CONSTRUCTION PHASE PLAN

Prepared in accordance with the Construction (Design and Management) Regulations 2015

6a Settle Road, Romford, RM3 9XR

Client: Bill Fisher and Charlie Fisher

Date: 6 August 2026

Status: Issued to the project team — for planning application submission

Date	Revision	Prepared by	Checked by	Detail
01/10/2020	–	Micky Gould		Original issue
10/03/2023	B	Micky Gould		Revised working document
06/08/2026	**C**	[to be confirmed]	[to be confirmed]	Reissued and updated for planning application submission

This Construction Phase Plan has been developed in accordance with the Construction (Design & Management) Regulations 2015, and is a working document that will be amended with relevant information throughout the project. It should be read in conjunction with the project risk assessments and safe methods of work, which set out the systems and procedures in place to reduce construction risks and achieve our health and safety goals.

The plan has been developed based on the Pre-Construction Information supplied under the duties in CDM 2015. On reviewing it, please notify us of any other relevant information regarding the existing site that has not been supplied or included, to allow us to protect our employees, subcontractors and any other person affected by our operations.

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

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Introduction

The Construction Phase Plan

This Construction Phase Plan has been developed from the pre-construction information provided by the Client and the Principal Designer, and will be developed further 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.

We will ensure the following obligations, identified by CDM 2015 and other applicable legislation, are complied with:

- Develop the plan as a working document containing all necessary information.
- Communicate both Client and Principal Contractor requirements to all contractors.
- Take reasonable steps to ensure all contractors co-operate.
- Only allow authorised persons access to site.
- Obtain and assess method statements and risk assessments from all contractors.
- Ensure all statutory notices are displayed.
- Advise all concerned of any discoveries or proposals regarding design matters.
- Procure competent contractors through supply chain management.
- Monitor the health and safety performance of contractors and persons on the project.
- Ensure all relevant information is handed over to the Client for the safe use and maintenance of the building.
- Maintain training and safety information for all those on site exposed to construction risks.
- Encourage an open-door policy for the reporting of hazards and proposing improvements to safe practices.
- Notify all operatives of their responsibility and statutory requirement to look after their own safety and not to engage in activities that put themselves or others at risk.

CDM standards and objectives

It is the intention of the Principal Contractor that:

- Activities shall be carried out in accordance with CDM 2015 and other relevant legislation.
- Consultations with the project team will take place on health and safety matters.
- Management of the project will encourage co-operation between all members of the project team.
- Advice and assistance will be obtained where necessary to fulfil obligations and duties.
- 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:

- Achieve zero fatalities and zero major accidents, and improve on health & safety performance year on year.
- Comply with all current health and safety legislation and approved codes of practice.
- Ensure compliance with Client safety requirements and include these as part of the project requirements.
- Work with the Client in the aim to provide a better environment for employees.
- Maintain safe access and egress to site, particularly emergency and fire escape routes.
- Minimise disruption to neighbours and occupiers.
- Identify and address risks arising from construction activities.
- Coordinate the safe use of tools, plant, equipment and PPE.
- Carry out regular site safety inspections.
- Maintain adequate welfare facilities for the workforce, including contractors.
- Assess and reduce the impact of the project on the environment.
- Promote awareness of health and safety through training, communication and management commitment.

Project Description

Project name	6a Settle Road
Project address	6 Settle Road, Romford, RM3 9XR
Project description	New two-storey dwelling on the location of the previous garage
Timescale	Approximately 10 months
Scope of works	The works involve site clearance of site spoil, general ground works with ring-beam foundation, drainage and provision of utilities. The superstructure will be traditional insulated cavity masonry brickwork and blockwork, with internal load-bearing blockwork walls, padstones for structural steelwork, and pitched roof areas. Internal finishes will include plaster to walls, skim coat to plasterboard partitions and ceilings, and a combination of hard and soft floor finishes. Electrical and plumbing installations for kitchens and bathrooms, with connection to the main sewer.
Existing documents / records	All documents and records will be held on site by the Principal Contractor within the site office.
Asbestos report	There is no known asbestos present within the existing site.
Welfare facilities	The site set-up will provide an office, drying and refreshment provision. A toilet will be provided on site, together with secure storage facilities.
PPE	PPE must be worn on site. The minimum requirement is a hard hat, high-visibility waistcoat and protective boots. Protective gloves, goggles, glasses and masks must be used for tasks identified in the specific risk assessments.
Surrounding area	The area surrounding the site is residential. Special attention and consideration will be given to nearby families' wellbeing and comfort throughout the construction period.
Access / egress	Access to the site is from Settle Road. Particular attention is drawn to the safety and wellbeing of residents during access, egress and deliveries. Exclusion times for the local school are 08:00–09:00 and 14:30–15:30, and all site traffic will adhere to these times. Any works affecting the use of this access/egress must be identified within the RAMS and agreed prior to commencement.
Deliveries	Deliveries will be managed on a weekly basis, with final notification given 48 hours in advance. All trades are expected to manage their deliveries efficiently. Special attention is drawn to the site entrance width restriction: all deliveries will require a banksman/traffic marshal to implement the traffic/pedestrian RAMS, and deliveries will be timed to avoid busy school times.
Other restrictions	All site personnel must sign in/out of site, and visitors must report to the site office prior to entering any other part of the site.

Construction Method Statement – Planning Condition 9 Compliance

This Construction Phase Plan also serves as the Construction Method Statement required by the planning permission. The condition is reproduced below, followed by a table showing how each requirement (a) to (i) is addressed within this document.

> *"Before development is commenced, a scheme shall be submitted to and approved in writing by the Local Planning Authority making provision for a Construction Method Statement to control the adverse impact of the development on the amenity of the public and nearby occupiers. The Construction Method Statement shall include details of: (a) parking of vehicles of site personnel and visitors; (b) storage of plant and materials; (c) dust management controls; (d) measures for minimising the impact of noise and, if appropriate, vibration arising from construction activities; (e) predicted noise and, if appropriate, vibration levels for construction using methodologies and at points agreed with the Local Planning Authority; (f) scheme for monitoring noise and, if appropriate, vibration levels using methodologies and at points agreed with the Local Planning Authority; (g) siting and design of temporary buildings; (h) scheme for security fencing/hoardings, depicting a readily visible 24-hour contact number for queries or emergencies; (i) details of disposal of waste arising from the construction programme, including final disposal points. The burning of waste on the site at any time is specifically precluded, and the development shall be carried out in accordance with the approved scheme and statement."*

Ref	What the condition requires	How this Construction Phase Plan addresses it
(a)	Parking of vehicles of site personnel and visitors	A designated parking area is provided within the site boundary; all personnel and visitors sign in at the site office. On-street parking near the site is minimised, and where used drivers must obey parking restrictions and must not obstruct neighbouring driveways or emergency access. A banksman/traffic marshal directs vehicles during access, egress and deliveries, avoiding school peak times. (See Site Rules; Control of Site Safety Risks – Access/Parking.)
(b)	Storage of plant and materials	Plant and materials are stored within the secure site compound inside the site boundary, which is locked out of hours. Flammable and hazardous materials are stored in locked, ventilated storage in accordance with manufacturers' data sheets. (See Site Rules; Fire Safety Plan; Control of Health Risks.)
(c)	Dust management controls	Dust-generating activities (cutting, ground works and any silica-containing products) are controlled by damping down / water suppression, on-tool extraction where practicable, sheeting of skips and stockpiles, and suitable RPE for operatives. (See Safety Risk Register – Dust; Control of Health Risks – Dust.)
(d)	Measures for minimising noise and, if appropriate, vibration	Noisy works are restricted to the permitted hours; best practicable means are used (modern low-noise plant, no unnecessary idling, acoustic screening where needed). Ear protection is issued in line with the Control of Noise at Work Regulations 2005, and vibration exposure is minimised and kept within legal limits. (See Safety Risk Register – Noise/Vibration; Control of Health Risks – Noise and Vibration.)
(e)	Predicted noise and, if appropriate, vibration levels, using methodologies and at points agreed with the LPA	Given the small scale (a single dwelling), significant noise or vibration is not anticipated. Where the LPA requires, a proportionate assessment will predict levels at agreed monitoring points (typically the nearest residential façades) using BS 5228 methodology, with the methodology and monitoring points agreed with the Council's Environmental Health team prior to commencement.
(f)	Scheme for monitoring noise and, if appropriate, vibration levels, at points agreed with the LPA	The Site Manager will monitor noise and vibration and respond to any complaints. Where required, monitoring at the agreed points will follow BS 5228, with records kept and made available to the Council. A complaints procedure supported by a 24-hour contact number is in place (see (h) below).
(g)	Siting and design of temporary buildings	The temporary site office and welfare facilities are sited within the site boundary near the Settle Road frontage, positioned to maintain safe access/egress and to minimise impact on neighbours. (See Project Description – Welfare; Project Management.)

Ref	What the condition requires	How this Construction Phase Plan addresses it
(h)	Security fencing / hoarding, showing a readily visible 24-hour contact number	The site is enclosed by secure fencing / hoarding, locked out of hours. Signage displays a readily visible 24-hour contact number for queries or emergencies: [INSERT 24-HOUR CONTACT NUMBER]. (See Safety Risk Register – Public Safety; Site Rules – Security.)
(i)	Disposal of waste arising from the construction programme, including final disposal points	Waste is segregated and removed by licensed waste carriers to licensed disposal/recycling facilities under the Duty of Care, with waste transfer notes retained. A Site Waste Management Plan records the types, quantities and final disposal points of waste. Burning of waste on site is strictly prohibited. (See Site Waste Management Plan; Safety Risk Register – Waste Disposal.)

The burning of waste on site is specifically prohibited at all times. The development will be carried out in accordance with the approved scheme and statement. The 24-hour contact number at (h) must be inserted and displayed on the site hoarding before works begin.

Project Directory

Client	Bill Fisher and Charlie Fisher
Contract Administrator	
Principal Designer (CDM)	
Principal Contractor	
First Aider	
Site Manager	
Fire Marshal	

Subcontractor Directory

To be confirmed.

Trade / package:	**Name:** **Address:**	**Tel:** **Email:**
Trade / package:	**Name:** **Address:**	**Tel:** **Email:**
Trade / package:	**Name:** **Address:**	**Tel:** **Email:**
Trade / package:	**Name:** **Address:**	**Tel:** **Email:**
Trade / package:	**Name:** **Address:**	**Tel:** **Email:**
Trade / package:	**Name:** **Address:**	**Tel:** **Email:**

Project Management

Contract Manager	
Site Manager	
First Aider	
First aid kit location	Within the site office
Welfare facilities	Drying, refreshments, WC
Fire Marshal	
Fire alarm warning	“Fire! Fire! Fire!”
Fire assembly point	The site entrance from Settle Road
Nearest hospital	Queen’s Hospital, Rom Valley Way, Romford, RM7 0AG. Maps are displayed on the site office wall.
Fire / Police / Ambulance	Call 999 and ask for the required service. Give your name and site address, be clear, give directions and stay calm.
Site address	6a Settle Road, Romford, RM3 9XR
Local HSE	HSE Construction Division, Rose Court, 2 Southwark Bridge, London, SE1 9HS
Minimum PPE	Boots with toe protection, hi-visibility vest, hard hat
Gas emergency	0800 111 999 – National Gas Emergency Service
Electricity emergency	105 (national power cut line) / UK Power Networks 0800 31 63 105
Water emergency	Essex & Suffolk Water (supply) 0345 782 0999 / Thames Water (sewerage & flooding) 0800 316 9800

This is a no-smoking site. All personnel arriving/leaving site must report to the site office, be inducted and sign in/out. There is limited parking on site — under no circumstances should contractors' vehicles be left across adjacent premises' driveways. All accidents, dangerous occurrences and near misses must be reported.

Responsibilities

Management team function

We have selected a team with a wealth of experience of this type of project across all disciplines. The team will integrate with the Client and consultants to achieve the best solutions for the project; work as one with the professional team and the Client's management team to meet the objectives and safety goals in this document; develop a team philosophy with contractors so there is a mutual understanding of what must be achieved; employ our depth of management knowledge and experience of similar projects; and bring the project in on time, on budget and to the Client's aspirations.

Contract management

The Contracts Manager will promote a positive health and safety culture, set a good example, and ensure appropriate health and safety training is given to all employees. They will ensure health and safety factors are considered at all stages, with sufficient resources to maintain safe working methods and equipment, and compliance with company policies and procedures. The Contracts Manager is in overall charge of the contract and respective works, monitors delivery of the project including health & safety, and is responsible for quantity surveying, cost forecasting and cost control, along with day-to-day liaison with project team members.

Site management

Site Managers have day-to-day responsibility for the site, including management of work activities, tradesmen and delivery of the construction works, reporting to the Contracts Manager. They will ensure compliance with company policies; ensure risk assessments are carried out and appropriate control measures, training, instruction and protective clothing provided; ensure plant and equipment is safe, guarded and maintained; ensure the site is laid out and maintained for safety with clear access/egress/emergency routes and suitable welfare facilities; ensure sufficient first aiders and first aid facilities; and ensure all reportable accidents/incidents are immediately notified. The Site Manager is responsible for ensuring works 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 site-specific rules and Client's requirements, as explained in the induction and contract documentation. All contractors shall co-operate with each other to facilitate the safe operation of site activity. Any contractor failing to meet site rules governed by zero tolerance, or failing to comply with safe practices, will be asked to remove themselves and their equipment from site.

Project Delivery

Setting standards

It is the intention of the company that activities are carried out in accordance with relevant statutory provisions including CDM 2015; that management of the project encourages and maintains co-operation between all employees and individual project parties (consultants and contractors); that expert advice and assistance is obtained where necessary to discharge CDM obligations and duties; and that the works are completed in accordance with the quality standards specified, to programme.

Health and safety goals

We will aspire to achieve zero fatalities and improve 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 providing a better environment; maintain safe and unimpeded access, particularly for emergencies, and minimise disruption to neighbours; identify and address all risks arising from the works; coordinate the use of safe procedures, tools, plant, equipment and PPE; work with contractors to maintain safety and site co-operation; maintain adequate welfare facilities; provide health and safety training; and assess and minimise the impact of site activities on the environment.

Project meetings

Contract pre-start meetings	1 per contractor prior to commencement
Contract meetings	Weekly
Progress meetings	Monthly
Client meetings	As required
Management review	On completion

Site Rules

Welfare facilities	Welfare facilities will be made available on site within the existing site boundary. It is the responsibility of all site operatives to maintain these facilities and to advise the Site Manager of any issues, observations or problems.
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 for ensuring the procedures in the site induction and this plan 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 site. Other PPE, where necessary, will include eye protection, ear protection, gloves and respirators. The supervisor is responsible for ensuring all PPE is worn.
Induction	All persons, including visitors, must report to the site office for induction on arrival. Once inducted, you have a duty to inform others whom 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. If you see any hazards on site, real or potential, inform the Site Manager immediately. Do not block routes for access, egress or 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. The site compound will be locked and secured at the end of each working day or when not in use; storage and welfare facilities will be within a lockable 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	Site working hours are 8:00am–6:00pm Monday to Friday and 8:00am–1:00pm on Saturdays, with no working on Sundays or Bank/Public Holidays, in accordance with the planning permission.
Plant and equipment	The site operates on a 110V supply only. You may only operate plant and equipment that you are trained and authorised to use, and only carry out tasks for which you are trained and competent. If you suspect that plant, equipment or scaffold is unsafe, notify the Site Manager immediately.
Restrictions	Smoking and burning on site is NOT permitted. Radios are NOT permitted on site. No alcohol or drugs are permitted; persons suspected of being under the influence will be asked to leave. Food and drink are only to be consumed within designated 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 the 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 their activities. All method statements and risk assessments will be reviewed by the Principal Contractor and accepted prior to contractors commencing work on site.
Method statements	The control methods outlined within the risk assessments must be complied with when undertaking the work activity. Other high-risk activities must be carried out under the method statements provided by the specialist subcontractor.
Site register	All operatives and visitors are required to sign in and out at the site office before proceeding to their work area, and to sign out should they leave site during the day.
Permits to work	Hot works are not permitted unless a permit to work has been issued by the Site Manager, specific to the activity. All hot works are to have a minimum of 60 minutes' fire watch on completion.
Subcontractors	Subcontractors are required to supply Health & Safety information (policies, procedures), risk assessments, method statements and insurance details. Method statements must include the author and date, the PPE to be worn (above the standard site PPE), and must be project-specific with details of any plant/equipment used. This information is required PRIOR to commencement, and works will only commence once the RA/MS has been approved by the Principal Contractor. Throughout the works, subcontractors must also supply material data sheets and O&M manuals for relevant materials and products. All works will be completed to the satisfaction of the supervisor and contract architect; defective works will be rectified at the respective contractor's expense.

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
Vibration	Exposure to high levels of vibration	Work on vibrating equipment will be minimised; exposure restricted within the legal limits	Contractors
Dust	Dust exposure to operatives	Dust masks provided where required, particularly for silica-containing products	PC and Contractors
Contaminated water	Risk of water contamination through spillages	Refuelling areas away from natural or surface water drainage; spill kits provided	PC and Contractors
Waste disposal	Removal of construction debris	Contractor to supply skip through a 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. Risk of Weil's disease	PC to note
Emergency Services / Fire			
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 all work faces. Competent personnel working in accordance with approved risk assessments and method statements will erect access plant and platforms. All access plant and materials will be maintained and inspected.	PC and Contractors

Hazard / Risk	Description	Control	Responsibility
Contact with falling materials from overhead work	Work areas below works at height	Adequate protection from work being carried out overhead; exclusion 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; maintenance of access/egress routes	PC and Contractors
Falling materials	See overhead work	See above	PC and Contractors
Manual handling	Dropping, crushing, straining	PC to control delivery and movement of materials to ensure loads lifted by individuals do not exceed those that can be safely lifted	PC and Contractors
Demolition	N/A	—	—
Control of noise	Excessive noise	Ensure all noisy operations are minimised; excessively noisy operations subject to noise assessments and programmed to minimise disruption	PC and Contractors
Fragile materials	Falls of persons causing injury	Fragile materials to be identified; use of guardrails, toe boards, barriers, suspension and fall-arrest equipment depending on location. RA/MS to be provided.	PC and Contractors
Storage of hazardous materials	Inhalation, burns, risk of fire	Manufacturers' safety data sheet recommendations on storage to be complied with. Gases and flammable liquids stored as required by the DSEAR Regulations 2002.	PC and Contractors
Working on live services	Electrical, mechanical	PC to ensure 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 ensure works are executed in accordance with the procedures set out; fire extinguishers to be readily available.	PC
Use of hazardous substances	Sealants, adhesives, paints etc.	PC will ensure use by competent personnel working to approved RA/MS and a thorough COSHH assessment. The COSHH data sheet will be kept with the RAMS.	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 below.

Minor accident to employee

- Report to the First Aider for treatment.
- Ensure details are entered in the accident book.
- Where an employee is incapacitated from work for more than seven consecutive days (excluding the day of the accident) because of an injury, complete the internal report form and send it directly to the safety officer.
- If the injured employee is admitted to hospital as an in-patient for more than 24 hours, the accident becomes a specified/major injury and must be notified as described below.

Minor accident to others

- Report to the First Aider for treatment.
- Complete the accident book and accident report form as detailed above.
- Inform the person's workplace and notify their employer.

Major / specified injury

- Report to the First Aider for treatment / call 999.
- Halt works on site immediately.
- Complete the accident book.
- Inform the director with overall responsibility for health and safety, who will notify the HSE and obtain written reports from all persons on site.
- Comply with the requirements of RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
- Keep a record of all reportable diseases.
- Where an employee suffers ill health within one year of a notifiable incident, inform the enforcing authority in writing as soon as it comes to 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 the external safety advisors and the HSE if applicable. Injuries will be entered into the accident book, held on site as part of the health & safety file. All incidents (accidents, dangerous occurrences and near misses) should be followed with a written report on an Incident Report Form, available from the site office.

Following a reportable accident or dangerous occurrence, the HSE will be notified as soon as possible. Reports are made online at www.hse.gov.uk/riddor; fatal and specified injuries may also be reported by telephone on 0345 300 9923. An internal investigation will be carried out by the specialist contractor and the Principal Contractor in accordance with RIDDOR 2013, and the HSE informed within the required timescales using the specified reporting route.

Reporting of near misses

All incidents (accidents, dangerous occurrences and near misses) should be reported immediately to the Site Manager verbally, followed by completion of an Incident Report Form, 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 and must cease at least one hour before site closure. Fire extinguishers are to be readily available.

Emergency contacts

Local hospital	Queen’s Hospital, Rom Valley Way, Romford, RM7 0AG
Fire brigade	999 (London Fire Brigade, Romford)
HSE	HSE Construction Division, Rose Court, 2 Southwark Bridge, London, SE1 9HS. Fatal and specified injuries only: 0345 300 9923.
RIDDOR	Report online at www.hse.gov.uk/riddor. Fatal/specified injuries by phone: 0345 300 9923.

Investigation procedures

Written reports will be obtained from all parties and presented to the responsible director, who will instigate a formal inquiry into the incident. The findings will be included within the health & safety file and on the company's incident system, with any necessary improvements implemented.

Supply Chain Management

Subcontractors

Subcontractors are selected from an approved list of specialists who either hold recognised quality and safety accreditation or have a history of satisfactory works for Bill and Charlie Fisher, or are recommended by the consultants. All subcontractors complete a questionnaire as part of the vetting procedure prior to approval. All subcontractors will produce evidence of up-to-date insurances (kept on file at the site office) and written confirmation that their operatives are fully trained for their specific element of work and in the use of relevant equipment. All subcontractors are responsible for obtaining relevant COSHH information for the materials associated with their works, which will be issued with their method statements, risk assessments and O&M manuals and held in a separate file by the Site Manager.

A copy of the Construction Phase Plan and associated project documentation will be made available to all subcontractors, and a copy of the specific risk assessments, method statements and procedures for this contract will be issued to/by all subcontractors. The Site Manager will hold regular site meetings to review health and safety matters, and all parties will be encouraged to raise any concerns. Self-employed contractors will be given an initial induction to ensure they understand site procedures and will sign to confirm their agreement and understanding.

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 issued as required.

Plant

All plant ordered by the Principal Contractor will be through an external plant hire company that ensures the plant complies with all current legislation. The Site Manager will check all machine certification prior to accepting delivery; hired equipment must be tagged and inspected. All plant involved in lifting operations must have current valid lifting certification as detailed in LOLER 1998, with copies of certification and weekly inspections held in the site H&S folder. Operatives must be trained and competent for the use of specialised tools or equipment, with copies of training certificates held on site. 110-volt portable equipment is to be used, supplied via a transformer, centre-tapped to earth, or a suitable power generator. Plant used by subcontractors must have up-to-date certification presented to the Site Manager before works commence.

Communication

Management meetings

Meetings will take place weekly throughout the works to ensure the frequent exchange of information, that the Principal Contractor's requirements are delivered, and that critical factors of the project are met. The Site Manager is the point of contact for discussing and taking views on health and safety 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 and to give the opportunity for feedback. Regular liaison with the Principal Designer, contractors and designers will take place throughout the project.

Consultation

All members of the workforce will be consulted on health and safety procedures and controls that affect the workplace. This 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, considered and, where appropriate, implemented.

Site inductions

All 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 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, be informed of the location of the Site Health & Safety File, and sign to acknowledge that they have received an initial toolbox talk and had the opportunity to read the details within the file. The initial toolbox talk will cover the scope of works, the risks posed by other trades, and site-specific hazards, and will confirm the fire muster point.

Toolbox talks

Monthly toolbox talks are required on site throughout the construction phase. They will be used as a communication channel to update operatives on progress and include relevant health and safety information for current activities. Records of inductions and toolbox talks will 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 using a variety of means such as inspections, checklists, meetings, appraisals, audits, reviews, permit-to-work procedures and employee consultation. 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 are: the Site Manager's weekly safety inspection; progress reports; site safety inspections as required; and management meetings.

Design changes

Any design changes made during the construction phase will be discussed with the Principal Designer prior to implementation, and any additional health and safety risks assessed. Construction drawings will be updated to include the design changes, and design risk registers, method statements and risk assessments updated accordingly.

Subcontractor performance

The Site Manager will hold regular site meetings with all contractors to review health and safety matters, and all parties will be encouraged to raise concerns. Subcontractor performance, including health and safety performance, will be reviewed periodically and monitored continuously, with any concerns brought to the subcontractor's attention. Failure to rectify issues within an agreed timeframe may result in removal from site.

Control of Site Safety Risks

Access / parking

Designated vehicle and pedestrian access points will be put in place as part of site set-up. All people accessing the site must report to the site office to sign in each day. Parking is only within the designated parking area; where on-street parking is used, 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 and will be fully licensed for their vehicles. All delivery drivers will report to the Site Manager on arrival, and, where necessary, a banksman will be provided for the vehicle while within the site boundary and for access/egress.

Services

All service work will be subcontracted to specialist companies, who must 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. Existing service plans will be referred to where available, and all necessary surveys undertaken prior to commencement. Services will be isolated by a competent person before work begins, and the location of all services recorded and clearly marked. Isolation must not compromise existing alarm systems; where necessary, 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 the ground is suitable to support the proposed structure.

Excavations

Drawings will be obtained from public utility companies, and prior to any excavation the area will be scanned to identify underground services. All excavations will be examined and supported as required, assessed by a competent person, and supported or battered under competent supervision. All excavations are to be fenced with warning signage. Trenches will be inspected prior to entry and monitored (water, fumes, gas, services) to ensure entry is safe.

Site traffic and vehicle movements

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

Existing structures

All 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.

Falls

Falls from height are a major contributor to construction fatalities; all working at height will be controlled through method statements, ensuring risks are thoroughly assessed and minimised where working at height cannot be avoided. The Site Manager will highlight the hazards and promote safe working practices during inductions and toolbox talks. To minimise slips and trips, good housekeeping is essential: workers must keep their working area tidy and report any poor housekeeping to the Site Manager.

Confined spaces

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

Fragile materials

All fragile materials within existing structures will be identified and protected. No fragile materials will be used as working platforms or form part of access routes. Where a risk of falling through materials is identified, fall-prevention methods such as barriers, harnesses, safety netting or temporary platforms/crash decks will be installed. The handling of fragile materials will be subject to risk assessment and additional control measures.

Control of lifting operations

All lifting operations must be assessed and planned by a competent person, with a lifting plan developed prior to the lift. The Site Manager has overall responsibility for lifting operations and will act in compliance with all relevant regulations, in particular LOLER 1998.

Adjacent land use

For the safety of all operatives and members of the public, all drivers must not exceed 5mph within the site boundary, and 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 have been identified.

Control of Health Risks

Asbestos

If any suspected asbestos materials are discovered during the works, all works must cease and the suspected materials must not be disturbed. The Client will be contacted immediately, and testing carried out before proceeding. If suspected asbestos is disturbed accidentally, or is already friable and presents a risk, the area will be closed off immediately for an environmental clean by a specialist asbestos removal company. There is no presence of asbestos within the site boundaries found to date. All work is to stop should asbestos be found, and it is to be removed by specialist contractors.

Hazardous substances

All materials shall be used in accordance with good practice and current health & safety regulations, including COSHH guidance from manufacturers and suppliers. Any contractor bringing a hazardous substance onto site must notify the Contracts Manager and hold a suitable COSHH assessment and material data sheet. All containers must be labelled and stored as detailed by the manufacturer. COSHH assessments will be undertaken by a competent person, hazardous substances stored in locked storage areas, and no unauthorised person may use a hazardous substance. PPE will be worn as directed in individual COSHH assessments, and hazardous substances used well away from drains and watercourses to avoid environmental pollution.

Contaminated land

No contaminated land has been identified; however, caution is advised as some degree of contamination may be present in any existing site. Contamination risks will be minimised by safe working methods and suitable PPE, and risks to third parties are not significant. Precautions include minimising human contact with any contaminated area, using mechanical means where possible, using PPE such as protective overalls and gloves, and following thorough washing and cleaning procedures for people, equipment and plant.

Noise and vibration

Significantly high levels of noise or vibration are not anticipated during the construction phase. Control measures will be specified where applicable within method statements. Operations will 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 unreasonably noisy. All contractors must ensure PPE complying with the Control of Noise at Work Regulations 2005 is issued to their operatives where required.

Dust

Where high levels of dust are anticipated, the 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. Where necessary, mechanical hoists and lifting equipment will be used to minimise the risk of injury. Individuals should avoid lifting any load heavier than 25kg or large/bulky items; larger loads should be moved mechanically (fork-lift/telehandler, hoist or barrow) or by a team lift. Access routes must be kept clear, and the manual handling of heavy loads up and down ladders and steps avoided.

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 Health & Safety File will be submitted to the Principal Contractor. The information gathered includes construction methods, safe systems of work, as-built/as-installed drawings, O&M manuals (where required), specifications and data sheets, and any further information requested by the Principal Designer for compilation of the file.

Gathering of information

Subcontractors must submit all relevant health & safety information, method statements and risk assessments specific to this contract. Method statements must include the author, date prepared and PPE to be worn (over and above standard site PPE), be project-specific, and include any plant/equipment to be used. This will be collated and filed on site as part of the health & safety file. Subcontractors must also submit relevant O&M manuals, material specifications and as-installed drawings where applicable, and obtain relevant COSHH information for materials associated with their works. All information must be issued on or before the date of project completion; retention will not be released until this information has been provided and approved.

Storage of information

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

Site Waste Management Plan

Note: The Site Waste Management Plans Regulations 2008 were repealed in England in December 2013, so a formal SWMP is no longer a statutory requirement. A Site Waste Management Plan is nonetheless retained on this project as best practice and to demonstrate compliance with the Duty of Care and with planning Condition 9(i).

Format

The Site Waste Management Plan will be compiled in our standard company format.

Gathering of information

Information will be gathered throughout the construction phase by recording the types and quantities of waste produced, and the final disposal points. The plan will be monitored regularly, comparing actual against forecast waste, to review and improve waste management. Waste will be removed by licensed carriers to licensed facilities under the Duty of Care, with waste transfer notes retained.

Storage of information

The Site Waste Management Plan and associated records will be retained for at least two years as good practice.

Fire Safety Plan

Fire plan principles

- Site-specific fire arrangements will be briefed to all site operatives through the site induction.
- The site shall have a designated Fire Marshal.
- Fire alarms, call points and extinguishers must be maintained at all times.

Fire prevention procedures

- Overall responsibility for the prevention of fire rests with the Principal Contractor.
- This is a no-smoking site except for designated areas; no burning is permitted on site.
- The design team and Client will, where possible, specify materials of a non-flammable nature.
- The Principal Contractor will provide and maintain suitable and sufficient fire-fighting equipment and establish safe and adequate fire assembly points.
- Maintain safe means of access and egress in all areas at all times.
- Liaise with the design team and contractors to bring permanent fire-fighting equipment into service as soon as possible.
- Include fire patrols as part of site safety inspections, and conduct fire evacuation tests regularly.
- Update the fire plans as the project progresses and inform site operatives accordingly.
- Provide secure storage for flammable/highly flammable liquid and compressed gas.
- Petrol/diesel equipment should be located so that exhausts are away from combustible materials, with engines shut off during refuelling.
- Oxygen and fuel-gas cylinders should be stored well away from combustible materials, separated by fire-resistant materials and well ventilated.
- LPG cylinders should be stored in the open, away from heat sources, in a secure, ventilated and labelled area; all cylinders returned to storage when not in use.
- Obtain permits for all hot works; the electrical subcontractor will carry out regular inspections and tests on electrical equipment.

Means of escape

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

Fire fighting

The Principal Contractor will establish a site procedure for dealing with a fire emergency, taking into account the hazards involved and site-specific features, including sounding a warning alarm, dealing with a fire, closing down operations, evacuating the area, assembly at marshal points and roll calls, and locating missing persons. The Fire Marshal will instruct and train all personnel under their control in precautions and the actions to take in the event of fire, and train supervisors in the correct use of fire-fighting equipment. Adequate numbers of hand extinguishers of a suitable type will be available and maintained, examined and tested in accordance with the manufacturer's instructions and the relevant British Standard.

Fire emergency protocol

- On discovery of any fire, the nearest fire alarm will be activated by the person discovering the fire.
- All personnel within audible distance will immediately evacuate the area and report to the assembly/muster point.
- The site office must be notified immediately by the quickest practical means.

- The site office will activate the fire alarm (if not already), contact the emergency services, ensure all areas are evacuated and personnel are at assembly points, and notify the Client.
- Site office personnel will establish, where possible, the location, extent and nature of the fire, any casualties, and the evacuation status.
- Without taking personal risks, and if reasonably safe to do so, an attempt may be made to extinguish the fire using the nearest appropriate extinguishers.
- All contractors' supervisors will report to the Principal Contractor's representative at the assembly point and verify that all personnel under their control are accounted for.
- The Principal Contractor will arrange for the emergency services to be met at the main access point and guided to the incident.
- On arrival, the Site Manager will brief the officer in charge and provide such assistance as required.
- No person will return to work until the all-clear has been issued by the Fire Marshal.

IF YOU DISCOVER A FIRE OR SMOKE

- Operate the fire alarm immediately by shouting “FIRE! FIRE! FIRE!” or activating a red fire alarm call point.
- Leave the building/site by the nearest available fire exit and proceed to the assembly area.
- Fire-fighting equipment may be used ONLY if it is safe to do so and you have been trained.

FIRE EVACUATION PROCEDURE

The evacuation signal is “FIRE! FIRE! FIRE!” or a continuous alarm. On hearing this, leave the building/site by the nearest available fire exit and proceed to the assembly area at the Settle Road entrance.

NOTE: Do not enter confined spaces. Do not stop to collect personal belongings. Do not re-enter the building/site.