



**CONSTRUCTION DESIGN  
&  
MANAGEMENT REGULATIONS 2007**

***1 RADLETT PLACE***

**LONDON**

**CONSTRUCTION PHASE  
&  
ENVIRONMENTAL PLAN**

**R Durnnell & Sons Limited**

**Head Office:**

Rectory Lane, Brasted, Westerham, Kent, TN16 1JR.

Tel: 01959 564105 Fax: 01959 564756 email [rds@durnnell.co.uk](mailto:rds@durnnell.co.uk)

**Regional Office:**

The Governors House, 101 Alexandra Road, Farnborough, Hampshire, GU14 6BNTel: 01252 546455 Fax: 01252 519181 email [farnborough@durnnell.co.uk](mailto:farnborough@durnnell.co.uk)

# **CONTENTS**

## **AMENDMENT RECORD SHEET**

## **STATEMENT OF PRINCIPALS**

### **SECTION 1.0 DESCRIPTION OF PROJECT**

- 1.1 Project Details
- 1.2 Project Team and Contact Details
- 1.3 Information Provided by the Client/CDM CDM Coordinator (including location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate).

### **SECTION 2.0 MANAGEMENT OF THE WORK**

- 2.1 Management structure and responsibilities;
- 2.2 Health and safety goals for the project and arrangements for monitoring and review of health and safety performance;

#### ***Arrangements for:***

- 2.3 regular liaison between parties on site,
- 2.4 consultation with the workforce,
- 2.5 the exchange of design information between the client, designers, CDM Coordinator and contractors on site,
- 2.6 handling design changes during the project,
- 2.7 the selection and control of contractors,
- 2.8 the exchange of health and safety information between contractors,
- 2.9 site security,
- 2.10 site induction,
- 2.11 on site training,
- 2.12 welfare facilities and first aid,
- 2.13 the reporting and investigation of accidents and incidents including near misses,
- 2.14 Arrangements for the production and approval of risk assessments and method statements
- 2.15 site rules (including drug and alcohol policy)
- 2.16 fire and emergency procedures.

### **SECTION 3.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS**

#### ***Arrangements for:***

- 3.1.1 delivery and removal of materials (including waste\*) and work equipment taking account of any risks to the public, for example during access to or egress from the site.
- 3.2 dealing with services - water, electricity and gas, including overhead powerlines and temporary electrical installations,
- 3.3 accommodating adjacent land use,
- 3.4 stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures,
- 3.5 preventing falls,
- 3.6 work with or near fragile materials,
- 3.7 control of lifting operations,
- 3.8 the maintenance of plant and equipment,
- 3.9 work on excavations and work where there are poor ground conditions,
- 3.10 work on wells, underground earthworks and tunnels,
- 3.11 work on or near water where there is a risk of drowning,
- 3.12 work involving diving,
- 3.13 work in a caisson or compressed air working,
- 3.14 work involving explosives,

- 3.15 traffic routes and segregation of vehicles and pedestrians,
- 3.16 storage of materials (particularly hazardous materials) and work equipment,
- 3.17 any other significant safety risks;

***Arrangements for controlling health & environmental risks, including:***

- 3.18 the removal of asbestos,
- 3.19 dealing with contaminated land,
- 3.20 manual handling,
- 3.21 use of hazardous substances, particularly where there is a need for health monitoring,
- 3.22 reducing noise and vibration,
- 3.23 work with ionising radiation,
- 3.24 exposure to UV radiation (from the sun),
- 3.25 any other significant health risks.
- 3.26 Site Environmental Management.

## **SECTION 4.0 THE HEALTH AND SAFETY FILE**

- 4.1 layout and format;
- 4.2 arrangements for the collection and gathering of information;
- 4.3 storage of information.

## **SECTION 5.0 SITE ENVIRONMENTAL MANAGEMENT**

- 5.1 Environmental Requirements

## **SCHEDULE OF APPENDICES**

### **A1 HSE NOTIFICATION**

### **A2 SCHEDULE OF CONTRACTORS RISK ASSESSMENTS/METHOD STATEMENTS**

Including example of subcontractor method statement/risk assessment evaluation form No. S007

### **A3 HEALTH & SAFETY RESPONSIBILITIES/CHART & INSPECTION/FORMS REQUIREMENTS**

### **A4 SITE LAYOUT DETAILS / PLAN**

### **A5 SITE-SPECIFIC EMERGENCY INFORMATION**

### **A6 SITE INDUCTION/SITE RULES**

### **A7 RECORD OF DESIGN INFORMATION (*including exchange of information between relevant parties, i.e. client, designers, CDM Coordinator and contractors on site*)**

### **A8 INFORMATION FOR HEALTH & SAFETY FILE**

**NB.** Site Inductions forms, statutory registers etc will be held in a separate file on site\_

## Introduction

In compliance with the Construction Design & Management Regulations 2007, R Durnell & Sons Limited have been appointed as the principal Contractor by the Client for the afore mentioned project.

Pre-construction information has been received and the Client has appointed a CDM Coordinator, allowing sufficient time for planning before the contract commencement.

R Durnnell and Sons Ltd will receive appointment as the Principal Contractor via the Client. This Health & Safety Plan has been prepared in accordance with the above Regulations and the wish of all concerned to minimise risk to those involved in the construction and maintenance of the facility.

R Durtnell & Sons Limited will contribute to the compilation of the Health and Safety file that will be compiled by the CDM Coordinator unless stated in the contract conditions. The contents of the Health and Safety Plan and File are solely for the purpose of providing information to those who have a duty to ensure the health and safety of any person engaged on the construction, or future maintenance and cleaning of the site.

It should be noted that this plan is a working document and is subject to change at any stage throughout the contract.

**This safety plan has been deemed suitably developed by:-**

**CDM**  
**Coordinator:**

Chris Everitt

**Signed:**

Date \_\_\_\_\_

## Contracts Manager

*Andrew Curtis*

**Signed:**

Date

## Health & Safety Manager

*Steve Johnson*

**Signed:**

Date \_\_\_\_\_

## CONSTRUCTION PHASE PLAN AMENDMENT RECORD SHEET

[illegible]

# **SECTION 1.0 DESCRIPTION OF PROJECT**

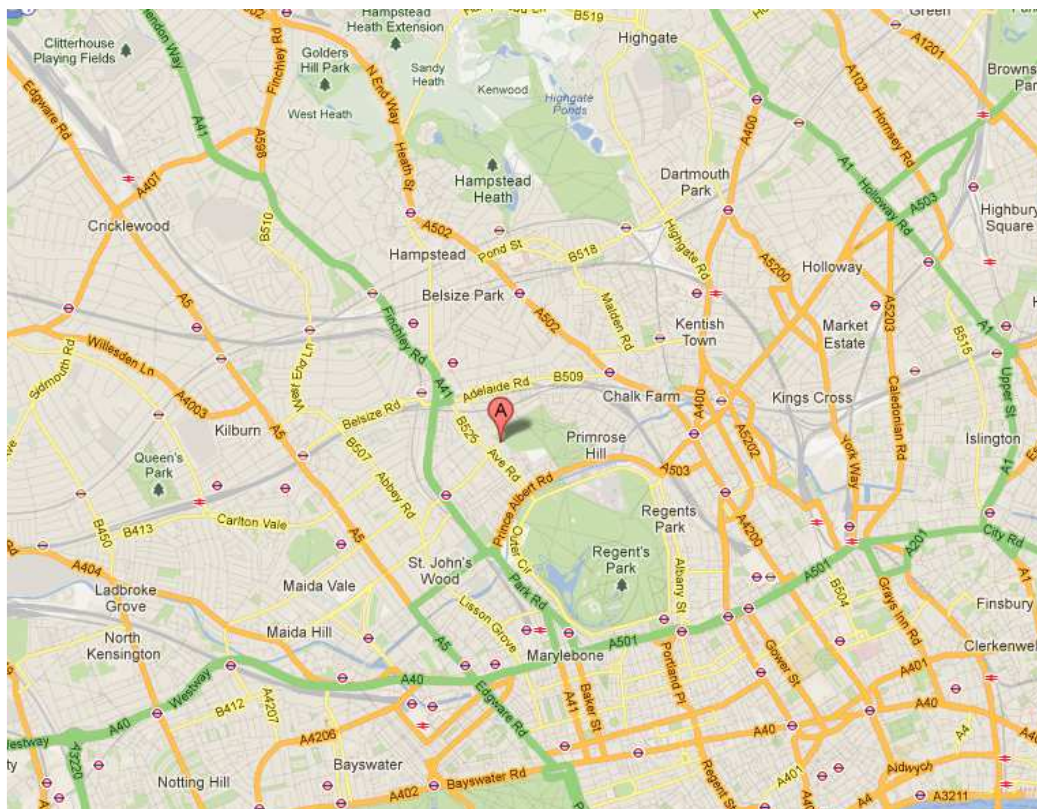
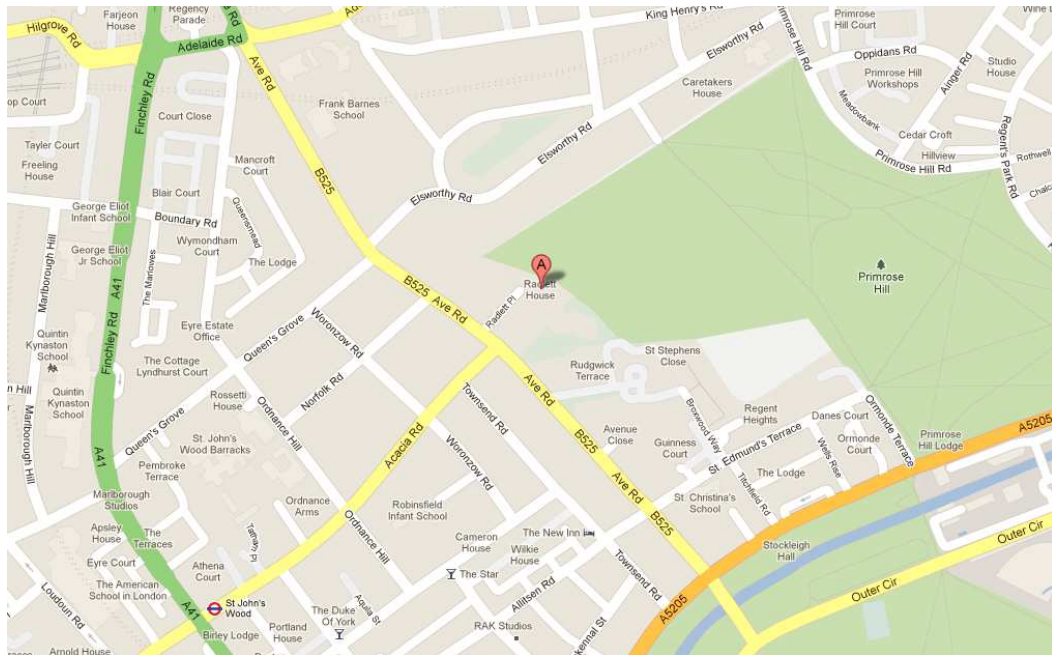
## **1.1 Project Details**

**Name Of Project**

*1 Radlett Place, London*

**Site Address**

*1 Radlett Place, London. NW8 6BT*



<b>Date of HSE Notification (F10 rev)</b>	<table border="1"><tr><td><i>TBC</i></td></tr></table>	<i>TBC</i>
<i>TBC</i>		

<b>Mobilisation period as stated by the client</b>	<table border="1"><tr><td><i>TBC</i></td></tr></table>	<i>TBC</i>
<i>TBC</i>		

<b>Date that Pre-Contract information is provided to the Principal Contractor</b>	<table border="1"><tr><td><i>TBC</i></td></tr></table>	<i>TBC</i>
<i>TBC</i>		

<b>Date that Construction Phase Plan is produced</b>	<table border="1"><tr><td><i>10/10/12</i></td></tr></table>	<i>10/10/12</i>
<i>10/10/12</i>		

<b>Description Of Project</b>	<table border="1"><tr><td><i>New build domestic dwelling 6 bedroom, swimming pool, including a garage to be built on newly constructed basement. London Plane trees to be properly protected as per Arboriculture Development report.</i></td></tr></table>	<i>New build domestic dwelling 6 bedroom, swimming pool, including a garage to be built on newly constructed basement. London Plane trees to be properly protected as per Arboriculture Development report.</i>
<i>New build domestic dwelling 6 bedroom, swimming pool, including a garage to be built on newly constructed basement. London Plane trees to be properly protected as per Arboriculture Development report.</i>		

**Time scale of project including any phasing**

<b>Contract period</b>	<table border="1"><tr><td><i>TBC</i></td></tr></table>	<i>TBC</i>
<i>TBC</i>		

<b>Commencement on site</b>	<table border="1"><tr><td><i>TBC</i></td></tr></table>	<i>TBC</i>
<i>TBC</i>		

<b>Completion of construction</b>	<table border="1"><tr><td><i>TBC</i></td></tr></table>	<i>TBC</i>
<i>TBC</i>		

<b>Details of Phasing</b>	<table border="1"><tr><td><i>TBC</i></td></tr></table>	<i>TBC</i>
<i>TBC</i>		

**1.2 Project Team and Contact Details**

<b>Employer</b>	<table border="1"><tr><td><i>Radlett Holdings Limited La Motte Chambers St Helier Jersey. JE1 1PB Contact – Peter Morin</i></td></tr></table>	<i>Radlett Holdings Limited La Motte Chambers St Helier Jersey. JE1 1PB Contact – Peter Morin</i>
<i>Radlett Holdings Limited La Motte Chambers St Helier Jersey. JE1 1PB Contact – Peter Morin</i>		

<b>Project Manager</b>	<table border="1"><tr><td><i>Project Manager Davies Boulton Limited 22 Chelsham Road South Croydon CR2 6HY David Purcell Sarah T/ 020 8681 2111 M/ 07788593610 E/ office@daviesboulton.onmicrosoft.com</i></td></tr></table>	<i>Project Manager Davies Boulton Limited 22 Chelsham Road South Croydon CR2 6HY David Purcell Sarah T/ 020 8681 2111 M/ 07788593610 E/ office@daviesboulton.onmicrosoft.com</i>
<i>Project Manager Davies Boulton Limited 22 Chelsham Road South Croydon CR2 6HY David Purcell Sarah T/ 020 8681 2111 M/ 07788593610 E/ office@daviesboulton.onmicrosoft.com</i>		

**Designer**

*Architects & Interior Designers SHH*  
1 Vencourt Place  
Ravenscourt Park  
London  
W6 9NU  
David Spence  
Guy Matheson  
Shay Radjokovich  
(\*)James Campbell  
T/ 020 8600 4171  
F/ 020 8600 4181  
E/ [davids@shh.co.uk](mailto:davids@shh.co.uk)  
M/ 077 6558 4786  
E/ [guym@shh.co.uk](mailto:guym@shh.co.uk)  
E/ [shayr@shh.co.uk](mailto:shayr@shh.co.uk)  
E/ [jamesc@shh.co.uk](mailto:jamesc@shh.co.uk)  
M/ 07984 323 922  
FTP Site [www.shhftp.co.uk](http://www.shhftp.co.uk)

**Electrical / Mechanical Engineer**

*Mechanical & Electrical Engineers ME7*  
Unit 2, Rays Farm Barns  
Roman Road  
Ingatestone  
Essex CM4 9EH  
(\*)Jordan Billinton  
Kevin Waller (electrical)  
Stephen Stanley (mechanical)  
T/ 01277 353225  
W/ [www.me7.eu](http://www.me7.eu)  
M/ 07769 01137  
E/ [jb@me7.eu](mailto:jb@me7.eu)  
[kw@me7.eu](mailto:kw@me7.eu)  
[ss@me7.eu](mailto:ss@me7.eu)  
*Energy & Sustainability ME7*  
Dudley Walker  
T/ 01277 353225  
W/ [www.me7.eu](http://www.me7.eu)  
E/ [dw@me7.eu](mailto:dw@me7.eu)

**Structural Engineers:**

*Webb yates Engineers*  
23-24 Smithfield Street  
London  
EC1A 9LF  
Contact – Steve Webb  
Tel : 0207 489 0900 / email :  
[steve@webbyates.co.uk](mailto:steve@webbyates.co.uk)  
[Rob.nield@webbyates.co.uk](mailto:Rob.nield@webbyates.co.uk)

**CDM Coordinator**

*Head Projects Ltd  
Quantum House  
22-24 Red Lion Court  
London. EC4A 3EB  
Contact – Chris Everitt  
Tel : 0207 822 2360 / email : [chris.everitt@hpbltd.co.uk](mailto:chris.everitt@hpbltd.co.uk)*

**Principal Contractor**

*R Durtnell & Sons Limited  
Head Office: Rectory Lane  
Brasted, nr Westerham  
Kent TN16 1JR  
Contact – Andrew Curtis  
Tel: 01959 564105 Fax: 01959 564756  
Email : [Andrew.curtis@durtnell.co.uk](mailto:Andrew.curtis@durtnell.co.uk)*

**Contractors**

*TBC*



### **1.3 Information Provided by the Client/ CDM Coordinator**

(c) extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures.

<b>General ground conditions</b>	<i>Survey initially done but need to be checked for ground conditions</i>
<b>Water table levels</b>	<i>Not applicable but could be an issue</i>
<b>Soil contamination</b>	<i>No evidence or serious contamination contained as per Soils Ltd report</i>
<b>Previous land usage</b>	<i>No information provided</i>
<b>Details of existing structures including fragile material &amp; roofing</b>	<i>No Information provided</i>
<b>History of buildings uses/archaeological requirements</b>	<i>No survey required by client</i>
<b>Asbestos materials or contamination</b>	<i>Asbestos survey identified asbestos in the building that has now been demolished (this was mainly in the soffits)</i>
<b>Heavy metals present (including lead painted surfaces and lead putties etc.)</b>	<i>None known</i>
<b>Hazardous waste/chemical contamination</b>	<i>None known</i>
<b>Details and location of existing services</b>	<i>Survey identified on site. (Gas and Electric)</i>
<b>Any information on existing underground works or tunnels etc.</b>	<i>No information provided.</i>
<b>Any record drawings which may be available</b>	<i>Existing building layout plan with site drawings</i>

**Hazardous materials left on site including Refrigeration gasses or other CFC's**

*None known.*

**Environmental issues including tree preservation (TPO's), wildlife/protected species**

*TPO's and tree protection in place. (refer to report for further details)*

*Photo showing tree protection.*



**Any other materials which may influence health or safety planning during the project including adjacent processes or operations.**

*None*

## **SECTION 2.0 MANAGEMENT OF THE WORK**

### **2.1 Management Responsibilities**

R Durtnell & Sons Ltd's most senior on-site Project Site/ Manager is responsible for the overall co-ordination of safety of the works on site.

#### **Contract Manager**

Responsible for ensuring/ monitoring the implementation of the company safety policy.

#### **Site Manager/Agent**

The Site Manager will have full responsibility for the control and management of health, safety and welfare issues on the project. He will act as the principal point of contact for the client and design teams as well ensuring the site team are kept informed of relevant safety information. He will Issue a Report of Unsafe Conditions to Contractors where the circumstances or method of working constitutes a threat to personal safety

#### **Health and Safety Manager**

Assist with the production of the construction phase plan. Carry out safety inspections/audits of the site Provide H&S advice and assistance.

#### **Appointed Person (Lifting Operations)**

Co-ordination of all lifting operations and the production of Safe Lifting Plans

#### **First Aider(s)**

Site manager or subcontractor nominated person. Administer emergency fire aid in accordance with the 1981 First Aid a Work Regulations.

It remains the responsibility of each Contractor to provide the names and their point of contact with responsibilities for safety.

For full details of the project specific organisation structure and health & safety responsibilities and inspections refer to appendix 3.

### **2.2 Safety goals of this project & Monitoring Health and Safety.**

R Durtnells and Sons Ltd expects excellent health and safety standards and the following health and safety goals for this project :-

- zero enforcement action
  - a reportable accident/incidence rate that is 50% lower than the industry average.
- The RIDDOR rate of reported non-fatal (major and over-3-day) injury to employees
- appropriate and frequent internal audit of physical and documentary compliance with health and safety legislation
  - monthly audit of physical and documentary compliance with health and safety legislation

These goals can only be achieved by a positive safety culture by proactive management involvement and subcontractor cooperation.

The Health & Safety performance of persons working on site will be monitored as part of the R Durnell & Sons Limited periodic site safety inspection & auditing system, and any weaknesses will be drawn to the attention of the management of those responsible, in addition to the immediate remedial actions implemented at the time.

#### **2.2.1 Records of site H&S monitoring.**

*The implementation of health and safety and the standards of health and safety on site will be ascertained through regular site safety inspections carried out by the site manager. A Formal inspection will be carried out at least once a week and the results entered onto form S012; This is a double-sided inspection form that also covers scaffolding/ Working at Height Regulations 2005 statutory inspections. The findings of these inspections will be used to establish the effectiveness and levels of compliance with this health and safety plan, as well as identifying any areas of improvement. RDS Safety Manager will also inspect the site as determined by risk factors but not exceeding 4 weekly periods. Health & Safety inspections will be reviewed at by senior management and site staff at monthly Safety & Progress meetings.*

#### **2.2.3 Record of contractors site H&S self-monitoring.**

*All major package sub-contractors will inspected their work area and plant/equipment at least once a week. The results will be entered on to R*

*Durnell & Sons Ltd Subcontractors Health & Safety Inspection (Including Site Work Equipment) form on a weekly basis. (Form S013)*

#### **2.3 Arrangements for regular liaison between parties on site.**

*Communication between parties on site will be carried out via subcontractor meeting and direct*

*liaison with subcontractors supervisors by the site management. The project manager will ensure that the neighbours to Radlett Place are also be informed on a regular basis of any issue that may affect their operations. I.e. large deliveries.*

#### **2.4 Arrangements for Consultation with workforce.**

*Site Management will consult with the workforce on matters affecting health and safety. Individuals will be encouraged to raise any constructive*

*suggestion or complaint initially with their immediate supervisor or RDS site Management. Specific site safety meetings will be held, each subcontractor employed on site will be asked to elect or nominate a representative(s) to attend a monthly meeting. Agenda and notes contained in site safety folder 2 section 14*

#### **2.5 Arrangements for the exchange of design information between the client, designers, CDM Coordinator and contractors on site.**

*To ensure that information about site progress, design changes and safety hazards are communicated to all parties, regular liaison meetings will be held on site to discuss the*

*Progress of the works, all relevant parties are invited to attend these meetings, though attendance at every meeting is not necessarily required for all parties. Monthly site meetings to facilitate this and information to be circulated to all relevant parties on the distribution list. Any details to be recorded as Appendix 7 by the site project manager.*

## **2.6 Arrangements for handling design changes during the project,**

*Where changes are made to the design that have Health & Safety implications, they shall to be brought to the attention of the CDM Co-ordinator.*

*Procedures shall be established with the design team in order that the CDM Co-ordinator has the opportunity to review the changes and co-ordinate with the relevant parties. Monthly design meetings to be used as the forum for exchanging information/details of design changes and implications.*

## **2.7 Arrangements for the selection and control of contractors.**

**For records of contractors project performance (assessed after completion of projects) refer to the QA management system.**

*Details of these appointments and the methods used to establish the H&S competence and resources allocated as detailed in the QA database. R Durtnell & Sons Ltd, however, do not place any over due reliance on safety questionnaires when assessing the competence of designers or contractors who may form part of*

*our project team, but prefer to place greater value on the use of people with whom we have established repeat order working relationships. This enables a more comprehensive competence assessment to be achieved. Our management systems do, however, include a competence assessment and feed back monitoring system and any organisation which fails to satisfy these criteria is removed from our controlled data base records, which results in their not being used on future projects. (Form RDS SSQ26)*

*All contractors and their site operatives will be under the ultimate control of the R Durtnell & Sons Limited Site Management in respect of Health & Safety matters and must fully comply with directions given to them. They must also act in accordance with R Durtnell & Sons Limited safety policy, safety procedures and this safety plan. This is in addition to their statutory and contractual duties.*

## **2.8 Arrangements for the exchange of health and safety information between contractors**

*Subcontractor will be given health and safety information throughout the project starting with tender and pre-start meetings. Information that is*

*required to be exchanged between subcontractors will be channelled through site management via on-site meetings. Site inductions will provide relevant information on emergency procedures, F10 and toolbox talk requirements.*

## **2.9 Arrangements for site security**

*Site security is an important issue therefore a secure full height site boundary hoarding*

*will be used in places around the site to prevent unauthorised access. Site entrance gates shall be properly secured at the end of the shift. Refer to site layout plan for details. There is no allowance for security/ security devices. R Durtnell will provide security/devices if instructed by the client. All R Durtnell staff have CRB checks and site induction includes a section on requirements for subcontractors. All plant and equipment will be secured at the end of each shift, details given to operatives at site induction.*

## **2.10 Arrangements for site induction,**

*Everyone visiting or working on site must sign in at the site office. R Durtnell's site manager will ensure that all site operatives and subcontractors supervisors are given a site-specific induction before commencing work on site. Subcontractors supervisors will also be expected to induct their own operatives into their own risk assessment /method statement. Any subcontractors who employ young persons must carry out a site specific young persons risk assessment and submit it to R Durtnell site management for approval before the young person commences work on site. Subcontractors providing operatives whose first language is not English must provide interpreters. There operatives must be supervised by the subcontractor's supervisor. For full details of the site induction refer to appendix A6 (Site induction helmet stickers to be issued upon successful completion of the induction)*

### **Procedures for ensuring H&S of Site Visitors**

*Site visitors must report to RDS site office before walking around the site. Site visitors must be given a site-specific induction talk or be escorted around the site. (Site office will be clearly signed)*

## **2.11 Arrangements for on site training.**

*The provision of Health & Safety training will remain the responsibility of each employer RDS may arrange specific on site H&S training if required but generally expect subcontractors to provide trained operatives for all of their routine operations. Toolbox talks will be carried out at least once a month covering relevant subjects. Details of attendees to be recorded on form S014 (Site H&S file 2 Section 13). All operatives training will be recorded on side two of the site induction forms.*

## **2.12 Arrangements for welfare facilities and first aid**

*The location of these facilities will be clearly identified on the site layout plan in Appendix A4 and will be located at the rear of the site.*

*The extent of the facilities will include sufficient allocation for all those envisage to be working on the site at any time and will include toilets, hand washing facilities, rest rooms, canteen area and changing/drying rooms. (canteen to seat 50% of maximum numbers of site operatives).*

*First aid facilities will be available in the main site office and will be clearly signed. The names of all first aiders will also be displayed on the site notice board, all first aiders will hold a current a first aid at work certificate, recorded on the site induction form side two.*

## **2.13 Arrangements for the reporting and investigation of accidents and incidents including near misses,**

*All accidents or injuries to persons while they are on the site must be reported to the Site Manager, and details entered in the R Durtnell &*

*Sons Limited Site Accident Report sheet. (Site H&S file 2 Section 8 located in the site managers office, injured person and R Durtnell site manager to sign the form.)*

*Report sheet and sent directly to RDS Head Office. (No copies to be held on site). All incidents under the RIDDOR must be brought to the attention of RDS H&S Manager.*

*Sub-Contractors to complete F2508 for their employees or contractors under there control and submit a copy to R Durtnell & Sons Ltd.*

### **Non injury Incidents/near misses**

*Non-injury Incident and near misses to be reported on H&S form No. S008 "Report of unsafe conditions/Incident report form" Report sheet and sent directly to RDS Head Office. Any RIDDOR incidents must be brought to the attention of RDS H&S Manager ASAP. R Durtnell H&S manager will investigate all reportable incident and monitor minor injuries.*

*All incidents will be reported at the monthly clients site meeting.*

**2.14 Arrangements for the production and approval of risk assessments and method statements.**

*In accordance with the CDM regulations and current Health and Safety legislation all subcontractor and operations that are under RDS managements control will require the production of a SITE SPECIFIC Risk*

*Assessment and Method Statement. **This information must be produced in sufficient time for Site Manager to complete RDS "Subcontractor Method Statement/Risk Assessment Evaluation Form" No. S007.**The results of the evaluation will be as follows. Risk assessment register is located in appendix 2. Risk assessment/ method statement information must be communicated to the work force by their site supervisor and confirmed as the site induction on section 22 & 23. Subcontractors must submit their site-specific risk assessment and method statement at least 1 week prior to commence on site.*

**A** Accepted (work authorised to proceed)

**B** Accepted with following conditions

**C** Rejected – No work to commence until revised document has been issued and approved. Method Statements and Risk Assessments must be concise we do not require or want vast amounts of generic information).

All Method Statements and Risk Assessments must follow this following 10 points in this order

1. **Basic contract details** Include dates, times, and specific site locations etc
2. **Risk Assessment** Significant details of the site specific risk assessment
3. **Sequence of work** operations in a logical order that can be easily understood. Reference to drawings/sketches and/or technical information where applicable.
4. **Resources**. Number of operatives anticipated to be on site and the minimum required to carry out the work safely. Details of plant and equipment to be used. To include details of inspection/certification requirements.
5. **Access, egress and specific detailed description of safe working at heights/prevention of falls**. Including the hierarchy for the selection of work at height equipment. Protection needed for any other persons.
6. **Description of emergency/rescue and fire procedures**. This section must also include the rescue procedures from height if safety harnesses are used.
7. **Arrangements for delivery, stacking, storing and movement on site of plant/materials**. This section must also include a Manual Handling assessment.
8. **Environmental controls** including details of site temporary lighting arrangements for clearance of debris from site and waste transfer procedures.
9. **PPE, noise assessment, vibration assessment (HAVS), COSHH assessments and permit to work procedures**. Including details of control measures
10. **Competent person/supervision/training/procedures**. Whilst we appreciate that the names of all operatives who may work on this project may not be known at this time we still require details of the level of competency/training of personnel who will work on the project.

**2.15 Site rules (including drug and alcohol policy)**

*Site rules are contained within the site induction information.*

**2.16 Fire and emergency procedures including the Provision of First Aid resources**

*As detailed in Appendix 5. Displayed within the site office & site canteen is an action sheet with emergency contact*

*information RDS Site Manager will be a qualified First Aider. First Aid equipment to allow for up to 50 people will be held on site.*

## **SECTION 3.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS**

### **3.1 Arrangements for delivery and removal of materials (including waste\*) and work equipment taking account of any risks to the public, for example during access to or egress from the site,**

*The location of these facilities are identified on the attached plan see appendix A4. Safe and secure storage facilities will be provided for the storage of all hazardous and flammable materials, these will be stored in accordance with current regulations and requirements. All*

*deliveries and visitors to the site will be directed to the site office and asked to report to the site manager before off-loading etc.*

*Access to the site will be via Avenue Road and Radlett Place. Vehicles will approach the site from the North via Swiss Cottage, Avenue road and onto Radlett Place. When approaching from the south via Prince Albert road, Avenue road and then onto Radlett Place.*

*2 on site Banksman will operate the control of vehicles to allow access / control reversing onto the site via the private road to Radlett Place. Lorries will leave the site in a forward gear with extreme care going into the Avenue Road junction.*

*Generally deliveries will take place between 8am and 6pm. All deliveries will be scheduled and any vehicles arriving out of the agreed times will be turned away. Major deliveries such as piling rigs and cranes will be subject to extra staffing and also consultation in advance with the neighbours.*

*Priority at ALL TIMES to the neighbour in Radlett Place. Traffic flow is essential on site and by way of efficient scheduling between the site team there will be no blocking up in Avenue road or Radlett Place.*

#### **Waste Management**

*An assessment will be made during construction works for opportunities to recycle waste materials. R Durnell's only use waste carriers that process the contents of the skips off site and recycle the waste materials. Details of which are sent to head office for analysis.*

*Suitable receptacles, such as skips, will be provided on site for the collection of waste materials. These skips will be emptied on a regular basis, as and when demand dictates.*

*Waste to be safely contained to prevent spillage. Waste only to be removed by a registered waste carrier - obtain copy of licence and place on file. Complete, sign and hand over transfer note - copy to be retained for 2 years and waste description to be correctly described on transfer note. Obtain information about where waste is to be stored or disposed of. Site management should be alert for evidence that waste is not being handled correctly.*

### **3.2 Arrangements for dealing with services - water, electricity and gas, including overhead powerlines and temporary electrical installations,**

*Survey drawings/information will be given to relevant subcontractors and discussed at pre-start meetings; necessary control measures will be incorporated with subcontractors site specific*

*method statement. Prior to the commencement of excavations a survey with a Cable Avoidance Tool (C.A.T.) will be carried out.*

### **3.3 Arrangements for accommodating adjacent land use/occupants, including roads / railways /Airports**

*There are neighbours surrounding the site who will be kept informed of construction activities and any comments / actions will be dealt with as required.*



**3.4 Arrangements for stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures,**

*Temporary propping during basement construction will be subject to a temporary works design and stringent checks.*

**3.5 Arrangements for preventing falls. Including method of working at height during construction. (For emergency rescue plan see Appendix 5)**

*System fall protection systems will be used as required (Combisafe) Temporary access stairs during build when required.*

**3.6 Arrangements for work with or near fragile materials,**

*No fragile materials have been specified.*

**3.7 Arrangements for the control of lifting operations Including details of methods of transporting materials to their final work position. I.e. tower/mobile crane, telescopic handler, Rough terrain forklift (RTFL) hoists, pallet trolley, etc. (Method to include the reduction of manual handling as far as reasonably practicable).**

*A tower crane will be used to load / unload materials. The crane will have an approx. 50m radius with a luffing jib to prevent oversail onto neighbouring properties.*

**3.8 Arrangements for the maintenance of plant and equipment, statutory safety documentation.**

*All plant & equipment must be accompanied by the appropriate test, examination or other*

**3.9 Arrangements for work on excavations and work where there are poor ground conditions,**

*This work is already being carried out under a Site specific method statements and risk assessment.*

**3.10 Arrangements for work on wells, underground earthworks and tunnels**

*Not applicable to this project*

**3.11 Arrangements for work on or near water where there is a risk of drowning,**

*Not applicable to this project*

**3.12 Arrangements for work involving diving, work in a caisson or compressed air working,**

*Not applicable to this project*

**3.14 Arrangements for work involving explosives,**

*Not applicable to this project*

**3.15 Arrangements for traffic routes and segregation of vehicles and pedestrians**

*Refer to the site layout plan in appendix A4. The site entrance road is via Radlett Place. A site wide speed limit of 5 mph will be implemented and*

*signs displayed along the route. The site Banksman will operate the control of vehicles to allow access/ give directions/ control reversing.*

**3.16 Arrangements for storage of materials (particularly hazardous materials) and work equipment,**

*Unloading and storage is to be confined to the designated storage area or the working area. Materials shall not be unloaded or stored where they cause any obstruction to the site operations*

*. Materials shall not be stored/stacked in a manner where they pose a risk should they fall*

**3.17 Arrangements for any other significant safety risks;**

*None identified at this stage.*

**Arrangements for controlling health risks, including:-**

**3.18 Arrangements for the removal/management of asbestos**

*As per the Asbestos report*

**3.19 Arrangements for dealing with contaminated land.**

*None required.*

**3.20 Arrangements for manual handling. Details of specified materials over 20kgs that require manual handling.**

*No specific information provided. Specified concrete blocks must weigh less than 20kgs per block to comply with current HSE*

*requirements.*

**3.21 Arrangements for the use of hazardous substances, particularly where there is a need health monitoring,**

*Subcontractors to submit COSHH assessment with their site specific risk assessments (Standard COSHH assessment held in site COSHH file). Commonly used products such as*

*cement, concrete & limited solvent adhesives. Solvent free materials will be used wherever they can be substituted. COSHH information will be reviewed by the Site Manager.*

**3.22 Arrangements for reducing noise and vibration,**

*The use of low vibration tools must be utilised where possible. All subcontractors will be expected to include noise and vibration monitoring within their method statements.*

**3.23 Arrangements for work with ionising radiation, use of lasers etc.**

*There will be no processes requiring the use of ionising radiation on this project. Subcontractors*

*using lasers will be expected to include risk reduction methods into within their method statements. Class 1 or 2 only should be used on site.*

**3.24 Arrangements for controlling exposure to UV radiation (from the sun).**  
induction.

*All subcontractors to wear appropriate clothing as detailed in HSE guidance. Also see site*

**3.25 Arrangements for any other significant health risks.**

*None required.*

## **SECTION 4 THE HEALTH AND SAFETY FILE**

**4.1 Arrangements for layout and format;**

*Refer to requirements of the pre-construction information.*

**4.2 Arrangements for the collection and gathering of information;**

*CDM coordinator for compiling (See Appendix 8).*

*The information will be gathered by the site manager and contracts manager and given to the*

**4.3 Arrangements for storage of information.**

*Any information which the CDM Coordinator has specified as being required for inclusion in the H&S file will be preserved and forwarded to the "CDM Coordinator" by each contractor and their designers when requested to do so by the CDM Coordinator and as it becomes available during the construction or design phase.*

*Any information which the CDM Coordinator has specified as being required for inclusion in the*

## **SECTION 5 SITE ENVIRONMENTAL MANAGEMENT**

**5.1 Environmental Requirements**

*See environmental site plan & risk assessment below.*

**Commitment to monitor, report and set targets for CO<sub>2</sub> production or energy use arising from site activities**

*Monthly measurements of energy and water usage to be recorded on RDS site energy use form and displayed on site. Estimated target levels of energy consumption must be set and displayed*

**Commitments to adopt best practice policies in respect to air (dust) pollution**

*1. Confirmation is required of the site's procedures to minimise air / dust pollution. This can include*

- a. 'dust sheets',*
- b. regular proposals to damp down the site in dry weather,*
- c. covers to skips etc.*

*2. The site team must indicate how this information is disseminated to site operatives.*

**Commitment to adopt best practice policies in respect to water (ground/surface) pollution**

*1. Confirmation is required of the site's procedures to minimise water pollution following best practice guidelines outlined in the following documents.*

- a. PPG 1 – General guide to the prevention of pollution. Environment Agency*
- b. PPG 5 – Works in, near or liable to affect watercourses. Environment Agency*
- c. PPG 6 – Working at demolition and construction sites. Environment Agency*

*2. The site team must also indicate how this information is disseminated to site operatives.*

**Commitment to source timber used during construction from sustainably managed sources**

*80% of timber used during construction, including formwork, site hoardings and other temporary site timber used for the purpose of facilitating construction, is to be procured from sustainably managed sources, independently certified.*

*Re-used timber from off site can be counted as equivalent but reusable formwork only complies if it meets the above criteria.*

*3. BREEAM credit can be awarded where all the timber used is reclaimed timber*

**5.2 Site Waste Management Plan SWMP.**

*Required by anyone planning a construction project costing more than £250,000 in England and Wales. See SWMP below.*

*Required by anyone planning a construction*

# ENVIRONMENTAL SITE PLAN & RISK ASSESSMENT



**Project Title:** 1 Radlett Place

## EMERGENCY CONTACT NUMBERS

Site Manager	Ian Edwards	07802283364
Contracts Manager	Andrew Curtis	07557 436672
Environmental Manager	Steve Johnson	07788 230621
Environment Agency		0800 807060

## ENVIRONMENTAL CONTROLS ASSESSED

	Yes	No	N / A		Yes	No	N / A
Contaminated Land		✓		Trees Protection (TPO's)	✓		
Abstraction licence required		✓		Vegetation been protected	✓		
Discharge consent required		✓		Wildlife and protected species	✓		
Is fuel being stored on site	✓			Water courses on site	✓		
Wheel washing facilities required	✓			Surface water/foul drainage		✓	
BREEAM required	✓						

## ENVIRONMENTAL HAZARDS

Ref.	Key hazards/Impacts associated with the above task/activity.	Potential Impact on:						Likelihood			Severity					Risk Score
		Air	Water	Land	Noise & Vibration	Flora & Fauna	Visual	Probable	Occasional	Remote	Major Env. Incident	Serious Incident	Legislative Breach	Minor Incident	Negligible	
								3	2	1	5	4	3	2	1	
1	Fuel tanks			✓						✓			✓			3
2	Chemical storage area		✓	✓						✓			✓			3
3	Surface water/foul drainage		✓							✓			✓			3
4	Dust generation	✓						✓							✓	3
5	Plant movements refuelling				✓			✓							✓	3
6	Plant refuelling		✓	✓					✓				✓			6

## RISK RATING SYSTEM

<b>1-3 Low Risk</b>	No further action needed.
<b>4-6 Medium Risk</b>	Control measures needed.
<b>8-12 High Risk</b>	If possible use alternative method. If not, implement further control measures Method Statement must be produced.
<b>12+ Very High Risk</b>	Find alternative method; if necessary involving CDM Coordinator and Design Team.


## PERSONS AFFECTED

Operatives	✓	Members of Public	Site Visitors	Young Persons	Managers	✓	Other Workers		Others
------------	---	-------------------	---------------	---------------	----------	---	---------------	--	--------

## SPECIALIST EQUIPMENT

Spill Kits	✓	Fuel Bunds	✓	Respiratory Protection		Hearing Protection	✓
Acoustic Screens	✓	Hand/Face Protection		Water Sprays	✓	Others	

# Site Waste Management Plan SWMP

Site Waste Management Plan SWMP								
Contract/ Site name	✓ 1 Radlett Place					Date	3/8/2012	
Site Location	1 Radlett Place, London. NW8 6BT					Stage of project	Initial	
Person Responsible for waste management on site						R Durnell Site Manger		
Material	Re-used onsite	Re-used offsite	Recycled for use on-site	Recycled for use off-site	Sent to recycling facility	sent to WML exempt site	Disposal to land-fill	WTN Completed
Topsoil					✓			
Hardcore	✓			✓				
Ceramics							✓	
Metals					✓			
Packaging							✓	
Timber					✓			
Architectural Features *					✓			
Insulation					✓			
Plasterboard					✓			
Canteen waste							✓	
Plastic					✓			
Hazardous Waste							✓	
Liquids and Oils							✓	
Totals (in m <sup>3</sup> )								
Performance score %								
SWMP Target %								

## Commitment to sort and recycle site construction waste

- Waste must either be:
  - recycled on site or
  - sorted on site and collected for recycling.
- Confirmation is required that the site's construction waste will be sorted into at least five of the following categories and reused/recycled as appropriate. This confirmation can be in the form of a site specific waste policy or procedure, specification, letter of appointment for a waste / recycling contractor, or other formally written document:

It should be possible to recycle the five basic materials (marked\*) locally, other recyclable material groups will be dependent on local facilities / sites. Note: [www.bremap.co.uk](http://www.bremap.co.uk) can be used to locate the nearest recycling facilities.

Where space on site is too limited to allow waste materials to be segregated, a waste contractor may be used to separate and process recyclable materials off site. Where this is the case, sufficient documentary evidence must be produced which demonstrates that segregation of materials is carried out to the correct standards and that materials are reused / recycled as appropriate.

You can also download a template from <http://www.netregs.gov.uk/netregs/legislation/380525/1555007/>.

## **Appendix 1    HSE NOTIFICATION**

To be displayed on site

## Appendix 2 SCHEDULE OF CONTRACTORS RISK ASSESSMENTS/METHOD STATEMENTS

[illegible]





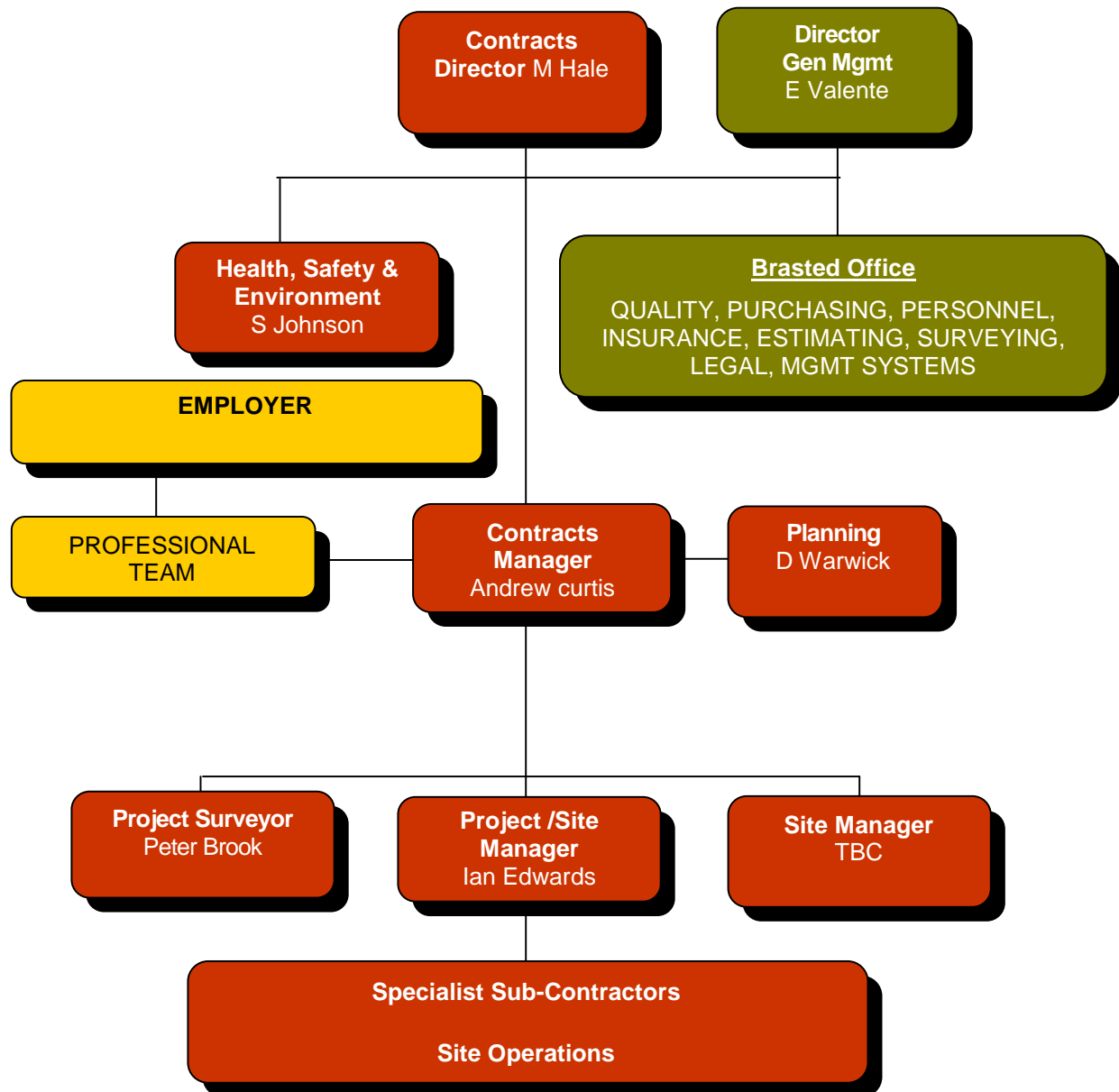
### **Appendix 3 HEALTH & SAFETY RESPONSIBILITIES/CHART & INSPECTION/FORMS REQUIREMENTS**

<b>Form Title</b>	<b>Form No.</b>	<b>Action Requirement</b>	<b>Action by</b>	<b>Frequency</b>	<b>Distribution /Location</b>
Site Working Times, Fire & Emergency Record	S015	Sign in sheet		Daily	Sign in folder
Record of Safety Induction Training	S005	Completed by operative during site induction and countersigned by Site Manager	Operative/site visitor	Following induction	H&S No.1
Site Managers Site Safety Inspection. Including scaffold/work at height on side 2)	S012	Full inspection of the site and work at height equipment / scaffolding.	Site Manager	Regular intervals not exceeding 7 days	H&S No.2 Section 1
Sub-Contractor's Safety Inspection Reports (including mobile plant on side 2)	S013	Inspection of subcontractor site plant equipment and work area.	Subcontractors supervisor	Regular intervals not exceeding 7 days	H&S No.2 Section 2
Site Plant & Lifting Equipment Inspection Hoists	S006	Completed by operator of Plant items not covered by sub-contractors inspection	Trained plant operator	Regular intervals not exceeding 7 days	H&S No.2 Section 3
Excavation Inspection	S003	Inspection of excavation and support work	Site Manager or Groundworkers supervisor	Before each work	H&S No. 2 Section 6
Schedule Of Contractors Risk Assessments/Method Statements.	Appendix A2	Dates subcontractors Risk Assessments/Method statements are received and evaluated	Site Manager	As necessary	H&S No.1
Subcontractor Method Statement/Risk Assessment Evaluation Form	S007	To be completed for every subcontractors method statement	Site Manager	As necessary	H&S No.1
Crane Document Checklist	S002	Used for checking crane documentation when mobile crane arrives on site	Crane "Appointed Person" Subcontractors responsible for crane.	As necessary	H&S No.2 Section 9
Permits to Work,	S017 to S024	Issued as part of control procedure	Site Manager/competent person	As necessary	H&S No.2 Section 11
Safety Harness Checklist Form	S009	To keep record of inspection of safety harness	User of the harness who is trained.	3 monthly	H&S No.2 Section 10
Safety Net Inspection & Pre Start and Net Checklist	S010	Inspected after nets have been installed before work at height commences.	Competent Person		H&S No.2 Section 1
Report of unsafe conditions/ Incident report form	S008	Issued to sub-contractor as formal notification of unsafe system of work	Site Manager	As necessary	Send to sub-contractor and RDS Head Office
Toolbox talks Record Form	S00	Completed by operatives after site tool box talk	Subcontractors supervisor or Site Manager	Monthly	H&S No.2 Section 6
Accident form	S001	Subcontractors and employee's record of accident	Injured person or nominee	As soon as possible	Do not copy send copy to RDS Head Office



## R Durtnell & Sons Limited

### Project Specific Organisation Structure



## Appendix 4

### SITE LAYOUT DETAILS / PLAN SITE TRAFFIC MANAGEMENT PLAN & RISK ASSESSMENT

#### Site layout plan to include :-

1. Site canteen (1 No. 32ft cabins)
2. Drying/Changing room (1 No. 32ft cabins)
3. Toilets for male and female (single toilet for ladies)  
1 toilet cabin for operative 4 toilets urinal + 4 sinks
4. Meeting room
5. Emergency escape routes
6. Fire Assembly Point (Muster point)
7. Site induction room/ site meeting room
8. Site vehicles routes
9. Emergency vehicle access
10. LPG Storage area

#### Guidance on general site welfare

Welfare in accordance with the CDM 2007 Regulations

Site canteen to seat 50% of maximum numbers of site operatives

Workplace health safety and welfare Regulations 1992 Approved code of practice

Number of sinks construction site Regulation 21 (ACOP section 204) "Sinks must be large enough to enable effective washing of face, hands and forearms."

In other words small hand sinks are not sufficient

These charts show the minimum requirements for construction sites

Number of men	Number of sinks
10	1
20	2
30	3
40	4
50	5
70	6
90	7
110	8

No. of Men	No. of WC`s	No. of Urinals
1 to 15	1	1
16 to 30	2	1
31 to 45	2	2
46 to 60	3	2
61 to 75	3	3
76 to 90	4	3
91 to 100	4	4

## Appendix 5

# SITE-SPECIFIC EMERGENCY INFORMATION

### EMERGENCY INFORMATION TO BE DISPLAYED ON SITE

Site Address

*1 Radlett Place,  
London.  
NW8 6BT*

HSE Address:

*Health & Safety Executive  
Rose Court, 2 Southwark Bridge  
London SE1 9HS  
Tel: 020 7556 2100*

For Fire Police or Ambulance

*Dial 999 and state service required*

Local Police Non Emergency

*03001231212*

Local Hospital with A&E Dept

*St Marys Hospital  
Praed Street,  
London,  
W2 1NY*

Principal Contractor / Name &  
Address

*R Durnell & Sons Limited  
Rectory Lane, Brasted, Westerham,  
Kent, TN16 1JR.  
Tel: 01959 564105*

CDM Coordinators Name &  
Address

*Head Projects Ltd  
Quantum House  
22-24 Red Lion Court  
London. EC4A 3EB  
Contact – Chris Everitt  
Tel : 0207 822 2360 / email :  
chris.everitt@hpbltd.co.uk*

Safety Manager:

*Office Direct Dial 01959 568226  
Mobile Tel: 07788 230621*



# **FIRE & EMERGENCY PLAN**



**To be displayed on site**

## **INTRODUCTION**

The object of the Fire/Emergency Plan is to minimise the risk of all those employed or visiting the site, members of the public and the fabric of the building and its contents.

Site: **1 Radlett Place, London NW8 6BT**

Contract No: **3136**

Location: **1 Radlett Place, London NW8 6BT**

Brief Description: **Construction of new domestic dwelling.**

## **SPECIAL CONTRACT PARTICULARS**

Noise and traffic to and from the site is a major issue here – taking into account neighbours and ensuring safe passage for all personnel at all times.

## **R DURTNELL & SONS LTD MANAGEMENT**

Site Fire Safety Coordinator: **Ian Edwards**

Marshals (If required) **TBA**

## **A SITE PLAN IDENTIFYING THE FOLLOWING:**

- a. FIRE ASSEMBLY POINT ( *parking area*)
- b. LPG Storage area (*located on the site plan*)
- c. Emergency escape routes (*located on the site plan*)
- d. Emergency vehicle access (*located on the site plan*)



## **EMERGENCY RESCUE PLAN (WORKING AT HEIGHT)**

**Recovering an operative suspended in a safety harness. This is a specialist operation requiring trained operatives and will be subject to a separate method statement.**

**Basic rules are: -**

*When operatives are using safety harness they will not be permitted to work alone.*

*The suspended operative is recovered from the suspended position as quickly as possible.*

*If the suspended operative can be pulled back into the building from a lower floor this should be carried out as soon as possible*

*At no time should the operative attempting to recover a suspended person put himself at risk from falling, Any rescuer must be harnessed on during an attempted rescue.*

**Important the casualty must never be laid down after being rescued from the suspended position, not even in the recovery position** This applies to person that are still conscious after a fall.

*An ambulance should be called immediately.*

*The patient should be hospitalised in even cases of apparently minor symptoms.*



# **FIRE & EMERGENCY PLAN**



**To be displayed on site**

## **FIRE EVACUATION**

A. On operation of the fire alarm all personnel on site will leave the site immediately using the following routes: ***Direct route from site / site accommodation to Assembly Point*** You must also evacuate the site if the school fire system is sounded. (Continuous siren)

B. Assembly point located at: ***(front of site outside 2 Radlett Place)***

C. At the assembly point each subcontractor will be responsible for accounting for their own personnel and reporting to ***R Durtnell Site Management*** the names and possible locations of anyone missing.

D. **FIRE DRILLS AND EVACUATION** will be held at the discretion of the ***Site Manager***. The sign is sheet will be used for checking those who are not in the building/ still at risk.

E. The site manager, or his deputy will be responsible for informing the fire brigade of any inherent hazards within the site. They will be responsible for liaising with the emergency services on their arrival.

F. Information on means of escape will be provided on a regular basis. Should changes occur, each subcontractor will then be responsible for informing their own personnel.

## **HOT WORK PERMIT**

"HOT WORK PERMITS" will be used whenever appropriate work is to be carried out. The site manager will be responsible for obtaining and revoking of all permits.

## **FIRE WATCH**

The site manager will be responsible for checking all working areas at the end of each day or shift.

## **STORAGE**

The following locations will be made for safe storage:

A. Highly flammable liquids will not be used on this site.

B. All gases will be stored and secured within a lockable cage ***located on the site plan***

C. All waste will be stored in containers and removed from the site daily.

## **HOUSEKEEPING**

The area will be cleared of flammable and combustible materials on a daily basis.

## **MONITORING**

Fire and other emergency matters will be included within the definition of safety and monitored accordingly.

## **WORK IN CLIENTS ESTABLISHMENT**

***No work to be carried out outside the site perimeter fencing/hoarding.***

***R Durtnell's site management will contact the school via 2way radio to inform them of any incidents/emergency situations to enable them to take the appropriate action in accordance with their own procedures. Conversely the school will contact R Durtnell to inform them of emergency situation and times of fire evacuation drills.***

## **SITE FIRST AID**

First Aid and emergency treatment is available at the following location:

**LOCATION: *Site office or on site***

**FIRST AIDERS: *Ian Edwards***



## **Appendix 6      SITE INDUCTION/SITE RULES**

**See RDS form S004 Induction Information Form to be completed as part of the Construction Phase Plan.**

## **Appendix 7    RECORD OF DESIGN INFORMATION**

*(including exchange of information between relevant parties. I.e. Client designers, CDM Coordinator and contractors on site)*

	<b>Description of design risk / change</b>	<b>Who instigated the change</b>	<b>Date of change</b>	<b>Details of H&amp;S implications created by the change</b>	<b>Details of H&amp;S implications created by the change</b>	<b>Details of contactors affected by design change/ risk</b>
<b>1.</b>						
<b>2.</b>						
<b>3.</b>						
<b>4.</b>						
<b>5.</b>						
<b>6.</b>						
<b>7.</b>						
<b>8.</b>						
<b>9.</b>						
<b>10.</b>						



## Appendix 8 INFORMATION FOR SAFETY FILE

### Record of information requested/submitted by the CDM Coordinator

[illegible]