

SUSTAINABLE STATEMENT

Project:
2 FARNES DRIVE
ROMFORD
RM2 6NS
Date: 11/11/20

This Construction Phase Plan has been developed in accordance with the Construction (Design & Management) Regulations 2015, and is viewed as a working document that will be amended with relevant information throughout the project. This plan should be viewed in conjunction with our Health & Safety Policy, which outlines many of the systems and procedures we have in place to reduce construction risks and achieve our health and safety goals.

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

Introduction

The Construction Phase Plan

This Construction Phase Plan has been developed from the pre-construction information provided by the Client for the project, and will be further developed as the project progresses. All persons working on or visiting the site will be made aware of the availability of this plan and its contents.

The Principal Contractor will ensure the following obligations identified by the Construction (Design and Management) Regulations 2007 and other applicable legislation is complied with:

- 1) To develop the plan as a working document containing all necessary information
- 2) To communicate both Client and Principal Contractor requirements to all contractors
- 3) To take reasonable steps to ensure all contractors cooperate
- 4) Only allow authorised persons access to site
- 5) Obtain and assess method statements and risk assessments from all contractors
- 6) Ensure all statutory notices are displayed
- 7) Advise the CDM coordinator of any discoveries or proposals regarding design matters
- 8) Procure competent contractors through supply chain management
- 9) Monitor the health and safety performance of contractors and persons on the project
- 10) Ensure all relevant information is handed over to the CDM coordinator for the safe use and maintenance of the building
- 11) Ensure training and safety information is maintained to all those on site exposed to construction risks
- 12) Encourage an open door policy for the reporting of hazards and proposing improvements to safe practices
- 13) Notify all operatives of the responsibility and statutory requirement to look after their own safety and not engage in activities which will put themselves or others at risk

CDM Standards and Objectives

It is the intention of the Principal Contractor that:

- 1) Activities shall be carried out in accordance with the Construction (Design and Management) Regulations 2007 and other relevant legislation
- 2) Consultations with the project team will take place on health and safety matters
- 3) Management of the project will encourage cooperation between all members of the project team
- 4) Advice and assistance will be obtained where necessary to fulfil obligations and duties
- 5) The works shall be completed in accordance with the quality standards specified, to programme and budget as per client instruction

Safety Standards and Objectives

The Principal Contractor will aspire to:

- 1) Achieve zero fatalities, zero major accidents and improve on health & safety performance year on year
- 2) Comply with all current health and safety legislation and approved codes of practice
- 3) Ensure compliance with Client safety requirements and include these as part of the project requirements
- 4) Work with the Client in his aim to provide a better environment for employees
- 5) Maintain safe access and egress to site, particularly emergency and fire escape routes
- 6) Minimise disruption to neighbours and occupiers of the building
- 7) Identify and address risks arising from the construction activities
- 8) Police and coordinate the safe use of tools, plant, equipment and personal protective equipment (PPE)
- 9) Work with the Clients direct contractors to maintain safety and cooperation
- 10) Carry out regular site safety inspections
- 11) Maintain adequate welfare facilities for the work force, including contractors
- 12) Assess the impact of the project on the environment and reduce it where required
- 13) Promote awareness of health and safety within the workforce through training and communication, and through demonstrating management commitment

Project Description

Project Name:	
Project Address:	2 FARNES DRIVE ROMFORD RM2 6NS
Project Description:	ENLARGEMENT OF DWELLING BY CONSTRUCTION OF ADDITIONAL STOREY
Timescale:	TBA
Scope of Works:	TBA
Existing Documents / Records:	Site Office
PPE:	Steel boots, Hi-viz, hard hats, gloves Working tasks require :- goggles, dust masks and ear defenders. When and if a task has a risk element of falling – harness.
Access/Egress:	The site will be accessed from FARNES DRIVE
Deliveries:	All deliveries must report to the site foreman. Deliveries will be able to stop on the yellow line for up to 20 minutes This is sufficient unloading/loading time. The site foreman will take deliveries and instruct men on site to help assist as a banksman if needed.
Other Restrictions:	Pedestrian highway – when any risk level to the public walking by – barriers will be put up to divert them away from site.

Gas

If you smell gas, think you have a gas leak or are worried that fumes containing carbon monoxide are escaping from a gas appliance, call National Grid immediately.

0800 111999

Water**Thames Water**

Metered Accounts: 0845 9200 887

Unmetered Accounts: 0845 9200 888

Leakline: 0800 714 614

Non-Bill Related Enquiries: 0845 9200 800

Environment Agency

For flooding information and advice contact the Environment Agency or follow the link to the website.

General Enquiries: 08708 506 506 (Monday to Friday, 8am to 6pm)

Incident Hotline: 0800 807060

Floodline: 0845 988 1188 (24 hour service)

London Ambulance Service

For a general enquiry: 020 7921 5100

Local Hospital

For expert help and advice on minor accidents, family illness or medical emergencies.

Tel: 0330 400 4333

KING GEORGE HOSPITAL
Barley Ln, Goodmayes
Ilford
IG3 8YB

Local Fire Brigade

ROMFORD FIRE STATION
198 Pettists Blvd ,
Romford
RM1 4PL

For fire safety advice contact: 0208 555 1200

Local Police Station

HORNCHRUCH POLICE STATION

74 Station Ln,

Hornchruch

RM12 6NA

Council switchboard

Details of local council :-

London borough of Havering

Mercury House

Mercury Gardens

Romford

RM1 3DW

Telephone: 017 08434 343

**ALL PERSONNEL ARRIVING / LEAVING SITE MUST:
REPORT TO THE SITE OFFICE, BE INDUCTED AND SIGN IN / OUT**

Limited parking on site and in adjacent streets. Under no circumstances should contractor's vehicles be left outside adjacent premises.

ALL ACCIDENTS / DANGEROUS OCCURENCES / NEAR MISSES TO BE REPORTED

Responsibilities

Management Team Function

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

The team function will: integrate with the consultants to achieve the best solutions for the project; work as one with the professional team and the client's management team to achieve the objectives and safety goals embraced by the client and published within this document; develop a team philosophy with contractors so that there is a mutual understanding as to what must be achieved to meet the clients expectations; employ our depth of management knowledge and previous experiences of undertaking similar projects to achieve the best outcome for the client; bring the project in on time, on budget, to meet the clients aspirations.

Contract Management

The contracts manager will promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example, and ensure appropriate health and safety training is given to all employees as necessary. Will strive to ensure that health and safety factors are considered at all stages in the work process with sufficient resources made available to maintain safe working methods and equipment, and to ensure compliance with the company policies and procedures.

The Contracts Manager is in overall charge of the contract and monitoring delivery of the project, including health & safety issues. Responsible for all quantity surveying, cost forecasting and cost control, along with day to day liaison with project team members.

Site Management

The Site Manager has day-to-day responsibility for the site including management of work activities, tradesmen and delivery of the construction works. The site manager will implement the company's policies and procedures on site, reporting to the Contracts Manager.

The Site Manager will: ensure compliance with company policies and procedures; ensure that a risk assessment has been carried out for any equipment, work activity or substance hazardous to health and safety, ensure appropriate control measures, training, instruction, protective clothing etc have been provided and that there is supportive documentation; ensure that all plant and equipment is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer; ensure the site is laid out and maintained to secure site safety, clear access/egress/emergency routes and that suitable welfare facilities are provided; ensure there are sufficient first aiders on site, suitable first aid facilities and arrangements; ensure all reportable accidents/incidents are immediately notified to the appropriate persons.

The Site Manager will be responsible for ensuring that works on site are carried out in line with the agreed health and safety plan, method statements and risk assessments.

Contractors

All contractors will operate in accordance with the Principal Contractor's procedures, site specific rules and client's requirements, as explained both within the induction process and

within contract documentation. All contractors shall cooperate with each other to facilitate the safe operation of site activity.

All contractors either failing to meet those site rules that are governed by zero tolerance or those failing to comply with safe practices/provisions of safe tools and equipment will be asked to remove themselves and their equipment from the site.

Project Delivery

Setting Standards

It is the intention that: activities shall be carried out in accordance with relevant statutory provisions to include the Construction (Design and Management) Regulations 2007; management of the project shall include the encouragement and maintenance of the co-operation between all employees and individual project parties (i.e. consultants and contractors) working on the project; expert advice and assistance will be obtained where necessary to discharge obligations and duties identified within the CDM Regulations; The works shall be completed in accordance with the quality standards specified, to programme and budget as per Client instruction.

Health and Safety Goals

The company will aspire to: achieve zero fatalities and improve on safety performance year on year; comply with all current safety legislation and approved codes of practice; ensure compliance with client safety requirements; work with and advise the client in his aspiration to provide a better environment for his employees; maintain safe and unimpeded access to the site, particularly for emergencies, and minimise disruption to neighbours; identify and address all risks arising from the works; police and coordinate the use of safe procedures, tools, plant, equipment and the appropriate use of PPE; work with the clients direct contractors to maintain safety and site cooperation; maintain adequate levels of welfare facilities; identify and provide health and safety training to promote awareness of safety and improve risk perception; and, assess the impact of site activities on the environment and minimise this.

Project Meetings

Contract Pre-Start Meetings	1 per contractor prior to project commencement
Contract Meetings:	Weekly
Progress Meetings:	Weekly
Client Meetings:	Weekly or as requested
Management Review:	Monthly or as needed

Site Rules

Welfare Facilities:	Welfare facilities will be made available on site within the existing facilities at the agreement of the client.
First Aid:	The first aid box will be available at the site office; all operatives will be made aware of its location in the site induction. The Site Manager is responsible for first aid throughout the construction phase and ensuring the procedures set out in the Health & Safety Policy are complied with.
PPE:	Suitable and sufficient PPE must be worn at all times, provided by your employer. All operatives shall wear PPE including high visibility vests, toe protectors and hard hats at all times, under the instruction of the Site Manager. Failure to comply will result in removal from the site. Other PPE, where necessary, will include eye protection, ear protection, gloves and respirators. The supervisor will be responsible for ensuring all PPE is worn.
Induction:	All persons including visitors must report to the site office for induction on arrival. Once you have been inducted you have a duty to inform others who you suspect have not been informed of these rules. Failure to comply will result in removal from site.
General Safety:	You must comply with the method statements and risk assessments for your activity(s). If you see any hazards on site, real or potential, inform the site manager immediately. Do not block routes for access / egress / escape or fire exits. Maintain a safe place of work by being tidy and removing your rubbish / waste.
Security:	All persons must sign in / out of site. If you have not signed in you are not here for fire, first aid, or financial payment. The site will be locked and secured at the end of each working day or when not in use. Storage and welfare facilities will also be within a lockable and vacant area of the site. You must not trespass upon adjoining areas except where permission has been granted. Comply with safety signs at all times.
Hours of Work:	8am – 5pm
Plant and Equipment:	The site operates on 110v supply only. You may only operate plant and equipment that you are trained and authorised to use. You may only carry out tasks for which you are trained and competent. If you suspect that plant / equipment / scaffold is unsafe please notify the site manager immediately.

Restrictions:	Smoking and Burning on site are NOT PERMITTED Radios are NOT PERMITTED on site No alcohol or drugs are permitted on site. Persons suspected of being under the influence of drugs or alcohol will be asked to leave site Food and Drink are only to be consumed within designated canteen areas Persons displaying racist, sexist, violent or threatening behaviour will be asked to leave site and not return
Hot Works:	Hot works are subject to permits – obtain from site manager

Safe Systems of Work

Risk Assessments:	Risk assessments have been carried out to cover operations and site wide risks under the direct control of the Principal Contractor, and are included within the project documents. All subcontractors will be required to submit an overall project method statement and risk assessments specific to the activities to be carried out as part of the project. All method statements and risk assessments will be reviewed by the PC and accepted prior to contractors being able to commence work on site.
Method Statement:	The control methods outlined within the above Risk Assessments must be complied with when undertaking the work activity. Other high risk activities to be completed as part of the works must be carried out under the method statements provided by the specialist subcontractor, in accordance with the Health & Safety Policy .
Site Register:	All persons visiting or working on the project are required to sign in and out of site at the site office before proceeding to their work area. In an operational environment, operatives may also be required to sign in and out of the clients premises; this is an additional requirement and not an alternative.
Permits to Work:	Hot Works are not permitted unless a permit to work has been issued by the Principal Contractor, specific to the activity. Permits can be issued by the Site Manager in control of the works. Subcontractors are expected to implement their own permit to work systems in addition to the site Permit to Work Systems when needed, details of which should be supplied to the Site Manager.

Subcontractors:	Subcontractors are required to supply the following information:
	1. Health & Safety Information - policies, procedures etc. 2. Risk Assessments 3. Method Statements 4. Insurance Details
	Method statements are to include author, date, PPE to be worn (above and the standard PPE set out in this document). Information must be project specific and include details of any plant/equipment used. This information is required PRIOR to commencement on site. Only when a RA/MS has been approved by the Principal Contractor will the works commence.
	Throughout the works subcontractors must also supply material data sheets, operation and maintenance manuals for any relevant materials used or products installed.
	The project will be undertaken in accordance with all contract drawings and in line with the schedule of works. All works will be completed to the full satisfaction of the supervisor and contract architect. All defective works will be rectified at the respective contractors expense, including any associated work by other parties required prior to, or following rectification of the defective items. Should this situation arise, liquidated and ascertained damages will be apportioned in line with the contract documents.

Safety Risk Register

Hazard/Risk	Description	Control	Responsibility
PUBLIC SAFETY			
Unauthorised Access	Unauthorised persons entering site	Site access via secure gated entrance which will be locked out of hours	PC and Contractors
Vehicle Movements	Movement of plant and machinery on site	No members of the public to have access on to site	PC and Contractors
Street Works	Work adjacent to the site boundary	Any work outside the site boundary to be risk assessed and temporary fencing erected	PC and Contractors
ENVIRONMENTAL			
Noise	Above 80dB(A) or 10dB(A) above background noise out of hours	Disruptive works completed within normal working hours Ear Protection for operatives	PC and Contractors

Hazard/Risk	Description	Control	Responsibility
Vibration	Exposure to high levels of vibration	Work on vibrating equipment will be minimised. Exposure will be restricted within the legal limits.	Contractors
Dust	Dust exposure to operatives	Dust masks provided for activities if required particularly silica containing products	PC and Contractors
Contaminated Water	Risk of water contamination through spillages	Refuelling areas away from natural water or surface water drainage. Spill kits provided.	PC and Contractors
Waste Disposal	Removal of construction debris	Contractor to supply skip through licensed company	PC and Contractors
BURIED SERVICES			
Gas	Possibility of damage during excavation	Services to be located and marked on site	PC
Electricity	Possibility of damage during excavation	Services to be located and marked on site	PC
Water	Possibility of damage during excavation	Services to be located and marked on site	PC
Sewers	Possibility of damage during excavation	Services to be located and marked on site	PC
EMERGENCY SERVICES			
Fire Risk on Site	Possible risk due to hot works	Hot works permit to be issued prior to any hot works commencing	PC
Fire Risk to Adjacent Buildings	As above	As above	PC
Fire Escape Blockage	Existing fire escapes to be kept in use	All existing fire escapes to be kept clear at all times	PC and Contractors
Access Routes Obstructed	Materials blocking escapes	No materials to be stored in walkways	PC and Contractors
WORK AT HEIGHT			
Falls of persons/materials	Mobile and fixed access equipment	Safe access provided to be provided to all work faces.Competent personnel working in accordance with approved risk assessments and method statements will erect access plant and platforms.All access plant	PC and Contractors

Hazard/Risk	Description	Control	Responsibility
		and materials will be maintained and inspected.	
Contact with falling materials from overhead work	Work areas below works at height	Adequate protection from work being carried out overhead Exclusions zones below work at height as required	PC and Contractors
Persons falling down holes/excavations	Excavations present for foundation works	Secure barriers to be fixed around all openings or plates/timber fixed over service holes	PC and Contractors
SITE HAZARDS			
Slips, Trips and Falls	Fall of persons causing injury	Constant monitoring of housekeeping. Maintaining of access/egress routes	PC and Contractors
Falling materials	See overhead work		PC and Contractors
Manual Handling	Dropping, crushing, straining	PC to control delivery and movement of materials to ensure loads being lifted by individuals do not exceed those that can be safely lifted	PC and Contractors
Demolition	Collapse, crushing	PC to ensure that demolition is carried out in a controlled way by competent contractors working to an approved RA/MS and in accordance to procedures contained within the H&S Plan. Permits to be used as required.	PC and Contractors
Control of Noise	Excessive noise	Ensure that all noisy operations are minimised during occupation of the building. Excessively noisy operations will be subject to noise assessments and programmed to minimise disruption.	PC and Contractors
Existing Structures	Protection of existing structures	PC will protect and existing structures that may be effected by the works	PC

Hazard/Risk	Description	Control	Responsibility
Fragile Materials	Falls of persons causing injury	Fragile materials to be identified. Depending on location use of guardrails, toe boards, barriers, suspension and fall arrest equipment. RA/MS to be provided	PC and Contractors
Storage of Hazardous Materials	Inhalation, burns, risk of fire	Recommendations as details on manufacturer's safety data sheets on storage to be complied with. Gases and flammable liquids to be stored as required by the HFL DSEA Regs 2002.	PC and Contractors
Working on live services	Electrical, Mechanical	PC to ensure that all areas are surveyed prior to works commencing. Live work prohibited on site.	PC and Contractors
Fire	Fire on site	PC to produce a fire plan and will ensure that the works are executed in accordance to the procedures set out	PC
Use of Hazardous Substances	Sealants, Adhesives, Paints etc	PC will ensure use by competent personnel working to approved RA/MS and thorough COSHH assessment. The COSHH data sheet will be with the RA/MS.	PC and Contractors
Asbestos	Disturbance of Asbestos Containing Materials	Client to provide refurbishment and demolition (previously type 3)survey with tender documents. Works to stop if ACM found.	Client PC and Contractors

Accident Procedures

When an accident or dangerous occurrence takes place, it will fall into one of the following categories. Proceed as indicated in the accompanying information as described below:

Minor Accident to Employee

- Report to First Aider for treatment
- ensure details have been entered in the accident book
- where an employee is incapacitated from work for more than three consecutive days (excluding the day of the accident but including any days which would not have been

working days) because of any injury, complete internal report form and send direct to the safety officer

- If the injured employee is admitted to hospital and is an in-patient for more than twenty-four hours, the accident becomes specified as 'major injury' and must be notified as described under that category below.

Minor Accident to Others

- Report to First Aider for treatment
- Complete the accident book and accident report form as detailed above
- Inform the persons workplace and notify his employer

Major Injury

- Report to First Aider for treatment / Call 999
- Halt works on the site immediately
- Complete the accident book
- Inform director with overall responsibility for health and safety who will notify HSE and obtain written reports from all persons on site
- Comply with requirements of RIDDOR (Reporting of Injuries, Disease, And Dangerous Occurrence)
- A record must be kept by employers of all noticeable diseases, this will be form F25008A
- Where an employee has suffered an injury as a result of a noticeable accident or dangerous occurrence which is the cause of health problems within one year of the date of the incident, the employer shall inform the enforcing authority in writing as soon as it comes to his knowledge.

Reporting of Accidents

Inform the Site Manager who will immediately obtain medical assistance if required. The Site Manager will advise the Director with overall responsibility for health & safety, who will notify our external safety advisors and HSE if applicable. Injuries will be entered into the accident book, which will be on site as part of the health & safety file.

All incidents (accidents, dangerous occurrences and near misses) should be followed with a written report through the completion of an **Incident Report Form**. Copies of the form will be available from the site office.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

Following an accident or dangerous occurrence the HSE will be notified as soon as possible via the incident contact centre on 0845 300 9923. An internal investigation will then take place as carried out by the specialist contractor and the Principal Contractor which will be carried out in accordance with the procedures detailed in RIDDOR 95. The HSE will be informed within 10 days of the accident via the specified F2508 form and using the incident contact centre website.

Reporting of Near Misses

All incidents (accidents, dangerous occurrences and near misses) should be reported immediately to the site manager verbally, and followed with the completion of an **Incident Report Form**. Copies of the form will be available from the site office.

Fire Procedures

The fire and emergency plan for the project will be displayed at the site office and is included in the Fire Safety Plan within this document. Fire extinguishers, notices, alarms and fire exits will be provided for all working areas.

In accordance with our Hot Works Permit to Work System, all Hot Works must be authorised by a permit to work and must cease at least 1 hour before site closure.

Emergency Contacts

Local Hospital:	KING GEORGE HOSPITAL Barley Ln, Goodmayes Ilford IG3 8YB
Fire Brigade:	ROMFORD FIRE STATION 198 Pettists Blvd , Romford RM1 4PL
HSE:	London borough of Havering Mercury House Mercury Gardens Romford RM1 3DW
RIDDOR:	Call the incident contact centre: 0845 300 9923

IN THE EVENT OF AN EMERGENCY ALWAYS CALL 999

Investigation Procedures

Written reports will be obtained from all parties and presented to the director responsible, who will instigate a formal inquiry into the incident, the findings of which will be included within the health & safety file, and on the companies Incident System, with any necessary improvements implemented.

Supply Chain Management

Subcontractors

Subcontractors are selected in accordance with the **Health and Safety Policy**, from an approved list of specialists who either have recognised quality and safety accreditation or have a history of carrying out satisfactory works on behalf of The Principal Contractor or as named by the Client. All subcontractors will fill out a questionnaire as part of our vetting procedure prior to becoming approved by the company.

All subcontractors will have produced evidence of up to date insurances which will be kept on file at The Principal Contractor offices and written confirmation that their operatives are fully trained for their specific element of work and in the use of equipment pertinent to their role.

All subcontractors will be responsible for obtaining relevant COSHH information for materials associated with their works and this will be issued with their method statements, risk assessments and O&M Manuals and will be held in a separate file by the Site Manager.

A copy of the Principal Contractors full company health & safety policy will be made available to subcontractors on request and a copy of the specific health & safety plan for this contract will be issued to all subcontractors.

The Site Manager will hold regular site meetings with all contractors to review health and safety matters. All parties will be encouraged to raise any health and safety concerns they may have.

Self employed contractors will be classed as the Principal Contractors employees for the duration of this scheme and will be given an initial induction course to ensure that they understand site procedures.

Suppliers

An instruction is included on all purchase orders to ensure that the relevant COSHH information is provided by suppliers. This information is retained in a central file and then issued as required.

Plant

All plant ordered by the Principal Contractor will be through an external plant hire company who will ensure that the plant complies with all current legislation. The site manager, prior to accepting delivery, will check all machine certification. Hired equipment must be tagged and inspected.

All plant involved in lifting operations on site must have current valid lifting certification as detailed in the Lifting Operations and Lifting Equipment Regulations 1998. Copies of the certification and current weekly inspections will be held in the site H&S folder.

Plant utilised by subcontractors during the course of the contract must have up to date certification which should be presented to our site agent prior to commencement of the work. All plant operator licences and training certificated must be presented to the Site Manager before they will be allowed to start work on site.

Communication

Management Meetings

Meetings are anticipated to take place with the client fortnightly throughout the works, to ensure the frequent exchange of information and that the client requirements and critical success factors of the project are met.

The site manager is the point of contact for discussing and taking views on H&S for all persons working on site. Various meetings will be held throughout the contract at all levels to allow the communication and distribution of contract information along with giving the opportunity for feedback.

Regular liaison with the Client, CDM Coordinator, Contractors and Designers will take place throughout the project with the distribution of all relevant information to project team members.

Consultation

All members of the workforce will be consulted on H&S procedures and controls that affect the workplace. This procedure will be initiated during the site induction and will involve the distribution of relevant information and allow for feedback and suggestions.

Any health and safety suggestions made by employees and/or contractors will be recorded and considered, and, where appropriate, implemented into working procedures.

Subcontractors

A copy of the Construction Phase Plan will be forwarded to all subcontractors with order. All Contractor personnel will undergo a site specific induction before being allowed to work on site, and must take responsibility for the safety and task specific training of their own personnel.

Site Inductions

All PC personnel and visitors will undergo a site induction on company safety procedures and a site specific induction before being allowed to work on site.

All Contractor personnel will undergo a site specific induction before being allowed to work on site, and must take responsibility for the safety and task specific training of their own personnel.

New operatives will receive a site induction from the Site Manager. At this stage they will be informed of the location of the Site Health & Safety File on site and all relevant procedures and will be requested to sign a separate section of the register to acknowledge that they have received an initial tool box talk and have been given the opportunity to read the details within the Site Health & Safety File. The initial Toolbox Talk will cover the scope of works, outlining the risks posed by other trades on site, and site specific hazards will also be verbally communicated during the induction.

Tool Box Talks

Weekly Tool Box Talks (TBT's) are required on site throughout the construction phase. The TBT's will be used as a communication channel to update operatives on progress and include relevant H&S information for the current activities taking place. Records of the Induction and TBT's should be maintained and stored in the site H&S File.

Site Instructions

The Principal Contractor will give written instructions to all other contractors and subcontractors using Site Instructions. No claims for additional works will be accepted without a signed Instruction from the Site / Contracts Manager.

Monitoring Arrangements

Monitoring will be carried out in accordance with the Health & Safety Policy and company procedures, achieved using a variety of different means such as: inspections, checklists, meetings, appraisals, audits, reviews, permit to work procedures, employee consultation etc. The site manager will carry out regular inspections of the works and highlight any breaches of regulations or bad practices to the relevant contractor.

Specific arrangements in place for monitoring the delivery of this project are:

1. Site Managers weekly safety inspection
2. Weekly progress reports
3. Site safety inspection (as required)
4. Management meetings

Design Changes

Any design changes made during the construction phase will be discussed with the CDM coordinator prior to being implemented within the project, and any additional health and safety risks assessed as a result of the design changes.

Construction drawings to be updated to include the design changes and design risk registers / method statements and risk assessments to be updated to include any changes.

Subcontractor Performance

The Site Manager will hold regular site meetings with all contractors to review health and safety matters. All parties will be encouraged to raise any health and safety concerns they may have.

Subcontractor performance including H&S performance will be reviewed periodically and monitored continuously throughout the contract, with any concerns brought to the attention of the subcontractor. Failure to rectify any issues within an agreed timeframe may result in removal from site.

Control of Site Safety Risks

Access/Parking

Designated vehicle and pedestrian access points to be put in place as part of site set up. All people accessing the site to report to the site office to sign in each day. Parking only within designated parking area, where on street parking is utilised, care must be taken to obey parking restrictions and to avoid blocking access to neighbouring properties or emergency services.

Delivery and Removal

All operatives will be made fully aware of any restrictions on deliveries within the site boundaries. All operatives will be fully licensed for their vehicles. All delivery drivers will be instructed to report to the Site Manager on arrival, and, where necessary, a banks man will be provided for the vehicle while within the site boundary.

Services

All service work will be subcontracted to specialist companies, who are expected to follow their own safe systems of work and comply with those of the Principal Contractor. All overhead and underground services will be identified and protected from contact and/or damage throughout the duration of the project.

The buildings existing service plans will be referred to, where available, and all necessary surveys will be undertaken prior to the commencement of works.

Services will be isolated by a competent person to the working area before work begins. The location of all services will be recorded and clearly marked before works commence.

The Site Manager will ensure that isolation does not compromise the buildings existing alarm systems, and where necessary to isolate existing alarm systems, temporary alarm procedures will be put in place and communicated.

Ground Conditions

Any ground work will first be subject to ground investigation works including trial holes and checks by a competent person (e.g. structural engineer / building control) to ensure ground is suitable to support the proposed structure.

Excavations

Drawings to be obtained from public utility companies and prior to any excavation work commencing the area will be scanned to identify any underground services.

All excavations will be examined and supported as required. All excavations over 1.2m deep regardless of ground conditions will be supported or battered, under the supervision of a competent person. All excavations are to be fenced with warning signage.

Site Traffic and Vehicle Movements

A traffic management plan will be in place with segregation of pedestrian and vehicle traffic and the implementation of a one-way system will be enforced where possible. A banks man will safely guide all vehicles arriving at the site, and a site speed limit of 5mph will be enforced.

Existing Structures

All existing structures will be protected throughout the works, with temporary supports detailed by a structural engineer where necessary, to prevent the risk of premature collapse or damage to existing structures.

Falls

Falls from height are a major contributor to construction fatalities, therefore, all working at height shall be controlled through the use of method statements, ensuring that risks are thoroughly assessed and minimised where working at height cannot be avoided. When working at height is anticipated, the Site Manager is expected to highlight the hazards and promote safe working practices during site inductions and toolbox talks.

To minimise slips and trips on site, good housekeeping is an essential part of our site safety procedures, and unless otherwise specified workers are expected to: (a) keep their working area tidy; (b) report any area of the site in poor housekeeping state to the site manager.

Confined Spaces

All confined space work to be subject to a task specific risk assessment and a permit to work system.

Fragile Materials

All fragile materials within any existing structures will be identified and protected as required. No fragile materials will be used as working platforms, or form part of any access routes. Where any risk of falling through materials is identified, fall prevention methods such as barriers to prevent access, harnesses, safety netting or temporary platforms / crash decks to be installed underneath the material.

The handling of any fragile materials will be subject to risk assessment and additional control measures to ensure materials are adequately protected.

Control of Lifting Operations

All lifting operations must be assessed and planned by a competent person, and a lifting plan developed prior to the lift commencing. Unsafe lifting operations can not only harm those involved in the lift but also other site personnel and members of the public. Failure to undertake lifting operations safely can also cause considerable damage to materials, property and the lifting equipment itself. The Site Manager will have overall responsibility of lifting operations on site and will act in compliance with the Health & Safety Policy, and all relevant H&S Regulations in particular the Lifting Operations and Lifting Equipment Regulations (LOLER).

Work On or Near Water

Any work on or near water will be subject to a task specific risk assessment with appropriate rescue procedures in place prior to work commencement.

Adjacent Land Use

For the safety of all operatives and members of the public that may be present within the car park area, all drivers must not exceed 5mph within the site boundary. Under no circumstances should contractors park obstructing neighbouring properties.

No other adjacent land use is anticipated to be affected by the works.

Other Significant Safety Risks

No other significant site safety risks identified.

Control of Health Risks

Asbestos

A Refurbishment and Demolition Asbestos Survey will be carried out before any materials can be disturbed as part of demolition, refurbishment or maintenance works. Any asbestos containing materials likely to be disturbed during the works to be removed in accordance with current asbestos regulations and as recommended within the survey.

If any suspected asbestos materials are discovered during the course of the works, all works must cease and do not disturb the suspected materials. The Client will be contacted immediately, and testing of the material will take place before proceeding with any works. If the suspected asbestos material is disturbed accidentally, or is already friable and presents a risk, the area will be closed off immediately for an environmental clean by specialist asbestos removal company.

Hazardous Materials

We have not been informed by the CDM Co-ordinator, Designer or Client of any other hazardous materials present within the existing structure.

Hazardous Substances

All materials shall be used in accordance with good practice and current Health & Safety Regulations including COSHH Guidance Notes from manufacturers and suppliers.

Any contractor bringing onto site any hazardous substance must notify the contracts manager and be in possession of a suitable COSHH assessment and material data sheet. All containers on site must be labelled.

All substances are to be stored as detailed by the manufacturer's health and safety data sheets.

Contaminated Land

No contaminated land has been identified.

Noise and Vibration

There are not anticipated to be significantly high levels of noise or vibration during the construction phase. Control measures will be specified where applicable within Method Statements.

Operations shall be subject to a noise assessment if required and control measures implemented. All contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements. The site manager will stop any operations deemed to be unreasonably noisy. All contractors to ensure that PPE to

comply with the Noise at Work Regulations 2005 is issued to their own operatives where required.

Dust

Where high levels of dust are anticipated during works this Site Manager will be responsible for issuing face masks or other respiratory/PPE specified in Method Statements.

Manual Handling

All operatives will be made aware of the risks associated with manual handling. When necessary, mechanical hoists and lifting equipment will be utilised to minimise the risk of injury to operatives.

Other Significant Health Risks

Appropriate precautions will be in place to protect the workforce from sun exposure through the use of clothing and barrier creams.

Health and Safety File

Format

All relevant information for the H&S File will be submitted to the CDM Co-ordinator appointed by the client for this project. The information that will be gathered includes:

1. Construction Methods
2. Safe Systems of Work
3. As Built / As Installed drawings
4. O&M Manuals
5. Specifications / Data Sheets
6. Any further information requested by the CDM co-ordinator for the compilation of the H&S File.

Any other information required by the CDM Co-ordinator will be supplied on request.

Gathering of Information

Subcontractors must submit all relevant health & safety information, method statements and risk assessments specific to this contract, the method statements are to include identity of the author, date prepared, PPE to be worn (over and above standard PPE for the site), they will be project specific and include any plant/equipment to be utilised. This information will be collated and filed on site as part of the contract health & safety file under CDM Regulations.

Subcontractors must also submit relevant O&M manuals, material specifications and As Installed Drawings where applicable for inclusion in the H&S File. All subcontractors will be responsible for obtaining relevant COSHH information for materials associated with their works and this will be issued with their method statements and risk assessments and will be held in a separate file by the Site Manager.

All information must be issued on or before date of project completion. Retention reduction will not be released until this information has been provided and approved.

An instruction is included on all purchase orders to ensure that the relevant COSHH information is provided by suppliers. This information is retained in a central file and then issued as required.

Storage of Information

All relevant information will be stored electronically and, where applicable, in hard copies.

Site Waste Management Plan

Format

The Site Waste Management Plan will be compiled in our standard company format, unless otherwise instructed by the client, as follows:

Section 1:	Responsibility
Section 2:	Construction Project
Section 3:	Pre Construction
Section 4:	Materials Resource Efficiency
Section 5:	Waste Management Declaration
Section 6:	Waste Overview
Section 7:	Waste Records
Section 8:	Consignment Notes
Section 9:	Post Construction Evaluation

Gathering of Information

Information will be gathered throughout the construction phase through recording of types and quantities of waste produced. The plan will be monitored on a regular basis, through the measurement of actual v forecast waste, to review and improve waste management.

Storage of Information

The Site Waste Management Plan will be stored for 2 years at the Head Office in compliance with the Site Waste Management Plans Regulations (2008).

Fire Safety Plan

Fire Plan Principles

- 1) Site specific fire arrangements will be briefed to all site operatives through the site induction
- 2) The site shall have a designated Fire Marshal
- 3) Fire alarms, call points and extinguishers must be maintained on occupied floors
- 4) Floors under the control of the Principal Contractor will have alarm call points and extinguishers maintained at all times
- 5) Where the works take place in occupied buildings then the buildings own fire warning system will be used with the permission of the occupier

Fire Prevention Procedures

- 1) The overall responsibility for the prevention of fire rests with the Principal Contractor
- 2) All sites are no smoking sites except for designated areas
- 3) No burning is permitted on site

- 4) The design team and client will, where possible, specify materials of a non-flammable nature
- 5) The Principal Contractor is responsible for ensuring adherence to the project fire plan and procedures, and will:
 - a. Provide and maintain in good working order, suitable and sufficient fire fighting equipment and establish safe and adequate fire assembly points;
 - b. Maintain means of safe access and egress in all areas at all times;
 - c. Liaise with the design team and client to secure permanent fire fighting equipment to be brought into service as soon as possible;
 - d. Include fire patrols as part of the site safety inspections;
 - e. Conduct fire evacuation tests regularly as per the company's test procedures;
 - f. Update the fire plans as the project progresses and inform site operatives accordingly;
 - g. Provide secure storage for flammable / highly flammable liquid and compressed gas.
- 6) The Contractor is responsible for:
 - a. Complying with all relevant statutory requirements and procedures relating to fire prevention as laid down by the Principal Contractor;
 - b. Using, where possible, non-flammable materials for temporary works, packaging etc;
 - c. Ensuring that safe systems of work are carried out on site;
 - d. Advising the Principal Contractor of all COSHH materials brought onto site, to include data sheets;
 - e. Where required appoint fire marshals;
 - f. Obtain permits for all hot works;
 - g. Liaise with and obtain approval from the Principal Contractor for all use and storage requirements of flammable liquids and gases;
- 7) Petrol / Diesel equipment should be located so that exhausts are well away from combustible materials with engines shut off during refuelling operations
- 8) Oxygen cylinders should be stored well away from readily combustible materials and acetylene or other fuel gas cylinders, separated from other stores by fire resistant materials and well ventilated
- 9) Liquid petroleum gas cylinders containing propane or butane should be stored in the open, well away from any heat source, in a secure well ventilated and suitably labelled storage area
- 10) All cylinders when not in use should be returned to the storage area immediately. Use of cylinder should be covered by a risk assessment / method statement
- 11) The electrical subcontractor appointed by the Principal Contractor will carry out regular inspections and tests on all electrical equipment and fittings
- 12) Ensure that open fires are not started for any reason
- 13) The Principal Contractor and Contractors will target a zero loss rate due to fire

Means of Escape

- 1) All works must be designed and erected so that a safe route is always available to a final exit (place of safety)
- 2) Fire exits must be clearly identified, with a maximum travel distance in accordance with relevant standards
- 3) Fire escape routes are to be kept unobstructed and, if necessary, illuminated at all times
- 4) When work necessitates use of naked flames, a portable fire extinguisher is to be readily available, and works must only commence when a permit to work has been issued by the Principal Contractor

Fire Fighting

- 1) The Principal Contractor will establish a site procedure for dealing with fire emergency that takes into account the hazards involved and site specific features, the procedure includes the following points:
 - a. Sounding a warning alarm
 - b. Dealing with a fire
 - c. Closing down of operations
 - d. Evacuation of the area
 - e. Assembly at marshal points and roll calls
 - f. Locating missing persons
- 2) The contractors Fire Marshal will instruct and train all personnel under his control under his control precautions and the actions to be taken in the event of fire
- 3) The Fire Marshal will instruct and train all supervisors in the correct use of fire fighting equipment
- 4) The Principal Contractor will arrange for adequate numbers of hand extinguishers of a suitable type to be available and maintained within the permanent works as they develop until such time as a permanent provision is secured
- 5) All fire fighting equipment will be properly maintained, examined and tested in accordance with the manufacturer's instructions, and shall conform to the relevant British Standard

Fire Emergency Protocol

- 1) In the event of discovery of any fire, the nearest local fire alarm will be activated by the discoverer of the fire
- 2) All personnel within audible distance of the alarm will immediately evacuate the area and report to the assembly / muster point
- 3) The Principal Contractor's site office must be notified immediately by the quickest practical means by the discoverer of the fire
- 4) The Principal Contractor's site office will immediately:
 - a. Activate the fire alarm (if not already)
 - b. Contact the emergency services requesting assistance
 - c. Ensure all areas are quickly evacuated and site personnel are at assembly points
 - d. Notify the Client
- 5) The Principal Contractor's site office personnel will establish where possible:
 - a. The exact location of the fire
 - b. The extent and nature of the fire
 - c. Whether there are any casualties
 - d. The evacuation status

- 6) Without taking any personnel risks, and if reasonably safe to do so, an attempt may be made to extinguish the fire by using the nearest appropriate extinguishers
- 7) All contractors supervisors will report to the Principal Contractor's representative at the assembly point and verify that all personnel under his control are accounted for as a result of the evacuation
- 8) The Principal Contractor will arrange for the emergency services to be met at the main access point, and guide / direct them to the incident
- 9) Upon arrival of the emergency services, the Principal Contractor's site manager will brief the officer in charge, and provide such assistance as required
- 10) No person will return to work until the all clear has been issued from the Fire Marshal

What to do in case of Fire

IF YOU DISCOVER A FIRE OR SMOKE

1. Shout Fire, Fire, and Fire and telephone the Fire Brigade.
2. Leave the area and proceed to the nearest assembly point.
3. Fire fighting equipment may be used only if it is safe and you are trained to do so.

NOTE:

1. DO NOT USE LIFTS OR ENTER CONFINED SPACES
2. DO NOT STOP TO COLLECT PERSONAL BELONGINGS
3. DO NOT RE-ENTER THE SITE