



Thames Water Utilities Latton WTW WQ Building

PMS/1435

Next review date: ● 22 Feb 26

Preview

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Personnel Documents COSHH Activity

Version	Date	Change	
6	🕒 25 Jan 26 at 12:24	NT Nathan T. completed a review (reason: General Amendment to site plans Amendment - Other Contacts - Addition of out of hours emergency Contacts. Amendment - 2.6 - Updates to Roles and Responsibilities for the project. Amendment - 2.9 - Updates to arrangement for the exchange of information. Amendment - 2.19 - Addition of out of hours emergency contacts Amendment - 2.21 - Updates to arrangements for access to site for deliveries and material removals Amendment - 2.23 - Updates for arrangements for Accommodating shared access routes Amendment - 2.35 - Updates to traffic management and segregation of vehicles and pedestrians. Amendment - 2.36 - Updates for the storage of materials and plant Amendment - 2.40 - Updates to Reducing noise and vibration and dust.)	↓ Download
	🕒 16 Jan 26 at 03:08	NT Nathan T. signed the project (version 5)	
5	🕒 16 Jan 26 at 03:06	NT Nathan T. completed a review (reason: Amendments in accordance with revised site plans added. General amendments for refuelling procedures General amendments for plant wash down areas)	↓ Download
	🕒 16 Dec 25 at 15:21	NT Nathan T. signed the project (version 4)	
4	🕒 16 Dec 25 at 15:21	NT Nathan T. completed a review (reason: Sub Contractor Documents Added - Esher Scaffolding Sub Contractor Documents Added - Darke & Taylor (Fibre) Updates to PC RAMS for enabling works - Fibre Cable Installations)	↓ Download



**The Construction Phase Health & Safety Plan
for
Thames Water Utilities Latton WTW WQ Building**

**on behalf of
Thames Water Utilities**

**between
2025-11-17**

**and
2026-12-31**

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1.0 Management

Client contact

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Contact: Nick Solanki
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Principal designer

Company: CS2 Ltd
Telephone: 07701 302703
Email: lewiswilkinson@cs2.co.uk
Contact: Lewis Wilkinson

Principal contractor

Company: Project Management Services (Oxford) Ltd
Contact: Nathan Talboys
Telephone: 07545 616933
Email: nathan@pmsoxford.co.uk

Site foreman

Company: Project Management Services (Oxford) Ltd
Contact: Darren Andrews
Telephone: 07413 036028
Email: darren@pmsoxford.co.uk

Other contacts

Sub-Contractors / Specialists:
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Project Management Services (Oxford) Ltd

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Luke Harris (Director)

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Principal Contractor Out of Hours Emergency Contacts

Nathan Talboys (Director)

07545 616933

nathan@pmsoxford.co.uk

Client: Thames Water Utilities

Project: Thames Water Utilities Latton WTW WQ Building

Project Job No: PMS/1435

Date updated: 25 Jan 26

Dean Andrews (Area Manager)

07442 112501

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Darren Andrews (Site Supervisor)

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darren@pmsoxford.co.uk

2.0 Plan

2.1 Document Control & Review

The project Construction Phase Plan is a working document and is to be reviewed monthly or upon any changes to the project.

2.2 PCI Confirmation

PMSO confirm that (PCI) Pre-Construction Information was received from the client and reviewed prior to compiling this document.

2.3 Project Details & Outline Scope Of Works

Site Details

Latton WTW

Cirenester Road

Down Ampney

Cirencester

Gloucestershire

GL7 5QF

Site W3W Ref - [adventure.nozzle.hang](#)

Scope of Works

The proposed development consists of Latton WTW, Cirencester Road, Down Ampney, Cirencester, GL7 5QN for which Full Planning Permission with Conditions (reference number: PL/2024/10403) was granted by Wiltshire Council on 28th February 2025 for the construction of demolition of existing WTW outdated laboratory/office/welfare building and provision of replacement WTW laboratory/office/welfare facilities building.

The proposed development Latton WTW will comprise of the following aspects:

- Demolition of the existing laboratory/office/welfare building;
- A new two storey office/welfare/laboratory building (measuring 19m in width x 11.5m in depth x 10.4m high); and
- a single storey plant room on the north-western elevation (measuring 3.79m x 3.79m (14.3m²).

2.4 F10 Notification

F10 Notification will be issued by the client and issued to the principal contractor prior to works commencing.

2.5 Project programme

Excluding enabling works - Works duration is expected to conclude within 48 weeks from the commencement date. Separately issued programmes will be issued and updated as each phase of works commences/concludes

2.6 Roles & responsibilities for the project

The management of the project will be overseen by the Site Manager (Darren Andrews) for PMS Oxford as the Principal Contractor. The Site Manager reports to the Management Team (Nathan Talboys) who will oversee health and safety, environmental and quality standards throughout the project.

The Contracts Director will conduct fortnightly internal management audits from site to ensure full compliance in all aspects of the project.

PMS Oxford have also engaged their external health and safety consultant to oversee the works (The Culham Consultancy) who will undertake monthly external site audits to manage and maintain strong health and safety compliance.



Darren Andrews - Site Supervisor - Thames Water Safety Passport



Darren Andrews - Site Supervisor - EUSR



Dean Andrews - Area Manager - Thames Water Safety Passport



Dean Andrews - Area Manager - EUSR

2.7 Health and Safety Goals for the project and arrangements for monitoring health and safety performance

The goals for the project are to undertake the works in a low-risk environment and to cause no harm to any individual associated with the project, either directly or indirectly. Regular inspections of the workplace will be undertaken primarily by the Site Manager for the project and by visiting managers to site.

Inspections will also be made by the safety consultant to PMS Oxford at regular intervals throughout the project.

2.8 Arrangements for the exchange of information between site staff.

All members of the site team and all operatives are expected to view the health, safety and welfare of both themselves and anyone else who could be affected by the project as the highest priority. All involved in the project are expected to cooperate with others by ensuring they make others aware of the risks associated with their work and communicate effectively where their work may pose a risk. Coordination of the work is paramount to successful risk management. Prior to work commencing, this Construction Phase Plan will be circulated to all contractors and will be readily available to consult during the construction phase. All members of the project team will be encouraged to raise concerns or highlight areas where improvement may be possible. These should be highlighted to the Site Manager where necessary.

It is the responsibility of the site supervisor to conduct daily briefings with site staff regarding the works for the day. These are to be recorded on daily briefing records. These will be kept in the on-site health and safety file.

2.9 The exchange of information between Client, Principal Designer, Principal Contractor and Site Staff

Progress/Planning meetings will be undertaken by the Area Manager, Contracts Director and Client Representative. The frequency of these will be agreed in advance and will be dependant on the size and complexity of the project.

Variation requests are to be formally issued and agreed by the Contracts Director and Client Project Engineer.

Design changes are to be agreed in advance between all project relevant parties. Amended layout plans/ drawings are to issued upon agreement of these changes

Any instructions given on site from the client Project Engineer or client Site Team are to be recorded in the site supervisors daily diary and issued to the Principal Contractor Director or Area Manager.

Site hours are subject to change subject to site requirements however these will generally be between 7.30AM - 4.30PM - Monday to Friday. No out of hours or weekend working is currently envisaged. However should this be required, all site staff, client representatives and neighbouring properties will be notified in writing with prior notice.

2.10 Selection and Control of Contractors

All sub-contractors are required to undertake a sub-contractor questionnaire prior to any works commencing on any of our contracts. This contains (not exhaustive) details of insurances, health & safety policies, QMS (quality management systems) and payment terms. We undertake on-site health and safety & performance reviews to ensure compliance and safe working, whilst meeting the exacting quality standards required. Evidence of this can be provided if required. At PMS Oxford, we build and maintain long standing relationships with our sub-contract partners and as a result of this have a low turnover of providers.

Our ASL (Approved Supplier List) is regularly reviewed and maintained with any non-conformance for health & safety, quality of work and any customer complaints. This allows PMS to take corrective actions with our sub-contractors and if necessary, remove them from the ASL until remedial actions have been completed and signed off.

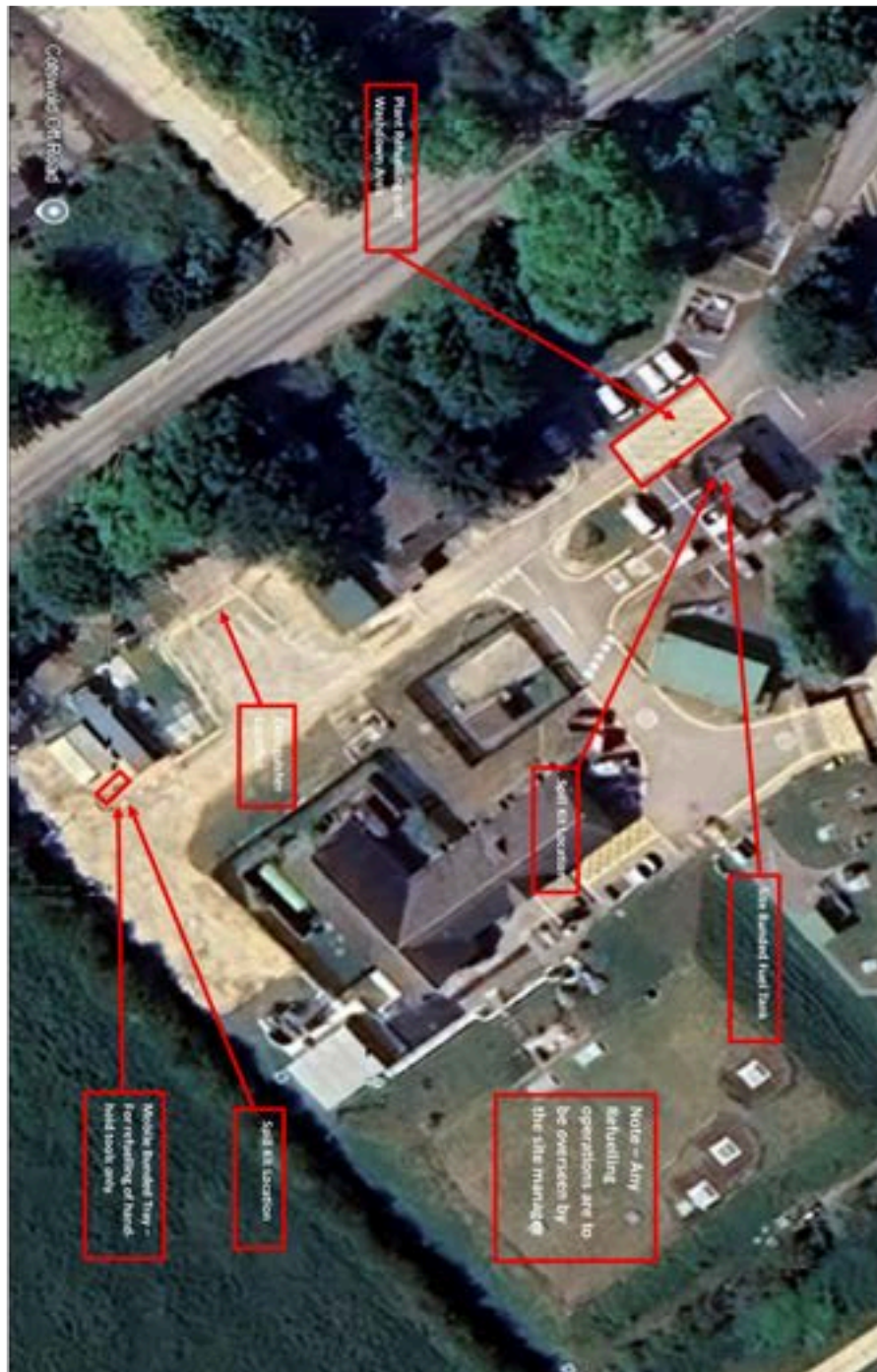
Selection of sub contractors will be determined on a project by project basis where a number of factors will be considered, this will include previous performance, including project task delivery, health & safety performance, value for money and general working standards/practices. Once selected, contractors will be required to issue project specific health and safety documentation to the Principal Contractor for review. Completed document reviews will be recorded on a SHE19a held in the on site health and safety file.

2.11 The exchange of Health and Safety information between contractors

The principal contractor will formally issue instruction to any sub-contractors throughout the duration of the Project.

Upon completion of the project, sub contractors are required to issue any relevant documentation to the Principal Contractor to form part of the wider project completion files.

Access to site will be via entrance 2 (rear) all efforts are to be made to avoid contractors entering site through the main entrance gates. Please refer to the attached site plans denoting areas.





2.13 Site Induction Summary

Site Inductions will be provided by the client representative and the PMSO site supervisor prior to works commencing.

Signed copies of operative site inductions will be held in the on site health and safety file.

2.14 Training

All PMSO site Operatives will hold the below training certificates as a standard requirement.

- Abrasive Wheels
- Anti-Bribery
- COSHH
- Drug & Alcohol Awareness
- First Aid
- Fire Awareness in Construction
- Fire Extinguisher Use
- Lone Worker Safety
- Manual Handling
- Risk Assessment
- Social Media Awareness
- Thames Water Safety Passports
- Whistleblowing
- Working at Height

PMSO Site Supervisors will hold a minimum of SSSTS qualifications on all projects.

On-site training records will be held with the site supervisor, these will be available on request.

2.15 Welfare Arrangements

PMSO will provide self-contained welfare unit, office and toilet block for the duration of the works. These facilities will be kept clean and tidy at all times. Parking for contractor's vehicles is to be agreed upon completion of the Thames Water site induction Welfare arrangements will under the control of: PMS Oxford Ltd (Site Supervisor)

Temporary Office space will be provide for TWUL OPS vacating the WQ building for the duration of the works

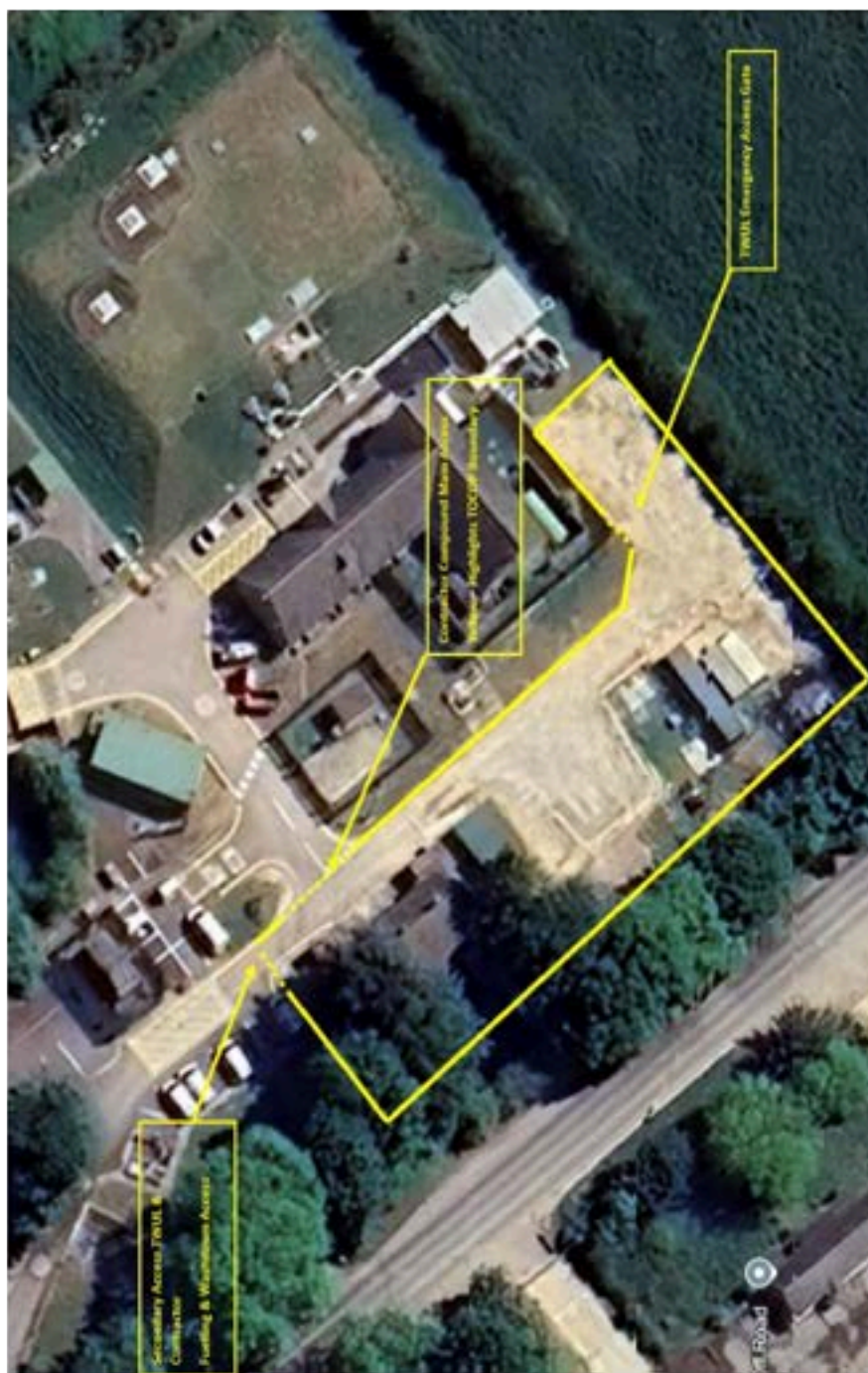
First Aid Kit and Eye Wash Stations will be kept within the temporary facilities as standard.

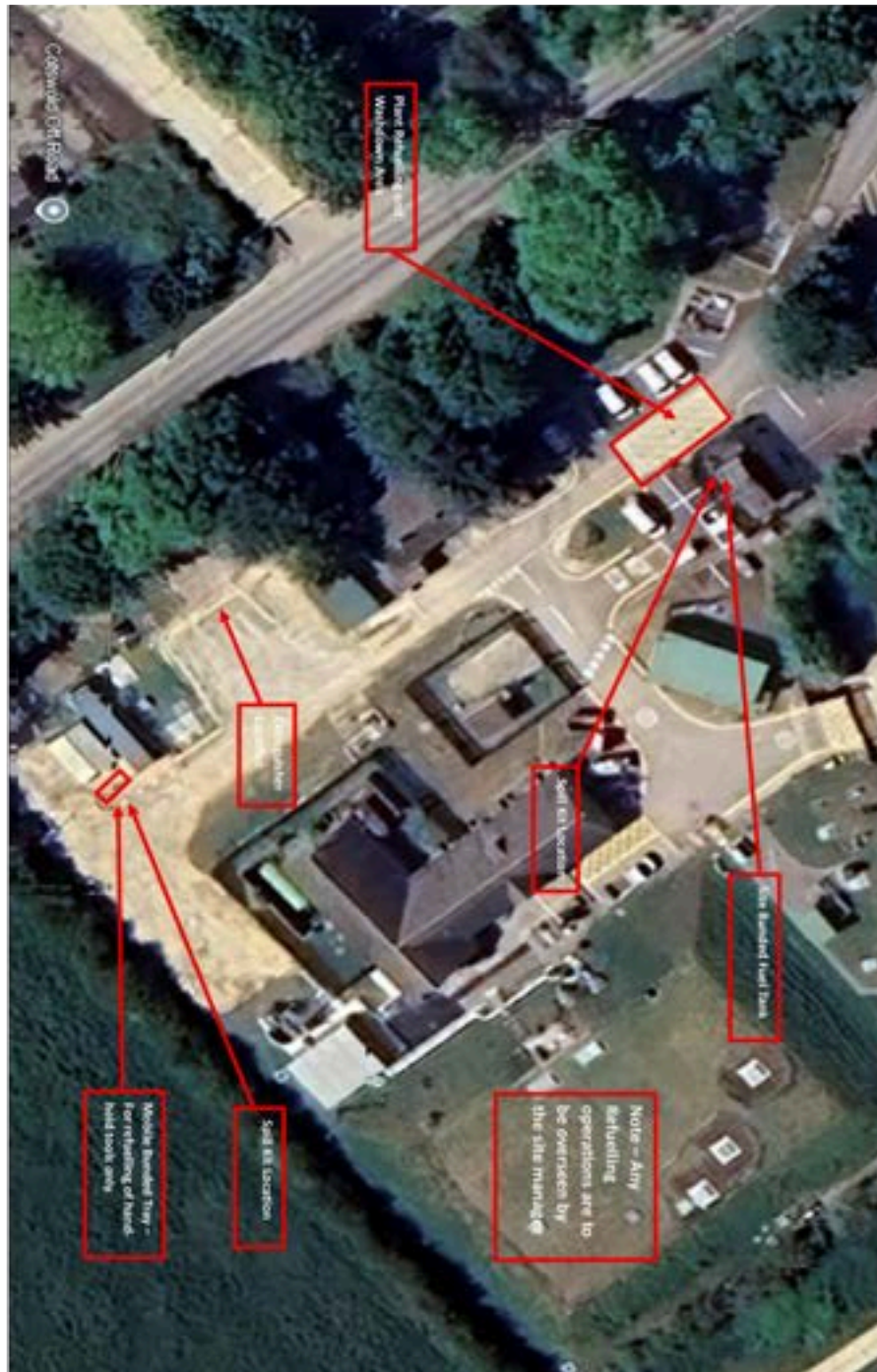
On-site first aiders will be recorded on the on site health and safety board. First aiders will also be identified by 'First Aid' stickers on safety helmets.

Welfare arrangements will under the control of: PMS Oxford Ltd (Site Supervisor)

Upon completion of the site set up a HSI 20 document will be completed by the Principal Contractor

PMS/1435 Latton WTW WQ Building – Site Plan – TOCOP Boundary





PMS/1435 Latton WTW WQ Building - Site Plan - Refuelling & Washdown Areas



PMS/1435 Latton WTW WQ Building – Site Plan – Access & Egress & Emergency

PMS/1435 Latton WTW WQ Building - Site Plan - Site Set Up



2.16 Incident Reporting Procedure

In the event of an accident or incident, PMS contracts director is to be notified immediately. Site COP and client Project Engineer are also to be notified straight away. All accidents, incidents and near misses will be reported to the Site Manager to ensure a suitable investigation is carried out when required. PMSO will then proceed to upload and incidents or near misses to the TWUL internal safeguard system.

2.17 Production and Approval of Risk Assessments and Systems of Work

It is the responsibility of the Principal Contractor to produce any project specific Risk and Method statements throughout the course of the project. These are to be issue to the Client representative prior to any works being undertaken. Any changes to working methods throughout the project are to be agreed and revised in advance.

The Principal Contractor will also be responsible for the review and acceptance of any sub contractor documentation submitted relevant to the works, a SHE19a form will be completed for each set of contractor documentation provided. All documentation will be shared with the client representative.

2.18 Site Rules

This information, which is part of our health & safety policy, is very important and applies to all employees. Please read it carefully so that you understand what is expected of you.

Working practices

All operatives and other personnel involved with the project are to use the site and surrounding area, and conduct themselves in such a manner, that does not adversely reflect on the standing, goodwill, and reputation of the client

Do not operate any machine, plant or equipment unless you have been trained and authorised to do so and always make full and proper use of all machine guarding.

A visual check of equipment should be made each day prior to use e.g. damaged leads, plugs, access equipment, etc.

Report to management immediately any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards.

Do not clean or service any moving machinery, plant or equipment unless authorised to do so Do not leave any machine, plant or equipment in motion whilst unattended.

Use all substances, chemicals, liquids etc. In accordance with verbal and written instructions and ensure that they are returned to designated safe storage area when not in use.

Observe any pedestrian and vehicle controls throughout the premises or site work.

No alcohol is to be consumed during the working day, and any person reporting for work under the influence of drink or drugs will be removed from the site.

No smoking will be allowed adjacent to or within the project building, or within the site accommodation and toilet.

Notices & instructions

Comply with all hazard / warning signs and read and observe any health & safety instructions.

Working environment

Keep all work areas clear and in clean and tidy condition. Dispose of any rubbish or waste materials using the facilities provided.

Clear up any spillages of liquids as soon as practicable and safe to do so.

Make full and proper use of all safety equipment and facilities provided to control working conditions.

Protective clothing and equipment

Use, store and maintain protective clothing and equipment as instructed. Report to management any damage, loss, fault or unsuitability immediately. Fire precautions

Do not obstruct any fire escape, firefighting equipment or fire doors.

Report any use of firefighting equipment to management as soon as possible.

Conform with all emergency procedures relevant to your own work activity at all times

Accidents

Seek medical treatment for any injuries sustained and ensure that appropriate records are entered in the accident book.

Report any accident, dangerous occurrence or 'near miss' to management who will then undertake the appropriate reporting to Thames Water and to the Principal Designer

Notify management who will then undertake the appropriate reporting to Thames Water and to the Principal Designer management of any incident in which damage is caused to property belonging to the company, its visitors or customers

Health and hygiene

Report any medical condition that could affect the safety of yourself or others to management

Co-operate with the company on the implementation of medical and occupational health provision Cover all scratches, cuts and abrasions with a clean detectable waterproof dressing.

Due to the nature of the site all site staff and operatives will be informed of infection control and appropriate measures to be taken; further advice will be obtained from the Client.

2.19 Emergency arrangements

Fire Marshall's, Muster Points will be outlined upon completion of the site induction.

Muster points to be highlighted on site information board.

Principal Contractor Out of Hours Emergency Contacts

Nathan Talboys (Director)

07545 616933

nathan@pmsoxford.co.uk

Dean Andrews (Area Manager)

07442 112501

dean@pmsoxfordco.uk

Darren Andrews (Site Supervisor)

07413 036028

darren@pmsoxford.co.uk

Nearest A&E:



The Great Western Hospital
Marlborough Road
Swindon, SN3 6BB

Mon-Wed: 00:00-08:00 / 08:00-19:30 / 19:30-23:59, Thu-Sat:
00:00-08:00 / 19:30-23:59 / 08:00-19:30, Sun: 00:00-08:00 /
08:00-19:30 / 19:30-23:59
01793 604020



[Open in Google Maps](#)

2.20 Control of Significant Site Risks

Please refer to below sub sections

2.21 Access to site for Delivery & Removal of Materials

It is absolutely essential that PMS Oxford do not permit any tailgating into the site (or allow vehicles to enter the site when they are leaving) – it is important to see the gates shut before driving off. If unknown vehicles do enter the site, they are to be challenged. Once parking arrangements are confirmed, reverse parking only. All other deliveries and materials will be carried out and stored securely within the contractor's designated area. Site security to be given prior notice for material deliveries/removals.

Main Access to site will be via the rear entrance gate (as highlighted in the attached site plan)

All reasonably practicable steps are to be made by the site team to ensure all access routes are maintained, in particular the rear access road to site. This road is open to the public. All rights of way are to be maintained at all times weather accessing the area by vehicle or on foot.

2.22 Dealing with Services

Works for electrical isolation to be carried out with supervision of the on-site Thames Water electrician, this is to be booked in with prior notice. Water isolation's will be carried out locally within the works area building, this will not affect any other operational areas.

Temporary connections for building services and temporary welfare set ups are to be taken from existing site supplies prior to works commencing.

2.23 Accommodating adjacent land use and shared access routes

All efforts are to be made to ensure all areas including access routes, designated walkways ways and entrances are maintained throughout the project. No access will be granted to the PMSO designated TOCOP area without prior agreement.

Main Access to site will be via the rear entrance gate (as highlighted in the attached site plan)

All reasonably practicable steps are to be made by the site team to ensure all access routes are maintained, in particular the rear access road to site. This road is open to the public. All rights of way are to be maintained at all times weather accessing the area by vehicle or on foot.

2.24 Stability of existing structures

Existing structures to be demolished by specialist prior to main construction works being undertaken. Methods of works and RAMS are to be reviewed by the Principal Contractor prior to works commencing

2.25 Preventing Falls

Access equipment for working at height elements is to be provided by the principal contractor.

2.26 Working with or near Fragile Materials

Not Applicable to this Project

2.27 Control of Lifting Operations

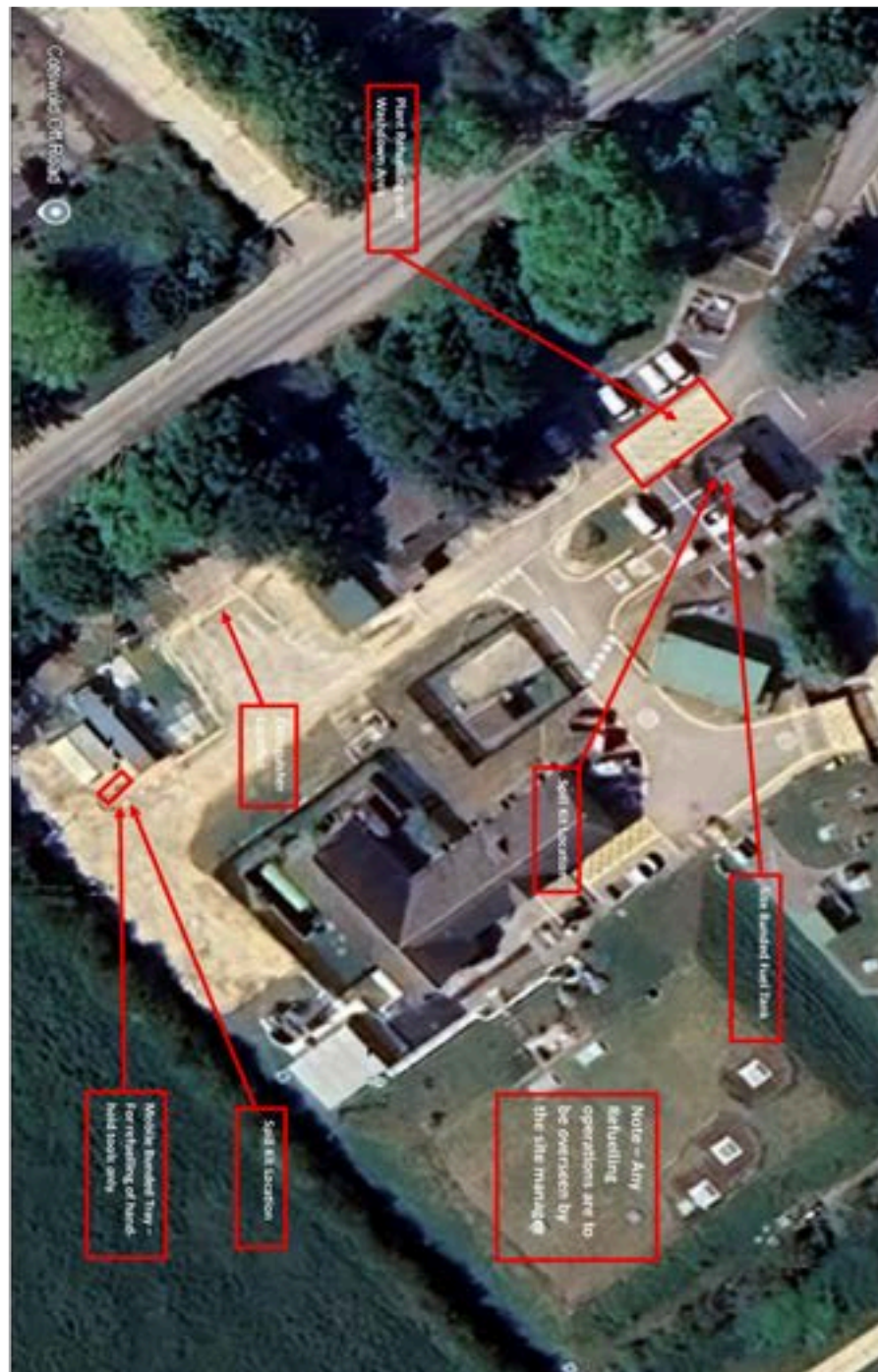
Any mechanical plant for lifting operations, a full lift plan and RAMS will be provided by third party specialists and reviewed by the Principal Contractor prior to any lifting operations commencing.

2.28 Maintenance of Plant of Equipment

PMSO is responsible for the management and maintenance of plant of site.

PAT testing records are held with the site supervisor and are available on request.

Please refer to refuelling site plan for plant and machinery refuelling and wash down areas



PMS/1435 Latton WTW WQ Building - Site Plan - Refuelling & Washdown Areas

2.29 Work on Excavations or where there are Poor Ground Conditions

Works to form new structural footings are to be undertaken by the awarded specialist, RAMS and Methods of working are to be reviewed and approved by the Principal Contractor prior to works commencing

2.30 Work on wells, underground earthworks and tunnels

Not currently envisaged on this project.

2.31 Work on or near Water assets where there is a risk of Drowning

Not currently envisaged on this project.

2.32 Work involving Diving

Diving Operations not applicable to this project

2.33 Compressed Air Working

Compressed Air Working not applicable to this project

2.34 Work Involving Explosives

All COSHH items are to be held within the contractor storage container within a locked COSHH cabinet

2.35 Traffic Management, Segregation of Vehicles and Pedestrians

All vehicles will enter and leave the site via the secure gates (entrance 2) as highlighted, and will remain within the fenced area within the demise of Thames Water. Larger vehicles may pose a risk due to limited space so all larger deliveries will remain outside until a member of PMS Staff is able to accompany the vehicle and to act as a vehicle banksman. This will involve ensuring all those in the vicinity are aware of the presence of the vehicle and are kept clear when reversing or manoeuvring is underway. Wherever possible, pedestrians will be segregated from vehicles when arriving on site or when travelling to the workplace.

All reasonably practicable steps are to be made by the site team to ensure all access routes are maintained, in particular the rear access road to site. This road is open to the public. All rights of way are to be maintained at all times whether accessing the area by vehicle or on foot.

Please refer to the attached site plan denoting temporary pedestrian walkways.

2.36 Storage of Materials, Waste and Plant

All waste arising from works areas will be stored within the agreed TOCOP area fenced off area in the agreed areas. Waste disposal skips will be utilised throughout the project to minimise the amount of external waste carrier traffic to and from site. Debris nets are to be placed over disposal skips at all time to mitigate loose material dispersion in high winds. Spoil will stored within the TOCOP area and removed by an approved waste carrier at regular intervals as and when adequate load capacity is evident. This will reduce external traffic to site.

PMSO will site a temporary storage container on site to store materials on hand in line with the programme of works. A COSHH cabinet will be located within the storage container for any hazardous substances. COSHH storage will be stored within a bunded matt to avoid any potential spillages. Bunded matts will be used when filling hand held plant. Heavyside plant will be refilled at the agreed location bund as per the site plan. All plant is to be held either in employees locked vehicles or the site containers, no tools, personal belongings or materials should be left unattended or unsecured at the end of each working day.

PMS/1435 Latton WTW WQ Building – Site Plan – Site Set Up



2.37 Asbestos

Upon completion of the site area R&D survey by third party specialists, the report will be reviewed by the Principal Contractor any findings will be shared with all parties relevant to the project. Any ACM findings will be reviewed with the Client Project Engineer and a plan for a removal works if required will be agreed. All PMSO staff hold in date asbestos awareness training and are aware of their responsibilities should any suspect materials be uncovered during the works.

2.38 Manual Handling

Effort will be made to minimise the risks from manually handling materials. All larger deliveries will be placed as close to the point of installation as is possible; where materials need to be moved into or around the building, this will be carried out using mechanical means wherever practicable. Should manual handling be required, good ergonomic techniques will be used to reduce the risk of injury and dual-lifts used to further share the load.

2.39 Use of Hazardous Substances

The site is situated within a water treatment facility. PMS Oxford will ensure suitable hygiene precautions are made in line with Thames Water requirements to prevent contamination from any water treatment product, effluent or other waste material. Thames Water will advise of the areas where any specialised PPE is required. PMSO will only require access to operational areas in the event of refuelling heavyside plant, this will be undertaken as per the site plan (bunded) refuelling area.

COSHH assessments relevant to the works are to be held in the on site health & safety file.

2.40 Reducing Noise & Vibration

Hand tools, battery operated power tools will be used on this project. All operatives are competent and hold necessary training for all plant required

Mechanical plant is to be utilised throughout the duration of the works, namely excavators for the demolition and civil works. Both elements are of relatively short duration as per the programme of works. Temporary water supplies will be installed to aid dust suppression prior to demolition works commencing.

2.41 Working with Ionising Radiation

Not applicable to this Project

2.42 Exposure to adverse weather conditions, including UV Radiation

Efforts will be made to ensure all staff are not exposed to adverse weather conditions. This will be dependant on progression of the project and weather conditions at any point in time. This will be agreed in advance with the site team. For example, in summer months, where regular hot weather is generally applicable, additional drinks breaks may be permitted, additional drinking water will be made available onsite and works internally or in shaded areas will be planned where possible.

2.43 Ecology

Please refer to existing Ecology reports provided by the client. TPO's are also in place adjacent to the existing building.

All efforts are to be made to mitigate any disruption to potential wildlife habitats

2.44 Other Significant Health Risks Identified

No other significant health risks identified on this project.

2.45 Health & safety file

We shall provide all relevant duty holders with all necessary information:

- A description of the work completed;
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- Key structural principles (e.g. bracing, sources of substantial stored energy – including pre or post-tensioned members) and safe working loads for floors and roofs;
- Hazardous materials used (e.g. lead paints and special coatings);
- Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- Health & safety information about equipment provided for cleaning or maintaining the structure;
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors)

2.46 Storage of Information & Responsibilities

It is the responsibility of the Principal Contractor to ensure all documentation relevant to the project including the H&S file is maintained and updated where require throughout the duration of the Project.

2.47 Work areas access

Please refer to existing site plans

PMS/1435 Latton WTW WQ Building - Site Plan - Site Set Up



2.48 Permit to work arrangements

ETWOSA will be issued to the Principal Contractor prior to the works commencing enabling works only.

TOCOP to be issued by the client site OPS prior to the main works being completed

2.49 Monitoring Arrangements Including reviews of on site Health & Safety Documentation

Internal Management Audits - Once Weekly

External Health & Safety Audits - Minimum of two visits scheduled for project duration.

2.50 PPE Requirements



Safety Hats



Safety Boots



Hi Vis Vest



Safety Gloves



Safety Glasses



Long Sleeves and
Trousers



Hi Vis Trousers

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

The work activities described within this method statement and all associated safety measures are not to be deviated from in any way. If, for any reason, the method statement cannot be implemented in full or should the described process be found inadequate for the purpose of providing a safe working environment, the affected activities must cease until such time as the method statement has been amended and re-approved as appropriate with any changes communicated by a toolbox talk to all employees involved before work recommences.

Supervision and personnel

Name	Role	Phone	Date	Signature
Nathan Talboys	Company Director		25 Jan 26	

