CONSTRUCTION MANAGEMENT PLAN

1 ELLERDALE ROAD

LONDON

NW3 6BA

CONTENTS **PAGE**

CONSTRUCTION MANAGEMENT PLAN

1. INTRODUCTION 3
2 CONSTRUCTION START/COMPLETION DATES 5
3 PROPOSED HOURS IN WHICH DEVELOPMENT WILL TAKE PLACE 5
4 ACCESS ARRANGEMENTS FOR VEHICLES 6
5 REMOVAL OF ANY CONTAMINATED MATERIALS 9
6 SIZE OF VEHICLES 9
7 PARKING AND LOADING ARRANGEMENTS 10
8 MANAGEMENT OF TRAFFIC TO REDUCE CONGESTION 11
9 CONTROL OF DIRT AND DUST ON PUBLIC HIGHWAY 11
10 TARGETING ZERO NON-HAZARDOUS WASTE TO LANDFILL 11
11 ENERGY USAGE 11
12 FUEL CONSUMPTION 11
13 WASTE MANAGEMENT 12
14 BEST PRACTISE GUIDANCE AND AIR QUALITY 12

HEALTH & SAFETY PLAN 13

Note of revisions 06.05.16:-

Page 4 Description of Project

Page 5 Construction Start / Completion Dates

Pages 5-6 Proposed hours in which developments will occur

Pages 6-8 Access arrangements for vehicles (incl added illustrations for traffic control, access, parking)

Page 9 Size of vehicles

Pages 10 11 Parking and loading / Management of traffic

Page 21 Communication and liaison

Page 23 Existing Services

Page 25 Management Team and responsibilities

1.0 INTRODUCTION

This is a proposal for the site known as 1 Ellerdale Road in Hampstead London. The proposed works include the construction a three storey new build residential home with two basement levels of accommodation and a 'living' roof (Sedum or similar). No existing buildings will be demolished to accommodate this dwelling. The sub structure works will be based on c.400mm diameter contig piling to the full perimeter of the building with an internal waterproof RC wall.

All consideration will be given to the following:-

- Water table
- Existing trees - those under any TPO's and those not
- Consideration given in the report by the specialist Arborist

Description of the Project

The excavation of the double basement will be carried out to the new piled walls that act as a permanent barrier. The structure of the double basement is reinforced concrete.

The structure has an external envelope at ground floor level consisting of masonry brick works to match the surrounding buildings. There are some structural steel elements, notably to the roof under the Sedum covering.

The internal finishes consist of the following; screeding, mechanical and electric works, internal tanking to walls, joinery, blockwork, dry lining, floor finishes and decoration.

Due to the type of construction some of the activities will have extensive traffic movement, i.e. waste being removed and material being brought onto site. These are listed below.

- Bulk strip of site prior to piling mat installation
- Installation of piling mat – new imported granular material
- Piling – arisings from the pile removed from site, concrete and steel for the pile construction
- Bulk removal of material to create the basement
- Concrete frame – materials for falsework, reinforcement and concrete
- Masonry works – brick and block deliveries
- External Envelope
- External works – reduce levels (remove material), import new material to create new finish
- Waste skip movements

There is an agreement in place that the developer can provide access to the site via the adjoining property, Arthur West House (where major construction works are currently being carried out), to assist the implementation of the piling, excavation and sub-structure works. This will be of significant benefit to the construction programme enabling these works to be carried out more expediently and reducing the level of access otherwise required from the Ellerdale Road access to the site.

We are advised that access from the Arthur West House adjoining construction site ~~will only be available in February and March 2016~~ has been deferred to the period between June And September 2016 and it is our intention to co-ordinate and best utilise the beneficial access opportunity during these months. The contractor will integrate and adhere to the established Construction Management Plan for Arthur West House construction site activities but thereafter, and in any event where access is required via Ellerdale Road, the contractor will revert to the Construction Management Plan procedures provided herein.

The agreed contents of the Construction Management Plan (the "**CMP**") must be complied with unless otherwise agreed with the council. Charles Edward Ltd as the main contractor and Project lead for these proposed works will work with the council to review and adapt the Construction Management Plan, should any problems arise in relation to the construction development. Any future revised plans must be approved by the council and complied with thereafter.

2.0 Construction start/completion dates

The target dates for the project are

Pre commencements works	07.2015 – 12.2015
Party wall notices	07.2015 – 12.2015
Engineering drawings for construction	08.2015 – 03.2016
Architectural drawings	09.2015 – 04.2016
Demolition of party walls	01.2016 – 02.2016
Main works piling	~~02.2016 – 03.2016~~ 06.2016 – 07.2016
Excavation	~~02.2016 – 03.2016~~ 07.2016 – 08.2016
Construction works	~~02.2016 – 12.2016~~ 07.2016 – 05.2017

Main Contract works

- Start date ~~01.2016~~ 06.2016
- Completion Date ~~12.2016~~ 05.2017

3.0 Proposed hours in which development works will occur

There will no parking on site therefore there will only be a drop off point for building trades to leave equipment and material. No parking will be available on site for construction workers and the use of public transportation will be encouraged.

The proposed Site working hours will be as follows

- 0800 to 1800 hours on Mondays to Fridays
- 0800 to 1300 hours on Saturdays
- No working on Sunday or Bank Holidays unless authorised by Camden Council.

Any works that may occur outside of these hours will be on an exception basis and managed with full regard to mitigating noise for neighbours. Regular contact will be maintained with the neighbours regarding planned works and any exceptional activities that are due to occur.

All activities will be planned to minimise vehicle movements and, where unavoidable, to ensure that the safety of the general public is of the greatest consideration.

- Peak traffic periods (0800 – 0900 and 1700 – 1800 hours on Monday to Friday and 1500 – 1600 hours on Saturdays) will be avoided when booking delivery vehicles.

- Construction vehicles movements will be scheduled between 09:30 and 15:00 hours on Monday to Friday to minimise traffic congestion and road safety issues (such as nearby schools)

4.0 Access arrangements for Vehicles

Access to the site will be via Ellerdale Road, except where beneficial access can be provided in ~~February and March~~ June - September2016 via the adjoining construction site at Arthur West House in which case the approved CMP for that site will be implemented.

The Ellerdale Road access will be a secure entrance, but it has no access for vehicles direct to the construction site or any turning availability on Ellerdale Road.

Ellerdale Road – CMPRevision 06.05.16

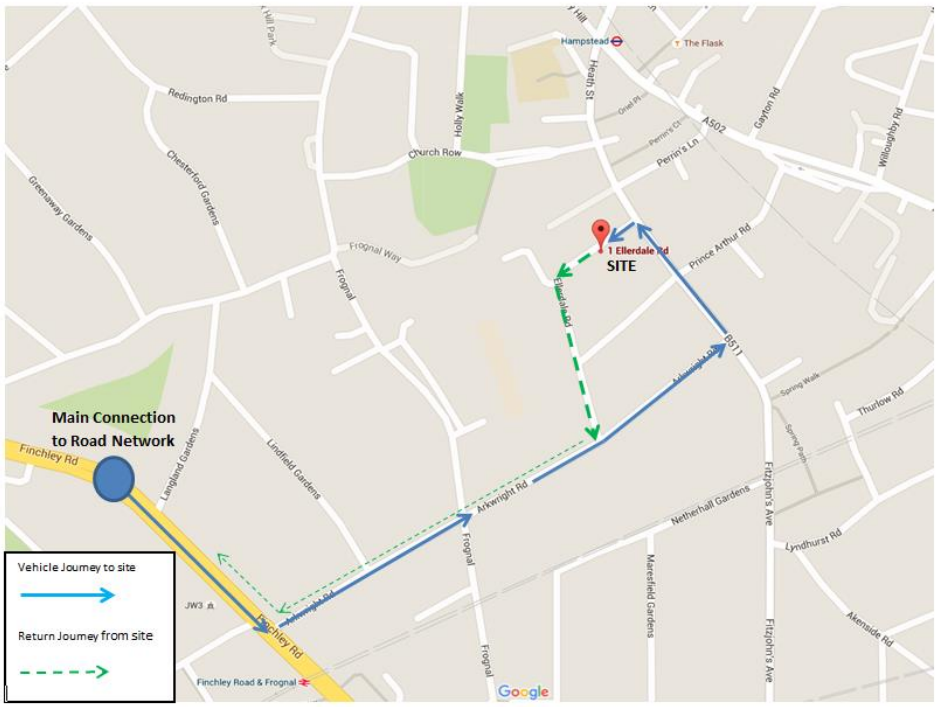
Vehicles will need to drop any and all loads at the access to the site and then materials will need to be moved onto the site by alternative methods.

Hours that the vehicles will be delivering and departing will be limited between 9am and 3pm to avoid peak traffic periods.

The Principal Contractor will co-ordinate all deliveries and collections to/from the site; and ensure that:

- All delivery and collection vehicles are aware of the proposed routing;

Ellerdale Road, London NW3 6BA CONSTRUCTION MANAGEMENT PLAN – ROAD ACCESS & DELIVERY PLAN



Ellerdale Road - CMP Revision 04.05.16

STREET VIEW - DELIVERY ACCESS ROUTE TO THE SITE ENTRANCE FROM FITZJOHN'S AVENUE

ELLERDALE Road – CMP Revision 04.05.16

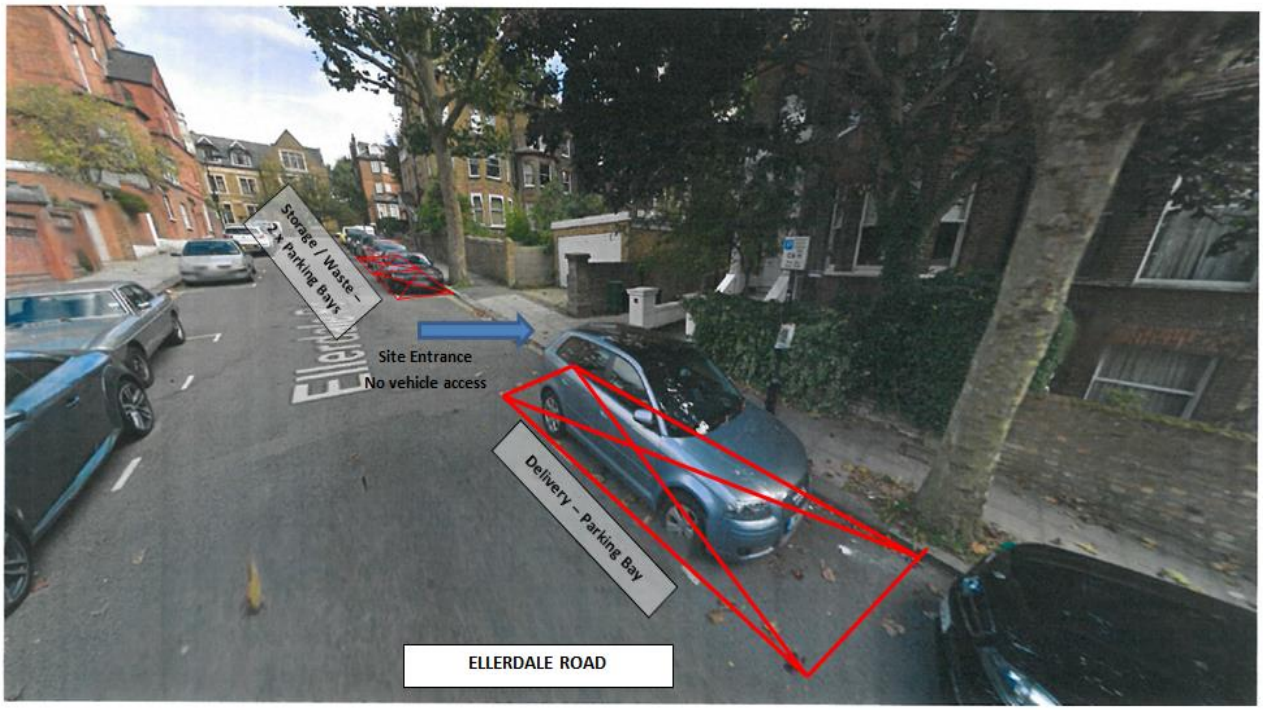
- Prior to a delivery or collection, hauliers will notify the relevant authorities if required;
- Liaison will be undertaken with occupants of adjacent buildings to reduce disruption
- Deliveries will be made on a strict allocated time basis.

In summary, the traffic management strategy will aim to ensure that:

- goods and services will be delivered, and waste removed, in a safe, efficient and environmentally-friendly way;
- opportunities whereby deliveries that can be reduced, re-timed or even consolidated, particularly during busy periods are identified;
- the strategy will help to cut congestion on local roads and ease pressure on the environment;
- the reliability of deliveries to the site will be improved; and the impact of freight activity on local residents will be minimised.
- All deliveries will be subject to the site hours of working.
- Plans will be formulated to properly store materials on planned deliveries

'TYPICAL' PARKING SUSPENSION PLAN

ELLERDALE ROAD - SITE / PROPERTY ENTRANCE (VEHICLE APPROACH FROM FITZJOHN'S AVENUE)



5.0 Removal of any contaminated materials

Materials which are not to be retained on site will be removed and disposed of in accordance with all relevant statutes and current waste management and duty of care regulations. Any potential risk to construction workers during site redevelopment can be managed by the adoption of appropriate Health and Safety procedures to ensure that any risk to operatives from any hazardous materials at the site are minimised. Operatives will not be allowed to eat, drink or smoke on the site except in designated areas and will be required to wash all exposed skin at the end of each shift

A soil analysis will be taken and the data will be added to the site specific Health and Safety plan, which a copy will be on site.

6.0 Size of vehicles

Numerous types of delivery vehicles will be used to bring materials to and from site. These Include.

- Skip lorries these will be dropping 8 yard skips @ 7m long x 2.4m wide
- There is also a possibility of roll on and roll off skips being used 7.5 m long x 2.4m wide.
- Ready mix concrete Lorries. (@ size 8.25 m long x 2.45m wide)
- Flatbed delivery vehicles for the delivery of various materials, including scaffolding, steelwork, bricks, blocks, timber, roofing materials etc. (approx. size 8.5 m long x 2.45 wide)

The projected vehicle movements are approximately 15 per week during enabling works, excavations of spoils and piling works and up to 5 per week during the main contract works.

Contractors will also be required to follow the "Guide for Contractors Working in Camden" also referred to as "Camden's Considerate Contractor's Manual". All contractors and sub-contractors operating large vehicles over 3.5 tonnes must meet all of the following conditions:-

1) Operators must be a member of TfL's Fleet Operator Recognition Scheme (www.tfl.gov.uk/fors) or similar at the Bronze level.

2) All drivers must have undertake cycle awareness training such as the Safe Urban Driver module through FORS or similar.

3) All vehicles associated with the construction of the Development must:

i. Have Side Guards fitted, unless it can be demonstrated to the reasonable satisfaction of the Employer, that the Lorry will not perform the function, for which it was built, if Side Guards are fitted.

ii. Have a close proximity warning system fitted comprising of a front mounted, rear facing CCTV camera (or Fresnel Lens where this provides reliable alternative), a Close Proximity Sensor, an in-cab warning device (visual or audible) and an external warning device to make the road user in close proximity aware of the driver's planned manoeuvre.

iii. Have a Class VI Mirror

iv. Bear prominent signage on the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.

7.0 Parking and loading arrangements

A strict delivery procedure will be implemented to ensure that Ellerdale Road is not overrun with site and delivery vehicles. Road Marshalls and or banksman will ensure that traffic flow on the road is maintained at all times and to ensure that pedestrians and traffic may travel safely on Ellerdale Road. Please refer to illustrations at Section 4.0 above.

All sub-contractors and suppliers will be required to give 48 hours' notice of deliveries. The movement of materials, particularly in the main contract work stage, will also be controlled by banksman. They will be responsible for the control and coordination of all aspects of material deliveries and movement. A temporary walk way for pedestrian access will be incorporated when necessary whilst any deliveries are being made or collected. A banksman will be overseeing clear access is maintained at all times

Materials will be stored in most cases and wherever possible within the boundary of the site and any materials dropped by the road side will be moved, immediately after being dropped. A storage container on the highway may be required for 'dry' goods until the new building has reached 'weather-tight' construction phase. Any parking bay suspensions and provision of either skips and/or containers positioned thereon will be subject to local authority application/licence with Heras fencing and lighting provided as appropriate and to comply with licence provisions.

Minimal parking will be permitted in the surrounding roads and all subcontractors will be informed at a pre-order meeting that the surrounding area is mainly for resident only parking. All operatives and sub-contractors will be encouraged to use public transport.

8.0 Management of Traffic to reduce congestion

There will be a manager who will be responsible for the day to day management of all deliveries to the site. These will be booked in using a delivery schedule so as to prevent lorry congestion to the road network that surrounds the site.

Please refer to illustrations at Section 4.0 above.

In order to reduce traffic movements, full loads will be arranged whenever possible and only part loads when essential.

9.0 Control of dirt and dust on the public highway.

Mud and debris on the road is one of the main environmental nuisances and safety problems arising from construction sites. Provisions will be made to minimise this problem.

All surrounding roads and pavements will be power washed down at the end of each day, if required cleaning of the road by an approved road sweeper will be implemented.

We will insist on all muck away Lorries be fully sheeted to minimise the risk of any mud over spilling onto the highway.

We will consider spraying a fine spray to supress dust on the following:-

- Structures and party walls during demolition
- Unpaved areas that are subject to traffic or wind
- Sand, spoil and aggregate stockpiles
- During loading/unloading of dust generated materials

10.0 Targeting zero non – hazardous waste to landfill.

As part of our environmental approach we will seek to source materials from local companies provided that specification requirements and cost are met.

11.0 Energy usage

Where practicable, we seek to source green energy providers for the construction phase. Metres will be supplied for the site enabling energy consumption levels to be monitored.

12.0 Fuel consumption

We will strive to procure local contractors for the project therefore minimising transport costs and impact on the local environment.

13.0 Waste Management

Our approach to the treatment of waste is for the site manager to adopt the following:

- The site is kept clean and safe at all times
- The collection of waste from a central point
- Segregation of waste on site.

The site manager will ensure that all access routes, staircases etc. are swept and kept clear of debris at all times, that debris in general is cleared on a regular basis to maintain high standards of health and safety on the project. All general areas of the project will be swept daily and a full clear and clean up off the site on a weekly basis.

14.0 Best practice guidance and air quality

Measures to limit impact on air quality will be drawing on Best Practise Guidance with, 'The control of Dust and Emissions during Construction and Demolition' Published by London Councils and GLA.

The mitigation measures are as proposed:

- Where potential dust producing activities are taking place the screens remain in position. This will include the demolition, any piling and structural works.
- There is no burning of waste materials on site.
- There is an adequate water supply on the site.
- Disposal of run-off water from dust suppression activities is in accordance with the appropriate legal requirements.
- All dust control equipment is maintained in good condition and record maintenance activities.
- Site hoarding, barriers and scaffolding are kept clean
- All vehicles carrying loose or potentially dusty materials to or from the site are fully sheeted.
- Materials with the potential to produce are stored away from site boundaries where reasonable practicable
- Minimise the amount of excavated material on site
- Sheet, seal or damp down unavoidable stock piles of excavated materials held on site, where required.
- Avoid double handling of materials wherever reasonable practicable
- Use enclosed rubble chutes and conveyors where reasonably practicable or use water to supress dust emissions from such equipment.
- Sheet or otherwise enclose loaded bins and skips
- Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment whenever appropriate.
- Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression technics such as water sprays or local extraction.

SECTION 2- NATURE OF PROJECT

2.1 THE CLIENT

Mr Jon McElroy

9 Bear Pit

New Globe Walk

London

SE1 9DR

2.2 THE CDM-COORDINATOR

TBA

2.3 THE CONTRACT ADMINISTRATOR

TBA

2.4 THE PRINCIPAL CONTRACTOR

Charles Edward Ltd

Grove House

1 Sheldon Way

Larkfield

Kent

ME20 6SE

2.5 THE HEALTH AND SAFETY EXECUTIVE AREA OFFICE

SECTION 3 –

LOCATION AND DESCRIPTION OF CONSTRUCTION WORK TO BE CARRIED OUT

3.1 LOCATION

1 Ellerdale Road

London

NW3 6BA

3.2 DESCRIPTION OF CONSTRUCTION WORK TO BE CARRIED OUT

Construction of 3 storey new build house comprising ground floor and two storey basement

Removal of 2nr adjacent trees

3.3 ACCESS & EGRESS

All visitors and deliveries shall report to the Site Manager who will when not on site be in a designated office area
All contractors will display identification badges on entry to the site.
A clear path shall always be maintained to allow fire route access. And access to the flats
Sufficient signage will be displayed with contact numbers to enable immediate attention to all visitors

This document is the Construction Phase Health and Safety Plan. It is a living document to be maintained on site and developed throughout the life time of the project – before being passed to the client at the project conclusion.

(a) Before the start of the construction phase, we have prepared this Construction Management Plan which is sufficient to ensure that the construction phase is planned, managed and monitored in a way which enables the construction work to be started so far as is reasonably practicable without risk to health or safety, paying adequate regard to the information provided by the designer under regulations 11(6) and 18(2) and the pre-construction information provided under regulation 20(2)(b);

(b) From time to time and as often as may be appropriate throughout the project update, review, revise and refine the construction phase plan so that it continues to be sufficient to ensure that the construction phase is planned, managed and monitored in a way which enables the construction work to be carried out so far as is reasonably practicable without risk to health or safety; and

(c) Arrange for the construction phase plan to be implemented in a way which will ensure so far as is reasonably practicable the health and safety of all persons carrying out the construction work and all persons who may be affected by the work.

As the appointed principal contractor we shall take all reasonable steps to ensure that the construction phase plan identifies the risks to health and safety arising from the construction work (including the risks specific to the particular type of construction work concerned) and includes suitable and sufficient measures to address such risks, including any site rules.

2.1.1 Health and Safety Goals
- 2.1.2 Sub-Contractors
- 2.1.3 Communication and liaison between Client and others
- 2.1.4 Welfare
- 2.1.5 Client Rules
- 2.1.6 Design Changes

2.2 Interface with others
- 2.2.1 Site hoarding, transport vehicle movement restrictions
- 2.2.2 Existing procedures, permit-to-work systems
- 2.2.3 Fire precautions, emergency procedures

2.3 Site Wide Elements
- 2.3.1 Site access and egress
- 2.3.2 Site Rules

2.4 Scaffolding

2.5 Accidents

3 Environmental Restrictions and Existing On Site Risks
3.1 Safety Hazards
3.1.1 Boundaries and Access
3.1.2 Deliveries, waste collection, storage
3.1.3 Adjacent Land Use
3.1.4 Existing Services
3.1.5 Existing Structures
3.2 Health Hazards
3.2.1 Hazardous Materials
3.2.2 Health risks from client's activities
3.3 Significant risks identified
3.3.1 Materials requiring particular precautions

4 Work Execution
4.1 Management Team
4.2 Nearest Accident & Emergency:
4.3 Sequence of Operations
4.4 Spillages
4.5 Material movement:
4.6 PPE
4.7 Inspections and Briefings
4.8 Permit to Work/Access
4.9 Environment
4.9.1 Noise
4.9.2 Pollution
4.10 Incidents and Near Misses
4.11 Work in Occupied Premises - Security
4.12 General Waste Removal

5 Identified Hazards and Risk assessments
5.1 COSHH

6 The Health and Safety File

Appendices
Risk Assessments
COSHH
Toolbox Talks
Forms

Emergency Procedures

In the event of an emergency on site, carry out the following action:

FIRE

1. Raise the alarm, evacuate the site and account for all persons.

2. Call the fire brigade by dialling 999.

3. If possible, and safe to do so, control the fire using the fire-fighting nearest equipment.

INJURY

1. Protect the casualty and yourself from any further danger – do not move the casualty unless absolutely necessary.
   Call the ambulance service on 999 if the casualty is:

   (a) Unconscious
   (b) Not breathing
   (c) Has no pulse
   (d) Bleeding heavily
   (e) Trapped
   (f) Has severe injuries

2. Contact the designated First Aider and a Director if available.
3. Treat the casualty with the First Aid equipment provided.
4. If the injury is minor, accompany the casualty to the nearest hospital (Accident and Emergency)

   Royal Free Hospital Accident and Emergency
   Pond Street
   London NW3 2QG

   Emergency Number: 999

5. Do not leave the casualty alone.
6. Report the incident to Head Office on 01622 712810 as soon as possible.

VIOLENCE or THEFT

1. Get to a place of safety if you can.
2. Call the Police on 999.
3. Report the incident to Head Office as soon as possible.

2.1.1 H & S goals

a) No accidents
b) No dust released into adjacent areas
c) Carry out the works within the programmed timescale for the Works.
d) Carry out the works with due regards to the welfare of the occupants of the properties where works are being undertaken, their own and other contractor's employees, the Client's employees and members of the general public
e) Carry out the works eliminating risks where possible and reducing/ controlling other risks.
f) Carry out the works in such a manner as to minimise disturbance to the occupants of the properties and leave the area at the completion of each day's work in a tidy and safe manner ensuring the gas installation to the boilers and fire places are isolated if the installations are not completed but that the electrical installation is available for access/ use by the occupier of the properties.
g) Carry out the works in such a manner as to leave the site secure at the completion of each day's work.
h) Carry out the works in such a manner as to not hinder the passage of members of the general public using the estate roads and footpaths.
i) Undertake a constant review of the design of the works eliminating risks where possible and reduce/ control other risks.
j) CEL will ensure that all site personnel (including visitors) have sufficient training for their needs, are provided with onsite training where required, have adequate health and safety information and are provided with a site induction. They will also provide all suitable personal protective equipment suitable for the works being undertaken and ensure that the equipment is worn.
k) CEL will make suitable arrangements for the continual monitoring of the Health and Safety goals set and review them on a regular basis.
l) To protect the health and safety of those involved in construction and those affected by their activities by complying with statutory requirements as a minimum and supplemented by industry current best practice at all times.
m) Ensuring the competency of those involved in the project and ensuring active safety management systems and procedures, which are effectively implemented, supervised, monitored and reviewed.

.

2.1.2 Sub Contractors

Where a requirement for sub-contractors arises they will be assessed for suitability and competence as required by CDM2015. They will be included within the Safety Plan with regards to induction, communications and supervision and will follow all safety rules herein. They must be made aware of provision of this Plan and confirm by signature

2.1.3 Communication and liaison between Client and others

CEL will establish and maintain liaison with occupants of the properties where the works are being carried out, which will include providing the occupants with an induction of the works being undertaken and identify to them all health and safety issues in respect of the works being undertaken.

Those neighbours that immediately border the site will be consulted about the works and any mitigation proposals. Careful consideration will be given in relation to mitigation of dust and debris which could cause discontentment from neighbours.

Refer Section 4.1 below for notices and meeting invitation to neighbours.

CEL will provide all employees and visitors to the site with induction training and also have toolbox talks at regular intervals to discuss the progress of the works.

2.1.5 Client Rules

CEL will ensure that all of his employees and those of any contractors employees are aware of, observe, and abide by the requirements of the clients at all times.

2.1.6 Design Changes

CEL will be responsible for undertaking the design of any structural works that they deem are required to complete the works. This work will be undertaken after consultation with CDM-C and Client

2.3.2 Site Rules

- Disturbance to residents in the adjacent properties must be kept to a minimum. The building will be occupied throughout the works and escape routes must be kept clear at all times.
- No Unauthorised Persons allowed on site
- Suitable personal protective clothing must be worn on site
- The public must be protected from hazards associated with this work
- Smoking on site on forbidden
- No alcohol or illegal drugs are to be brought onto the site
- No person who is under the influence of alcohol or drugs is allowed on site
- Offensive or inappropriate language and provocative gestures are not allowed
- No gambling, threatening or violent behaviour
- No horseplay
- No radios or amplified music permitted (including MP Players such as I-Pods)
- Toilets and washrooms must be kept in a clean and hygienic state after use
- Refuse must not be allowed to accumulate; work areas are to be kept tidy
- Combustible materials are to be removed on a regular basis and disposed of in an appropriate manner.
- Electrical tools are to be either battery powered or 110V fed from a centre-tapped transformer
- Risk assessments must be in place for all elements of the works prior to the Specific activity taking place.
- Protection footwear (boots) must be worn at all times during working hours. No trainers or shoes may be worn.
- Ear protection will be used where applicable.
- Fire extinguishers, suitable to the task-in-hand are to be located around and adjacent to the works area.
- Tools and materials are to be stored safely.
- Report any spillages to Site Management.
- No persons shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, Safety or Welfare in pursuance of any of the relevant statutory provisions.

2.5 Accidents

- Accidents shall be reported to the Project Manager and Principal Designer as soon as possible and recorded in the accident book (location to be identified).
- Accidents of a minor nature (e.g. requiring the application of plasters, small dressings) will be investigated by the Site Supervisor. Any accident involving lost time from site or treatment off-site will be investigated by the Contract Manager.
- Where determined advantageous or an over-3 day injury this will be reported to the Company Safety Advisor. Any incident involving a member of the public will be reported immediately to the Contract Manager who will advise Client, Company Advisor and CDM-C at the earliest opportunity.
- The requirements of RIDDOR 2013 will be strictly adhered to.

3.1.3 Adjacent land uses

The building will remain in occupation throughout the works.

CEL are aware that there are commercial enterprises, shops and residential areas in the vicinity of the properties where the works are to be carried out and that there will also be children present of all ages and therefore must take all measures to ensure that the site is kept secure when unattended, the site is left safe as far as practicable and that all machinery is disabled when not in use.

3.1.4 Existing Services

Mains electricity, gas and mains water / sewerage are present

Subject to final services calculations, the upgrade and/or replacement of existing mains services may be required and applications to the relevant statutory undertakers and utility companies may follow for them to carry out associated works. The principal contractor will co-ordinate any mains services upgrades and/or renewals and appropriate notices and liaison with the neighbours will be implemented. The statutory undertaker and/or utility company(s) will be responsible for serving all relevant notices in relation to carrying out their works outside of the property boundary, including any highway notices, parking suspensions, and temporary traffic management proposals.

3.1.5 Existing structures

The property is located within a busy residential district.

3.2 Health hazards

3.2.1 Hazardous materials

The materials being used do not include for any hazardous materials that a competent contractor proficient in these types of works will not be used to working with. This includes vermin for which a survey may be required. Lead paint may be present and precautions are included in risk assessments. There is the possibility of lead including lead paint and work on this will be carried out in accordance with CLAW Regulations 2002

3.2.2 Health risks from client's activities

There is no risk from the Client's Activities.

3.3 Significant risks identified

Irrespective of the above statements, the following hazards have been identified and are addressed by Method Statements and Risk Assessments.

(i) Isolation of services throughout the course of the works
(ii) Restricted access to the site.
(iii) Delivery, unloading, handling and storage of all materials.
(iv) Clearing away of debris arising from the works.
(v) Maintaining access
(vi) Working at heights
(vii) Fire precautions
(viii) Asbestos
(ix) Lead and hazardous materials
(x) Safeguarding and securing the works at the end of the working day.
(xi) Working adjacent to other occupied properties.

Risk Assessments and Method Statements will be raised by competent persons within CEL or by competent external persons. These will be reviewed as required at regular intervals or when hazards significantly change. All Risk Assessments and Method Statements will be authorised by top management before work commences

3.3.1 Materials requiring particular precautions

CEL will undertake a review of the materials to be used in the course of the works and identify any that is believed will need to be undertaken using particular precautions, these being by means of Method Statements and Risk Assessments

4. Work Execution

All work to be carried out by competent operatives to an agreed method and in accordance with best practise and appropriate legislation.

Manager/Supervisors are to make themselves aware of this Construction Phase Safety Plan. Where the requirements therein conflict with requirements contained in this document or CEL Systems of Work, client procedures take precedence unless a concession is raised and confirmed in writing.

4.1 Management Team

- Overall Responsibility: Matthew Berry-McIntosh
  Charles Edward Ltd
    - Responsible for project co-ordination and neighbourhood liaison (together with the developing homeowner, Mr Jon McElroy) and continuing to provide advisory notices and meeting opportunities to neighbours. A formal notice of commencement of the works will be issued to neighbours together with an invitation to meet and discuss the Construction Management Plan and any other issues or concerns.
- Contract manager TBA
    - Responsible for site safety management, weekly safety inspections, site documentation, initial incident investigations
- Site Supervisor: TBA
    - Responsible for day-to-day site safety, tool box talks, safety supervision
- First Aider: TBA
    - Responsible for First Aid, control of First Aid boxes, nomination of relief/s when absent (may be appointed person in accordance with HSE Code of Practice)

4.2 Emergency Services:

POLICE

West End Central Police Station

27 Savile Row

London W1S 2EX

Tel: 020-7589-1212 or 999 or 101

FIRE

Soho Fire Station

126 Shaftsbury Avenue

London W1D 5ETs Road, London SW3 5UF

Tel: 999

HOSPITAL (Accident and Emergency)

Royal Free Hospital Accident and Emergency

Pond Street

London NW3 2QG

Emergency Number: 999

4.3 **Sequence of Operations -** Prior to Works Commencing:

Site Agent will be briefed on contents of this Document.

All operatives to carry out site safety induction run by CEL

Project Manager and tenants are to be informed of procedures being undertaken and health and safety issues arising from the work

The Construction (Design and Management) Regulations make it mandatory to provide workers with suitable and sufficient welfare facilities for the use of all persons at work on all building sites.

The provision of welfare facilities will be agreed with site management prior to commencement of work. This will be within the Site there will be sufficient messing, sanitary and washing facilities as required by the nature of the work. All facilities will be well lit and adequately ventilated. A supply of hot and cold running water including soap and towels will be made available. An area will be designated as a facilities area and this will be agreed at the pre-start meeting

Other Welfare facilities provided by CEL will include:

- First Aid box
- First Aid book (Data Protected)
- Trained First Aider/Appointed Person

The Foreman / Supervisor will brief all staff on the method statement, risk assessment (including controls), COSHH and other assessments associated with the works (including any site specific controls identified above). All staff shall sign the briefing sheet to confirm that they attended and understood the briefing.

4.4 Spillages

Spillages trays must be made available when vehicles need refuelling and when parked up overnight. This is not planned and this is for contingency purposes only

4.5 Personal Protective Equipment:

All operatives will have been issued the following PPE depending on the nature of their respective work tasks (see appropriate risk assessments):

Safety boots to BS EN345 – Mandatory

HiVis Vests to EN471 – Mandatory

Gloves to BS EN388 -1944

Respirators to FFP2– in event of dust,

Hearing Protectors, to BS EN352, when power tools are in use

Safety goggles to EN166 - when chasing into walls etc.

All PPE must be kept in good condition. Report any defects/losses of PPE to your supervisor in order to replace

4.7 Inspections and Briefings

- Weekly toolbox talks to be undertaken by CEL to own operatives
- Weekly health and safety inspection
- Weekly good order inspections
- Monthly inspection by CEL independent health and safety advisor
- Method statements will be the subject of a toolbox talk given to all personnel involved with the work activity and reinforced with Daily Briefing Talks
- Fortnightly project safety meetings as arranged by PC

All meetings and briefings will also give all participants (including, where applicable sub-contractors) the opportunity to raise safety issues for discussion and resolution. In this event the meeting will be documented together with outcomes

4.8 Permit to Work/Access

Access to property will be as schedule agreed with client. Residents of adjacent properties will be informed by client of impending work as required

Access /Permit documentation is summarised as follows:

- Access Permit (to specified Work Areas if required by client)
- Permit to undertake hot work
- Weekend / extended hours working

4.9 Environment

4.9.1 Noise

Operatives and / or employees shall not be permitted to use radios or other audio equipment. No noisy works are to be carried out outside of working hours (08:00 to 18:00 Monday to Friday)

4.9.2 Pollution

CEL will take all necessary precautions to prevent pollution or contamination of watercourses, drainage systems, and land/ground or to the air. Although there is no intention of storing or using potential pollutants, where oil (including diesel) is used or stored on site the Control of Pollution (Oil Storage) Regulations 2001 will be complied with. Hazardous materials must be stored away from drains in bunded areas etc. and the company will provide 'Spill Kits' adjacent to storage areas.

4.10 Incidents and Near Misses

All incidents and which may have resulted in an accident (a near Miss) however trivial, are to be reported to the Project Manager. Accidents are to be reported as para. 2.4 above and recorded in the Project Manager's Accident Book. All operatives are encouraged to report near misses to CEL site management for investigation

4.11 Security

Due consideration to be given to occupants at all times; particular care may need to be taken with regards to children and vulnerable adults. The area must be made secure whenever breaks, however short, are taken which will leave the work area unattended.

At the end of each day the area is to be left in a tidy and safe condition. An end-of-day inspection will be carried out to ensure there are no significant residual hazards (including trips, fire, electrical and gas hazards)

4.12 General Waste Removal:

Waste will be removed from the workplace on a minimum daily basis or more frequently if so directed by the Project Manager or if a health and safety hazard is likely to arise. Health and Safety hazards are to be dealt with immediately. Waste will be removed via the scaffolding and removed from the building on a wait and load basis. No skips will be provided. Debris is to be bagged to prevent spillage on the stairs and the carpet will be protected or cleaned regularly.

5 Identified Hazards and Risk assessments

- Interaction with Public
- Asbestos
- Manual Handling
- Fire
- Electrical work
- Hand Tools
- Power Tools
- Waste disposal
- Site Vehicular Traffic, Traffic Management
- Waste disposal
- Vermin
- Wall removal

5.1 COSHH

All materials used will be supplied with the required COSHH documentation and kept in the office safety file, all operatives will be informed of the risk of each material to be used and to be made aware of the COSHH documentation by regular toolbox talks, records kept in the office filing system. All COSHH data for all materials to be used on this operation will be attached the back of this method statement before any toolbox talk is carried

6 THE HEALTH AND SAFETY FILE

A Health and Safety File will be provided for the works carried out in a hard copy format and will include;

- Names and addresses of Principal Contractor, sub-contractors materials suppliers.
- Description of works carried out.
- Residual hazards and how they are to be dealt with.
- Relevant information relating to the structure.
- Relevant information relating to hazardous materials.
- Relevant information relating to existing and new services.
- Details of construction methods and materials used (including COSHH data sheets) which may present residual hazards with respect to cleaning, maintenance, repair, renovation or demolition.
- General maintenance instructions including access provision and information about equipment provided for cleaning and maintaining the building fabric.
- As-built drawings.
- The nature, location and markings of utilities and services, including emergency and fire fighting.
- Instructions for operation, maintenance, dismantling and removal of equipment and systems.

Appendices

Risk Assessments:

Interaction with Public
Asbestos
Manual Handling
Electrical work
Hand Tools
Power Tools
Waste disposal
Plumbing
Scaffolding
Painting
Lead Paint
Carpentry
Wall Removal

COSHH

Paint

Tool Box Talks

Spillages and waste disposal
Use of hand tools
Benefits of safety
General site health and safety
COSHH
Personal hygiene
Manual handling
Slips, trips and falls
Safety inspections and consultation
Portable, hand-held electric tools
Welfare facilities
Environmental awareness
Noise
Alcohol and drugs

PLAN
PLAN
hted)

SEVERITY	LIKELIHOOD				
	1 Very Unlikely *(freak event – no known history)*	2 Unlikely *(Unlikely sequence of events)*	3 Possible *(Foreseeable under unusual circumstances)*	4 Likely *(Easily foreseeable - odd incident may have occurred)*	5 Very Likely *(Common occurrence - aware of incidents)*
1 Negligible *(No visible injury – no pain)*	Low	Low	Low	Low	Low
2 Slight *(Minor cuts, bruises – no long term effects)*	Low	Low	Low	Medium	Medium
3 Moderate *(Heavy bruising, deep flesh wound. Lost time accident)*	Low	Low	Medium	High	High
4 Severe *(Lost time accidents and major injuries)*	Low	Medium	High	High	High
5 Very Severe *(Long term disability or death)*	Low	Medium	High	High	High

Note: All activities should be assessed as LOW risk after the introduction of control measures. In exceptional conditions MEDIUM risk operations may be carried out subject to extra supervision and care

Risk Assessment

Activity: Interaction with Public

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Lack of knowledge of site hazards	Injury to selves and cause of injury to others	S=4 L=2 R=Medium	Visitors, General Public	Notices, safety signage, separation of public and risks, general awareness by operatives, supervision.	site safety signs, supervision	S=4 L=1 R=Low
Noise	Hearing Damage, injury caused by action after sudden noise	S=4 L=2 R=Medium	General Public	Noise assessment – Peak noise to be less than 137db (A) or barriers placed to reduce noise/access within 5 metres of noise source. (Note: non-operatives to be kept clear of noise in excess of 85db for lengthy periods – discourage casual onlookers staying around. At site boundaries noise not greater than 72Db L A^{eq}, 10 hours Mondays to Fridays)	Operatives to be made aware of extended exposure to noise by non-operatives	S=4 L=1 R= Low
Children	Injury to selves and cause of injury to others	S=5 L=2 R=High	Child, operatives	Out of bounds to children, barriers, security, restricted access to heights and plant etc	Safety inspections, security implementation	S=5 L=1 R= Low
Dust	Inhalation, nuisance	S=3 L=2 R=Medium	General Public	Damp, masks when chasing, sheeting as appropriate	Training, planning, supervision	S=3 L=1 R= Low
General	Injury to selves and cause of injury to others	S=3 L=2 R=Medium	General public, operatives	Weekly meetings shall be held with Site Management to review site safety, particularly with regards to risks to the public. All activities will accord with the Client Code of Practice for Public Protection	Meetings, minutes	S=3 L=1 R= Low

Risk Assessment

Activity: Asbestos Containing Materials

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Asbestos	Asbestos-related illnesses	S=5 L=3 R= **High**	Operatives, persons adjacent	Controllers of premises have a duty to register location of ACMs. The Demolition and Refurbishment surveys ion each of the fglats indicate that no asbestos is now present but where materials have not been tested it must be assumed that they MAY contain asbestos and appropriate precautions taken (see HSE publications for approved code of practice) Only work of a minor nature as detailed in the Approved Code of Practice can be done without a licence issued by the Health and Safety Executive. All work involving asbestos will be covered by a written method statement prepared before the work starts. When carrying out permitted work, procedures laid down in appropriate HSE publications to be followed If operatives come across unexpected suspected asbestos containing materials they must STOP WORK IMMEDIATELY and inform supervisor	Planning, Inspection, training and supervision. All operatives to have Asbestos Awareness training and regular refresher.	S=5 L=1 R=**Low**

Risk Assessment

Activity: Deliveries to Site

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Collision with persons, structures	Injuries. Collapsing structures	S=5 L=2 R=**Medium**	All site personnel	Drivers must be competent Banksman may be required to assist with reversing and manoeuvring of vehicles in tight/awkward locations. New/inexperienced drivers are under supervision from experienced employees when driving commercial vehicles. Only drivers over 21 years of age are allowed to drive Company vehicles.	Planning, employment checks	S=5 L=1 R=**Low**
Legal competence of driver	Invalid insurance	S=2 L=2 R=**Medium**	Company	Employee's driving licences are checked on a yearly basis.	Personnel Records	S=2 L=1 R= **Low**
Mechanical breakdown	Accident leading to injury	S=3 L=2 R=**Medium**	All site personnel	Servicing is undertaken on all vehicles in line with the manufacturer's recommendations. Daily check of tyres, lights, brakes etc	Safety Check sheets, maintenance records	S=3 L=1 R= **Low**
Carriage, loading/ unloading of vehicles	Back and MSD injuries	S=3 L=2 R=**Medium**	Operatives	All operatives undertake manual handling training at regular intervals. Second man available to assist with the loading and unloading of vehicles if assessment shows requirement. Vehicles are specifically designed to carry loads that are used for.	Training, supervision	S=3 L=1 R= **Low**
Carriage of dangerous materials	COSHH, injuries	S=3 L=2 R=**Medium**	Operatives	Any dangerous substance/ material will be identified and the relevant signage supplied. Substance/ material to be adequately secured to prevent movement.	Planning, training, supervision	S=3 L=1 R= **Low**

Tipping of vehicle	Injuries	S=4 L=2 R=**Medium**		Care will be taken when "loading up" so to avoid the possibility of the vehicle over turning. Care to be taken when parking.		S=4 L=1 R= **Low**

Risk Assessment

Activity: Using tailgate

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Failure in operation	Crushing and entrapment injuries	S=3 L=2 R= **Medium**	Operatives	Machinery to be regularly maintained and checked	Servicing history	S=3 L=1 R=**Low**
Incorrect Operation	Crushing and entrapment injuries	S=3 L=2 R= **Medium**	Operative	Operators to be trained in operation of controls and hazards	Training records	S=3 L=1 R= **Low**
Other vehicles/ adjacent objects	Collisions, physical damage	S=3 L=2 R= **Medium**	Public	Driver to ensure adequate clearance when positioning vehicle (width of platform plus operating area as minimum)	Training and supervision	S=3 L=1 R= **Low**
Other vehicles colliding with semi-lowered platform	Collisions, physical damage	S=4 L=2 R= **Medium**	Other road users	Vertical indicators visible from rear, well-lit locations, rear lights to be on in poor conditions	Training and supervision	S=4 L=1 R= **Low**
Slips, trips and falls when loading/ unloading via platform	Fall injuries	S=5 L=2 R= **High**		Operatives to be aware of obstructions on and by platform, including gap between rear of platform and deck. Beware of step up when platform lowered. Well-lit area required during operations. Load movements to be planned to minimise clutter and maximise space on platform	Training and supervision	S=5 L=1 R= **Low**
Manual Handling	Musculoskeletal disorders	S=3 L=2 R= **Medium**	Operatives	Operatives to be trained in manual handling, mechanical aids to be utilised wherever possible. When load assessed as more than one-man lift assistance to be sought	Training, training records	S=3 L=1 R= **Low**

Risk Assessment

Activity: General Activities (Including Environmental)

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Noise	Environment	S=1 L=2 R= **Low**	All	Reduce noise from your vehicles by: ▪ turning off engines when they are not in use ▪ checking the brakes are properly adjusted and don't squeal ▪ not revving the engine unnecessarily ▪ only using the horn in emergencies ▪ replacing exhaust systems as soon as they become noisy ▪ Minimise the use of vehicle reversing alarms by route planning	Training and supervision	S=1 L=1 R= **Low**
Hazardous Materials	Harm to persons and environment	S=4 L=2 R= **Medium**	All	▪ A 'Material Safety Data Sheet' must accompany any material supplied that has potentially hazardous properties. The Material Safety Data Sheet gives information on how chemicals should be handled, stored and disposed of. If a Material Safety Data Sheet does not accompany the delivery, contact the supplier and ask for one. Suppliers who fail to provide adequate information for the safe use of their products are in breach of the law. ▪ Ensure materials packed, carried and stored in accordance with MSDS. ▪ Advise site of materials and storage requirements	Training, MSDS	S=4 L=1 R= **Low**
Dust	Harm to persons and environment	S=3 L=2 R= **Medium**	All	To ensure that dust arising from loaded wagons leaving the site is kept to a minimum, use covered wagons and skips.	Planning	S=3 L=1 R= **Low**

Risk Assessment

Activity: First Aid

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Insufficient First Aid facilities	Injuries exacerbated by delayed/ lack of or inappropriate treatment	S=5 L=2 R=**Medium**	All site personnel	Site specific assessment required considering, work, numbers involved, locally available facilities. Suitable first aid box/ex to be provided. Signs posted, site induction	Documented site specific assessment, location of A&E	S=5 L=1 R=**Low**
Inappropriate training of first aiders	Injuries exacerbated by inappropriate treatment	S=4 L=2 R=**Medium**	All site personnel	Assessment to indicate level of cover to be provided (Appointed Persons, Emergency First Aiders, First Aiders)	Documented site specific assessment, copies of certificates	S=4 L=1 R= **Low**
Insufficient number of first aiders	Injuries exacerbated by delayed treatment	S=4 L=2 R=**Medium**	All site personnel	Assessment to determine numbers and location – consider site size, work concentration, type of work	Documented site specific assessment	S=4 L=1 R= **Low**
First aiders not available on site	Injuries exacerbated by delayed treatment	S=4 L=2 R=**Medium**	All site personnel	Sufficient first-aiders to ensure cover, site managers/ supervisors to receive Appointed Person training for emergency cover	Documented site specific assessment	S=5 L=1 R= **Low**
First aiders exposure to viruses	Hepatitis C	S=5 L=2 R=**High**	All site personnel	First Aiders to seek medical advice with regards to Hepatitis C vaccinations		S=5 L=1 R= **Low**
No data collection	Lack of information prevents learning from experience. Victim has no evidence	S=4 L=2 R=**Medium**	All site personnel	Accident book (Data Protected) to be available. Accidents records to be analysed	Accident book	S=4 L=1 R= **Low**

Risk Assessments

Part B – Site Specific Hazards

Activity: **First Aid**

Consider:

- Location – proximity of medical facilities, other first aiders, size of site
- Others affected: Numbers on site, public access, children and vulnerable persons
- Special hazards – traffic, public access, confined spaces, heights, water, railways

Numbers on Site[1]	4-6	**Number of First Aid Stations Required**		1 – Site Office
Number and Names of First Aiders:		**Level of Risk**		Medium
First Aiders				
Emergency First Aiders				
Appointed Persons				
Location of Accident Book	Site Office			

Risk LOW

[1] **HSE recommendation is:**
Higher Hazard (light engineering, food processing, warehousing, work with dangerous machinery, construction etc)
Less than 5 employees – Appointed Persons
5-50 – At least one person trained in Emergency First Aid at Work (EFAW)
More than 50 - At least one person trained in First Aid at Work per 100 employees

Risk Assessment

Activity: Noise generated by Work Operations including Power Tools

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Noise	Hearing deterioration Tinnitus Pain in ears	S=3 L=3 R=Medium	All tool users Persons adjacent	**Planning:** • The correct tool • The length of time for which the tool is used • The environment in which it is used • Establishing whether the tool is used continuously or intermittently • The work method • Each worker's susceptibility to injury **Procedure** • Check if a job could be done in a different way without producing excessive noise – consider tool, work piece and environment • always use the right tool for the job; • ensure tools have been maintained and repaired to avoid noise caused by faults and general wear; • keep cutting tools sharp; • reduce the amount of time you use the tool in one go, by doing other jobs in between; • avoid gripping or forcing the tools more than necessary; • Always wear suitable hearing protection to reduce perceived noise level to below 85dB(A) twa (see also tool and work specific assessments **Health Surveillance** The need for surveillance shall be assessed based on: Self – Operatives awareness of hearing deterioration, ringing, pain in ears Supervisor – Observation, questioning Professional – Audiometric testing All operatives to be made of the above by training, project briefings	Tool Risk Assessment Purchasing criteria Training Records	S=3 L=1 R=Low

				and regular tool box talks		

Risk Assessment

Activity: Use of power tools

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Electricity	Death through electrocution,	S=5 L=2 R=Medium	Operative	PAT, PPE, training, 110V or battery operation	PAT label, PPE issue	S=5 L=1 R=Low
Entanglement	Injury to hands, arms	S=4 L=3 R= **High**	Operative	Overalls to be worn, correctly fastened at wrists	Inspection, training and supervision	S=4 L=2 R= Low
Ejection	Injury to eyes, piercing injuries to unprotected body	S=4 L=3 R= **High**	Operative	PPE, overalls, safety glasses/goggles	Inspection, training and supervision	S=4 L=1 R= Low
Dust, detritus	Illness through inhalation, ingestion	S=3 L=4 R= **High**	Persons adjacent, operative	Area to be clear of other persons Dust mask to FP3, COSHH (e.g. silicates)	MSDS silicates	S=3 L=1 R= Low
Broken drill bit	Piercing injury, eyes	S=4 L=3 R= **High**	Operative Persons adjacent	Drill selection and inspection, PPE, overalls, safety glasses/goggles Area to be clear of other persons	Inspection, training and supervision	S=4 L=1 R= Low
Trips	Fall injuries	S=4 L=3 R= **High**	All on site	Cable and ancillary equipment to be kept clear of passageways, Housekeeping	Inspection, training and supervision	S=4 L=1 R= Low

Risk Assessment

Activity: Use of power tools (cont.)

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
HAV	Damage to fingers, wrist and arm	S=4 L=3 R= **High**	Operative	Awareness through training, equipment selection, PPE, limits on time	Inspection, training and supervision	S=4 L=1 R= **Low**
Noise	Hearing damage	S=4 L=3 R= **High**	Operative, Persons adjacent	Noise assessment – consider environment and materials being drilled, Hearing protection if above 80db TWA or 137db Peak. Consider persons in vicinity	Inspection, training and supervision	S=4 L=1 R= **Low**

Risk Assessment

Activity: Hand Arm Vibration

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Injuries to hands, arms and body	Injuries	S=4 L=2 R=Medium	All tool users	**Planning:** • The amount of tool vibration • The length of time for which the tool is used • Establishing whether the tool is used continuously or intermittently • The temperature of the workplace • The work method • The ergonomics of the task • Each worker's susceptibility to injury **Procedure** • Check if a job could be done in a different way without using vibrating tools; • Supply and use of low-vibration tools; • always use the right tool for the job; • ensure tools have been maintained and repaired to avoid vibration caused by faults and general wear; • keep cutting tools sharp; • reduce the amount of time you use the tool in one go, by doing other jobs in between; • avoid gripping or forcing the tools more than necessary; • store tools correctly so that they do not have very cold handles when next used; • Encourage good blood circulation by keeping warm, giving up or reducing smoking, and massaging and exercising finger during breaks.	Tool Risk Assessment Purchasing criteria Training Records	S=4 L=1 R=Low

Risk Assessments

Activity: Hand Arm Vibration

Where use of tool or machine is likely to be greater than 9 minutes trigger time per day the following calculations will be made:

A (8) = vibration value (m/s^2) (from machine/tool plate or handbook) x √exposure time (min)/ 480 (min)

Daily exposure A(8)	**Vibration exposure range**	**Action required by the employer**
A(8) < 2.5 m/s^2 **LOW RISK**	The **exposure action value** i not exceeded.	Take reasonable action to reduce rsks from vibraton xposure to a minimum.Provide worker information and training on vibration.
2.5 m/s2 ≤ **A(8)** ≤ 5 m/s^2 **MEDIUM RISK**	Above exposure **action value** but **exposure limit value** is not exceeded.	Implement a programme of measures to reduce exposur and risks to aminmum. Ensure health suveillance is provided for exposed workers.
A(8) > 5 m/s^2 **HIGHRISK**	Above the **exposure limit value**.	Take immediate action to bring exposure below the exposure limit value.

Possible measures to reduce vibration exposure are changes in the work organisation and the use of equipment with lower vibration values

Typical Values (check specific machine/tool). Normal use is expected total time in use per day, intensive use is longer than recommended

	Normal (Expected total daily) use	Risk for normal use	Intensive (Occasional Total Daily) use	Risk for intensive use	Planned Time to Use	Residual Risk
Rotary hammers< 4 kg	15 min	Medium	30 min	High		
Rotary hammers ≥ 4 kg	15 min	Medium	30 min	High		
Combihammers	15 min	Medium	30 min	High		
Breakers < 12 kg	15 min	Medium	30 min	High		
Demolition hammers ≥ 12 kg	30 min	Medium	45 min	High		
Drills	15 min	Low	30 min	Low	30 min	Low
Hammer drills	9 min	Medium	>9 min	High		
Screwdrivers	30 min	Low	60 min	Low		
Cordless screwdrivers	15 min	Low	30 min	Low		
Circular saws	15 min	Low	30 min	Low		
Jig Saws	9 min	Low	30 min	Medium		
Reciprocating saws	15 min	Medium	30 min	High		
Orbital sanders	30 min	Low	60 min	Medium		
Angle grinders < 1500 W	30 min	Low	90 min	Medium		
Angle grinders ≥ 1500 W	30 min	Low	60 min	Medium		

All times above are TRIGGER TIMES, i.e. TOTAL time an individual operative is using an actually vibrating machine

Risk Assessment

Activity: Working with Hand Tools

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Unsuitable Tools	Injury, failure of tool	S=3 L=2 R= **Medium**	Operatives/ Persons adjacent	Tools must be assessed to ensure that they are fit for the purpose, the environment in which they are to be used and are in good working condition at least once per working day and excluded from working if deemed unfit	Planning, Method Statement, training, supervision	S=3 L=1 R=**Low**
Inexperienced user	Injury, failure of tool	S=3 L=2 R= **Medium**	Operatives/ Persons adjacent	Operatives are to be instructed in the correct method of use and in maintenance requirements at induction if not part of craft training	Training and supervision	S=1 L=2 R= **Low**
Damaged tools	Injury	S=3 L=2 R= **Medium**	Operatives/ Persons adjacent	Hand tools which can deteriorate with use will be monitored to ensure they are sharpened or replaced as necessary, and that the correct tools are being used properly. Specific checks will be made as follows; • Chisels for mushroom heads, • Hammer and file handles for deterioration and exposed tangs • Open-ended spanners for splayed jaws	Inspection	S=1 L=2 R= **Low**
Flying particles	Eye damage	S=4 L=3 R= **High**	Operatives/ Persons adjacent	Eye protection is to be provided and used whenever work is done using cold chisels, drills, grinders or other tools where there is a risk of flying particles or pieces of the tool breaking off.	Training and Supervision	S=1 L=2 R= **Low**
Strike Injuries	Injuries to hand	S=3 L=4 R= **High**	Operatives	PPE (heavy duty gloves) to be worn where there is a risk of striking hands e.g. use of hammer and chisel	Training and Supervision	S=1 L=2 R= **Low**

Risk Assessment

Activity: Working with Hand Tools (cont.)

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Electricity	Fatal electric shock	S=4 L=3 R= **High**	Operatives	Insulated tools must be used where there is a possibility of live electrical work.	Training and Supervision	S=1 L=2 R= **Low**
Sharp blades	Cuts	S=3 L=2 R= **Medium**	Operatives/ Persons adjacent	Open-bladed knives, screwdrivers and other sharp tools are to be carried and used so as not to cause injury to the user or others	Training and Supervision	S=1 L=2 R= **Low**

Risk Assessment

Activity: Domestic Electrical Work - Internal

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Unfamiliar Premises	Confusion, delay in escape, delayed access to services	S=3 L=2 R= **Medium**	Operatives	Self-induction (location of exits, first-aid, parking/unloading, emergency procedures etc.). To include exchange of information with owner/occupier to ensure full reciprocal knowledge of existing hazards, demarcation of areas of responsibility and work hazards	Training	S=3 L=1 R=**Low**
Unqualified operative	Electrocution, fire	S=5 L=3 R= **High**	Operative, occupants	Operative to be competent by training, work to IEE Edition 17, All work to be certificated by competent person as required by Part P Building Regs	Employment practices, training	S=5 L=1 R= **Low**
Interaction with public/Staff	Collisions leading to injury, falls,	S=3 L=2 R= **Medium**	Operatives/ Persons adjacent	Where possible/appropriate all other persons to be kept clear of work area. As a minimum other persons to be informed of work	Training and Supervision	S=3 L=1 R= **Low**
Asbestos	Asbestosis	S=4 L=2 R= **High**	Operative, occupants	Check with landlord/occupier for presence of asbestos. Treat any suspect material as asbestos. Proceed in accordance with company policies and HSE guidelines	Training and Supervision	S=4 L=1 R= **Low**
Working at Heights	Falls leading to injuries	S=4 L=3 R= **High**	Operatives	Hierarchy of Risk (WAHR 2005) to determine methods to be used. Refer to appropriate Risk Assessment (Ladders, step ladders, platforms etc)	Training and Supervision	S=4 L=1 R= **Low**
Electricity	Electrocution, fire	S=5 L=3 R= **High**	Operative, occupants	• Check faults (if any) in planned manner. Isolate power as required. Refer to separate risk assessment for chasing out , use of power tools, use of hand tools as applicable • Use only insulated tools and approved test equipment on live equipment • Work to IEE guidelines (Edition 17 preferred) • All work to be certificated by competent person as Part P requirements	Qualifications, training, supervision	S=5 L=1 R= **Low**
Manual Handling	Musculoskeletal disorders	S=3 L=2 R= **Medium**	Operative	Operatives to be trained in manual handling	Training	S=3 L=1 R= **Low**

Risk Assessment

Activity: Wall Chasing (Electrical)

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Dust	Inhalation of silicates leading to silicosis, other toxin and irritant disease	S=3 L=3 R=Medium	All site personnel	Restricted access to the work area. Only trained, competent and experienced personnel allowed access. Dust extraction to be used. Hot water and cleaning agents to be made available to ensure operatives can clean their hands. Free running water to be available on site at all times for use as eye wash. PPE to be worn – see COSHH assessment	Training, planning, supervision. COSHH assessment and data sheet	S=3 L=1 R=Low
Physical contact with rotating parts (slips, trips and falls)	Blade breakage, lacerations, eye damage	S=4 L=3 R= High	Operative, persons adjacent	Operative trained in use, PPE (safety boots, glasses, hearing protection to be worn. No loose clothing to be worn. Area to be kept clear of other persons, slip and trip hazards minimised	Training, supervision	S=4 L=1 R= Low
Contact with debris	Lacerations, eye damage, dermatitis	S=3 L=3 R=Medium	Operative	Suitable PPE especially eye protection to be worn. Free running water to be available on site at all times for use as eye wash	Training, supervision	S=3 L=1 R= Low
Hazardous noise levels	Hearing damage	S=3 L=2 R=Medium	Operatives, persons adjacent	Hearing protection to be worn at all times by all persons in area Where practicable establish noise zone	Training, supervision	S=3 L=1 R= Low
Vibration	Vibration White Finger	S=3 L=2 R=Medium	Operatives	Operatives trained in Hand Arm Vibration awareness, establish vibration levels on machine (see separate assessment), rotate work as required to minimise exposure. Take breaks from work and exercise your fingers to help them relax and to improve the circulation. Wear gloves and keep your hands warm. Avoid excessive gripping and feed forces	Training, supervision	S=3 L=1 R= Low
Electricity	Electrocution	S=5 L=3 R=High	Operatives	Machine to be in date for test and pre-use inspection carried out. Emergency stops, where fitted, to be tested prior to each use	Training, supervision, maintenance records	S=5 L=1 R= Low

Risk Assessment

Activity: Use of Chop Saw (also Mitre, Table, Circular Saws)

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Electricity	Death through electrocution,	S=5 L=2 R=Medium	Operative	110V preferred (may be compulsory on site). A competent electrician will fit electrical supply, and a check will be made annually on its condition	PAT label, PPE issue	S=5 L=1 R=Low
Untrained user	Injury	S=4 L=3 R= High	Operative	Only operatives considered competent are to use machines	Training and supervision	S=4 L=1 R= Low
Entanglement	Injury to hands, arms	S=4 L=3 R= High	Operative Persons adjacent	Overalls to be worn correctly fastened at wrists. Guards and/or trip devices will be in place before work starts and any defective guards will be reported. Emergency stop to be tested prior to first use daily	Inspection, training and supervision	S=4 L=1 R= Low
Ejection	Injury to eyes, piercing injuries to unprotected body	S=4 L=4 R= High	Operative Persons adjacent	PPE, overalls, safety glasses/goggles Area to be clear of other persons	Inspection, training and supervision	S=4 L=1 R= Low
Dust, detritus (certain materials)	Illness through inhalation, ingestion	S=3 L=3 R= High	Operative Persons adjacent	Dust mask to FP3, COSHH (e.g. MDF) Area to be clear of other persons	MSDS MDF	S=3 L=1 R= Low
Broken saw	Injury to eyes, piercing injuries	S=4 L=3 R= High	Operative Persons adjacent	Inspection of teeth, guards, PPE, overalls, safety glasses/goggles Area to be clear of other persons	Inspection	S=4 L=1 R= Low
Trips	Fall injuries	S=3 L=3 R= Medium	Operative Persons adjacent	Cable and ancillary equipment to be kept clear of passageways, Housekeeping	Inspection, training and supervision	S=3 L=1 R= Low
Cuts on blade	Lacerations, amputations	S=4 L=3 R= High	Operative	Awareness through training, PPE, hands to be kept clear of saw when manipulating work piece	Training and supervision	S=4 L=1 R= Low
Noise	Hearing damage	S=3 L=3 R= Medium	Operative Persons adjacent	Noise assessment – consider environment and materials being sawn (e.g. metal), Hearing protection if above 80db TWA or 137db Peak. Consider persons in vicinity	Noise assessment Records	S=3 L=1 R= Low

Risk Assessment

Activity: Minor Interior Tasks (e.g. Installation of Mirrors. Shelves, Coat hooks, Notice Boards etc.)

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Unfamiliar Premises	Confusion, delay in escape, delayed access to services	S=3 L=2 R= **Medium**	Operatives	Induction by premise controllers or self-induction (location of exits and assembly point, first-aid, parking/unloading bays, emergency procedures etc.). To include exchange of information with owner/occupier to ensure full reciprocal knowledge of existing hazards, demarcation of areas of responsibility and work hazards	Planning, Method Statement	S=3 L=1 R=**Low**
Interaction with public/Staff	Collisions leading to injury, hurt by tools, falls	S=3 L=2 R= **Medium**	Operatives/ Persons adjacent	Where possible/appropriate all other persons to be kept clear of work area by barriers/marshals/signs/working out of hours. As a minimum other persons to be informed of work	Planning, Method Statement	S=3 L=1 R= **Low**
Asbestos	Exposure leading to added risk of illness	S=4 L=3 R= **High**	Operatives/ Persons adjacent	Asbestos register to be sighted and appropriate measures taken. In the absence of a register materials are to be treated as ACMs. PPE and procedures	Planning, Method Statement, Training and Supervision	S=4 L=1 R= **Low**
Working at Heights	Falls leading to injuries	S=3 L=2 R= **Medium**	Operative	Working at height to be avoided where possible. Hierarchy of Risk (WAHR 2005) to determine methods to be used. Refer to appropriate Risk Assessment (Ladders, step ladders, platforms etc)	Planning, Method Statement, Training and Supervision	S=3 L=1 R= **Low**
Use of Power Tools	Injuries	S=4 L=3 R= **High**	Operatives	Refer to separate Risk Assessment (Use of Power Tools)	Planning, Method Statement	S=4 L=1 R= **Low**
Use of Hand Tools	Injuries	S=3 L=2 R= **Medium**	Operatives	Refer to separate Risk Assessment (Use of Hand Tools)	Planning, Method Statement	S=3 L=1 R= **Low**
Services in wall	Serious injury/Death	S=4 L=3 R= **High**		Request Client information. Location devices will be used to trace hidden services prior to commencement of work.	Planning, Method Statement	S=4 L=1 R= **Low**
Glass, tiles	Cuts	S=3 L=2 R= **Medium**	Operatives	Broken tiles/mirrors may be sharp. Gloves resistant to cuts are to be worn. If work requires breaking of tiles/mirrors eye protection to be worn	Planning, Method Statement	S=3 L=1 R= **Low**

CONSTRUCTION MANAGEMENT PLAN
HEALTH & SAFETY PLAN
Revised 06.05.2016 (revisions highlighted)

Risk Assessment

Activity: Working at Heights – Internal (Stepladders, platforms)

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Incorrect selection of equipment	Accident Injury	S=5 L=4 R=**High**	Operatives	Trestles and stepladders should only be planned for use of light work of relatively short duration. Lightweight staging or mobile access scaffold should be used in preference to trestles and stepladders	Planning, Method Statement	S=5 L=1 R=**Low**
Equipment Failure	Serious Injury from fall/collapse	S=4 L=2 R= **Medium**	Operative	Check all equipment before use to ensure that there are no defects and check at least weekly whilst in use on site. Regular documented inspections by competent persons	Registers, markings, tags	S=4 L=1 R= **Low**
Incorrect use of platform/trestle	Serious Injury from fall/collapse	S=4 L=3 R= **High**	Operative	Equipment will be checked for defects before use and will always be placed on a firm level base. If the platform is 2m or above then alternative access methods should be considered. Trestles should not be overloaded, and special precautions will be taken with regards to guardrails if trestles are used on any location above ground level. Adequate access width will be provided around such trestles. Lightweight staging will be used for the platform, but if scaffold boards are used then the span should not exceed 1 .5m for 38mm boards, and platforms should not overhang the support by more than 150mm. Platforms will not be higher than two-thirds the height of the trestles and in no case should the overall height be such that a person can fall more than 4.5m.	Inspection, training and supervision	S=4 L=1 R= **Low**
Incorrect use of stepladder	Serious Injury from fall	S=4 L=3 R= **High**	Operative	Work is not to be carried out from the top platform unless alternative support is provided. Operatives navel should be within bounds of the uprights	Training and supervision	S=4 L=1 R= **Low**
Other persons	Collision leading to fall/collapse and injury	S=4 L=2 R= **Medium**	Operative	Area to be cordoned off or marshal utilized. Keep persons clear (consider children)	Training and supervision	S=4 L=1 R= **Low**

Risk Assessment

Activity: Minor Decorating and Plastering Tasks (Making Good etc)

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Unfamiliar Premises	Confusion, delay in escape, delayed access to services	S=3 L=2 R= **Medium**	Operatives	Induction by premise controllers or self-induction (location of exits and assembly point, first-aid, parking/unloading bays, emergency procedures etc.). To include exchange of information with owner/occupier to ensure full reciprocal knowledge of existing hazards, demarcation of areas of responsibility and work hazards	Planning, Method Statement	S=2 L=1 R=**Low**
Interaction with public/Staff	Collisions leading to injury, hurt by tools, falls	S=3 L=2 R= **Medium**	Operatives/ Persons adjacent	Where possible/appropriate all other persons to be kept clear of work area by barriers/marshals/signs/working out of hours. As a minimum other persons to be informed of work	Planning, Method Statement	S=1 L=2 R= **Low**
Working at Heights	Falls leading to injuries	S=3 L=2 R= **Medium**	Operatives/ Persons adjacent	Working at height to be avoided where possible. Hierarchy of Risk (WAHR 2005) to determine methods to be used. Refer to appropriate Risk Assessment (Ladders, step ladders, platforms etc)	Planning, Method Statement, Training and Supervision	S=2 L=2 R= **Low**
Use of Paint, primer etc	Illness due to contact and inhalation	S=4 L=3 R= **High**	Operative	Refer to COSHH Assessment and MSDS (to be available on site). PPE and appropriate precautions	Planning, Method Statement, Training and Supervision	S=1 L=2 R= **Low**
Use of Plaster	Illness due to contact and inhalation (dry product)	S=3 L=2 R= **Medium**	Operative	WARNING Wet plaster may cause alkali burns if in direct contact with skin. You MUST wear the appropriate protective clothing at all times when working with silica and cement based products Avoid inhalation of dry product – face mask to FP3 to be worn	Planning, Method Statement, Training and Supervision	S=2 L=2 R= **Low**
Manual Handling	MSD injury	S=3 L=2 R= **Medium**	Operative	Weight and shape of articles (bags and cans) to be assessed. As a guideline items over 15kg should be treated as a two-man lift. Manual Handling training	Training and Supervision	S=1 L=2 R= **Low**

CONSTRUCTION MANAGEMENT PLAN
HEALTH & SAFETY PLAN
Revised 06.05.2016 (revisions highlighted)

Risk Assessment

Activity: Painting

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Interaction with others	Collisions leading to injury, hurt by tools, falls	S=3 L=2 R= **Medium**	Operatives/ Persons adjacent	Where possible/appropriate all other persons to be kept clear of work area by barriers/marshals/signs/working out of hours. As a minimum other persons to be informed of work	Planning, Method Statement	S=2 L=1 R=**Low**
Working at Heights	Falls leading to injuries	S=4 L=3 R= **High**	Operatives/ Persons adjacent	Working at height to be avoided where possible. Hierarchy of Risk (WAHR 2005) to determine methods to be used. Refer to site specific assessment and appropriate Risk Assessment (Ladders, step ladders, platforms etc)	Planning, Method Statement, Training and Supervision	S=1 L=2 R= **Low**
Use of Paint, primer etc	Illness due to contact and inhalation	S=3 L=2 R= **Medium**	Operative	Refer to COSHH Assessment and MSDS (to be available on site). PPE and appropriate precautions. Personal hygiene	Planning, Method Statement, Training and Supervision	S=2 L=2 R= **Low**
Manual Handling	MSD Injury	S=3 L=2 R= **Medium**	Operatives	Weight and shape of articles (tins and cans etc) to be assessed. As a guideline items over 15kg should be treated as a two-man lift. Where using at heights (access scaffolding) mechanical aids must be used. Manual Handling training	Planning, Method Statement, Training and Supervision	S=2 L=2 R= **Low**
Slips, trips and falls	Injuries	S=3 L=2 R= **Medium**	All	Work area to be kept tidy; where practicable area to be barriered off	Training and Supervision	S=1 L=2 R= **Low**

Risk Assessment

Activity: Carpentry

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Unfamiliar Premises	Confusion, delay in escape, delayed access to services	S=3 L=2 R= **Medium**	Operatives	Induction by premise controllers or self-induction (location of exits and assembly point, first-aid, parking/unloading bays, emergency procedures etc.). To include exchange of information with owner/occupier to ensure full reciprocal knowledge of existing hazards, demarcation of areas of responsibility and work hazards	Planning, Method Statement	S=3 L=1 R=**Low**
Interaction with public/Staff	Collisions leading to injury, hurt by tools, falls	S=3 L=2 R= **Medium**	Operatives/ Persons adjacent	Where possible/appropriate all other persons to be kept clear of work area by barriers/marshals/signs/working out of hours. As a minimum other persons to be informed of work	Planning, Method Statement	S=3 L=1 R= **Low**
Asbestos	Exposure leading to added risk of illness	S=4 L=3 R= **High**	Operatives/ Persons adjacent	Asbestos register to be sighted and appropriate measures taken. In the absence of a register materials are to be treated as ACMs. PPE and procedures	Planning, Method Statement, Training and Supervision	S=4 L=1 R= **Low**
Working at Heights	Falls leading to injuries	S=3 L=2 R= **Medium**	Operative	Working at height to be avoided where possible. Hierarchy of Risk (WAHR 2005) to determine methods to be used. Refer to appropriate Risk Assessment (Ladders, step ladders, platforms etc)	Planning, Method Statement, Training and Supervision	S=3 L=1 R= **Low**
Use of Power Tools	Injuries	S=4 L=3 R= **High**	Operatives	Refer to separate Risk Assessment (Use of Power Tools)	Planning, Method Statement	S=4 L=1 R= **Low**
Use of Hand Tools	Injuries	S=3 L=2 R= **Medium**	Operatives	Refer to separate Risk Assessment (Use of Hand Tools)	Planning, Method Statement	S=3 L=1 R= **Low**
Services in wall	Serious injury/Death	S=4 L=3 R= **High**	Operatives	Request Client information. Location devices will be used to trace hidden services prior to commencement of work.	Training and Supervision	S=4 L=1 R= **Low**
Dust	Respiratory problems, dermatitis, eye injuries.	S=3 L=2 R= **Medium**	Operatives	Adequate control and containment of dust and shavings etc. should be employed. Where necessary use a dust mask to prevent inhalation of dust	Training and Supervision	S=3 L=1 R= **Low**

Risk Assessment

Scaffolding

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Equipment Failure/ incorrect assembly	Serious Injury from fall/collapse	S=4 L=3 R= **High**	Operatives/ Persons adjacent	Only authorised personnel will erect, modify or dismantle scaffolding. For structures over 5m in height, CITB certification of erectors will be required and checked. Design drawings will be produced for load-bearing scaffolds and non-standard structures. Erection will be to BS 5973:1993 and the 1996 Construction Regulations.	Planning, Method Statement, training, supervision, Registers, markings, tags	S=4 L=1 R=**Low**
Items falling from height	Serious injury, death	S=4 L=3 R= **High**	Operatives/ Persons adjacent	Guardrails and toe-boards must be fitted to all exposed edges of working or access platforms	Inspection, training and supervision	S=4 L=1 R= **Low**
Unauthorised changes	Serious Injury from fall/collapse, items falling	S=4 L=3 R= **High**	Intruders/ Persons adjacent	Scaffold will be inspected weekly, and before first use, by a competent person and the results recorded. Alterations to any scaffold must be carried out by a competent person. Nobody will remove any part of a scaffold unless authorised to do so.	Inspection, training and supervision	S=4 L=1 R= **Low**
Unauthorised access	Serious injury from falls, items falling or being dropped	S=4 L=3 R= **High**	Operatives/ Persons adjacent	All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children and unauthorised persons has been prevented.	Inspection, training and supervision	S=4 L=1 R= **Low**
Dangerous loading practices	Serious injury from falls, items falling or being dropped	S=4 L=3 R= **High**	Operatives/ Persons adjacent	Suitable access for loading should be provided. Base arrangement should be adequate for the extra loading. Adequate ties should be fitted. Gates must be provided and used on the loading side. Adequate bracing must be fitted. Operatives trained in use of loading platform	Inspection, training and supervision	S=4 L=1 R= **Low**

Risk Assessment

Activity: Work in vicinity of Bird fouling which can include faeces, debris and nesting materials

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Ingestion via mouth, nose, skin during inspection or removal of pathogenic viruses, bacteria, protozoans, nematodes, insects and mites	Illness, disease	S=4 L=2 R=Medium	Operatives	Where debris is to be removed, the following PPE (Personal Protective Equipment) should be worn. 1) An overall covering the whole body, other than the face, hands and feet, of a colour which produces a noticeable contrast if contaminated by the fouling materials. 2) A hat to prevent contamination of the hair. 3) A dust mask to minimum standard BS2091/1969 Type B. 4) Nitrile gloves 5) Protective boots	Documented procedures, training, supervision	S=4 L=1 R=Low
Ingestion via mouth or nose when transporting debris	Illness, disease	S=4 L=2 R=Medium	Operatives	Debris should be in a sealed container and ideally transported in a vehicle with separate drivers cabin. When transferring waste, care should be taken not to burst bags or open sealed containers	Documented procedures, training, supervision	S=4 L=1 R=Low
Incorrect disposal	Environmental	S=4 L=2 R=Medium	All	Debris of this nature is classified as clinical waste and as such should be disposed of under the terms of Part II of the Environmental Protection Act 1990 'Duty of Care'. The only means of disposal of this type of waste is by incineration. Under the 'Duty of Care' obligation, when transferring waste to a registered waste disposer, the waste contractor's licence should be checked to ensure they are licensed to dispose of this type of waste. A waste transfer note should be completed and recorded when waste is handed over for disposal.	Documented procedures, training, supervision	S=4 L=1 R=Low

Risk Assessment

Activity: Non-Load Bearing Wall Removal

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Asbestos	Asbestos-related diseases	S=5 L=3 R= **High**	Operative	Asbestos Awareness Training has provided for all operatives. Operatives are not trained or licensed for the removal of asbestos other than as allowed by Control of Asbestos Regulations 2006. If asbestos suspected, work is to stop and client to be informed. Separate RA/MS will be raised	Planning, training and supervision	S=5 L=1 R=**Low**
Gas and Electricity	Electrocution, fire, explosion	S=5 L=3 R= **High**	Operatives Persons adjacent	Before commencement of work the surface to be removed will be checked to ensure that no other services are buried (gas, electric). Where services present these are to be isolated by competent persons	Planning, training and supervision	S=3 L=1 R= **Low**
Dust	Inhalation, asthma, eye injury	S=4 L=2 R=**Medium**	Operative	Work will be planned to minimise numbers exposed to dust. Eye and respiratory protection will be provided as required. Signs and barriers if required	Planning, training and supervision	S=4 L=1 R= **Low**
Collapse of wall	Injuries	S=5 L=2 R= **High**	All	Work to be planned to minimise risk, supports (e.g. Acrows, RSJ, beams) as required	Planning	S=5 L=1 R= **Low**
Use of Power Tools	Eye damage, electrocution, lacerations	S=3 L=2 R= **Medium**	Operative	Separate assessment to be carried out for power tools	Training and supervision	S=3 L=1 R= **Low**
Noise	Damage to hearing, distraction	S=3 L=2 R=**Medium**	Operative	Noise assessment, PPE. Signs and barriers will be used to establish noise zones as required.	Planning, training and supervision	S=3 L=1 R= **Low**
Hand tools	Minor injuries,	S=3 L=2 R=**Medium**	Operative	Tools will be checked to ensure that they are sharp and not defective (see Hand Toll Risk Assessment)	Training and supervision	S=3 L=1 R= **Low**
Manual Handling	WRULD, RSI	S=3 L=2 R=**Medium**	Operative	Separate risk assessment required	Planning	S=1 L=2 R= **Low**

CONSTRUCTION MANAGEMENT PLAN
HEALTH & SAFETY PLAN
Revised 06.05.2016 (revisions highlighted)

Risk Assessment

Activity: Manual Handling

Hazards	Harm	Risk prior to Control Measures	Persons at Risk	Required Control Measures	Records/Actions	Risk - Control Measures Applied
Inadequate Lighting	Musculoskeletal disorder (MSD), falls, trips	S=3 L=2 R= **Medium**	Operatives	Ensure adequate natural, or task lighting is available when required	Planning, Method Statement	S=2 L=1 R=**Low**
Lack of Skill and Experience of Employee	MSD	S=3 L=2 R= **Medium**	Operatives	All operatives to receive full Manual Handling training and regular refresher training	Planning, Training, Records	S=1 L=2 R= **Low**
Duration and Frequency of Activity	MSD, RSI	S=3 L=2 R= **Medium**	Operatives	Where the job involves repetitive movements, the time spent on handling should be reduced and greater care taken to ensure the movements are not causing unnecessary strain.	Planning, Method Statement, Training and Supervision	S=2 L=2 R= **Low**
Incorrect Forces Applied	MSD	S=3 L=2 R= **Medium**	Operatives	Forces should be applied smoothly, evenly and close to the body. Forces exerted should be well within the capacity of the operator, and should not be applied with poor posture.	Training and Supervision	S=2 L=2 R= **Low**
Nature of the Load	MSD	S=3 L=2 R= **Medium**	Operatives	Test load before lifting, heaviest side closest to body, check load not moving in container, check for sharp edges, heat, cold	Training and Supervision	S=1 L=2 R= **Low**
Working Area	MSD, Slips, trips and falls	S=3 L=2 R= **Medium**	Operatives	Working conditions should be safe and comfortable, with adequate space to perform the task. Where planned route is hazardous mechanical aids or extra operatives may be required, carry out reassessment	Planning, Method Statement	S=2 L=2 R= **Low**
Work Organisation	MSD	S=3 L=2 R= **Medium**	Operatives	Ensure workflow is even and there are adequate numbers of workers for the work to reduce the risk of injury.	Training and Supervision	S=1 L=2 R= **Low**
Climate	MSD	S=3 L=2 R= **Medium**	Operatives	If it is too hot, too humid or too cold, both comfort and the capacity to work well are reduced. Make sure employees wear comfortable clothing and shoes that grip well.	Training and Supervision	S=1 L=2 R= **Low**

		S=3 L=2 R= **Medium**	Operatives	Individuals must assess load and if in doubt as to capability to proceed, inform supervisor. Individuals must not put themselves or others at risk	Training and Supervision	S=1 L=2 R= **Low**

Site Specific Assessment of Manual Handling Operations

Person(s) Assessed: All operatives

Work Operation General minor works, carriage of paint materials

---

Section A – Preliminary *Circle as appropriate

1. Do the operations appear to involve a significant risk of injury?	Yes
(If YES or in doubt, go to question 2. If NO you need go no further.)	
2. Can the operations be avoided, mechanised or automated at reasonable cost?	No
(If NO, go to Section B. If YES, go to Section D and record any corrective actions that are necessary.)	

Section B – Assessment

B1 **The tasks** – do they involve:

• holding loads away from body?	No
• twisting, stooping or reaching upwards?	Yes
• large vertical movements?	Yes
• long carrying distances?	Yes
• strenuous pushing or pulling?	No
• unpredictable movement of loads?	Yes
• repetitive handling?	Yes
• insufficient rest or recovery?	No
• a workrate imposed by a process?	No

B2 **The loads** – are they:

• heavy, bulky or difficult to grasp?	Yes
• unstable or unpredictable?	Yes
• potentially harmful (e.g. sharp/hot)?	No

B3 **The working environment** – is/are there:

• restricted space?	Yes
• poor flooring (e.g. slippery/uneven)?	Yes
• particularly hot, humid or cold conditions?	Yes
• strong air movements?	Yes
• poor lighting?	Yes

B4 **Individual capability** – does the task:

• require unusual strength or stamina?	Yes
• need more than one person?	Yes

- provide special hazards for a pregnant woman or a person with health problems? — No
- call for special training or information? — Yes

  If so, has that training or information been given? — Yes

B5 **Other factors:**

- Is movement or posture hindered by clothing or personal protective equipment? — No

Section C – Overall assessment of risk

Considering the answers given in Section B above, what is your overall assessment of the risk of injury?

LOW

(If **insignificant** the assessment need go no further; otherwise complete Section D below in order of priority of risk. Corrective action required for each deficiency must be recorded.)

Section D - Comments and corrective action required

Comments and corrective action	Action by	Completed
Mechanical aids to be used wherever possible. All operatives to be trained	Site Supervisor	

Only suitable persons, in terms of physical capability and training, are to be employed in the operations/tasks covered by this assessment.

C.O.S.H.H. HAZARD ASSESSMENT FORM

SUBSTANCE COMMONLY KNOWN AS: Dulux White Spirit-based Products					**(REFER TO DATA SHEET ATTACHED)**
SUBSTANCE PURPOSE: Paint					
TOXIC - No	**CORROSIVE –** No	**IRRITANT –** No	**HARMFUL -** Yes	**FLAMMABLE -** Yes	
PHYSICAL STATE:	**SOLID**	**LIQUID** Yes	**GAS OR VAPOUR**	**DUST**	**OTHER**

RELEVANT HAZARDOUS CONTENTS:	**OCCUPATIONAL EXPOSURE LIMIT:**	
	LT EXP 8 hr	**ST EXP 15 min**
Xylene, A mixture of isomers	100 ppm	150 ppm
Dipentene	100 ppm	
Aliphatic Hydrocarbon FP21-55C	100 ppm	125 ppm
Aliphatic Hydrocarbon FP-55C	300 ppm	

POTENTIAL HARMFUL EFFECTS (DELETE AS APPROPRIATE)				
AVOID:	**EYES**	**SKIN**	**SWALLOWING**	**BREATHING**

WHAT TO USE FOR/ON:

PROTECTIVE EQUIPMENT (WHEN USING THE SUBSTANCE):

Masks, Lined Rubber Gloves, Overalls, Wear Eye Protection to BS2095

HANDLING CONTROL MEASURES:

Do not eat or drink while using this produce. No smoking

STORAGE ARRANGEMENTS: Keep out of reach of Children keep away from all sources of ignition	**AMOUNT STORED:**

LOCATION: Dry and well ventilated area

DISPOSAL REQUIREMENTS: See 1990 Environmental Protection Act (Duty of Care)

EMERGENCY/FIRST AID PROCEDURES IF -

SWALLOWED: Do Not induce vomiting. Seek immediate medical attention.

INHALED: Move to fresh air. Seek medical attention if breathing becomes irregular

SPILT ON SKIN: Wash with soap or skin cleanser (No Solvent). If skin reacts seek medical attention.

SPLASHED IN EYES: Remove Contact Lens. Flush immediately with plenty of water/eye wash for 15 mins. Seek medical attention

SPILLED OUT OF CONTAINERS:

Absorb spillage with sand/earth place in container and dispose of to local regulations. If product enters drains or waterways inform Local Water Co / National Rivers Authority

HAZARD DATA SHEET ON SITE: Yes

SITE EMERGENCY CONTACT TELEPHONE NO:

ASSESSOR NAME (PRINT)	**SIGNATURE:**	**COMPANY:**

C.O.S.H.H. HAZARD ASSESSMENT FORM

SUBSTANCE COMMONLY KNOWN AS: Dulux Trade High Performance Coatings				**(REFER TO DATA SHEET)**
SUBSTANCE PURPOSE: Paint				
TOXIC - No	**CORROSIVE –** No	CORROSIVE **– No**	**HARMFUL** - Yes	**FLAMMABLE** - Yes

PHYSICAL STATE:	**SOLID**	**LIQUID**	**GAS OR VAPOUR**	**DUST**	**OTHER**
		Yes			

RELEVANT HAZARDOUS CONTENTS:	**OCCUPATIONAL EXPOSURE LIMIT:**	
	LT EXP 8 hr	**ST EXP 15 min**
Xylene, Mixture of Isomers	100	150 ppm
Propylbenzene	50 ppm	35 ppm
Mesitylene	25 ppm	10 ppm
Phenol	5 ppm	300 ppm
Dipentene	100	50 ppm
Butan-2-one	200	200 ppm
Butanol		75 ppm
N-Butyl Acetate	150	300 ppm
Isobutanol	50	
Phosphoric Acid		150 ppm
1-Methoxy-2-Propanol	100	250 ppm
C9 Aromatic Hydrocarbon	50	75 ppm
C9-10 Aronmatic Hydrocarbon	100	125 ppm
	50	

POTENTIAL HARMFUL EFFECTS (DELETE AS APPROPRIATE)

AVOID:	**EYES**	**SKIN**	**SWALLOWING**	**BREATHING**

WHAT TO USE FOR/ON:

General Decoration

PROTECTIVE EQUIPMENT (WHEN USING THE SUBSTANCE):

Masks, Lined Rubber Gloves, Overalls, Wear Eye Protection to BS2095

HANDLING CONTROL MEASURES:

Do not eat or drink while using this produce. No smoking.

STORAGE ARRANGEMENTS: Keep out of reach of Children keep away from all sources of ignition	**AMOUNT STORED:**

LOCATION: Dry and well ventilated area

DISPOSAL REQUIREMENTS:

See 1990 Environmental Protection Act (Duty of Care)

EMERGENCY/FIRST AID PROCEDURES IF -

SWALLOWED: Do Not induce vomiting. Seek immediate medical attention.		
INHALED: Move to fresh air. Seek medical attention if breathing becomes irregular		
SPILT ON SKIN: Wash with soap or skin cleanser (No Solvent). If skin reacts seek medical attention.		
SPLASHED IN EYES: Remove Contact Lens. Flush immediately with plenty of water/eye wash for 15 mins. Seek medical attention		
SPILLED OUT OF CONTAINERS: Absorb spillage with sand/earth place in container and dispose of to local regulations. If product enters drains or waterways inform Local Water Co / National Rivers Authority		
HAZARD DATA SHEET ON SITE: Yes		
SITE EMERGENCY CONTACT TELEPHONE NO:		
ASSESSOR NAME (PRINT)	**SIGNATURE:**	**COMPANY:**

C.O.S.H.H. HAZARD ASSESSMENT FORM

SUBSTANCE COMMONLY KNOWN AS: Dulux Water Based Products	**(REFER TO DATA SHEET ATTACHED)**

SUBSTANCE PURPOSE: Paint					
TOXIC - No	**CORROSIVE –** No	**IRRITANT** - NO		**HARMFUL -** Yes	**FLAMMABLE -** Yes
PHYSICAL STATE:	**SOLID**	**LIQUID** Yes	**GAS OR VAPOUR**	**DUST**	**OTHER**

RELEVANT HAZARDOUS CONTENTS:	**OCCUPATIONAL EXPOSURE LIMIT:**	
	LT EXP 8 hr	**ST EXP 15 min**
Butoxy ethoxy ethanol		75 ppm
Propylene glycol	150 ppm	150 ppm
Methoxy propoxy propanol	100 ppm	
Phenoxy ethanol	25 ppm	15 ppm
Naphthalene	10 ppm	125 ppm

POTENTIAL HARMFUL EFFECTS (DELETE AS APPROPRIATE)				
AVOID:	**EYES**	**SKIN**	**SWALLOWING**	**BREATHING**

WHAT TO USE FOR/ON: General Decorating

PROTECTIVE EQUIPMENT (WHEN USING THE SUBSTANCE):

Masks, Lined Rubber Gloves, Overalls, Wear Eye Protection to BS2095

HANDLING CONTROL MEASURES: Do not eat or drink while using this produce. No smoking

STORAGE ARRANGEMENTS: Keep out of reach of Children	**AMOUNT STORED:**

LOCATION: Dry and well ventilated area

DISPOSAL REQUIREMENTS: See 1990 Environmental Protection Act (Duty of Care)

EMERGENCY/FIRST AID PROCEDURES IF -

SWALLOWED: Do Not induce vomiting. Seek immediate medical attention.

INHALED: Move to fresh air. Seek medical attention if breathing becomes irregular

SPILT ON SKIN: Wash with soap or skin cleanser (No Solvent). If skin reacts seek medical attention.

SPLASHED IN EYES: Remove Contact Lens. Flush immediately with plenty of water/eye wash for 15 mins. Seek medical attention

SPILLED OUT OF CONTAINERS:

Absorb spillage with sand/earth place in container and dispose of to local regulations. If product enters drains or sewers inform Local Water Co / National Rivers Authority

HAZARD DATA SHEET ON SITE: Yes

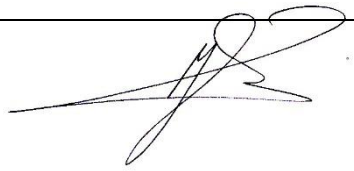
SITE EMERGENCY CONTACT TELEPHONE NO:

ASSESSOR NAME (PRINT)	**SIGNATURE:**	**COMPANY:**

C.O.S.H.H. HAZARD ASSESSMENT FORM

NAME/SITE ADDRESS:					
SUBSTANCE NAME & PURPOSE: Silicates from demolition work					
SUBSTANCE COMMONLY KNOWN AS: Dust					
HAZARDS	None Hazardous Material				
PHYSICAL STATE	Powdery				
RELEVANT HAZARDOUS CONTENTS: None			**WORKPLACE EXPOSURE LIMIT:** None		
POTENTIAL HARMFUL EFFECTS: ***Product has no specific toxicity. High concentration of dust may be irritating to respiratory tract. Causes temporary discomfort in contact with eyes.***					
AVOID:	**EYES**	**SKIN**	**SWALLOWING**	**INHALING**	
WHAT TO USE FOR/ON: N/A					
ENVIRONMENT IN WHICH TO BE USED Well-ventilated					
PROTECTIVE EQUIPMENT (WHEN USING THE SUBSTANCE): Safety glasses, gloves and a respirator must be worn during operation and clean up.					
OTHER CONTROL MEASURES REQUIRED (Consider Environment in which used): May require damping down to minimise spread					
HANDLING CONTROL MEASURES: None					
STORAGE ARRANGEMENTS; None specified			**AMOUNT STORED**		
LOCATION:					
DISPOSAL REQUIREMENTS: Non-hazardous waste – dispose of in accordance with local authority regulations					
EMERGENCY/FIRST AID PROCEDURES IF:					
SWALLOWED: ***Wash mouth out thoroughly with soap and water. In severe cases seek medical attention immediately***					
INHALED: ***Remove to fresh air. Low health risk, treat as a nuisance dust. If breathing becomes laboured or stopped, give artificial respiration.***					
SPILT ON SKIN: ***Wash thoroughly with soap and water. Normally no reaction***					
SPLASHED IN EYES: ***Irrigate thoroughly with water for at least 15 minutes. If discomfort persists seek medical attention***					
SPILT OUT OF CONTAINERS:					
HAZARD DATA SHEET ON SITE: No – not required					
SITE EMERGENCY CONTACT TELEPHONE NO: N/a					

STATEMENT: When used with control measures as stated above the use of this product is a LOW



C.O.S.H.H. HAZARD ASSESSMENT FORM

NAME/SITE ADDRESS:					
SUBSTANCE NAME & PURPOSE: Gypsum (Plaster) and Plasterboard					
SUBSTANCE COMMONLY KNOWN AS: Plaster of Paris, Plaster, Plasterboard					
HAZARDS			**IRRITANT**		

PHYSICAL STATE		**DUST**	**SOLID**		

RELEVANT HAZARDOUS CONTENTS:	**WORKPLACE EXPOSURE LIMIT:**
Gypsum	10mg/m3 (8 hour TWA)
Limestone	10mg/m3 total (8 hour TWA)
Quartz	0.3mg/m3 (8 hour TWA)
Hydrated Lime	5mg/m3 (8 hour TWA)

POTENTIAL HARMFUL EFFECTS - May irritate eyes or sensitive skin, dust may irritate respiratory system, alkaline substance may be produced on contact with body moistures

AVOID:	**EYES**	**SKIN**	**SWALLOWING**	**INHALING**

WHAT TO USE FOR/ON: When water is added it becomes a covering.

ENVIRONMENT IN WHICH TO BE USED: No practicable restrictions

PROTECTIVE EQUIPMENT (WHEN USING THE SUBSTANCE): suitable eye protection, face mask, clothing and gloves may be required

OTHER CONTROL MEASURES REQUIRED: The area of work requires suitable ventilation and dust formation should be minimised and controlled. If dust formation cannot be controlled wear a suitable face mask to EN 149 FPP1S. Impermeable gloves are recommended in prolonged or repeated wet contact. A barrier cream to the hands can be applied to reduce the effect of hand contact. If the formation of plaster dust or splashes are likely safety goggles to EN 166 2A5 are recommended. To avoid skin contact wear protective overalls and footwear

HANDLING CONTROL MEASURES: Manual handling precautions with bags, avoid breathing dust, keep away from children.

STORAGE ARRANGEMENTS; Bags should be stacked in a safe and stable manner, in clean dry environment	**AMOUNT STORED:** No practicable limit

LOCATION: Site

DISPOSAL REQUIREMENTS: Dispose of empty bags or surplus plaster to a place authorised to accept builders waste. Keep out of reach of children

EMERGENCY/FIRST AID PROCEDURES IF:

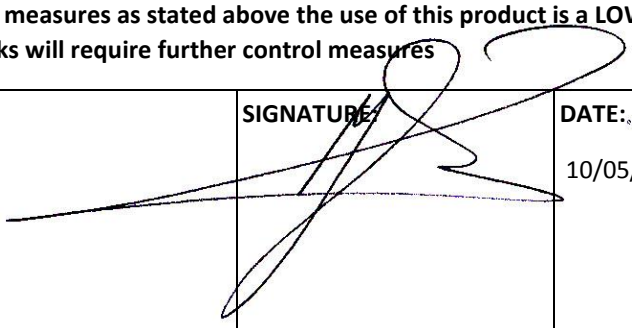
SWALLOWED: Wash mouth out and drink plenty of water

INHALED: Remove the person to fresh air

SPILT ON SKIN: Rinse with running water then wash with soap and water

SPLASHED IN EYES: Wash eyes immediately with plenty of clean water for at least 15 minutes and seek medical advice without

delay.
SPILT OUT OF CONTAINERS: Prevent products from contaminating drains and watercourses as a powder or slurry.
HAZARD DATA SHEET ON SITE: Yes
SITE EMERGENCY CONTACT TELEPHONE NO:
STATEMENT: When used with control measures as stated above the use of this product is a LOW Risk. Note: Medium Risks will require extra supervision, High risks will require further control measures

ASSESSOR NAME:-(PRIN	**SIGNATURE:** 	**DATE:** 10/05/2016

Forms

Site Induction Form

Site Rules

- No Unauthorised Persons allowed on site
- Suitable personal protective clothing must be worn on site
- The public must be protected from hazards associated with this work
- Smoking on site on forbidden
- No alcohol or illegal drugs are to be brought onto the site
- No person who is under the influence of alcohol or drugs is allowed on site
- Offensive or inappropriate language and provocative gestures are not allowed
- No gambling, threatening or violent behaviour
- No horseplay
- No radios or amplified music permitted
- Toilets and washrooms must be kept in a clean and hygienic state after use
- Refuse must not be allowed to accumulate; work areas are to be kept tidy
- Combustible materials are to be removed on a regular basis and disposed of in an appropriate manner.
- Electrical tools are to be either battery powered or 110V fed from a centre-tapped transformer
- Risk assessments must be in place for all elements of the works prior to the Specific activity taking place.
- Protection footwear (boots) must be worn at all times during working hours. No trainers or shoes may be worn.
- Ear protection will be used where applicable.
    - Common sense and thought should be used at all times to alleviate the possibility of serious accidents or occurrences on site.
- Recognised Training Certificates are required to operate plant and equipment.
- Fire extinguishers, suitable to the task-in-hand are to be located around and adjacent to the works area.
- Plant, tools and materials are to be stored safely.
- The name and location of first aiders is to be displayed at a suitable area around site.
    - Accidents shall be reported to the Site Manager and Principal Designer as soon as possible and recorded in the accident book (location to be identified).
- Dangerous occurrences/near misses are to be reported to the Site Manager and CDM Coordinator.
- Report any spillages to Site Management.
- Operatives must report any equipment or plant defects to the Site Manager.
    - No persons shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, Safety or Welfare in pursuance of any of the relevant statutory provisions.

I, the undersigned, have read and understood the above site rules. I have also read and understood the Method Statements and Risk Assessments for this project and understand that I must raise any concerns about safety immediately with my supervisor

Name…… Signature……

Date……

TOOLBOX TALK BRIEFING SHEET

Toolbox Talk Title:

Name (print)	Signed	Date	Understood (yes/no)
Briefing given by:			

METHOD STATEMENT BRIEFING

Activity:

Name (print)	Signed	Date	Understood (yes/no)
Briefing given by:			

Incident Log

Date/Time	Reported by:	Incident	Action	Manager

Incident Log

Visitors Log

Date	Time In	Name	Signed	Time Out

.

HOT WORK PERMIT

Applicable to all operations involving flame, hot air or brazing and soldering equipment, blowlamps, and other equipment producing heat or having naked flames.

Part 1

Date:_____

Permission is granted to_____

To use:_____ in the_____(exact location)

Between _____ am and _____ pm

_____ pm and_____pm

I have examined the above location.

There are no combustible liquids, vapours, gases or dust.

All combustible materials has either been removed or suitably protected against heat and sparks.

A person is to stand by with an extinguisher/hose reel while the operation is in progress.

Those concerned have had the nearest alarm/telephone pointed out to them and have been told what to do in the event of a fire.

Signature of person issuing permit and position held _____

Part 2

Work has been completed and all sources of ignition removed. The work area and all adjacent areas to which sparks and heat might have spread were thoroughly inspected on completion of the operation and at least one hour latter in order to ascertain that no smouldering fires were discovered.

.

Signature of person responsible for the work_____

Part 3

The location is safe and flammable processes / storage may be resumed. This hot work permit is now cancelled.

Signature of person issuing permit _____Date_____

.

Details of: ❑ A. Environmental Incident ❑ B. Feedback/Suggestion

Please provide relevant details below:

❑ **Hazardous Materials Spill**

❑ Chemicals

❑ Biological Waste

❑ Clinical and Related Waste

❑ Cytotoxic Drugs and Related Waste

❑ CFC containing equipment

❑ PCB insulating liquids

❑ Radioactive material

❑ Other, please specify: _____

Type/Ingredient: _____ Concentration: _____ Quantity: _____

❑ spilt onto ground ❑ contained ❑ not contained

❑ spilt into stormwater drain ❑ contained ❑ not contained

❑ spilt into waterway ❑ container ❑ not contained

❑ poured down sink

❑ poured down sewer

❑ released into atmosphere

❑ caused odour

❑ caused fire/explosion

❑ infectious/contaminated ❑ non-infectious/uncontaminated

❑ public area ❑ non-public area

❑ other, please specify _____

❑ **Air Emission**

❑ Solvents/ other hazardous substances, or combustion products, please specify:

Type/Ingredient: _____ Concentration: _____ Quantity: _____

❑ **Energy Management**

.

Please advise of areas where energy savings can be made, particularly by turning off items when not in use.

❑ Lights ❑ Air conditioning ❑ Computers ❑ Cold rooms/freezers

❑ Other, please specify _____

Details _____

❑ **Noise**

❑ Building site

❑ Entertainment / concert

❑ Sports activities

❑ Other, please specify: _____

❑ **Oil / Fuel Spill** Type (eg. diesel): _____ Quantity: _____

❑ Contained ❑ Not contained

❑ **Waterways**

❑ Erosion ❑ Noxious weeds ❑ Contamination, please specify: _____

❑ **Wildlife**

❑ Habitat / nesting area disturbed

❑ Other, please specify _____

❑ **Vegetation**

❑ Damage to trees/vegetation

Other comments: _____

_____

Please complete the following section, submit it to your supervisor

Date incident occurred: _____ Time: __

Reported by: _____

.

Location of Environmental Incident:

Site: _____

Immediate Corrective Action taken:
_____

_____

_____

Follow up Corrective Action to be taken:
_____
_____

Signature of Manager_____

.

Health and Safety Site Inspection Sheet			
Site		Person in charge	
Date		Inspection By	
Item No	Item to be checked	Tick if no problems	Action Taken/Required
1	All operatives in possession of and wearing PPE as appropriate (Check risk assessment and method statement)		
2	Access Equipment (ladders, towers etc) correctly used (Check risk assessment and method statement)		
3	Site tidy, minimum trip hazards, separated from public (consider children)		
4	Power tools in good condition (PAT in date, visual inspection,		
5	Fire Precautions (check sources of fire, extinguishers as required, control of waste, flammables)		
6	COSHH (Chemicals correctly used, stored, PPE as Risk Assessment, away from public)		
7	Manual Handling (Check mechanical aids available if required, operatives trained and aware)		
8	Welfare & First Aid (Access to toilets, drinking water, fully stocked First Aid Kit)		
9	Impact on others and risks (Residents, passers-by, children)		
10	Documentation (Site Induction, Method Statement, Risk Assessments, Nearest A&E for all sites, plus accident book, visitors book, Employer's Liability Insurance, Statutory HSE Notice for Projects)		

Instructions – All sites to be visited weekly by Manager/Senior Supervisor and a form completed and filed in Project Pack

Comments/Actions Agreed (Site Representative)_____Print Name_____

Signature of Person who prepared this report _____Print Name_____

Tool Box Talks

SPILLAGES AND WASTE DISPOSAL

Section 33 of the Environmental Protection Act states that employers must not dispose of controlled waste in a manner which is likely to cause harm to the environment or to human health. The **Water Industry Act 1991** makes it an offence to discharge trade effluent, which includes spillages into the sewer without the approval of the relevant water authority.

Arrangements for the Disposal of Waste

Containers

Suitable receptacles for the collection of waste are provided in strategic positions throughout the site. Each container clearly displays the type of waste that it is designed to hold. Waste products must only be placed into those receptacles that have been allocated for that purpose. Where it can be determined that certain waste is suitable for recycling the appropriate containers will be supplied and clearly marked.

Disposal

Suitable arrangements will be made for the disposal of hazardous waste that is generated as a by-product of a work activity. Arrangements for the disposal of special waste are to be made with an authorized and competent person. Liquid waste, other than normal effluent, is not to be poured into sewers. Employees will be supplied with the necessary personal protective clothing for the safe handling of waste materials.

Employee Responsibility

All employees must ensure that they dispose of waste products in receptacles specifically provided for the purpose, taking note of any segregation requirements. If an appropriate container is not available, this must be reported to a manager who will make suitable arrangements.

The use of personal protective equipment may be necessary during the handling of some wastes. Any such requirement must be established before the waste handling activity commences.

Employees should be aware of their responsibilities under the Duty of Care. Employees must report any problems that arise regarding waste disposal to a responsible person (a manager or supervisor) so that corrective action can be taken.

Safe System at Work – Waste Disposal

This system of work has been designed to ensure that disposal of waste at the workplace is carried out safely and in accordance with the law.

- Use only the designated receptacles for holding waste products. Do not put waste products in receptacles that have not been allocated for that specific purpose
- Do not discard waste carelessly into receptacles; place it properly inside the unit
- do not overfill waste containers. Inform a responsible person when additional resources are likely to be needed
- Report any leakage or overflow of waste from a waste container to a responsible person
- Ensure that spillages are cleared in a responsible manner and that materials used for clearing are properly disposed of
- Wear any personal protective equipment that is required for the safe handling of waste products

Leakages - General

Minor spillages of oil are to be contained and mopped up using absorbent granules or sand. Do not use any flammable material such as sawdust. Clean up the waste material (oil and absorbent) and dispose of to a "General Waste" skip. Minor spillages do not require reporting but must be dealt with as above

USE OF HAND TOOLS

Prior to work commencing

User should be instructed/experienced in the correct method of use and in the maintenance requirements of hand tools if not part of their craft training.

Tools provided by the employer must be assessed to ensure that they are fit for the purpose, the environment in which they are to be used and are in good working condition.

Tools are required to be suitable for the purpose for which they will be used and used only for that purpose.

Users should inspect hand tools which can deteriorate with use, to ensure that they are sharpened, repaired, or replaced as required and to ensure that tools are being used properly. If in doubt see your supervisor.

Specific checks should be made, e.g.:

- Sharpness of blades;
- Set of teeth on saws and shears;
- Ease of use on secateurs and shears
- Condition of hafts, handles and shafts

Hazards

Physical injury from flying objects.

Physical injury from misalignment of and badly set tools.

Physical injury from broken handles and blades

Harm

Injury to eyes, hands, feet and the body.

Persons at risk

Operatives

Others in vicinity.

Control measures

- Damaged tools should be repaired or replaced.
- Eye protection is to be used wherever work is done using tools where there is a risk of flying particles or pieces of the tool breaking off.
- Gloves should be worn where there is a risk of flying particles or pieces of the tool breaking off.
- Open-bladed knives, screwdrivers and other sharp tools should be stored and carried so as not to cause injury to the user or others.
- All tools should be subjected to a regular cycle of maintenance and inspection.

Benefits of Safety

The costs of lack of safety take many forms. How would you feel knowing that you had caused an injury to someone else?

Be Safe and Sure

1. For years the construction industry has had a poor record with far too many accidents and too much ill health
2. Too many accidents are caused by people who knowingly work or behave in an unsafe manner
3. With care, most accidents are totally and easily preventable
4. When working, be aware of the safety of others as well as yourself. You have a legal duty to do so

What You Must Do

1. Comply with safety training and instruction, and with site safety rules; site induction should inform you of the hazards
2. Avoid the temptation to cut corners to get the job done more quickly, there could be a high price to pay
3. Be aware of how the job you are doing could affect other people around you
4. Stay away from work if you think you are not fit through illness, drink, drugs or for any other reason
5. Ask your supervisor if you have any doubts on safety issues
6. Report to your supervisor anyone who you see working or behaving in an unsafe manner, especially horseplay

The Costs of Accidents

1. A poor safety record result in your company being fined and suffering increased insurance premiums
2. Money lost in these ways cannot be used elsewhere, the company could be forced out of business
3. Employees and Supervisors who demonstrate or tolerate poor safety practice may find themselves out of work
4. The personal cost of knowing that you have caused a serious accident, or worse, could last a lifetime

The Benefits of Safety

1. Fewer accidents, resulting in less pain and suffering
2. Individuals have less time off, avoiding possible loss of income
3. Less disruption to the job as a whole with less inconvenience to individuals and their companies
4. Fewer accident investigations, fines and insurance premium increases; more money available for other things
5. Higher employee morale and a more contented workforce

ACCIDENTS ARE CAUSED BY UNSAFE PEOPLE CREATING UNSAFE SITUATIONS

If any issues are raised that need clarifying contact your safety adviser

General Site Health and Safety

All personnel on site have a legal responsibility to conduct their activities in a safe manner. It is against the law for you to endanger yourself or others by your actions or omissions.

Your Health and Safety Responsibilities

1. Comply with the Health and Safety at Work Act 1974 or you could be liable for the same penalties as your employer
2. You have a duty to look after yourself and others affected by what you do and don't do
3. Always report any fault or defect which could endanger your health and safety
4. You must comply with all safety requirements laid down by your employer
5. Don't abuse or damage any PPE supplied for your safety
6. Never carry out work of a dangerous nature or operate machines unless you're trained to do so

On-Site Safety

1. Don't drink and drive – it could cost you your job
2. Don't use drugs, even outside of work time, you could be putting yourself and your workmates at risk
3. Don't leave rubbish lying about, clean up as you go
4. Don't obstruct gangways or stairs with tools or materials
5. Gather up all offcuts of brick, plasterboard, timber, reinforcing bars and any other material
6. Route all cables and hoses out of the way. Where possible, suspend them above head height
7. An accumulation of waste material provides a good starting point for fire. Don't let it happen
8. If tools get damaged, get them repaired or replaced
9. When working at height, secure loose objects so they can't fall and injure someone
10. Remove nails from timber to prevent foot injuries
11. Store flammable substances, fuel, propane, foam and plastics in a safe place, not next to a fire exit

Note To Supervisor: Inform your workforce of the company policy regarding site rules. On site Health and Safety is your responsibility as well.

If any issues are raised that need clarifying contact your safety adviser

COSHH

Hazardous substances can be used in, or created by, construction processes. Ignore a hazardous substance today and you may wish you hadn't by tomorrow. If you are not sure - ask.

Risk Assessment

1. Management must carry out a risk assessment to find out whether:
    - Exposure to a substance can be eliminated
    - Alternative work methods can reduce exposure
    - A less hazardous substance can be used
2. Any substance with a hazard warning label has a potential to cause harm – assess the risk before using it

Hazards

1. How could you be affected by a hazardous substance:
    - Ingestion – eating contaminated food
    - Inhalation – breathing harmful dust or fumes
    - Absorption – chemicals entering through cuts, etc
2. Examples of hazardous substances on construction sites:
    - Contaminated ground
    - Concrete admixtures
    - Cement
    - Solvent fumes
    - Hardwood dust
    - Resins
    - Epoxy-based paints
    - Welding fumes
    - Asbestos

3 Don't mix chemicals or substances

Control Measures

1 When using hazardous substances, wear the correct PPE
2 Know how to look after and use PPE correctly
3 Know where washing and first aid facilities are on site
4 Ensure hazardous substances are put back into a secure location after use and not left out on the site
5 Don't store hazardous substances above head height

Use Of Substances

1. Make sure you are trained to use hazardous substances
2. Read and comply with the information on the hazard data sheet and the instructions on the product label
3. don't eat drink or smoke when handling substances
4. don't expose workers to fumes dust gas or other dangers from hazardous substances due to your work
5. Always wash at the end of each shift and before eating

REMEMBER: Know what PPE to wear to protect against the hazard

If any issues are raised that need clarifying contact your safety adviser

Personal Hygiene

In many ways, the standards of personal hygiene will depend upon the attitude of individuals. You must look after yourself and you should expect the controller of the site to provide adequate facilities to allow this.

What You Should Expect

1. Enough toilets, wash basins, drying space and rest areas – the number will depend upon the number of people on site
2. Washing facilities must have hot (or warm) water, cold water, soap and some means of drying yourself
3. The opportunity to use the above facilities as necessary
4. The above facilities to be cleaned on a regular basis
5. Instructions must be provided on how to protect yourself from the effects of any hazardous substances that you may use
6. If canteens prepare food, it must be in hygienic conditions

Your Side of the Deal

1. Use toilets, wash basins (or showers, if provided) as necessary to maintain a high level of personal hygiene
2. Wash your hands after using the toilet and before eating
3. Leave toilets, wash basins, drying and rest areas clean and in good condition for other users
4. Avoid contamination of the skin by substances hazardous to health, e.g. cement – comply with any instructions given
5. Do not leave, or prepare, your own food in unhygienic conditions
6. If you are unwell, see your doctor if necessary and stay away from work if instructed to do so

If You (or Someone Else) Gets It Wrong

1. Gastroenteritis (sickness and diarrhoea) can be the result of poor personal hygiene
2. The transfer of harmful bacteria from hand to mouth is the usual route of entry into the body
3. Failing to wash your hands after using the toilet or handling infected material is a common route of transfer
4. You could transfer bacteria from your hand to another surface which someone else then touches and transfers to their mouth – someone else suffers because of your poor standards
5. Would you like to lose time off work (and money) because of someone else's low standards of personal hygiene
6. Other stomach complaints may be caused by failure to clean work-related substances from your hands before eating
7. Being caught, or being reported for, urinating elsewhere but in the toilets should lead to instant dismissal

If any issues are raised that need clarifying contact your safety adviser

Manual Handling

In any one year, almost a third of all injuries at work (some of them fatal) are caused by manual handling. Get it wrong today and you'll suffer the consequences tomorrow.

Considerations for Manual Handling

1. Always use mechanical handling methods instead of manual handling if possible, e.g. forklifts or pallet trucks, etc
2. Know your capabilities, only tackle jobs you can handle
3. Can you handle the load yourself, or do you need assistance
4. Is there a clear walkway with good lighting to the work area
5. where possible, establish the weight of the load before lifting
6. Wear gloves to protect against cuts and punctures
7. Wear safety boots or shoes to protect against cuts and punctures
8. Carry out trial lift by rocking the load from side to side, then try lifting it a small amount to get a 'feel' for it

Good Handling Techniques

1. Stand reasonably close to the load, feet hip-width apart, one foot slightly forward pointing in the direction you're going
2. Bend your knees and keep your back straight
3. Get a secure grip on the load
4. Breathe in before lifting as this helps to support the spine
5. Use a good lifting technique, keep your back straight and lift using your legs
6. Keep the load close to your body
7. Don't carry a load that obscures your vision
8. Lift slowly and smoothly
9. Avoid jerky movements
10. Avoid twisting your body when lifting or carrying a load
11. When lifting to a height from the floor, do it in two stages
12. when two or more people lift a load, one person must take control to co-ordinate the lift

Note to Supervisor: Now inform your workforce of the Company policy regarding manual handling

If any issues are raised that need clarifying contact your safety adviser

Safe Stacking of Materials

Unsafe stacking can lead to serious injuries. Don't allow yourself to be found underneath an unsafe stack.

General Points on Stacking

1. When handling materials, wear work gloves and safety boots as necessary, e.g. sharp edges or heavier loads
2. Only stack material in authorised areas, never in doorways, access ways or on fire escape routes
3. Stack on a level surface and provide packing
4. Never make stacks higher than 3 times the minimum base width
5. Consider in what order materials will be unloaded from a stack and then load it accordingly
6. Stack close to the work area to reduce the amount of handling
7. If material is being lowered by machine, keep hands clear of the load

Bricks, Blocks and Palleted Material

1. Ensure the base of the stack is level. Only stack two packs high
2. Ensure the upper pack is loaded squarely on to the lower one
3. If banding is damaged or materials are displaced in the pack, do not stack the other materials on top
4. Leave sufficient space between pallets for safe removal

Timber

1. Racks are the best method of storing small sized timber
2. Joists and larger timbers should be placed on bearers
3. Try to keep different lengths in separate stacks

Large Prefabricated Panels

1. Stack on flat or store secured in designed racks
2. Don't lean against parts of semi-constructed buildings
3. Don't lean against temporary structures
4. Don't store upright where panels can be affected by wind

Pipes and Tubes

1. Where pipes are small in diameter, stack in racks
2. If large in diameter, securely chock at the base
3. Don't stack in pyramids as they can become unstable
4. Large concrete rings must be laid flat so that they cannot be moved or rolled by any person, especially children

REMEMBER: Stack safe, stay safe

If any issues are raised that need clarifying contact your safety adviser

Slips, Trips and Falls

Every year, many injuries occur through slips, trips and falls. Most of these injuries are easily preventable with a little care.

Why Do They Occur?

1. Most injuries from slips, trips and falls occur because of poor housekeeping
2. Many items left on the ground, such as coiled cables, hand tools, lengths of pipe or timber, will trip someone if not deposited in a safe position
3. Spilt substances, such as oils and greases, will form a slip hazard if not immediately cleaned up
4. General debris, such as brick and block fragments, can quickly accumulate and form a tripping hazard if not cleaned up as it is created
5. Trailing cables are another frequent cause of tripping
6. Mud left on the rungs of a ladder by the previous user will represent a slipping and falling hazard for the next person
7. Reduced levels of natural light, for example during winter afternoons, can easily increase the tripping hazards if adequate access lighting is not provided. Tools, equipment and materials which are visible in full daylight might be hidden in semi-darkness

What Can You Do About It?

1. Clear up waste materials as you create them. Lightweight waste should be bagged or bundled, and nails removed from waste timber
2. Do not leave tools, equipment or unused materials lying about on the floor
3. If you are using substances which could possibly spill, ensure that you have a means of effectively clearing up the spillage
4. As far as possible, route cables for power tools above head height. If cables have to be routed at floor level, try to avoid crossing pedestrian walkways
5. If the site is muddy, scrape mud off your boots before climbing ladders or walking anywhere else where it might be a danger to others
6. Be aware of the increased risks of tripping as the level of natural light fades; ensure that all tools, equipment and materials are stored in a safe location

REMEMBER: Tidy up as you go, your carelessness could cause serious injuries to someone else

If any issues are raised that need clarifying contact your safety adviser

Safety Inspections and Consultation

Everyone at work has a moral and legal duty to prevent accidents. Employees who are aware of unsafe activities can and must take the necessary reporting actions to prevent accidents occurring.

Why Have Safety Inspections?

1. To reduce accident rates, suffering and the associated direct and indirect costs
2. High accident rates result in higher insurance premiums, increased disruption and therefore lower profits

Safety Inspections

1. Employers have a legal duty to seek competent health and safety advice
2. Someone with responsibility for health and safety will carry out safety inspections to detect shortcomings in health and safety on site
3. Actions will be taken to put right the shortcomings
4. Safety inspections confirm the employers commitment to health and safety

Consultation

1. Employers have a legal duty to consult with employees on matters of health and safety
2. Employers may appoint safety representatives through whom employees can raise matters of concern on health and safety
3. If there are matters of health and safety which concern you, you should bring them to the attention of your employer

Union Safety Representatives

1. Recognised trade unions have the right to appoint safety representatives
2. Safety representatives, upon giving notice, can carry out safety inspections
3. Where there are members from more than one trade union working in the same area, a safety representative from each union may carry out inspections of that area
4. If you have a union-appointed representative, you should know his or her identity
5. If you are in a trade union which has appointed a safety representative, you should be able to take concerns about health and safety to him or her
6. Employers must set up a safety committee if it is requested by union-appointed safety representative

Note to Supervisor: Now inform the workforce of the arrangements for health and safety inspections within your company

If any issues are raised that need clarifying contact your safety adviser

Portable, Hand-Held Electric Tools

Electrical tools face harsh conditions on site. When misused, they get damaged and become dangerous. In one year, there were 194 reported incidents of electric shock involving portable electric tools.

Before-Use Checks

1. Make sure the casing isn't damaged – if it is, don't use it
2. Make sure that all cables, plugs or connectors are sound and not damaged
3. Use tools on correct power supply as instructed on the maker's label. Only 110 volt tools are permitted on site
4. Ensure the tool is properly earthed, unless it is an approved type that does not require earthing
5. Ensure the cable is long enough to reach your work without straining it

Using Portable Electric Tools

1. Portable electric tools should only be used for their designated purpose
2. Ensure switches are working correctly before connecting to the power supply
3. Wear eye protection if there is any risk to your eyes
4. Disconnect tools when not in use
5. Electric power tools should be regularly inspected and maintained by a competent electrician

Hazards

1. Keep power cables off the floor. They may get damaged or cause someone to trip
2. Electrical tools often present a noise hazard – wear ear protection if necessary
3. Avoid standing on a damp or wet surface when using electrical equipment. Keep equipment clean and dry
4. Never connect a portable electric tool to a lighting socket
5. Don't use blunt, worn or damaged bits and accessories
6. Portable electrical tools which have become wet should be allowed to dry then checked by a competent person for electrical safety before being refused

REMEMBER: Look after portable electric tools and they will look after you

If any issues are raised that need clarifying contact your safety adviser

Welfare Facilities

The company has a duty to provide sanitary and washing facilities under the various acts, notably the Health & Safety Act 1974, section 2, and Workplace (Health, Safety and Welfare) Regulations 1992, sections 20 and 21.

HOWEVER - The employees of the company also have a **LEGAL** duty under the same legislation (Sections 7 and 8)

Employees may feel that their lack of personal hygiene is a concern only to themselves and does not affect others – or do not care about the effect on others. It is stressed that this is manifestly not so and in direct contravention of the legislation. It is also grounds for dismissal and Industrial tribunals have demonstrated full support to employers who dismiss people under these circumstances.

Health and Safety at Work Act 1972

General duties of employees at work.

7. It shall be the duty of every employee while at work—
   (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

Duty not to interfere with or misuse things provided pursuant to certain provisions.

8. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The Workplace (Health, Safety and Welfare) Regulations 1992

Toilets, Washing and Changing Facilities

1. Only use those facilities that you are authorised to use and for the intended purpose. Hand basins should not be used for rinsing of mops or soiled rags, etc.

2. Leave the facilities in clean and tidy condition after use.

3. Report any defects or problems to a responsible person.

4. Ensure that spillages of water or other slip hazards are cleared up immediately.

5. Use sanitary disposal units for their intended purpose.

6. Do not leave spare toilet rolls or towels, etc on the floor. Keep them in their designated locations.

7. Inform management of any special needs in relation to provision or use of sanitary or washing facilities.

8. Do not smoke in toilets or washrooms.

ENVIRONMENTAL AWARENESS

GROUND CONTAMINATION

A major area of environmental concern is related with the potential contamination of the earth. Unlike the pollution of surface watercourses, ground contamination has a potentially long term impact and can be a problem even after construction work is completed

Small spills can, over a long period of time can accumulate to become a major problem with far reaching effects.

Health problems can be traced to contaminated sites and this could lead ultimately to prosecution and the responsibility to clean up the land.

Ground contamination originates from poor storage, handling and disposal of chemicals and fuel. Even the smallest spill can have an impact on the local area and it is those small spills that can accumulate and cause major environmental problems.

All these problems can be avoided by using good control techniques inclusive of the following points:

- Maintain a general practice of good housekeeping.
- Dispose of all waste types into the appropriate containers.
- Be aware of the problem of ground contamination and take appropriate action when required.
- Report any spills immediately and take action using clean up facilities if necessary.
- Storage areas and tanks must have adequate bunding around them 110% capacity of the storage tank / container itself.
- Containers and barrels containing substances such as petroleum, oil or chemicals must be returned to the correct storage area at the end of any working day.
- Any open containers must be covered to avoid potential spills and vandalism.
- Dispose of empty containers and drums in the correct waste facilities as they always retain some liquid and could cause ground contamination.

By keeping to these guidelines, material loss can be minimised as can the threat of ground contamination, the workplace will also be kept cleaner. It is you as an individual that is responsible for taking care when using materials, for Safety, Health and Environmental reasons.

Your actions not only have repercussions on yourself but also on the environment and just as importantly other people.

Noise

Noise is part of everyday life, but loud noise can permanently damage your hearing.

Young or old, once you lose your hearing you can never get it back.

Symptoms and early signs of hearing loss

- Conversation becomes difficult or impossible
- Your family complains about the television being too loud
- You have trouble using the telephone
- You find it difficult to catch sounds like 't', 'd' and 's', so you confuse similar words
- Permanent tinnitus (ringing, whistling, buzzing or humming in the ears) can also be caused

Generally hearing loss is gradual. By the time you notice it, it is probably too late. We want to prevent hearing loss before it happens. You can also suffer instant damage from very loud or explosive noises.

How do I protect myself?

Co-operate. Help your employer to do what is needed to protect your hearing. Make sure you use properly any noise control devices (e.g. noise enclosures), and follow any working methods that are put in place. Also attend hearing checks. This means you need to take some responsibility for your hearing.

Wear any hearing protection you are given. Wear it properly (you should be trained how to do this), and make sure you wear it all the time when you are doing noisy work, and when you are in hearing protection areas. Taking it off even for a short while means that your hearing could still be damaged. Remember that there is no cure for deafness.

Look after your hearing protection. Your employer should tell you how to look after it and where you can get it from. Make sure you understand what you need to do.

Report any problems with your hearing protection or noise control devices straight away. Let your employer or safety representative know. If you have any ear trouble, let your employer know.

Alcohol and Drugs

Statistics show that alcohol and drug use are increasing on site. Such use leads to accidents. Make sure it doesn't happen on this site.

Alcohol

1. In a high-risk industry like ours, alcohol and work are not compatible
2. Alcohol is a depressant drug, which depresses parts of the brain function. When working on site you require all of your brain functions to save you from injury
3. If you're found to be intoxicated with drink, you won't be allowed on site. You may end up losing your job
4. Don't get drunk the night before and expect to work safely on site the next day. Alcohol takes time to work out of your system (1 pint of beer takes approximately 2 hours)
5. 50% of all drivers killed are over the legal limit
6. If you drink don't drive
7. Some workplace fatal accidents are alcohol related
8. Keep your head clear – leave your drinking sessions to social events, where you can't cause injury to yourself or others
9. Get a bad reputation for drinking and you may not get another job as you'll be seen as a liability

Drugs

1. You are far more likely to have an accident on site when under the influence of drugs
2. Drugs prescribed by your doctor could make you unfit for work, as can illegal drugs
3. You may feel you don't have a drug problem – it's got nothing to do with you. But if you get hurt, it's a bit late to wonder what the other person was on
4. If you know somebody is on drugs, tell your supervisor – help to stamp it out
5. Signs to look for: watery eyes, pinpoint or dilated pupils, runny nose, constant sniffing, tight lips, sores, ulcers, trembling, fatigue and irritability. If you see it, report it
6. All drugs can affect your ability to work safely
7. Some effects of drugs: slow reaction times, clumsiness, poor decision-making and distorted vision
8. Don't take 'E's – 'E' stands for 'Ex-employee'
9. If you get offered drugs, say no, you'd rather work safely!
10. Drugs and work don't mix. Don't let it become a problem

Note to Supervisor: Now inform your workforce of the Company policy regarding alcohol and drug abuse

If any issues are raised that need clarifying contact your safety adviser