

CONSTRUCTION MANAGEMENT PLAN

**The construction of 4 storey dwelling (and basement) and associated
works**

at

**13 KEMPLAY ROAD
LONDON
NW3 1TA**

Kemplay Road Limited
ORDAN UK LTD AND ROSH PROPERTIES LTD

Foreword

This Construction Management Plan is prepared in accordance with Regulation 20 (2) of the Construction (Design and Management) Regulations 2007, to allow the contractor to comply with the duties scheduled under Regulation 23 of the Construction (Design and Management) Regulations 2007 - The principal contractor's duty in relation to the construction phase plan.

1	Description of the Project
1.1	Project Description
	<p>The proposed development comprises of constructing a 4 storey building (inc basement) between existing properties.</p> <p>The works include:</p> <ol style="list-style-type: none"> 1. Health and safety requirements 2. Party Wall 3. General rubbish removal and site cleaning 4. Site establishment and set up 5. Temporary piling 6. Basement excavation 7. Drainage 8. Retaining and internal walls 9. Ground floor slabs 10. First floor structure 11. Scaffolding 12. Second floor structure 13. External walls 14. Staircase 15. First fix M&E 16. Windows and Doors 17. Roofing work including covering 18. Internal walls and partitions 19. First fix joinery 20. Wall and ceiling finishes 21. Floor finishes 22. Second fix M&E 23. Internal doors and joinery 24. Sanitary fittings 25. Joinery second fix 26. Fittings 27. Decoration 28. External works 29. Clear and dispose rubbish from site (final cleaning) <p>The site is situated within residential community. The Contractors have considerable experience on working in similar 'live' residential environments.</p>
1.2	Programme details
	<p>The development works are due to commence in TBC. It is anticipated that the development will be completed by TBC.</p> <p>Hours of working are 08:00 to 18:00 Monday to Friday and 08:00 to 13:00 on Saturdays. No Works are to be carried out on Sundays or bank holidays.</p>
1.3	Project Directory
	<p>Client KEMPLAY ROAD LIMITED, c/o Nofax, 441 Edgware Road, London W2 1TH T: 02077246688/ jc@mgnx3d.co.uk</p> <p>Main Contractor Ordan Uk Ltd and Rosh Properties Ltd, c/o Nofax, 441 Edgware Road, London W2 1TH T: 02077246688/ jc@mgnx3d.co.uk</p>

	<p>Project Directory</p> <p>Architect: Graham Randall (grahamr@asepartnership.co.uk) 01707330711 ASE Partnership, 60 Bridge Road East, Welwyn Garden City, Herts AL7 1JU</p> <p>Engineer: Martin Redstone (martin@redstone.org) 02078375377/ 07778819993</p> <p><i>Martin Redston Associates, 3 Edward Square, London N1 0SP</i></p> <p>Interior design: Chris Diamond (chris@chrisdiamonddesing.com) 07534 919591 Chris Diamond Design, Chris Diamond, 30 Broadway, Kettering NN15 6DD</p> <p>Party Wall: Richard Doling (Richard@fidlerassociates.co.uk) 01923840482/ 07946533773 Fidler Associates Ltd, 31 Hillside Road, Northwood, Middlesex, HA6 1PY</p> <p>Right of Light: TBC</p> <p>Building Control Surveyor: Camden Council, TBC</p> <p>CDMC Coordinator: Richard Doling (Richard@fidlerassociates.co.uk) 01923840482/ 07946533773 Fidler Associates Ltd, 31 Hillside Road, Northwood, Middlesex, HA6 1PY</p> <p>Movement monitoring: TBC</p>
1.4	Existing Health and Safety File

2 Management of the Works	
2.1	Management Responsibilities
	The overall Management responsibility for this project will be with Ordan Uk Ltd, Rosh Properties Ltd and Kemplay Road Limited.
2.2	Arrangements for Monitoring and Auditing
	<p>Kemplay Road Limited will be introducing a Site Safety Register to this project, which is to be followed by all Contractors as a means of recording and reviewing procedures on site.</p> <p>At the end of the contract, the Register will be returned Kemplay Road Limited.</p> <p>It has been found on previous projects the Site Safety Register is a useful tool in assisting with project review throughout the project, as different trades complete their work and at its conclusion, so that the lessons learnt in terms of the standards that were set and those actually achieved can be taken forward.</p> <p>The Site Management also actively encourages feedback from all Employees and Sub-Contractors as to the efficiency and usefulness of the Site Safety Register to ensure the document is appropriate for the works undertaken by the Company.</p>

2.2.1	<p>Management Goals</p> <p>The aim of this Construction Management Plan is to ensure that health and safety management will be planned into the work undertaken on this specific contract to achieve:</p> <ul style="list-style-type: none"> • An accident free contract; • Co-operation throughout the workforce to ensure safety is everybody's responsibility; • A pro-active approach to health and safety by the Contract Management Team; • A safe working environment as a condition of employment. <p>It is also intended to ensure that disturbance and inconvenience to local residents and businesses through noise, dust, traffic disruption, etc is avoided or kept to an absolute minimum.</p>
2.2.2	<p>Project Review</p> <p>Following guidance provided within HS(G)65 Successful Health and Safety Management, and the requirements of the Construction (Design and Management) Regulations 2007, this Health and Safety Plan will be subjected to audit and review. This will be carried out on a monthly basis or where site conditions alter.</p> <p>The Health and Safety Plan review will be conducted by the Site Health and Safety Officer with any amendments to the Health and Safety Plan communicated to all Site Operatives and the CDM Co-ordinator. A revision schedule is located on the front of this document, which will be updated accordingly.</p>
<p>2.3 Project Arrangements</p>	
	<p>Ordan Uk Ltd and Rosh Properties Ltd have laid down their commitment and procedures for health and safety within their Company Health and Safety Policy. A copy of this Health and Safety Policy will be available on site at all times.</p>
2.3.1	<p>Liaison and Consultation with the Workforce</p> <p>All Contractors will be briefed with Construction Phase Health and Safety Plan to ensure they are fully aware of the health and safety requirements for the site. This will also allow them to ensure their arrangements for safe methods of working comply with the Site Rules.</p> <ol style="list-style-type: none"> 1. Pre start meetings will be held by the Site Manager with each Contracting Company to ensure they are fully aware of the requirements for this project. 2. Weekly site meetings will be held and will include health and safety issues. 3. Formal inspections will be carried out weekly by the Site Manager. 4. Safety improvement notices will hopefully only be issued if guidance is ignored and will be used to ensure matters are dealt with immediately. 5. Toolbox talks will be presented fortnightly.
2.3.2.	<p>Continuing Design Work</p> <p>Design input during the construction phase must comply with the requirements placed on Designers under CDM. Where design alterations, amendments and additions are undertaken, the persons carrying out such tasks must ensure consideration is given to eliminating risks where possible, and providing control measures where not.</p> <p>The hierarchy of risk control is detailed within Regulation 4 of the Management of Health and Safety at Work Regulation 1999, which is applicable to all aspects of this project. This is broadly summarised as such:</p> <p>As the first step, avoid a risk altogether e.g. design the works to be undertaken using a different approach without introducing greater risks.</p> <p>If risks remain, assess the risk and combat it at source rather than providing protection e.g. Utilise different lifting procedures, relocation of plant requiring maintenance etc.</p> <p>If the above approach cannot be taken, adapt the workplace to the requirements of the workers e.g. provide collective protection to all affected by the project.</p> <p>If collective protection cannot be provided, consider personal protective equipment, however</p>

	<p>points 1 to 3 above must be implemented where possible first. PPE is a last resort.</p> <p>It is essential that this approach to risk control is taken by all persons having an input on design, including Surveyors, Material Controllers and Project Managers.</p>
2.3.3	<p>Selection of Contractors</p> <p>If appointed for this project, Sub-Contractors will be required to demonstrate to Ordan Uk Ltd and Rosh Properties Ltd, in advance of being selected for any project, their commitment to Health and Safety and compliance with Reg 4 of the Construction (Design and Management) Regulation 2007 and Appendix Four of the AcoP document. As such, Sub-Contractors will be required to produce the following documentation as part of the tender package:</p> <ul style="list-style-type: none"> • Company Health and Safety Policy • Outline Method Statement • Operatives Proof of Competency/Training Records • Completed Contractors Competency Questionnaire <p>Prior to commencement on site, Sub-Contractors will be required to submit:</p> <ul style="list-style-type: none"> • A written Risk Assessment covering the works to be conducted • Detailed Method Statements (with additional documentation to follow) • Any relevant CoSHH Assessments • Test Certificates for Plant and Machinery • Additional Operatives Proof of Competency/Training Records
2.3.4	<p>Flow of Information to Contractors</p> <p>Method Statements and Risk Assessments will be reviewed by the Site Manager in advance of Contractors commencing on site to assess any foreseeable conflicts between trades.</p> <p>An opportunity to provide Health and Safety feedback will be achievable during the weekly site meetings with Contractors. Health and Safety will be included within the agenda and issues raised will be minuted. Subsequent meetings will allow for a review of actions taken in light of issues raised. The weekly meeting will also allow an opportunity to discuss forthcoming works, agreed methods of working and interface between Contractors on site.</p>

2.3.5	<p>Site Security</p> <p>All persons attending site under this contract will be by express consent or appointment of Ordan Uk Ltd and Rosh Properties Ltd. All persons will have proper Identification, via their CSCS card or similar, and will require full first day site safety induction prior to commencement of any works. They will be required to sign in and out with the Site Manager daily.</p> <p>The following rules will be applicable to any person attending the site:</p> <ul style="list-style-type: none"> • All persons attending site must have proper Identification; • No entering any area outside the confines of the site, unless expressly instructed to do so by the Site Manager; • No allowing other persons on to the site who fail to comply with the above or having not received a site induction; • All Operatives are to sign in and out in compliance with the sites daily procedures. <p>The site will be fully secured by the means of locks at all times</p>
2.3.6	<p>Site Inductions and On Site Training</p> <p>An induction programme will be conducted for all Operatives prior to commencement on site. An induction register is included within Appendix Two of this document. The induction procedure will include all site rules, emergency arrangements for the site, monitoring arrangements and procedures for the production of safety documentation.</p> <p>Further to the induction programme, toolbox talks will be held on a fortnightly basis.</p>

2.3.7	<p>Welfare Facilities</p> <p>Welfare facilities will be established on site.</p> <p>This space will consist of temporary toilet and hot/cold handwashing facilities, means of heat and area to consume food, drinking water and a drying area for clothes. These facilities will be inspected daily for build up of waste and possible fire risks and will be thoroughly cleaned twice a week.</p> <p>Due to the size of the space allocated, split shifts will break off work.</p>
2.3.8	<p>First Aid Arrangements</p>
	<p>The site will be provided with a trained First Aider at all times throughout the works. This will be in addition to a fully stocked first aid kit and accident book within the site compound.</p> <p>The nearest Accident and Emergency Unit is located at:</p> <p>Royal Free Hospital (around the corner)</p> <p>A direction plan will be displayed adjacent to the first aid facilities.</p>

2.3.9	<p>Reporting and Investigating Accidents</p>
	<p>Minor accidents or incidents will be reported internally to Ordan Uk Ltd and Rosh Properties LtdHead Office by the Site Manager and recorded within the Site Accident Book (BI150) accordingly. Any accident or incident involving a member of the public will be reported immediately to the Clients Representative and Andrew Goddard Associates Ltd will be required to fully investigate.</p> <p>The procedure for dealing with RIDDOR related accidents or incidents are fully detailed within the Ordan Uk Ltd and Rosh Properties LtdHealth and Safety Policy which will be available on site.</p>
2.3.10	<p>Fire and Emergency Procedures</p>
	<p>A fire risk assessment (as prepared under the Regulatory Reform (Fire Safety) Order 2005) will be developed and maintained to encompass the works and access requirements.</p> <p>For the works, Ordan Uk Ltd and Rosh Properties Ltd and their Site Manager will initiate fire safety management procedures to reduce the risk of an emergency occurring. A Permit to Work system will be used on this project. Permits are to be issued by the Site Manager on a daily basis to the Site Operative for hot working and confined spaces. No hot working will be conducted during one hour prior to the vacating of site at the end of each working day. Following this one hour period, the hot works must be inspected by a competent person to ensure the risk of fire is minimised.</p> <p>The fire fighting equipment to be established in the site compound and within the main site area will consist of the following:</p> <p>1x 2kgs dry powder extinguisher or 1x 5kgs co2 extinguisher 1x 9lt water extinguisher 1x rotary bell</p> <p>All temporary accommodation will be inspected daily and will remain free where possible of combustibles.</p> <p>The assembly point for the works in the event of an evacuation will be outside the main entrance. This will be briefed and shown to all operatives during the induction.</p> <p>All areas within the site including external areas will remain no smoking.</p>

	LPG bottles will be stored in an upright position within a ventilated cage.
2.3.11	High risk or other No-Go areas
	Ordan Uk Limited and Rosh Properties Limited operatives will be inducted as to the no-go areas, which will remain any areas outside of the site compound without express authority of the Site Manager and a suitable risk assessment being in place.

3	Arrangements for Controlling Existing Risks
3.1	Safety Hazards
3.1.1	Boundaries and access, including temporary access
	Access to the site throughout the contract works will be via the existing entrance off

	Kemplay Road, as indicated on the site plan within the appendix to this document. This will form the permanent access to the development on completion of the project.
3.1.2	Adjacent land uses
	The surrounding environment is of a residential nature. With the relevant control measures implemented and monitored by the Site Manager, it is not envisaged surrounding occupiers will be caused disturbance by the works to be completed. Parking arrangements for contractors will be on the temporary suspension area in Kemplay Road (arranged on request - Contractors vehicles will be limited to essential vehicles only. It is proposed to utilise local labour resources using public transport, hence minimising the need for vehicular parking.
3.1.3	Existing underground obstructions
	All excavation works will be completed in accordance with HSG47 Avoiding Danger From Underground Services. The procedure for compliance will be required to be detailed within the Developed Health and Safety Plan to be issued by the Principal Contractor.
3.1.4	Location of existing services
	<u>Electrical</u> The existing electrical supply to the property has been isolated. A temporary supply has been arranged from a neighbouring building. This will be used for temporary power during the works. <u>Drainage</u> Below ground incoming drainage to be identified. <u>Gas</u> The existing gas supply has been isolated. The requirements for a new supply is to be determined. <u>Telecommunications</u> To be determined.
3.1.5	Existing Conditions which may affect the safe use of plant
	None identified.
3.1.6	Information about the existing structure
	No existing structure.
3.1.7	Access to Height
	The works will include works at height. As such, an access scaffold and loading gantry (with SWL demarked) will be provided for the transfer of materials and removal of waste. Fall protection will be erected to the perimeter of the building to allow the works to be carried out in compliance with the Work at Height Regulations 2005. Scaffolding to be erected will be completed by suitably competent persons in compliance with SG04:05 and will be subsequently inspected on a weekly basis. All access ladders are to be removed out of hours.

3.1.8	Delivery and Removal of Plant and Materials
	All deliveries and offloading will take place within the suspended area in Kemplay Road. All deliveries shall be on prearranges schedules within the agreed site working times. Wheel cleaning of vehicles will be carried out in accordance with the separate method statement provided. A banksman will be in position at all times where vehicles are entering or leaving the site.
3.1.9	Control of Lifting Operations

	<p>It is proposed to erect a tower crane to carry out the bulk of lifting operations. The crane will be operated and controlled suitably competent operatives. The crane, along with any lifting accessories will have all thorough examination reports and will be subject to weekly inspections which will be recorded in the Site Safety Register.</p>
3.1.10	<p>Maintenance of Plant and Equipment</p> <p>A Plant/Equipment Register will be maintained for all equipment on site. The Site Manager will provide records of maintenance and suitability of all machinery and portable tools and they will be kept on site and made available for inspection. All machinery and portable tools will be used as specified by the manufacturer and will be properly maintained and used only in the manner for which they were designed.</p>
3.1.11	<p>Storage of Materials</p> <p>Storage of materials and power tools will be within the compound area to be formed within the segregated area to the rear of the premises. These areas will be closed off with 2m heras type fencing with internal footings.</p> <p>Gas bottles will be stored within a secured gas bottle cage allowing adequate ventilation. Power tools will be stored within a high security container, along with access equipment.</p> <p>Ordan Uk Ltd and Rosh Properties Ltd recognise that good housekeeping is essential to achieve a safe site. Therefore, the project during its entirety will be a Tidy Site project. All waste material will be cleared as generated. Through routes will be maintained at all times.</p>
3.1.12	<p>Manual Handling</p> <p>Operatives will follow safe manual handling techniques with 4343 type gloves being worn at all times.</p>
3.1.13	<p>Use of Hazardous Substances</p> <p>All substances will be assessed and substituted for non-hazardous substances where possible. Suitable protection will be provided where any hazardous substances are required, however no substances will be used which may present migrating risks.</p> <p>No hazardous substance will be used until relevant COSHH Assessments have been completed. A copy of all COSHH Assessments will remain on site and will be provided to the CDM Co-ordinator.</p>
3.1.14	<p>Control of Noise and Dust</p> <p>Ordan Uk Ltd and Rosh Properties Ltd has detailed within their Site Safety Register adequate procedures for compliance with the Control of Noise at Work Regulations 2005. This includes ensuring exposure levels are not exceeded on an average daily basis.</p> <p>The contractor will, where reasonably practicable, eliminate the risks of airborne emissions from dangerous substances by substituting alternative substances that eliminate the risk. Where substitution is not reasonably practicable, or where after substitution some risk (albeit a lower risk) still remains, so far as is reasonably practicable, measures will be implemented appropriate to the nature of the activity or operation to control the risks. The measures to be applied (in order of priority) are:</p>

	<ul style="list-style-type: none"> – reduce the quantity of dangerous substances to a minimum; – avoid or minimise releases; – control releases at source; – prevent the formation of explosive atmospheres; – ensure any releases are collected, contained, and removed to a safe place (eg by ventilation or suppression); – avoid ignition sources and adverse conditions that could give rise to danger; and – segregate incompatible dangerous substances. <p>Systems of work, including the issue of written instructions and permit to work systems will be implemented and maintained throughout the construction of the project.</p> <p>The methods of working will be derived from the consideration of working close to residential premises and Ordan Uk Ltd and Rosh Properties Ltx experience of working closely with the public.</p>
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3.2	Health Hazards
3.2.1	Asbestos
	Due to the fact that there is no existing structure and that we went over 3,5m deep no Asbestos Report has been undertaken.
3.2.2	Existing hazardous materials
	There are no known hazardous materials within existing site.
3.2.3	Environmental hazards
	Soil testing has been undertaken.

3.2.4	<p data-bbox="389 125 678 152">Exposure to UV Radiation</p> <p data-bbox="389 159 1422 219">As these works will be conducted in part outdoors, UV radiation is considered an occupational hazard for operatives on this project. Six simple rules will be adopted at site, as such:</p> <ul data-bbox="440 226 1422 568" style="list-style-type: none"> <li data-bbox="440 226 1422 286">• Keep your top on. Clothing forms a barrier to the sun's harmful rays- especially tightly woven fabrics; <li data-bbox="440 286 1422 347">• Wear a hat with a brim or flap that covers the back of neck and ears- avoiding sunburn; <li data-bbox="440 347 1422 376">• Stay in the shade, whenever possible, especially at lunchtime; <li data-bbox="440 376 1422 436">• Use a high factor sunscreen of at least factor SPF 15 on exposed skin. Apply as directed on the product; <li data-bbox="440 436 1422 472">• Drink plenty of water to avoid dehydration; <li data-bbox="440 472 1422 568">• Check your skin regularly for unusual spots or moles which may have changed. See a doctor immediately if you see anything that is changed in shape, size, colour, itching or bleeding.
3.2.5	<p data-bbox="389 591 614 618">Control of Vibration</p> <p data-bbox="389 629 1422 779">Ordan Uk Ltd and Rosh Properties Ltd has detailed within their Site Safety Register adequate procedures for compliance with the Control of Vibration at Work Regulations 2005. This includes ensuring exposure levels are no exceeded on an average daily basis. The plant equipment registers provided to site include acceleration details, which form part of the assessment for each item of equipment.</p>
3.2.6	<p data-bbox="389 808 742 835">Other Identified Health Hazards</p> <p data-bbox="389 846 1422 996">Exposure to silica and cement dust will be suitably controlled by the undertaking of a risk assessment and implementation of control measures. The issue of personal protective equipment will be considered a last resort with the use of local vacuum extraction and dampening down the first measures to be taken. Where possible, the level of cutting works will be minimised.</p>

4	Ongoing Design Control and Communication
4.1	Significant design assumptions and suggested work methods
	This information is to be derived and disseminated by the CDM Co-ordinator as issued by the Design Team. An Ordan Uk Ltd and Rosh Properties Ltd representative will remain in attendance at any meetings as hosted and as such will be familiar with design assumptions made. These assumptions will be formally recorded and reviewed by the CDM Co-ordinator accordingly.
4.2	Arrangements for co-ordination of ongoing design work
	All ongoing designs and design changes will be issued to the CDM Co-ordinator in order to disseminate to the relevant parties involved with the project.
4.3	Information on significant risks identified during design
	No advised by the Design Team in advance of commencement of works on site.
4.4	Materials requiring particular precautions
	Standard materials will be used by Ordan Uk Ltd and Kemplay Road Limited. All operatives to be employed on this contract will be fully familiar with the materials to be used and will have been provided with suitable training on the hazards from such materials previously.

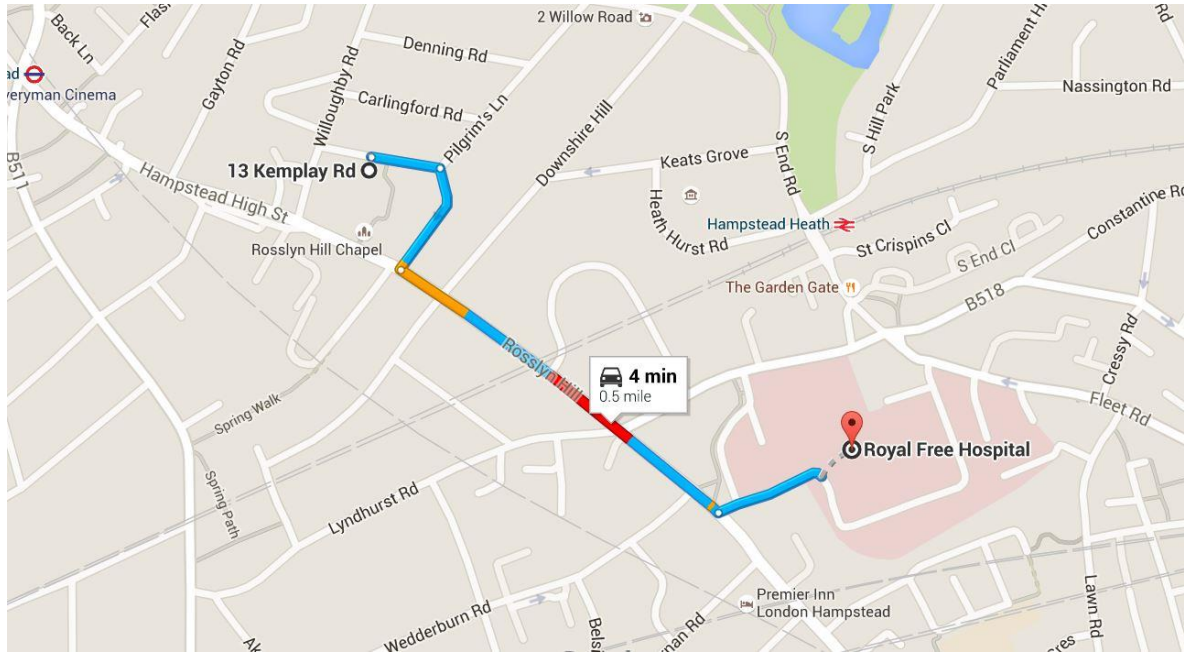
5	Health and Safety File Requirements
5.1	<p>Description of its Contents</p> <p>The outline requirements for the Health and Safety File will be in accordance with guidance provided within the Approved Codes of Practice for the Construction (Design and Management) Regulations 2007 – Paragraph 263. This will include the following:</p> <ul style="list-style-type: none"> (a) a brief description of the work carried out; (b) any residual hazards which remain and how they have been dealt with; (c) hazardous materials used; (d) record drawings/cross sections of the roof installed; (e) health and safety information about equipment provided for maintaining the works; (f) details on warranties/guarantees provided; (g) schedule of contractors and suppliers used during the project <p>The scheduling of the specific information for this project will be undertaken during the initial phase of the construction work to ensure suitable and sufficient levels of information is obtained by Ordan Uk Ltd and Rosh Properties Ltd and duly provided to the CDM Co-ordinator.</p>
5.2	<p>Proscribed Format of Information Submitted</p> <p>In order to allow the Project Client to meet with duties placed upon him under Regulation 17 of the Construction (Design and Management) Regulations 2007, the Health and Safety File will be collated, issued and stored in a useable format.</p>
5.3	<p>Timescales</p> <p>All information required for inclusion within the Project Health and Safety File must be provided within two weeks prior to completion of the works. Any information unavailable at this time must be scheduled, along with envisaged submission dates, and provided to the CDM Co-ordinator at least two weeks prior to completion of the works.</p>

6 Appendices

- 6.1 Nearest Accident and Emergency Unit
- 6.2 Induction Procedure
- 6.3 Site Health and Safety Rules
- 6.4 Emergency Procedures
- 6.5 Construction Site Layout
- 6.6 Site Photographs

6.1 Nearest Accident and Emergency Unit

Directions:








 via Rosslyn Hill/A502
3 min without traffic · [Show traffic](#)

4 min
0.5 mile

13 Kemplay Rd

London NW3 1TA, UK

-  Head east on Kemplay Rd toward Rosslyn Mews
246 ft
-  Turn right onto Pilgrim's Ln
417 ft
-  Turn left onto Rosslyn Hill/A502
0.3 mi
-  Turn left onto Rowland Hill St
 Destination will be on the left
400 ft

Royal Free Hospital

London NW3 2QG, UK

6.2 Induction Procedure

Site Address	13 KEMPLAY ROAD, LONDON, NW3 1TA
Principal Contractor	Ordan Uk Ltd and Rosh Properties Ltd

Tick Boxes as each point is covered and understood by the Operative

Site Health and Safety Management		✓	✓
1. SITE MANAGEMENT STRUCTURE			
2. EMERGENCY PROCEDURES (+ MUSTER POINT)			
3. FIRST AID ARRANGEMENTS			
4. SMOKING RULES FOR THE SITE			
5. RESTRICTED AREASS			
6. ALCOHOL AND DRUGS (INCL PROSCRIBED MEDICINE)			
7. HAZARD REPORTING PROCEDURES			
8. WELFARE ARRANGEMENTS			
9. DISCIPLINARY ACTIONS			
10. PPE REQUIREMENTS			
11. NOISE CONTROL			
12. HEALTH AND SAFETY REPRESENTATION			
13. SECURITY ARRANGEMENTS			
14. ACCIDENT REPORTING PROCEDURES			

Working Arrangements		✓	✓
15. METHOD STATEMENTS			
16. STATUTORY DOCUMENTATION			
17. NOISE AND VIBRATION ASSESSMENTS			
18. PERMITS TO WORK			
19. PORTABLE APPLIANCE TESTING			
20. WASTE MANAGEMENT			
21. CoSHH ASSESSMENTS			
22. SCAFFOLDING			
23. MATERIAL STORAGE			
24. MANUAL HANDLING RISKS			
25. SAFETY MONITORING			
26. WORKING AT HEIGHT			

To be completed by person receiving induction (if no, do not start work and contact Employer to address in the method statement/risk assessment.

	Yes	No
27. Have you been provided with a method statement and risk assessment covering your tasks and been briefed in its contents?		
28. Do you fully understand points 1 to 26 in the induction procedure and the Site Rules?		
29. Do you suffer from epilepsy, asthma, hearing or visual disability?		
30. Are you taking any medication which has not been made aware to your Employer and the Site Manager for this project?		
31. Are you over 18 years of age?		
32. Can you clearly understand instructions in English or working alongside somebody who can at all times?		

Training Evidence for Works to be completed (copies of training records to be taken

	Tick if none
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I have been instructed on the above items

Operatives Name		Company	
Instructors Name		Date	

6.3 Site Health and Safety Rules

The matters raised must be considered carefully in order to avoid or minimise any risks to health and safety to site operatives, other operatives working adjacent to the works and the general public. These site rules will be briefed to all Contractors and Operatives and will be developed during the course of the project.

RISK TO PERSONS OTHER THAN SITE OPERATIVES

Sub-Contractors must not use or employ any technique in their working method that will put at risk the safety or health of any person not connected with the works. Failure to adhere to this basic principal may result in a halt to work at the Contractors expense until suitable safe working arrangements are made.

FIRST AID AND EMERGENCY MEDICAL CARE

Adequate provision will be made at all times during the works for the provision of First Aid materials and procedures. A first aid box and accident book (BI 150) will be located in the site welfare setup.

FIRE

The Site Manager will ensure adequate fire fighting equipment in the immediate vicinity of the Works throughout the duration of the contract.

PERSONAL PROTECTIVE EQUIPMENT

The site will be a safety helmet, safety boots and high visibility vest site. Sub-Contractors will be required to comply with this site rule at all times. Where necessary, induction tuition will to be provided to instruct personnel in the fit and proper use of personal protective equipment.

Suitable personal protective equipment will be provided and maintained by Heritage Designer Homes Limited for the use of visitors.

Additional personal protective equipment will be required where using PU adhesive. This is to include eye protection and nitrile gloves.

MONITORING AND RECORDS PROCEDURE

Day to day health and safety responsibilities will be the duty of the Site Manager who will be based on site. Ordan Uk Ltd and Rosh Properties Ltd have appointed James Cunning from Simply Safe Ltd as the Company Safety Consultants. They will be undertaking safety audits of the site and the works in progress. A report will be left with the Site Manager and issues will be dealt with as highlighted.

Method statements must be submitted by all Sub-Contractors to Ordan Uk Ltd and Rosh Properties Ltd Site Manager at least two weeks in advance of any works. These will be specific to the works to be conducted and will detail how the works are to be conducted in safe manner. A copy of these Method Statements will remain on site for review and use during toolbox talks.

Works will not commence without a suitable supporting method statement and assessment of risk. In addition, all Sub-Contractors will be expected to provide a signed copy of their Health and Safety Policy and training records to the site prior to commencing works. Ordan Uk Ltd and Rosh Properties Ltd reserves the right to restrict Contractors access to the site without this information.

PARKING OF VEHICLES

Parking of vehicles is restricted to suspended area off site and only to those vehicles essential to carrying out work on site will be permitted. There will be no vehicle parking on the surrounding residential roads.

SITE INDUCTIONS

All site personnel are to have induction training with regard to basic health and safety procedures and site emergency provisions before being allowed to commence works on site. A copy of this is contained within the appendices section and will be maintained on site.

SMOKING, DRUGS AND ALCOHOL POLICY

The site and all areas will remain no smoking throughout the works.

The Ordan Uk Ltd and Rosh Properties Ltd Drugs and Alcohol policy will be enforced at this project. This will include a zero tolerance on being under the influence at or attempting to enter the site. All operatives requiring prescriptive drugs shall notify the Site Manager before commencement of works. A right to undertake ad hoc no notice test sampling for illegal drugs or alcohol in the blood system is reserved by Oakmount Homes, as is the case on all Company projects.

MANUAL HANDLING

All Sub-Contractors will be expected to adhere to safe techniques, and provide appropriate training where required. All products will be assessed as to their weight and dimensions and a written assessment completed where required.

WORKING ABOVE GROUND LEVEL

Edge guard will be installed to the perimeter of the building area prior to the works commencing. This must not be altered or tampered with by any Contractor without instruction to do so. Failure to comply will result in removal from site.

DEBRIS ACCUMULATION

All Sub-Contractors must ensure the site is left in a clean and tidy manner both during and outside working hours. Debris will not be stored in a manner to block common areas or escape routes.

DUST/NOISE POLLUTION

All on site will take a pro-active approach to pollution by way of noise, dust or airborne particles to minimise risk and disturbance to the site operatives and the general public etc. All cutting operations, will take place in a controlled area of the site using dust suppression and all debris will be removed on completion of the cutting works.

Any generators located on site will be suitably enclosed to minimise the noise pollution. The generator will be selected on the basis of low noise generation suitable for location within an urban environment.

All works will be conducted in compliance with the requirements of the Control of Noise at Work Regulations 2005. All Contractors method statements and risk assessments will be reviewed prior to issue to ensure compliance is achieved. Ear defenders will be used as a last resort to control exposure.

VISITORS TO THE SITE

The Site Manager will be responsible for the health and safety of all visitors to the site at all times. The names of all visitors and their times of arrival and departure will be recorded on entrance to the site. Suitable Personal Protective Equipment will be worn by all visitors whilst on site. Suitable signage will be displayed at the site entrance to direct visitors directly to the site accommodation for signing in.

COMMUNICATION

A system of communication between all site operatives will be maintained by the Principal Contractor, through site induction briefings and including health and safety as a separate topic during Contractors meetings. All Sub-Contractors will be required to provide their operatives with fortnightly toolbox talks.

PLANT AND MACHINERY

All Contractors will be required to provide records of maintenance and suitability of all machinery and portable tools and they will be kept on site and made available for inspection. All machinery and portable tools will be used as specified by the manufacturer and will be properly maintained and where required, Portable Appliance Tested within the previous three months.

All plant operators must be CITB accredited with copies of training certification held on site.

TEMPORARY SUPPLIES

The use of 240v power for portable tools will not be permitted on site. A suitable transformer will be used to provide the voltage to a maximum of 110v. This transformer will be placed as close to the temporary supply as is possible. Suitable training will be provided to all Contractors with regard to the use of all portable tools, and the hazards of their use identified to all those affected by their use.

All works will comply with relevant Regulations and Approved Codes of Practice, including The Electricity at Work Regulations 1989, The Low Voltage Electrical Equipment (Safety) Regulations 1989 and The IEE Wiring Regulation (Code of Practice).

ACCIDENT REPORTING PROCEDURE

All accidents will be logged within the Accident Book, which will be provided within the Site Office. Where accidents fall within the category of RIDDOR, the relevant Sub-Contracting Company will have the duty to thoroughly investigate, in conjunction with their Health and Safety Representative, and provide a report to Ordan Uk Ltd and Rosh Properties Ltd within SEVEN days. The CDM Co-ordinator must be notified immediately of any accident occurring under RIDDOR.

HAZARDOUS SUBSTANCES

No hazardous substance will be used until relevant COSHH Assessments have been provided. A copy of all COSHH Assessments will remain on site and as they may be required to form part of the Health and Safety File, will be provided to the CDM Co-ordinator.

6.4 Outline Emergency Arrangements

Procedures on discovering a Fire

Sound the nearest alarm immediately or shout FIRE FIRE FIRE

Call the Fire Brigade using 999

Attack the fire if it is small enough to do so and without taking any risk to you, using extinguishers

Leave the site and report to the assembly point outside the main entrance

Procedures for Occupants where a Fire Alarm is raised

- Do not stop to collect anything
- Leave the site
- Report to the assembly point

Fire Safety Co-ordinator

Fire Safety Co-ordinator is the Site Manager.

The Fire Safety Co-ordinator will;

- Have received appropriate training to be able to carry out the duties required
- Ensure that all procedures, precautionary measures and safety standards are clearly understood and complied with by all personnel within the building.
- Carry out weekly checks to ensure fire fighting equipment is present where it should be within the building, unobstructed and check they have not been discharged or damaged
- On a weekly basis check fire safety signage is clearly displayed and ensure the designated escape route is free of obstructions
- Maintain a written record of any checks carried out by external agencies
- During an alarm, execute those duties required for the safe evacuation of the site, and ensure that all staff and visitors report to the assembly point
- Carry out a fire safety induction for new staff detailing the fire alarm points, routes of escape, assembly points and designated smoking areas
- Promote a fire safe working environment

Liaison with the Fire Brigade

Where the fire brigade is called to the premises to deal with a fire, the following information should be relayed by the Fire Safety Co-ordinator;

- If any person has not been accounted for
- Location and nature of the fire
- Location of the fire alarm controls and any on-site hydrants
- Whether any hazardous substances are on the premises

6.5 Construction Site Layout



6.6 Site Photographs



Bird's eye view

