

G Hodes

**CONSTRUCTION PHASE HEALTH
& SAFETY PLAN**

for

**1a Hodes Row
Estelle Road
Camden
NW3**

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

for

Three storey extension together with associated works

at

**1a Hodes Row
Estelle Road
Camden
NW3**

INTRODUCTION

This Construction Phase Health & Safety Plan is provided as a requirement of Regulation 23 of Construction (Design and Management) Regulations 2007 for the construction phase to carry out the extension, associated refurbishment works.

This Construction Phase Health & Safety Plan describes the specific arrangements which shall be implemented during the duration of the contract to provide a place of work that is safe and without risk to the health and welfare to Ray Bradley's employees, sub-contractors, neighbouring occupiers and the general public, so far as is reasonably practicable.

Not all information relating to the project may be available before construction work begins. Nevertheless, this Plan will be developed to the extent that procedures and arrangements will have been prepared that will apply generally to the construction phase, such as:

- The management organisation.
- Site rules.
- Emergency procedures.
- Welfare and office accommodation.
- Site security and set up.

This Plan will be reviewed and revised by the client Representative or contractor's Contract Director as designs/drawings/information becomes available and the procurement of sub-contractors, materials, etc. is progressed.

This Plan describes the arrangements and procedures necessary for Ray Bradley to comply with all relevant statutory requirements and its own performance standards for managing safety, environmental and quality issues on site. As the Client Representative, Ray Bradley will convene regular meetings to ensure the adequate communication of information between the client, the design team and contractors.

The agreed contents of the Construction Phase Health & Safety Plan must be complied with unless otherwise agreed with the Council. The Project Manager shall work with the Council to review this Construction Phase Health & Safety Plan if problems arise in relation to the construction of the development. Any future revised Plan must be approved by the Council and complied with thereafter.

Construction Phase Health & Safety Plan

1a Hodes Row, Estelle Road, Camden, London NW3

To ensure that Construction Phase Health & Safety Plan remains a dynamic and a relevant document it must be reviewed at least once a month or when circumstances demand by the client/TBA - Site Manager and any revisions made and recorded on the form below.

Issue number	Planned review date	Achieved date	Person writing or reviewing the Plan	Signature	Section or item in the Plan revised
First Draft		April 2012	John Murphy		

Construction Phase Health & Safety Plan
1a Hodes Row, Estelle Road, Camden, London NW3

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1.0 STATEMENT ON HEALTH AND SAFETY

The Main Contractor on the above project will take all reasonable measures to ensure the safety, health and welfare at work of all persons employed on this contract in fulfilment of its moral, legal and economic responsibilities. These measures will also be aimed at protecting others who may be affected by our day to day work activities.

All persons employed on this contract have a legal duty, not only to work in a safe manner but also to co-operate in efforts made to create safe working conditions. Any unsafe equipment or dangerous situations shall be reported to TBA - Site Manager without delay.

To this effect, the client, G Hodes and Mr Ray Bradley – Client Representative intend their statement of intent to represent the Company's commitment to safety, health and welfare.

Signed

TBA - Site Manager – Mobile

Signed

Ray Bradley – Client Representative 07415 673601

Signed

Gary Hodes – Client

Construction Phase Health & Safety Plan

1a Hodes Row, Estelle Road, Camden, London NW3

2.0 PROJECT DETAILS

2.1 Description of the Project

2.1.1 Erection of residential property to provide rooms etc. to traditional brick and timber frame construction, also to provide paving, boundary walls and fencing together with drainage and service mains.

2.1.2 It is anticipated the construction work will start on 1st May 2012 and last for 26 weeks.

2.2 Project Directory

Project Role	Company Name	Contact Name	Telephone & Fax
Client	G Hodes 10a Grosvenor Gardens Muswell Hill London N10 3TB		Tel: 0207 856 9263 Email: gary@hodes.org
Client Representative	98D Lansdowne Road Ladbroke Grove London W11 2LS	Ray Bradley	Tel: 07415 673601 Fax: Email: ray.bradley1992@yahoo.co.uk
Architect	Colin Williams		Mob: 07813 381799
Structural Engineer	BTA Ltd Ronna Burnett		Tel: 01666 880532
Main Contractor			

3.0 PRINCIPLES AND OBJECTIVES OF THIS PLAN

This Plan sets out the guidelines for health and safety management on this contract in accordance with our health, safety and environmental policies and procedures.

It incorporates and develops the information passed to us. It will also incorporate relevant health and safety information to be provided by sub-contractors during the construction phase of the project.

The purpose of this document is to establish arrangements that will avoid accidents and promote a safe working environment. In addition, we will endeavour to protect the environment in all of our activities.

3.1 Standards

The Main Contractor will attempt at all times to ensure that its employees and others who are employed on the contract achieve a high standard of safety awareness. In addition, we will endeavour to protect the environment in all our activities. Mr Ray Bradley will ensure that health and safety is considered in design and will ensure all co-ordination of designers.

3.2 Statutory Legislation

3.2.1 Health and Safety Legislation

This project will be carried out all in accordance with the requirements of *the Health and Safety at Work Act 1974 and the relevant statutory provisions* and in particular:

- The Construction (Design and Management) Regulations 2007
- The Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002 as amended 2003
- The Control of Asbestos at Work Regulations 2006
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Work at Height Regulations 2005

3.2.2 Environmental Legislation

- The Environmental Protection Act 1990
- The Hazardous Waste Regulations 2005
- The Control of Pollution (Oil Storage) England Regulations 2001

3.3 Breaches

Any person who refuses to adhere to the requirements of this Plan or the Health and Safety at Work Act 1974, and the relevant statutory provisions shall be excluded from site.

3.4 Review

This Construction Phase Health and Safety Plan is non-exhaustive and will be reviewed as necessary and this will be reviewed monthly or at a change of phase or boundary.

4.0 RESTRICTIONS WHICH MAY AFFECT THE WORKS

4.1 The Existing Environment

The neighbouring properties are No. 1 Estelle Road, Nos. 78, 80 & 82 Mansfield Road, and Nos. 1, 2, & 3 Hodes Row. All personnel working on this contract shall be aware that members of the public will be present in close proximity of the work area and therefore shall carry out works without undue inconvenience and nuisance and without danger to occupants and users.

4.2 The Work Area

The work area will comprise the areas given to Main Contractor possession for the purpose of carrying out the works, all enclosed by the site boundary fencing for the location of welfare, storage and waste. Special note should be taken that the area of the Hodes Row site is the main and only access to Hodes Row residences. Currently electrically operated gates are maintained as the only access to Hodes Row.

4.3 Access and Egress from Site

Access and egress to the works will be via the highway at Estelle Road and Hodes Row at the front of the property. Access is only allowed between 8.00am and 5.00pm Monday to Friday and 8.00am to 1.00pm on Saturdays unless agreed with Mr Ray Bradley - Client Representative.

Residents of Nos. 1, 2, & 3 Hodes Row will be encouraged to use a pedestrian gate to Courthope Road.

4.4 Parking

Parking is very limited on this site and will be 2 allocated spaces (TBA - Site Manager and a resident). Parking restrictions are in force along the highways. General parking for site workers and visitors is to be found in the local roads, where local parking regulations should be observed.

4.5 Times of Delivery

There are no special restrictions on deliveries but due consideration to the local residents should be observed with no deliveries taking place before the hours of 8.00am and after 3.00pm.

4.6 Delivery Routes

Deliveries shall be made direct to the site via general highway routes. Delivery vehicles will be supervised at all times by a competent person who will act as a look out/banksman whenever vehicles are manoeuvring in areas of other traffic or pedestrians. Speed restrictions will be required in the approach drive to show courtesy to the users of that area and entrance.

4.7 Fire Brigade Access and Fire Escape Routes

Under no circumstances will any site operation affect access for the fire brigade. Materials, plant and the like are to be kept clear of emergency routes. Hodes Row is a private cul-de-sac that may be required for emergency vehicle access.

4.8 Special Health Problems in Existing Site

- 4.8.1 **Asbestos** is not present at the property. If any material is discovered in the ground that Main Contractor believes to be asbestos or contain asbestos, work shall stop immediately, the area secured and the client informed. Work shall not recommence until a qualified person has declared the area free of asbestos.
- 4.8.2 **Location of existing services** – There is information available for existing services on the provided services drawings. Main Contractor shall follow the guidance given in HSG47 – Avoiding Underground services. No excavation work shall commence until a suitable electronic survey has been undertaken and any suspicious signals have been investigated by way of a **hand dug trial pit**. This information is to be given on the site induction.

5.0 WELFARE

5.1 Toilets

Toilets will be located at the site. TBA - Site Manager shall ensure that they are kept clean and presentable. These will be provided at the start of and throughout the project.

5.2 Canteen

The canteen is incorporated within welfare facilities and site office. These will provide hot and cold running water. TBA - Site Manager shall ensure that it is kept clean and presentable. These will be provided throughout the project.

6.0 RISK MANAGEMENT

6.1 Risk Assessments

TBA - Site Manager shall ensure that all necessary assessments not covered by this document are carried out in accordance with the requirements of statutory legislation.

6.1.1 Design Risks

- a) Staircases – design minimises inaccessible areas for maintenance and decoration.
- b) Dormer cheeks finished with stainless steel to avoid redecoration.
- c) Spans of structural members kept to a minimum to reduce weight and make construction easier.
- d) Specialist sub-contractors to supply heavy fit components (timber). Lifting plan including siting of crane and foundation must be in place and contract lifts should be used.
- e) Leading edge protection and scaffolding cage around stairwells.
- f) Care taken to avoid existing services during excavation.

6.2 Resources

Assessments that require additional resources shall be forwarded to Mr Ray Bradley for immediate attention.

6.3 Safe Systems of Work

Safe systems of work identified within all assessments will be implemented in full and communicated to those involved and those who may be affected by the works identified.

6.4 Monitoring

Mr Ray Bradley – Client Representative is responsible for monitoring all works assessed and ensuring that method statements are complied with. Mr Ray Bradley has the power to stop any works if he is unhappy with the way in which it is being carried out.

7.0 AGREED PROCEDURES TO REDUCE RISK ON THIS CONTRACT

7.1 Access Management

7.1.1 All site personnel and visitors to the site will be required to report to TBA - Site Manager and sign the site register both on arrival on site and on departure from site. Operatives will be inducted and informed of the site rules and any potential dangers. All operatives will not stray outside the confines of the site designated areas without prior permission.

7.1.2 Smoking and parking restrictions – smoking is not permitted on site, there are parking restrictions outside the site.

7.2 The Storage and Distribution of Materials

7.2.1 Materials shall be stored so as to provide safe access for employees, residents and equipment when handling. Materials are to be stored in the rear of the property.

7.2.2 Flammable or combustible materials shall be stored separately and potential hazards identified. Suitable fire protection equipment shall be provided at storage areas where there is a potential source of ignition. All relevant notices shall be displayed.

7.3 Manual Handling Operations

7.3.1 All manual handling operations that carry a risk of injury to the participants shall, wherever reasonably practicable, be avoided by:

- a) removing the need for the operation to be carried out;
- b) automating or mechanising the operation; or
- c) reducing the weight of the unit by re-designing the unit part.

7.3.2 Where manual handling operations cannot be avoided, they shall be assessed TBA – Site Manager.

7.3.3 No person working for, or on behalf of a sub-contractor shall carry out manual handling operations that involve a risk of being injured, unless:

- a) they are competent and able to carry out the work;
- b) they have received manual handling training from a person competent to give such training;

- c) the works have been subject to a manual handling assessment, and a safe system of work documented and implemented that reduces the risk of injury to an absolute minimum; and
- d) they have received information on the load to be carried.

7.4 Control and Disposal of Waste

- 7.4.1 All waste will be disposed of using licensed waste carriers only, drive by loads at convenient pre-arranged times. Design, procurement and construction techniques shall endeavour to reduce waste and disposal to landfill. There is no known contaminated land on the site.

7.5 Control of Noise

- 7.5.1 Where possible, work methods will be employed that will minimise disturbance to neighbouring properties and the buildings users. Where noisy work cannot be avoided, all necessary steps will be taken to limit the effect of the noise on others.
- 7.5.2 All inherently noisy work, such as demolition, cutting holes through walls, floors and the like shall be ascertained and carried out within a single period of shortest possible duration to be agreed with all parties before commencement. Any noisy works impractical to include within such period or unforeseen noisy works ascertained after the same, shall similarly be considered by all parties and carried out at times to be agreed.
- 7.5.3 Where possible, work will be contained in sound deadening enclosures. Generators, compressors and similar inherently noisy plant shall be shielded by hoarding lined with sound absorbent material.

7.6 Control of Fumes

- 7.6.1 All processes generating fumes shall be fully assessed before any work is carried out. All assessments will be recorded, communicated to those involved, resourced, and enforced
- 7.6.2 Wherever possible, work will be carried out using either an alternative method that does not produce fumes or the work will be carried out off site in controlled conditions.
- 7.6.3 If no alternative methods of work are practicable work shall be carried out using local fume extraction.
- 7.6.4 As a last resort, and only when fumes are of low toxicity and work will be carried out in a well ventilated area, personal protective equipment may be used to protect operative. The choice of personal protective equipment used will be determined by an assessment carried out.

7.7 Control of Dust

- 7.7.1 Dust of any kind, when present in substantial quantities in air, becomes a hazardous substance as defined in COSHH 2002 as amended 2003. Assessments will therefore be carried out on all works that produce significant quantities of dust.

- 7.7.2 Wherever possible, methods of work will be employed that will minimise the production of dust. This may involve work methods that will not produce dust, the use of local extraction units, or wetting down of work (dust suppression) areas to minimise the production of dust. Wetting down and spray methods shall be carried out where it is safe to do so and shall not be done if there is any risk of contact with live electricity. As an additional measure, an operative working within dusty areas shall be issued with personal protective equipment.
- 7.7.3 Cutting and chasing - dust extraction units will be attached on all chasing machines or abrasive wheels used for operations that will produce dust.

7.8 Access to Work at Height

TBA - Site Manager shall, as far as is reasonably practicable, ensure that safe access and a safe working platform are provided in accordance with the Work at Height Regulations 2005, wherever work is carried out above ground level. Work carried out where a person can fall will be individually assessed and be carried out from an appropriate scaffold constructed strictly in accordance with the above regulations where reasonably practicable.

The timber frame construction will require the scaffold structure to be designed in accordance with NASC TG 20:08 and BS5975.

- 7.8.1 Scaffold shall be secured to prevent access out of working hours.
- 7.8.2 Scaffold over public thoroughfares shall be provided with a double boarded scaffold fan projecting 2m from the scaffold. A monoflex sheet shall be laid between each layer of boards and fans where work extends over 4m from the ground.
- 7.8.3 TBA - Site Manager shall ensure that all scaffolding is inspected in accordance with the requirements of the Work at Height Regulations 2005 and the results recorded in the site scaffold register.
- 7.8.4 Any scaffolds that cross over existing fire escapes will be adapted to ensure the escape routes are kept clear at all times.
- 7.8.5 Scaffolds will make the use of brick-guards to prevent any materials from leaving the platform and falling from height.
- 7.8.6 Vehicle movements -Vehicular and Pedestrian volume varies throughout the day and the TBA – Site Manager will provide adequate measures to protect the public from the works and delivery of materials to the site. The Contractor's attention is drawn to the HSE Publication "Protecting the Public – Your Next Move" in order to provide protection for the diversity of vehicular and pedestrian traffic around the site. Facilities to be provided to avoid disturbance to use of the highways by others (i.e. wheel washing/road cleansing).

8.0 FIRE EMERGENCY PROCEDURES

8.1 Evacuation Point

The evacuation point on this contract will be the designated area (in Estelle Road opposite Hodes Row).

8.2 Appointed Person

The appointed person responsible for dealing with all emergencies on this contract is TBA - Site Manager. In his absence he will nominate a competent person to carry out his duties.

8.3 Duties in the Event of Fire or Emergency Requiring Evacuation from the Site

8.3.1 Appointed person - in the event of fire or emergency requiring evacuation from the site, TBA - Site Manager or the competent person nominated by him in his absence shall go immediately to the evacuation point where he will take a roll call, and liaise with the emergency services on their arrival.

8.3.2 Site personnel and visitors - all site personnel and visitors to the site, on being given the instruction to evacuate site, shall leave site immediately and go directly to the evacuation point. Do not leave the evacuation point unless told to do so by TBA - Site Manager or the competent person nominated by him in his absence.

8.4 Raising the Alarm

Should any person on site discover a fire or smells smoke he/she shall raise the alarm immediately by shouting **FIRE, FIRE, FIRE** or the air horn as to be agreed on the pre-contract meeting. Make sure nobody is in immediate danger. If the area is unsafe then evacuate all personnel to the evacuation point. TBA - Site Manager or his appointed representative is to inform fire brigade and advise Mr Ray Bradley - Client Representative of any such incident.

Note: The residents at the addresses in Hodes Row will be informed of any such emergency by mobile phone from TBA - Site Manager.

8.5 Fire Fighting Equipment

Fire fighting equipment will be provided as required. Its location will be indicated on the Site Plan displayed on site with this notice. TBA - Site Manager will ensure there is always adequate provision.

8.6 Fire Risk Assessment

A site fire risk assessment will be carried out to conform to the Regulatory Reform (Fire Safety) Order 2005 and the Construction Joint Code of Practice and the UK Timber Frame Code of Practice for Construction Sites. The results will be monitored and reviewed at regular, appropriate intervals during the contract.

This page is to be clearly displayed on site at all times

9.0 FIRST AID

9.1 The Appointed Person

The appointed person for this contract will be TBA - Site Manager.

9.2 First Aid Boxes

First aid boxes are located in the site office. TBA- Site Manager shall ensure they are adequately stocked.

9.3 Action to be Taken in Case of Major Injury

TBA - Site Manager shall:

- 9.3.1 Call the emergency services when an accident demands their attendance.
- 9.3.2 Secure the area of the accident.
- 9.3.3 Make any injured persons safe until the emergency services arrive.
- 9.3.4 Act as site liaison with the emergency services.

10.0 ACCIDENTS AND THE REPORTING OF RIDDOR INFORMATION

10.1 Accidents Reporting

All employees and sub-contractors have a duty to report all accidents, injuries, or dangerous occurrences immediately to TBA - Site Manager.

10.2 Accidents Recording

TBA - Site Manager shall:

- 10.2.1 Ensure that the relevant details of all accidents are recorded in the site accident book.
- 10.2.2 Notify the client immediately if he believes an accident may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

10.3 Accidents Reportable Under RIDDOR

Where incidents are reportable under RIDDOR, the client shall report to the HSE in accordance with the requirements of RIDDOR. If the accident involves an employee of a sub-contractor, it will be reported to the sub-contractor and Mr Ray Bradley – Client Representative. Eastern Builders Safety Group will be asked, in the case of fatalities or major injury, to investigate the accident and report direct to the client.

10.4 Environmental Reportable Incidents

Where incidents are reportable to the Environmental Agency or Sewage Undertaker the Environmental Management Representative or, in his absence the client, shall report to the appropriate authority as soon as practicably possible.

10.5 Emergency Contact Numbers

This page is to be clearly displayed on site at all times

NEAREST A & E HOSPITAL:	ROYAL FREE HOSPITAL POND STREET LONDON NW3 2QG 020 7794 0500
GAS:	TRANSCO 0800111999
WATER:	THAMES WATER 0800 714614
ELECTRIC:	SCOTTISH & SOUTHERN 020 8606 6400 0800 727282
POLICE:	999
VIOLENCE AND CRIME:	CRIME STOPPERS 0800 555111
FIRE BRIGADE:	999
CLIENT REPRESENTATIVE ENQUIRIES:	07415 673601

11.0 INFORMATION FOR SUB-CONTRACTORS

11.1 Duties

Contractors shall:

- 11.1.1 Comply with the requirements of this Construction Phase Health and Safety Plan.
- 11.1.2 Provide the Company with a copy of their Health & Safety Policy before commencement on site.
- 11.1.3 Provide the Company with a copy of both their Safety and Indemnity Insurance Policies.
- 11.1.4 Establish and agree with Mr Ray Bradley – Client Representative, safe systems of work before commencement on site.
- 11.1.5 Provide Mr Ray Bradley, before the start of any hazardous work, with a written risk assessment for the works.
- 11.1.6 Comply with all control measures set out in any risk or other assessments for their works.
- 11.1.7 Comply with all control measures set out in any risk or other assessments, for works carried out by others, but which may affect them.
- 11.1.8 Provide the Company with a copy of their COSHH assessment of all hazardous substances that will be used on site. This shall be carried out before commencement of their works.
- 11.1.9 Ensure that personal protective equipment is available on site at all times and used by themselves and their employees wherever it is required by law, TBA - Site Manager, this Construction Health & Safety Plan or its use indicated in their risk or COSHH assessments.
- 11.1.10 Ensure that their employees are adequately trained and fully aware of any hazards on the site.
- 11.1.11 Ensure that adequate supervision is available at all times, particularly where young and inexperienced workers are concerned.
- 11.1.12 Carry out their works in such a way that does not create for themselves or any other person, risk to health and safety so far as is reasonably practical.
- 11.1.13 Only use 110v electrical equipment on the Company's sites.

Failure to comply with any of the above requirements may result in expulsion from site or the Company carrying out their duties and charging for the service at a later date.

11.2 Risk Assessments

The Main Contractor will provide to Mr Ray Bradley – Client Representative all necessary assessments for the work. The following assessments shall be provided where required risk, COSHH, manual handling, noise, asbestos, lead, site access, working at height and waste management. These assessments to be issued to Mr Ray Bradley prior to works being undertaken. Only once all necessary procedures have been put in place to protect all those who may be affected by the work can the sub-contractor start the works.

Notwithstanding the contents of any assessment, should Mr Ray Bradley consider that a contractor's method of work to be unsafe, then Mr Ray Bradley will instruct the contractor to suspend operations until an improved method can be arranged. Sub-contractors are responsible for their safe systems of work.

11.3 Method Statements

Contractors will provide to Mr Ray Bradley, health, safety and environmental method statements that accurately detail how they propose to carry out their works. These method statements shall be issued to and approved by Mr Ray Bradley – Client Representative prior to works being undertaken. Mr Ray Bradley – Client Representative will check the adequacy of the method statement against the standard safety procedures set out in the contractor's health, safety and environmental policies. Only when a method statement has been agreed by Mr Ray Bradley will the TBA – Site Manager be instructed to start the works. Notwithstanding the contents of a method statement, should TBA – Site Manager consider that a sub-contractor's method of work be unsafe then the TBA - Site Manager will instruct the sub-contractor to suspend operations until an improved method can be arranged. Contractors are responsible for their safe systems of work.

11.4 Construction Phase Health and Safety Plan

All sub-contractors will be issued with a copy of the relevant sections of this document, along with any relevant method statements and assessments received from other sub-contractors for work being carried out, where it may effect their works or personnel.

11.5 Procedures for Forwarding of Information

Sub-contractors shall forward to TBA – Site Manager any relevant health, safety and environmental information that they require or is required by this document to be forwarded to members of the project team, including the client, site workers and others whose health and safety may be affected.

11.6 Co-operation

All sub-contractors, and other personnel working on site have a duty to carry out their works in such a way that does not create for themselves or any other person, risk to health and safety so far as is reasonably practical. Any person or sub-contractor who believes that the work they will carry out may put themselves or others involved in the project at risk, have a duty to contact TBA - Site Manager to discuss their works, and put into force such measures as are necessary to reduce the risk as far as is reasonably practical.

11.7 Pre Contract Meetings

All sub-contractors are required to attend a pre-contract meeting to discuss their works and provision for health and safety before they carry out any works on site.

11.8 Progress Meetings

All contractors are required to attend all monthly progress meetings. They will be required to report on:

11.8.1 Progress.

11.8.2 Co-ordination with other contractors.

11.8.3 Health and safety matters including accidents and compliance.

Construction Phase Health & Safety Plan

1a Hodes Row, Estelle Road, Camden, London NW3

12.0 EXISTING DRAWINGS AND INFORMATION

Information	Remarks
HR 01	Site Set Out Plan
HR 02	Site Plan
HR 03	Ground Floor Plan
HR 04	First Floor Plan
HR 05	Second Floor Plan
HR 06	Third Floor Plan
HR 07	Roof Plan
HR 08	Section A - A
HR 09	Section A - A
HR 10	Section A - A
HR 11	Front Elevation
HR 12	Side Elevation
HR 13	Rear Elevation
HR 14	GF Column Cladding
HR 15	Details
HR 16	Details

13.0 SITE SERVICES INFORMATION

13.1 Mechanical and Plumbing Services Survey Drawings

The mechanical and plumbing services - not applicable.

13.2 Electrical Services Survey Drawings

The electrical services layout is not available at the time of preparing this Plan. The electrical contractor and ground worker should carry out their own inspection to verify their existence prior to carrying out any works.

13.3 Existing Underground Services

Any excavation carried shall be carried out with care and in accordance with the procedures laid down in the Health and Safety Executives guidance HS (G) 47 - Avoiding danger from underground services.

Note: Location of existing services - no other information is available with respect of underground services, drainage, etc. No work will be carried out in the ground without informing TBA - Site Manager and working to a Permit.

13.4 Maintenance of Essential Services

Accidental isolation of essential services may be a matter of life or death. Attention, is therefore drawn to the need to ensure that no services are isolated before it is determined that such an isolation will not affect areas outside the site boundary. Should it be discovered that the isolation of a service may affect the client's undertaking in any way, authorisation shall be obtained from the client. No work shall proceed until the client has agreed a program of work.

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14.0 METHOD STATEMENTS

Element for which method statement is required	To be produced by	Date Required	Complete
Access and egress	Main Contractor	At commencement of works	
Dust	Main Contractor	At commencement of works	
Noise	Main Contractor	At commencement of works	
Lifting operations	Main Contractor/ Crane Contractor	Before works are commenced	
Waste disposal	Main Contractor	At commencement of works	
Manual handling	Main Contractor	At commencement of works	
Brickwork	Sub-contractor	At commencement of works	
Mechanical	Sub-contractor	At commencement of works	
Electrical	Sub-contractor	At commencement of works	
Scaffolding/working at height	Sub-contractor	At commencement of works	
Roof works	Sub-contractor	At commencement of works	
Plumbing	Sub-contractor	At commencement of works	
Site Waste Management Plan	Main Contractor	At commencement of works	

15.0 SITE SAFETY MANAGEMENT STRUCTURE

15.1 Client

G Hodes - client will be responsible for the overall effectiveness of this Construction Phase Health and Safety Plan.

15.2 Safety Co-ordinator

Mr Ray Bradley – Client Representative is appointed Safety Co-ordinator on this project. He will be responsible for ensuring this Plan is complied with at all levels within the Company and is monitored and revised when required.

15.3 Site Manager

TBA – Site Manager will be responsible for the day to day running of this project and is responsible at site level for ensuring that this Plan is complied with.

16.0 MANAGEMENT RESPONSIBILITIES

16.1 Client – Client Representative

16.1.1 Shall ensure that adequate resources, both physical and financially, are available to meet the health and safety standards required by current legislation.

16.1.2 Shall inspect all sites to ensure that the Construction Phase Health and Safety Plan is being complied with and implement immediate remedial action if hazardous situations are discovered

16.1.3 Shall seriously review any safety recommendations received.

16.1.4 Shall investigate all accidents and implement corrective action.

16.2 TBA - Site Manager

16.2.1 Will fully familiarise himself with this Construction Phase Health and Safety Plan.

16.2.2 Will ensure that operatives, sub-contractors and other visitors to site are aware of and abide by all requirements of the Health and Safety at Work Act 1974, this Construction Phase Health and Safety Plan any health, safety and environmental risk and any risk or COSHH assessments carried out for work to be carried out on their contract. **TBA - Site Manager may exclude from site any persons who will not comply with any of the above requirements.**

16.2.3 Shall ensure that suitable head protection to BS EN 397 is worn at all times during the construction work unless there is no risk of injury to the head from falling objects or hitting the head against something.

a) Helmets will be worn by all personnel, at all times on new buildings until the scaffolding is removed.

b) Helmets will be worn by all personnel, at all times when mobile plant or excavators are being used on site.

c) Helmets will be worn by all personnel, at all times when there is demolition work in progress on the site.

d) Helmets will be worn at all times on scaffolding, towers, ladders and mobile access equipment.

- 16.2.4 Shall complete at the commencement of this contract, general risk assessments to identify the major hazards. They shall then complete, or forward to the relevant sub-contractor for completion, a Company risk assessment form, for any hazards identified in the general risk assessment, or subsequently discovered during the construction process. They shall then ensure that appropriate measures are taken to reduce or eliminate the risks as identified in the assessment. It is an essential requirement that these measures are communicated to all those who may be affected. The Safety Advisor will always be available to assist in the preparation or implementation of assessments. The Company will always provide the necessary fund to comply with the findings of all assessments.
- 16.2.5 Shall complete, or forward to the relevant sub-contractor for completion, a COSHH assessment form, for any hazardous substance identified either in risk assessments or pre-contract meetings with sub-contractors. They shall then ensure that the assessment is properly communicated to the operatives or sub-contractors carrying out the tasks, and anyone else who may be affected by the substance assessed. Every effort shall be made to substitute non-hazardous substances for hazardous substances wherever this is possible. The Safety Advisor will always be available to assist in the preparation of assessments.
- 16.2.6 Will ensure that personal protective equipment is available on site at all times and used by Company employees wherever it is required by law, the Company, this Safety Policy or its use indicated in risk or COSHH assessments. They will also ensure that sub-contractors provide and use personal protective equipment, wherever it is required by law, the Company, this Plan or its use indicated in risk or COSHH assessments.
- 16.2.7 Will carry out weekly safety inspections and ensure that findings are recorded in the relevant documentation contained in the site file. Shortages of documentation shall be reported to the office.
- 16.2.8 Shall ensure that only 110v electrical equipment will be used on sites.
- 16.2.9 Shall ensure that there are adequate first aid facilities on site and that all employees know the whereabouts of the facilities.
- 16.2.10 Shall ensure that adequate supervision is available at all times, particularly where young and inexperienced workers are concerned.

16.3 All Employees

- 16.3.1 Shall take reasonable care of their own health and safety whilst at work.
- 16.3.2 Shall work in such a manner so as not to put at risk any person who is likely to be affected by their works.
- 16.3.3 Shall not interfere or misuse anything provided in the interest of health, safety and welfare.
- 16.3.4 Shall watch out for warning and hazard notices, and obey all hazard warnings given.

- 16.3.5 Shall not attempt to operate plant and machinery unless trained and authorised to do so.
- 16.3.6 Shall not interfere with ladders, alter scaffolding, or move boards unless trained properly and authorised to do so.
- 16.3.7 Shall not throw anything from scaffolding or any height.
- 16.3.8 Shall assist in keeping the site tidy and safe.
- 16.3.9 Shall observe all site safety rules, and act on all reasonable instructions given by TBA - Site Manager on matters of health and safety. Refusal to comply with a reasonable instruction will result in immediate expulsion from site. A second breach of any Company safety rule may result in instant dismissal.
- 16.3.10 Shall wear or use personal protective equipment wherever it is required by law, the company or site safety rules.
- 16.3.11 Will report all accidents and damage to TBA - Site Manager, whether persons are injured or not.
- 16.3.12 Will immediately report any defects in personal protective equipment issued to TBA - Site Manager.
- 16.3.13 Will immediately report to TBA - Site Manager any suspected asbestos or other dangerous material discovered during the course of the works.
- 16.3.14 Shall work in such a manner so as not to put at risk the surrounding environment.

16.4 All Other Persons Legitimately on the Site

- 16.4.1 Shall observe the Company safety rules and the instructions given by persons enforcing the Company Safety Policy.
- 16.4.2 Shall not work on the premises until the relevant safety rules are read, understood and accepted.
- 16.4.3 Shall not work on the premises until covered by insurance against risk.
- 16.4.4 Shall observe the induction rules and regulations for residents and visitors.

17.0 SELECTION PROCEDURES FOR SUB-CONTRACTORS AND SELF EMPLOYED PERSONS

17.1 Pre-selection Arrangements

No order will be placed with any sub-contractor or designer employing 5 people or more unless they have supplied Mr Ray Bradley – Client Representative with:

- 17.1.1 A satisfactorily completed sub-contractor questionnaire.
- 17.1.2 A satisfactory Health and Safety Policy.

17.2 Pre-contract Interview

No order will be placed with any sub-contractor; designer unless they can satisfy Mr Ray Bradley – Client Representative at a pre-contract interview that they can comply with all duties imposed by this document, and will comply with the Health and Safety at Work Act 1974.

17.3 Self-employed Persons

Self-employed persons working on this project shall agree to abide by the requirements of this document.

18.0 ARRANGEMENTS FOR MONITORING

18.1 Site Inspections

TBA - Site Manager is responsible for carrying out site inspections on a weekly basis. These inspections will detail all necessary remedial action.

18.2 Site Meetings

Compliance with this document will be discussed at the client agent's monthly site meetings. Mr Ray Bradley - Client Representative shall ensure all remedial action or recommendations discussed at these meetings are actioned.

18.3 Monitoring

Mr Ray Bradley – Client Representative is responsible for monitoring the procedures laid down in this Construction Phase Health and Safety Plan, and is responsible for ensuring that breaches, where relevant, are reported to TBA - Site Manager for action.

19.0 PROVISION OF INFORMATION

19.1 Construction Phase Health and Safety Plan

All sub-contractors will be issued with the relevant sections of this Plan including assessments carried out for any works, which may affect them.

19.2 Statutory Notices

The following statutory notices will be displayed in the site office/canteen.

19.2.1 Health & Safety Law Poster.

19.2.2 F10 – Project notification to the Health and Safety Executive.

19.2.3 Action in case of electric shock.

19.2.4 Abrasive wheels.

19.2.5 Fire risk assessment and fire plan.

19.2.6 Appointed first aider.

19.2.7 Occupiers Liability Insurance.

20.0 PROVISION OF TRAINING

20.1 Induction Training

All sub-contractors' personnel who will be working on site shall receive induction training. Induction training will be carried out by the TBA - Site Manager, and prior to operatives working on site. Induction training will include the following topics:

20.1.1 Responsibilities under HASWA 1974.

20.1.2 Site rules.

20.1.3 Emergency/accident procedure.

20.1.4 Procedures applicable to mitigate risks.

20.1.5 Nominated/trained personnel/supervisors.

20.1.6 First aid.

20.1.7 COSHH.

20.1.8 PPE.

20.1.9 Welfare facilities.

20.1.10 Fire fighting.

20.1.11 Security procedures.

20.1.12 Company Environmental Policy.

20.2 Specific Training

Each sub-contractor will be responsible for carrying out specific training for their operatives, covering all items pertinent to their work (plant and machinery training, personal protective equipment etc.)

20.3 Machine Operators

All machine operators will have CITB or similar approved training. Sub-contractors will issue to TBA - Site Manager a list of their nominated machine operators stating their level of training.

20.4 Abrasive Wheels

Operatives mounting abrasive wheels shall have received formal training. Sub-contractors will issue a list of nominated abrasive wheel fitters stating their level of training.

21.0 SITE RULES

21.1 Access & Egress

All personnel and visitors entering and leaving site shall report to TBA - Site Manager.

All personnel are to ensure existing access and egress routes are kept clear at all times.

Personnel are not to stray past the confines of the site boundary unless authorisation is given and identification/security badges are to be deployed.

21.2 Personal Protective Equipment

Personal protective equipment shall be worn whenever required by the Health and Safety at Work Act 1974, or as directed by your employer/supervisor.

21.3 Drugs and Alcohol

Non-prescribed drugs and alcohol will not be allowed on site at any time. Any person found to be under the influence of non-prescribed drugs or alcohol will be asked to leave the site immediately.

21.4 Smoking

Smoking will not be allowed on site.

21.5 Scaffolding

Only persons who have received specific training will be eligible for authorisation to erect, modify or adapt access platforms, scaffolds and handrails. ladders etc.

21.6 Mechanical Plant

Only trained authorised operatives will be permitted to operate mechanical plant.

21.7 Housekeeping

The workplace is to be kept clean and tidy.

21.8 Radios

Radios and personal hi-fis are not permitted on site.

21.9 Fire Brigade Access

Fire brigade access is to be kept clear at all times.

21.10 Mobile Phones

The use of mobile phones during work at height **is not** allowed.

21.11 Permit to Work

A 'Permit to Work' is to be obtained for the following site specific items:

1. Hot works.

21.12 Disciplinary Procedures

The following disciplinary procedure will be implemented for failure to comply with the above rules: -

21.12.1 First offence - **Verbal warning.**

21.12.2 Second offence - **Removal from site.**

21.13 Residents' Respect

Residents and their visitors should be shown respect at all times. There may be occasions when work will be halted to make the area safe for the resident to pass.

These pages are to be clearly displayed on site at all times and or included within the site inductions

22.0 CONSULTATION WITH THE WORKFORCE

The workforce will be consulted on a minute by minute basis on site or as and required prior to any works starting on all aspects of the works to discuss the health and safety issues of all works to be carried out.

Inductions will be given to all site operatives and persons visiting site.

A suggestion form will be available in the site office for all personnel to action and handover to TBA - Site Manager to action as and when required.

23.0 HANDLING DESIGN CHANGES DURING THE PROJECT

Issue of all drawings/design changes must be forwarded to Mr Ray Bradley - Client Representative. He will ensure relevant revised drawings are issued to TBA - Site Manager and relevant sub-contractors.

In the event that a redesign is required, for whatever reason, work will be stopped, the health and safety implications will be reassessed, developed and submitted to the structural engineer or other suitably competent person for consideration before work recommences.

24.0 HEALTH AND SAFETY FILE

Mr Ray Bradley - Client Representative is responsible for collating and providing information required for the Health and Safety File.

Contractors are to provide information to the client as and when they complete each stage of the project.

All required information is to be with the client 2 weeks before practical completion.

This information should include all 'as built' details, manufacturers' information in respect of materials, operating manuals and instructions, etc., together with test certificates in respect of services installations, etc. as follows:

- a) 'As built' drawings showing all rooms with sizes, storey heights and sill heights, boundaries and their ownership, together with service layouts showing drainage, central heating, hot and cold water and gas routes to positions with fuse/circuit breaker diagram.
- b) Design criteria.
- c) Construction methods and materials used.
- d) Details of the location and nature of utilities and services including emergency and fire fighting systems.
- e) Certificates from plumbing, heating, security and electrical contractors, confirming that their installations conform with regulations and Codes of Practice.
- f) Local Electricity Board's test certificates.
- g) Original guarantees, with evidence of insurance back up, from timber treatment or other specialists, where applicable.
- h) Details of specialist installations, such as security services, entry phones, gas water heaters, central heating, etc.
- i) Operating and maintenance instructions for above.
- j) Details relating to health and safety during demolition or dismantling works.

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- k) Details relating to health and safety for cleaning and maintenance works.

In addition, one set of 'easy reading' operating instructions for all services installations shall be left with the Client at practical completion/handover. The instructions should cover all appliances including heating systems, electrical consumer units, extract fans, etc.

The Main Contractor will be required to liaise with all the relevant designers and provide them with details of site adjustments, etc. to ensure that 'as built' drawings are completed in good time to meet the time scale given above.

25.0 APPENDIX A

SITE PUBLIC INTERFACE INDUCTION

Induction session to be carried out with **all** members of the public who are resident or visit Hodes Row for social or domestic purposes.

The responsibility of the contractor is to maintain a safe route from the highway to the residences that are accessed through the site known as 1A Hodes Row.

Residents of Nos. 1, 2, & 3 Hodes Row will be encouraged to use a pedestrian gate to Courthope Road.

Initial Stages

Safe access will be achieved through the building works by a level route in the initial stages across the site area. During building operations the resident or visitor will be required to communicate with the Site Manager or a designated person to ensure that the way is clear before proceeding.

Once authorisation has been obtained, the person should proceed at a comfortable pace to the other side of the building site area.

All residents and visitors should be aware of the possible movement of vehicles or materials in the building area.

Timber Frame Erection Period

This period is expected to extend for approximately one week.

During this period heavy craneage and materials will be in operation and being lifted into position. You may be required to wait for a few minutes in a safe place until the lifting operation is complete, or held in a safe position. Once permission is obtained to proceed, you should do so at a comfortable pace, without stopping.

Main Construction Period

This will be the longest period when various types of work will be under taken by the builder.

AT ALL TIMES THERE WILL BE A FULLY NETTED AND DOUBLE BOARDED SCAFFOLD SYSTEM FORMING A SAFE TUNNEL.

During working hours (8.00am to 6.00pm Monday to Friday and 8.00am to 1.00pm on Saturday), please continue to make the builders aware of your intention to proceed through the site.

Use the tunnel for safe passage to and from the highway. Please note that the route through the tunnel may alter slightly during the construction period. After Builders' hours, the tunnel area will be lit to improve visibility.

IF YOU ARE UNSURE ABOUT YOUR SAFETY – ASK THE SITE MANAGER.

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General Health and Safety Notes

It is advisable to wear stout shoes when proceeding through the building site.

1. **All vehicles must be parked where instructed by the Site Manager only.**
2. Children should be discouraged to play in the building site area by their guardians. It is an unfortunate fact that more than 80 children are seriously injured every year on building sites.
3. The designated emergency route will be kept clear at all times to ensure a safe means of evacuation.
4. All on-site accidents must be reported to the Site Manager immediately and documented in the accident book, which is held within the site accommodation.
5. No smoking will be permitted in the site area, as described to you by the Site Manager. Smoking butt ends could result in an emergency situation.
6. Do **not** interfere with any ladders or scaffolding.
7. All areas will be kept clean and tidy to avoid slips, trips and falls.
8. **It is advisable not to use mobile phones when walking through the site. Mobile phones are a distraction on a construction site that could lead to an incident or accident.**

Nearest Police Contact:

Tel. No.

Nearest Hospital Contact:

Tel. No.

Signed:
(Resident / Visitor)

Signed:
(Site Manager)

Print Name:

Print Name:

Date:

Date: