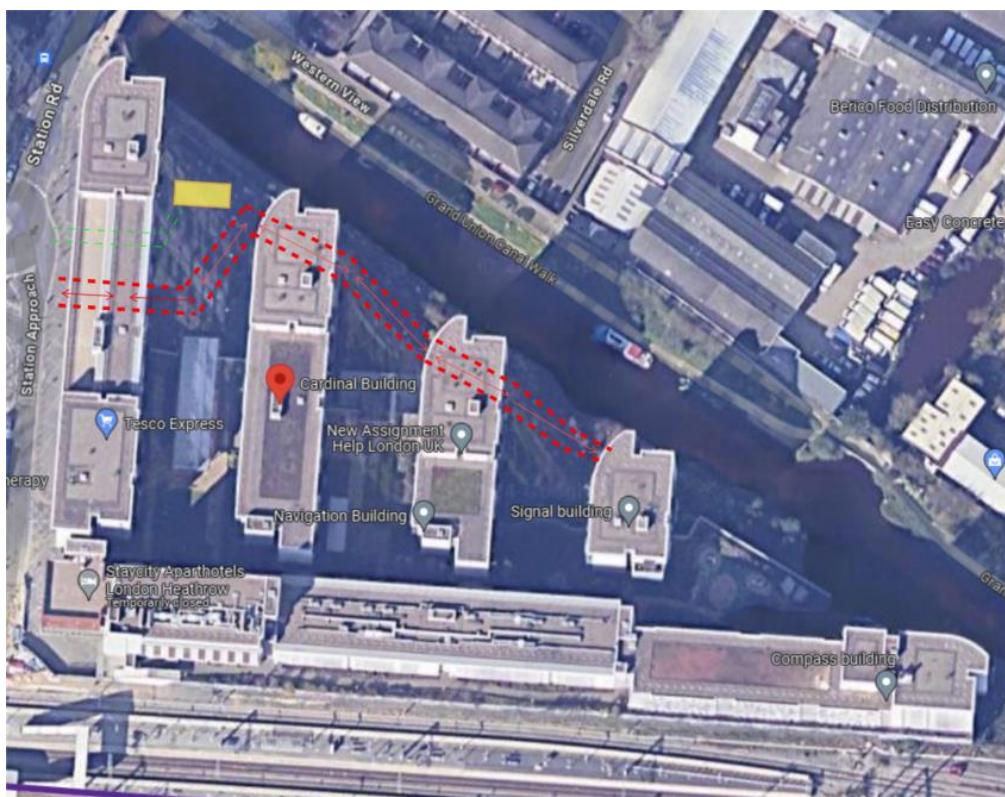
All works must be planned to minimise the impact and disruption to local residents, business users, and the public; this should also include road users.

The selection of plant, equipment and methodology; including delivery times will be taken into account. Noise and Vibration will be reduced to the lowest level to comply with both environmental and occupational health concerns.

Access to the Site

Access to the compound will be via Station Approach.

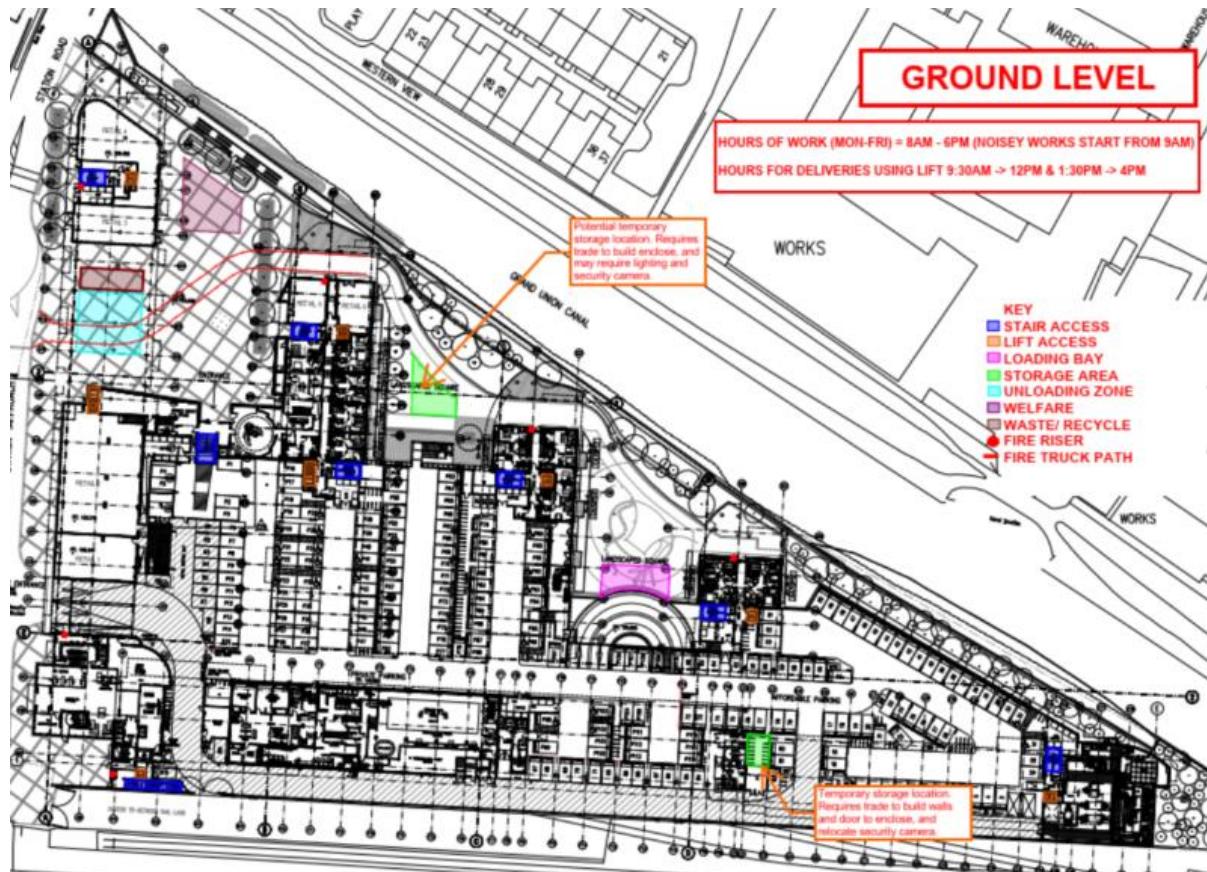
Note: Green - Pedestrians. Red is not vehicle use forklift and emergency services only



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Vehicle Access Gates

No operative vehicles permitted. Forklift to transport materials from unloading zone & be parked away from the emergency service route when not in use. Unloading zone may require licenses to unload from road or footpath.



Site Fencing and Security

Errigal will ensure the site perimeter is adequately fenced utilising existing site boundaries as available and providing temporary site fencing if required.

Safe Site Access Walkways

The site will be a Green Safe Pedestrian zone until operatives reach the segregated work areas. the work zones will be clearly signed and excluded from public access. The office and welfare facilities will be fully segregated from the site works and public areas. All Green Safe Pedestrian Access Routes are a Personal Protective Equipment free zone. If works are required to be carried out on or adjacent to the Green Safe Pedestrian Access Routes the routes must be closed and alternative provision put in place before the works commence.

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Communication and Management of Work

Management

The specific management structure for this contract is contained within section 7.2 of this plan.

The following arrangements and procedures will be used in the managing of issues on site at several stages throughout the contract;

- Prior to commencement on site a Pre-Commencement meeting is held to review the information available for inclusion within the Construction Phase Plan. The project management team applicable to the contract will attend this meeting.
- It is deemed within the tender enquiry documents that all sub-contractors/suppliers must carry out their works, and allow within their quotation to meet the requirements of the Health and Safety at Work etc. Act 1974, and in particular the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015, as well as Errigal health and safety requirements as a minimum.
- At the time of tender, sub-contractors/suppliers are made aware that project specific documentation is available in particular the Pre-Construction Information, client brief, the Construction Phase Plan and contract documentation, together with any other relevant health and safety information.
- A Pre-Start Meeting is to be held with each sub-contractor prior to commencement to review and develop all health, safety and environmental information that requires taking.
- All operatives and visitors who visit site will receive an induction from the operational management team who will explain, complete and give a copy of the site rules to all persons before commencing or visiting site for the first time see for the site-specific rules. All personnel will be expected to complete Personnel Safety Induction Record.
- Monthly meetings will be held to review health and safety matters past and future and deal with corrective and preventative action. Monthly Site Safety Committee meeting minutes will be produced and distributed to all subcontractors on site.

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Monitoring & Review of Health and Safety Performance

Errigal will undertake the following monitoring system:

- Daily checks by the site manager with regards to general health and safety standards.
- Weekly Site Safety & Environment Inspection by the site manager
- Monthly SHEQ audits by the Errigal SHEQ Team.
- Contractor supervisors will undertake daily checks of the work areas under their control.
- The statutory weekly inspections will be undertaken and either recorded in the registers located in the Site Managers office; or If the contractor is recording their own inspection in their contractor management pack.

Consultation with the Client, Principle Designer and Designers

Errigal will liaise with the Principal Designer and designers as required according to the work in progress and the difficulties experienced.

This item will be a standard agenda item at the progress meeting and so the need for further input or liaison with Principal Designer or Designers will be reviewed either weekly or monthly depending on the speed of construction and the frequency of the progress meetings.

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Consultation with Employees – Health and Safety Meetings

Errigal will ensure the establishment of a formal safety committee with meetings being held on a monthly basis. Sub-Contractor supervisor or nominated representative will be required to attend the meeting.

Minutes will be produced using Monthly Site Safety Committee Agenda with the minutes being distributed to all present and displayed on the site notice boards.

The Site Manager will be in daily contact with site operations by way of continual work on site and so it is thought there will be ample opportunity for any person to raise an item of concern with the Site Manager. If a contractor or employee has any concerns relating to health and safety, they should bring it to the attention of any member of Errigal /project team without delay.

Exchange of Health and Safety Information

The Site Manager will be the “on-site” point of contact for all significant information flow between the Client, Principal Designer and, Designers and Contractors.

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Exchange of Health and Information between Errigal Ltd and Other Contractors

This plan will be updated as the project progresses. Information from the Client, Principal Designer and Designers has been included in appendices to this plan and this information forms' a part of the overall plan. In addition to this plan, details of site specific hazards will be outlined to contractors at the tender stage, in particular the hazards relating to the particular package being tendered by the contractor, together with any special precautions or control measures Errigal feels should be applied. Contractors should evaluate this information when planning their work and should clearly state the control measures they will apply in their method statements and risk assessments.

Errigal will co-ordinate the activities of contractors on site and if any contractor has a health & safety question or there is a co-ordination problem with other contractors this should be referred to Errigal as soon as possible. If a contractor becomes aware of a hazard that has not been foreseen, he should bring this to the attention of the Site Manager and discuss precautions that can be adopted to minimise any risk.

Controlling Design Changes

If a problem arises which questions or may require a change or review of the existing design, Errigal will ensure this is formally raised with the designers, and in addition, ensure the Principal Designer is also advised.

Any changes in design will be evaluated by Errigal's Project Management/ Design teams and all interested parties will be advised of these changes with revised drawings and or information being issued.

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Selection of Contractors

Errigal will ensure only contractors who can demonstrate the necessary organisational skills, knowledge, training and experience will be selected to work with the organisation. To this end we will ensure a pre-qualification questionnaire is completed in its entirety, this will then be evaluated by a selected member of staff at head office.

Contractors are to be signed up to the appropriate CITB CSCS and/ or CPCS scheme; only approved contractors will be used.

Errigal will complete end of contract reviews with all contractors where two ways dialogue can be made.

For the purposes of CDM, a contractor is a company or individual who is providing a package of work including plant and materials to Errigal. For company's supplying labour only, such as Dry-Liners, Tapers, Plasterers, Painters etc. these people will be classed as employees and will be controlled by the Site Manager.

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Control of Contractors

The Site Manager is responsible for ensuring adequate co-ordination and control of all contractors; this will be achieved by:

- Only employing contractors from the companies approved list.
- Sub Contractors shall not sub contract unless agreed with Errigal Ltd.
- Ensuring all essential health and safety information is given to the contractors. – Sub-contractor prestart safety and environmental meeting agenda refers, – 2 Weekly sub-contractor/supervisors meeting agenda, – Sub-contractor Progress Meeting Agenda & RAMS Pro forma.
- Ensuring contractors written safe systems of work meet with Errigal standards.
- If the work is high risk, ensuring contractors produce method statements and inform their employees of the precautions to be taken by means of a tool box talk. The Site Manager must also be briefed about the work. Safety Induction Register, – Method Statement Briefing Register, – Tool Box Talk Register.

Contractors are reminded of their duties to co-operate with Errigal and other contractors under the Health and Safety at Work Act, CDM Regulations and the Management of Health and Safety at Work Regulations.

General Duties of Contractors

If safe and healthy sites are to be achieved Errigal will need the co-operation of its contractors. As well as their legal duties contractors are required to assist Errigal by:

- Informing the Site Manager of any significant risks that have not been foreseen that the appropriate precautions can be put into place.
- Ensuring their employees have received information, instruction and training as is necessary to ensure their health and safety. – Tool Box Talk Register, – Method Statement Briefing Register, – Safety Induction Register.
- Providing the appropriate personal protective equipment.
- Providing well maintained plant, tools and equipment.
- Ensuring employees follow the site rules and any relevant method statements.
- Check own competence.
- Cooperate with others and coordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work.
- Report obvious risks.

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Selection of Suppliers

Only Approved Suppliers will be used by Errigal. To become an approved Sub Contractor, Errigal must:

- Complete a supplier approval form and submit:
 - Insurance details.
 - Relevant policies including Health and Safety, Quality & Environmental Policies
 - Data sheets and product information sheets
 - Accreditations such as ISO14001, ISO9001 & ISO45001
 - Certification for materials such as BES6001 & FSC.

Supplier evaluation occurs annually, and suppliers will be requested to resubmit supplier approval forms and all relevant documentation as mentioned above which is evaluated against the previous year's performance by the procurement manager.

Purchasing and Procurement

Only Approved Suppliers will be used by Errigal

Limited via our contractor approval process who have completed our supplier approval PPQ.

Purchasing is prepared and completed by a member of the purchasing/procurement team.

A Purchase Order will be raised and will include the following:

- Purchase Order (PO) number, to match shipments with purchases;
- Billing and shipping delivery details;
- Requested materials, quantities and prices.

Once the nominated Site Manager emails the request to purchasing/procurement Team with applicable PO number and relevant information, an in-progress purchase is created.

The order's status remains in progress until all the ordered materials have been received on site. As soon as the inventory is physically received, it is scanned onto the online system and matched with the proper Purchase Order.

The Purchase Order is marked as processed or requiring payment.

Order acknowledgements, quotes and any other correspondence including delivery docket(s) must be attached in the Documents tab.

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Deliveries

All deliveries will be booked in with the main contractor prior (at least 24 hours in advance) to delivery.

When the delivery arrives on site the site manager/designated site operative goes to the gate to meet to the driver.

The site manager/designated site operative takes a photograph of the load on the lorry. This serves as proof of how it was stacked, the condition of the load and what was delivered.

The driver will give the site manager/designated site operative the delivery docket which he will check-off line by line as the delivery is being off-loaded. The site manager/designated site operative will point out any problems (i.e. stock not delivered, wrong size or any damages) by writing on the delivery docket.

Site manager/designated site operative will take a picture immediately on his iPad of the delivery docket and upload it to the SharePoint along with the picture of the lorry.

Site manager/designated site operative must ensure he checks the quality of the photograph as we cannot accept if eligible.

Queries or Problems should be raised by contacting Errigal Buying department

General Duties of Employers

The Health and Safety at Work Act 1974 requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with their employer and Errigal by observing their company's procedures and the site rules and so enabling the various companies to comply with their statutory duties. Employees can assist by:

- Using the appropriate personnel protective equipment (i.e.; safety helmets, eye protection, hearing protection, safety footwear etc.)
- Keeping personal tools and equipment in good condition.
- Reporting all defects in plant, equipment, and any unsafe acts to their Site Manager.
- Not operating any plant or carrying out any task for which the employee has not been trained and are not familiar with.
- Follow the site rules and any relevant method statements.

If an employee has any doubt about the health and safety aspects of the task being undertaken, he should inform his immediate supervisor or the Site Manager.

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Issue and Approval of Risk Assessments and Method Statements

Any task that has been identified as being of high risk will be subject to a detailed method statement which must be agreed with Errigal before the work commences. Contractors must undertake risk assessments for the work under their control.

If as a result of this assessment the task or work is considered to be high risk work, (i.e. the potential to cause death, or major injury, or seriously damage someone's health), then a specific method statement must be produced for this work. Generic assessments or model assessments must be re-evaluated and confirmed they are applicable to the work being undertaken on this site. Similarly, with regards to method statements, these must be site specific.

Method statements should be submitted a minimum of five working days in advance of the planned commencement of the work to give sufficient time for the Site Manager to assess the method statement and to consider what impact this will have on other contractors and other site activities and plan accordingly.

Policy & Procedures for Risk is to be referred to when reviewing Method Statement and Risk Assessment Subcontractor supervisors will be responsible for briefing their own operatives on the relevant Method Statement, Risk Assessment and other associated document as required.

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Permit to Work

Permits to work will be issued in accordance with Policy and Procedure Permits for the following work practices:

- Hot Works
- All digging or excavation work.
- Electrical Permit to Work.
- Working at Height Permit
- Working in Confined Spaces Permit

The site manager will be in overall control of the permit system; where, through risk assessment the requirement for a permit has been identified all contractors are responsible for following the procedure.

Permits are issued for one day or one shift whichever is the shorter; all permits are to be returned; all sections completed by the site manager/permit controller on completion of the works, at the end of the working day or shift.

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Reporting Procedures

The following will be tabled for discussion at each internal site meeting:

- The status and progress recorded against the contract programme.
- Current short term programmes and stages recorded against contract programmes with, if necessary, actions for bringing works in line with the programme.
- Monthly labour, fuel, accident returns.
- A rolling schedule of approvals of all materials yet to be approved. This schedule will be updated on a weekly basis.
- A schedule of materials and projects manufactured off site, with status of percentage manufactured and anticipated delivery dates.
- Weekly Safety and Environmental Meeting Agenda.
- Weekly Sub-contractors/ Supervisors Meeting Agenda.
- Internal Site Management Meeting Checklist.
- Monthly Progress Report.
- Sub-contract Progress Meeting Agenda.

Exchange of Health and Safety Information

Errigal accepts one of its main duties is to ensure that essential health and safety information is disseminated to employees and contractors (including self-employed and labour only supply contractors).

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Information, Instruction and Training

Information

All Health and safety information and statutory notices will be displayed in the site office and in the welfare facilities. Emergency procedures together with the identity of persons in charge will be displayed.

Induction Training

All personnel who work on site must receive an induction from Errigal Management team before they commence work. All contractors will be expected to meet the requirements of CSCS/ CSR/ Safe Pass Recognised Card Schemes and be in possession of the relevant & current card.

Contractors are responsible for maintaining their training records on site; a comprehensive training matrix is to be maintained and available upon request.

Visitors to site will be given a shorter induction which will cover any health & safety issues they need to be aware of and to identify any health & safety concerns we may have to address. All visitors to site must be accompanied by their respective sponsor. The induction will be carried out by the site manager or their appointed representative.

Relevant parts of the Construction Phase Plan, Method Statements and Risk Assessments will be made known.

A record will be kept of all training carried out:

- Safety Induction Register.
- Personnel Safety Induction Record.
- Occupational Health Information.
- Training Records (CSCS, CSR, Safe Pass, IPAF, PASMA, First Aid, SMSTS etc.)

Contractors are expected to carry out their own induction talks in accordance with the induction guidance sheet issued by the Site Manager covering their own Method Statements & Risk Assessments.

Site Rules

Refer to the Site Safety Information and to the Site Induction Training Register on which a signature is required acknowledging receipt of safety induction. The rules may be made specific for certain groups or individuals, such as visitors.

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Sub Contractors

Only Approved Sub Contractors will be permitted to undertake works that Errigal are responsible for. To become an approved Sub Contractor Errigal must be issued:

- Insurance details.
- Health and Safety Policy.
- Sub Contractor Approval Forms.
- Copies of the Site Specific Risk Assessment and Method Statement.

The Sub Contractor will advise site management of the appointment of their Safety Advisor and request that an appointment is made for Errigal Site Management to meet the Safety Advisor on their first visit to establish:

- Arrangements for notifying site management that an inspection is to take place.
- Procedures for carrying out site inspections.
- Arrangements for reporting results of inspections to both the subcontractor concerned and Errigal site management.
- All plant operators must complete Plant Operators Authorisation at the site induction.

Errigal request that sub-contractors provide proof of relevant training and competence of their operatives be issued to site; this is discussed during initial sub-contractor Pre Start Meeting.

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Non English Speaking Contractors

Errigal endeavours to be an equal opportunities employer and accepts that more and more non-speaking contractors are entering the construction industry. There is an increasing problem with communication on site with people not be able to understand the spoken or written English language.

Errigal recognises that some employees or contractors have difficulties understanding English or have low literacy levels. On that basis there are a number of ways communication can be encouraged to create their involvement.

- Ensure adequate time for consulting with employees/ contractors where language and/ or literacy may be an issue, so they can absorb the information and respond as required.
- Were difficulty lies, employees/ contactors should be encouraged to express their views in their preferred language by using interpreters.
- Ask a work colleague to interpret and identify them as the 'Translator', so that should any emergency evacuation take place, to ensure the individual escapes in good time and not be left behind. It may be necessary for these employees to receive some training if they are asked to undertake this role.
- Consider, getting information translated, were possible, and check that this has been done clearly and accurately by testing it with native speakers.
- The use of pictorial information and internationally understood pictorial signs where appropriate.
- Where information must be in English, use clear and simple materials, and allow more time.
- If Committees and representatives are in place, they should reflect the workforce they represent.

Be aware of cultural differences and take these into account when consulting employees; there may be some employees who do not feel able to speak up about health and safety matters.

The key to individual consultation is to make sure that everybody is involved so choose those methods that you know will reach all members of the workforce.

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Tool Box Talks

Toolbox talks are to be conducted on a weekly basis and all operatives attending the talks are to sign the Toolbox talk Register or sign off sheet. Copies of the completed Toolbox talk Register are to be submitted to the Site Management Team. Tool Box talks must cover site specific or relevant topics.

Arrangements for Monitoring

Monitoring of the Construction Phase Plan and site operations will be carried out as follows:

- Visual Inspections carried out daily by the Site Management. Management of Safety, Health and Environmental (SHE) Inspections will take place weekly.
- Periodic inspections will be carried out by the Safety, Health and Environmental Advisor, the intervals not exceeding one month and recorded and sent to Site Management.
- The routine monitoring of current legislation and standards and to give guidance and advice on how to meet these requirements.
- Investigation of Accidents/ Incidents (whether causing injury, loss or near miss) and complaints.
- Regular meetings between senior management and SHE Advisor to advise on appropriate standards/ controls.
- Arrangements for periodic inspections by safety advisors appointed subcontractors.

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General Arrangements

Welfare Facilities

Adequate and suitable toilets, washing facilities and changing rooms will be provided at the earliest possible. The welfare arrangements will conform to the Construction (Design & Management) Regulation 2015 Schedule 2 and will:

- Be easily and safely accessible.
- Be kept clean and orderly with a cleaning programme being established by the site management team.
- Be adequately ventilated and lit.
- Have a place to store normal and work clothing and dry it when wet.
- Have facilities for rest in a non-smoking atmosphere.
- Have a supply of drinking water (clearly marked).
- Have facilities for boiling water and heating food.
- Have facilities for eating food etc.
- Have facilities that will be safely maintained.
- Have separate toilet, washing and changing facilities for male and female staff or a lockable door.
- Not be used for storage of materials or plant.

Portable facilities will be provided only as an interim measure and for remote or short-term work.

Running water for washing and flushing will be provided as soon as possible. Wash hand basins with water, soap, and towels or dryers will be provided.

Seating will be provided with back support in all canteens and rest facilities.

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First Aid and Emergency Procedures

Details of Emergency Services

In the event of a major injury, fire or other dangerous occurrence, the Emergency Services shall be contacted by telephone (999 or other number dependant on location). The incident shall immediately be reported to the site office, where the site manager or deputy shall assess further actions required.

Emergency details (name, address and telephone number) of all the nearest Accident and Emergency Hospital, Fire Station and Police Station will be posted in prominent positions on site together with a map showing their location.

General Fire Precautions

Reference Documents:

- [Elev8251181 HPV Construction Stage Fire Strategy Rev00](#)
- [Elev8251182 Construction Phase FRA - HPV Site Compound Rev00](#)
- [Elev8251183 Construction Phase FRA - HPV Block A Rev00](#)
- [Elev8251183 Construction Phase FRA - HPV Block B Rev00](#)
- [Elev8251183 Construction Phase FRA - HPV Block C Rev00](#)
- [Elev8251183 Construction Phase FRA - HPV Block D Rev00](#)
- [Elev8251183 Construction Phase FRA - HPV Block E Rev00](#)

A fire risk assessment will be carried out to identify what emergency and fire precautions are needed.

The plan will identify and incorporate the following:

- Name(s) of overall Fire Safety Co-ordinator
 - [Larry Spillane – 077 1842 5888](#)
- General Site Fire Precautions – this will include but not limited to:
 - Type and Extent of Extinguishers
 - Type of Fire Detection Systems
 - Type of Fire Alarm System
 - Type of Accommodation / Emergency Lighting
 - Sketch Plan showing location etc. including Assembly Points
 - Fire Brigade Facilities / Contacts for Emergency Services

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Fire Plan and Fire Risk Assessment to be reviewed at regular intervals. Any amendments to be recorded on Section 1 (Index of Amendments).

Storage of Materials for HFL, LPG and waste material, detailing:

- Minimum quantities of highly flammable liquids will be allowed on site and these will be securely stored in a lockable, labelled fireproof container at least 3m away from site offices.
- All waste will be stored in skips (covered where necessary) at agreed locations.

Hot Work Permit Regime

Permit to work systems will apply to all hot works:

- Permit to Work Hot Cutting

All hot works will cease at least 1.5 hours before site closure. A 1 hour fire watch will be undertaken after all hot works.



Errigal_Hot Work
Permit.pdf



Permit to Work – Hot Works Permit

1. Permission is sought by: Name: _____ Contractor Company Name: _____ Equipment to be Used: _____ Project Name: _____ Exact Location(s): _____ Hot Work Start Time: _____ Hot Work Finish Time: _____		5. Acknowledgement by Persons Responsible I understand the hazards of this work and agree to comply with the precautions detailed herein. These have also been explained to the operatives carrying out this work and I consider them fully competent to perform such work safely. I will return my copy of this permit to Errigal Management when the work has been completed and after a 1-hour fire watch. Signed: _____ Print Name: _____ Date: _____ Time: _____			
2. Identify and detail any of the following present in the proposed working area: Combustible Solids: _____ Combustible Liquids: _____ Combustible Gases: _____ Combustible Dusts: _____				6. Authorisation by Management I have inspected the proposed Work Area, checked the above precautions and confirm that where applicable they are in place and on that basis permission for the use of the hot work equipment in the area(s) detailed herein is hereby granted. Signed: _____ Print Name: _____ Date: _____ Time: _____	
3. Fire Fighting and Detection Equipment: • Is suitable Fire Fighting Equipment available at or close to the Proposed Working Area? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> • Have contractor employees been trained and competent in the use of such Fire Fighting Equipment? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> • Has the nearest Break Glass Unit been identified? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> • Are there Smoke Detectors in the Proposed Work Area? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> • If yes, have Management been informed and permission granted to temporarily isolate detectors? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>				7. Completion of Works – To be completed by the Errigal Work areas and all adjacent areas to which sparks, flames and heat might have spread were thoroughly inspected on completion of works and one hour later no smouldering fires were discovered. Any temporary covering(s) of fire / smoke detection sensors have been removed. Time Hot Works completed at: _____ Date: _____ Time of Final Inspection: _____ Date: _____ Signed: _____ Print Name: _____ Company Name: _____	
In case of any Fire, the Alarm must be raised and Errigal Management must be immediately informed!				8. Confirmation of Completion by Errigal – To be retained in the Errigal Fire Safety Register I confirm that works have been completed in accordance with the above and the authorisation for Hot Work is now cancelled. Signed: _____ Position: _____ Time: _____ Date: _____	
4. General Precautions • Are there personnel and or Customers in the vicinity of the proposed working area? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> • If yes, is adequate screening provided to shield such persons from the welding flame / arc / sparks? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> • Is the proposed Work Area designated as being High Risk i.e. is there a notice prohibiting the use of welding equipment, naked flames or sparks? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> • If yes, has Errigal Management been consulted? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> • Will the work be carried out by and under the supervision of competent personnel? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> • Is Hot Work Equipment secured, in good condition and where applicable Flashback Arrestors fitted? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>				N.B.: This Permit applies only to the Job, Period of Time and exact Location as specified herein. A New Permit must be sought and issued for each shift / day, where work carries on from one shift to another or overnight.	

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Fire instruction notices will be prominently displayed and made known to all on site outlining:

- The action to be taken on discovering a fire, including raising the alarm and firefighting, if it is safe to do so.
- The action to be taken on hearing the alarm;
- Fire alarm systems and escape routes will be checked weekly and simple records kept.

Fire points containing the appropriate fire extinguishers will be installed in site offices, adjacent to escape routes and at prominent positions adjacent to specific activities such as hot works or HFL/ LPG storage.

First Aid

Each site will have a suitably trained First Aider who will be in possession of a current first aid certificate to manage first aid. In the absence of a company First Aider, a qualified person employed by a subcontractor will be appointed to provide cover.

First aid facilities will be kept on site for minor injuries as well as for the purpose of preserving life and minimising the consequences of injury and illness until help from a medical practitioner or nurse can be obtained. The minimum provision will be a suitably stocked first aid box/ container. The site manager will be responsible for re-stocking the first aid box.

Notices to show the location of equipment, facilities and personnel will be displayed in a prominent position on site.

All injuries however minor will be entered in the site accident book. Reportable accidents and Dangerous Occurrences must be recorded with a copy being sent to the relevant Health and Safety Manager or Director.

Accident, Incident and Near Miss Reporting

Medical treatment shall be sought for injuries sustained, no matter how slight and appropriate records shall be entered in the accident book.

All accidents and incidents, including damage to property belonging to Errigal or others, shall be reported to site management and the relevant Health & Safety Manager who shall instigate an initial investigation as soon as is practicable as to the cause of the incident.

The site management team shall introduce where appropriate immediate corrective actions to avoid recurrence of the incident.

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The site incident investigations shall be completed within a reasonable time frame, any investigation extending beyond two working days must be reported to the H&S Manager.

In instances where a major incident has occurred, the services of Errigal's Health and Safety Director should be sought to assist in the accident investigation if required. All RIDDOR categorised reportable accidents, incident, dangerous occurrences are to be reported.

All injuries, diseases or dangerous occurrences suspected of being covered by RIDDOR, (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) must be notified to the relevant enforcing authority and appointed Health & Safety Manager as soon as is practicable.

Records of accidents, direct employee plus sub-contract personnel numbers, and total hours worked are to be prepared monthly for Company safety performance measurement.

A toolbox talk is to be carried out by the relevant contractor post-accident with evidence being provided to Errigal management team.

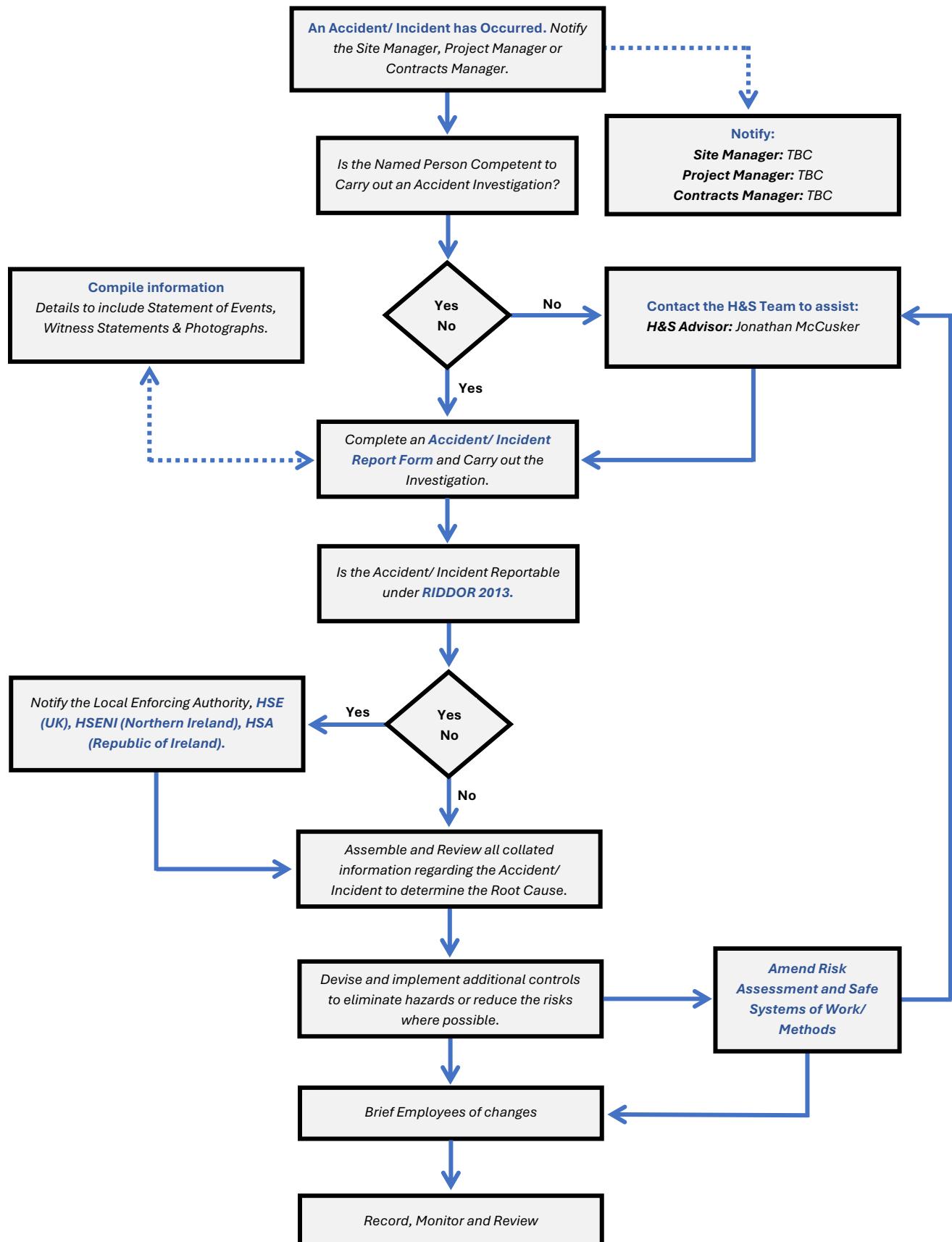
Near Misses must be reported to the Site Manager and project team. Projects teams are to encourage the reporting of near misses.

Environmental incidents must be recorded and sent to the Site Manager.

Below is a flowchart outlining the procedure for reporting accidents:

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Accident Reporting Procedure



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Health Risks

Health Surveillance

Errigal is aware their responsibilities for ensuring the long-term health and well-being of its employees and those contractors under their control.

Where health surveillance has been identified as being required either by risk assessment for hazards such as Noise/ Vibration or by specific legislation such as COSHH or Asbestos regulations; health surveillance will be undertaken and monitored by a Registered Occupational Health Practitioner.

Site health risks may include; but should not be restricted to:

<i>Health Risk</i>	<i>Control Measures</i>
<i>Asbestos</i>	<ul style="list-style-type: none"> • All asbestos to be removed by a competent contractor in line with Control of Asbestos Regulations 2012 guidelines. • If you come across asbestos, report it immediately to a member of the Errigal Site Management team. The area will then be cordoned off until it is removed by a competent contractor.
<i>Dust</i>	<ul style="list-style-type: none"> • Wetting down during demolition works to be employed to reduce dust which is given off in this process. • Errigal will where possible specify materials and processes that will require limited cutting on site. • If off site pre-measured materials can be specified this will reduce the amount of required cutting on site. • All cutting equipment to be fitted with dust wetting or dust extraction equipment dependant on material being cut. • Where possible pre-measured materials will reduce the need to create dust as a result of cutting, grinding, sanding, chasing etc.
<i>Lead</i>	<ul style="list-style-type: none"> • Demolition contractor to complete analysis of the buildings to see if lead based materials are present. • If so all removal works to take place in line with The Control of Lead at Work Regulations 2002
<i>Leptospirosis</i>	<ul style="list-style-type: none"> • N/A
<i>Manual Handling</i>	<ul style="list-style-type: none"> • All sub-contractors are required to include manual handling in their risk assessments.

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	<ul style="list-style-type: none"> Where possible ensure loads are split into smaller loads to make their transportation more manageable. Mechanical aids to be considered such as Telehandler/Forklift, Pallet trucks and Board Trolleys. Materials must be secure when being transported.
Noise	<ul style="list-style-type: none"> Where possible work processes should be considered to reduce the use of tools that create excessive noise. Where this cannot be achieved then PPE should be seen as a last resort. Hearing protection zones should be created along with noise registers and noise monitoring equipment to monitor the levels of noise created. Signage should be placed to warn others noisy operations.
Silicosis	<ul style="list-style-type: none"> All contractors who complete works where silicosis is a hazard will be required to detail this in their RAMS. Wet cutting techniques to be employed and suitable PPE to be used as a last resort.
Use of Toxic Substances	<ul style="list-style-type: none"> Avoid using highly toxic solvents during construction. Undertake COSHH assessments to assess the toxicity of solvents to be used and seek less harmful alternatives. Where this cannot be achieved seek off site application. Where this cannot be achieved seek usage in fresh air. PPE to be utilised following information from COSHH data sheet and COSHH assessment.
Ultra Violet Rays	<ul style="list-style-type: none"> All operatives to be reminded that tops must be worn at all times. Use skincare products to assist to ensure you are protected from sunlight. Drinking water provided on site.
Vibration	<ul style="list-style-type: none"> Avoid use of vibrating tools where possible. Where vibrating tools are used then simple precautions such as using appropriate PPE (gloves), health surveillance, HAVS register etc. will reduce effects of long term exposure to vibrating tools.

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Health and Safety File

Developing the health and safety file will be a continuous process throughout the project. Upon completion of a project where more than one contractor involved it is required under the Construction (Design & Management) Regulations that a Health & Safety File is prepared by the Principal Designer.

The Principal Designer will be updated by company site management of all revisions to the plan and any information that may be necessary for the compilation of the health and safety file, including as built drawings, operating and maintenance manuals and plans compiled during the construction process. Regular liaison with the Principal Designer will ensure that any relevant information is passed on.

The format for the Health and Safety File will be agreed with the Client and Principal Designer prior to the construction phase of the project.

Information will include:

- A brief description of the work carried out.
- Residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos, contaminated land or buried services etc.).
- Key structural principles incorporated in the design of the structure (e.g. Bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
- Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burnt off).
- Information regarding the removal or dismantling of installed plant and equipment (for example lifting arrangements).
- Health and safety information about equipment provided for cleaning or maintaining the structure.
- The nature, location and markings of significant services, including fire-fighting services.
- Information and as-built drawings of the structure, its plant and equipment (e.g. the means of safe access to and from service voids, fire doors and compartmentation).

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Environmental Procedures

Environmental Aims and Objectives

The policy of Errigal Ltd is to protect and enhance local and global environments. This commitment means that we ensure, so far as is reasonably practicable, that our activities are carried out in a sustainable way.

We are committed to protecting the environment and will aim to achieve the following:

- Maintain awareness of all applicable and new environmental legislation and regulations.
- Comply with all applicable environmental legislation and regulations.
- Minimise energy use and its associated CO2 emissions.
- Maximise the use of renewable energy sources where possible.
- Minimise the generation of waste.
- Maximise the re-use of materials and products.
- Maximise the use of recycled materials and products.
- Maximise the recycling of materials and products.
- Minimise raw material consumption.
- Maximise the use of material from renewable sources.
- Minimise polluting emissions to air, land and water.
- Minimise the use of polluting forms of transport.
- Assess the environmental impacts of all working practices and relevant product manufacture.
- Assess the whole life environmental performance of all purchases.
- Maximise the use of local products and local workforce.
- Minimise the use of water.
- Ensure that design and construction is undertaken in a manner compatible with sustainable development.

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Liaison with Site Neighbours

Undertake leaflet or letter drops to all close neighbours, (if applicable) to the site to inform them of the likely start date(s) for construction and for any operations that may be particularly noisy or carried out during unsociable hours.

This practice is considered good practice as informed neighbours are less likely to complain.

Environmental Impact & Aspect Control Measures

To assist in the minimising of environmental impacts the following will be reviewed and prepared by the project/ HSE team:

- Evaluation of Environmental Aspects and Impacts
- Aspects and Impacts Register
- Site Specific Aspects and Impacts

Vehicles and Plant

If at all possible, designate specific times for deliveries outside normal peak hours and to avoid unsociable hours and consequential disruption to neighbours.

Plant shall be positioned so that exhaust emissions do not cause damage or nuisance and kept to a minimum by regular maintenance.

Plant and Wheel Washing

No plant or equipment shall be washed out where there is the possibility of contamination to any natural watercourse, particularly regarding concrete. When necessary, special washing facilities / locations shall be established.

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Diesel Storage and Refuelling

Errigal will ensure that all diesel stored on site is in a secure tank and properly bunded. As far as practicable, ensure that all refuelling is undertaken in a safe, appropriately designated area.

Bunds should be of adequate capacity to contain 110% of the capacity, leak proof and kept empty of rainwater and other materials. This will avoid pollution of the ground, and to avoid prosecution for pollution or nuisance.

Site Roads & Access Routes

Errigal will ensure that site access roads are kept as clean as possible to prevent excessive contamination to the public highway. Speed restrictions may also be imposed to prevent spread of dust.

Storage of Materials, Fuels and Chemicals

All fuel, oil and chemicals shall be stored in containers specifically manufactured for the purpose, and/ or bunded/ double skinned to prevent contamination in the event of spillage damage.

Tank capacity shall be checked before delivery to prevent overfilling. Special care shall be taken when receiving and storing items such as oil, chemicals, cement, and paint to prevent spillage and contamination.

The contents of storage containers shall be clearly marked, to prevent accidental cross contamination.

A licensed waste disposal contractor or the original supplier shall remove leaking or empty containers from site.

All valves and nozzles shall be protected from vandalism and unauthorised use by means of a padlock. Where this is not possible, tanks/bowsers shall be stored in secure compound areas.

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Noise

Choose plant and machinery to minimise noise emissions consistent with the technical requirements of the works. Use noise suppression equipment if practicable.

Adhere to any working hour restrictions that have been placed on the project. Be vigilant at avoiding inadvertent excessive noise during night-time operations.

Dust

We will provide damping down methods of any operations that may generate dust, these may include such activities as Drylining, Cutting, Brushing, Painting Sanding or by utilising plant and equipment with dust extraction and collection facilities.

Lighting

The use of lighting for the works shall be carefully selected to ensure it is efficient and effective, and positioned to ensure that light spillage is kept to a minimum.

Visual Appearance

Care should be taken to ensure an overall positive attitude to housekeeping of the site, such as fencing, storage or equipment and materials, avoidance of litter and windblown waste etc. This will provide all parties concerned with a good impression of environmental controls leading to an enhanced perception.

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Waste Management

Waste Storage

Errigal will take active steps to ensure that responsibilities under the Environmental Permitting Regulations 2010 and the Waste (England and Wales) Regulations 2011 are properly discharged, particularly in the accurate completion, and secure retention, of waste transfer notes. Waste will be segregated into different mainstream material types (Plasterboard, Wood, Metals, etc.) for recycling.

Waste shall be stored appropriately depending on type and classification, i.e., Controlled waste, Hazardous waste and General wastes. In any event, waste storage shall be kept to a minimum and in suitable skips, containers or locations for disposal. Whenever possible segregation shall be implemented to allow for recycling.

Where Hazardous waste is identified, it shall only be segregated and stored following approved methods from the Environment Agency.

Errigal will maintain a Waste Management Plan (WMP) this can be found at in the site office. The WMP will be kept for two years after the completion of the project and archived accordingly.

Waste Disposal

Duty of care shall be applied to all waste, and it shall be ensured that all waste disposals are carried out by registered contractors and records of disposal controlled by waste transfer notes. Waste disposal skips, containers/ vehicles shall be covered during transport to prevent contents escaping.

Hazardous waste shall be controlled and disposed of following the Environment Agency approved procedures, and by implementing their consignment note system.

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Design Control

Designer

The Principal Designer / designer(s) where applicable, are detailed in the Construction Phase Plan Directory.

Design Control Procedures

Design will be controlled in accordance with the Design and Development Process Description flow chart which includes but is not limited to:

- Identification of Design Requirements
- Risk Assessments
- Design Approval
- Appointing and Control of Design Authority
- Design Review Meeting Minutes

Design Review & Liaison with Client and Principle Designer

Design meetings between the respective organisations will take place to review the design process. Calculations and drawings will be forwarded to the client or their representative for comment/ approval prior to related construction works taking place.

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Design Competencies

The design team create drawings for comment/ approval in line with the Design Intent while ensuring the drawings are in line with all current Building Regulations and standards. External and in-house training is provided to each member of the design team to ensure they have the required knowledge and experience to complete the design element of a project. Prior to submittal, all drawings go through the Errigal in-house checking process by the Lead Designer confirming they meet the Errigal Design Office policy. The Design is reviewed and confirmed for suitability via structural calculations prior to manufacture.

Inspection and Testing

An Inspection & Test Plan shall be produced and maintained which shall identify the inspection & test requirements, including any hold points required. Please refer to the Quality Management Plan (QMP) for details on Quality Management procedures.

Inspection of the works shall be recorded as necessary using proforma identified within the inspection & test plan.

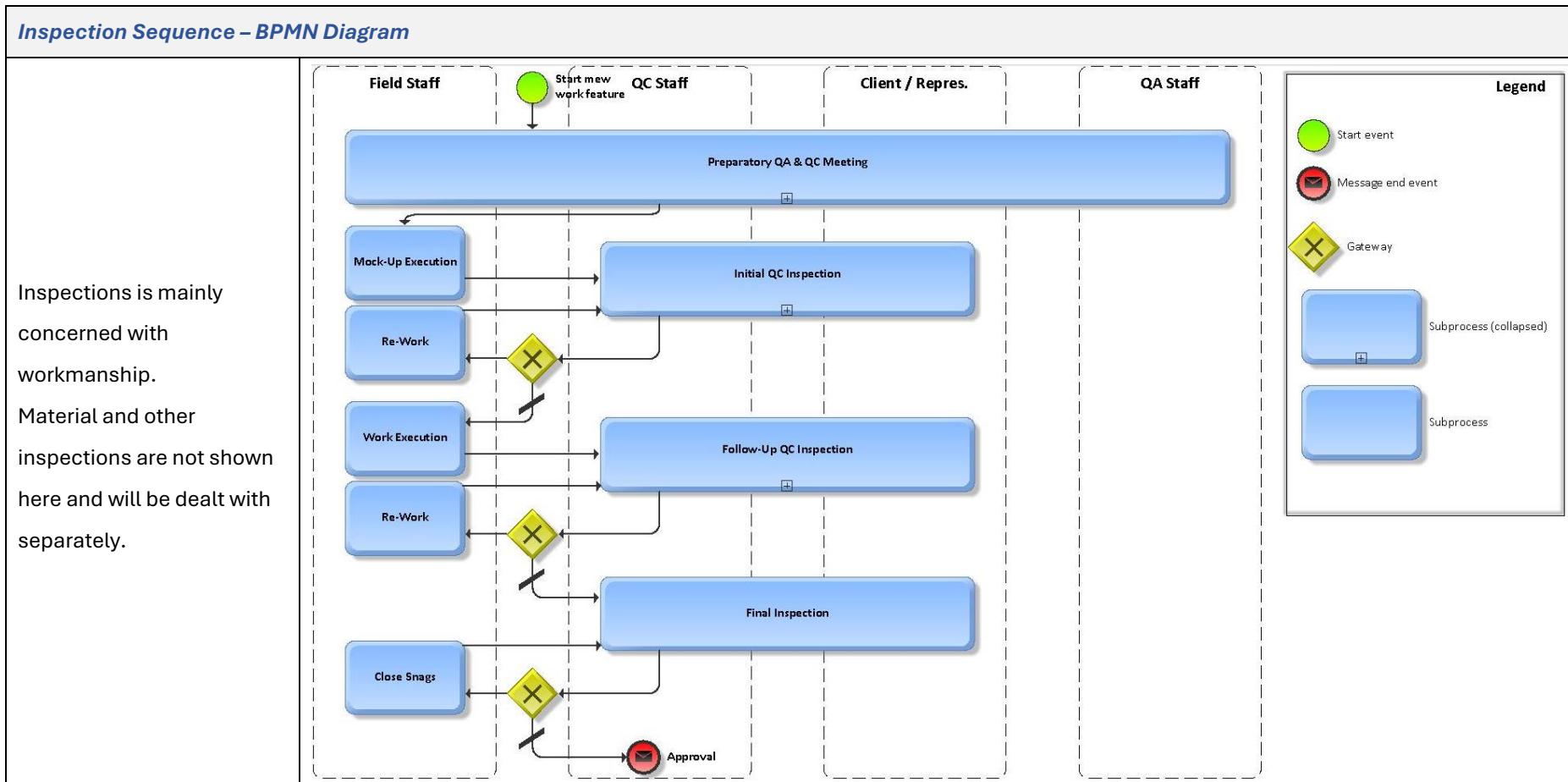
Where a formal inspection is required by the Client or representative, as defined within the contract documents, agreed inspection proforma shall be used for this purpose.

Errigal provides detailed Inspection and Testing control measures, which include but are not limited to:

- Quality Inspection Documentation
- Non-Conformance Reports
- Method Statements
- Works Inspection Sheets

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Inspection and Test Flowchart



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Training

Training includes but is not limited to:

- Site Induction Records
- Machine Operator Records (CPCS, IPAF, etc.)
- Competency Training (SMSTS, CSCS, Safe Pass, etc.)
- Tool Box Talk Records

Where specific training is identified for the project, this shall be carried out accordingly.

The Directors & Site Manager shall ensure that all new employees are aware of requirements regarding training.

Servicing

Servicing requirements for plant and equipment shall be identified from the operating manuals etc and Health and Safety Statutory Inspection requirements for safety critical items.