



**Project Management Plan  
(Construction Phase Plan)**

**Principal Contractor:**  
NORTH MIDLAND CONSTRUCTION PLC

**CONTROLLING DIVISION:**  
HIGHWAYS

**Client:** Sirius Minerals PLC

**NMC Contract Number:** 44394.003

**Scheme:** Phase 3 – Site Enabling Works, Woodsmith Mine

**Document Reference:**  
40-NMC-WS-70-CI-PL-0002 Rev 2

**Head Office Address**

North Midland  
Construction  
Nunn Close  
The County Estate  
Huthwaite  
Sutton-in-Ashfield  
NG17 2HW

TEL

No

FAX

No

**Project Address**

NMC Site Office  
Woodsmith Mine  
(Off B1416)  
Sneatonthorpe  
North Yorkshire  
YO22 5JB

**Telephone**

**Fax**

**Principal Designer  
Address**

Arup  
Rose Wharf, 78 East  
St, Leeds LS9 8EE

**Principal Designer  
phone number**

**CONTRACTOR**

North Midland  
Construction

Is the project Notifiable? Yes

**NMC STATUS UNDER CDM REGULATIONS**

NMC STATUS UNDER CDM REGULATIONS				START	FINISH
Principal Designer	Designer	Principal Contractor	Contractor	June 2017	Sept 2017
No	No	Yes	No		
<b>Drafted By</b>	<b>North Midland Construction</b>	<b>Accepted By</b>	<b>Sirius Minerals PLC</b>		
<b>Name</b>	Alex Spencer	<b>Name</b>	Duncan Smith		
<b>Date</b>	10.03.17	<b>Date</b>			
<b>Signature</b>		<b>Signature</b>			

**CONTROLLED COPY CIRCULATION LIST**

<b>Contracts Manager</b>	<b>Project Manager</b>	<b>Client</b>	<b>Site File</b>	<b>Contractor</b>	<b>Sub-contractor</b>
Chris West	Chris Davis	Duncan Smith		NMC	
<b>Issue Date:</b>	31/03/17	<b>Current Revision Number:</b>			2

**Revision History**

<b>Date</b>	<b>Revision number</b>	<b>Revision made</b>	<b>Signature required below</b>
10/03/17	A	First issue	
30/03/17	1	Sirius comments addressed	
31/03/17	2	Details on temporary accommodation updated	

**Sub-contractors**

<b>Company</b>	<b>Specialism</b>	<b>Address</b>	<b>Contact</b>	<b>Number</b>
Collins Earthworks	Earthworks	Unit 2b, Park Lane, Sutton-in-Ashfield, Notts. NG17 9LE.	Dave Collins	

**Note:** This document contains hyperlinks. When it is being used on line the hyperlinks can be used to reach the appropriate documents and links on IMSOL. To activate a link, double click on the appropriate text or icon.

Hyperlinks are indicated by [blue underlined text](#) or by icons in the document

## INDEX

<b>Description</b>	<b>Section</b>
1 - (a) Description of the Contract/ Project and programme details .....	1
(b) Details of Client, Principal Designer, Designers and other Consultants .....	1
(c) Existing Plans/Records.....	1
2 - (a) North Midland Construction PLC Management Structure.....	2
(i) Project Team - Responsibilities .....	2
(ii) Project Team - Detailed Roles and Responsibilities .....	2
(b) Objective & Goals.....	2
(c) Communications.....	2
(i) Regular Liaison between Parties on and off site.....	2
(ii) Consultation with the workforce.....	2
(iii) Exchange of design information (Handling Design Changes).....	2
(iv) Permits / consents and Constraints.....	2
(v) Managing Design Changes .....	2
(vi) Suppliers & Subcontractors (Selection and Control).....	2
(vii) Communication and exchange of Information between contractors .....	2
(viii) Site Security .....	2
Site Visitors .....	2
Interface with the General Public .....	2
(ix) Site Induction, Information and Training.....	2
(x) On Site Training.....	2
(xi) Provision of Welfare & first aid Facilities .....	2
(xii) Reporting/Investigation of Accidents, Incidents and Near-misses .....	2
(xiii) Risk Assessments and Written Systems of Work.....	2
(xiv) Site Rules .....	2
(xv) Fire and other Emergency Procedures.....	2
3. Significant Risks .....	<u>Section 3</u>
A) Quality Plan .....	3
(i) Document Control.....	3
(ii) Human Resources .....	3
(iii) Procurement .....	3
(iv) Deliveries and Logistics .....	3
(v) Product identification and traceability.....	3
(vi) Verification on Receipt.....	3
(vii) Handling,Storage, packaging and Preservation .....	3
(viii) Customer Property.....	3
(ix) Supplier/subcontractor selection .....	3
(x) Audits,Inspections and reports .....	3
(xi) Non Conforming Products/Services .....	3
(xii) Customer Satisfaction.....	3
B) Health & Safety Plan .....	3
(i) 10 Golden Rules .....	3
(ii) Illustrated mandatory & advisory information to be displayed .....	3
(iii) Permits .....	3
(iv) Arrangements for Controlling significant site risks .....	3
(v) significant Risks identified from pre-construction information .....	3
(vi) Delivery and removal of materials .....	3
(vii) Avoidance of Buried Underground Services.....	3
(xiii) Movement of vehicles -Traffic and Pedestrian Management.....	3

(ix) Adjacent Land .....	3
(x) Stability of Structures.....	3
(xi) Prevention of Falls .....	3
(xii) Work Near Fragile Materials .....	3
(xiii) Control of Lifting Operations .....	3
(xiv) Plant and Machinery .....	3
(xv) Excavations .....	3
(xvi) Confined Spaces.....	3
(xvii) Working Near Water.....	3
(xviii) Working in caissons or cofferdams .....	3
(xix) Working with Compressed Air .....	3
(xx) Storage of materials and work equipment .....	3
(xxi) Personal Protective Equipment (PPE).....	3
(xxii) Asbestos .....	3
(xxiii) Contaminated Land .....	3
(xxiv) Manual handling.....	3
(xxv) Control of Substances Hazardous to Health (COSHH) .....	3
(xxvi) Reducing Noise and Vibration .....	3
(xxvii) Ionising Radiation.....	3
(xxviii) Exposure to UV Radiation .....	3
(xxix) Hazard Identification, Risk assessment and control .....	3
(xxx) Health and Safety File Handover .....	3
C) Environmental Plan .....	3
(i) Environmental golden Rules .....	3
(ii) Illustrated mandatory & Advisory environmental information .....	3
(iii) Consents and Permissions .....	3
(iv) Environmental studies and Surveys .....	3
(v) Environmental Monitoring and Measurement .....	3
(vi) Significant Environmental changes .....	3
(vii) Sustainability.....	3
(viii) Waste Management.....	3
(ix) Contaminated Land .....	3
(x) Consideration with respect to Air.....	3
(xi) Consideration with respect to land and Water.....	3
(xii) Consideration with respect to noise and vibration .....	3
(xiii) Wildlife and Natural Features.....	3
(xiv) Archaeology and built heritage .....	3
(xv) Transport, access and public rights of way .....	3
(xvi) Pollution Prevention .....	3
(xvii) Carbon reduction and energy management .....	3
(xviii) Register of Site Specific Environmental actions .....	3
(xix) Environmental Aspects and Impacts .....	3
(xx) Hazards, risk assessment and control.....	3
(xxi) Control of Substances Hazardous to the Environment.....	3
(xxii) Incidents and near misses .....	3
(xxiii) Implementation of the Environmental Plan .....	3
(xxiv) Communication of Environmental Issues.....	3
(xxv) Management of Environmental Issues on Site.....	3
4 - Client/Customer Specific Requirements.....	4
5 - Gathering/Collection/Storage of information .....	5

## SECTION 1

### 1 - (a). Description of the Contract/ Project

---

#### Project Overview

Sirius Minerals PLC (Sirius Minerals) intends to develop a new mine surface development, south of Whitby in North Yorkshire to extract and process polyhalite and transfer it to a harbour facility (the harbour facility is covered by a separate consenting regime). A full and detailed description of the project can be found in the Environmental Statement.

This PMP relates to the Phase 3 Enabling Works at Woodsmith Mine only.

#### Description of works

- General site clearance including demolition of all farm buildings and sheds, and localised tree and scrub clearance, as shown on Arup Drawing YP-P10-WS-CX-051;
- Excavation and construction of the south western extension of the upper tiered working platform at around 203m AOD, as shown on Arup Drawing YP-P10-WS-CX-053;
- Excavation and construction of the Platform for the Construction Welfare Facility, Parking Area and Concrete Batching Plant, as shown on Arup Drawing YP-P10-WS-CX-053;
- Construction of temporary and permanent soil mounds, including the basal liner for a future storage facility in the northeast corner of the site for non-hazardous non-inert (NHNI) spoil and three topsoil, subsoil and inert material storage bunds in the southwestern area of the site, as shown on Arup Drawing YP-P10-WS-CX-053 and YP-P10-WS-CX-055, with earthworks volumes presented in YP-P10-WS-CX-054;
- Construction of surface water drainage, a temporary surface water attenuation pond and temporary wetland in the southern area and two permanent attenuation ponds and two wetland areas in the north eastern area, as shown on Drawing 40-ARI-WS-71-CI-DR-1050;
- Construction of a spring and groundwater drainage layer in the north eastern area, discharging into a wetland area, as shown in Arup Drawing YP-P10-WS-CD-060;
- Installation and commissioning of temporary dewatering as shown in Arup Drawing YP-P10-WS-CX-050;
- Erection on site of the Concrete Batching Plant complete with reticulated water supplies and tanks;
- Construction of the drilling platform and temporary saline lagoon area for the groundwater reinjection well as shown in Arup Drawing YP-P10-WS-CX-057;
- Provision of Construction Welfare and Security Facilities - complete with hook-up of power, communications & water supplies and new waste water collection facilities.

Approximate Start Date: Q2, 2017.

#### Programme of works for contract or project

Please refer to the construction programme.

**1 - (b). Details of Client, Principal Designer, Designers and Other Consultants**

<b>Role</b>	<b>Duty Holder</b>	<b>Contact Details</b>
<b>CLIENT</b>	<b>Sirius Minerals PLC</b>	<b>Name:</b> William Woods <b>Position:</b> Project Development Manager
<b>PRINCIPAL DESIGNER</b>	<b>Arup</b>	<b>Name:</b> Sarah McDowall <b>Position:</b> Senior Consultant <b>Tel:</b>
<b>HEALTH &amp; SAFETY EXECUTIVE</b>	<b>N/A</b>	<b>Address:</b> 8 City Walk, Leeds LS11 9AT <b>Tel:</b> <b>Web:</b> hse.gov.uk
<b>PRINCIPAL CONTRACTOR</b>	<b>North Midland Construction PLC</b> Nunn Close Huthwaite Sutton In Ashfield NG17 2HW	<b>Name:</b> Chris West <b>Position:</b> Regional Operations Manager

## EMERGENCY CONTACTS

### Client – Emergency Telephone Numbers

CONTACT NAME	TEL NO.
Robert Staniland, Environment Manager	
William Woods, Project Development Manager	
Duncan Smith, Project Manager	

### Statutory Undertakers – Emergency Telephone Numbers

SERVICE	TEL NO.
Gas, National Grid	
Water Services, Yorkshire Water	
Electricity, Northern Power Grid	
Oil or Gas Pipeline (British Pipeline Agency)	
Telephone, BT	
Cable, Virgin Media	
Sewerage Services, Yorkshire Water	
Environment Agency	
Local Police Station	1

### Other – Emergency Telephone Numbers

CONTACT / POSITION	NAME	TEL NO.
Head Office	Reception	
Operation / Delivery Manager	Chris West	
Project Manager	Chris Davis	
Quantity Surveyor	Richard Oakton	
Executive Director - Managing	Geoff Poyzer	
Executive Manager - Commercial	Mark Lawson	
NMC Group Health & Safety Manager	Jeremy Blom	
NMC Group Environmental Manager	Selina Morson	
NMC Safety & Environmental Coach	Dave Powell	

## Health & Safety Advisers – Emergency Telephone Numbers

NAME	TEL NO.
Hurst Setter & Associates Ltd.	(24 hours)

EMERGENCY PROCEDURES	REQUIRED	DISPLAY LOCATION
Environmental Emergency Preparedness Plan	✓	Office
Fire Plan	✓	Office
A&E Hospital and Route	✓	Office

Further environmental procedures will be discussed at induction, displayed on site notice boards & detailed in the environmental section.



### (c) Existing Records

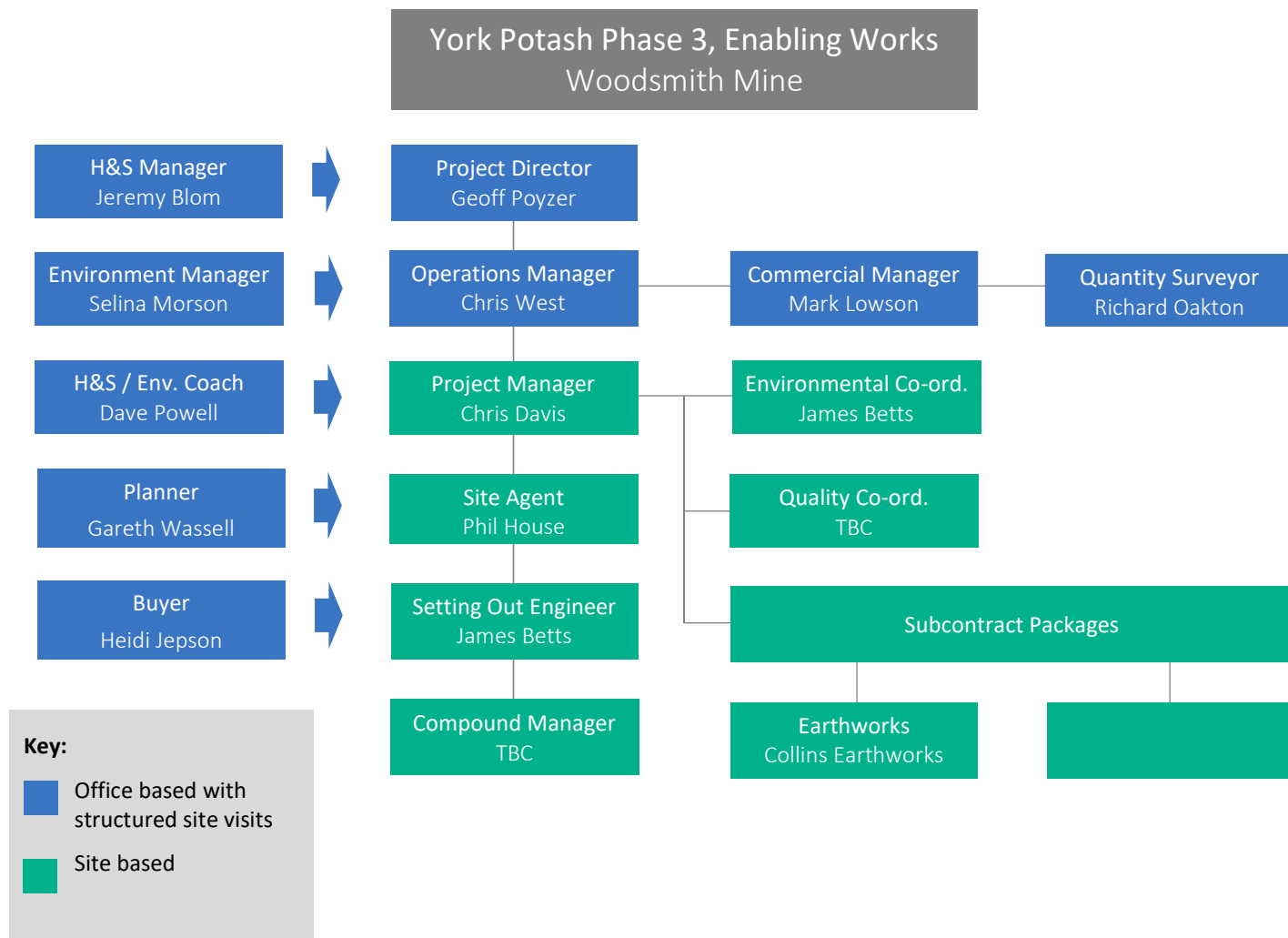
---

<b>Records and information</b>	<b>Format</b>	<b>Provided by</b>
Design Risk assessment	Documents	Arup
Key Deliverables agreed with client	Documents	Arup
Existing Structures	Documents / Survey	Arup
Buried services plans	Electronic and colour print	Arup
Health & Safety surveys	Documents / Survey	Arup
Environmental Surveys	Documents / Survey	Royal Haskoning DHV
Health & Safety File	Documents	Arup

## SECTION 2

### 2 - (a) North Midland Construction PLC Management Structure

#### Organogram



**(i) Project Team - Responsibilities**

Responsibility	Nominated person	Role (In order of Seniority)	Coordinators											Controllers										
			A1	A2	A3	A4	A5	A6	A7	A8	A9	A10	A11	A12	A13	A14	A15	A16	A17	A18	A19	A20	A21	A22
			Project Management Plan	Legal Requirements	Environment Aspects & Impacts	Risk Assessment & Method Statements	Document Control and record Keeping	Emergency Preparedness & Response	Waste Management (SWMP)	Monitoring & Measurement	Accidents, Incidents & near miss Reporting and Investigations	Non-conformances, Corrective & Preventive action	Procurement	Temporary Works coordinator	Water Permits Control & Sampling	Site Safety	COSHH	Permits to work	Lifting Operations	Site Inductions and Briefings	Fire Coordinator (RP) / Marshals (D)	Plant Records	First aiders	Site Security
	Geoff Poyzer	Project Director																						
	Mark Lowson	Commercial Manager																						
	Jayne Hope	Contractors Coordinator					X																	
	Chris West	Operations Manager	X	X		X		X		X	X	X	X	X										
	Chris Davis	Project Manager	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Gareth Wassell	Project Planner					X			X		X												
	Heidi Jepson	Divisional Buyer												X										
	TBC	Sub-Contractor											X	X	X	X	X	X	X	X	X	X	X	

**(ii) Project Team - Roles and Responsibilities**

NAME	POSTION	CONTACT PHONE NO.	RESPONSIBILITIES (in brief)	COMPETENCIES (Qualifications / training)
Geoff Poyzer	Project Director	07970 136518	Overall responsibility for the projects safety, health and environmental management, resources, procedures and support to meet the arrangements documented in this plan.	<ul style="list-style-type: none"> <li>▪ President of East Midlands Chamber of Commerce</li> <li>▪ Fellow of Institution of Highways and Transportation</li> <li>▪ Associate Member of Institution of Civil Engineers</li> <li>▪ BEng (Hons) Civil Engineering</li> <li>▪ CSCS Manager</li> <li>▪ Health and Safety for Directors</li> <li>▪ Management of Health and Safety in Construction</li> </ul>
Chris West	Operations Manager	07970 136524	Responsible for the day to day management of activities with regard to health, safety and environmental management and supervision of labour and labour resources to meet the arrangements documented in this plan.	<ul style="list-style-type: none"> <li>▪ BEng (Hons) Civil Engineering</li> <li>▪ CSCS Manager</li> <li>▪ SMSTS</li> <li>▪ NRSWA Supervisor</li> </ul>
Chris Davis	Project Manager	07712 324723	Control and manage on site construction activities, manage sub-contract activities on site, ensure client satisfaction throughout construction process, implement best practise regarding QESH procedures.	<ul style="list-style-type: none"> <li>▪ BEng (Hons) Civil Engineering</li> <li>▪ CSCS Civil Engineering Site Manager</li> <li>▪ CITB Site Manager Safety Training Scheme</li> <li>▪ NRSWA Street Works Site Supervisor</li> <li>▪ SMSTS</li> <li>▪ First Aid At Work</li> <li>▪ CPCS Appointed Person (Lifting)</li> </ul>
Jeremy Blom	Health & Safety Manager	07976 348 771	Advice, support and monitoring of health, safety policies and procedures to meet the arrangements documented in this plan and current legislation.	<ul style="list-style-type: none"> <li>▪ GradIOSH</li> <li>▪ MIIRSM</li> <li>▪ CSCS</li> </ul>

Selina Morson	Environmental Manager	01623 515008	Advice, support and monitoring of environmental management policies and procedures to meet the arrangements documented in this plan and current legislation.	<ul style="list-style-type: none"> <li>▪ BA (Hons) Joint Honours Degree</li> <li>▪ NEBOSH National General Certificate Level 3 in Occupational Health and Safety</li> <li>▪ CSCS</li> <li>▪ IEMA Approved Associate Certificate Course in Environmental Management (UK)</li> </ul>
---------------	-----------------------	--------------	--	--

**(b) Objective & Goals**

It is our objective to carry out the on-site construction process of the works in accordance with the CDM Regulations 2015, in such a way as to give due regard to the welfare of all persons involved in carrying out the Works, and without putting their health and safety at significant risk to their health and safety, along with that of others who may be affected by the works, including members of the general public, and visitors to the site of the works.

To carry out all works in accordance with the [NMC policy documents](#) including the [Integrated Management Systems Policy](#) which covers Quality, Health & Safety, and Environmental requirements on the basis of the Management System approvals meeting the requirements of:

[ISO 9001](#)  
[BS OHSAS 18001](#) &  
[ISO 14001](#)

The overall Quality goals are to:

- Meet or exceed the client's requirements
- Compliance with project drawings and other written specifications
- Reporting of all non-conformances
- Compliance with product/process legislation

The overall Health & Safety goals are to:

- Zero RIDDOR accidents
- Prevent or minimise the number of non-RIDDOR accidents and incidents
- Compliance with project H&S requirements
- Reporting of all accidents, incidents and near misses
- Compliance with Health & Safety Legislation

The overall Environmental goals are to:

- Prevent or minimise any environmental disturbance
- Compliance with project environmental requirements
- Reporting of all incidents and near misses
- Compliance with environmental Legislation

**PROJECT QESH & OTHER SPECIFIC OBJECTIVES & TARGETS**

Environmental, Quality, Health and Safety and client Key objectives and targets for the project and arrangements for monitoring and review of environmental performance will be as follows:

Objective	Target	Measure	Review Process	Owner
<b>Environmental objective/targets</b>	Zero environmental incidents	Contractor's Report	Monthly	Project Manager
	High level of Near Miss / Positive Intervention reporting (target 3 per week)	Contractor's Report	Monthly	Project Manager
<b>Quality objectives/targets</b>	Zero defects at handover	Defects list at handover	Review at handover	Project Manager
<b>Health &amp; Safety objectives/targets</b>	Zero accidents	Contractor's Report	Monthly	Project Manager
	High level of Near Miss / Positive Intervention	Contractor's Report	Monthly	Project Manager

	reporting (target 5 per week)			
--	-------------------------------	--	--	--

## Standard Setting

Through management team supervision and monitoring NMC will ensure that work carried out is in accordance with relevant Policies, legislation, Approved Codes of Practice and Guidance Notes.

The company will operate under the control of a Quality Plan, an Environmental Plan and a Health & Safety Plan, (in accordance with the Construction Design & Management Regulations 2015).

Reference should be made to the following NMC PLC documentation held on IMSOL for further information:

- Integrated Management Policy.
- Continuous Improvement Policy.
- CDMCP Compliance Policy.
- Supporting Policy for Health & Safety.
- Sustainability Policy.
- Housekeeping Sites.
- Health and Safety for Site Operations.
- Health & Safety for Employees and Subcontractors.
- Electronic Communications Policy.
- Standards of Business Conduct.
- Values and Philosophies.
- Customer Care Policy.
- Press Communications.
- PPE Usage & Exchange Policy.
- Handbook for Van & Lorry Drivers.
- Alcohol & Drugs Policy.
- Social Networking Policy.
- Statutory Notices and other forms and documents as detailed in this document.

## Legislation

North Midland Construction PLC maintains a legal register of all applicable legislation that applies to site operations. Links to the legislation are included below (must be connected to NMCloud).

- [Link to Environmental Legislation.](#)
- [Link to Health and Safety Legislation.](#)
- [Link to HR Legislation.](#)

## Arrangements for Monitoring Quality, Environment, Health and Safety (QESH) Performance

Site inspections and audits will be carried out to ensure compliance with the requirements. This may include first parties i.e. people working for NMC, second parties i.e. clients representatives, and third parties such as our Health and Safety Advisors (Hurst Setter and Associates) or accreditation bodies (such as BSI).

During the construction phase NMC will be responsible for ensuring that its quality, environment and health & safety performance and the performance of its subcontractors are reviewed on an ongoing basis.

Members of the management team will also monitor performance of the activities they undertake and those undertaken by its subcontractors through regular audits and inspections.

Performance will be reviewed at each Project Review Meeting attended by all relevant members of the Project.

Any issues identified will be raised immediately with the relevant contractor who will be expected to implement the appropriate corrective action within timescales agreed between both parties.

## Site Monitoring, Inspections and Monthly Audits

Monitoring procedures and documentation used are held on the NMC IMSOL. Monitoring records shall be held by the management team in the project office and reviewed by the management team.

Type Of Monitoring	Carried out by	Schedule
SHE inspection	Project Manager / Site Agent	Completed weekly
Internal audit	QESH facilitator	Quarterly
Weekly (F91) site inspection	Project Manager / Site Agent	Weekly
Hurst Setter H&S inspection	Hurst Setter	Monthly
Hurst Setter Environmental inspection	Hurst Setter	Monthly
Hurst Setter Audit	Hurst Setter	Quarterly
Quality Test Requirements (e.g. concrete cubes / other inspections)	Project Manager / Site Agent	As per Inspection & Test Form Plan

More information on site monitoring, inspections and audits in relation to environmental matters is contained within the Environmental Plan.

### (c) Communications

---

#### (i) Regular Liaison between Parties on and off site

---

NMC will maintain regular project meetings with the project team and labour resource. As required NMC will attend meetings with local authorities, trades, amenities and service providers.

NMC management will attend regular meetings to liaise with local authorities. These will include the council, highways management, hospital management, the armed forces and the police as appropriate.

NMC management will, where identified, contact the trades, amenities and services to communicate the arrangements and controls, ensuring understanding to reduce risk and disruption.

Contingency provisions will be made for potential activity overruns. These too will be communicated and discussed with those concerned. Contingency provisions will include bus routes, road gritting routes, work timings and distances and traffic control arrangements.

Regular liaison meetings will be held with the Health and Safety Executive, the Environment Agency, and other government bodies such as DEFRA throughout the duration of the project, as required.

In accordance with the Environmental Emergency Preparedness Plan, the Project Manager will notify the Group Environmental Manager of environmental incidents, who will complete an investigation report for issue to the client. Please refer to Section (xv) Fire and other Emergency Procedures for more details.

Complaints will be recorded and actioned as appropriate in accordance with [IMS Procedure OP 5/3](#).

Further to the above, the client has developed the following Complaints Procedure, which will be implemented

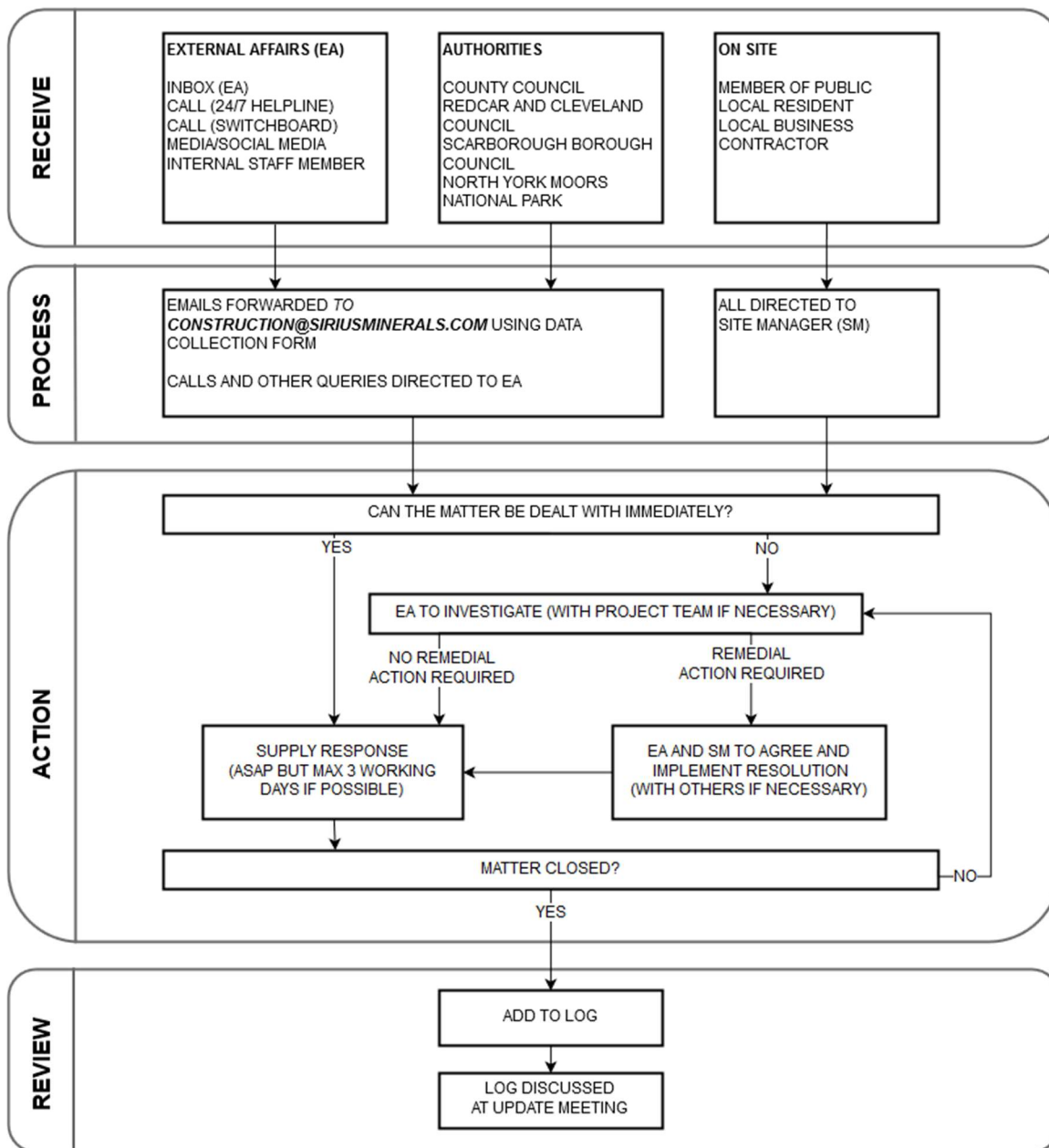
#### Client Complaints procedure

The procedure below outlines the process of managing complaints from receipt through to resolution. All complaints, regardless of the source, will be managed by the Sirius Minerals External Affairs team and will involve the Company's Project team, contractors and other parties as appropriate.

Key terms:



info@siriusminerals.com – email address managed by the External Affairs team  
 Data collection form – details required from each complainant (e.g. full name, contact number)  
 Site Manager – Designated decision maker on each project site (e.g. highways site, Dove’s Nest)  
 Log – Complaints log managed by the External Affairs team  
 Update meetings – Regular construction progress meetings



Communications with external third parties for example, local authorities, DEFRA will be logged as a communication on IMSOL, in accordance with [IMS Procedure OP 1/6](#) (including letters, and telephone conversations).

The involvement of the local community and stakeholders will be encouraged.

Meetings will be held as detailed below to secure co-operation between the Client, Principal Designer, Principal Contractor, other Contractors and Designers to ensure that Health & Safety objectives are being adequately addressed and achieved.

MEETING / REPORT TYPE	CLIENT REQUIREMENT	NMC REQUIREMENT	TRAINING AND CONSULTATION	FREQUENCY			
				DAILY	WEEKLY	MONTHLY	ONCE
Contractors coordination meetings	x	x			x		
Contractors Report Design H&S Review meetings	x	x					x
Health, Safety and Environmental Inspection Report	x	x			x		
Joint Site Safety and Environmental Advisor Site Inspections	x	x				x	
Progress meetings	x	x				x	
Progress photographs	x	x		x			
Safety and Environmental advisor meeting		x			x		
Safety committee meetings		x					x
Site safety coordination meeting		x			x		
Site team meeting		x			x		
Subcontractors progress		x				x	
Contractors progress / coordination meeting	x	x				x	
Progress photographs	x	x		x			
Site Induction	x	x					x
Subcontractors pre-commencement meetings	x	x					x
Activity briefings		x		x			
Environmental Alerts		x				x	
Safety Alerts		x				x	
Toolbox Talks		x			x		
Daily monitoring of construction works by the contractor	x			x			
Weekly inspections by the Environment Team	x				x		
Progress reports covering environmental issues	x					x	
Meetings with Sirius Minerals	x					x	

## (ii) Consultation with the workforce

Managers/supervisors will communicate daily to the operatives they are responsible for. As part of the communication and the documented monitoring process all operatives will be asked to communicate any health, safety or environment issues they may have. Near Miss / Accident / Incident / Communication cards will be provided in the Site Office and Canteen to encourage open communications on all matters. Issues raised will be logged on the IMSOL system, raising a “pending action”, until satisfactorily closed-out. The individual who raised the issue will receive feedback from the Project Manager ahead of close-out on IMSOL.

NMC will provide detailed [risk assessments and method statements](#) for each of the work activities. Each RAMS records the people involved in the consultation.

On a daily basis a [KSAW \(Keep Safe and Well\)](#) meeting is held. This is a daily brief of site activities that may require special attention.

On a quarterly basis there are representatives of Health & Safety (RoES) meetings between management and employee representatives. The meeting dates and minutes are issued by the Health & Safety Manager. Anyone can become a representative by contacting the Health & Safety Manager.

Should there be non-English speaking operatives on site these will be managed through the use of an interpreter to be supplied by the contractor or subcontractor. – This can either be in the form of a professional translator – or a bilingual member of the gang/team. This translator will be used to ensure that all members of the team understand the site induction and the method statement briefing.

As well as the above we will ensure that all people understand simple commands such as “Stop” and “no.” Any further instruction will then be passed on through the interpreter.

More information on consultation with the workforce on environmental matters is contained within the Environmental Plan, located in Section C of this PMP.

### **(iii) The exchange of design information between client, principal designer, designers, principal contractor and contractors**

---

Regular meetings, for the purpose of exchange of information, will be set up in agreement with the site manager. These will include, where appropriate, the client, client’s representatives, principal designer, designers, contractors and other interested parties.

### **(iv) Permits / Consents and Constraints**

---

Any consent applied for or site constraints must be logged on to [the IMSOL system](#) or listed below. This is to allow proactive monitoring of all consents and associated duties held by North Midland Construction PLC.

The requirements are listed in section [\(iii\) of the Environmental Plan](#).

### **(v) Managing Design Changes**

---

Designers are required to comply with Regulation 11 of the Construction (Design and Management) Regulations. Designers will also be required to demonstrate compliance with their duty to liaise with the Principal Designer and other Designers for exchange of information.

Design changes will be managed in accordance with the relevant OP from section OP 6/4 of the [IMS Operating Procedures index](#) for the group concerned.

Where the site manager identifies that the construction or installation activity cannot proceed or continue as planned he will inform the client. A visit to the site may be arranged to discuss and instruct any minor changes, these will be confirmed in writing to the designer and the client.

Where major changes are required the site manager may close down the site and contact the designer and seek a re-design. Upon receiving a revised design this shall be communicated to the team undertaking the activity and the works will recommence. Changes to exiting consents, or additional consents, will be obtained, as required by the change.

Designers are required to identify risk associated with the design, both permanent and temporary works and provide information regarding the significant risks to all parties involved in the project. Designers when preparing or modifying a design are required to avoid foreseeable risks to the health and safety of any person involved with:

- Constructing the design
- Operating the constructed design
- Maintaining the constructed design
- Clearing the constructed design
- Future construction/alteration of the constructed design
- The ultimate demolition/dismantling of the constructed design

NMC’s design planning will include design Input Reviews and Design Change control, in accordance with [IMS Operating Procedure OP 6/4 section](#) – Design Control, to ensure co-operation and co-ordination of the works with the Principal Designer and / or other designers is adequately achieving requirements.

All temporary works required will be assessed and where they are found to give rise to significant risk that cannot be designed out by use of the proprietary structures, full design and calculation of the temporary works will be carried out. The [temporary works co-ordinator](#) is identified in [Section 2\(a\)\(i\) of this document](#). A [temporary Works permit](#) is used in accordance with [OP 8/4 Temporary Works Procedure](#).

Where the designer identifies significant risk, these risks will be included within the relevant method statements with the associated control measures. Designers Risks Assessments and Services information are filed on site, following issue by the Principal Designer.

**Note: Responsibilities and lines of communication are detailed in [IMS OP6/4.3 Design control](#).**

## **(vi) Selection and Control of Suppliers & Subcontractors**

All suppliers and subcontractors are subject to the [NMC Company selection procedures](#). Only suppliers and subcontractors on the NMC preferred suppliers list will be used on this project. These have successfully completed and met the minimum requirements of the selection procedure. The suppliers or subcontractors performance will be monitored by project management and agent/supervisors, if they fail to meet the minimum requirements documented within this safety plan its supporting policies, procedures and processes they will be instructed to improve or be removed from the contract.

### **SUBCONTRACTORS / SUPPLIER SCHEDULE**

*Details specific subcontractors and suppliers and methods of control*

WORKS PACKAGE	SUBCONTRACTOR / SUPPLIER	METHODS OF CONTROL							
		Pre-commencement Meeting	Health & Safety Plan	Risk Assessment	Method Statement	Permit to Work	Inspection & Test Plan	Weekly Coordination Meeting	Monthly Coordination Meeting
Earthworks	Collins Earthworks	X	X	X	X	X	X	X	X

To be updated as subcontractors are appointed.

## **(vii) Communication and Exchange of information between Contractors**

Contract-specific awareness training will be arranged as necessary by NMC as identified by the client, the Health & Safety Manager and project Management team. Regular meetings, for the purpose of exchange of information, will be set up in agreement with the site manager. These will include, where appropriate, the client, client's representatives, contractors and other interested parties.

Information will be provided by NMC to all personnel on the site via the site induction and records maintained in the [Site Rules Induction Register](#).

This information will include the issue to all persons of the [NMC's Health & Safety Site Rules Induction Card](#) and information about the project made available by reference to the relevant parts of the Health and Safety Plan using the [Keep Safe and Well](#) briefing

All personnel will be made aware of NMC, Management Systems and [Policy Statements](#) for Health & Safety, Quality and the Environment.

**(viii) Site Security**

The objective of the security is to ensure business continuity and to minimise damage and theft by preventing and/or minimising the impact of security incidents. The [Company Site Security Procedure](#) and [Customer Care Policy](#) will apply. Planning, implementation and reviewing of Site Security shall be undertaken in accordance with [IMS OP 6/7.1](#).

All works carried out shall be suitably cordoned off and road signage used will comply with the Safety at Street Works and Road Works, Code of Practice where applicable.

Where excavations are to be left open at night suitable covers will be positioned over the top of the excavation and/or barriers or fencing. The level of protection shall be assessed and resourced by the site manager.

The site security will be managed by NMC as identified and will take into consideration the prevention of unauthorised persons entering the site and the prevention of theft and unauthorised use of plant.

The following methods of site security will be implemented as detailed below. Although open to change as the works progress or conditions dictate, all actions and control methods must be followed and regularly reviewed throughout the contract to minimise the risk of unauthorised entry to / theft from the sit. Where the option “Other” is chosen, this must have approval of the Contracts Manager and the reasons for use clearly stated.

ITEM	POTENTIAL METHODS OF CONTROL	OPTION TO USE	COMMENTS
Allocation of Responsibilities	<ul style="list-style-type: none"> <li>Security Guard Supervisor</li> </ul>	YES	
Police Liaison	<ul style="list-style-type: none"> <li>Emergency contact details provided</li> </ul>	YES	
Access	<ul style="list-style-type: none"> <li>Security Guard</li> </ul>	YES	
Perimeter Protection	<ul style="list-style-type: none"> <li>Heras</li> </ul>	YES	
Compound Protection	<ul style="list-style-type: none"> <li>Heras</li> </ul>	YES	
Control Procedures for Goods and Materials	<ul style="list-style-type: none"> <li>Site checker</li> <li>Authorised signatories</li> <li>Store man</li> <li>Secure storage areas</li> </ul>	YES	
Security of Heavy Plant Items	<ul style="list-style-type: none"> <li>Secure storage areas</li> <li>Tracker systems</li> <li>Immobiliser</li> <li>Locks</li> </ul>	YES	
Security of Small Plant	<ul style="list-style-type: none"> <li>Site register</li> <li>Secure stores</li> <li>Issue procedures</li> </ul>	YES	
Security Lighting	<ul style="list-style-type: none"> <li>Sensory Controlled</li> <li>Time Switch</li> </ul>	YES	
Security Containers	<ul style="list-style-type: none"> <li>Steel construction</li> </ul>	YES	
Site office Accommodation	<ul style="list-style-type: none"> <li>Steel construction</li> </ul>	YES	
Office Equipment	<ul style="list-style-type: none"> <li>Lockable offices</li> </ul>	YES	
Keys	<ul style="list-style-type: none"> <li>Access restricted</li> <li>Secure key box</li> </ul>	YES	
Security Guarding	<ul style="list-style-type: none"> <li>Out of hours</li> </ul>	YES	
Alarm system	<ul style="list-style-type: none"> <li>Monitored</li> </ul>	NO	
CCTV	<ul style="list-style-type: none"> <li>Monitored with response</li> </ul>	NO	
Site closure	<ul style="list-style-type: none"> <li>Contact details to police</li> <li>Rota for site visit</li> </ul>	YES	
Car / Van parking	<ul style="list-style-type: none"> <li>Designated area within compound</li> </ul>	YES	
General	<ul style="list-style-type: none"> <li>Advice to staff</li> <li>Discipline implications</li> <li>Advice to sub-contractors</li> <li>Tool box talks</li> <li>Warning notices</li> <li>Local community involvement</li> </ul>	YES	
Labour only sub-contractors	<ul style="list-style-type: none"> <li>Implementation of checking procedures</li> </ul>	TBC	

## Site Visitors

Site visitors will report to the site manager and a site safety induction will be given. The [pre-commencement safety questionnaire](#) will be given out by the site manager and reviewed so that any special requirements can be dealt with. PPE as prescribed by the [PPE usage and exchange policy](#) will be worn. No visitors are to be within close proximity to any plant in operation. All visitors must be recorded on the [sign in register](#).

Any accidents/incidents involving either the Health and Safety Executive or the Environment Agency must be notified to the QESH Department within 24 hours by phone, then by using the [accident/incident/near miss section of IMSOL](#) or by completing an [accident/incident/near miss form](#) when on-line access is not possible.

## Interface with the General Public

Project Managers are responsible for notifying all relevant parties that work is being undertaken. If works are to be carried out in public areas and on the public highway it is important at all times to protect the public from the risks of the works being carried out as per the [Customer Care Policy](#). Where identified in the construction information the manager/supervisor will contact the general public and communicate the arrangements and controls, ensuring understanding to reduce risk and disruption. Where works will be carried out outside of private dwellings and businesses letters will be mailed to them at least 3 days before commencement. Also notices will be positioned to inform the public of future disruption and road closures with a contact number and the expected time frames recorded. Where the site is at or close to a sensitive location (e.g. schools, prisons, police stations, MOD property) the workforce involved may be required by the client to have a clean CRB check as per [OP 6/7.9](#).

All complaints or commendations received from member of the public shall be reported to the Project Manager, who shall arrange suitable corrective action and will report the contact using the [Communications section of IMSOL](#).

All other public queries shall be handled by the Project Manager, and as agreed with the client.

Further to the above procedures, the following Sirius Minerals' document shall be adhered to, which shall be maintained in the Site Office at all times throughout construction.

- Community and Stakeholder Engagement Plan.
- Complaints Procedure.

## (ix) Site Induction, Information and Training

---

Information will be provided by NMC to all personnel on the site via a Site Induction. The [pre-commencement safety questionnaire](#) will be given out by the site manager and reviewed so that any special requirements can be dealt with.

This information will include the issue to all persons of the [NMC's Health & Safety Site Rules Induction Card](#) and information about the project made available by reference to the relevant parts of the Health and Safety Plan.

Records will be maintained in the project office in the [sign in Register](#).

Skills cards will be held by operatives as per NMC policy requirements.

## (x) On-site Training

---

NMC will ensure that its employees have received appropriate information, instruction and training. [Toolbox Talks/Agent Briefings](#) shall be delivered as the project management deem necessary or as required by group. All training will be given by NMC or other suitable bodies nominated by NMC.

In accordance with the Integrated Management System ([OP 3/3 Training Awareness & Competence](#)), Registers of Operatives Specialist Training and Indexes are maintained at Head Office and available for checking via the [IMSOL training records link](#).

Project specific awareness training will be arranged as necessary by NMC as identified by the Principal Designer, the Health & Safety Manager, Site Management and/or Safety Advisors.

[Health & Safety and Environmental Toolbox talks](#) or task health and safety talks will be provided by NMC as the need arises and identified by the Site Management, the Health & Safety Manager and/or Safety Advisors, both at the planning stage and during in the construction period. Records of the Toolbox Talks and other training provided are recorded on the [Record of Training Provided \(ROTP\) form](#).

All site personnel shall, as a minimum, receive a Toolbox Talk on General Site Safety, Environmental and Manual Handling in accordance with the subject matter contained in the [NMC Toolbox Manual](#).

### Areas requiring Specialist Qualifications/Training needs

The following areas of work require the operatives to have specialist competencies/qualifications. If there is a need for training the training request form is to be completed and passed to the QESH co-ordinator.

Area of Work	Qualification Required Y/N	Names of Operatives	Training Required Y/N
N/A	N/A	N/A	N/A

All training will be generally given by NMC or other suitable bodies nominated by NMC.

### (xi) Provision of Welfare & First Aid Facilities

Welfare Facilities, as a minimum equal to that required by the Construction (Design and Management) Regulations 2015 will be provided by NMC, in addition to any specified specific requirements of the customer, and will be regularly serviced and maintained. There must be changing facilities, Canteen/mess room and adequate toilet facilities on site.

All offices and site accommodation are non-smoking, in accordance with NMC's Smoking Policy.

Mixed toilet Facilities			Male Toilet facilities		
Number of people at work	No of toilets	No of washbasins	Number of men at work	No of toilets	No of Urinals
1-5	1	1	1-15	1	1
6-25	2	2	16-30	2	1
26-50	3	3	31-45	2	2
51-75	4	4	46-60	3	2
76-100	5	5	61-75	3	3
			76-90	4	3
			91-100	4	4

### Detail of Welfare

The following welfare will be provided for this contract:

#### Facilities at Woodsmith Mine

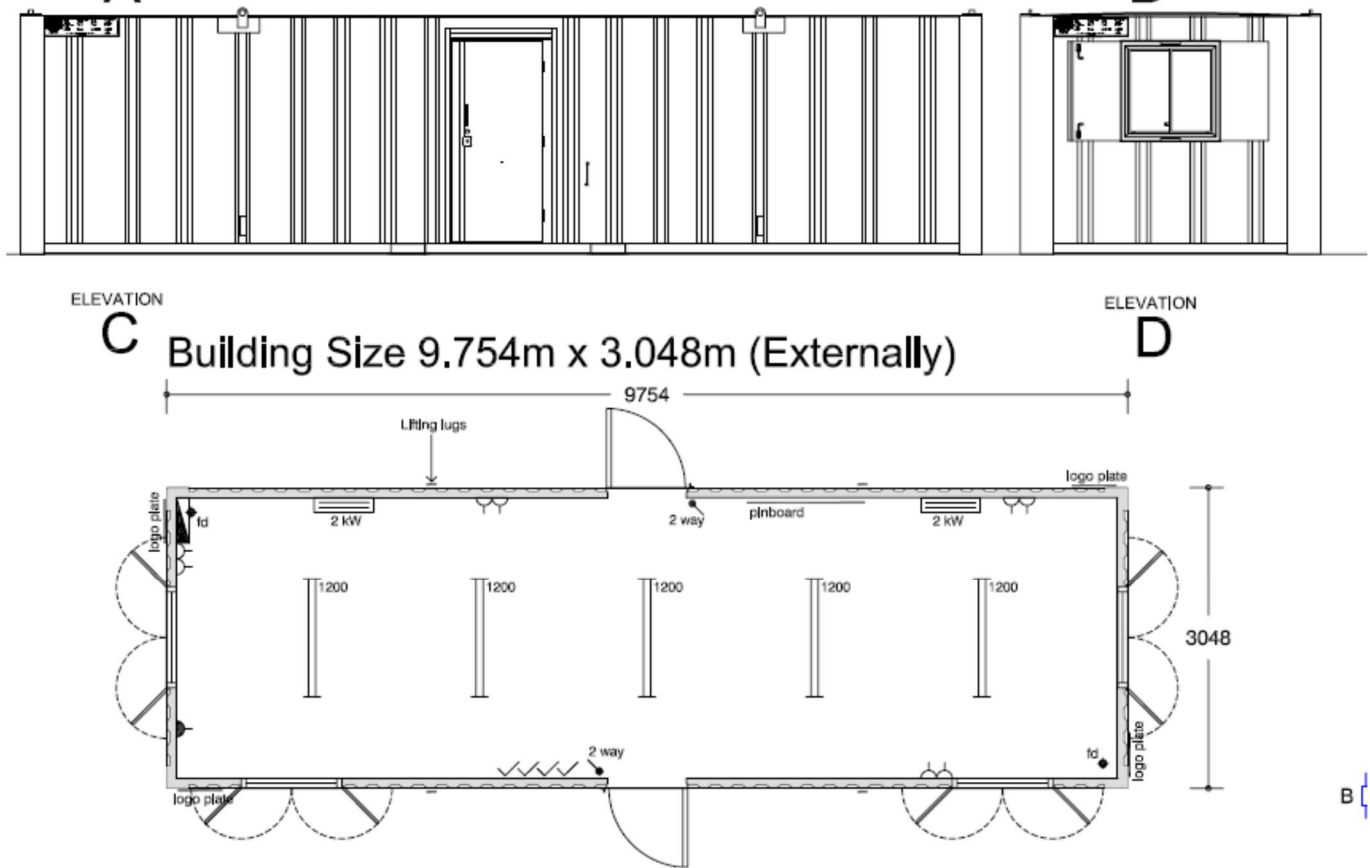
The following facilities will be provided at the NMC compound at Woodsmith Mine (please refer to compound layout drawing on document 40-NMC-WS-70-FC-DR-0002):

- 4 x Site office buildings comprising 20 work stations (9.8m x 3.1m x 2.5m tall)
- 1 x Meeting room for up to 20 people (9.8m x 3.1m x 2.5m tall)
- 1 x split toilet-kitchen unit (9.8m x 3.1m x 2.5m tall)
- 1 x Canteen with kitchenette for up to 20 people each (9.8m x 3.1m x 2.5m tall)
- 1 x split drying room - toilet block with male and female toilets (9.8m x 3.1m x 2.5m tall)
- Washing facilities with hot running water within toilet blocks and canteen
- 1 x Storage container (6.1m x 2.5m x 2.5m tall)
- 1 x Bunded COSHH store (6.1m x 2.5m x 2.5m tall)
- 2 x Static fuel bowsers (2000 litre)

- 1 x Towable fuel bowser (6000 litre)
- Laydown areas for materials (10x10m + 10x10m + 15x7m + 10/13m – refer to Compound Layout Plan)
- Car parking for up to 34 vehicles

**Typical Office / Welfare / Storage Units to be Used**

Office / canteen / meeting room / split drying room-toilet / split toilet-kitchen (9.8m x 3.1m x 2.5m tall, colour RAL 6008, Brown Green):



The [Site Rules Induction Card](#) includes references to shared welfare facilities.

**First Aid**

The provision of First Aid facilities throughout the project will be:

- First Aid box available in Site Office and within all NMC vehicles.
- A minimum of 1 First Aider in attendance on site while works are being undertaken.

**(xii) Reporting / Investigation of Accidents, Incidents and Near-misses**

Site Management shall ensure that an [Accident Book, GS0309](#), is available on site recording any injury to anyone at the site.

All incidents resulting in injury to any employee, subcontractor or member of the public and any incidents regarded as dangerous occurrences must be reported in accordance with [IMS Operating Procedure OP 4/5](#) – Analysis of Accidents/Incidents. This procedure is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

All Incidents that require to be reported under the RIDDOR regulations shall be reported by telephone to the Director Responsible for Safety and the Health & Safety Manager. All accidents reportable under the RIDDOR regulations shall be investigated and a report produced.



In the event of a Near Miss incident, it shall be either the Health & Safety Manager or Environmental Manager preferably by [direct entry on line](#) or by using an [Accident, Incident and Near Miss Report Form](#)

[Near Miss/Positive Intervention Cards](#) are available for use by Operatives, which provide a freepost service to report any unsafe act or near miss to the Group QESH Department.

The Health & Safety Manager will respond to significant health and safety issues and the Environmental Manager will respond to any significant Environmental issues reported by the site.

At the discretion of the QESH department, the Health & Safety Manager or the Environmental Manager or the QESH manager may raise an alert e-mail and circulate it to all appropriate Departments following an accident, incident or near-miss. The previous alerts are available on the intranet site.

All Sub-Contractors are obliged to pass information to the Principal Contractor either verbally or in writing on accidents/incidents and near miss situations in accordance with the [Health & Safety Site Rules for operatives and contractors](#).

All Emergency Procedures and Major Incident Reporting are covered by the Health & Safety and Environmental Management Systems. Specific plans are drawn up by the site staff and displayed and practised Copies of the plans are filed on site. All key personnel carry mobile phones, as do a number of operatives.

Staff will, in addition, report all accidents and incidents to the customer or nominated person when requested.

### **(xiii) Risk Assessments and Written Systems of Work**

Standard format Risk Assessments and Method Statements which cover the risk controls and safe systems of work will be used. [A RAMS guide](#) is provided to assist in completing the [RAMS form](#).

Prior to any activity commencing, a site specific risk assessment and an [on-line environmental aspects and impacts assessment](#) (or [manual environmental aspects and impacts assessment](#)) is carried out by the Site Manager. This is then communicated to the rest of the gang and formally monitored by the foreman.

A list of RAMS which will be produced under this contract can be found in the Health & Safety Plan.

Other significant risks identified may be when working close to:

Ambulance Stations	Oil/Gas Pipeline routes
Archaeological sites	Overhead power lines
Bridges and flyovers	Pedestrian crossings
Bus/Coach depots	Police stations
Business Park	Prisons
Care homes	Railways
Cycle ways	River Dee Catchment area (North Wales)
Electric sub stations	Rivers, streams, lakes, brooks, canals and culverts
Fire Stations	Roundabouts
Garages and fuel stations	Shops / supermarkets
Gas mains	Schools / Colleges / Universities
Hedgerows	Services identification markers
Hospitals	Show grounds
Hotels and car parks	Sites of Special Scientific Interest (SSSI)
Junctions and road crossings	Street lighting cabinets
Mature trees	Traffic lights
MOD installations	Water meters

#### (xiv) Site Rules

An [NMC site rules induction card](#) will be given to all operatives on induction and the [site rules induction register](#) completed. The full rules for the [health and safety for employees and contractors](#) is available on IMSOL.

##### **Drug and Alcohol Policy**

The project will follow the [NMC Alcohol and Drug Policy](#) and procedures. Both employees and sub-contractors (including supervisory and management staff) are subject to the policy. Employees and sub-contractors involved in an accident / incident may be tested automatically for drugs and alcohol.

(The D&A policy is also communicated in the [NMC Employee Hand Book](#) as well as the NMC Induction card)

#### (xv) Fire and other Emergency Procedures

Emergency information for the site location or premises will either be provided as part of project induction for the standard scope of works or as a specific premises induction or make up part of the premises survey information provided to the operatives. The Operating Procedure [OP3/4](#) applies.

An emergency contacts list will be held by all operational teams as given in section 1.

##### **Fire**

It is company policy not to attempt to fight fires. When a fire occurs the alarm is to be raised and the Fire Service contacted on 999. A check of personnel using the [sign in register](#) is to be conducted and the emergency services are to be alerted to anyone unaccounted for and their possible location on the site.

##### **Damage of Underground Services**

Where damage has been caused to underground services the industry and NMC emergency procedure will be followed as documented in [WI 6/6.10](#), and [HSG 47](#).

Where a serious incident has occurred which is likely to cause serious pollution or flooding then the Environment Agency will be contacted (Tel: 0800 807060).

##### **Liquid / Chemical Spills**

Spill kits will be placed at strategic locations around the site near to storage areas. These are to be used to contain small spills and have absorbents to soak up liquids. Care should be taken if the spill involves hazardous chemicals and spill kits should not be used if there is any risk to the person/s attempting a clean-up.

Large spills should be contained by barriers where possible. Where a serious incident has occurred which is likely to cause serious pollution or flooding then the Environment Agency will be contacted (Tel: 0800 807060).

##### **ENVIRONMENTAL EMERGENCY PROCEDURES**

In the event of an environmental emergency or breaching the measures of the Environmental Plan the following procedures must be adhered to:

An [Environmental Emergency Preparedness Plan \(EPPP\)](#) has been completed and displayed on Site Notice Boards. Please refer to Appendix A of this PMP.

In the event of a pollution incident the Environmental Emergency Preparedness Plan must be followed. The Project Manager / Contract Manager must be informed immediately and immediate steps taken to minimise the impact of the incident. Spill kits will be available on site for use in the event of a spillage. The Plan must be briefed to all site personnel at their site induction and throughout the project. Records of all briefings are to be kept on site.

The Group Environmental Manager is to be notified of an incident, and an investigation will be undertaken by the Client, & or the Group Environmental Manager and a detailed pollution incident report compiled.

Emergency contacts are detailed in the table below:

CONTACT / POSITION	NAME	TEL NO.
NMC Operation Manager	Chris West	

NMC Project Manager	Chris Davis	
NMC Group Environmental Manager	Selina Morson	
NMC Environmental Co-ordinator	James Betts	
NMC Environmental Inspector	Dave Powell	
Yorkshire Water	N/A	
Environment Agency	N/A	
North Yorkshire County Council	Pam Johnson	
North York Moors National Park Authority	Mark Hill	

More details on environmental protection and emergency response procedures can be found in the Environmental Plan.

## **SECTION 3**

---

### **3. SIGNIFICANT RISKS**

---

The risks are split into three areas each shown in a separate plan:

- A) Quality Plan
- B) Health and safety Plan &
- C) Environmental Plan

## A) QUALITY PLAN

---

This is designed to meet the requirements of our ISO 9001 approval and our integrated management system.

### (i) Document Control

---

All documents relating to the contract, whether electronic or hard copy will be processed in accordance with the Document Control procedures detailed in IMSOL (Integrated Management System On-Line). The on-line versions are the latest documents and can be obtained through the hyperlinks given on the main document: The key areas are:

[Policies](#)  
[Legal Registers](#)  
[Operating Procedures](#)  
[Work Instructions](#)  
[Approved Codes of Practise](#)  
[Guidance notes](#) and  
[Forms](#)

All completed site records shall be generated and maintained in accordance with section 4 of this document.

On receipt, documents will be dated stamped and annotated with the contract number and status; superseded documents will be clearly marked "S/S" when retained for legal and/or knowledge preservation purposes.

All IMS documents and forms that will be completed for the works undertaken are listed on IMSOL's form register. The forms list gives details of the frequency and purpose of each document along with the latest issue/version number.

Completion of forms as listed will ensure evidence is generated to achieve compliance with the IMS Procedures. The retention details are given in section 4.

### (ii) Human Resources

---

The company operates an [Equal Opportunity Procedure](#) and monitoring protocols on all contracts and office locations and endeavours to, as a minimum, comply with all current legislation.

Site management must obtain authorization from the HR Manager and liaise with the Recruitment Manager prior to placing recruitment adverts for site based personnel.

All Human Resource activities are to take place in accordance with the [relevant policies](#) and [procedures](#) available on IMSOL. There main areas for consideration with respect to HR are:

- Recruitment.
- Job Descriptions, Competency Matrix, Application Forms, Advertised Employee Applications Register, New Starter Competency Assessments, Personnel Detail Record, Pre-Commencement Safety Questionnaire, Agreed Working Hours, Equal Opportunities Monitoring.
- Induction.
- Staff Induction, Staff Introduction.
- Appraisal.
- Performance Appraisal for Managers or Site Supervisors, Staff or Site Employee, Performance Appraisal Interim Review, Appraisal Evaluation Questionnaires.
- Absenteeism.
- Absence with Permissions, Sickness Absence Self Certification.
- Disciplinary Action.
- Site Safety Disciplinary Notice.

These are covered in the [Employee handbook](#).

### **(iii) Procurement**

---

All procurement on this contract shall be undertaken in accordance with [IMS OP 6/1.1](#).

In accordance with Section 6 of the Health and Safety at Work Etc. Act 1974 all orders shall contain the statement that any article or substance to be supplied is, so far as is reasonably practicable, safe and without risk to health whilst being prepared for use, used, cleaned or maintained. Also, in accordance with the above, details of any tests or examinations carried out and full instructions for the safe etc. use of the article or substance shall be provided and to ensure no adverse effect upon the environment.

The Buying Manager shall keep a record of holders of [Small Purchase Orders \(SPO's\)](#) covering materials up to the value of £100.00, and they shall be distributed:- original to Supplier; 2<sup>nd</sup> copy to be returned to Head office along with relevant delivery ticket; 3<sup>rd</sup> copy to be held in originator's book. Alternatively electronic on line ordering may be made using the e-Proc system.

The buyer shall obtain any relevant technical data or samples required by the Customer for their subsequent approval. They would be sent officially, seeking approval by the Customer, by the buyer or nominee.

Within the Civil Engineering Division, the nominated Quantity Surveyor will carry out delegated responsibilities on behalf of the Buyer with respect to Tenders and Quotations. Where delegated activities are carried out by the Quantity Surveyor, these are detailed and controlled by [WI 6/1.1 Sub-Contract Enquiry / Procurement](#).

### **(iv) Deliveries and Logistics**

---

All deliveries to site will be managed in accordance with the appropriate RAMS.

Materials requiring storage prior to use will be placed in designated storage areas as close as possible to final point of use. Material/equipment that is prone to damage by weather or contamination will be given appropriate protection. Packing will not be removed, other than to verify condition on delivery, until material / equipment is to be used / installed. Storage of materials shall be undertaken in consideration with relevant environmental planning to ensure no pollution.

Newly installed material / equipment will be given appropriate protection to prevent unintentional damage.

Any problems are recorded against the supplier using the [non-conformance system](#) which is part of the supplier review process.

### **(v) Product Identification and Traceability**

---

Identification is originally established by the accompanying documentation, i.e. delivery ticket, or product marking. Identification is maintained only for materials or product to be retained in permanent or temporary storage areas and is at the discretion of the contract Management.

The methods of maintaining identification, as appropriate to the products/materials, include the following:-

- Segregation by location.
- Existing labelling or product marking.
- Attaching labels if necessary.
- Grouping of components, e.g. manhole sets etc.
- Shelf life of items, where appropriate (first in / first out).

The COSHH risk assessment will identify any purchased materials or products hazardous to health and to the environment and the Site Agent shall implement appropriate identification and control measures for Handling, Storage and Traceability. [Refer to OP 6/6 Series](#).

Specific records of concrete placement for deliveries of greater than 6m<sup>3</sup> will only be identified if requested by the Customer; although some identification may be available from applicable concrete cube test certificates or the site diary.

## **(vi) Verification on Receipt**

---

The following routine will be followed by the contract management for all deliveries to this site:

The person receiving products/materials, whether purchased or customer supplied shall:

- Compare supplier delivery note against pertinent copy purchase order.
- Determine if goods conform to delivery note.
- Visually examine goods for any obvious signs of transit damage, contamination or deterioration.
- Quantity check where appropriate.
- Identify "Use by date" of items, where appropriate (check with manufacturer if unsure).

Records of verification will be established by endorsing the delivery ticket as follows:

- Date of receipt (if not pre-printed on the ticket on day of receipt).
- Signature and printed name of person receiving the goods.
- Comments as to acceptability of products as appropriate.

Where goods are collected using a company vehicle, the registration number shall, in addition, be indicated on the delivery note.

A weekly record of each delivery will be made on the [Goods Received Sheet GRS \(HSP\)](#), the top copy of which will be forwarded to the Accounts Department on a weekly basis with the pertinent delivery tickets.

Any problems are recorded against the supplier using the [non-conformance system](#) which is part of the supplier review process.

## **(vii) Handling, Storage, Packaging and Preservation**

---

All materials shall be handled in such a manner as to prevent damage, pollution or injury. Materials containing a substance hazardous to health are handled in accordance with the specific [COSHH Assessment](#).

Materials will be stored in a manner and location to prevent damage, pollution or deterioration. Monthly records of stock levels and condition shall be maintained in the [Site Diary \(SD\)](#). For materials being temporarily stored on site prior to use, packaging will only be removed to enable product verification at time of delivery. Packaging shall be ultimately disposed of in a controlled manner, either back to the supplier or in the appropriate waste receptacles.

Items with a defined shelf life shall be used on a first in / first out basis to avoid creating waste from unused, out of date stocks.

Packaging and protection to materials with sensitive finishes shall remain on the goods until handed over to the customer. Alternatively, adequate additional protection may be applied after incorporation into the contract works, to comply with customer specifications, if applicable, until handover to, or takeover by, the customer. Removal of protection material shall only be undertaken with the approval of the customer, upon handover to, or takeover by, the customer.

## **(viii) Customer Property**

---

North Midland Construction Plc shall execute care with customer property (including intellectual property) whilst it is under our care. All customer property shall be identified and protected. If any customer property is damaged, lost or otherwise found to be unsuitable for use then this must be reported to the customer and a [Non-conformance note \(OP5/1\)](#) raised.

## **(ix) Supplier / Subcontractor Selection**

---

All employees and Suppliers, such as designers, labour only subcontractors and material suppliers are subject to the Company selection procedures [OP6/1.1](#) contained in the Company's Integrated Management System. They will be monitored in accordance with Operating Procedure [OP6/1.3](#) – Supplier evaluation, with site performance concerns also raised through a Non-Conformance Note as detailed in Operating Procedure [OP 5/1](#) – Non-Conformance.

Following contract completion, or completion of a supplier or sub-contractors elements of the work, a [Supplier / Sub-Contractor Performance Evaluation \(SSPE\)](#) will be completed to review their performance during the contract.

## **(x) Audits, Inspections and Reports**

---

Regular site safety, quality and environmental monitoring will be carried out to ensure compliance with this PMP and that safe system of work and best practice are being employed.

In addition, at regular intervals during the contract, audits will be undertaken by various parties to monitor the safety standard and hazard control on the site.

The following parties may attend site for the purpose of undertaking an audit:

- NMC Senior Management.
- Health and Safety Manager or Environmental Manager.
- Approved consultant.
- Group Integrated Management Systems Manager.
- Client.
- Health & Safety Executive.

Any recommendations made will be implemented in the order of priority stated and within the time frame given.

Refer to [IMS forms](#) for schedules for Audit, Inspection and Monitoring forms.

Routine Testing is carried out in accordance with the methods listed in the [ITF series of forms](#). A schedule of test types and frequency is to be kept with this plan. The frequency and type of testing needs to be included in the plan below and must take account of relevant product standards, the clients' requirements and level of risk.



## INSPECTION AND TESTING

INSPECTION AND TEST PLAN							
Contract no	44394.003	Title	York Potash – Phase 3 Enabling Works, Woodsmith Mine				
Inspection Activities							
PACKAGE	ACTIVITY	HOLD POINT	TYPE OF INSPECTION	RESPONSIBILITY	TESTING REGIME	METHOD OF RECORDING	Final Handover sheet
<b>Establishment</b>	Setting out		Engineer checks	Engineer/ other	Calibration	Survey book	
	Site Clearance and Demolition		Engineer checks	Engineer/ other		ITF18	
<b>Earthworks</b>	Bulk Excavation	Y	Engineer checks	Engineer/ other	25m x 25m grid	ITF12	
	Bulk Filling		Engineer checks	Engineer/ other	25m x 25m grid	ITF13	
	Stabilisation	Y	Engineer checks	Subcontractor	25m x 25m grid	As per Subcontractor's QA Procedure	
Drainage	Drainage runs	Y	Camera survey Air test/water test	Contr/ Eng / other	MH to MH	ITF17	
	Manholes	Y	Visual	Contr/ Eng / other	Water test	ITF19/20	
	Soil Testing (Laboratory)		Contamination grade, etc.	Agent	Laboratory analysis	ESG/laboratory	
<b>Others</b>	Landscaping		Visual	Engineer/ other		ITF24	
	Fences and gates		Visual			ITF25	
<b>Operation and Maintenance</b>	Draft issue of manuals			Engineer/ other		Site manual	
	Final Issue of manuals			Engineer/ other		Site manual	
	PRE COMMISSIONING TESTS			Engineer/ other		Commissioning Document	

INSPECTION AND TEST PLAN							
Contract no	44394.003	Title		York Potash – Phase 3 Enabling Works, Woodsmith Mine			
Inspection Activities							
PACKAGE	ACTIVITY	HOLD POINT	TYPE OF INSPECTION	RESPONSIBILITY	TESTING REGIME	METHOD OF RECORDING	Final Handover sheet
	COMMISSIONING			Engineer/ other		Commissioning Document	
	Final Job Inspections			Engineer/ other		Test / inspection records & as-built drawings	

### Laboratory Testing Details

Testing will be undertaken in accordance with Appendix 1/5 of the Specification. Laboratory testing will be undertaken by ESG (Environmental Scientifics Group):

Environmental Scientifics Group Ltd.  
 Askern Road,  
 Carcroft,  
 Doncaster.  
 DN6 8DG.

## **(xi) Non-conforming Products / Services**

---

In the instances of non-conforming products or undesirable/unplanned events, such as customer complaints etc. a Non-Conformance Note shall be raised to facilitate effective closeout in a timely manner and by identification of root-causes to minimise the risk of recurrence. All Non-conformances shall be dealt with in accordance with [IMS OP 5/1](#).

Non-conformances relating to subcontractors will be categorised in the following manner:

<b>Description</b>
Poor Records
Incorrect Delivery
Late Delivery not affecting Construction Programme
Poor Communication
Incorrect Invoicing
Minor Failure within Allowed Tolerances
Attitude of NMC Site
Health and Safety
Environmental
Product Failure requiring Rework/Cost
Works requiring Concession
Non-conformances highlighted by Client
Late Delivery affecting Construction Programme
Property Damage
Insurance Claim
Breach of Contract
Design Failure
Theft
Inadequate Tender resulting in Extra Cost

The Group Buying Manager shall undertake corrective action on all significant issues as soon as reasonably practicable, all non-significant non-conformances shall be monitored and actioned as appropriate.

## **(xii) Customer Satisfaction**

---

On completion of a project a [contract performance questionnaire](#) is to be given to the client as per [OP 4/4](#) to assess the level of workmanship delivered by our workforce. The completed form is then passed to a Director of the group concerned for any actions to be taken. If a client has an alternative system then this should be used as well. Any complaints are dealt with as non-conformances.

## B) HEALTH AND SAFETY PLAN

---

This is designed to meet the requirements of our BS OHSAS 18001 approval and our integrated management system.

Where an activity identifies on survey a significant safety risks or hazard not covered by the normal scope of works this will be documented and communicated to the team undertaking the activity on a site specific RAMS. The RAMS will be provided by NMC project management.

### (i) Health & Safety – 10 Golden Rules

---

#### 1. Site rules, safe systems of work and safe working

- Safe working is a condition of your employment, and you must follow the 10 golden rules and the site rules
- Method statements are required for all tasks where there is a significant risk to your health and safety; this may include the need for a permit. Do not work if you have not been briefed in a method statement.

#### 2. Incident and Injury Reporting

- All incidents where you are injured (no matter how minor) or where there is damage must be reported to your supervisor on the day of the incident. Where this is not possible it must be reported as soon as you can.

#### 3. Mobile Plant, vehicles and transport

- Do not use mobile plant unless you have been trained and authorised to do so.
- Where you operate mobile plant you must carry out daily checks on the equipment and report any defects to your supervisor.
- If you drive company vehicles you must carry out routine checks and ensure that the vehicle is safe for use on the road, this includes checking the safety and security of any load carried or trailer towed.

#### 4. Confined Spaces

- Do not enter a category 2, 3 or 4 confined space unless you are trained and authorised to do so.
- Do not enter a category 2,3 or 4 confined space without a permit
- Never enter a confined space unless a method statement has been prepared and explained to you and the controls required for safe entry are in place.

#### 5. Lifting Equipment, lifting operations and manual handling

- Always ensure that lifting equipment is checked before it is used.
- Do not work as a slinger or banksman unless you are trained and competent.
- Never work under a suspended load.
- Always follow the safe system of work for lifting operations, such as lifting plans.
- Always use mechanical lifting wherever possible.
- Always use the correct lifting technique where you have to lift manually.

#### 6. Work at Height, slips, trips and falls and safe access

- Never work at height unless you have had the safe system of work explained to you and all the required protection is in place.
- Always clean up your working area and ensure that you keep it tidy.
- Always use proper means of access to the working area, do not climb up structures or take short cuts.

#### 7. Excavations & Safe Digging Practice

- Never carry out an excavation unless you have a permit to dig.
- Never work in an excavation that is unsupported or battered back.
- Always use proper access into and out of excavations.
- You must always wear flame retardant overalls when working near buried services.
- Never carry out any excavation unless the area has been checked for buried services and any found have been clearly marked.
- You must always hand dig if you are within 500mm of a known service.

#### 8. Mechanical and Electrical Work

- Never work on any electrical or mechanical system unless it has been locked off and confirmed safe.
- Never work on an electrical system without a permit or if the method statement has not been explained to you.
- Never work on any mechanical system unless you are trained, competent and authorised.

#### 9. Housekeeping, Welfare and D+A

- Keep your work area tidy and dispose of waste in the correct manner.
- Keep the welfare facilities clean and tidy and report any defects to your supervisor.
- Never come to work under the influence of drugs or alcohol

#### 10. Use of Personal Protective Equipment

- You must look after your PPE and keep it in a safe place and in good condition.
- You must ask for a replacement if the equipment is damaged or worn.
- Always follow the instructions for use with PPE supplied.
- Always use the correct PPE for the job; if the method statement requires the use of PPE then you must use it.

**(ii) ILLUSTRATED MANDATORY AND ADVISORY INFORMATION TO BE DISPLAYED**

<b>POSTER / DOCUMENT</b> <b>c = Compulsory, o = Optional/ site specific</b>	<b>LOCATION</b>	
	<b>Site Cabin</b>	<b>Welfare units</b>
<a href="#">Accident / Incident Flowchart</a>	c	o
<a href="#">Accident book(GS0309)</a>	c	o
Cabin Electrical certificates	c	c
Confined Spaces Poster	c	o
Control of substances Hazardous to Health (Enfield GS1129)	o	c
COSHH Assessments (Current)	c	o
<a href="#">COSHH Symbols</a>	c	o
Details of emergency services (S471S)	c	c
Emergency Action Plans:		
• Fire	c	c
• Major spillage	c	c
• Road Traffic Accident	c	c
• Bomb Threat	o	o
Emergency Resuscitation (Enfield GS1103)	o	c
<a href="#">Employers Liability Insurance Certificate</a>	c	
F10 – Notification of Project – (copy)	c	o
Fire Action Sign	c	c
<a href="#">Good House Keeping</a>	c	c
<a href="#">Guidance Notes – Noise</a>	o	c
Guidance Notes – Working at Height	o	o
Health & Safety and environmental contacts	c	c
Health & Safety Law poster	c	c
<a href="#">Health &amp; Safety Management System Certificate</a>	c	o
<a href="#">Integrated Management Policy ( includes: Safety / Environmental/Quality/HR/Procurement Annexes)</a>	c	o
<a href="#">Just Culture</a>	c	o
<a href="#">Keep your shirt on</a>	o	o
Know Where to Get First Aid (S472S)	c	c
Manual Handling Operations Regulations (Enfield GS1123)	o	c
Method Statements (current)	c	o
<a href="#">Near Miss/PI Cards</a>	c	c
<a href="#">NORM Posters, various</a>	o	o
Occupational Health & Safety Management Permits (current)	c	o
Permits (current)	c	o
<a href="#">Quality Management System Certificate</a>	c	o
Representatives of Employee Safety	c	c
Rescue Plans:		
• Water (where appropriate)	c	o
• Fall Arrest (where appropriate)	c	c
Risk Assessment (current)	o	o
Safety Alert (current)	o	o

Site Layout Drawing	c	c
<a href="#">Site Register of Weekly Inspections</a>	c	o
Site Rules	c	c
Site Safety (Enfield GS1216)	o	c
Speedy and/or GAP Hand Arm Vibration Guidance poster	o	c

Note – Guidance documents are available on IMSOL via the [ACOP/Guidance list](#).

### (iii) Permits

A permit is required to ensure a safe, controlled system of work is employed for various task to be undertaken, these tasks must NOT be undertaken without a valid, signed permit and the permit signatory / holder being on site. All permits issued will be signed off upon completion of the work as stated below.

During the course of this contract it is anticipated that the following Permit / [combination of permits](#) will be required:

Permit type	Required	Duration *	Activity / Location
Permit to Work	No	N/A	N/A
Hot Work Permit	Yes	Duration of work	Any hot works
Permit to Dig	Yes	Weekly	Ground excavation
Electrical Work Permit	No	N/A	N/A
Confined Space Permit	No	N/A	N/A
Client Issued Permit	No	N/A	N/A
Lift Plan / Permit to Lift	Yes	Weekly	Mechanical lifting

\*Maximum of 1 week is allowed except for confined spaces which are daily, providing that the work is continuous and the details of the permit e.g. working party, conditions and method remain unchanged.

### (iv) Arrangements for controlling significant site risks

#### Details of Significant hazards, Health & Safety and Environmental, with outline control methods

Considering the hazards detailed in the Pre-construction Information as passed on from the Principal Designer, the following table details the tasks posing potentially significant hazards during any construction phase and possible outline methods of control. Below the table are brief descriptions of the issues that may be encountered.

Significant hazards are identified as those that require special control, are unusual or not obvious.

Area under assessment	Hazard identification & foreseeable risk	Outline method of control (detailed below)
Significant risks identified from Pre-construction information or communication from Principal Designer or designer		
Delivery and removal of materials (including waste)	Contamination of materials or land	Waste Management with licences will be in place.
Avoidance of buried underground services (including water, gas, electricity (overhead and underground) and temporary electrical installations)	Services which are unknown can be Hit. Gas Mains and electric posing the largest risk.	C.A.T Scan will be used before any ground can be broken.
Movement of vehicles and plant on and around site, including site interface with member of the public and traffic routes, including the segregation of pedestrians	Pedestrians getting hit by moving vehicles	Speed limits and lights to be used and footpaths for pedestrians.
Adjacent land use, interface with local community	Third party people could be involved. Security risk and moving vehicle risk.	Heras Fencing and securing all working areas using a clear access
Structural stability, temporary structures and existing structures	N/A	N/A
Prevention of falls	Slips and falls can cause damage to the workers.	Cover all open excavations and maintain a clean and tidy site.

Work with or near fragile materials	N/A	N/A
Control of lifting operations	Lifting items using non certified chains. Or in an unsafe way can be the result of damage to people and materials.	Lifting plans will be used along with all equipment with certificates.
Maintenance of plant and equipment	Risk of the vehicle not working how it should. Cause injury to workers	Daily inspection sheets to be used to check all plant daily
Work on excavations and work where there will be poor ground conditions	Collapsing of the excavation while people are in there	Daily inspection sheets of each hole will be done along with the correct ground support whenever needed
Confined Spaces - Work on tunnels, wells and other underground earthworks	N/A	N/A
Work on or near water where there is a risk of drowning	N/A	N/A
Work in caissons or cofferdams	N/A	N/A
Working with compressed air	Pipelines can become loose and injure someone	All pipelines will be fitted with correct wire traces
Storage of materials, plant and equipment (including hazardous materials)	Injury to workers when handling or even explosions or contaminations	COSHH store will be on site to store all hazardous materials.
asbestos removal ( health risks)	N/A	N/A
contaminated land ( health risks)	N/A	N/A
manual handling ( health risks)	Injury to Workers	Correct Methods to be used training if required.
hazardous substances	N/A	N/A
Noise and vibration	Raynaud's disease caused by prolonged use of vibrating hand tools	Vibration cards to be filled out daily
Ionizing radiation	N/A	N/A
Exposure to UV radiation (sun)	Burning of workers skin or heat stroke	Cover up skin and use sun cream where not able to. Drinking plenty of water.
Proper use of PPE/ specialised PPE	Injuries to workers eyes hands and ears	Correct PPE to be used at all times.
Hazard Identification		
Health & Safety File Handover		

## **(v) Significant risks identified from pre-construction information**

There may be site specific risks identified at the design stage to be considered or information passed on by the Principal Designer. Sometimes this may include Environmental risks and the issues may need to be considered jointly.

## **(vi) Delivery and removal of materials**

Delivery and removal of all materials will be approved by North Midland Construction and kept within the work site boundaries where reasonably practicable. All waste transfer notes from both NMC and its subcontractors will be handed to the project team and held in the waste management plan.

### **Delivery Routes**

The routes used by HGVs will be consistent with those identified in the planning permission (namely the B1416 from the A171 to the Welfare Access, A171 north and south of the B1416, A171 towards Teesside and A169 towards Pickering).

All suppliers and drivers will be given a tool box talk at their premises prior to their first delivery. They will be advised on the permitted and prohibited HGV routes, as well as the actions which will be taken if they deviate from the permitted routes.

To help the public distinguish Phase 3 construction traffic from other traffic on the network and therefore effectively report any concerns, each vehicle would be required to display a unique identifier within the window of the cab (the Sirius Minerals logo).

In addition to the tool box talks drivers would also be issued with information packs. The packs would be a convenient size so it can be stored in a truck cab and include key information on:

- The unique identifier to display in the window.

- A plan of showing the delivery routes.
- Details of procedures for dealing with emergencies.
- Details of driver training requirements.
- Details of disciplinary measures for non-compliance.

### **Construction Traffic Management Plan**

The number of daily deliveries to Woodsmith Mine is restricted under Planning Conditions and this restriction is to be shared with other contractors working within Woodsmith Mine. The Construction Traffic Management Plan details prescribed delivery routes, maximum HGV delivery numbers and the penalty system for breaches of the Traffic Management requirements.

### **(vii) Avoidance of Buried Underground Services**

---

It is anticipated that the following underground services may exist on or adjacent to the site(s): Electricity, Gas, Water, Telecommunications and Drainage. Service location drawings will be provided and issued in the Job Pack to the team.

NMC will ensure that location and avoidance techniques are employed as documented in [HSG 47 Location and Avoidance of Buried Services](#) and as per [WI 6/6.10](#)

### **(viii) Movement of Vehicles -Traffic and Pedestrian Management**

---

NMC will ensure that whilst working in local council areas, roadworks and guarding will be co-ordinated with the local authority. Any changes required must not affect the scope of work and the provisions of the New Roads and Street Works Act 1991 and that any local authority requirements are adopted and followed at all times.

Safety of all road users must remain of paramount importance. All traffic/pedestrian routes should be maintained and or diverted as appropriate and where applicable legally during the works, including the maintenance of access to premises. Any closures of roads or access to premises must be agreed with the Client and other relevant parties in advance. Access and parking must be within the agreed Roadwork guarding scheme.

### **(ix) Adjacent Land**

---

Where identified on survey that site activities will affect adjacent land at a specific location, arrangements will be made to communicate with the land owner/occupier the details of the activity and the risks involved.

### **(x) Stability of Structures**

---

Where identified that site activities may affect the stability of structures at a specific location, arrangements will be made to carry out site specific RAMS to assess the controls to be followed to prevent or reduce any of the risks. Where necessary a specialist engineer will be consulted.

### **(xi) Prevention of Falls**

---

Where identified that site activities will present a fall risk at a specific location, arrangements will be made to carry out RAMS to assess the controls to be followed to prevent risk of fall. Where necessary a specialist engineer will be consulted.

### **(xii) Work Near Fragile Materials**

---

Where identified that site activities will be working in close proximity to fragile materials and surfaces at a specific location, arrangements will be made to carry out RAMS to assess the controls to be followed to prevent damage and the risk of fall. Where necessary a specialist engineer will be consulted.

### **(xiii) Control of Lifting Operations**

---

Where identified that site activities will employ lifting equipment and carry out lifting operations at a specific location, arrangements will be made to carry out RAMS / lifting plan to document the controls to be followed to prevent risk of damage or injury from lifting operations. Where necessary a specialist in lifting operations will be consulted.



## **(xiv) Maintenance - Plant and Machinery**

---

NMC Contract Management will ensure that where applicable the Calibration & Inspection records of Technical Equipment is detailed, recorded and made available when appropriate for periodic review. Such checks of CAT and Generators and GDU's must be documented.

Site security will be managed by NMC as identified and will take into consideration the prevention of unauthorised persons entering the site and the prevention of theft and unauthorised use of plant. Identification of site specific security will be recorded in the Job pack Site Specific Fact Sheet.

With regard to sites left overnight plant will where possible be taken back to the depot.

Sub-contractors will be responsible for servicing and maintaining the plant they use.

All operational sub-contractor employees should have been trained in the safe use of equipment, records of training should when deemed necessary be made available for periodic review at the contract office.

## **(xv) Excavations**

---

All excavations are treated as high risk and care will be taken at all times to keep open excavations barriered off or suitably covered. Where there are excavations in soft unstable ground conditions or deeper than 1.2 m suitable shoring and bracing protection measures shall be used. Where excavations are in close proximity to structures, suitable shoring shall be provided. For further information on excavations reference will be made to the safety in excavations booklet in the 'Blue Bag'. Risk assessments carried in the Gang Pack 'Blue Bag' cover standard trenching works. Where necessary a specialist will be consulted.

Excavation will be checked daily and a record maintained to confirm that they are in a safe condition.

## **(xvi) Confined Spaces**

---

Where identified that site activities will be working in a confined space arrangements will be made to carry out RAMS to assess the controls to be followed to prevent/reduce the risk identified for the confined space. Where necessary a specialist will be consulted.

## **(xvii) Working on / Near Water**

---

Where identified that site activities will be working in close proximity to water at a specific location, arrangements will be made to carry out RAMS to assess the controls to be followed to prevent/reduce the risks identified. Where necessary a specialist will be consulted. There may be specific Environmental laws/rules that apply which will need to be incorporated into the RAMS.

## **(xviii) Working in caissons or near cofferdams**

---

Caissons have both the risks of working in a confined space and near water so both risks are to be considered. Cofferdams may give rise to risk of drowning and/or flooding. In both cases it may be necessary to provide emergency equipment such as flotation devices and warning systems. These must be included in the RAMS.

## **(xix) Working with Compressed Air**

---

Only competent people are permitted to use compressed air. Care will be taken when working with compressed air; this needs to be documented in the RAMS.

## **(xx) Storage of materials, plant and work equipment**

---

NMC will ensure that suitable and sufficient provisions for the storage of plant, equipment and materials have been established, in a safe manner to protect the public and secure from trespass by unauthorised persons

### **Materials Storage**

Materials will be delivered to and stored at the main compound at Woodsmith Mine. This will include:

- Aggregates

- Drainage materials
- Membranes
- Fuel

Where bulk materials can be immediately used on site, such as aggregates, deliveries will be directed to the working location, with a suitable haul road / route made available for the delivery vehicle. A banksman will be utilised to control this operation throughout the deliver process.

**Plant and Work Equipment Storage**

At the end of each working day, large items of plant (excavators, dozers, rollers, etc.) will be secured and left on site. Smaller items of plant (e.g. 9T dumpers) and work equipment will be stored at the designated location within the compound at Woodsmith Mine, as detailed on the compound layout plan (40-NMC-WS-70-FC-DR-0002).

**Compound Fencing**

Temporary Heras fencing will be installed round the full extent of the compound to ensure that they are secured from unauthorised access. Access gates will be implemented to permit authorised access, as required. This will be controlled by a gate-man / Site Foreman during working hours.

All fencing will be checked regularly to ensure no breach or damage has occurred. If a breach or damage is discovered, it will be reported immediately and measures taken to re-secure the site. A stock of fencing will be maintained at the compound so that repairs/replacement can be implemented as quickly as possible.

**Temporary Site Fencing**

2m tall anti-climb fencing will be erected to the perimeter of the earthworks and drainage working areas.

Additional fencing will be erected within the working areas as follows:

- Areas of deep excavations (e.g. during drainage works) - 2m tall anti-climb fencing.
- Working areas without deep excavations but with other hazards – Pedestrian barrier.
- At the interface with steep changes in gradient - High visibility Netlon fencing.



Pedestrian barrier



2m tall anti-climb fencing



High-visibility Netlon fencing

**Site Notice Boards**

A site notice board will be erected at the following locations:

- Woodsmith Mine Site Office.
- Woodsmith Mine Canteen.

The notice boards will detail the names and contact details of the key personnel on site, including the Project Manager, Site Agent and the Contractor’s Environmental Manager and will include details of how to make a complaint. In addition the details for the NYMNPAs and the Environment Agency’s Emergency Help Desk number will be included on the notice boards. The notice boards will be reviewed on a regular basis to ensure that the information remains up to date.

**Storage of non-polluting material**

Storage areas within the Woodsmith Mine compound are not being positively drained. All non-polluting materials will be stored on areas of hardstanding, with surface water draining to adjacent permeable areas such as gravel hard standing and grass.

**Storage of potentially polluting material**

Fuel will be stored within bunded, double skinned bowsters, with bunded capacity equal to 110% of the storage capacity. COSHH materials will be stored within a bunded COSHH store, with bunded capacity equal to 110% of COSHH material volume within the store. Bunds will be fitted with release valves, which will remain closed and locked at all times, other than for maintenance or draining of the bunded area (via pumping and offsite treatment/disposal) in the event of a spillage.

Runoff from areas of hard standing and storage, away from the compound, will pass through the surface water drainage system, via oil interceptors, check dams, silt removal measures and attenuation ponds. Penstocks will be fitted, which will be closed in the event of a spillage or detection of contaminants in the water.

**(xxi) Personal Protective Equipment**

---

At all times, as a minimum, on all NMC Plc Group construction sites; helmet (with a chin-strap for tasks where the helmet is likely to fall off), high visibility top, safety footwear and gloves; full length trousers and a top must be worn, even in warmer weather as prescribed in the [PPE Usage and Exchange Policy](#).

Flame retardant overalls (Proban or similar) are to be worn whenever undertaking any hot work (i.e. welding / burning / cutting / grinding) or when working near buried services.

Transparent eye / full face protection is to worn where there is a likely impact to face or specifically to the eyes. For hot work purposes i.e. burning / welding, appropriate tinted facial protection to be worn.

Ear protection to be worn (i.e. ear muffs or plugs) when using noisy machinery or working within a noisy environment. Ear protection must never be shared between people due to possible ear infection.

Respiratory protection must be worn to give protection for specific hazards i.e. dust, mists, fumes etc. Manufacturer’s instructions must be followed with reference to the replacement of masks and filters (where fitted). All respiratory protection used must match the hazard. (Product Safety Data sheets should be consulted for advice).

Safety footwear i.e. work boots including ‘Wellington’ boots must be steel toe capped and have good sole treads. Please note that rigger boots are banned from all Network Rail contracts and are not supplied by NMC Plc.

Harnesses are subject to 6 monthly thorough examinations and should be checked before each use and inspections logged in the Site Register of Weekly Inspections. Fall arrest harnesses should be worn over the top of any clothing.

Specific types of PPE may be requested by regulatory requirements, the client, or in the risk assessment for the activity being carried out and you will be expected to comply with these. If in doubt speak to your supervisor..

A record of all PPE issued will be maintained by completing the [Personal Protective Equipment Issue Register \(PPEIR\)](#) and, in line with the company [PPE Policy](#), replacement will only be issued on production of the unsafe originals.

**Minimum Site Specific PPE Requirements**

As detailed during the site induction it is compulsory, while working on this site to wear the following minimum PPE:

Item of PPE	Use Requirement	Replacement / Location
Hardhat	Always	PPE stores
Safety boots	Always	PPE stores
Gloves	When Working	PPE stores
High visibility clothing	Always	PPE stores
Ear and eye protection	When required	PPE stores
FR overalls	Exposing services, hot works	PPE stores
Dust mask and overalls	When required	PPE stores

## **(xxii) Asbestos**

---

Where identified that site activities will be working in close proximity or disturbing asbestos at a specific location, arrangements will be made to carry out [RAMS](#) to assess the controls to be followed to prevent exposure to the health dangers from asbestos. Where necessary a specialist contractor will be consulted.

In the event of discovering illegally buried asbestos North Midland Construction will immediately cease works so that specialist assessments can take place and arrangements made for its safe removal.

Asbestos is present within the farm building. An asbestos survey has been produced and will be referred to / accounted for within the demolition method statement, ahead of demolition works starting.

## **(xxiii) Contaminated Land**

---

Where identified that site activities will be working in close proximity or disturbing contaminated land at a specific location, arrangements will be made to carry out [RAMS](#) to assess the controls to be followed to prevent dangers to the environment or individuals. Where necessary a specialist contractor will be consulted.

## **(xxiv) Manual handling**

---

Where ever possible manual handling is to be avoided by using mechanical means. Operatives are instructed to ask for assistance and where possible to break up or dismantle a load into smaller loads. They are also instructed to follow the rules of safe lifting - legs apart, bend knees with straight back, elbows in and arms close to body.

## **(xxv) Control of Substances Hazardous to Health (COSHH)**

---

In accordance with the Control of Substances Hazardous to Health Regulations, reference should be made to North Midland Construction Plc's – [COSHH Manual for Site Operations](#).

This manual contains instructions on the control measures and procedures to be adopted, and generic assessments for typical products used on site by the company.

Other pertinent COSHH assessments used on this contract will be given at the time of usage and/or should be covered in the Construction Phase Health and Safety Plan.

The Site Agent will raise Site Specific [Risk Assessments and Method Statements RAMS](#) with the assistance of our Safety Advisors if necessary.

## **(xxvi) Reducing Noise and Vibration**

---

To reduce vibration exposure to operatives from vibrating tools, where ever possible large operator driven plant is to be used, for example a mini digger with a pecker fitted. NMC only allow authorised, trained competent personnel to use vibrating tools/machines. Operative are instructed to always wear ear and eye protection when using plant and equipment. All plant and equipment is part of the NMC scheduled maintenance program.

## **(xxvii) Ionising Radiation**

---

There is a possibility that previous use of the site may have involved ionising radiation and there may be contamination to consider (e.g. Nuclear industry, Defence Establishments, medical research). Also some inspection techniques (e.g. weld inspection) may use X-ray or ionising sources. Specialist help should be sought at the earliest opportunity.

## **(xxviii) Exposure to UV Radiation**

---

Operatives are instructed to keep arms and legs covered up or use sun block on sunny days to prevent skin damage from the suns UV radiation (example [Site Rules induction card](#), and the "[keep your shirt on poster](#)"). Another source of UV radiation is welding which would normally involve barriers such as curtains to avoid stray UV light. Also the use of equipment has restricted access to those trained to do so. This is supported by tool box talks, posters and leaflets as required.

## **(xxix) Hazard Identification, Risk Assessment & Control**

---

[RAMS](#) will be prepared for the effective management of all activities with significant risks to Health & Safety; these shall include, but not limited to the following:

- Site initiation and enabling works.
- The unloading, storage and distribution of materials.
- The movement of vehicles on site, particularly as this affects pedestrian and vehicular safety.
- Control and disposal of waste.
- The provision and use of common means of access and places of work.
- The provision and use of temporary services (e.g.: electricity).
- Temporary support structures (e.g.: falsework and ground support).
- Commissioning, including the use of permit-to-work systems.
- Work at height and protection from falling materials.
- Exclusion of unauthorised people/protection of the general public.
- Conditions affecting health such as noise and vibration.

Risk Assessment Method Statements (RAMS) will be produced for the following work items:

- Access and egress.
- Re-fuelling.
- Archaeological investigation.
- Drainage.
- Earthworks.
- Landscaping.

*Note: each individual RAMS document may contain multiple related activities.*

## **(xxx) Health and Safety File Handover**

---

It is important during a project and at the end of a project that the Principal Designer is made aware of Health and Safety Information. Arrangements for passing on information to the Principal Designer for the Health and Safety File will be achieved by continuing liaison during the course of the contract, with a final handover meeting after an agreed period following receipt of the Substantial Completion Certificate.

For works undertaken or equipment supplied by NMC within the contract the Health and Safety File will contain as a minimum:

- The design Criteria (if NMC responsible), including [Design Risk Assessment](#).
- Trial hole Information.
- Updated Existing Service drawings, where found to be at variance with the details provided.
- General details of the construction methods and materials used.
- Service laying records for pipes, ducts, cables etc.
- 'Records' or 'As Built' drawings and plans used and produced throughout the construction process.
- Maintenance procedures and requirements for structure / pipelines.
- Details of equipment installed within structures and the maintenance facilities (If provided by NMC).
- Manuals produced by specialist contractors and schedules for plant and equipment installed as part of the contract works by NMC.
- Details of the location and nature of utilities and services, including emergency and fire-fighting systems (if provided by NMC).
- Guidance as appropriate upon ultimate demolition / end of life disposal.
- Such other details as the Principal Designer may request.

Lessons learned during in the project, including those from Sub-Contractors and Suppliers, will also be included in the information passed to the Principal Designer for inclusion in the Health & Safety File.

## **Implementation of the Health & Safety Plan**

This Health & Safety Plan will be implemented by the Project Manager.

## **C) ENVIRONMENTAL PLAN**

This is designed to meet the requirements of our ISO 14001 approval and our integrated management system.

### **(i) Environmental – Golden Rules**

---

#### **1. WASTE:**

- Kept safe or secure in suitable containers to prevent pollution or harm
- Re-use and Recycle waste where possible – always dispose of in the correct skip
- Hazardous wastes must not be mixed together or with general waste
- Waste disposals must be fully documented

#### **2. WATER**

- Ensure all consents are in place
- Must not contaminate water for example by disposal of a substance causing pollution

#### **3. CONSERVATION**

- Ensure all permissions are in place – stop work if you find a protected plant or animal

#### **4. NOISE AND VIBRATION**

- Switch off equipment when not in use – Notify and Inform neighbours
- Operate and maintain plant and machinery preventing / minimizing noise / vibration

#### **5. AIR POLLUTION**

- Reduce emissions – Keep to site speed limits – Use extraction equipment or practical means to prevent wind blown dust
- Plant and machinery maintained – preventing and minimizing emissions / dust

#### **6. RESOURCES**

- Switch off equipment – Report water leaks – Only order what you need
- Use energy efficiently – avoid waste

#### **7. INCIDENTS**

- Always report Environmental Incidents / Near Misses / Positive Interventions however small

#### **8. ASPECTS AND IMPACTS**

- Complete / Review / Update the Aspects and Impacts Register for the site

#### **9. DRIP TRAYS**

- Use Drip Trays – Maintain and Lock Fuel Bowsers

#### **10. FUELS, LUBRICANTS AND CHEMICALS**

- Adhere to procedures for storage, handling and dealing with spillages of these substances. Be familiar with the Environmental Emergency Preparedness Plan

#### **11. TRANSPORT**

- Vehicles leaving site must use the wheel / vehicle cleaning facilities provided

#### **12. SITE CLEANLINESS / HOUSEKEEPING**

- Keep site tidy at all times and ensure it is left in a clean and tidy condition when leaving site

#### **13. HOURS OF WORK**

- Be familiar with and comply with restrictions on working hours

## (ii) Illustrated Mandatory and Advisory Environmental Information

The following information is to be displayed on notice boards were applicable:

POSTER / DOCUMENT  c = compulsory, o = optional/site specific	LOCATION	
	Site Cabin	Welfare units
The Waste (England and Wales) Regulations 2011.	c	o
Don't Leave Me This Way	o	o
EA Hotline Number	c	c
Ecology Poster	o	o
Environmental Alerts (Current)	c	c
Environmental Annex ( from Integrated Management Policy)	c	c
Environmental Emergency Preparedness Plan	c	c
Environmental Impacts Assessment	c	o
Environmental Management System Certificate	c	o
Good House Keeping Procedure	c	c
Halve waste to landfill	o	c
Light Switch A	o	o
Near Miss / Positive Intervention Cards	c	c
NMC Environmental Considerations	o	o
NORM Posters, various	o	o
PC Monitor Speech Bubble	o	o
Photocopier	o	o
Re-fuelling Poster	c	c
Remember Wildlife & Planning Poster	o	o
Site Wise – Segregation	o	o
Switching Off Non Essential Equipment	o	o
Trade effluent Discharge, Environment Agency	o	o
Waste Storage and Disposal	o	o
Water Footprint	o	o
Window Open	o	o

Note: Guidance documents are available on IMSOL via the [Environmental Guidance List](#).

### (iii) Consents and Permissions

Any consent or licence applied for must be [logged as a consent or licence on IMSOL](#).

Consents and permissions which are applicable on the project include:

Type of Consent	Regulator	Required	Activity or Location	Start Date
Flood Defence Consent (works in/near watercourses)	Environment Agency	No		
Flood Defence Consent (works in/near ordinary watercourses)	Local Authority	Yes		June 2017
Environmental Permits: - Water Discharge Consent - Abstraction	Environment Agency	No		
Groundwater Permits		No		
Waste Management Licence		Yes	Disposal	June 2017
Waste Exemptions	Environment Agency / Local Authority	No		
Hazardous Waste Producer Registration	Environment Agency	No		
Planning Permission	Local Planning Authority	Yes	All works	June 2017
Hedgerow Removal	Local Authority	Yes	Various	June 2017
Land Drainage Consent	Environment Agency	No		
Footpath Diversions (temporary / permanent)	Local Authority	No		
Protected Species Licenses e.g. Bats/Badgers/Great Crested Newts	DEFRA	No		
Scheduled Ancient Monuments	Ministry for Culture, Media and Sport	No		
Consent to work in SSSIs	Natural England	No		
Tree Preservation Orders	Local Authority	No		
Listed Building Consent	Local Authority	No		
Conservation Area Consent	Local Authority	Yes	All works	June 2017
Construction (noise) Consent	Local Authority	No		

Constraints	Permitted	Activity / Location
Bonfires	No	
Smoking	Yes	In Designated areas
Radios	No	
Mobiles phones	Yes	Permitted for work use and emergencies
Night Lighting	Yes	If needed
Night Working	Yes	When required



## **(iv) Environmental Studies and Surveys**

---

Copies of completed environmental studies or surveys to be kept on site as per section 4.

Mitigation measures identified in the surveys are to be incorporated into the [site specific aspects and impacts assessment](#).

### **Protected Species and Precautionary Method of Working**

The CEMP outlines precautionary methods of working which will be taken to protect reptiles, birds, and other protected species which may be found on site.

## **(v) Environmental Monitoring and Measurement**

---

Mitigation measures identified in surveys undertaken and licences and permissions obtained for example, noise monitoring, water sampling to monitor water discharges etc. are incorporated into the [site specific aspects and impacts assessment](#).

## **(vi) Environmentally Significant Changes**

---

*[Insert details of the procedure to be followed if any significant changes are encountered once a project has commenced which would result in a change to the Environmental Plan for example the use of alternative construction methods or design – this section should also detail who is responsible for overseeing changes and ensuring these do not conflict with any consenting or planning conditions]*

Any potential changes in the proposed work processes or implementation must be communicated by the Contractor's Project Manager to the Employer's Environment Manager immediately who will advise the Employer's Project Manager. The Employer's Environment and Project Managers will assess the significance of any changes and decide whether specific consultation or revision to this PMP is required.

## **GENERIC ENVIRONMENTAL ACTIONS (ENVIRONMENTAL LEGAL REQUIREMENTS)**

## **(vii) Environment & Sustainability**

---

All projects are to be managed in a sustainable manner, using resources efficiently, protecting and enhancing the environment in which we work and reducing our impacts.

In order to undertake projects in a sustainable manner, during the planning and implementation phase of a project, a number of key areas will be considered:

- Aim to reduce carbon emissions
- Aim to reduce water consumption
- Reduce, reuse and recycle waste in preference to disposal
- Use sustainable practices and materials
- Conserve and enhance the areas in which we work
- Use local resources wherever possible

## **(viii) Waste Management**

---

All waste management shall be undertaken in accordance with procedure [IMS OP 3/5](#) and [OP 9/1](#)

### **Site Waste Management Plan**

It is the policy of North Midland Construction Plc to minimise waste where possible using best available techniques.

All waste management shall be undertaken in accordance with [IMS OP 3/5](#) and IMS [OP 9/1](#).

NMC encourages the adoption of the SWMP process and all projects must complete a SWMP.

The SWMP is a live, documented process, recording how waste is managed. The SWMP is set up before the project starts on site and is updated regularly during the course of the project.

NMC have a standard SWMP template on IMSOL which must be completed on all projects by the Project Manager / Contract Manager / Site Agent unless the Client stipulates that their own Site Waste Management Plan must be used for the project, such as SMART Waste for example. In this case the clients plan would be completed and access to the data given to the Group Environmental Manager for reporting purposes.

There are two SWMPs available within the NMC SWMP reporting system, one for projects equal to or more than £300,000 in value and one for small projects below the value of £300,000. The SWMP on IMSOL

Each SWMP will be completed in accordance with the following nine steps:

1. Assign responsibility
2. Identify your waste
3. Work out waste management options
4. Identify waste management sites
5. Plan waste handling
6. SWMP communications and training
7. Measure your waste
8. Monitor success
9. Review at project completion and learn

A schedule for auditing of the SWMP should be agreed with the Client and the Group Environmental Manager. A schedule for auditing the SWMP is particularly important for high value projects, projects that last a number of years, or if required by the Client. In these cases, arrangements should be made by the Project Manager / Site Manager / Site Agent.

Targets for waste arisings should be set for each construction stage / component and recorded in the SWMP. Targets for waste reduction reuse and recycling should be agreed with the Client.

Roles and responsibilities should be assigned at an early stage. At a minimum, a Waste Champion should be appointed for the project. Where possible, NMC personnel and or subcontractors should be made responsible for specific waste streams; The Waste Champion being ultimately responsible for ensuring that all waste streams are reported on.

Duty of care checks must be undertaken alongside the SWMP, it is a statutory requirement that any waste operators, and any sites to which the waste is being taken, hold a permit under the Environmental Permitting (England and Wales) Regulations 2010 or are registered (under those Regulations) as a waste operation exempt from the need for such a permit. It is a statutory requirement that all waste from the site is dealt with in accordance with the waste Duty of Care in Section 34 of the Environmental Protection act 1990 and the Waste (England & Wales) Regulations 2011.

NMC and any associated subcontractors will fulfil these legislative requirements by:

- Identifying and describing the waste correctly on waste documentation
- Preventing the escape of waste
- Storing hazardous wastes separately from other wastes
- Transferring waste to authorised waste carriers
- Disposing of wastes at licensed waste management facilities
- Keeping records
- All skips will be located on hard standing, in a secure area, at a minimum of 10 m from surface drains and watercourses

Waste generated should be removed from site and sent for recycling or disposal using a registered waste carrier to a licensed recycling facility, transfer station, landfill site, and licensed incineration plant or to a site or facility holding an appropriate Exemption from the Environment Agency. NMC will obtain Waste Management Permits (including the list of waste types accepted at that facility) and Waste Carrier Licences. Please note: in accordance with the Scrap Metal Dealers Act anyone who is a scrap metal dealer must hold a licence issued by the relevant Local Authority (a site licence or a collector's licence). NMC will obtain the correct licences held by the metal recycling / disposal companies used in accordance with these new requirements. The validity of all these licences (waste carriers, collectors, site licences and waste management licences / permits will be checked on the Environment Agency public register. These documents will be filed in the Project Management Plan file along with any correspondence.

Waste Transfer Notes or copies will be retained on site or at the principal place of business. NMC will ensure that tickets contain all the required information. In order to avoid non-compliant Waste Transfer Notes that is often

provided by third party waste carriers an additional compliant NMC WTN pro-forma will be completed were required.

An assessment of waste to be transferred for disposal or re-used on site should be carried out in order to determine whether the waste is classified as hazardous or not.

All waste leaving site must be accompanied by a Waste Transfer Note (inert wastes) or a Hazardous Waste Consignment Note (hazardous).

Sites producing hazardous wastes must be registered as a hazardous waste producer with the Environment Agency. The premises code will be required for completion of the Hazardous Waste Consignment Note.

Upon completion of a Site Waste Management Plan and any subsequent revisions, please download a copy of the plan and save electronically in a location accessible by all of the project team (alternatively print a copy and file with this plan) the licences, certificates and WTN/HWCNs obtained.

If wastes are to be re-used on site, stored, crushed or sent to a receiving site for reuse then the appropriate exemptions or permits must be obtained and the requirements within them complied with.

Further guidance can be found on types of exemptions, and how to register them on the Environment Agency website <http://www.environment-agency.gov.uk/>

### **Management of Non-extractive Waste / Soil Management**

Waste materials will be stored within an individual location for no more than 28 days, in line with the Permitted Development Rights<sup>1</sup>. Where materials cannot be re-used, recycled, or recovered, this waste will be disposed to an appropriately permitted site. No materials will be stored on land within a SSSI/SAC.

Soils being excavated and relocated as part of the cut & fill process are not classified as waste.

### **Vegetation**

Vegetation removed as part of site clearance will be shredded and spread at an adjacent wooded area. All trees that are felled will be logged and removed from site by the felling contractor. Further details about the procedures to be followed can be found in the arboricultural method statement.

### **Soils**

For details on soil management, please refer to the Soil Management Plan.

### **Domestic Wastewater**

Domestic wastewater will be collected in sealed tanks and will be removed from site on a regular basis via tanker, and disposed of to a suitably permitted facility.

### **General Office Waste**

General waste will be stored within labelled skips within the compound and disposed of or recycled through a permitted waste facility.

### **Hazardous Waste**

Although it is not anticipated that any hazardous waste will be generated on site, should this occur, it will be stored separately from non-hazardous waste in fully sealed containers. Different streams of hazardous waste will be stored separately to prevent cross contamination before being disposed of in accordance with the legislation governing the storage, transportation, and disposal of hazardous waste.

### **Updating the SWMP**

The Contractor will keep a copy of the Construction Site Waste Management Plan (SWMP) and will ensure that this document is updated throughout construction and upon completion of the scheme. The Construction SWMP will also contain records of waste transfers, waste carriers, and waste management facilities.

### **Registered Waste Carriers**

Where waste has to be transported off site, registered waste carriers will be employed, ensuring all waste is sent to appropriately permitted sites via agreed routes. Waste consignment or transfer notes will be retained to provide a robust audit trail. All waste will be classified according to current legislative requirements, industry best practice, and the European Waste Catalogue Code.

---

<sup>1</sup> The Town and Country Planning (General Permitted Development) (England) Order 2015, Part B Temporary Use of Land.

## **Record Keeping**

In addition to maintaining an up-to-date copy of the Construction SWMP, other records will also be held including copies of waste carriers licences, environmental permits, waste transfer notes, consignment notes, records of energy (in this case in the form of fuel for site accommodation and plant) and water usage. Measurements of the quantities of waste materials reprocessed and reused as aggregate within the project or disposed of off-site will also be recorded and used to report on key performance indicators (KPIs). In addition, copies of waste carriers licences, environmental permits, waste transfer notes, and consignment notes will be kept at the main compound.

Materials management and waste management records will be maintained by the main NMC's Site Environmental Co-ordinators. These will be provided to the Environmental Manager so quantities and percentages of imported secondary and recycled aggregates used within the project can be identified and calculated for sustainability reporting. A sustainability report will be generated by the Site Environmental Co-ordinators (refer to Appendix 8 of the CEMP) in accordance with the reporting requirements of section 6 of the CEMP.

All staff and subcontractors will be notified of the requirement for waste segregation at the initial site induction carried out prior to any works commencing and their compliance with these requirements will be monitored as detailed above.

## **(ix) Contaminated Land**

---

Before starting work on site all site specific information must be obtained and reviewed, to ensure appropriate measures have been identified on how to manage the work being undertaken.

For sites previously identified as contaminated, a specialist contamination assessment may have been undertaken, which should help identify the location of any contaminants and measures needed to manage them.

If unexpected land contamination is found works must stop immediately and expert advice must be sought from the Environment Agency or Local Authority.

Where contaminated land may be identified for remediation, or re-use, the appropriate testing shall have been undertaken to ensure that it is suitable for the proposed re-use without posing risk to the environment and human health.

RAMS will be developed in consultation with the relevant specialists and in accordance with current guidelines.

Where excavated arisings are deemed to be contaminated and are not suitable for remediation, re-use or recycling then they must be removed by a registered waste carrier to a permitted waste disposal site.

NMC will work in liaison with the Local Authority, and seek expert advice, whilst working to the agreed RAMS to avoid creating further contaminated areas.

## **(x) Considerations With Respect to Air**

---

Considerations regarding environmental air quality to meet legislation such as the Clean Air Act etc. should be made in conjunction with health and safety considerations under the Control of Substances Hazardous to Health regulations 2002.

No fires are permitted on site for the burning of waste or any other use.

### **Air Quality and Dust Management**

The following activities will give rise to the potential for noticeable levels of dust and particulates to be generated during the works, and the mitigation measures details employed:

- Excavation works undertaken during hot, dry spells of weather - water suppression via bowser / jetter.

Daily visual dust inspections and monitoring will be undertaken by the General Foreman during earthworks, stabilisation and cutting operations, in accordance with the "Good practice mitigation for the management of dust

from construction and demolition works” from the Institute of Air Quality Management<sup>2</sup> will be implemented, as applicable.

## **(xi) Considerations With Respect to Land and Water**

---

NMC shall ensure that all necessary consents are obtained and appropriate controls are in place so that water is managed in accordance with all legal and contract requirements. RAMS will contain details of the prevention of water pollution from all construction processes and related activities. The RAMS shall, as appropriate, include details of water quality monitoring (samples to be analysed by a UKAS accredited laboratory), designed to check that the precautions are effective in preventing adverse impact on water quality (groundwater and water courses).

For further Guidance consult [PPG 6 Working at Construction and Demolition Sites](#) and [PPG 5 working near major Aquifers](#).

### **Silt and Surface Water Management**

The surface water drainage design will be implemented ahead of other works in the vicinity. A number of surface water drainage measures will already be in place from the Phase 2 works. These include:

- A silt removal facility
- An attenuation pond
- Swales and ditches with check dams
- Silt fencing
- Oil separator tanks

Surface water management measures to be constructed during this phase (Phase 3) comprise the following:

- A temporary surface water attenuation pond
- A permanent attenuation pond
- 2 wetland areas
- A spring and groundwater drainage layer, discharging into a wetland area
- A lagoon area for a future groundwater reinjection well.

Monitoring of the effectiveness of the above measures will be recorded on daily inspection sheets by the Contractor and on-site inspection reports by the Environmental Co-coordinators and / or Environmental Manager during their inspections. These will be stored along with a record of the actions that were taken in the event of issues arising and their effectiveness. These reports will be stored by the Contractor.

### **Materials handling on site**

All chemicals and fuel will be stored in sealed containers on a suitable bunded, impervious hardstanding at the Woodsmith Mine Compound. The bund will be capable of holding 110% of the total capacity of all containers stored within the bunded area. The chemical and fuel storage area will be located as far from all drains and watercourses on the site as possible. No materials will be stored on land within a SSSI/SAC. Fuel required on site will be delivered via towable bowsers.

Spill kits will be stored adjacent to the storage areas as well as at other key locations around the site. Personnel trained in the deployment of spill kits will be present on site at all times during working activities.

## **(xii) Considerations with Respect to Noise and Vibration**

---

The regime for managing the noise and vibration emissions of plant and equipment to protect personnel from adverse effects and documented in the construction phase plan shall also be designed to minimise environmental harm including noise nuisance and be managed in accordance with any Section 61 consents. Section 61 requirements shall be notified as soon as practicable. The Principal Contractor shall notify the Client and the Principal Designer of general planned hours of work, and of noisy work.

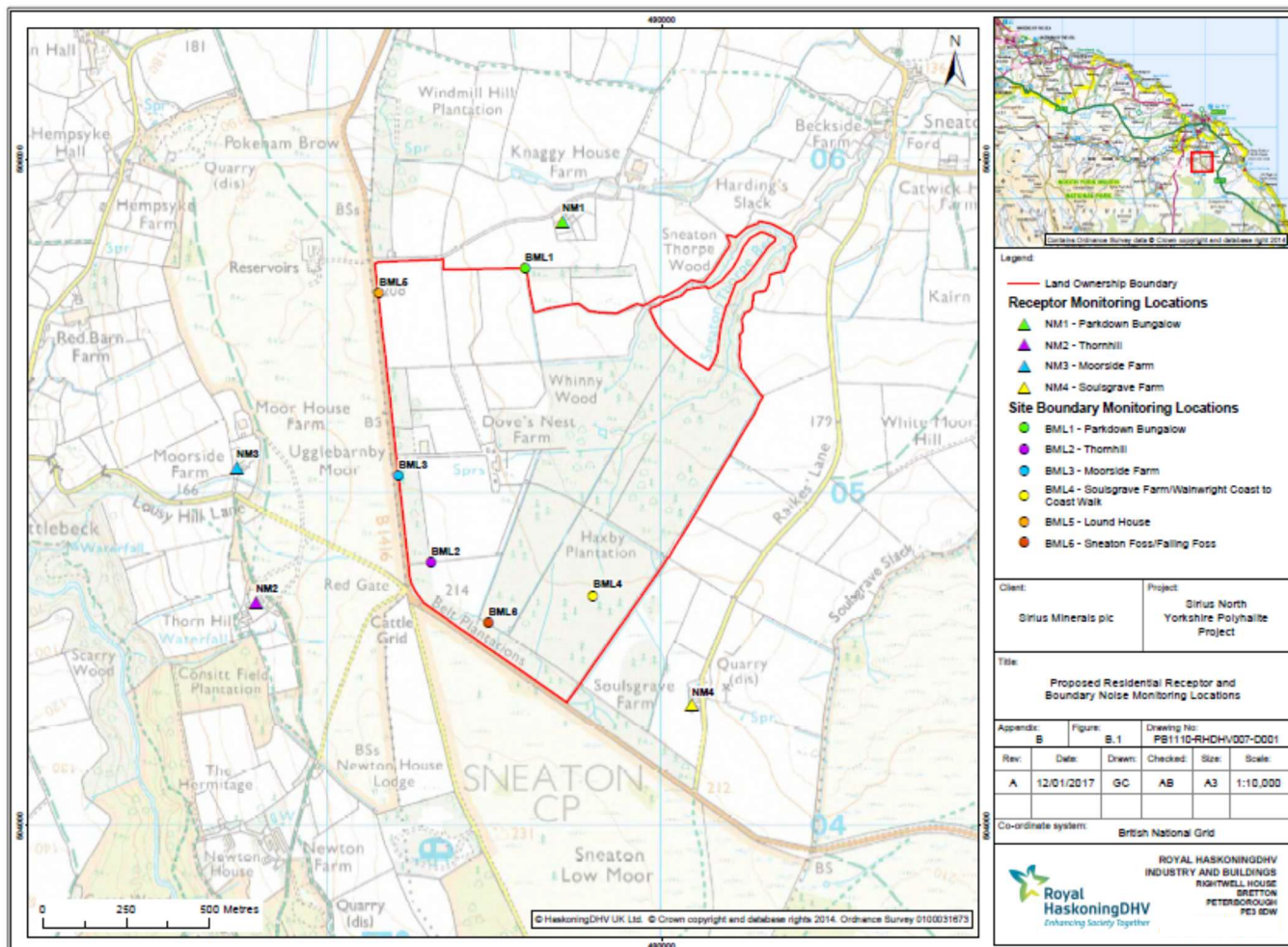
---

<sup>2</sup> Guidance on the Assessment of Dust from Demolition and Construction, V1.1, February 2014, (Institute of Air Quality Management)

NMC will employ “best practical means” to minimise noise and vibration resulting from our operations and shall comply with the recommendations detailed in the Code of Practice for noise and vibration control on construction and open sites ([BS 5228-1: 2009](#) & [BS 5228-2:2009](#)). If required to measure noise emitted from site this shall be performed in accordance with [BS 5228-1: 2009 Annex G](#).

Please refer to the Noise & Vibration Management Plan for details of noise restrictions.

The following plan shows Receptor Monitoring Locations and Site Boundary Monitoring Locations for the scheme:



### (xiii) Wildlife and Natural Features

There are areas which are designated for their nature conservation interest such as SSSIs, AONBs, and SACs due to the presence of certain habitats or species. Many species are afforded legal protection for example under the Wildlife and Countryside Act 1981 and thus require a high level of protection.

Liaison with an ecological specialist will be undertaken and methods of work agreed with them. Any works which require a licence will be obtained and the requirements detailed in any licences will be met.

Please refer to the Phase 3 Protected Species Management Plan for site-specific details.

Where the site has features which require protection such as trees, plants and animals NMC will work with the relevant authorities for example, the Environment Agency, Natural England to ensure they are protected and suitable mitigation measures are put in place.

When working near trees which are to be retained, NMC shall carry out works in accordance with [NJUG Publication No. 10 Guidelines for Planning, Installation and Maintenance of Services in Proximity to Trees](#) and [BS 5837:2005 Trees in Relation to Construction](#). NMC will comply with any Tree Preservation Orders.

Hedgerows are protected under the Hedgerow Regulations 1997; it is a legal requirement to notify the district or borough council before removing a hedgerow or part of one.

Hedgerow removal is to be avoided where possible. Any hedgerow removal and replacement shall be carried out in accordance with the Hedgerow Removal Notice. No work shall be undertaken without a notice in place.

Where possible, hedgerows should be taken out outside the bird breeding season i.e. during the period early August to end February, checks should be undertaken to ensure no birds are present.

Survey information will be obtained where species are likely to occur.

For survey timings please consult the [Ecological Calendar / Poster](#).

Ecology is affected through the spreading of noxious and invasive plants and it is an offence to cause their spread (Wildlife and Countryside Act 1981 (as amended) / Weeds Act 1959 (as amended)).

Common examples which may be found on NMC construction sites include:

- Japanese Knotweed
- Giant Hogweed
- Ragwort
- Thistle
- Himalayan Balsam

If noxious and invasive species are identified on site NMC will:

- Cordon off the area to prevent spreading
- Identify and inform all site personnel to ensure the area is not disturbed
- All protective fencing will be maintained until either the plants are eradicated or works are complete
- Ensure approved methodology by a suitably qualified person and the Contract / Project Manager will be agreed

### **Measures to Minimise Risk of Damage to Species-rich Verges**

An environmental survey has identified species-rich grassland in the roadside verge opposite the Welfare Access. The following measures will be adopted to reduce the risk of damage to species-rich verges:

#### Use of Traffic Regulation Orders

As agreed with North Yorkshire County Council (NYCC) and as set out in NYMNPA Condition 37, Traffic Regulation Orders (TROs) will be in place on the B1416 for the duration of all construction activities associated with the project. The TRO's include a temporary 40mph speed limit and a clearway along the identified extent of 'Important Verge No. 10', to provide mitigation for the Moors to Sea Cycle Route. This will further reduce the potential for damage to the verges, as vehicles will be travelling at a reduced speed and will not be allowed to stop on the carriageway.

#### Condition Survey, Monitoring and Remediation

Prior to the commencement of the works, a condition survey will be undertaken to record the current condition of the full extent of 'Important Verge No. 10', as shown in Figure 1. The condition survey will include:

A walk-over condition survey will be carried out between the Contractor, the Client's Representative and, if desired, a representative of NYMNPA.

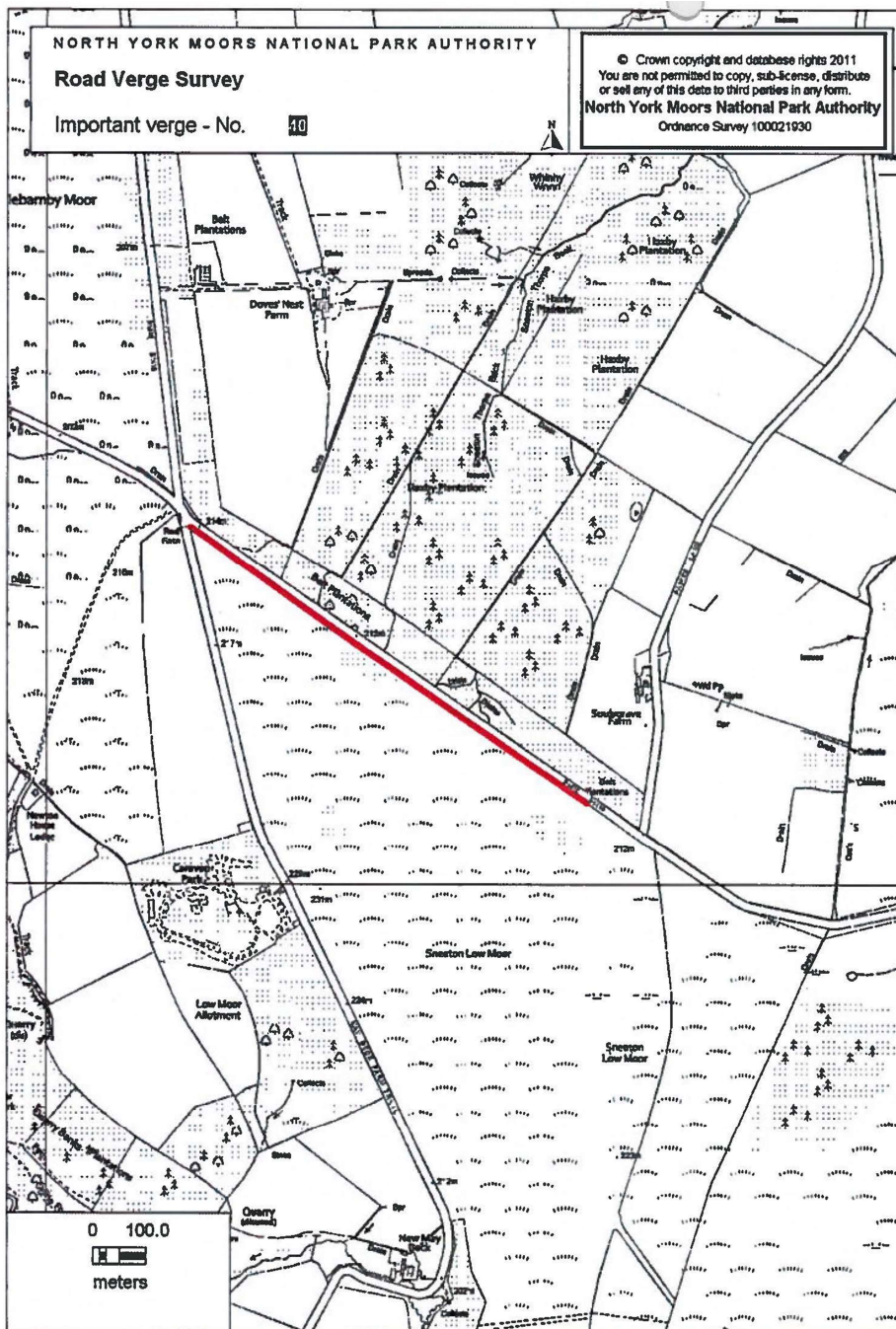
- Photographs will be taken to record the condition of the verges.
- A report will be generated, in the form of a word document, to record the findings of the initial walk-over survey and submitted to the Client's Representative and NYMNPA for agreement.

The condition survey will not include any specific botanical survey, as the measures to protect the verge will be applied regardless of species composition.

The condition survey will be repeated on a monthly basis, with visual monitoring and photographs carried out every week in order to maintain an auditable record and to ensure that any impact, attributable to the Works is identified and recorded as soon as possible.

On completion of the works (as detailed in NYM Condition 4: Phasing Plan), the full condition survey will be repeated and, in the unlikely event of any damage to the verges, a specific method statement for any necessary remediation will be prepared, based on the extent of damage recorded and its content will be agreed with the NYMNPA prior to implementation.

As the most likely scenario for damage would be indentations of the verge, in the form of tyre tracks, remediation is envisaged to comprise the application of top soil to impacted areas, followed by re-seeding with a seed mix agreed with the NYMNP.



#### (xiv) Archaeology and the Built Heritage

Areas and sites can be designated at national and local level for their heritage value for example, Scheduled Ancient Monuments. Buildings and structures are important parts of our built environment and must be preserved.

Construction works will be carried out in accordance with legal requirements to ensure features of archaeological interest are protected.

If it is likely that archaeological or historical features will be found during construction works, all information will be obtained and reviewed from the Client that they hold about the site.



Archaeological impact assessments and agreements with the Local Authority will be complied with. Where applicable NMC and any contractors will work in accordance with an archaeological watching brief and comply with any contractual obligations and conditions that may be attached to the planning permission for the site.

Contact will be made with the local planning authority archaeologist for archaeological matters and the local authority conservation officer for listed buildings. The county/local authority/regional archaeologist has responsibility for planning issues.

Any works affecting a scheduled monument will be carried out in accordance with the Scheduled Ancient Monument Consent.

If any unexpected finds are encountered works will immediately be stopped, the area will be blocked off and the local archaeologist will be contacted.

### **Archaeology**

A Written Scheme of Investigation has been produced for this scheme, which will be implemented on site.

## **(xv) Transport, Access and Public rights of Way**

---

The project team will give consideration to the logistics of the project, avoiding deliveries at peak times, and coordinating deliveries to minimise congestion and disruption which might affect general traffic.

Access to the site will be agreed prior to commencement of construction works. All accesses will have gates and will be signed accordingly to prevent unauthorised access outside of working hours.

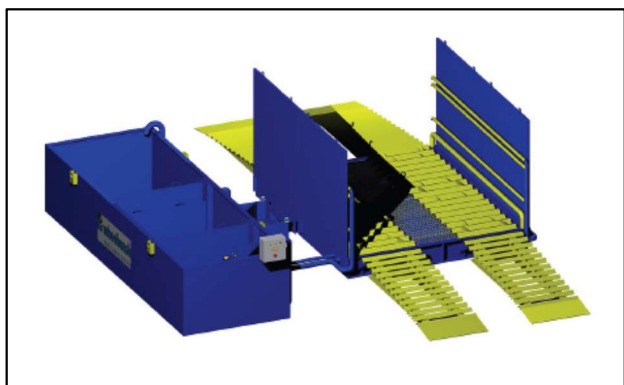
Public rights of way must be accessible at all times unless prior agreement has been obtained with the Local Authority. Requirements determined by the Local Authority will be adhered to at all times.

Where works require public rights of way to be closed or obstructed the necessary diversion or closure notice will be obtained, and implemented as agreed with the Local Authority.

Footpaths that are diverted due to the works being undertaken will be mapped to ensure they are kept open during this period and the safety of anyone using such footpaths is maintained.

### **Plant and wheel wash arrangements**

Wheel-wash facilities (Rhino Ecowash Excel or similar – see image below) will be implemented on the access road between site and the Welfare Access.



## **(xvi) Pollution Prevention**

---

Where applicable the Contract / Project Manager will liaise with the Environment Agency to agree control methods in the way work is undertaken before projects commence and action to ensure environmental matters identified by the Environment Agency are effectively addressed. The [EA PPG \(Pollution Prevention Guides\) are available via IMSOL](#).

### **Light Pollution**

The specific controls to be implemented to reduce light pollution are as follows:

- Works will be undertaken during day light hours, as far as practicable, removing the requirement for external lights.
- When activities are to be scheduled to take place between late autumn to early spring, it is likely that there will be activities where illumination is required during hours of low light at dawn and dusk. In these circumstances, the following will apply:
  - Directional tower lighting with directional lanterns will be used, with lights directed down towards the area required to be lit and away from any area of concern (e.g. roads).
  - Lights will be switched off when not in use.
- Task lighting will be used where appropriate to light up local areas of small works instead of mast illumination affecting a large radius.
- Lights will be turned off when not required to avoid unnecessary light pollution.
- The lighting will comply with the lowest recommended criteria within the relevant British Standards and relevant Chartered Institution of Building Services Engineers Lighting Guides<sup>3</sup>.
- Lighting will comply with the Interim Guidance: Artificial lighting and wildlife: Recommendations to help minimise the impact artificial lighting<sup>4</sup>.

## **(xvii) Carbon Reduction and Energy Management**

---

NMC will take all reasonable measures to reduce energy and fuel consumption and minimise carbon emissions from activities relating to the construction project.

Vehicles and items of plant should be switched off when not in use. The use of speed limiters on vehicles is employed to reduce fuel consumption and increase efficiency.

Office accommodation on construction projects or at depots should be well insulated to prevent excess heat loss and energy efficiency measures used where possible, for example timer controlled heating and movement activated lighting. Electrical equipment should be energy efficient and switched off when not in use.

Travel to and from sites should be minimised and the utilisation of video and telephone conferencing encouraged. Journeys should be planned to minimise fuel use, and alternative methods of travel should be encouraged such as car sharing, bus, train travel.

Local suppliers of materials will be used and deliveries planned to minimise unnecessary journeys.

## **(xviii) Register of Site Specific Actions Arising From Construction Phase**

---

The Environmental Aspects & Impacts Assessment will detail all site specific actions required throughout construction. Please refer to the following section (xix).

## **(xix) Environmental Aspects and Impacts**

---

### ***Documentation for assessing, controlling and minimising potential environmental damage***

The principal environmental objective of North Midland Construction PLC is to continually improve our environmental performance to prevent or minimise pollution, minimise waste and to conform to Environmental Legislation, Regulations and Company Policies and Procedures.

NMC will ensure all activities undertaken on site will be subject to an Environmental Aspects and Impacts Assessment (EAIA). The EAIA will be prepared with regard to the information in the CEMP, this PMP and all other relevant documents. These will:

---

<sup>3</sup> BS EN 12464-2 Lighting of work places – Outdoor work place.  
CIBSE Lighting Guide 1 – Lighting of the industrial environment.  
CIBSE Lighting Guide 6 – Lighting of the outdoor environment

<sup>4</sup> Bat Conservation Trust Interim Guidance Lighting, June 2015  
[http://www.bats.org.uk/pages/bats\\_and\\_lighting.html](http://www.bats.org.uk/pages/bats_and_lighting.html)

- Identify any significant environmental impacts that can be anticipated.
- Assess the risks from these impacts.
- Identify control measures to mitigate the risk.
- Report any unacceptable residual risk such that changes can be implemented to reduce the risk to an acceptable level.

The findings of each EIA and, in particular, the necessary controls to reduce risk, will be incorporated into the scheme RAMS (Risk Assessment Method Statement) and daily K-SAW (Keep Safe and Well) as required. These documents shall be briefed to all site operatives involved in the works prior to the commencement of activities on site. Tool Box Talks shall be used to target environmental issues of particular significance at relevant times throughout the works.

Should any aspect of the scheme change, the EIA will be updated accordingly.

The Contractor will keep a copy of all EIAs in the main site office and will ensure that all control measures identified to control risk are fully implemented.

*Upon completion of the Aspect and Impacts Assessment on-line – please print out a copy and insert into the Environmental Plan*

## **(xx) Hazard Identification, Risk Assessment and Controls**

---

**RAMS** will be prepared for the effective management of all activities with significant risks to Health & Safety and the environment. RAMS shall include details on the following:

- Location of activity and access arrangement.
- Work to be undertaken and methods of construction.
- Plant and materials to be used.
- Supervision requirements.
- Health and safety considerations - all issues identified in the health & safety risk assessment.
- Environmental considerations - all issues identified in the Environmental Aspects and Impacts Assessment.
- Details of any permit or consent requirements.
- Identify significant environmental impacts that can be anticipated and how they are to be controlled.
- Details of properly trained personnel on site responsible for various aspects such as using spill kit or dust suppression etc.

RAMS will be reviewed by the Employer's Project Manager and agreed in advance of works. Once approved by the Employer's Project Manager, RAMS will be submitted to the NYMNPAs and other relevant Statutory Consultees a minimum of four working weeks before the construction of the element(s) to which the RAMS relates. This will enable the Authority to review and approve each document.

NMC will keep a copy of all RAMS and daily Keep Safe & Well briefings, along with signature sheets, in the main site office, and will ensure that actions in the documents are fully implemented.

All RAMS and daily Keep Safe & Well briefings will be kept under review. They will be revised, updated, or re-written as a result of lessons learnt, changes in legislative requirements, incidents and/or as part of the continuous improvement of construction environmental management on site.

## **(xxi) Control of Substances Hazardous to the Environment**

---

In accordance with the Control of Substances Hazardous to Health Regulations, reference should be made to North Midland Construction Plc's – [COSHH Manual for Site Operations](#).

This manual contains instructions on the control measures and procedures to be adopted, and generic assessments for typical products used on site by the company including substances which are known to be dangerous to the environment.

Where possible the substances identified as hazardous to the Environment should be substituted for less harmful ones. Site Managers can consult with the Environmental Manager over any concerns.

## Deliveries of Fuel

Fuel will be delivered to the compound at Woodsmith Mine where towable bowzers will be available to transport fuel to the various site locations. The towable bowzers will be bunded and have at least 110% of the capacity of their capacity. The bowzers themselves will be stored on an impervious hardstanding, and as far from surface watercourses and drainage as possible – this is shown on the Woodsmith Mine compound layout drawing (40-NMC-WS-70-FC-DR-0002).

Refuelling on site will be undertaken away from areas of high ground water (e.g. areas of cut) and standing water (e.g. ditches). Drip trays and plant nappies will be used to ensure that any spillages are contained.

In the event of a fuel spillage, this will be cleared up using an oil spill kit, which will be held at the Woodsmith Mine compound. Where a spill outside of a bunded area occurs, the pollution incident procedure identified in the CEMP will be implemented.

Signs detailing the refuelling procedures will be posted in the area with information relating to the location of the nearest oil spill kit. Personnel trained in the deployment of spill kits will be present during all fuel delivery and refuelling activities.

As a result of the nature of the sites, there is a possibility that fuel deliveries to site may not be possible, for example during periods of extreme weather. The following measures will be implemented to ensure that fuel supplies are not depleted during inclement weather:

- 2No 6000 litre towable bowzers will be utilised, giving a generally high level of fuel storage.
- A reserve fuel bowser of 2500 litres will be located at the Woodsmith Mine compound; this will only be used in an emergency, and shall not be used for day-to-day refuelling of plant.
- Fuel levels shall be monitored daily by NMC's Foreman and deliveries booked accordingly.
- Weather forecasts shall be monitored and, when inclement weather is expected, fuel levels deliveries shall be brought forward, as required.

## (xxii) Environmental Incidents and Near Misses

---

All incidents resulting in pollution must be recorded in accordance with [IMS Operating Procedure OP 4/5](#) – Analysis of Accidents/Incidents.

In the event of a Near Miss incident, it shall be reported preferably by [direct entry on line](#) or by using an [Accident, Incident and Near Miss Report Form](#)

[Near Miss/Positive Intervention Cards](#) are available for use by Operatives, which provide a freepost service to report any environmental incident or near miss to the Group QESH Department.

The Environmental Manager will respond to any significant Environmental issues reported by the site.

At the discretion of the Health & Safety Manager, the Environmental Manager or the QESH manager may raise an alert e-mail and circulate it to all appropriate Departments following an incident or near-miss. The previous alerts that have been issued are available on the NMC intranet site.

All Emergency Procedures and Major Incident Reporting are covered by the Health & Safety and Environmental Management Systems. Specific plans are drawn up by the site staff and displayed and practised. All key personnel carry mobile phones, as do a number of operatives.

Staff will, in addition, report all accidents and incidents to the customer or nominated person when requested.

### **Action to minimise the risk of pollution incidents**

The following actions will be taken to minimise the risk of pollution incidents occurring on site:

#### Oil / Fuel Oil spillages

- Refuelling of plant and vehicles will be undertaken at designated refuelling point at the Woodsmith Mine, or on site in accordance with the RAMS.
- Plant will be well maintained so that leakages do not occur.
- Drains in the vicinity of the refuelling point will be blocked off to ensure that any spillages cannot wash into the drainage system and into any adjacent watercourses. Note: there are no such drains adjacent to the Fuel / COSHH storage area at Woodsmith Mine.

#### Cementitious materials spillages

- Concrete will be ready-mixed concrete to avoid on-site batching.
- A designated concrete wash-out skip will be located within the compound.
- Sand / cement mixing will be undertaken using a cement mixer located on an area of hardstanding.

#### Contaminated land

- The discovery of contaminated land is not anticipated, however, visual monitoring of excavated materials will take place by Contractor and sampling undertaken if concerns arise.
- Subsequent testing and hazardous waste management procedures will be followed in event of contamination levels above acceptable legal limits being confirmed, in line with the Contaminated Land Reference Material.

### **Action to be taken if spillages/ leakages occur**

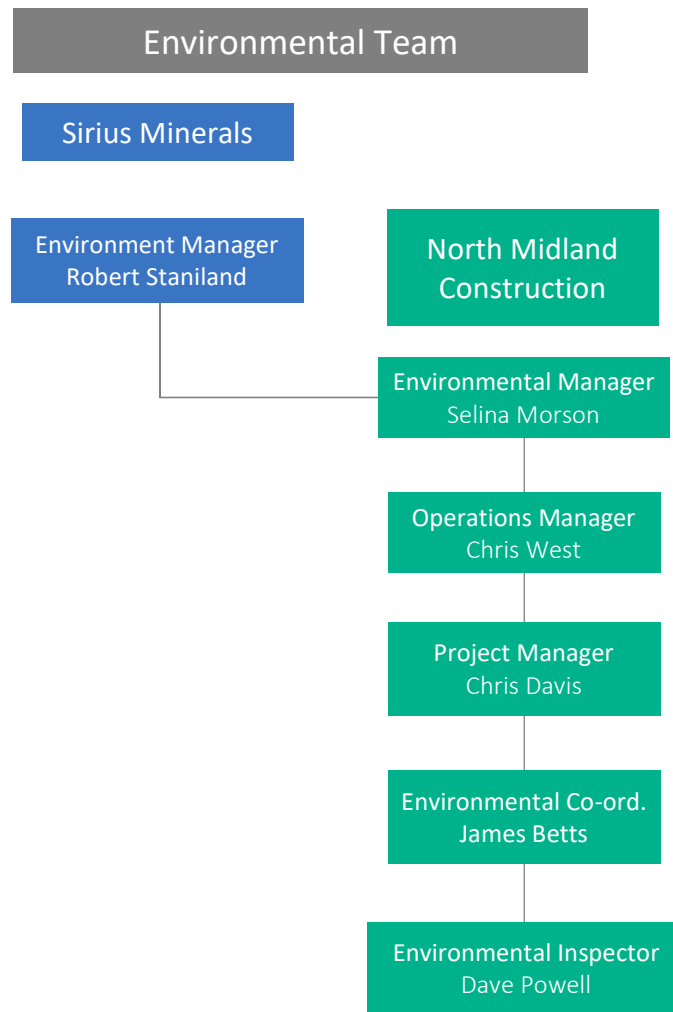
#### Oil / Fuel Oil spillages

- Oil spill kits will be available at each site and appropriately trained staff will be present on site during all working activities.
- In the event of an oil or fuel spillage, staff will ensure that the adjacent drains are properly sealed and then advise the Site Agent/Foreman.
- Staff on site will clean up the spillage in accordance with their training and ensure that all absorbents or spill kits that are used in the event of an oil or fuel spill should be disposed as hazardous waste in accordance with hazardous waste management procedures.
- If the volumes of fuel are such that the oil kits on site are not sufficient, additional oil spill kits will be obtained.

## (xxiii) Implementation of the Environmental Plan

---

The following organogram shows the key personnel responsible for implementing this Environmental Plan:



The following outlines the responsibilities each person will hold with respect to environmental performance across the contract.

### **Employer**

The Employer is responsible for ensuring that the legal and planning requirements of the overall project are fully complied with. The Employer will receive monthly reports on environmental matters as a part of established management processes.

### **Employer's Project Manager**

The Employer's Project Manager is responsible for leading the construction phase of the project to a successful conclusion. The Employer's Project Manager will be supported by the Employer's Environment Manager and Inspectors, as necessary.

Duties of the Employer's Project Manager include:

- Implementing systems and processes which enable effective monitoring of environmental compliance and quality of the project
- Exercising controls and continuously monitoring the delivery of the project
- Coordinating and leading the work of the Employer's Environment Manager and Inspector(s)
- Reviewing the status of environmental performance and reporting to the Employer
- Advising the Employer of any failure of the Contractor to meet its obligations under the Contract

### **Contractor's Project Manager**

The Contractor's Project Manager is responsible for ensuring the effective management of all construction issues, including the environmental requirements outlined in this PMP, the client Construction Environmental Management Plan, other relevant planning documentation, and the Employer's contract documents. The Contractor's Project Manager will be responsible for regular review of this PMP and will receive and generate monthly reports on environmental matters associated with it.

The Contractor's Project Manager has responsibility for the delivery of environmental objectives throughout construction. This includes ensuring the dissemination of environmental information, including waste reduction and waste management procedures, and water sustainability matters to all relevant personnel on site and the application of environmental requirements during the construction process.

The Contractor's Project Manager will ensure that appropriate resources are available and any necessary environmental controls or mitigation measures are implemented. This includes those identified through environmental audits of the site works. As such, the Contractor's Project Manager is in a position to direct and control construction activities on site.

Duties of the Contractor's Project Manager include:

- Planning and ensuring that all environmental inductions are undertaken.
- Planning and ensuring that weekly environmental inspections of the site are undertaken.
- Ensuring the environmental competence of all personnel working on the project.
- Managing and supporting of all other environmental staff on site.
- Acting as the main point of contact with other (including external) parties for environmental matters, including complaints, concerns and general enquires.
- Monitoring construction activities to ensure that identified control measures are effective and in compliance with this PMP.
- Reviewing the inspection reports produced by the Environmental Co-ordinators and ensuring that any issues are resolved.
- Reviewing and updating this PMP, as required.
- Reviewing and revising construction method statements and task briefing sheets (and any updates thereof) for environmental aspects of the work.
- Providing information to the Employer's Environment Manager for inclusion in progress meetings, on a monthly basis.
- Ensure the Employer's Environment Manager is fully informed on all environmental matters as construction works proceed.
- Being available for construction site audits with the Employer's Project or Environment Manager(s) as required.

### **Contractor's Environmental Manager**

The Contractor's Environmental Manager will have responsibility for the environmental aspects of the work undertaken in accordance with its ISO14001 certification, the contract, and the provisions of this PMP. The Contractor's Environmental Manager will ensure compliance with environmental aspects of the construction works through the Environmental co-ordinators, together with the necessary monitoring, and will report to the Contractor's Project Manager.

Duties of the Contractor's Environmental Manager include:

- Planning and undertaking quarterly environmental audits of the work and reporting to the Employer's Project Manager.
- Identifying and monitoring trends and identifying areas for environmental improvement.
- Advising when control measures are not effective and/or not being fully implemented and suggesting alternative mitigation as required.
- Reviewing and updating Environmental Procedures, as required.
- Providing feedback to the Contractor and their personnel on environmental impacts and risks prior to the

- commencement of any part of the works.
- Being available for construction site audits with the Employer's Project or Environment Manager(s) as required.

#### **Contractor's Site Environmental Co-ordinator**

Site Environmental Co-ordinators will be identified by the Contractor's Environmental Manager for overseeing specific construction activities on site.

Together with the Contractor's Project Manager, the Contractor's Site Environmental Co-ordinator will form the site Environmental Team. The Contractor's Environmental Manager will provide the Site Environmental Co-ordinator and any subsequent team members with a specific induction for the role prior to commencement of work and will be available for advice and guidance to them on an on-going basis. Construction activities are likely to run in parallel so this approach ensures coverage of all aspects of the works and a point of accountability for environmental matters on a continuous basis.

Duties of the Contractor's Site Environmental Co-ordinator include:

- Plan work to ensure that all inspections, reviews of documentation and other activities are undertaken in a timely manner and that all issues are reported and acted on.
- Consider how approaches for different aspects of the works can contribute to environmental improvement in performance and present these to the Contractor's Project Manager for consideration.
- Act as a conduit for dissemination of issues and lessons learnt across the site (through provision of toolbox talks).
- Ensuring implementation and monitoring of (the control of) nuisance matters such as noise, dust, light, and conduct on site that may have environmental implications.
- Attend site environmental audits with the Contractor's Environmental Manager and Project Manager or their advisors within the area they have responsibility for, as required.
- Ensure the Contractor's Environmental Manager and Project Manager is fully informed on all environmental matters as construction works proceed.
- Contribute to regular updates of this PMP as well as the preparation of method statements, task briefing sheets, and risk assessments.

#### **Contractor's Environmental Inspector**

The Contractor's Environmental Inspector has responsibility for monitoring and auditing the Contractor's compliance with environmental legislation, and conformance with its ISO14001 procedures and this PMP.

Duties of the Contractor's Environmental Inspector include:

- Monitoring, auditing and reporting on the Contractor's compliance with environmental legislation, planning requirements, permits, licences and any other requirements.
- Monitoring, auditing and reporting on the Contractor's conformance with its environmental management procedures and ISO14001.
- Monitoring and reporting on the implementation and effectiveness of preventative and corrective actions.

## **(xxiv) Communication of Environmental Issues**

---

#### **Site Inductions and Tool-box Talks**

The raising of environmental awareness amongst those working on site is a crucial element in the implementation of this PMP. As a consequence all staff be will required to attend a pre-start (i.e. prior to commencing work on site) site induction which will include details of the environmental aspects of the project. Managers and supervisors will ensure that all personnel engaged in activities are competent to carry out their duties or, where necessary, provided suitable training.

Toolbox talks will cover the details of this PMP and the environmental issues within in it, including, but not limited to:

- Environmental issues on site e.g. site clearance, nesting birds, protected species.
- Environmental Action Plan and mitigation.
- Communication.
- Working with the community.
- Dust control and mitigation.
- Emergency response.



- Roles and responsibilities on site.
- Feedback on issues of concern that are raised by staff or general information of interest to the site staff.

Tool-box talks aim to communicate information to the site staff and serve to educate, prompt, and remind staff of certain environmental responsibilities. A tool-box talk might cover a particular permit licence or consent, an issue such as water pollution, or protocols such as those for archaeological finds. A particular talk may be repeated after a period of time as a reminder or prompted by an incident arising on site. This is an important tool in communicating information to workers and it is anticipated that each work team will receive at least one environmental tool-box talk per fortnight throughout the construction period.

Specific induction will be given to the Contractor's Project Manager and other members of their Environmental Team by the Contractor's Environmental Manager to ensure they have broad appreciation of environmental matters. This training will include a presentation on sites designated for Nature Conservation, protected and invasive species, and an overview of legal requirements (including matters such as nesting birds). They will also include an overview of environmental permits licences and consents, and the implications of non-compliance or loss of those that apply to the works.

A copy of this PMP will be provided to each Contractor's Environmental Team and the content explained. The Contractor's Environmental Manager will provide updates of relevant methods of working, schedules, permits, consents, and licences as they arise and develop and disseminate these at tool box talks. The specific inductions will also apply to any replacement or additional staff in these roles as they are required for the works.

### **Communication with Site Staff**

During site inspections to assess environmental compliance, the environment team will liaise with the staff on site to provide feedback on the inspections, identify areas of good practice and areas for improvement. Inspection sheets will be completed for each inspection and copied to the Project Manager / Site Agent who will disseminate information to all site staff as required. In the event of issues arising on site, actions for improvement will be identified and the Project Manager / Site Agent will complete a section of the form detailing why the issue arose and what actions can be taken to prevent similar issues occurring in the future.

### **Communication within the Contractor's Environmental Team**

Fortnightly meetings of the Contractor's Environmental Team will ensure that current and forthcoming issues are identified, site environmental performance monitoring is discussed, and good practice disseminated. The key findings from these meetings will be communicated formally to the Employer's Project Manager, the Contractor's Project Manager and Site Agents as a summary note. Updates to the Construction Environmental Management Plan, this PMP, RAMS and other controlling documents will also be discussed and raised with the aforementioned staff for discussion prior to approval.

The Contractor's Environmental Team meetings will:

- Review site performance over the preceding two week period.
- Identify trends in performance.
- Consider the need for amendments to the CEMP, PMP, RAMS, Site Waste Management Plan and other relevant documents.
- Propose actions required to mitigate issues that have arisen and/or forthcoming risks.
- Identify best practice on site.

Environmental issues will be discussed at monthly project environmental reviews, attended by Employer's Environment Manager, with other relevant representatives attending when required. When necessary this may include representatives from statutory bodies to address matters of concern to them or for them to provide information on changes to legislative requirements or its interpretation.

The project environmental review will:

- Consider the past period performance.
- Review audits and available data from inspections.
- Provide an overview of any environmental monitoring results.
- Plan actions required to mitigate issues that have arisen and/or forthcoming risks.
- Provide a mechanism to disseminate best practice across the site.

The information discussed at these meetings will be presented at site wide monthly progress meetings, with notes from the meetings being used to prepare the monthly environmental progress report.

### **Communication with the Public**

Keeping neighbours informed of the works is paramount to avoiding any complaints and maintaining a good working relationship. As such the Contractor will establish a residents and landowner liaison protocol which will be submitted for approval four weeks before construction commences, and will provide a resource to monitor communications. A Communication Plan has been prepared, and can be found within the CEMP.

Where a complaint from the public is received, it will be immediately logged and all relevant details obtained. The complaint will be investigated and the complainant contacted within five working days to be advised of the findings of the investigation and any mitigation required. All complaints will be acknowledged within 24 hours of receipt of the complaint, and will be closed out within five working days in order to satisfy the complainant.

The Sirius Complaints Procedure can be found within the CEMP and will be adhered to throughout construction.

### **Traffic Management Liaison Group**

The purpose of this group will be to facilitate liaison between local residents, local authorities, and other interested stakeholders and communicate the programme for highway improvement schemes. The group will oversee the management and monitoring of the Construction Traffic Management Plan (CTMP), and will be chaired by Sirius Minerals.

The group members will include:

- Sirius Minerals.
- NYMNPA as Minerals Planning Authority.
- North Yorkshire County Council as Highway Authority on the highway improvement schemes within their boundary.
- North Yorkshire Police.
- Redcar and Cleveland Borough Council as Highway Authority on the highway improvement schemes within their boundary.
- Scarborough Borough Council.
- A representative of the Contractor.

## **(xxv) Management of Environmental Issues on Site**

---

### **Supervision of Construction Activities**

All construction and installation activities, including those carried out by sub-contractors, will be supervised by the Contractor's Project Manager with the support of members of their team on a daily basis. The Contractor's Project Manager and team will receive briefing from the Contractor's Environmental Manager to ensure that they are aware of the environmental requirements identified in risk assessments and method statements. The briefing will also ensure that they are able to assess whether the environmental requirements are being implemented properly.

All works on site will be supervised and records of the inspections made. Records, which will include areas inspected, examples of good practice and areas for improvement will be recorded in the Contractor's general site supervision forms. Copies of these forms will be forwarded to the Contractor's Project Management, Environmental Manager and Sirius Minerals.

### **Monitoring Environmental Impacts during Construction**

The environmental management identified within the Construction Environmental Management Plan, this PMP and other related documents, will be subject to inspections by the Contractor's Site Environmental Co-ordinator at least once every five working days. These inspections will seek to confirm that:

- Construction works are progressing in accordance with the agreed RAMS and daily K-SAW briefings.
- Agreed controls, protection and mitigation measures (including those detailed within this PMP) are in place prior to or during the implementation of construction activities.
- Construction works have been completed in accordance with commitments made during the statutory process as set out within permits, licences, and consents.

Inspections will be recorded on inspections forms which will be may be adapted to suit a specific site. The form will outline the work being done on site at the time of the inspection, any good practice identified and/or any improvements made, and will also contain a section for the Contractor to record any improvements made as a result of the inspection. This will ensure that records of issues identified and remedial works undertaken are recorded in the same place and that any outstanding issues can be closed off. Photographs and other records can

also be added to this form. The form will list possible KPIs that could be used to assess performance against key environmental issues. These will be reviewed and may be amended in future.

The Contractor's Environmental Manager will carry out an inspection of the construction areas, prior to the fortnightly / monthly meetings, to verify that the required methods and mitigation measures are being implemented effectively and will draw on information from the weekly inspection reports produced by the Contractor's Site Environmental Co-ordinator.

Records of water, fuel, and power consumption will be maintained by the Contractor's Project Manager and will include metrics to measure aspects of performance, such as waste minimisation, recycling and reuse of materials. The metrics will include the volumes of different waste streams produced, the volumes of waste recycled and volumes of waste disposed of off-site.

### **Auditing and Controlling Environmental Performance**

Monitoring environmental performance on site by the Contractor's Environmental Manager and inspections by the Contractor's Site Environmental Team are key to ensure that the requirements of the Construction Environmental Management Plan and this PMP are fully implemented on site. It is important that the results of the monitoring are audited on a regular basis to ensure that any issues are identified and that changes to the operations on site can be made if required.

The site inspections reports completed will be audited by the Contractor's Project Manager on a regular basis, and no less than monthly and reported on at the monthly progress meetings, with recommendations for improvements made where necessary. Furthermore, the Contractor shall arrange for monthly site inspections and quarterly audits by an independent auditing company to ensure that the environmental controls detailed within this PMP, and other relevant environmental documents, are being implemented.

Reports of environmental inspections undertaken on site will be reviewed by the Contractor's Environmental Manager prior to their issue to the Contractor's Project Manager, the Employer's Project Manager and the Employer's Environment Manager, which will enable re-occurring issues to be identified at an early stage. The Contractor's Project Manager must identify the cause of any re-occurring issues and work with the Contractor's Environmental Manager and the Employer's representatives to identify actions to be taken to rectify to solution.

The Contractor's Environmental Manager will carry out an audit of environmental performance on site, based upon reports from the Contractor's Environmental Team and responses from the Contractor where required. This will be carried out on a monthly basis and will be reported at the monthly progress meetings.

The Contractor's Environmental Team will meet on a fortnightly basis to discuss the works being undertaken on site and any environmental issues identified. Minutes of these meetings will be forwarded to the Contractor's Project Manager, the Employer's Project Manager and the Employer's Environment Manager.

An assessment of the performance over the month, including information about water, fuel, and power usage will be made and quantified, where possible and also reported at the monthly progress meetings.

### **Reporting Environmental Performance**

Reports of all environmental audits, as well as monthly progress reports on inspections undertaken, construction activities, environmental performance and minutes from the fortnightly Contractor's Environmental Team meetings will be forwarded by the Contractor's Project Manager to the Employer's Project Manager and the Employer's Environment Manager. Copies of these documents, as well as an updated a register of incidents and actions taken, will be held on site and will be available for inspection by the statutory bodies, as required.

Monthly Progress Meetings will be used to disseminate the results of monitoring and audit reports. At these meetings, a review of the environmental performance on site to date will be undertaken and any improvements required during the construction phase will be identified. Details of where sustainable construction has been implemented or developed as the work proceeds will also be discussed and recorded and its suitability for implementation at other areas of the site will be considered and applied where appropriated. Decisions about amendments required to the processes and procedures will also be agreed at this time.

On completion of the scheme, a report detailing how the Contractor has complied with all elements of the Construction Environmental Management Plan, this PMP and supporting documentation relating to other environmental, planning and approvals requirements will be provided and will be issued to Sirius Minerals.

## **SECTION 4**

---

### **Client / Customer Specific Requirements**

---

*Record any client / customer specific requirements/documents for the construction phase in this section.*

Client requirements have been integrated into the Quality Plan, Health & Safety Plan and Environmental Plan. For identification purposes, client requirements and scheme-specific information are shown in [blue font](#).

## **SECTION 5**

---

### **Gathering/Collection/Storage of records and information**

---

Records to be maintained in accordance with [OP2/4](#).

### **Contract Filing**

---

Records specific to this contract are to be filed in accordance with the [contract filing index](#). This may require the set-up of a number of folders in order to accommodate the records specified but the numbering system must be maintained in order to ensure that interested parties can locate the relevant documents easily.

Records to be maintained in accordance with [OP2/4](#).

## APPENDIX A

---

Environmental Emergency & preparedness Plan