



# Construction Phase Plan

## 74 Charlotte street

Prepared by  
Bernard Mooney

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#### Amendment Record

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## Description of Project

### 1.1. Project description & Programme details.

74 Charlotte Street is currently a Blues Club with restaurant on basement and ground floor levels with administrative / office space on the second and third floors and a small, unoccupied, non-isolated living space on the fourth floor. The building is located in a mixed use commercial, retail and residential conservation area. It will be closed and vacant for the duration of the redevelopment. The applicant intends to create an attractive leisure location comprising a restaurant on basement and ground floors with residential accommodation above. In recognition of the existing building's positive contribution to the conservation area, the proposed development is sympathetically designed in keeping with its surrounds.

The proposed development will retain the facade fronting Charlotte Street and replace the remainder of the existing building with a new building. The intended construction method is to create a frame structure supported by piled foundations and tied into the existing facade. The existing basement level will be lowered by 200 millimetres below the existing basement floor level. More detailed information is contained in the structural engineers report.

The construction phase of works has been split in 6 phases, namely:

- Demolition
- Ground works
- Temporary works
- RC frame
- Façade and roof
- Internal Fit Out



The Charlotte Street - Proposed artist's impression

## **1.2. Project Timescale**

The project is scheduled for 54 weeks from demolition to handover.

Having reviewed the timescale for the works, it is considered reasonable in view of the scope of works involved, on the basis of information currently available.

Program of works will be provided to client once approved.

### 1.3. Contact details.

| Company Name            | Address  | Contact           | Contact Details   |
|-------------------------|--|-------------------|---|
| <b>Client</b>           |  |                   |   |
| Fisherking              | THE FACTORY, TENNIS COURT,<br>9 WINCHESTER SQUARE,<br>LONDON SE1 9BP | Christopher Allen | Tel:020 3179 9990   |
| <b>Project Manager</b>  |  |                   |   |
| McBains Cooper          | 120 Old Broad Street London<br>EC2N 1AR                              | Colin Rae         | Mob: +44(0)7800 675 149<br>Tel : +44(0) 20 7786 7900<br>email – c.rae@mcbainscooper.com     |
| <b>Designers</b>        |  |                   |   |
| McBains Cooper          | 120 Old Broad Street London<br>EC2N 1AR                              | Mark Fincher      | Mob : +44(0)7800 675 149<br>Tel : +44(0) 20 7786 7900<br>email- m.fincher@mcbainscooper.com |
| <b>CDM Co-Ordinator</b> |  |                   |   |
| McBains Cooper          | 120 Old Broad Street London<br>EC2N 1AR                              | John Kyere        | email – j.kyere@mcbainscooper.com<br>Mob: +44(0)7800 675 149<br>Tel : +44(0) 20 7786 7900   |

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Colm Sharkey

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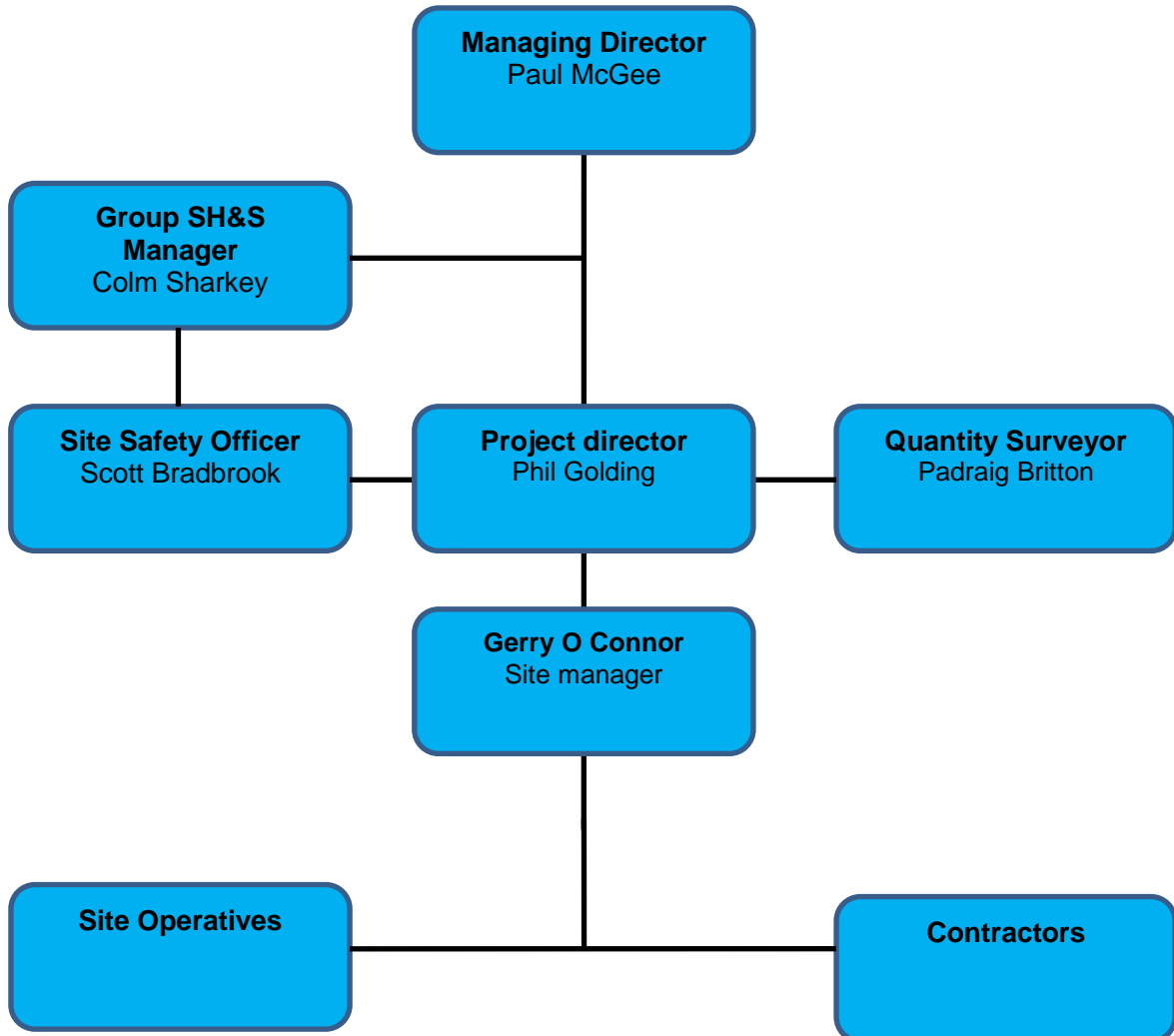
## 1.4. Existing records and plans

The following documents form part of this plan and are to be found in File A of the site management system:

- Pre-Construction Information
- Previous planning application
- Building survey

## 2. Management of the Project

### 2.1. Management Structure & Responsibilities for H&S.





## **Managing Director – Paul McGee**

The Managing/Operations Director has ultimate responsibility for Health, Safety and Welfare throughout the organisation, and ensuring the implementation of this Policy.

He will:-

- Appoint a Project Manager with responsibility for co-ordinating Health & Safety matters.
- Monitor the effectiveness of the Health & Safety Policy
- Provide the necessary management support and control required to ensure sufficient resources are available to implement an effective training programme.
- Liaise with relevant external agencies where necessary, in the implementation of this Health & Safety Policy
- Provide the support to ensure that equipment and procedures are in place to deal with all possible emergencies.
- Ensure adequate funds and resources are available to meet the requirements of all health & safety legislation.
- Ensure employees are given the opportunity to discuss health & safety issues
- Ensure proper selection of contractors/sub-contractors as per Company Policy and relevant questionnaire.
- Ensure formal Health & Safety Audits and Inspections are carried out, and action items are followed up.

## **Project Director – Phil Golding**

The Project Manager and Assistant Project Manager are responsible for ensuring the effective implementation of this Construction Phase H&S Plan.

He will:

- He will draw up Risk Assessments and Method Statements.
- He will ensure that Company Policies and Procedures are implemented, and where necessary recorded, and that all accidents and 'near misses' are properly recorded, reported and investigated.
- Ensure projects for which the BCL is overall responsible, is safely managed, through direct communication and consultation.
- Ensure that Induction training is given to all operatives on their first day of employment, and further training needs identified.
- Ensure all operatives are fully trained to perform their duties effectively.
- Ensure all relevant personnel records are maintained and kept up to date, especially training and re-training, and that statutory licences or documentation in respect of operatives remain valid.
- Provide information on Risk Assessments, training, instruction and supervision, to ensure that all work is carried out safely.
- Ensure that all accidents, "near misses" and dangerous occurrences are properly recorded and reported, to relevant agency, and an investigation carried out to determine causal factors.
- Ensure proper maintenance of all vehicles, plant and equipment, and that such is kept in defect free conditions, and that any statutory requirements in respect of such vehicles, plant or equipment are maintained and recorded.
- Ensure electrical safety of temporary wiring and temporary buildings by testing and certification by a competent person before use and periodically.

## **Site Manager – Gerry O Connor**

The Site Manager is responsible for the day to day implementation of health and safety on site. The Site Manager will keep the Project Manager updated in relation to all health and safety matters.

The Site Manager will:

- Take immediate and appropriate steps to investigate, rectify, and review any risk to health and safety, from work activities.
- Bring to the prompt attention of Senior Management any health and safety issue that requires their attention.
- Maintain safe access to, and egress from, the workplace.
- Ensure that employees, contractors, and visitors are inducted and are aware of emergency, and site safety procedures, and ensure implementation of Company Fire Policy and Procedures.
- Examine, check, copy and file maintenance records/statutory inspection reports of all hired, and sub-contractors plant and equipment, before acceptance on site.
- Inform the relevant Contract/Project Manager immediately of any incident/accident and investigate same as per Company 'Accident Investigation' procedures, including follow up, monitoring, and review.
- Ensure relevant 'toolbox talks' are given on a regular basis and recorded on appropriate form.
- Ensure relevant 'method statements' and 'permits to work' are properly issued, recorded, implemented and supervised.
- Ensure efficient supervision of all personnel on site in relation to health and safety matters.
- Ensure all operatives on site are provided with, and wear appropriate PPE according to their needs.
- Ensure proper maintenance of all plant and equipment, and that it is kept in defect free conditions.
- Ensure that the welfare facilities are adequate and maintained in suitable level of cleanliness.

## **Group Health & Safety Manager and Site Safety Officer (H&S Team)**

The Health and Safety Team report to the Managing Director Project Manager, and they will ensure that management is kept up to date regarding pending relevant Health and Safety legislation, which could have an impact on the organisation.

The Health and Safety Team will:

- Give advice to ensure the Company complies with all legislation, EEC Directives, and HSE Approved Codes of Practice.
- Monitor the effectiveness of all Health and Safety procedures.
- Provide recommendations on staff training.
- Provide Health and Safety advice to management and staff at all levels.
- Provide effective communications to personnel on all Health and Safety issues.
- Monitor performance, through regular Inspections of site and report to Senior Management with any defects noted or improvements required.
- Monitor developments in Health and Safety legislation, technical developments relevant to risk control, and developments in Health and Safety management practice.
- Where required, assist in the investigation of accidents.

## **Operatives and Contractors**

All operatives and sub-contractors have the responsibility to read, and understand the Company's Health & Safety Policy, and any procedures that will be issued from time to time, and to perform their work in accordance with the requirements of those documents.

All operatives and -contractors will:

- Comply with their legal responsibilities under the Health and Safety at Work Act 1974,
- Take reasonable care of their own Health and Safety, and that of their work colleagues
- Co-operate with their employer in complying with any statutory duty.
- Refrain from intentionally misusing, or recklessly interfering with, anything that has been provided for Health and Safety reasons.
- Consider the safety of other persons, who may be affected by their acts, or omissions.
- Work in accordance with information and training provided.
- Report any hazard or defect in plant or equipment, or any shortcomings in existing safety arrangements, to a responsible person without delay.
- Not undertake any task, which could endanger their own, or another's safety.
- Not undertake any task for which authorisation and/or training has not been given.
- Wear personal protective equipment as required.

## 2.2. H&S Goals, Monitoring & Review

Permanent works objectives include:

- Ensuring that operation and maintenance tasks can be undertaken without risk to the health and safety of persons, or the environment, so far as is reasonably practicable.

Construction work objectives include:

- To have no accidents on site, either construction workers or members of the public
- To have no occupational ill health arising from the project
- To ensure the least disruption to the local community as a result of the project
- To ensure that statutory health and safety requirements applicable to the project are complied with
- To ensure that no environmental damage occurs
- To provide and maintain safe passage for persons past or through the site, and exclude all unauthorised persons, especially children from the current area of work activity
- To provide and maintain the required temporary welfare facilities for site personnel
- To ensure that all persons on site have received the necessary training required to ensure safe working on site

The above goals will be monitored through the performance of site inspections (both internal and external) health and safety management system audits (both internal and external) and through regular health and safety review meetings.

## 2.3. Site Liaison Arrangements

The BCL Site Manager will be responsible for directing and co-ordinating the activities of any other contractors on site. This will be achieved by having other contractors or their employees reporting directly to him on site, on a daily basis, on their arrival to site, and sign in the site register.

This serves a twofold purpose, it will inform the Site Manager of the total numbers on site for emergency evacuation procedures, and contractors can be fully briefed on the day's activities, together with other necessary safety measures such as Risk Assessments or Method Statements.

This does not preclude face-to-face discussion at any other time between the Site Manager, and any contractor or employee on any matter, relating to the project in particular, or health and safety matters in general.

There is provision within the organisation for the appointment of a Health & Safety Committee, however due to the fact there is currently a limited number of employees, all consultation in the organisation are done on a face-to-face basis, when required. Day to Day liaison will be co-ordinated via the BCL Site Manager to whom contractors should report on entering site each day.

## **2.4. Consultation with Workforce**

BCL Site Manager will ensure that all operatives on site are able to discuss and offer advice on matters which affect their health, safety and welfare.

The Site Manager ensures that every operative on site is provided with safety training and information on the risks to Health & Safety arising out of or in connection with the works by:

- Safety Induction
- Tool Box Talks
- Daily Co-Ordination meetings

## **2.5. Arrangements for exchange of Design Information**

Progress Meetings with Contractors, Designers and others, to monitor and review health & safety matters, will be arranged by BCL Project/Site Manager and held at regular intervals, (normally every 2 weeks) based on the necessity of the contract. These Progress Meetings will be minuted and copies circulated to all parties. The BCL Managing Director will attend these meetings as necessary.

## **2.6. Arrangements for Handling Design Changes during contract**

Design changes will be co-ordinated through the BCL Project/Site Manager and he will ensure that altered plans etc are brought to the attention of the Contractors.

## **2.7. Selection and Control of Contractors Arrangements**

Contractors must obtain permission from BCL, in writing if possible, before work commences on site and before arranging for deliveries of equipment etc. prior to work starting.

The Procurement Department will vet Contractors in accordance with section 5.4.12 of the Health and Safety Policy/Safety Management System

The Site Manager will check maintenance records/statutory inspection reports of all contractors' plant and equipment before allowing it on site. He will also check training records, certificates, and CSR/CSCS Cards to ensure all employees have the necessary skills and competencies for the work in hand.

When starting work each day, Contractors are requested to report to the Site Manager responsible for the work, who will discuss the arrangements for the work being carried out (i.e. a plan of work). When leaving the site the sub-contractor must also report that he/they are leaving.

## **2.8. Site Access & Parking**

During the construction period it is important that construction traffic is managed and integrated into the existing road highway network, to maximise construction efficiency and safety while minimising the risk of inconvenience and nuisance to the public. To achieve this, the following principles will be actioned:

- Deliveries and collections will be made via Charlotte Street and Charlotte Mews. Delivery vehicles will whenever practical avoid 'peak public traffic hours'.
- There will be no site car parking facilities
- The site entrances will be maintained and kept clean and clear at all times
- A separate pedestrian entrance will be provided to segregate pedestrians from plant.
- Adequate signage, security and supervision will be in place throughout the project duration

## 2.9. Overhead hazards

No overhead work, or working at height is to be carried out, without reference to the Site Manager, or his nominated representative, so that suitable safeguards can be implemented. Where required, Contractors and their employees will wear suitable head protection at all times, and any other PPE deemed necessary for the work. Warning notices will be posted at all likely access points to the area of risk.

## 2.10. Cranes, Hoists and Lifting Tackle

A luffing jib tower crane will be used for the construction of the building and will be erected to the rear of the property in Charlotte mews following the relocation of the current motorcycle parking bay, the following procedure will be followed.

All lifting operations must be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 with reference to HSE guidance document Safe use of lifting equipment.

BCL will ensure that:

- Lifting operations are planned, supervised and carried out in a safe manner by people who are competent.

Where equipment is used for lifting BCL will ensure it is:

- Sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached (eg timber pallets, lifting points) must be suitable;
- Positioned or installed to prevent the risk of injury, eg from the equipment or the load falling or striking people;
- Visibly marked with any appropriate information to be taken into account for its safe use, eg safe working loads. Accessories, eg slings, clamps etc, should be similarly marked.

## 2.11. Electrical Work

All electrical connections will be carried out in accordance with current safety procedures outlined in the latest edition of the IEE Wiring Regulations. All appliances used must comply fully with the Electricity at Work Regulations.

## 2.12. Fire Precautions

During the construction period it is important that the fire risk on site is reduced, to achieve this, the following principles will be actioned:

- No bonfires or open air burning of Contractors refuse will be permitted on site.
- Hot works permits are required for all hot works. Any person engaging in any hot works must supply their own fire extinguisher.
- All hot work will be followed by a 'half hour fire watch'. Any flammable materials, potentially explosive substances, liquids, Chemicals or Gases shall be stored in designated areas, as per their Material Safety Data Sheet / COSHH Assessment and with good practice as not to react with each other.
- The users of such substances shall have adequate and appropriate serviced fire extinguishers, adjacent to such materials.
- Any person discovering a fire, no matter how small, must report it immediately.

- BCL has fire-fighting equipment available; this is not to be used for any purpose other than firefighting.

A site fire plan will be created and held on site in folder A

### **2.13. Permit to Work**

To control the hazardous activities of Contractors, BCL operates a 'Permit to Work' system (see section 5.4.20 of the Health and Safety Policy/Safety Management System)

This entails the Site Manager discussing the proposed activity with the contractor. A 'Permit to Work' is then issued, which lists the controls required to ensure the safety of all those likely to be affected by an activity, operation, etc.

The Permit is issued for a specified period of time and must be returned upon completion of the task or when the time limit expires. Some activities, such as soldering, use of a cutting torch or use of a grinder, may be termed as 'Hot Work' and these activities may require the issue of a 'Permit to Work'.

### **2.14. Plant and Machinery**

All non-hand held plant or equipment i.e. MEWP's, Hoists, Cranes, Fork Lift Trucks etc intended for use on our sites must carry a current test certificate, copies must be available i.e. - stored / displayed on the equipment or filed in the site H&S Folders.

Details of equipment directly responsible to BCL must be entered in Folder F Lifting 7 Working at Height.

Details of all contractor plant must be entered on the sub-contractor plant and equipment register within the Weekly Returns.

Operators are required to produce training certification / confirmation of competence for all non-hand held plant and equipment and the erection of mobile towers, which must be copied and filed on site. Operators using abrasive wheels are also required to produce training certificates.

All lifting operations must be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 with reference to HSE guidance document Safe use of lifting equipment. A site and operation specific risk assessment and method statement must be completed prior to any lifting operations being undertaken on site

Personnel with no certificated record of training will not be permitted to use any items of plant and equipment on site.

### **2.15. Arrangements for Exchange of H&S information between Contractors**

Exchange of health and safety information will be achieved through inclusion in the Site Safety Meetings and/or Project Meetings.

### **2.16. Site Security Arrangements**

To ensure the security of site the following principles will be actioned:

- Site will be secured by 2.4 m high painted black ply hoarding around the perimeter. (TBC with LBC)
- All operatives on site will be required to sign or clock in and out at the site office area in the compound before accessing the site.

- Visitors will be required to sign in and out also.
- Turnstile access to the site will be installed.
- Cctv will be installed with an auto dial alarm system

## **2.17. Site Induction Arrangements**

Initial training, covering precautions and procedures, will be organised by the Site Manager for all Operatives and Contractors. This will take place during Induction on commencement of each site. Any additional safety training required will be co-ordinated through the Group Health and Safety Manager and will meet the training objectives of the Safety Management System.

BCL policy requires that all newcomers to the site (including Site Management, Contractors of any kind, design team and client representatives) unless unaccompanied must be inducted before they start work on the site.

Anyone not inducted must be accompanied on site. All relevant personnel working on site must have CSCS card or its approved equivalent before commencing work. Advance notice of 'site arrival' is required from all Contractors, to ensure a safe working environment and to facilitate inductions.

## **2.18. On Site Training Arrangements**

It is the policy of BCL that:

- All relevant personnel working on site will have the CSCS/CPCS Skill Card as appropriate to their skills and in accordance with BCL policy
- Certified training will be given in MEWP operation, abrasive wheels, manual handling, etc. where necessary
- All First Aid personnel will be trained in Occupational First Aid
- All Site Managers and Senior Engineers, as a minimum, will complete the IOSH accredited Managing Safely in Construction course
- Emergency evacuation training drills will be carried out on each site twice per year, in accordance with the Safety Management System
- Records will be maintained of all training attendances.

On-site training will also be achieved through the delivery of planned toolbox talks on a regular basis.

## **2.19. First Aid Arrangements**

- Each site will have at least one trained First Aid person per 49 workers on site (or more if required)
- First Aid persons will have their training updated every 3 years
- On giving first aid, details of the injured party and the treatment given shall be recorded in the first aid report form.

The nearest A&E department is University College Hospital 235 Euston Road London NW1 2BU

**Tel: 020 3456 7890**  
**Fax: 0845 155 5000**



## **2.20. General Health & Welfare**

To safeguard the general health and welfare of workers on site, BCL policy requires that:

- There will be trained First Aiders on each site
- A fully equipped first aid box will be held on each site under the care of the First Aid Person
- The First Aider will be responsible for maintaining supplies as necessary
- Records of all treatments will be recorded on a First Aid Report Form (Form 530)
- From time to time BCL will organise the Construction Workers Health Trust to visit sites to provide for a voluntary health check-up for all on site
- An adequate supply of drinking water will be made available
- A room set aside for rest, and a canteen will be provided on each site
- A drying room will be provided
- Separate male and female (as necessary) toilets and wash-up areas will be provided on each site
- All rooms, toilets and canteens will be in compliance with Schedule 2 of the Construction (Design and Management) Regulations 2007, as a minimum
- Work areas will comply with statutory requirements with respect to heat, light and ventilation
- All areas will be cleaned regularly
- Assistance will be given where identified, to relieve workplace-induced stress
- A smoking area will be provided

A full site welfare set up is to be installed at the start of the project, with cabins installed on the façade retaining steel work at the front elevation on Charlotte street. This will be hoarded at ground level for the public safety and to keep the environment as clean, clear and tidy as possible.

This Includes:

- Site Office
- Canteen
- Drying Room
- Toilets
- Meeting Room

## **2.21. Arrangements for Investigating and Reporting Accident & Incidents (including near misses)**

Initial investigation will be conducted on site by Site Management. Detailed procedures are contained within section 5.4.8 of the Health and Safety Policy/Safety Management System.

## **2.22. Arrangements for Risk Assessment / Preparation of Written Systems of Work**

In accordance with Regulation 3 of the Management of Health and safety at Work Regulations 1999, BCL will have hazard identification and risk assessment carried out for all processes, plant, activities, sites and premises.

As mentioned above, on the commencement of new projects, site specific hazards will be identified and any not already identified or adequately catered for, will be subject of written risk assessments and the controls set out in the Construction Phase H&S Plan (which will be updated on an ongoing basis) for that project.

Hazards once identified will be assessed to establish the level risk and appropriate controls using the methodology shown below. Due to the nature of construction work, most risks will be ranked as high. However, it is the aim of BCL that on the implementation of the controls that the ranking will be reduced to low, and hence, comply with the levels required by the Health and safety at Work etc Act 1974 and Management of Health and Safety at Work Regulations 1999.

The risks associated with any hazard will be categorised as high, medium or low. Method Statements are required for any on-site activities that are particularly hazardous, for example, excavations or roofing.

The Method Statement will be specific to the site and to a single activity and will indicate a safe system of work for this activity. Method Statements shall be provided in advance, allowing enough time to make amendments, check and recheck information and to obtain the resources needed for the task. If a Method Statement is prepared by others it must be approved by BCL (See section 5.4.19 of the Health and Safety Policy/Safety Management System).

## **2.23. Site Rules (including Drugs & Alcohol Policy)**

Substance abuse is a hazard to individuals, their colleagues and others that may be affected by BCL's activities. BCL has a zero tolerance approach to substance abuse. Therefore:

- Persons under the influence of alcohol or drugs will not be allowed to enter the workplace
- Persons whose reactions might be affected by prescribed medication should bring this to the attention of the Site Manager or the Safety Officer, so that any risks can be assessed and addressed.

## SITE RULES

1. All personnel must accept these Site Rules as a condition of working on this site,
2. This document is part of BCL Construction Health & Safety Procedures and your conditions of employment and must be strictly adhered to.
3. This document and the conditions referred to are applicable to all personnel working on or visiting the site.
4. Non-compliance with site rules will result in your removal from site or being entered into the Disciplinary Log.
5. All personnel entering site must 'Clock' or 'Sign' in and out at the office compound area before accessing the site. If you have to leave the site during the day you must sign out and then back in, on your return.
6. All personnel must wear safety helmets, proper safety footwear and visibility vest or clothing protection at all times on site.
7. BCL Site Manager instructions are to be obeyed at all times.
8. All Warning Notices must be obeyed.
9. If this is a shared site with others working around us. PLEASE BE AWARE.
10. Only 110 volt power tools or leads will be permitted on site and they must display current PAT test.
11. All materials must be adequately and safely stored. No materials are to be stored on Scaffolding, Crash Decks, or Roof area's (Including Cabin Roofs) at any time
12. Skips are provided for rubbish and all areas must be kept clean and tidy. All waste must be brought to a designated area and be segregated.
13. Fire extinguishers will be located in the Site Office and at fire points on each floor.
14. Nearest hospital is **University College Hospital 235 Euston Road London NW1 2BU**  
**Tel: 020 3456 7890**  
**Fax: 0845 155 5000**
15. Report to BCL any defects in plant or equipment.
16. Any person engaging in 'horseplay' or 'unsafe actions' will be required to leave site immediately.

17. Alcohol or drugs (including medicinal items unless approved by the Site Manager) must not be brought on site and no staff must be under the influence of drink or drugs when on site. The standard for being unfit on site is the same as that for driving a car on the public road. Any person found to be under the influence of alcohol or banned substances will be required to leave site immediately.
18. The safety of all personnel on site is of paramount importance. Please note you have a responsibility to carry out your duties in a safe and responsible manner.
19. Under the Construction (Design and Management) Regulations 2007 the Principal Contractor BCL must ensure all subcontractors comply with any rules contained in the Health and Safety Plan. The Regulations also place a responsibility on all Contractors to co-operate with the Principal Contractor.
20. On no account, should anyone working on this site attempt to carry out any task or operation for which they have not been trained, which is obviously dangerous, or which could cause injury to themselves or anyone else. If you are in any doubt at all please consult BCL management.
21. Obey all safety signage and any requirements from BCL management.
22. BCL management may stop any work activities if there is a threat to Safety, Health and Welfare
23. COSHH assessments and Safety Data Sheets must accompany any Hazardous Materials brought onto site.
24. Safety Barriers or other edge protection can only be removed with the approval of the site manager.
25. All Ladders must be in good repair and 'tied' or 'footed' while in use and extend 1m over the landing area.
26. BCL policy requires that all working at height is attained from Scaffolds. Alloy Towers, MEWP's or Podium type Ladders. Any work requiring the use of "A" Frame Steep ladders or steep ladders will require a Ladder Permit. The use of "A" Frame ladders and steep ladders will only be permitted on the following grounds.
27. Working from step ladders greater than 2.2m or 8 treads is not allowed with-out BCL approval.
28. All Ladders & Working platforms must be inspected every 7 days and recorded, which must be submitted to BCL management.
29. No Radios, walkmans or ipods to be used on site.
30. The using of mobile phone while operating using any plant or equipment while on sit will result in disciplinary action.

## 2.24. Fire & Emergency Procedures and Arrangements

The following procedures are to be used on this site to evacuate site personnel in case of an emergency. An alarm will sound, if the site is being evacuated and all personnel on hearing the evacuation alarm must:

- Turn off any plant or machinery in use.
- Leave the site by the nearest available exit.
- Report to the designated assembly point at the rear of the site in Charlotte mews. Remain at the assembly point until given further instructions by BCL Site Management

Any person discovering a fire, no matter how small, must:

- Raise the alarm, by sounding the alarm and warning nearby workers.
- Evacuate the location.
- Inform a member of BCL Site Management IMMEDIATELY.
- Report to the assembly point and await further instructions from BCL Management.

### **3. Arrangements for Controlling Significant Site Risks**

#### **3.1. Delivery and removal of materials including waste and work equipment taking account of risks to the public.**

During the construction period it is important that construction traffic is managed and integrated into the existing road highway network, to maximise construction efficiency and safety while minimising the risk of inconvenience and nuisance to the public. To achieve this, the following principles will be actioned:

- All deliveries and collection will be through the main delivery gate located on Charlotte Mews. Delivery vehicles will whenever practical avoid 'peak public traffic hours'.
- The site entrance will be appropriately signed for 'Emergency Access Point' for safe access and egress of emergency vehicles
- There will be no on site car parking facilities
- All suppliers will be made aware of the traffic plan and traffic routes
- The site entrances will be maintained and kept clean and clear at all times
- For environmental and road safety ALL material containers leaving the site will be appropriately covered to avoid soiling of the road. This will be controlled by the gateman.
- Adequate signage, security and supervision will be in place throughout the project duration

A Traffic Management plan will also be produced and held on site.

#### **3.2. Arrangements for dealing with services, Water, Electric and Gas including overhead cables and temporary installations.**

Information on existing services, both underground and over ground is not available from the contract documentation. At this time attempts are being made to obtain the geological survey of the site. A ground survey will be conducted before works commence.

#### **3.3. Adjacent land use controls.**

The site is currently a disused night club bar/restaurant with apartment and staff facilities above. It's located on a busy central London street composed primarily of restaurants and bars. The immediate area is formed of a mix of commercial and residential properties mostly terraced and over 3 stories in height set on a grid formation.

The construction site will be self-contained within the hoarding although there will be some support required on the highway to support the façade retaining steel work that will also contain the site offices. These will be wrapped in hoarding and the required access dimensions will remain. BCL will liaise with the client in relation to letter drops and local information displayed.

Working Hours are to be:

Monday to Friday - 0800 to 1800 hrs

Saturday - 0800 to 1300 hrs

Sundays and Bank Holidays - no noisy working permitted

### **3.4. Stability of Structures during construction (including temporary structures or existing unstable structures).**

A temporary works design will be produced for the installation of the temporary welfare cabins, the support of the façade and the propping of the flank walls.

### **3.5. Fall Prevention Arrangements.**

Consideration will be given to all working at height and wherever reasonably practicable work at height will be avoided. The Working at Height Regulations 2005 places a specific duty on persons in control of working at height to carry out a detailed risk assessment of the works. The Company's will therefore:

- Avoid working at height wherever possible
- When it cannot be avoided plan and organise the works
- Provide suitable working platforms for working at height
- Only work off ladders for short duration, light works and as a last resort.

Risk assessments will be carried out for all operations involving working at height and safe systems of work implemented to avoid placing any person at risk from working at height. The following policies will be adopted when working at height:

#### **Use of scaffold towers:**

Scaffold towers will only be erected by trained individuals, who are in possession of the manufacturer's instructions. Towers will be thoroughly checked before being erected, the floor area will be kept clear of debris and outriggers used at all times.

#### **Makeshift Platforms/Trestles:**

Under no circumstances will makeshift platforms or Trestles be used.

#### **Ladders**

Ladders will only be permitted for work where there is no alternative means, and then will only be permitted for short duration works, where the operative can maintain a three point contact with the ladder. In all cases an alternative method will be considered and wherever possible working platforms or MEWPS will be used.

#### **Steel Mesh Barriers (COMBISAFE)**

COMBISAFE Steel Mesh Barriers will be installed as the building rises, this is a Lightweight, versatile barrier that provides hard-mesh coverage with impact-absorbing capacity. Each weld can withstand a force of 500kg. Designed with closed return for greater debris containment, and with reinforced edges to prevent site damage. Guardrails, toeboard and debris mesh in one product and complies with EN 13374 Class A, B, C

#### **Scaffold**

All scaffolding that is to be erected will be erected by competent scaffolders in compliance to TG 20.08 once the scaffold is complete a hand-over certificate is to be issued to the site manager. The scaffold is then to be inspected on a regular basis not exceeding 7 days; this is to be performed by a competent person.

Before work commences the site manager will ensure that all scaffold and working platforms are complete including double guard rails and toe boards, and that there is safe access by tied or footed ladder and that all traps are correctly covered. If the area of work is unsafe,

the scaffold will be put out of service until the scaffold contractor has carried out the necessary remedial action.

### **Step Ladders**

Prior to work from steps/ladders check that the equipment is safe to use. Particular attention must be given to ensuring that steps/rungs are undamaged, stiles are sound and stay ropes undamaged etc. Equipment that is not adequate must not be used. The base upon which the steps/ladders are to be stood must be firm and level. Steps and ladders will only be used for short duration works where the operator can maintain a three point connection with the step ladder.

### **MEWPS**

MEWPS (Cherry pickers & Scissor Lifts) if used must be checked daily by the operator before being used; records must be made in the site PUWER register every 7 days. Operators of such equipment must hold a suitable certificate of training for the equipment. No person without such proof of training is to operate the equipment. The Site Manager will hold copies of all training certificates as part of the induction process.

## **3.6. Controls on work / Near Fragile Materials**

This work is not envisaged

## **3.7. Control of Lifting Operations.**

All lifting operations will be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 with reference to HSE guidance document Safe use of lifting equipment.

BCL will make sure that:

- Lifting operations are planned, supervised and carried out in a safe manner by people who are competent.

Where equipment is used for lifting BCL will ensure it is:

- Sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached (eg timber pallets, lifting points) must be suitable;
- Positioned or installed to prevent the risk of injury, eg from the equipment or the load falling or striking people;
- Visibly marked with any appropriate information to be taken into account for its safe use, eg safe working loads. Accessories, eg slings, clamps etc, should be similarly marked.

A lifting plan will be produced and reviewed on a regular basis by BCL

## **3.8. Plant and Equipment Maintenance Arrangements**

All Plant & Equipment must comply with CE mark and used only for the purpose for which it is intended and to be operated only by trained operators and properly maintained. Any item of plant, equipment and / or chains coming onto site must be accompanied with the correct documentation. This documentation must be submitted for approval by the Site Manager, before being allowed to be used on site.

All plant must have a weekly inspection carried out by the operator; this inspection must be recorded and submitted to the Site Manager.



### **3.9. Work on wells, underground Earthworks or Tunnels.**

This work is not envisaged

### **3.10. Work on or near Water where there is a risk of Drowning.**

This work is not envisaged, it is noted that the river Thames is on the south side of site but falls are fully protected against.

### **3.11. Diving Work.**

This work is not envisaged.

### **3.12. Works in a Caisson or Compressed Air Working.**

This work is not envisaged.

### **3.13. Use of Explosives.**

This work is not envisaged.

### **3.14. Traffic Arrangements Inc. routes and segregation of vehicles and pedestrians.**

A traffic plan for the site activities will be prepared. This traffic plan will be reviewed and updated as necessary.

### **3.15. Arrangements for Storage of Materials (particularly hazardous items) and work equipment.**

All materials for use will be stored in the designated 'site area' as agreed by the Site Manager, prior to immediate use. Materials being brought on site, with any potential to affect the safety and health of any person on site, must have its Material Safety Data Sheet & COSHH Assessment supplied for review by BCL prior to being used.

### **3.16. Arrangements for other Site Specific Safety Hazards.**

Contractors will have supplied BCL with their site specific Method Statements for assessment.

On being required, they will also supply task specific Method Statements for particular activities. Task specific Method Statements, in addition to describing the sequence and execution of the activity under consideration, will also include resources required.

Task specific Method Statements will highlight the hazards as understood by the proposer, the risks associated with the particular hazard and the control mechanisms necessary, if the hazard cannot be eliminated.

Task specific Method Statements will state who might be harmed, the effects on, and the co-operation / attendance's required from other contractors.

Task specific Method Statements will, in the first instance, be prepared by those proposing to carry out the activity under consideration. The project management will assess or have the task specific method statement assessed and amended if necessary, prior to the activity proceeding.

BCL will, having assessed the information supplied, make aware, all affected of the final outcome, by the most appropriate means.

### **3.17. Asbestos Removal - Health Risks and Controls.**

See item 3.19 alongside asbestos report. Survey to be completed 18.12.14

### **3.18. Dealing with Contaminated Land – Health Risks and Controls.**

Currently awaiting the geological survey although there is nothing to indicate the land is contaminated, the risk of this is low.

### **3.19. Manual Handling hazards – Health Risks and Controls.**

The need for ‘manual handling’ will be minimized by use of mechanical aids. Where manual handling is necessary, a Risk Assessment will be carried out on that task. This assessment will identify the operations that involve manual handling with the potential to cause injury. All loads that require manual handling are to be broken down to as small a component as reasonably practical. Avoid double handling and reduce the carrying distance. All operatives are to be provided with Training in ‘Manual Handling and lifting’.

### **3.20. Use of Hazardous Substances – Identification of same, Health Risks and Controls.**

The contract envisages the use of normal building materials. There are no known materials specified or required in the Contract Documents which are subject to special controls under the European Communities (Classification, Packaging and Labelling of Dangerous Substances / Preparations) Regulations, or carrying the warning R45.

Should it be discovered that any such materials are required for, in the Contract Documentation, or otherwise required, this must be brought to the attention of the CDM Co-ordinator for consideration and decision.

### **3.21. Noise and Vibration – Health Risks and Controls.**

Conditions of the Noise and Vibration at Work Regulations, will to be adhered to during the project. Every effort will be made to reduce noise at source when buying/ hiring new items of plant.

Hearing protection will be made available on site where noise level is over 80 dBA. Where noise levels are over 85 dbA the use of hearing protection will be fully enforced. Selection of vibration tools will be from BCL’s approved Product Selector for HAVs & Noise.

### **3.22. Work with Ionising Radiation – Health Risks and Controls.**

This work is not envisaged.

### **3.23. Exposure to UV Radiation (Sunlight) – Health Risks and Controls.**

All Operatives in open air on site will wear helmets, shirts or vests and sun block creams will be supplied as needed.

### **3.24. Arrangements for Identification and Controls of any other Significant Hazards.**

No other significant risks or hazards have been identified in the pre-construction surveys or desk studies. A risk register is continually updated and addressed when necessary.

## **4. The Health and Safety File.**

### **4.1. Layout and Format of File.**

To be advised by CDM Co at latter date

### **4.2. Arrangements for collection and Gathering of information.**

Two copies of all required information will be forwarded to the Project Manager on site.

### **4.3. Storage of Information arrangements.**

All relevant information will be stored in electronic or hard copy by Project Manager.

### **4.4. Recording & Passing Information to the CDM Co-ordinator for Safety File**

All information will be promptly forwarded to the CDM Co-Ordinator as it is handed-over to the Project Manager.

## Appendix 1 Site Specific Risk Assessments

See File "A" Safety Management System

## Appendix 2 Method Statements

See File "B" Safety Management System

## Appendix 3 Temporary works drawings

See File "A" Safety Management System

## Appendix 4 Lifting Plan

See File "F" Safety Management System



## Appendix 5 Site Emergency Procedures

## FIRE & EMERGENCY EVACUATION PROCEDURE



### On Discovery of a fire:

1. Raise the alarm by shouting “Fire, Evacuate the building” or by sounding the alarm, Inform the Incident Controller were the incident is.
2. Turn all equipment off but do not stop to collect anything (e.g. tools, clothing etc.)
3. Leave at once using the nearest available exit or stairway, closing all doors, windows behind you to try to contain the fire
4. Do not use lifts, if any
5. Assemble at the assembly point, wait for a head count in an orderly fashion







### Site Managers Office

6. If trained in the use of fire extinguishers or basic fire fighting techniques, and only if safe to do so, make yourself available to contain the fire until the emergency services arrive.

#### NOTE:

- (i) Never attempt to re-enter the building until the all clear has been given.
- (ii) Do not leave the site until the head count is complete, and you obtain clearance to do so by BCL’s site management.
- (iii) Be aware at all times of the access/egress routes on site. They may change or be altered from day to day.
- (iv) Follow all instruction given by site management carefully.

### Fire Extinguisher Chart

| Extinguisher  |                             | Type of Fire                           |                      |                     |                         |                        |
|---|-----------------------------|--|----------------------|---------------------|-------------------------|------------------------|
| Colour  | Type                        | Solids<br>(wood, paper,<br>cloth, etc) | Flammable<br>Liquids | Flammable<br>Gasses | Electrical<br>Equipment | Cooking<br>Oils & Fats |
|  | <b>Water</b>                | ✓<br>Yes                               | ✗<br>No              | ✗<br>No             | ✗<br>No                 | ✗<br>No                |
|  | <b>Foam</b>                 | ✓<br>Yes                               | ✓<br>Yes             | ✗<br>No             | ✗<br>No                 | ✓<br>Yes               |
|  | <b>Dry Powder</b>           | ✓<br>Yes                               | ✓<br>Yes             | ✓<br>Yes            | ✓<br>Yes                | ✗<br>No                |
|  | <b>Carbon Dioxide (CO2)</b> | ✗<br>No                                | ✓<br>Yes             | ✗<br>No             | ✓<br>Yes                | ✓<br>Yes               |

| <b>Emergency Contact Numbers</b>                |  |                              |
|---|--|------------------------------|
| Fire & Ambulance Service                        | Dial 999 or 112 and request the service required.  |                              |
| Local Hospital (Route map also to be displayed) | <b>University College Hospital 235 Euston Road<br/>           London NW1 2BU<br/>           Tel: 020 3456 7890<br/>           Fax: 0845 155 5000</b> |                              |
| HM Inspector of Health & Safety Executive       | <b>0845 345 0055</b>   |                              |
| <b>Staff Contact Numbers</b>                    |  |                              |
| <b>Members of Staff</b>                         | <b>Office telephone numbers</b>  | <b>Mobile / Out of Hours</b> |
|   |  |                              |
|   |  |                              |

**Duties:**

- (i) All Sub-Contractors must carry out head count and inform Site Manager
- (ii) Ensure the Main gate is kept clear. Ensure clear access for emergency services. No entry or exit to Site bar emergency services.
- (iii) Ensure all Sub-Contractors carry out head count, check count with sign in sheet.
- (iv) Carries out head count of all BCL staff and site visitors
- (v) Site managers- Ensure signage is erected, and access and exits are clear. Ensure building is clear and prohibit re-entry
- (vi) Emergency service & first aid liaison, Monitor and report.