

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

Mr Menguy and Ms Bolohan (client/owner)
77 Lawn Road
London
NW3 2XB

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Section 1 - Project team and contact details:

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Structural Engineer: TBD
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M&E Services Engineer:

Contact:

Non Applicable

Address:

T:

E:

CDM Coordinator:

Non Applicable

Contact:

Address:

T:

E:

Section 2 – Nature of project and programme:

The project is to build a lower ground floor basement extension to a 2 story semis detached property:

- Demolition and strip out
- Basement dig out and structural undermining
- Steelwork
- Mechanical services to include HVAC, Plumbing and central heating system
- Electrical 1st and 2nd fix
- Sanitaryware

Planned commencement of this project is TBD

The duration of this project is currently set at TBD.

Section 3 – The existing environment:

The site is based in a built up residential area.

The building is of a period construction, stock bricks and sash windows.

The site is located on a road with parking restrictions but is not a busy highway. Deliveries are to be pre arranged through the site foreman or through Phillip Bank's office.

Site security and access will be the sole responsibility of Phillip Bank's Design and Build.

Refuse and debris will be disposed of by way of skip and grab lorry. Vehicles are to be arranged as per the aforementioned delivery requirements.

Section 4 – Existing drawings

Existing drawings and plans are included in the site drawing package from the architectural team. These have been formulated from survey and as built will be supplied.

The specification/design as prepared by the project design team is contained in the contract documentation.

Section 5 – The design

There are no significant hazards or work sequences identified on this site.

The following are known at the start, others are covered in this document and the pre-site plan, however more may become apparent during the works as a result of unforeseen work or the condition of structure.

General (applicable to all trades)

- Delivery, dispatch and removal of material giving rise to potential injury of operatives, the general public and surrounding residents.
- Erection, use and maintenance of mobile tower scaffold.
- Use of mobile access platforms
- Injury to operatives due to falling objects.
- Falls from height whilst utilizing access equipment e.g. scaffolds, mobile towers and stepladders.
- Injury to operatives due to accidental contact with live electric cables etc.
- Use of power tools and management of cables and leads.
- Manual handling operations resulting in injury to operatives.
- Use of COSHH materials.

Construction Work

- Erecting scaffolding
- Basement works
- Underpinning
- Roof works

All method statements shall be forwarded to the Principal Contractor for approval prior to any work commencing. Copies of these shall be kept in the site files.

In addition to the hazards above as the work is progressed other hazardous operations may be identified and will be dealt with as specified in the safety file.

Risk assessments and method statements will be required before commencement from the sub-contractors appointed for the above works.

All appointed sub contract employees will be site inducted by a Phillip Banks appointed person. All sub contract employees will sign their specific RAMS to the task and sign to acknowledge they have read and understood.

Structural design

Structural calculations and issues have been provided by the client team's engineers, arranged and signed off for construction.

Risk assessments and method statements

The person or contractor must compile a risk assessment followed by, having identified the risk(s), a method statement on how the works can be carried out in a safe manner. A blank copy of our standard risk assessment form is in section 10 for reference.

Copies of all risk assessments and method statements must be filed in this section of the plan during the construction phase.

Section 6 – Construction materials

The use of hazardous substances are not expected during this project, however, sub-contractors and suppliers will be asked what materials they intend to bring to site that may be considered hazardous.

The following, potential, health hazards have been identified and if they are to be used during this contract then full COSHH assessments will be carried out with all relevant information and data sheets to be included in the site files.

Below are listed items that may be used, their COSHH assessment sheets will be found in the site safety file in any event.

Concrete
Cement Screed
Mortar
Cement
Tile adhesives
Filling compound/dust
MDF

Section 7 – Site wide elements

- Site access and egress points

The unit shall be protected by locked entrance doors. The site will remain locked throughout the build. A protected area will be provided for all persons entering the building to enable PPE, inductions and instruction from an appointed person.

The entrance must be kept secure when necessary to prevent unauthorized access into the working area. All visitors/contractors staff should report to the site foreman. A full site register will be kept and all persons should be subjected to a full site induction by a Phillip Banks nominated person.

Site access should be strictly controlled and restricted to authorised persons only.

- Fire escapes and security

A fire plan is displayed on site showing all exit routes and emergency exits, this also includes the location of all fire fighting equipment. A muster point as been designated and clearly marked on the fire plan. The fire plan is a specific item included in our site induction. A record of the induction will be kept in the site file. (A copy of our standard induction form is in section ten). There will be a visitor's book at the site entrance and all visitors will be required to sign in and out. All emergency exit/means of escape routes shall be kept free of materials at all times.

- Unloading and storage areas

Lorries will be unloaded manually at the front of the building. Care must be taken at all times to avoid any inconvenience or injury to workers/pedestrians whilst manoeuvring materials and plant.

- Traffic and pedestrian routes

Material unload will have a nominated banks man to ensure safe passage by 3rd parties and pedestrians. Traffic will be managed if required and pedestrian routes kept clear unless there is no other option.

- Welfare facilities

The site will have washroom facilities to include toilet, wash hand basin, running hot water and potable cold for drinking. A site mess will be set up for the consumption of food (to include hot) in a clean and safe environment. Tables and chairs will be provided to suit the number of persons on site at any given time.

- Risk assessments for the protection of the public and residents

Phillip Banks will ensure that when delivering using pedestrian areas banks men will be used whilst manoeuvring both vehicles and material to ensure segregation of members of public.

HAZARDS

- Trip hazards for pedestrians
- Contact between employees and pedestrians
- Contact between plant/materials/traffic and pedestrians

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	<u>MEDIUM</u>
LOW	1	MINOR	1	2	1	LOW

Control Measures

- All works require planning and management made responsible for all control measures to be put into effect and maintained
- All signs used must conform to the Traffic Signs Regulations, signs to be secured so they cannot blow away
- The first sign to be placed Far enough away to give adequate early warning of hazard, the sign must be lit after dark
- All personnel to wear Hi-Vis jackets/vests
- Site information board to be displayed this shall not obstruct the footpaths, the board to contain organisation names and emergency numbers.
- Enough space is to be left to ensure that the works operations do not encroach into the safety zone of the passing pedestrian
- Ensure that a competent person is controlling the route and path of the public when a delivery/works are carried out this may mean the introduction of a coned barrier hazard taped around the works.

Measurement of Risk

If the above measures are carried out the risk rating is considered to be low.

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	MEDIUM
LOW	1	MINOR	1	2	1	LOW

Section 8 – Overlap with client’s undertaking

- Occupied premises by the client/contractor

As principal contractor Phillip Banks will be in control of site health and safety during times there is a crossover between contractor and client. The client must follow site H&S rules and regulations until the site is fully handed over.

Section 9 – Site rules

- General safety

Due to the constantly changing environment in a workplace it is not possible to write rules for all aspects of Health and Safety at Work, but if you read, understand and follow the rules you will be helping to comply with your legal duty and contributing to the safe running of our site.

If you do not understand what is expected of you or if you are unsure about our safety rules, please speak to the Foreman, Project Manager or Phillip Banks on the office number.

- Workplace

Site access will be restricted to authorised persons only

All personnel directly involved with these operations will be shown the method statements, and will be required to sign a Method Statement Awareness Form confirming they have been made aware of the principles of the procedures involved in carrying out the works as described in the method statements, and that they will abide by those principles.

- Safety of Contractors Staff and Control measures

Phillip Banks Design and Build vet all nominated subcontractors prior to any employment by way of a Pre Qualified Questionnaire (PQQ). The information requested is issued to our contract administrator and filed. This information will include company H&S policy, samples of RAMS, certification of employees (pasma, 1st aid etc) and company certification (safe contractor etc). This information is collated and goes toward our own safe contractor accreditation.

Weekly site inspections are undertaken by the contract manager and returned to the contract administrator but also filed on site. The findings of this inspection are relayed to the site team for resolution once complete. The contract administrator scores the findings and reports back those that are persistently under performing and/or highlighting particular issues that are frequently found and listed.

Phillip Banks Design and Build employ independent H&S consultants that visit all sites in progress. These visits are random and a full report given on the site as a whole. Positives and negatives are encouraged to help improve our safe working systems. These are filed and reported back to all contract managers during a monthly contracts meeting.

Phillip Banks Design and Build set aside time each month to review H&S policy and issues arising from all set out above so that the company develops a safer system of work across all sites.

This Site access will be restricted to authorised persons via the designated entrance.

The Site Manager will be responsible for briefing the Method Statement .

All personnel directly involved with these operations will be shown the method statements, and will be required to sign a Method Statement Awareness Form confirming they have been made aware of the principles of the procedures involved in carrying out the works as described in the method statements, and that they will abide by those principles.

- 1) The works are carried out in accordance with the method statements
- 2) The following receive special attention during all phases
 - a. The existence of any hazardous substance has been determined
 - b. Protective measures to ensure the safety of site personnel are implemented.
 - c. Regular inspections of the site and procedures are being carried out
 - d. All operatives have been trained and are competent to carry out the work and have received instruction on the method statement and conditions to the site
 - e. Safety clothing and equipment are used at all times.
 - f. Operatives are aware of the need to maintain the site in a clean and tidy condition.
 - g. All access routes are safe and free from obstruction.
 - h. Adequate signage has been displayed to operatives and 3rd parties.

Monitoring of the working environment will be carried out on a regular basis paying attention to the following

- Noise levels – restricted during the day, times to be confirmed.
- Dust
- Condition of equipment
- Electrical cables

Noise, Dust, Smoke Vapour

Noise levels will be monitored and ppe used according to the levels set/recorded.

Operatives must wear the correct PPE and have suitable respiratory protective equipment for the task in hand.

List of plant and equipment to be used

- Portable 110v electrically operated hand tools
- Scaffold alloy towers and podiums
- Hand tools

Certification of competence is required to operate and erect scaffold towers and scissor lifts.

Before use of portable 110v tools the following checks are to be made. A competent person will carry out these checks

- That the tool is fitted with correct plug
- That the lead is not frayed
- That there are no cracks or pieces missing from the tool casing
- All screws are in place
- That the extension lead is suitably rated for the electrical current

Any person requiring the use of a portable 110v tool will be given instructions in the precautions required, by trained personnel under the regulations. Any tool being used with a defect will be taken out of use immediately.

Employees will be trained and competent to erect a mobile scaffold tower; all components of the tower will be checked before erection. When towers are not used, the wheels are to be locked with correct outriggers securely fitted. Toe boards to be fitted and checks that no overhead cables are overhead. Towers are not to be moved with persons or equipment still positioned on working platform.

Mobile scaffold towers will be numbered and tagged once built and inspected by a competent person.

Step ladders are not to be used unless they are the only practicable piece of equipment to use in that situation. If a step ladder is used an employee will be competent in the safe erection of stepladders; all faulty ladders will be removed from site and destroyed. Ladders will be checked regularly and stored away when not in use. Employees will be informed not to overreach and maintain 3 points of contact during use.

All plant used will have a current electrical certificate (PAT test), no plant or equipment is to be operated by untrained personnel.

Personnel Involved

Number of Contractors and Sub-contractors: **2-10 at any given time.**

Supervision Arrangements, names of person in charge

Phillip Banks Design and Build operates a management structure to promote a safe working environment for operatives, the client, their customers and public. As set out in the construction team the Project Manager will be David Steele and the site Manager will be Kris Bak. The site foreman will be on site full time and will manage the site in its entirety. Contact details are listed at the end of this section.

Competence and Training requirements

The site manager will induct each individual before works commence. This will involve each individual reading and signing a method statement awareness form and ppe register. No works will commence until each individual has been inducted.

All site operatives are to report to Site Manager to sign in at the start and finish of each shift. There will be no lone working by anyone.

All operatives will be advised of safety procedures, first aid and escape procedures at the induction.

Radios along with similar devices, mp3 players and the like, will be prohibited. Mobile phones are to be allowed, so long as they do not interfere with the attention of those using or those around them in order to carry out works in a safe manner.

Phillip Banks Design and Build will ensure it employs competent tradesman to carry out the necessary tasks. Each and every individual during the project will take responsibility for safe working practice. This will be overseen and implemented by the nominated person running the site on a day to day basis. Weekly inspections are to be carried out by the management team.

First Aider

Site will have at least one first aider on site at any given time throughout the project. The nominated person overseeing the project will in every case be qualified. **NO WORKS** will be carried out without first aid provisions

Additional fire precautions

Signing of all necessary permits on a daily basis will be sought from the Site manager including:

Hot Works will be avoided as far as feasibly possible, a site specific Risk Assessment and Method Statement will be required from the contractor carrying out the works.

It is important that the work area is kept clean and tidy and that you pay attention to the general housekeeping of the site by regularly removing rubbish and waste materials.

Spillages must be cleared up as soon as possible.

Machinery and Equipment

No persons will operate any machinery or use equipment unless they have been trained and authorised to do so.

Machinery and equipment must not be left unattended whilst it is in operation unless you are so instructed or if the machine is so designed.

You must not clean any moving machinery or carry out repairs or maintenance work unless a risk assessment has been carried out and a safe system of work is in place for this operation.

No machinery to be used without effective guards and safety devices in place and ensure that proper use is made of them.

Report any fault or defect in machinery, equipment, guards or safety devices immediately.

Never interfere with or wilfully damage any guard or safety device.

Protective Clothing and Equipment

You must properly use all protective clothing and equipment provided for your personal protection. Any unsuitable, defective or lost items must be reported as soon as possible. Use, store and maintain them in accordance with our agreed instructions.

Accidents and Health/Accident treatment/Accident reporting

An adequate first aid box will be kept on site and will comply with the number of operatives using the site. RIDDOR (Reporting of injuries, diseases and Dangerous Occurrences Regulations 1995) accidents will be classified as minor, over three days reportable or major reportable.

The Project Manager or Director is to be notified immediately following any accident or incident.

Phillip Banks design and Build is responsible for sending a report of the accident, any statement or other related documents are to be returned to head office. Our health and safety consultant will provide advice and guidance as to the next steps in reporting to the HSE.

All injuries, accidents and cases of ill health caused by or affecting your work must be reported.

If injured, no matter how slight your injury may appear, always report to your manager or supervisor and ensure that details of your accident and injury are entered in the Accident Book.

All dangerous occurrences and near miss incidents must be reported.

You must report any medical condition or medication you are taking which could affect your ability to work, especially if you operate machinery, drive a vehicle or work in a dangerous environment.

You must not work if you have taken any substance which could affect your ability to operate plant or equipment or in any other way to work safely.

Any damage to Company or client's property must be reported.

If you see a situation in which a potential accident could occur or an injury could be sustained you should report it immediately.

Notices

You must read and comply with all notices, instructions, hazards and warning signs provided for your information.

FIRE SAFETY

Fire Notices

Make sure you are familiar with the fire procedures for your workplace. Details of your evacuation procedures and assembly points will be displayed. (Refer also to section six of this plan)

Evacuation Routes

In the event of fire you must evacuate the area by the prescribed route and proceed directly to your allocated assembly point. Do not run and do not go back for personal belongings.

Fire Equipment

Damage to or misuse of fire fighting equipment and the use of fire extinguishers must be reported immediately.

Be aware of the procedure if you discover a fire, i.e. how to raise the alarm.

In the case of a small fire you should be aware of the position of the nearest fire extinguisher and how to use it, providing you do not put yourself in any danger and that you are trained to do so.

HAZARDOUS SUBSTANCES

Information

Ensure sufficient information is obtained before the use of any potentially hazardous substance. Substances unknown to you should be used in accordance with its instructions, labels. Data sheets for substances are available and should be obtained.

Only use substances in their original containers and do not transfer substances from one container to another if it does not have the correct labelling and information on it.

Storage

If you have a designated safe storage area for hazardous substances make sure you return the substance you are using to that area when you have finished working with it.

Disposal - Safe disposal of all substances will be adhered to.

DRUG AND ALCOHOL STATEMENT

Everyone on site has a duty to take reasonable care for their own health and safety, as well as for the health and safety of others. Alcohol and drugs reduce a person's ability to perform competently. Everyone on site is therefore prohibited from being under the influence of alcohol or drugs. Drugs may be prescribed yet still affect one's ability to work, such drugs should be reported during the site induction.

If workers are suspected of being under the influence they will be immediately removed from site. Further disciplinary procedures will then be discussed with the relevant line managers.

All managers, including the site managers, have the right to search his or her possessions and the immediate work area if they suspect the misuse of alcohol or drugs.

WORKING HOURS

Site working hours will be 8.00 am to 5.00 pm Mondays to Saturday as set out in the client agreements with the neighbouring residents. There shall be no Sunday working. Noisy works should be planned to minimise impact on others and should not start until after 9am.

PERMITS TO WORK

There is no permit to work system on this site.

Methodology

First Fix Electrics

- Prior to commencement of works all services will be disconnected.
- Provide 110-volt power and background lighting.
- Prior to commence of works operatives to wear PPE to suit the task, at a minimum hard hats/steel toe capped boots and hi-visibility vests.
- All equipment will be hand held and 110volt powered from a transformer.
- There are no requirements for COSHH products used in the works, however, should the need arise then a full COSHH assessment will be made.

Plumbing

- Prior to commencement of works operatives to wear PPE to suit the task, at a minimum hard hats/steel toe capped boots and hi-visibility vests.
- All equipment will be hand held and 110volt powered from a transformer.
- There are no requirements for COSHH products used in the works, however, should the need arise then a full COSHH assessment will be made.
- The cold water services are to be sourced and routed from the incoming supply.
- All pipe work to be run in copper pipe work, to be insulated on completion.
- The pipe work shall be pressure tested, flushed and chlorinated.

Emergency Plans

Site specific plans will be formulated on site set up and included in the site induction.

Contact phone numbers outside normal working hours:

Phillip Banks	Managing Director	07970 217226	phil@phillipbanks.co.uk
Jacob Archer	Project Manager	07875 667206	jacob@phillipbanks.co.uk
Peter Brozowski	Site Manager	07502 232692	peter@phillipbanks.co.uk

RISK ASSESSEMENT FOR PORTABLE ELECTRICAL APPLIANCES

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	MEDIUM
LOW	1	MINOR	1	2	1	LOW

Control Measures

- 1) All portable electrical equipment is visually inspected before use. This inspection includes:
 - The inspection and test of the portable electrical equipment is in date and marked with suitable identification.
 - The condition of the plug/socket is not damaged.
 - The appliance itself is not damaged.
 - The switches on the equipment are in good working order and operate correctly.
- 2) Portable electrical equipment is inspected and tested according to environment, frequency and conditions of use work is undertaken in.
- 3) Employees are informed not to take any chances, and use faulty equipment.
- 4) Once portable electrical equipment is used, it is correctly stored to prevent damage to leads and appliance.
- 5) Wherever possible 110v equipment is used on site.
- 6) If 240v portable electrical equipment is used a suitable residual current device is provided to limit the severity of possible electric shock.
- 7) Cables are not run through wet or damp areas.
- 8) Employees are advised not to stand in wet or damp conditions whilst using portable electrical equipment.
- 9) Suitable personal protective equipment is issued to employees.
- 10) The condition of personal protective equipment is checked to ensure suitability and conformity with work related activities.
- 11) Employees know about their duties in wearing the issued personal protective equipment and the condition it should be kept in.

Measurement of Risk

If the above measures are carried out the risk rating is considered to be low.

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	MEDIUM
LOW	1	MINOR	1	2	1	LOW

RISK ASSESSEMENT FOR ELECTRICAL INSTALLATION

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	<u>MEDIUM</u>
LOW	1	MINOR	1	2	1	<u>LOW</u>

Control Measures

- 1) Employees who work on the electrical installation are trained/skilled/competent to carry out such work.
- 2) The fixed electrical installation has been inspected and tested by a NICEIC Electrical Contractor, in which a conforming inspection and test certificate has been issued.
- 3) Distribution fuse boards have been suitably labelled to indicate the circuit the protective device is controlling.
- 4) All electrical equipment is free from obstructions including isolators controlling electrical equipment.
- 5) All electrical cables are positioned to prevent tripping hazards.
- 6) Single run PVC cables are suitably housed in trunking or conduit to prevent damage especially at low level.
- 7) All cables are assumed 'Live' unless proved dead by an approved device.
- 8) If 'live' electrical working is carried out, a suitable procedure is displayed indicating the controls that should be adhered to.
- 9) Only Authorised Persons are allowed in the electrical intake room (where applicable) which is locked whilst no work is being undertaken.
- 10) A permit to work document is issued in cases where contractors undertake electrical work in the premises.
- 11) If work is carried out on 'live' 240/415v equipment a suitable residual current device is used to protect the employee to limit the severity of electric shock.

Measurement of Risk

If the above measures are carried out the risk rating is considered to be low.

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	<u>MEDIUM</u>
LOW	1	MINOR	1	2	1	<u>LOW</u>

RISK ASSESSEMENT FOR LADDERS AND STEP LADDERS

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	MEDIUM
LOW	1	MINOR	1	2	1	LOW

Control measures

- 1) Employees have been trained in the safe erection and use of ladders.
- 2) All faulty ladders/step ladders are repaired by a competent person or destroyed.
- 3) Ladders are placed on firm level ground before use at an angle of 1:4 and secured at the top and/or bottom.
- 4) No employee uses damaged ladders until repaired.
- 5) The correct ladder is used for the right task in length and strength extending to 1.05 metres above any stepping off point.
- 6) Ladders and stepladders are regularly checked and inspected with all resulted logged.
- 7) When not in use all ladders are correctly stored.
- 8) Ladders are only used for short duration activities.
- 9) The ladder is climbed using both hands.
- 10) Employees are informed never to overreach from ladders.
- 11) Ladders are never painted.
- 12) When ladders are climbed footwear is free from grease, oil, mud etc.

Measurement of Risk

If the above measures are carried out the risk rating is considered to be low.

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	MEDIUM
LOW	1	MINOR	1	2	1	LOW

RISK ASSESSEMENT FOR MOBILE SCAFFOLD TOWERS

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	<u>3</u>	<u>5</u>	6	<u>HIGH</u>
MEDIUM	<u>2</u>	MODERATE	2	4	3	MEDIUM
LOW	1	MINOR	1	2	1	LOW

Control Measures

- 1) Employees are trained/skilled/competent to erect a mobile scaffold tower.
- 2) All associated components of the scaffold tower are checked for suitability before erection.
- 3) Suitable checks are made before erecting towers on suspended floors.
- 4) When erected, scaffold towers are not used unless the following is carried out:
 - The wheels are locked
 - Toe boards are correctly fitted if the working platform is over two metres high. Guardrails are also fitted.
 - The outriggers are securely fitted.
 - If possible the scaffold tower is tied to a permanent structure.
 - Not used in windy conditions.
 - There are no overhead hazards, i.e. power cables, beams, struts, etc.
 - The ground conditions are good, i.e. firm and level and that there are no potholes, missing covers, etc, which may cause a hazard.
- 5) Mobile scaffold towers are not moved with equipment or persons still positioned on the working area.
- 6) Employees close the hatch on the working platform before work commences.
- 7) Employees use the ladder provided inside the tower to gain access to the working platforms.

Measurement of Risk

If the above measures are carried out the risk rating is considered to be low.

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	MEDIUM
LOW	<u>1</u>	MINOR	<u>1</u>	<u>2</u>	1	<u>LOW</u>

RISK ASSESSEMENT FOR HAZAROUS SUBSTANCES

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	<u>MEDIUM</u>
LOW	1	MINOR	1	2	1	<u>LOW</u>

Control Measures

- 1) An inventory of all hazardous substances used or processes that create harmful dusts, sprays, fumes, etc. is prepared for employee's perusal.
- 2) Suitable health and safety data sheets have been obtained from all suppliers of hazardous substances.
- 3) Suitable personal protective equipment is issued to employees.
- 4) The condition of personal protective equipment is checked to ensure suitability and conformity with work related activities.
- 5) Employees know about their duties in wearing the issued personal protective equipment and the condition it should be kept in.
- 6) Suitable specific risk assessments have been carried out to indicate the controls in place in respect of all hazardous substances used, or created under work activity.
- 7) Employees are aware of the existence of the specific risk assessments and are made available for reference.
- 8) Where required, employees have been trained in the safe use of hazardous substances, this includes:
 - Safe use of hazardous substance
 - Wearing of Personal Protective Equipment
 - Safe storage of substance
 - Precaution to take in the event of a spillage
 - First aid treatment to administer in the event of an accident
 - Fire precautions to be aware of in the event of a fire
 - Time of exposure to the hazardous substance

Measurement of Risk

If the above measures are carried out the risk rating is considered to be low.

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	<u>MEDIUM</u>
LOW	1	MINOR	1	2	1	<u>LOW</u>

RISK ASSESSEMENT FOR HAND TOOLS

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	<u>3</u>	5	6	HIGH
MEDIUM	2	MODERATE	2	<u>4</u>	3	<u>MEDIUM</u>
LOW	<u>1</u>	MINOR	1	2	1	LOW

Control Measures

- 1) Is the correct tool used for the work being carried out?
- 2) Tools are kept in good condition, i.e. handles, fit, chisels and punches do not have mushroom heads.
- 3) Split wooden handles are replaced.
- 4) Tools are kept in the correct place whilst not in use.
- 5) All tools with sharp edges are suitably protected.
- 6) All tools beyond repair are destroyed.

Measurement of Risk

If the above measures are carried out the risk rating is considered to be low.

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	MEDIUM
LOW	<u>1</u>	MINOR	<u>1</u>	<u>2</u>	1	<u>LOW</u>

RISK ASSESSEMENT MANUAL HANDLING

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	<u>3</u>	5	6	HIGH
MEDIUM	2	MODERATE	2	<u>4</u>	3	<u>MEDIUM</u>
LOW	1	MINOR	1	2	1	<u>LOW</u>

Control Measures

- 1) All employees are trained/skilled/competent in manual handling activities required for the work to be undertaken. This training includes:
- 2) The correct handling techniques for lifting, pushing, pulling etc.
- 3) Environmental conditions including unobstructed walkways, no tripping hazards, adequate lighting etc.
 - Assessment of load to be moved.
 - Correct personal protective equipment issued and worn.
 - The person to undertake the work is in a fit healthy condition and load is within their capabilities.
- 4) Employees are encouraged to inform the Company if the handling of equipment is not within their capabilities, which may cause injury.
- 5) The weight of the load is checked before any lifting commences.
- 6) The use of mechanical equipment like forklift trucks, pallet trucks and sack barrows are used to reduce handling injuries of employees.
- 7) A competent employee is selected for overall control of teams of employees where more than one person is required to move awkward loads.
- 8) Loads that can be reduced to smaller quantities are undertaken for ease of movement.
- 9) The minimum of personal protective equipment issued to employees is safety boots and gloves.
- 10) Suitable specific risk assessments have been carried out to indicate the suitable measures in place in respect of manual handling activities for work related issues. These assessments should include:
 - The work activity to be carried out and the associated awareness required to reduce the risks to employees
 - The mechanical equipment provided, suitable for the risks involved
 - The working environment conditions for safe movement of the load to be moved
 - That all specific risk assessments are recorded, signed and understood by the employee
 - The specific risk assessments are reviewed accordingly

The employee carrying out the above work must assess the above measures stated and establish by each statement if it is applicable (√), not applicable (n/a) or no (×).

Indications of no (×) should be supported by a valid reason as the measurement of risk, by inference, may increase.

Measurement of Risk

If the above measures are carried out the risk rating is considered to be low.

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	MEDIUM
LOW	<u>1</u>	MINOR	<u>1</u>	<u>2</u>	1	<u>LOW</u>

RISK ASSESSEMENT EYE PROTECTION

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	<u>3</u>	5	6	HIGH
MEDIUM	2	MODERATE	2	<u>4</u>	3	<u>MEDIUM</u>
LOW	1	MINOR	1	2	1	LOW

Control Measures

- 1) Employees always wear the correct eye protection for the work to be carried out.
- 2) Employees ensure all eye protection is maintained and cleaned.
- 3) Employees are informed not to watch welding processes if not wearing suitable eye protection.
- 4) Employees must not enter any area where eye protection is mandatory, unless wearing suitable eye protectors.
- 5) All damaged eye protectors are replaced.
- 6) Eye protectors are always worn for grinding, chopping, pouring or any other task where materials/ fragments/liquids could enter the eyes.
- 7) When not in use protectors are to be properly stored in a suitable container.

Measurement of Risk

If the above measures are carried out the risk rating is considered to be low.

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	<u>MEDIUM</u>
LOW	<u>1</u>	MINOR	<u>1</u>	<u>2</u>	1	<u>LOW</u>

RISK ASSESSEMENT WORKING AT HEIGHTS

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	MEDIUM
LOW	1	MINOR	1	2	1	LOW

Control Measures

The following measures are discussed and undertaken where necessary to reduce the above hazards to a minimum.

1. Employees are suitably trained and understand the hazards of working at heights.
2. An adequate number of barriers and signs are positioned at ground level around the area of working at height to prevent persons walking into a potentially dangerous area.
3. Safe access and egress for employees who undertake work at height is provided and maintained.
4. Where working at height is undertaken above two meters suitable edge protection and guardrails are provided to prevent materials/persons from falling below.
5. It is recommended that no persons work directly below where working at height is undertaken. Where this is not possible suitable safety helmets are provided and worn.
6. All equipment to be used for working at height is safely lifted into position.
7. All equipment that has to be lowered from height is carried out safely by means of chutes and/or ropes/pulleys etc. Where this is not possible the area where equipment is lowered must be totally enclosed for protection of people.
8. All personal protective equipment provided and used is checked for suitability before work is carried out.
9. The site supervisor to ensure Health and Safety standards are maintained regularly checks all of the protective equipment provided.

The employee carrying out the above work must assess the above measures stated and establish by each statement if it is applicable (√), not applicable (n/a) or no (×).

Indications of no (×) should be supported by a valid reason as the measurement of risk, by inference, may increase.

Measurement of Risk

If the above measures are carried out the risk rating is considered to be low.

PROBABILITY		SEVERITY		RISK		RESIDUAL RISKS
HIGH	3	SERIOUS	3	5	6	HIGH
MEDIUM	2	MODERATE	2	4	3	MEDIUM
LOW	1	MINOR	1	2	1	LOW

EMERGENCY PLAN

NATURE OF EMERGENCY	ACTION TO BE TAKEN	PRECAUTIONS
<p align="center">FIRE AT WORK AREA</p>	<p>Raise alarm. Evacuate immediate area. Call 999 ASSEMBLY POINT- Lawn Rd</p>	<p>Fire extinguisher at work site. Fire points to be established at work site. Fire drills. Work to be carried out strictly in accordance with agreed Method Statements.</p>
<p>TELEPHONE FOR EMERGENCY SERVICES AS DETAILED ABOVE</p>		

NATURE OF EMERGENCY	ACTION TO BE TAKEN	PRECAUTIONS
<p align="center">INJURY TO PERSONS</p>	<p>First Aid</p> <p>If injury is minor arrange for person to see their doctor or attend casualty department on nearest hospital.</p> <p>Inform First Aider(s) and or appointed person(s).</p>	<p>First Aid Box in site Office.</p> <p>Risk assessment to be carried out to determine suitable Personal Protective Equipment (PPE) for all operators.</p> <p>Ensure requirements of agreed Method Statements are cascaded to operators and workers on site.</p> <p>Safe working procedures to be enforced.</p> <p>Warning notices to be posted to highlight dangers on site.</p> <p>Ensure routes are free from obstructions and trip hazards.</p>
<p>TELEPHONE FOR EMERGENCY SERVICES DIAL 999</p>		
<p>THE NEAREST HOSPITAL WITH A & E DEPT IS : Royal Free London NHS Foundation Trust - A&E Pond St, Hampstead, London, NW3 2QG</p>		





NATURE OF EMERGENCY	ACTION TO BE TAKEN	PRECAUTIONS
HAZARDOUS SUBSTANCES	<p>If a liquid or a solid has been spilt, keep well away from affected area, warn all other people.</p> <p>If possible erect a barrier around the affected area.</p>	<p>COSHH Manual kept in main office.</p> <p>If working with an irritant substance, ensuring a sufficient supply of clean water is nearby. Know where eye bath stations are.</p>
<p>TELEPHONE NUMBERS –</p> <p>CONTRACTORS MAIN OFFICE – 0208 3242 9569</p> <p>IN CASE OF INJURY ASSESS DEGREE OF HARM, IF VERY MINOR ARRANGE FOR INJURED PERSON TO SEE THEIR DOCTOR IF SEVERE PHONE 999 AND REQUEST MEDICAL ASSISTANCE.</p> <p>READ GUIDANCE NOTES ON PRODUCT PACKAGE FOR ANY IMMEDIATE ACTION TO BE TAKEN.</p>		

NATURE OF EMERGENCY	ACTION TO BE TAKEN	PRECAUTIONS
SABOTAGE AND VANDALISM	<p>Inform office main office as a matter of urgency.</p>	<p>Ensure the site is left secure and hoardings are maintained in good condition.</p>
<p>TELEPHONE NUMBERS - CONTRACTORS MAIN OFFICE 0208 342 9569</p> <p>THE SITE IS TO BE SECURE AT ALL INGRESS POINTS AT ALL TIMES</p>		

NATURE OF EMERGENCY	ACTION TO BE TAKEN	PRECAUTIONS
<p style="text-align: center;">FAILURE OF ELECTRICITY SUPPLY</p>	<p>Contact nominated qualified electrician if power failure is not a national grid failure.</p>	
<p>TELEPHONE – CONTRACTORS MAIN OFFICE 0208 342 9569</p>		

Section 10 – Continuing liaison

MONITORING OF WORKS WITH REGARD TO HEALTH AND SAFETY

Health and safety will be reviewed on a weekly basis as part of the site meeting agenda. contractor relevant subcontractors, design team, client and CDM coordinator are present during these meetings. All current and proposed works will be assessed with regard to health and safety.

77 Lawn Road,
NW3

Site Induction Checklist

- **Emergency Procedures**
 - Fire assembly points
 - Fire exit routes
 - Fire extinguishers

- **Site Welfare**
 - Toilet
 - Washing facility
 - Rest area

- **Health & Safety**
 - Safety Policy
 - Health & Safety Poster
 - First Aid Box
 - Qualified Personnel
 - General responsibilities – smoking, protective clothing, tidiness, etc

- **Site Specific Procedures**
 - Permits to Work
 - Heat Permit
 - Others
 - Hazardous materials
 - Traffic control/restrictions

- **Personal Health**
 - Are you taking any prescribed medicines?
 - Do you suffer from any medical conditions that should be notified in the case of an accident?

FIRE SAFETY PROCEDURES - SITE OPERATIONS

**77 Lawn Road,
NW3**

In the event of a fire employees are to

Raise the alarm – activate nearest call point or shout FIRE

Telephone number 999

Report the site location:

**77 Lawn Road,
NW3**

Ensure staff leave the building via the escape routes.

Leave personal possessions behind and do not return to the building.

Use fire extinguishers if there is no personal risk, to tackle the fire.

Report to the Site Manager at the fire assembly point.

Phillip Banks

Phillip Banks Design & Build Limited

SECTION ELEVEN- STANDARD FORMS

	ATTACHED
SITE PLAN	Site
STANDARD RISK ASSESSMENT	Site
PERMIT TO WORK	Site (daily)
CONTRACTORS SAFETY POLICY	Site
CONTRACTORS INSURANCE DETAILS	Site
LOCAL AUTHORITY COMMENCEMENT NOTICE	Site
STANDARD SITE INDUCTION FORM	Appended

